

**STATELINE MASS TRANSIT DISTRICT
MINUTES OF MEETING
Wednesday, October 29, 2025 -- 9:30am
11722 Main Street, Roscoe, IL 61073**

- I. **WELCOME** Chairman Gus Larson opened the meeting at 9:31am noting Trustee Mari Mattocks had provided advance notice she would not be in attendance. Present in addition to Chairman Larson were Trustees Dick Adams, Pam Clifton, and Jack Cook. Also present were RMTD Paratransit Manager Troy Volanti, Roscoe Village Administrator Joe Kurlinkus, and SMTD Executive Director Sharon Hecox.
- II. **APPROVAL OF AGENDA** Chairman Larson entertained a motion for approval of the October 29, 2025 meeting agenda that had been provided electronically prior to the meeting. Trustee Cook motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the October 29, 2025 agenda was approved.
- III. **PUBLIC COMMENT** Chairman Larson opened the meeting to public comment and welcomed Troy Volanti (RMTD) and Joe Kurlinkus (Roscoe Village) to the meeting. No public comment was offered, so Larson returned to regular meeting.
- IV. **ACCEPTANCE AND APPROVAL of Meeting Minutes September 24, 2025** Chairman Larson noted the draft minutes had been provided electronically to the board members for review prior to the meeting and entertained a motion for approval. Trustee Cook motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the September 24, 2025 minutes were approved, as presented.
- V. **FINANCIAL REPORTS:** Chairman Larson requested Executive Director Hecox provide the financial reports.
 - i. **Update and discussion as necessary on local, state, and federal grant programs. Update and discussion on FY26 DOAP monthly reporting.** Executive Director Hecox reported July 2025 DOAP in the amount of \$104,233.51 had been received and the August 2025 DOAP request in the amount of \$119,016.97 was approved in *BlackCat* and SMTD was pending receipt of funds. Hecox noted supporting documentation for deposit and the monthly requests were included in the board packet submitted electronically for trustee review prior to the meeting.
 - ii. **Update, discussion and action on federal grant applications & ECHO requests and status of FY26 application.** Hecox reported July and August 2025 eligible federal operating expense totaling \$50,800.01 (July) and \$57,427.62 (August) would be included in the 2026 1st QTR ECHO draw. Hecox reported the annual FFR and MPR had been submitted by Paula Hughes (RMTD Grant Specialist) and had been included in the board packet for review. Hecox reported the annual NTD report (2025) is in progress and due to be submitted by October 31, 2025.
 - iii. **Discussion and update on transfer of SMTD buses to BTS/City of Beloit.** Hecox reported Beloit Transit System (BTS)/City of Beloit had moved the buses from RMTD to their facility and were getting paperwork in order. Hecox said once the City of Beloit provides information requested by IDOT, title work for the four buses would be

transferred to BTS. Hecox said insurance coverage remains on the buses through RMTD/SMTD IGA until the transfer is complete.

VI. MARKETING

- a. **Update and discussion September 2025 ridership.** Executive Director Hecox reported September 2025 ridership at 2,771 rides, including 22 Center of Hope (COH) and 136 Veteran Free rides. Hecox reported there were 16 No Shows for a total of 2,787 trips provided in September.
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Hecox reported 352 Full fare and 324 Half Fare *Token Transit* coupons were redeemed in September 2025. Additionally, Hecox reported 13 Full Fare and 420 Half Fare *Ticket to Ride* coupons were redeemed. Hecox said advanced sale tickets accounted for approximately 43% of the total fares collected in September.

Hecox provided a brief update of current advertising promotions, including (free) advertorial and promotion of the new online portal in the Autumn 2025 edition of the *NorthWest Quarterly*.

VII. OTHER BUSINESS

- a. **Discussion and action on approval of line-item adjustments for FY25.** Executive Director Hecox reviewed updated report of line-item adjustments, which had been provided electronically for trustee review prior to the board meeting. Hecox reported the line-item adjustments requested included decreasing 505.031 Accounting by \$1,050 and additional \$550, plus the \$1,050 crediting 503.032 Attorney Fees for total line-item adjustments approved at \$60,450 correcting to \$61,000.00. Hecox said line-item adjustments did not increase or decrease budget, but were to move funds to accurately record board approved expenses for FY25 year. Chairman Larson entertained a motion for approval of proposed line-item adjustments. Trustee Cook motioned for approval; Trustee Clifton seconded. All ayes. No discussion. Motion carried, with none opposing or abstaining, and the line-item adjustments were approved.
- b. **Update and discussion on status of Triennial Review 2025.** Hecox reported Closeout Letter for its 2025 Triennial Review had been received with no further edits or additions to the draft closeout previously reviewed by the board of trustees.
- c. **Update and discussion on upgrade to new RMTD/*TripSpark* dispatch system, including status of rollout of SMTD online portal.** Hecox provided a brief update of dispatch system, including response to letters with instructions on how to access the online portal, which were mailed to SMTD ridership on September 25, 2025. Troy Volanti shared access to the portal is through website; riders can schedule and confirm rides and track and check arrival times of buses. Hecox said there initially had been a “glitch” in approving riders’ access to the system, but issues had been cleared up and riders were now able to gain entry to navigate the system. Hecox said for those riders that are uncomfortable with or do not wish to use the portal, ride scheduling is still available by calling dispatch directly; however, it was hoped that once the portal “caught on” calls coming into dispatch for cancellations and inquiries on status of arrival of the bus would reduce.
- d. **Update and discussion in shuttle service for October 14, 2025 Rockton Blood Drive.** Hecox provided an update on SMTD’s free shuttle service to the October 14, 2025 Rockton American Legion Blood drive. Hecox she and 28 other individuals participated in the drive, including Trustee Cook. Hecox reported 12 appointments had been scheduled prior to the start of the event, so the bloodmobile was used instead of the Rock River Valley Blood Center (RRVBC) setting up inside the American Legion. Hecox said Rock River Valley thanked SMTD for contributing to the success of the event--increased in walk-in donors--because of SMTD’s

advertising of the shuttle service. A copy of the RRVBC *Thank You* which included data on collection goals, appointments made prior to drive, registered donors, units collected, first time donors, and lives saved, had been provided in the trustee board packet for review prior to the board meeting. Hecox shared that SMTD participates annually in the event as a community service and encouraged those who were unable to donate to consider donating in the future, if they are able, as it provides lifesaving benefits to those in need in the community.

e. Other business as may come before the board.

