STATELINE MASS TRANSIT DISTRICT
ANNUAL BOARD MEETING MINUTES
Wednesday, July 23, 2025 – 9:30am
11722 Main Street, Roscoe, IL 61073

I. **<u>WELCOME</u> Chairman** Gus Larson opened the annual meeting at 9:34am. Present in addition to the chairman were Trustees Mari Mattocks, Dick Adams, Pam Clifton, and Jack Cook. Also present were RMTD Executive Director Michael Stubbe, Brandon Rucker (R1Planning), and SMTD Executive Director Sharon Hecox.

II. **<u>APPROVAL OF AGENDA</u> Chairman** Larson entertained a motion for approval of the agenda noting it had been provided electronically prior to the meeting. Trustee Adams motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the July 23, 2025 agenda was approved.

III. **<u>PUBIC COMMENT</u>**
Chairman Larson opened the meeting to Public Comment welcoming Brandon Rucker and Michael Stubbe to the meeting. Rucker thanked the board for the opportunity to speak and introduced himself as the R1PC representative and Stubbe stated he had no public comment.

IV. **<u>REPORT of 2024-2025 OFFICERS</u>**

a. **Chairman – Gus Larson:** Chairman Larson reported nothing unusual to report.
b. **Vice Chairman – Mari Mattocks:** Vice Chairman Mattocks concurred and stated she had nothing to report.
c. **Secretary/Treasurer – Dick Adams**: Secretary/Treasurer Dick Adams stated "*everything is under cont*rol" and had nothing further to report.

V. **<u>NOMINATION and ELECTION of 2025-2026 OFFICERS</u>**

a. Chairman Trustee Clifton shared that the current board was doing a wonderful job and nominated all on the current board serve for the 2025-2026 term. Open discussion included current officers confirming willingness to accept the nomination and serve another term. Trustee Clifton motioned for approval of appointment of Gus Larson for Chairman; Trustee Mattocks seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and Gus Larson was appointed Chairman for the 2025-2026 term.

b. **Vice-Chairman Trustee** Clifton motioned for approval of appointment of Mari Mattocks for Vice Chairman; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and Mari Mattocks was appointed as Vice Chair for the 2025-2026 term.

c. **Secretary/Treasurer Trustee** Cook motioned for approval of appointment of Dick Adams as Secretary/Treasurer. All ayes. No discussion. Motion carried 5 – 0 with none opposing or abstaining, and Dick Adams was appointed Secretary/Treasurer for the 2025-2025 term.

VI. **ACCEPTANCE AND APPROVAL of Meeting Minutes June 25, 2025 Chairman** Larson stated the June 25,2025 Minutes were to be set over.

VII. **FINANCIAL REPORTS**

a. **Update and discussion as necessary on local, state, and federal grant programs.**

i. **Update and discussion on FY25 DOAP monthly reporting.** Executive Director Hecox reported March and April 2025 DOAP requests had been approved and received in the amounts of $7,031.83 (March) and $126,453 (April) with verification of deposits included in the board packet. Hecox reported the April DOAP request had been submitted and approved in the amount of $126,178, with funds pending receipt. Hecox reported she had requested FY25 report of revenue hours and trips from RMTD and would be submitting the OP-9 by August 1st deadline.

ii. **Update, discussion and action on federal grant applications & ECHO requests.** Hecox reported a copy of a letter received from Secretary Duffy had been included in the board packet for review. Hecox said based on her discussions with the Triennial Reviewer it was not yet determined how or if development of SMTD's DBE program would be affected. The reviewer suggested SMTD hold off until the review before submitted a program to the board. Hecox reported she was confirming end of year final numbers before submitting the 3rd and 4th QTR FY25 ECHO request to avoid over or under requesting of funds.

iii. **Discussion and action on line-item adjustments fiscal year 2025.** No action taken. Set over until next meeting.

iv. **Discussion and action on approval of CEO Risk Assessment Report.** Hecox stated the Chairman's Risk Assessment Report had been provided electronically to the board for review prior to the meeting. Hecox reminded the board that a review and written report was due every two years as per the Fraud and Abuse program and required motion of board to be officially accepted into the records of the district. Open discussion on policies, procedures and responsibilities of the district followed. Trustee Cook motioned for approval of the report; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining.

VIII. Marketing

a. **Update and discussion June 2025 ridership.** Executive Director Hecox reported 2,126 rides, including 20 Center of Hope and 122 Veterans, provided in June 2025. There were 12 *No Shows* reported for a total number of trips provided in June 2025 of 2,138.

b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Hecox reported 413 Full Fare and 327 Half Fare *Token Transit* coupons were redeemed and 7 Full Fare and 240 Half Fare *Ticket to Ride* tickets were redeemed in June 2025. Hecox reported advance sale tickets represented approximately 50% of total fares. Hecox said advanced ticket sales was thought to be down from prior months due to children being out of school for the summer and not using the bus to transport to after school program.

