

**ST. CLAIR COUNTY TRANSIT DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
December 18, 2018**

Present:

Richie Meile, Chairman
Herb Simmons, Trustee
Lonnie Mosley, Trustee
Mike Sullivan, Trustee
Ken Sharkey, Managing Director
John Baricevic, Attorney
Taulby Roach, Development Programming Associates
Hollie, Etling, SCCTD
Tony Erwin, SCCTD
Brian Dulski, SCC Resident
Sheila Kimlinger, TWM Engineers

Absent:

Walter Jackson, Metro Superintendent, Illinois Garage

Call to Order:

The meeting was called to order by Chairman Meile, at 5:01 pm.

Introduction of Guests: Brian Dulski and Sheila Kimlinger

Public Comment:

- Mr. Dulski
 - Mr. Dulski came to the Board to thank them for all the work they have done on constructing bike/pedestrian trails throughout St Clair County. He advised the Board he has been a resident of the county since 2004 and uses the trail as a cyclist and a runner. He continued by saying the trails are an important asset for the people living and coming to the communities in St Clair County. He expressed how safe the bike trails are and he was happy to see that SCCTD is working with the State and County regarding their roads and improvements. He finished by saying keep up the good work!

Approval of Minutes:

- A motion was made by Mr. Simmons and seconded by Mr. Mosley to approve the minutes of the November 20, 2018 Board Meeting. The motion passed unanimously in a voice vote.

Incoming Claims and Additions to the Agenda: None

Reports:

- Ken Sharkey
 - Mr. Sharkey distributed his monthly Activity Report.
 - Mr. Sharkey advised he met with Kim Cella with CMT and discussed the work they have been doing and possible new ideas for our website and media. He reported the site has had 7.5 million views and the media value to date is approximately \$265,000.

- Mr. Sharkey outlined the recent new post on the website and upcoming press releases. He continued by inviting the Board to provide postings they would like to have on the website.
 - Mr. Sharkey advised they took delivery on the new patrol vehicles and they are currently having the decals and locals installed. He continued by saying the police radios for these units were also installed. He went on and thanked Board Member Simmons for being the point person in obtaining these radios at a great price.
 - Mr. Sharkey advised the trash receptacles at various bus stops throughout O'Fallon have been installed.
 - Mr. Sharkey advised the Board the shelter at 52nd and Forest Blvd has been installed (presented photo of the shelter installed) along with 3 other bus stops that concrete was placed for safer loading and unloading from the Metro buses. He continued by saying he would like to recognize the veteran driver Larry Malone who presented the idea to him. Mr. Sharkey went on to say that Metro has a 900,000.00 grant to be used for bus shelters and bus stop improvements in the St Clair County area. He said we are working with TWM to evaluate the list of stops provided by Metro and prepare plans and bid the work out this year. He went on to say the shelters will be placed at the locations with the highest ridership and work down from there.
 - Mr. Sharkey informed the Board that we will be retiring four (4) buses and if the Board is interested in providing a bus to an agency or group in their area to let him know.
 - Mr. Sharkey advised the cameras have been installed in the ATS vans and we are waiting to finish our inspection prior to final acceptance. Mr. Baricevic advised/ requested that emblems be placed on all vans with cameras advising video in progress or all activities are filmed and recorded on this unit.
 - Mr. Sharkey presented the Sheriff's Incident Report.
- Taulby Roach
 - Mr. Roach presented an investment policy and outlined the reasons and the necessity of having a policy in place. Mr. Roach advised the Board Mr. Baricevic has reviewed the policy and his recommended changes were made. Mr. Roach advised in addition to his and Mr. Baricevic's review, Mr. Sharkey has reviewed and is aware of the requirements the policy will put in place. Mr. Roach advised the Board this policy is per the recommendation of our auditors and is a requirement of the State to have on file. Mr. Roach recommended to the Board to adopt the policy and have on file. **A motion was made by Mr. Sullivan and seconded by Mr. Simmons to adopt the Investment Policy as presented by Mr. Roach and placed on file. The motion passed unanimously in a voice vote.**
 - Mr. Roach presented the bank research that he and Mr. Sharkey obtained using 5 local banks. Mr. Roach outlined the documents presented using the information from the local institutions. He continued by advising the Board it is important to use various institutions and also when investing we only invest in St. Clair County. Mr. Roach advised that Mr. Sharkey and he will request proposals from the local banking market and make a recommendation of where to invest at the January meeting.
 - Chairman Meile outlined the recent meeting he, Mr. Roach and Mr. Sharkey had with the O'Fallon Bank. He advised it was a good meeting and they would like an opportunity to participate in investing SCCTD funds. Mr. Roach agreed and advised the Board it was a very informative and positive meeting. Mr. Simmons asked how will the decision as to what bank or banks are used. Mr.