- Executive Director Hecox reported the current office desktop computer system is over five years old, has been “*limping along*,” and a new system (funds for the purchase had been allocated in the FY26 budget), had been ordered. Hecox said three comparable quotes had been reviewed with *New Egg* determined lowest quote at \$1,350. Hecox said two monitors, updated software (*MS Office Home & Business 2024*) and installation will be additional expense. Hecox said the new system would be arriving “*just in time*” as the old system was operating under *Windows 10*, which since October 14, 2025 was no longer receiving security updates or fully operational using existing programs.
- Hecox provided brief update on her participation at the *IPTA Fall Conference* and *IDOT Fall Planning Conference*, including importance of educational and peer networking opportunities. Hecox shared *IDOT Fall Planning* training included emphasis on bike paths and bikeways and mobility issues related to ADA (American Disabilities Act). Hecox said she participated in a walking tour of downtown Mobile, Illinois, from the perspective of a disabled individual and appreciated the opportunity to better understand the mobility challenges faced by disabled individuals. Hecox said the training would be a benefit when planning/approving the design of the South Beloit Transit Hub project.
- Hecox shared she attended a class during *Fall Planning* Conference on the use of Narcan in the case of an apparent opiate overdose. Open discussion, included Gus Larson sharing important information about physiological changes that are happening when under the influence and the effectiveness & limitations of the drug and offered he could, as a certified instructor, do a CPR training class in the future for those interested. Troy Volanti stated Narcan was available on some of RMTD’s buses.
- Other discussion included Trustee Cook noting upcoming work to bridge on Bridge Street next year would temporarily limit access to Gleasman Road and Chicory Ridge subdivisions; difficulties with riding bicycles on rural roads without (road) shoulder--such as McCurry Road was discussed. Joe Kurlinkus (Roscoe) spoke regarding recent updates to Ridge Street bike path and ongoing coordination efforts and planning of area bike paths, and Stateline Area Transportation (SLATS) updates to adopted Bike and Pedestrian Plan.
- Trustee Clifton opened discussion questioning operating rules for scooters and E-bikes, and motorized bikes. Larson encouraged those interested in obtaining an e-bike to visit a reputable dealer to ensure bike speed is restricted to 12-13 miles per hour. Larson said bikers are required to peddle to be on bike paths. Open discussion regarding need for laws to “get up to speed” regulating the motorized bikes.
- Hecox reported the November meeting would be held one week earlier than the regularly scheduled fourth Wednesday of the month due to the Thanksgiving holiday. Next board meeting to be held on November 19, 2025.

VIII. APPROVAL OF BILLS

The following bills were reviewed and presented for approval, including addition of \$159.99 to Chris Doering for Bitdefender (antivirus coverage) and \$610.00 to Erie Insurance for addendum to business policy adding cybersecurity coverage:

CHARTER COMMUNICATIONS	\$	135.00
COMED		67.94
ILLINOIS DEPARTMENT OF REVENUE		340.61
INTERNAL REVENUE SERVICE		2,012.32
ILLINOIS DEPARTMENT OF EMPLOYMENT SEC.		7.08
INTUIT		728.00
STEPHANY M CORNELIER		146.57
SHARON K HECOX		4,900.67
IDRIVE		99.50
AMERICAN MARKETING & PUBLISHING		144.64
NICOR GAS		58.07
STEPHANY M CORNELIER		183.72
BLUE CROSS BLUE SHIELD		210.72
HUMANA		20.90
MEDICARE		185.00
HOSTWAY.COM		3.96
CHARTER COMMUNICATIONS		135.00
WALGREENS		14.00
WYNDHAM JOHN DEERE		248.60
COMED		68.51
ALPINE INVESTMENT GROUP		1,100.00
BALSLEY PRINTING, INC.		1,180.00
BLUEFIRE MEDIA		40.00
COUSIN COMMUNICATIONS		1,435.50
GUS LARSON		50.00
HUGHES MEDIA CORP.		550.00
JACK R COOK, JR.		50.00
PAMELA J CLIFTON		50.00
RICHARD ADAMS		50.00
ROCK VALLEY PUBLISHING		204.62
SHARON K HECOX		973.97
ROCKFORD MASS TRANSIT DISTRICT		62,645.68
SHARON K HECOX		4,900.66
STEPHANY M CORNELIER		<u>228.29</u>
TOTAL:	\$	83,169.53
CHRIS DOERING (Bitdefender)		159.99
ERIE INSURANCE (Cybersecurity Addendum)		<u>610.00</u>
TOTAL:	\$	<u>83,939.52</u>

Hecox requested approval of the bills totaling \$83,939.52. Chairman Larson entertained a motion for approval, as presented. Trustee Cook motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the bills totaling \$83,939.52 were approved.

- IX. ADJOURNMENT** There being no further business to come before the board, Chairman Larson entertained a motion for adjournment. Trustee Adams motioned; Trustee Cook seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and Chairman Larson closed the meeting at 10:22am.

Respectfully submitted,

Sharon Hecox
EXECUTIVE DIRECTOR