

**STATELINE MASS TRANSIT DISTRICT
MINUTES OF MEETING
Wednesday, December 14, 2022
11722 Main Street, Roscoe, IL 61073
9:30am**

I. WELCOME AND ROLL CALL

Vice Chair Mattocks opened the meeting at 9:31am noting Chairman Larson and Trustee Amanda McMahon had provided prior notice they were unable to attend. Board members present in addition to the Vice Chair Mattocks were Trustees Dick Adams, Pam Clifton, Jack Cook and Jim Blevins. Also present was Paula Hughes (RMTD Grant Specialist/Procurement Manager), TJ Nee (SLATS/MPO Coordinator), Makenzee Wilcox (R1Planning), and Sharon Hecox (SMTD Executive Director).

II. APPROVAL OF AGENDA

Vice Chair Mattocks entertained a motion for approval of the December 14, 2022 Agenda noting it had been provided via email prior to the meeting. Trustee Adams motioned for approval; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the December 14, 2022 Agenda was approved.

III. PUBLIC COMMENT

Vice Chair Mattocks opened the meeting to public comment. No comment offered.

IV. ACCEPTANCE AND APPROVAL of Meeting Minutes October 26, 2022

Vice Chair Mattocks entertained a motion for approval of the October 16, 2022 meeting minutes, noting they had been provided for review prior to the meeting. Trustee Blevins motioned for approval of the minutes, as presented; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the minutes were declared approved.

V. FINANCIAL REPORTS:

a. Update and discussion as necessary on local, state, and federal grant programs. Executive Director Hecox reported she had requested Attorney Roxanne Sosnowski (SMTD Legal Counsel) to prepare request to municipalities for FY23 contributions (\$25,000 each). Hecox reported Roscoe Township FY23 funds (\$3,000) to be received under IGA had been received and Rockton Township funds (\$3,000) had been requested.

i. Update and discussion and action as needed on FY23 DOAP application. Executive Director Hecox reported the July, August & September 2022 DOAP requests in the BlackCat system were in progress and would be submitted by end of week.

ii. Update on federal operating requests in ECHO and annual reporting. Executive Director Hecox reported SMTD had submitted and received federal funds totaling \$177,833 through the ECHO system. Hecox said reports of the requests for 4th QTR FY22, as well as bank verification for receipt of funds, were included in the board packet via email. Hecox reported \$41,511.52 for the month of April 2022, \$42,429.17 for May 2022, and \$93,982.23 for June 2022 had been requested. Hecox said the federal draws included draws from the 5307 operating funds (IL-2020-055) at 50%, as well as from the federal ARPA funds (IL-2021-033) at 100%. Hecox reminded the board that DOAP

funds had been drawn down in May requiring use of local match funds at 100% for balance of quarter.

- iii. **Update, status, and discussion as needed on Rebuild IL Round 1 and Round 3 Capital Assistance Grants.** Executive Director Hecox stated there was no update to report at this time.
- iv. **Discussion and action on approval of Resolution 2022-R-21 adopting IGA language amendments to current IGA for operations with RMTD.** Executive Director shared a draft of the (final) amended operating agreement had been provided via email to the Board of Trustees for review. Hecox shared the agreement, as presented, did--after several revisions and review of SMTD Counsel and Board Chairman Larson--accurately reflect the understanding and agreement for operations between RMTD and SMTD. Hecox advised Board approval of the Resolution was necessary to allow the Chairman to execute the amended IGA for operations. Trustee Cook motioned for approval of Resolution 2022-R-01 adopting the amendments to current IGA for operations with RMTD, as presented; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining. Executive Director Hecox asked Hughes (RMTD) to thank Mike Stubbe (RMTD Executive Director) for his patience and cooperation during the process of completing the agreement to include language that all could be comfortable with.
- v. **Update, discussion, and action as needed on FY22 audited financial statements.** Executive Director Hecox said the in-office fieldwork had been completed and she would be using the preliminary numbers when received for the NTD reporting.

VI. MARKETING

- a. **Update and discussion on September 2022 ridership.** Executive Director Hecox reported 2,443 rides for September 2022, which included two No Shows and eleven Center of Hope riders. Hecox said September numbers were a 490-trip increase or approximately 20% increase from August 2022. Hecox said ridership was up to approximately 93% of pre-pandemic level at approximately 2,600 rides.
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Executive Director Hecox reported 14 full fare and 701 half fare Ticket to Ride coupons were redeemed in September 2022. Hecox reported 283 full fare and 241 half fare Token Transit advance sale trips were redeemed in September 2022. Hecox said 1,239 of rides were paid through the two advance sales programs (Ticket to Ride/Token Transit), which was just under 50% of all rides utilizing the programs.
- c. **Discussion and action on extending advertising contract with Spectrum Reach for FY23.** Executive Director Hecox shared that the new advertising contract with Spectrum Reach for FY23 had been forwarded to the board for review prior to the meeting. Hecox said, after discussions with Chairman Larson, preliminary approval of the advertising contract had been given to Spectrum to “lock in” the discounted rate, but was pending final board approval. Hecox said a few tweaks were made to sites where the advertising spots would appear, but the number of spots would relatively remain the same for FY23. Trustee Clifton motioned for approval of the Spectrum Reach contract for FY23; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and extension of the advertising contract with Spectrum Reach was approved for FY23.

