

**STATELINE MASS TRANSIT DISTRICT  
MINUTES OF MEETING  
9:30am  
Wednesday, October 25, 2023  
11722 Main Street, Roscoe, IL 61073**

**I. WELCOME AND ROLL CALL**

Chairman Gus Larson called the meeting to order at 9:33am. Trustees present in addition to the Chair were Trustees Mari Mattocks, Pam Clifton, and Jack Cook. Absent Trustees included Trustee Dick Adams, Amand McMahon, and Nancy White. Also present were RMTD Executive Director Michael Stubbe, MacKenzie Wilcox (R1Planning), and Executive Director Sharon Hecox.

**II. APPROVAL OF AGENDA**

Chairman Larson entertained a motion for approval of the October 25, 2023 agenda as presented. Trustee Clifton motioned; Trustee Mattocks seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining and the October 25, 2023 agenda was approved.

**III. PUBLIC COMMENT**

Chairman Larson opened the meeting to Public Comment and welcomed Stubbe and Wilcox to the meeting. No public comment offered.

**IV. ACCEPTANCE AND APPROVAL of Meeting Minutes August 23, 2023**

Chairman Larson noted that the draft minutes had been provided to the trustees electronically for review prior to the meeting and he had reviewed and found them to satisfactorily representative of the August 23 meeting. Chairman Larson entertained a motion for approval. Trustee Cook motioned for approval of the minutes as presented; Trustee Clifton seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the minutes were approved.

**V. FINANCIAL REPORTS:**

- a. **Update and discussion as necessary on local, state, and federal grant programs.** Executive Director Hecox reported the annual NTD report was due and would be submitted at the end of the month; a waiver request for DBE reporting had been submitted to update SMTD in TrAMS federal reporting system; and the Title VI update due every three years was in progress. Hecox stated she had reached out to MPO to inquire if they would be assisting with the update as they had done in the past.
  - i. **Update and discussion on FY24 DOAP monthly reporting.** Executive Director Hecox reported July 2023 DOAP request had been approved and received in the amount of \$75,123.75. Hecox said a copy of approved report and proof of deposit were included in the board packet. Hecox said the August 2023 DOAP request was pending and would be submitted after approval and entry of August 2023 invoices. Hecox reported the annual OP-9 had been submitted for FY23.
  - ii. **Update and discussion on federal grant applications & ECHO requests.** Executive Director Hecox reported \$34,537.56 as eligible for ECHO draw for July 2023. Hecox said this amount would be included in the request for 1<sup>st</sup> QTR draw once the 1<sup>st</sup> QTR final numbers were received from RMTD. Hecox reminded the board that federal draws were generally submitted on a quarterly basis to avoid any over requesting of federal funds as per recommendation of FTA due to SMTD's monthly billing being estimated and receipt of a credit or debit statement quarterly from RMTD based on actuals. Hecox

- said waiting for the quarterly statement ensures SMTD does not draw too much or too little of the federal grant funds available for operating.
- iii. **Update, discussion, and action on adoption of Resolution 2023-R-05 and Resolution 2023-R-06 Authorizing Execution of Rebuild IL Grants for (3) Expansion buses and Transit Hub, respectively.** No action taken: Executive Director reported the grants had been submitted and accepted into the BlackCat reporting system; however, SMTD had not yet received the contracts for grants and requested matters be set over for future action.
  - iv. **Discussion and action as needed on line-item adjustments FY23 closeout.** Executive Director Hecox requested approval of line-item adjustments be set over until the next meeting.
  - v. **Discussion and action on approval of Resolution 2023-R-04 adopting amendment to IGA for operations between RMTD and SMTD for fiscal year 2023-2024 and forward.** Executive Director Hecox reported the current IGA for transit operations with RMTD rolled over each year with modifications or amendments made from time to time as needed. Hecox said the current amendment (provided in the board packet for review prior to the board meeting) included changes to billing only and did not include any changes to operations. Hecox said the deadhead charge was originally set to account for the additional burden on RMTD and other municipalities due to the increased distance to the SMTD area and administration costs had been previously added to cover the costs of administration that had not originally been captured when determining SMTD proportionate share of costs of operation. Hecox noted deadhead and the administration fee had been increasing with ridership, so she had met with RMTD Finance Director Ron Schoepfer and Executive Director Stubbe to review the billing formula. Stubbe provided a brief update on changes to billing, which included a cap on the administration fee, change to deadhead formula, and updated the current wage for the grant specialist and fuelers. After discussion, Chairman Larson entertained a motion for approval of Resolution 2023-R-04 adopting amendments as discussed. Trustee Mattocks motioned; Trustee Cook seconded. All ayes. No further discussion. Motion carried 4 – 0, with none opposing or abstaining, and Resolution 2023-R-04 adopting the amended IGA between RMTD and SMTD for fiscal year 2023-2024 was approved.
  - vi. **Resolution 2023-R-07 Authorizing IGA between SMTD and Rockton Township for transit services.** Executive Director Hecox reported the intergovernmental agreements for operations between SMTD and the Rockton Township and Roscoe Townships was done on an annual basis and required approval of the authorizing resolutions. Chairman Larson entertained a motion for approval of Resolution 2023-R-07 authorizing IGA between SMTD and Rockton Township. Trustee Cook motioned for approval; Trustee Mattocks seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the resolution was adopted.
  - vii. **Resolution 2023-R-08 Authorizing IGA between SMTD and Roscoe Township for transit services.** Trustee Mattocks motioned for approval of Resolution 2023-R-08 authorizing IGA between SMTD and Roscoe Township; Trustee Cook seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the Resolution was adopted.

