



**GUIDELINES FOR ORDER OF BUSINESS  
REGULAR MEETING BOARD OF TRUSTEES**

**PLACE:** OFFICE OF THE SANGAMON MASS TRANSIT DISTRICT  
928 South Ninth Street  
Springfield, IL 62703

**DATE & TIME:** Monday, January 28, 2019 - 4:30 p.m.

**A G E N D A**

- I. ROLL CALL**
- II. APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 17, 2018**
- III. MANAGING DIRECTOR'S REPORT**
- a. Managing Director - General Comments
  - b. Director of Finance & Administration - General Comments
  - c. Director of Operations – General Comments
- IV. REPORTS**
- a. Approval of November and December's Financial Statements and December's Cash Disbursements Diane Townsend
  - b. Board Committee Reports Doss/Coplea
    - Finance-Investment Report Davsko/Douglas
    - Operations Hasara/McCarthy
    - Administration Jason Sass
  - c. Planning Commission Report Pete Roberts
  - d. Disabled Person Advisory Committee Report
- V. NEW BUSINESS**
- a. Budget Revision for FY19 State Operating Grant Diane Townsend
  - b. Approval of a 20 year annual required contribution for Retiree Health Insurance Diane Townsend
  - c. Distribution of the FY18 Audit Report an Management Letter Diane Townsend
  - d. Commercial Cleaning Service Contract Renewal Shoun Reese
- VI. CLOSED MEETING**
- a. Closed meeting minutes of the December 17, 2018 Closed Meeting Frank Squires
  - b. Personnel Matter Frank Squires
  - d. Potential Litigation Frank/Shoun
- VII. ADDITIONAL NEW BUSINESS**
- a. Approval of Minutes from the December 17, 2018 Closed Meeting Frank Squires
- VIII. PUBLIC COMMENTS**
- IX. ADJOURNMENT**