

**STATELINE MASS TRANSIT DISTRICT
MINUTES OF MEETING
ANNUAL BOARD MEETING
9:30am
Wednesday, July 26, 2023
11722 Main Street, Roscoe, IL 61073**

I. WELCOME AND ROLL CALL

Vice Chair Mari Mattocks opened the meeting at 9:32am with roll call and welcome noting that Chairman Gus Larson and Trustee Amanda McMahon had provided advance notice of their inability to attend the meeting. Present in addition to the Vice Chair were Trustees Dick Adams, Jack Cook, Nancy White. Trustee Clifton arrived late to the meeting at 9:36am. Also present were RMTD Executive Director Michael Stubbe and SMTD Executive Director Sharon Hecox.

- II. APPROVAL OF AGENDA**- Vice Chair Mattocks entertained a motion for approval of the July 26, 2023 Annual Board Meeting agenda. Trustee Adams motioned; Trustee Cook seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the agenda was approved.

(Trustee Clifton arrived at the meeting at 9:36am)

- III. PUBLIC COMMENT** Vice Chair welcomed Michael Stubbe to the meeting. Stubbe shared RMTD was exploring the use of battery powered buses for paratransit. Stubbe shared that RMTD was to receive two battery powered paratransit buses from the State of Illinois and would be looking at the feasibility for use in the SMTD service area considering distance and charging issues. Trustee Cook shared concerns related to battery fires associated with the new vehicle technologies particularly in residential areas. Stubbe addressed industry changes for storage of EV buses and advanced warning systems to mitigate reaction to thermal battery fires, which are impossible to extinguish and must burn themselves out. Open discussion regarding management and changes to accommodate fire concerns related to storage and understanding and testing battery operated medium duty vehicles to understand how they will work to run in (our) jurisdictional areas. Stubbe said available EV vehicles may not have the capacity at this time to cover (RMTD/SMTD) range (of operation). Stubbe said RMTD has a finite amount of space to accommodate more battery-operated para vehicles, which may be less efficient than current fleet (diesel/gas) buses at meeting range—Stubbe said "*It is an evolving market!*" There being no more public comment offered, Vice Chair Mattocks closed Public Comment and returned to regular meeting.

IV. REPORT of 2022-2023 OFFICERS

- a. Chairman – Gus Larson** Vice Chair Mattocks noted Chairman Larson had provided in advance a written statement for his report. Executive Director Hecox relayed that Larson said ridership continues to be strong—basically recovered from COVID—and he is excited to welcome the new Trustee from Roscoe (Nancy White).
- b. Vice Chairman – Mari Mattocks** Vice Chair Mattocks seconded Larson’s comments and said more riders is positive!
- c. Secretary/Treasurer – Dick Adams** Secretary/Treasurer Adams reported things are fine!

- V. **NOMINATION and ELECTION of 2023-2024 OFFICERS** Vice Chair Mattocks opened the meeting to nomination and election of the 2023-2024 Officers. Trustee Adams motioned to nominate the present officers for 2023-2024 fiscal year; Trustee Clifton seconded. All ayes. Executive Director Hecox noted Chairman Larson had indicated his willingness to serve another term, if so nominated. A question was raised regarding need for separate vote for appointment and Mattocks confirmed vote for nomination with separate vote for appointment to follow. Motion passed 5 – 0, with none opposing or abstaining and nominations were accepted to remain the same, as follows: Larson--Chairman; Mattocks--Vice Chair; and Adams—Secretary/Treasurer.

Trustee Clifton motioned for slate of elected officers 2023-2024, as nominated; Trustee Cook seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining and Larson, Mattocks & Adams were elected to continue as 2023-2024 Officers, as follows:

- a. **Chairman** Gus Larson
- b. **Vice-Chairman** Mari Mattocks
- c. **Secretary/Treasurer** Dick Adams

- VI. **ACCEPTANCE AND APPROVAL of Meeting Minutes June 28, 2023** Vice Chair Mattocks entertained a motion to approve the June 28, 2023 minutes of meeting. Trustee Cook motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining and the June 28, 2023 were approved.