## VI. MARKETING

### a. **Update and discussion on July & August 2023 ridership.**

Executive Director Hecox reported July 2023 ridership at 1,504, including (20) Center of Hope, plus (7) No Shows, for a total of 1,511 rides in July 2023.

Hecox reported August 2,023 ridership at 2,036 rides, including (20) Center of Hope; plus (6) No Shows for a total of 2,042 rides in August 2023.

**b. Update and discussion on *Ticket to Ride* and *Token Transit* programs.**

Hecox reported (12) Full Fare and (180) Half Fare *Ticket to Ride* coupons were redeemed in July 2023. Hecox reported (237) Full Fare and (197) Half Fare *Token Transit* coupons were redeemed in July 2023.

Hecox reported (2) Full Fare and (360) Half Fare *Ticket to Ride* coupons were redeemed in August 2023. Hecox reported (268) Full Fare and (223) Half Fare *Token Transit* coupons were redeemed in August 2023.

**VII. OTHER BUSINESS**

- a. Review and acceptance of Oversight Management Log entries.** Executive Director Hecox requested the matter be set over for future meeting; no action taken.
- b. Update and discussion on participation in *Roscoe Lions Fall Festival Parade, September 10, 2023*.** Executive Director provided brief update on advertising and participation in Roscoe fall parade.
- c. Update and discussion on participation in *Lifescape Senior Expo, September 23, 2023 at RVC*.** Executive Director Hecox provided a brief update on SMTD participation at the *Expo* noting the event was well attended and is a good opportunity to network with both the public and other organizations regarding SMTD services. Hecox said she had spoken with several individuals who had rode the bus to the event and spoke highly and were appreciative of the service.
- d. Update and discussion on participation in *IPTA Fall Conference, September 12 – 14, 2023 in Bloomington, Illinois*.** Executive Director Hecox provided a brief report on her attendance at the IPTA Fall Conference. Hecox shared that, in addition to attending training sessions, she had the opportunity to meet with representatives from IPTA, IDOT and FTA. Hecox said she spoke with IPTA lobbyist Molly Rockford regarding SMTD’s need for a permanent increase in downstate operating assistance as per direction of IDOT David Schafer (IDOT Bureau Chief/Transit Operations) regarding FY25 appropriations and going forward. Hecox reminded the board SMTD had received increased operating funds by continuing resolution for FY23 and FY 24, but had been advised by Schafer to actively pursue increase in appropriation beyond the 10% currently allowed by statute. Hecox said Molly Rockford said there are a few other properties in Illinois that are also in need of an increase and she would include SMTD in her discussions with legislators.
- e. Update and discussion on participation in *Rockton “Our Heroes” Community Blood Drive, October 3, 2023; 1:00pm – 6:00pm*.** Executive Director Hecox reported SMTD had provided free bus service to anyone riding the bus to donate at the *Community Blood Drive* held on October 3, 2023. Hecox shared that she had taken the bus to donate. Hecox reported that 31 units of blood were collected, which was thought to equate to 93 lives being saved. Hecox said the blood drive goal was for 42 participants. 37 appointments were scheduled. 35 appeared and there were 4 deferrals, and 4 new donors. Hecox stated overall the event was successful.
- f. Update and discussion on participation in *Rockton Christmas Walk & Roscoe Hometown Holidays*.** Executive Director Hecox reported SMTD would be participating in the 2023 Rockton Christmas Walk Lighted Parade scheduled for the first Saturday in December and the Roscoe HomeTown Holidays providing shuttle service scheduled the second Saturday in December. Hecox said it was unknown on what the theme for decorating will be for these events, but she anticipates re-using accumulated past decorations with a few new additions depending on the

decorating theme. Hecox said she will be working on advertising around the events in addition to advertising advance ticket sales for the holiday advertising promotions.

