

The Board of Trustees of the Sangamon Mass Transit District met in a regular session on May 23, 2022, in the Training Room of the Sangamon Mass Transit District located at 928 South Ninth Street, Springfield, Illinois. The Meeting was called to order at 4:30 PM by Brian Brewer, Board Chairperson.

I. ROLL CALL Present:

Brian Brewer	Chairperson
Sue Davsko	Vice Chairperson
Leslie McCarthy	Secretary
Sandra Douglas	Trustee
Steve Schoeffel	Managing Director
Melissa Ashford	Director of Operations
Michelle Alexander	Grants and Procurement Manager
Erik Bush	Director of Finance & Administration
Russell Reed	SMTD Counsel
Jason Sass	SSCRPC
Pete Roberts	Disabled Person Advisory Committee Report

Excused

Karen Hasara	Treasurer
Jerry Doss	Trustee
Wynne Coplea	Trustee

PUBLIC HEARING – Public Hearing to Discuss the Proposed FY23 SMTD Corporate Budget

II. APPROVAL OF MINUTES

Secretary McCarthy made a motion to approve the minutes of the April 25, 2022, regular meeting of the Board of Trustees, seconded by Trustee Douglas. The motion passed unanimously.

III. DIRECTORS REPORTS

Managing Director Schoeffel gave an update for the on-going construction at the transfer center, walls going up and activity is gaining steam. The opening schedule has been adjusted back slightly, with early 2023 still pegged for public grand opening. Greyhound has officially contracted SMTD to inquire about a slip at the SMTD space and staff is working with Greyhound personnel as well as FTA personnel to draft a potential use agreement. Mandatory overtime has impacted hiring and staff is currently conducting due diligence on route planning to try and find operators some relief. Finally, SMTD will be ending the vaccine incentive effective June 30, 2022. Around 2/3 of the employee base is vaccinated

Director Bush discussed steps taken regarding a risk assessment recently performed for the Information Technology policies facing SMTD going forward. An IT Steering Committee, which Trustee Douglas and Trustee Coplea volunteered to assist has been informally formed

Director Ashford detailed ridership for the board with a look at year-over-year changes. Ridership is showing consistent signs of growth since the pandemic.

Operator shortages have impacted route planning and head count shortages have been consistent. Staff is finding it even harder to get applicants in the door. Trustee Douglas and Director Ashford discussed different approaches to spreading the word & advertising regarding hiring of operators. Some ideas were shared, and both staff and the board recognized the impact the issue is having on the workforce.

Director Ashford reminded the Board SMTD did not release any staff off during the beginning of the pandemic, as a lot of employers did. One advantage discussed was SMTD does not have to go through the process many are experiencing of trying to hire people back. Staff will keep the board apprised of hiring and route compensations.

IV. REPORTS

A. Approval of March Financial Statements and Cash Disbursements

Director Bush noted the work of Specialist Mares and Director Schoeffel in bringing advertising revenue back to pre-pandemic levels. Trustee McCarthy made a motion to approve the March Financial Statements and Accounts Payable Disbursements, seconded by Trustee Douglas. The motion passed unanimously.

B. Board Committee Reports: Finance-Operations-Administration

Finance: No report.

Operations: No report.

Administration: No report.

C. Planning Commission Report: Mr. Sass Jason thanked SMTD for being a main sponsor for Curb your Car, which ran the last week of May. The RPC is working on the transportation improvement program for compliance, as well as working on an active transportation plan, showing walkability. RPC is going to be an exhibitor at the Juneteeth celebration being held in June locally..

D. Disabled Persons Advisory Committee Report: Mr. Roberts reported feedback on the service remains positive. June 9th via zoom, at 10:30am. President Brewer asked is the Zoom meetings were working for the committee, with Pete confirmed.

V. UNFINISHED NEW BUSINESS: None.

VI. NEW BUSINESS:

a. Consider Proposed FY23 Corporate Operating & Capital Budget

Director Bush explained staff is requesting a proposed budget of \$24.5 million, covering operations as well as the south storage garage, the transfer center FFE and opening, and the admin building remodel. Additionally, commodity prices are increasing as they are for everyone else, and as a commodity dependent organization, SMTD has built budget numbers into commodities to reflect current price trends.

Vice-Chair Davsko made a motion to accept the proposed FY23 budget as presented, seconded by Secretary McCarthy. The board passed the motion unanimously.

b. Consider One Year Extension to Agreement with Hurst-Roche

Director Bush explained the contract with Hurst, originally entered into in 2017, is a fixed fee contract, and as such, funds remain on the consulting engineer's contract. SMTD has extended Hurst once prior to make their expertise available on continuing projects, most recently the Administrative Offices remodel.

Secretary McCarthy made a motion to approve a one-year extension to the existing fixed fee contract with consulting engineer Hurst-Rosche, seconded by Vice-Chairperson Davsko. The motion passed unanimously.

c. Consider One Year Extension to Agreement with Houck Advertising

Director Bush explained that unlike the agenda item prior, SMTD's agreement with Houck Advertising is a service/revenue contract. Given the mutually beneficial relationship over the last four years, and with the arrival of the transfer center and potentially new advertising ventures there, staff would like to be able to work for one more year to make the transfer center transition.

Trustee Douglas made a motion to to extend SMTD's existing agreement with Houck Advertising and direct staff to execute all resolutions, documents and, details to effect the extension with Houck. The motion was seconded by Vice-Chairperson Davsko. The motion passed unanimously.

d. Consider Fiscal Year 2023 Board of Trustee Meeting Dates

Staff provided the Board with meeting dates for Fiscal Year 2023 (July 1, 2022 – June 30, 2023). One adjustment was made to the meeting schedule to accommodate December's meeting timing with end of year holidays.