IX. OTHER BUSINESS

a. **Update, discussion and action on renewal of Fraud and Abuse Policy.** Hecox reported the Fraud and Abuse Policy had been provided for review prior to the meeting and required annual review and reaffirmation. Chairman Larson entertained a motion for reaffirmation. Trustee Cook motioned for approval, as presented; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining and the Fraud and Abuse Policy was re-affirmed.

b. **Update and discussion on upgrade to new RMTD/*TripSpark* dispatch system.** Hecox provided a brief update and Stubbe reported the RMTD had introduced the online portal to a limited sampling of customers and was working through fixing any minor issues that arise. Stubbe shared SMTD had been provided a copy of its customer list and a copy of sample letter RMTD had mailed its customers. Stubbe said RMTD would be able to move forward to accommodate SMTD's customers access to the online portal whenever SMTD is ready.

c. **Discussion and action on approval of updated Procurement Policy.** No action taken/set over for future action.

d. **Update and discussion on SLATS TDP study.** Hecox reported she had attended the public open house for the City of Beloit Transit Development Study and there were no new updates to report at this time.

e. **Update and discussion on 2025 Triennial Review July 29-30, 2025.** Hecox reported the in-office review would be July 29-30, 2025 and requests for additional information had been provided.

f. **Other business as may come before the board.** Hecox reported the transfer of title and bus R184 to the City of Freeport had been completed. Hecox shared Rock County, who has been providing paratransit services to Beloit Transit (BTS) had noticed the City of Beloit/BTS it would not be renewing its contract for paratransit service after the end of the year. Hecox shared that, as BTS provides fixed route service, it must provide complementary para transit services starting January 1, 2025 to the area. Hecox suggested the City of Beloit may be interested in receiving some of the remaining buses SMTD has slated for disposal to assist BTS until they can figure out what to do. Hecox said request for proposal for new service or to purchase of new vehicles that BTS would operate until another solution could be determined would take some time. Hecox said she had spoken with Jeff Waxman (IDOT) and he stated that once the titles were signed, SMTD could choose to dispose of the vehicles however SMTD wishes. Waxman said he would like to see the buses go to another transit and did not have an issue with the buses going to BTS, which is out of State. Hecox suggested SMTD could transfer titles to BTS outright or sell buses for the disposal cost. Open discussion followed with Stubbe stating he was surprised IDOT did not have an issue with the buses going out of state and Hecox sharing the estimated disposal revenue had been estimated in the Request for Disposal at $3,000 per bus. Hecox said the buses had originally been obtained under a State of Illinois CVP grant using 5310 federal funds. Hecox said RMTD needs the buses moved/disposed "*yesterday—actually months ago*" due to very limited space because of their huge construction project. Hecox said no action could be taken since it was not on the agenda. Hecox to follow up with BTS and IDOT and agenda discussion and action for next board meeting.

Hecox reported the next board meeting is scheduled for August 27, 2025.

X. APPROVAL OF BILLS

The following bills were reviewed and presented for approval:

CHARTER COMMUNICATIONS	$	135.00
COMED		58.83
ILLINOIS DEPARTMENT OF REVENUE		337.87
INTERNAL REVENUE SERVICE		2,003.86
INTERNAL REVENUE SERVICE		1,973.96
ILLINOIS DEPARTMENT OF REVENUE		333.62
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITIES		5.74
INTUIT		37.71
SEON SYSTEM SALES		48,004.64
IMAGE SIGNS INC.		7,800.00
SHARON K HECOX		4,900.67
STEPHANY M CORNELLIER		165.15

BLUE CROSS BLUE SHIELD	210.72
HUMANA	20.90
QUILL CORPORATION	655.67
IPTA	475.00
NICOR GAS	58.39
AMERICAN MARKETING & PUBLICATION	144.64
MEDICARE	185.00
ALPINE INVESTMENT GROUP	1,100.00
APG OF SOUTHERN WISCONSIN	30.65
BLUEFIRE MEDIA	73.00
COUSIN COMMUNICATIONS	1,116.50
GUS LARSON	50.00
JACK R. COOK, JR.	50.00
MARIETTA L. MATTOCKS	50.00
PAMELA J. CLIFTON	50.00
RICHARD ADAMS	50.00
ROCK VALLEY PUBLISHING	679.35
SIEPERT & CO., LLP	975.00
ROCKFORD MASS TRANSIT DISTRICT	20,451.65
TOTAL:	**$ 92,183.52**

Chairman Larson entertained a motion for approval of the bills, as presented. Trustee Mattocks motioned; Trustee Clifton seconded. All ayes. Motion carried 5 – 0, with none abstaining or opposed and the bills totaling $92,183.52 were approved.

XI. **ADJOURNMENT** There being no further business to come before the board, Chairman Larson entertained a motion for adjournment. Trustee Adams motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and Chairman Larson officially closed the meeting at 10:07am.

Respectfully submitted,

Sharon K. Hecox
Executive Director