- g. Other business as may come before the board.** Executive Director Hecox reminded the board the next board meeting was scheduled for November 15, 2023 instead of the fourth Wednesday of the month.

**VIII. APPROVAL OF BILLS**

The following bills dated August 24, 2023 through October 24, 2023 were reviewed and presented for approval:

LANG BY CALENDARS	\$	34.16
CHARTER COMMUNICATIONS		295.84
ACCO DAY-TIMER		109.98
QUILL CORPORATION		150.80
INTUIT		10.00
ROCKTON-ROSCOE NEWS		280.00
SHARON K HECOX		4,574.50
STEPHANY M CORNELIER		282.83
QUARTZ		1,328.63
ROCKTON-ROSCOE NEWS		75.00
SECURITY ALARM OF ROCKFORD		129.00
INTERNAL REVENUE SERVICE		1,915.96
ILLINOIS DEPARTMENT OF REVENUE		324.11
HOME PAGES		168.75
DOLLAR GENERAL		47.85
DOLLAR TREE STORES, INC.		42.14
PARTY CITY		70.69
BLOOMINGTON/NORMAL MARRIOTT		366.76
STEPHANY M CORNELIER		266.44
AMAZON.COM		82.52
LIFESCAPE		420.00
COMED		69.32
VILLAGE GREEN		85.88
ALPINE INVESTMENT GROUP		1,100.00
AMANDA N McMAHON		50.00
BALSLEY PRINTING, INC.		531.00
BLUEFIRE MEDIA		40.00
C & M PRINTING INC.		810.00
GUS LARSON		50.00
HUGHES MEDIA CORP.		770.00
JACK R COOK, JR.		50.00
MARIETTA L MATTOCKS		50.00
PAMELA J CLIFTON		50.00
PULSE TECHNOLOGY		72.80
RICHARD ADAMS		50.00
ROCK VALLEY PUBLISHING		204.62
ROCKFORD MASS TRANSIT DISTRICT		95,787.43
SHARON K HECOX		182.54
SOSNOWSKI & SZETO, LLC.		430.00

SPECTRUM REACH	594.10
TRRT, INC.	135.00
CHARTER COMMUNICATIONS	124.98
NICOR	52.27
COUSIN COMMUNICATIONS	1,505.95
ILLINOIS DEPARTMENT OF REVENUE	330.60
INTERNAL REVENUE SERVICE	1,936.06
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITIES	57.18
SHARON K HECOX	4,574.49
STEPHANY M CORNELIER	266.44
QUARTZ	1,328.63
INTUIT	10.00
HOME PAGES	168.75
NICOR GAS	52.24
STEPHANY M CORNELIER	364.77
ROCKTON-ROSCOE NEWS	75.00
COMED	44.37
QUILL CORPORATION	15.99
QUILL CORPORATION	98.24
QUILL CORPORATION	3.39
INTUIT	190.97
CHARTER COMMUNICATIONS	124.98
ALPINE INVESTMENTS	1,100.00
BLUEFIRE MEDIA	40.00
COUSIN COMMUNICATIONS	1,646.42
ERIE INSURANCE	1,658.00
HUGHES MEDIA CORP.	550.00
PULSE TECHNOLOGY	315.00
ROCKFORD MASS TRANSIT DISTRICT	127,127.77
SOSNOWSKI & SZETO, LLC	387.00
SPECTRUM REACH	586.70
TRRT, INC.	135.00
YOUR PROGRAM PARTNER	<u>70.00</u>
TOTAL:	<u>\$ 257,275.19</u>

After the bills totaling \$257,275.19 were reviewed, Trustee Cook motioned for approval of the bills; Trustee Clifton seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the bills were approved for payment in the amount of \$257,275.19.

- IX. ADJOURNMENT** There being no further to come before the board Chairman Larson entertained a motion for adjournment. Trustee Mattocks motioned; Trustee Clifton seconded. All ayes. Motion carried 4 – 0, with none opposing or abstaining and the Chairman closed the meeting at 10:13am.

Respectfully submitted,

Sharon K. Hecox  
Executive Director