Secretary McCarthy made a motion to approve the Fiscal Year 2023 (July 1, 2022 – June 30, 2023) Board of Trustee meetings calendar, seconded by Vice-Chairperson Davsko. The motion passed unanimously.

e. Consider Amendment to SMTD Procurement Manual

Director Bush explained with goods and commodity pricing increasing worldwide, staff believe providing the Superintendent of Maintenance more flexibility in purchasing authority by allowing invoice sign off to occur at a lower level organizationally will keep the invoice moving to payment quicker, sometimes effecting discounts. The proposed change from \$5,000 to \$10,000 reflects a general increase in prices, and an increase from \$5,000 to \$20,000 for commodity purchases such as diesel, etc. With the addition of the Marketing Specialist in 2021, SMTD marketing campaigns are becoming more streamlined. As designed, advertising will have a fixed allotment of operating funds to go toward marketing and advertising (\$190,000 in FY23, down from \$220,000 in FY22) and the Specialist, working directly with the Managing Director, will monitor that budget monthly and run campaigns within the annual budget allotment.

Secretary McCarthy made a motion to approve amendments as described to the SMTD Purchasing Policy Manual, seconded by Vice Chairperson Davsko. The motion passed unanimously.

f. Consider Price Quote for Four Electric-Hybrid Busses from New Flyer at a Price Not to Exceed \$780,000.00 per Bus

Director Bush explained for the board current difficulties in finding new buses. SMTD joined the Washington State Department of Enterprise Services' (WAS DES) joint vehicle purchasing program in 2021 to avail the District to pre-bid pricing for 35' medium-duty buses. As WA DES had solicited bus pricing for diesel, CNG, electric-hybrid, and hydrogen fuel cell SMTD had a wide range of options and pricing that met federal and state competitive bidding requirements. This range of options was particularly important as SMTD, like many agencies nationwide, manage the task of mandated alternative fuel transition plans. Since becoming part of the WA DES agreement, SMTD has had difficulty obtaining price quotes from vendors on the Master Agreement. Staff recommends the board allow the Managing Director authority to negotiate a bus purchase off the provided price quote, understanding option(s) finalization remains which could increase the total cost of the bus as a whole, but not the base price. Options include pricing for CAD/AVL configurations, way sign selection, and any necessary electrical prep required to transfer SMTD's Clever Devices and Genfare fare collection stations.

Vice-Chairperson Davsko motion to authorize the Managing Director to negotiate an order of buses sized to SMTD's resources for FY23, seconded by Trustee Douglas. The motion passed unanimously.

g. Consider Proposed Zero-Emission Fleet Transition Plan

With the implementation of the Infrastructure Investment and Jobs Act, transit agencies are now required to develop and implement a fleet transition plan to demonstrate a reduction in non-renewable energy sources. As this is a first draft, evolutions of the Plan will certainly be forthcoming. The plan takes into account two life cycles of bus replacement based on their Useful Life Benchmark (ULB), which FTA establishes at 12 years for buses. As funding changes occur, SMTD's ability to purchase to plan will remain to be seen. Staff did want to make clear this isn't a commitment, but a reasoned transition plan, meeting specific requirements for the transition plan laid out by the IJIA and FTA.

Secretary McCarthy made a motion to adopt SMTD's ZEB Fleet Transition Plan, Version One, seconded by Vice-Chairperson Davsko. The motion passed unanimously.

h. Consider Proposed Agreement with Memorial Choice for EAP Services

Director Bush explained in an effort to offer more health care and wellness services to SMTD employees and their dependents, staff has been working with Troxell Insurance to try and identify a qualified Employee Assistance Program (EAP). EAP services will cover six areas of concern; emotional, behavioral, substance use, work-life, financial, and family sessions will be offered, up to a maximum of six. Upon six sessions, counselors will transition the employee to the employee's insurance or discontinue treatment. SMTD proposes making this available to SMTD employees and their dependents.

Trustee Douglas made a motion to approve a one-year agreement with Memorial Health Services to provide EAP Services to SMTD employees and dependents, seconded by Vice-Chair Davsko. The motion passed unanimously.

VII. PUBLIC COMMENT

Jane Ford of Friends of Transit thanked SMTD for attending the ribbon cutting ceremony for the Franklin Park Neighborhood Association for a new sidewalk from Franklin Park to 11th Street.

VIII. CLOSED MEETING

Vice-Chairperson Davsko made a motion at 5:15 PM to close the open session to enter into closed session for Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal 5 ILCS 120/2(c)(11), seconded by Secretary McCarthy. The motion passed unanimously and the board went into closed session at 5:16PM.

Vice-Chairperson Davsko made a motion to close the closed session and re-open the open session to discuss Additional New Business at 5:25PM, seconded by Secretary McCarthy. The motion passed unanimously.

IX. ADDITIONAL NEW BUSINESS

Vice-Chairperson Davsko made a motion to approve settlement authority as provided by PMA, seconded by Trustee Douglas. The motion passed unanimously.

X. ADJOURNMENT

Seeing no further business to come before the Board, Secretary McCarthy made a motion to adjourn the meeting. Trustee Douglas seconded the motion, and the meeting was adjourned at 5:26 PM.

Approved:



Brian Brewer, Chairperson



Leslie McCarthy, Secretary