VII. **FINANCIAL REPORTS:**

- a. **Update and discussion as necessary on local, state, and federal grant programs.**
 - i. **Update and discussion on FY23 DOAP application and monthly reporting.**

Executive Director Hecox March 2023 DOAP (\$90,390.25) had been received and deposited June 30, 2023. Hecox said total March 2023 eligible expenses were \$111,465.35 and after federal and state funding leaves \$20,075.10 payable from local match funds on account. Hecox reported April 2023 DOAP (94,069.76) had been approved in the system with receipt of funds pending; May 2023 DOAP expenses total \$149,201.52 were submitted leaving an \$90,679.38 unfunded after payment of remaining FY23 DOAP funds of \$58,522.14. Hecox reported June 2023 had not been submitted in FY22; however, she had received notice it was required for FY23 by July 31, 2023 deadline. Hecox said RMTD June 2023 expenses (\$121,890.36) would be included in the June 2023 reports.
 - ii. **Update and discussion on federal grant applications & ECHO requests** Executive Director Hecox reported a report had been included in the board packet detailing \$1,202,380 in federal funds were unspent and \$1,581,589 in 5307 apportionments were available to SMTD to put into a grant for operating assistance. Hecox reported \$284,476 had been received for 2nd & 3rd QTR FY23, including \$53,673.37 for March 2023. Hecox said the 4th quarter ECHO request would not be submitted until final year end numbers were available to ensure accurate reporting. Hecox reminded the board that due to SMTD paying RMTD estimated billing each month the requests to FTA—per a past Triennial review--must be submitted after quarter finals are received from RMTD to avoid over requesting of FTA funding. Hecox said Federal 5307 operating assistance for April (\$45,217.52) is pending draw down, with May and June 2023 amounts pending determination upon final approval of DOAP requests for the same time period.
 - iii. **Update, discussion, and action on adoption of Resolution 2023-R-03 Authorizing Execution and Amendment of Downstate Operating Assistance Grant Agreement.**

Executive Director Hecox reported the Resolution had been set over for several board meetings pending receipt of the FY24 contract agreement from Illinois Department of Transportation (IDOT), which would detail the contract number and amount of the contract award. Hecox said, although this has historically has been the case, IDOT switched to and is utilizing the *BlackCat* system for the Downstate Operating Assistance Program (DOAP) and the Chairman had been sent a request to execute the FY24 contract online. Hecox requested board approval be retroactive to actual date of execution (July 7, 2023). Trustee Clifton motioned for adoption of Resolution 2023-R-03 retroactive to July 7, 2023; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and Resolution 2023-R-03 was adopted.

- iv. **Update, discussion, and action on adoption of Resolutions Authorizing Execution of Rebuild IL Grants for (3) Expansion buses and Transit Hub.** Executive Director Hecox reported no board action requested pending response from IDOT.

VIII. MARKETING

- a. **Update and discussion on May 2023 ridership.** Executive Director Hecox reported May 2023 ridership totaled 2,325, including (2) No Shows and (24) *Center of Hope* riders.
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Executive Director Hecox reported (3) Full Fare and (624) Half Fare *Ticket to Ride* coupons redeemed in May 2023 and (262) Full Fare and (301) Half Fare *Token Transit* mobile tickets redeemed in May 2023. Hecox said advanced sale ticket sales continue to do well with over 50% riders taking advantage of the programs.

IX. OTHER BUSINESS

- a. **Review and acceptance of Oversight Management Log entries.** Executive Director Hecox requested board review and acceptance be set over until next meeting.
- b. **Other business as may come before the board.** Executive Director Hecox stated the next board meeting would be on August 23, 2023. Hecox said board meetings are on the fourth Wednesday of the month, so would be early in August with five Wednesdays in August. Trustee White noted she would be unavailable for the August 23, 2023 meeting and requested a copy of the board packet information.

X. APPROVAL OF BILLS

The following bills were reviewed and presented for approval:

INTUIT	\$	10.00
SHARON K HECOX		4,574.50
STEPHANY M CORNELLIER		142.66
QUARTZ		1,328.63
HOME PAGES		168.75
INTERNAL REVENUE SERVICE		1,899.88
ILLINOIS DEPARTMENT OF REVENUE		317.39
ILLINOIS DEPARTMENT OF EMPLOYMENT		53.16
STEPHANY M CORNELLIER		113.15
ALPINE INVESTMENT GROUP		1,100.00
COUSIN COMMUNICATIONS		841.00
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
ROCKFORD MASS TRANSIT DISTRICT	129,499.58
SIEPERT & CO., LLP	750.00
SPECTRUM REACH	1,166.40
TRAJEC TEK	120.00
TRRT, INC.	135.00
BLUEFIRE MEDIA	<u>73.00</u>
TOTAL:	<u>\$ 143,255.33</u>

Executive Director Hecox noted the total breakdown provided in the report provided with the board packet was \$108,709.07 for approval; however, that amount did not include the late additions of BLUEFIRE MEDIA (\$73.00) and RMTD (\$129,499.58). Hecox said the amount being requested for approval totaled \$143,255.33. Trustee Cook motioned for approval; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the bills were approved.

- XI. ADJOURNMENT** There being no other business to come before the board, Vice Chair Mattocks entertained a motion for adjournment. Trustee Adams motioned; Trustee Cook seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and Mattocks officially closed the meeting at 10:08am.

Respectfully submitted,

Sharon K. Hecox
Executive Director