Roach responded that a specific criterion will have to be met prior to interested banks wanting to participate. Mr. Baricevic recommended and advised that it is very important we invest the SCCTD funds in St. Clair County only. Mr. Roach continued and advised the Board a letter of Solicitation has been prepared and is ready to be sent out. Mr. Baricevic outlined and advised the Board that the banks will be given a situation and we can evaluate how they respond and then make our decision. Mr. Sharkey advised he met with the St. Clair County Treasurer to learn about their investment practices. Mr. Roach recommended to the Board to approve the solicitation. **A motion was made by Mr. Simmons and seconded by Mr. Mosley to accept the recommendations as presented by Mr. Roach. The motion passed unanimously in a voice vote.**

- Mr. Roach outlined the DOAP review letter from our accountant Scheffel Boyle. Mr. Roach outlined the letter advising what was needed to address liabilities. It was recommended that SCCTD would credit \$500K per quarter. Mr. Roach advised we would have language in the contract with the State to address the liability. Mr. Roach requested the Board accept the recommendations from the Auditor. Mr. Roach further outlined the Auditors report and asked the Board for a recommendation to accept the Auditors report and recommendation. **A motion was made by Mr. Simmons and seconded by Mr. Simmons to accept the auditor's report as presented by Mr. Roach and placed on file. The motion passed unanimously in a voice vote.**

- Mr. Baricevic

- Mr. Scott's request. There is no further update at this time.
- The ATS employee issue continues with SWIC. Mr. Sharkey advised the meeting with SWIC was very positive. Mr. Sharkey advised something will need to be done due to Mr. Wasson is retiring March 29, 2019. The SWIC contract expires on June 30, 2019. No further discussion.

- Tony Erwin

- Mr. Erwin provided his report to the Board outlining all active project and current maintenance work taking place.
- Mr. Erwin presented to the Board that SCCTD has hired Jarvis to complete the electrical at the Illinois Metro Garage in order to get ATS moved. The move is taking place on January 8, 2019, which does not give us much time. We did not solicit bids due to the price and Jarvis is the Electrical Contractor used by Metro for the majority of their work. They are familiar with the facility and Metro Maintenance is very comfortable with them.
- No further report.

- TWM
 - Ms. Kimlinger advised, outlined and updated the Board on current active projects with SCCTD. No questions from the Board.

Under Financial Matters:

- Nothing to report

Under Old Business:

- Mr. Sharkey
 - Mr. Sharkey advised the Board he needs to hire a part-time office staff to assist in the Belleville Office. He would like to have the start January 1, 2019. This will allow them to learn the office and the duties. It is important to hire someone, also due to Ms. Trigg will be out starting in February for 6 weeks. Mr. Simmons asked if Mr. Sharkey has anyone in mind. Mr. Sharkey advised he has interviewed Denise Williams and recommended her hiring. Mr. Mosely concurred. **A motion was made by Mr. Mosley and seconded by Mr. Simmons to hire Denise Williams as a part-time person for the Belleville Office. The motion passed unanimously in a voice vote.**

Under New Business:

- Mr. Sharkey
 - Mr. Sharkey presented a letter from Caritas regarding a donation request for one (1) of the ATS vans being retired. Mr. Sharkey outlined the need for the van and he would like the Boards blessing to donate the Van to Caritas. Mr. Sharkey also reminded the Board SCCTD recently purchased 4 new vans and have 4 vans being taken out of service or retired. **A motion was made by Mr. Mosley and seconded by Mr. Sullivan to permit the donation of a retired ATS van to Caritas for their use. The motion passed unanimously in a voice vote.**
 - Mr. Sharkey also presented a letter of request by a church group to use a Metro Bus to allow the group to be bused throughout the area to do caroling. He advised the driver would be a Metro driver donating his time to drive the bus for the church. Mr. Baricevic advised we are not a charter bus service and this would be a liability. Other Board members expressed concern regarding the request and although they understand, it is too much of a liability to Metro and SCCTD. **A motion was made by Mr. Simmons and seconded by Mr. Sullivan to deny the request presented and all personal use of Buses and Vans. The motion passed unanimously in a voice vote.**

Board Member Comments:

- No comments.

Next Meeting: Adjournment 6:06 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 – **January 15, 2019** at 5:00 pm located at the SCCTD office at 27 North Illinois St, Belleville, Illinois.