

**ST. CLAIR COUNTY TRANSIT DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
November 20, 2018**

Present:

Richie Meile, Chairman
Herb Simmons, Trustee
Lonnie Mosley, Trustee
Mike Sullivan, Trustee
Ken Sharkey, Managing Director
Grey Chatham, Attorney
Hollie, Etling, SCCTD
Tony Erwin, SCCTD

Absent:

Walter Jackson, Metro Superintendent, Illinois Garage
Taulby Roach, Development Programming Associates

Call to Order:

The meeting was called to order by Chairman Meile, at 5:00 pm.

Introduction of Guests: None

Public Comment: None

Approval of Minutes:

A motion was made by Mr. Mosely and seconded by Mr. Sullivan to approve the minutes of the October 16, 2018 Board Meeting. The motion passed unanimously in a voice vote.

Incoming Claims and Additions to the Agenda: None

Reports:

- Ken Sharkey
 - Mr. Sharkey advised of the TWM Engineers Holiday Party at the Bellecourt Manor on December 7, 2018.
 - Mr. Sharkey advised SCCTD would be hosting a Holiday Event at the office on December 14, 2018 from 11 a.m. to 2 p.m.
 - Mr. Sharkey presented the Sheriff's Incident Report.
 - Mr. Sharkey presented the Red Birds report outlining the expenses from 2018 and budgeted for 2019. He advised he is planning to streamline this work and its staff. By doing this it would lower SCCTD expenses approximately \$80,000.00 at of saving of 31%. He continued to advise the Board there will be a pay structure in place for existing and new staff working these events. Mr. Sharkey informed the Board the legacy crew declined offer of any reductions in compensation and will not be returning for the 2019 Red Bird Season. Mr. Sharkey went on to say the crew would not be accepting cash that all patrons would use the farebox and no tickets would be distributed. Metro would provide SCCTD a Red Bird Credit on their monthly invoicing. The positive would be a huge savings on the front end with no printing, date stamping and sorting of tickets. The possible negative side would be it would

slow down the boarding process. Mr. Sullivan asked about the boarding process. Mr. Sharkey outlined and no further questions were asked.

- Mr. Sharkey advised the Board CMT applied for a CMAQ Grant and it was approved for FY19 in amount \$548,533. He went on to say Kim Cella did a great job completing the grant and it was because of her efforts we received the grant. He also said Kim Cella handles all our social media and the updating of our website.
- Mr. Sharkey advised he continues to discuss the possibility of having Challenge Unlimited to operate a Snack Shop at the Belleville Station. Mike Buehlhorn introduced Challenge Unlimited to SCCTD. Mr. Sharkey informed the Board this organization currently operates a snack shop in the Madison County Court House with a Supervisor on Staff at all times.
- Mr. Sharkey reported to the Board the current ATS construction trailer rent is \$467.00 per month. SCCTD is working to relocate this office to the Motor Coach Credit Union area or Metro offered their meeting room as an optional location. This should be a cost savings due to we do not anticipate Metro charging SCCTD/ ATS for this space.
- Mr. Sharkey reported the Auditors are reviewing our financials with Mrs. Etling providing support documents as needed.
- Mr. Sharkey advised the Board, Chairman Meile will be setting up a meeting with the O'Fallon Bank regarding investments in the Bank of O'Fallon. Mr. Sharkey reported he is preparing a draft policy for the Boards review regarding investments.
- Mr. Sharkey presented the Board an estimated cost of \$5,800.00 each for the newly acquired MetroLink vehicles for the SCC Sheriff details. Mr. Simmons commented he is not aware of the type of radios they are wanting to put in the vehicles. Mr. Simmons went on to say prior to purchasing them he wanted to insure SCCTD was given a discount at the time of purchase. He added the Moto Rolla radios purchased were at a price of 55% off of the original price. He also said the State of Illinois receives 27% off of the original price. Further discussion continued with no action taken.
- Taulby Roach
 - Mr. Sharkey reported Mr. Roach is out of town, but had nothing to report.
- Mr. Chatham
 - Mr. Chatham reported his office sent a letter to an attorney of a former SCCTD employee regarding their request. There is no further update at this time.
- Tony Erwin
 - Mr. Erwin provided his report to the Board outlining all active project and current maintenance work taking place.

Under Financial Matters:

- Nothing to report

Under Old Business:

- Nothing to report

Under New Business:

- Mr. Sharkey discussed pay increases for two SCCTD employees with past and upcoming anniversary dates. No action taken.
- Mr. Sharkey requested to hire a Part-time person to assist in issuing the Senior Citizen and Benefit Access Passes as well as to cross train within the office. No action taken.
- Mr. Sharkey advised the field personnel will be considered Ambassador's wearing a standard uniform so people know who we are. This will better help us communicate with the public using our facilities.
- Mr. Sharkey advised he is preparing a sick and vacation policy. Currently SCCTD grants 6 days per year of sick time and St Clair County allows 8 days and the State of Illinois allows 12 days. Also new hires would start with 1 week of vacation per year. He went on to say a draft will be presented to the Board for approval.

Board Member Comments:

- Mr. Mosely inquired about senior passes. He was informed to advise people all passes are issued at the Belleville Station each on Tuesdays and Thursdays from 9:00 am to noon.
- Mr. Meile reported the City of O'Fallon would be doing a photo op for the new trash cans purchased by SCCTD.

Next Meeting: Adjournment 5:33 pm

There being no further business Chairman Meile entertained a motion to adjourn the meeting. A motion to adjourn was made by Mr. Simmons and Seconded by Mr. Sullivan. The motion passed unanimously in a voice vote.

Next Board Meeting – December 18, 2018 at 5:00 pm located at the SCCTD office at 27 North Illinois St, Belleville, Illinois.