VII. OTHER BUSINESS

- a. **Update, discussion, and action as needed on Triennial Review 2022 Final report response.** Executive Director Hecox reported requested corrections had been submitted and SMTD was pending FTA response and final closeout.
- b. **Update, discussion, and action on approval of RMTD updated Public Transportation Safety Plan (PTASP).** Executive Director Hecox reported annual approval of RMTD's updated Public Transportation Area Safety Plan was due by December 31, 2022; however, RMTD approval of its plan and checklist was scheduled for board approval on December 19, 2022. Hecox said she had reached out to FTA as to whether SMTD could approve the RMTD's updated PTASP in January or would need to schedule a special SMTD board meeting before the end of the year to approve. Hecox said notice to the board would be provided once response was received from FTA of required action.
- c. **Discussion and update on SMTD website changes.** Executive Director Hecox said website changes needed to update the site to allow for uploading of Minutes & Agendas were completed. Hecox said some minor changes to the website were done during the upgrade and she would be working with Bob Cousin & BlueFire on necessary edits and training on how to upload information or make changes to the site.
- d. **Discussion and take action on approval of Resolution 2202-R-23 adopting 2023 Board Meeting dates and times.** Executive Director Hecox shared adoption and publication of the 2023 Board meeting dates and times was required under the Open Meetings Act. Hecox said regular board meetings were the fourth Wednesday of the month, with the exception of November and December, which meet one week earlier due to the holidays. Hecox said the annual meeting is scheduled for the July meeting with committee and other meetings scheduled as needed. Vice Chair Mattocks entertained a motion to approve Resolution 2022-R-23 adopting the 2023 Board Meeting dates and times. Trustee Blevins motioned for approval; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining.
- e. **Update on 2022 NTD reporting.** Executive Director Hecox reported the 2022 NTD report package had been submitted and was pending notification of any required edits.
- f. **Review and acceptance of Oversight Management Log entries.** Executive Director Hecox reported the most recent oversight management log had been provided to the board for review prior to the meeting and requested acceptance by the board. Hecox reminded the board the log was to track the ongoing oversight of its operations contractor, RMTD. Hecox said SMTD adopted the policy as part of the corrective action related to the 2022 Triennial Review. Trustee Cook motioned for acceptance of the Oversight Management Log; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining.
- g. **Update and discussion on participation in the Rockton Christmas Walk Parade, December 3, 2022.** Executive Director Hecox provided a brief report on SMTD's participation in the Rockton Christmas Walk parade noting that parade had many more lighted entries than ever before and was well attended. Hecox said Chairman Larson and members of her family participated again this year. Hecox said a new volunteer, Jerry Locascio, was needed this year to get the lights set up on the bus. Hecox said Rockton Township Supervisor Paul Williams, who has volunteered in the past to connect the lights on the bus, was out of town and unable to volunteer, so recommended Locascio. Hecox said he did a great job helping with the lights and decorations, including assisting with the take down after the parade, and his services would certainly be appreciated and considered again in the future. Hecox said a gift card would be given to Locascio as a sign of appreciation for his time and expertise. Hecox said participation in the parade is a positive outreach to the community and support for SMTD was given all along the parade route by spectators through a lot of waves and applause!
- h. **Update and discussion on participation in the Roscoe Christmas festival, December 10, 2022.** Executive Director Hecox provided a brief update on the success of participating for the first time

in the Roscoe Hometown Festival. Hecox said just under 200 rides were provided from downtown to the Market Square. Hecox shared a very nice letter received from Village of Roscoe Administrator Scott Sanders thanking SMTD for participating in the event and contributing to its success. Hecox said the event had a “*Hallmark Holiday*” feel to it and those that attended appeared to have a really good time. Hecox suggested SMTD would program for participation again as part of its continued public outreach.

i. Other business as may come before the board.

i. Update, discussion and take any action as needed amending policy and fare structure --lowering age of unaccompanied minor and fare rate from 7 years to 5 years and fare rate from FREE to \$1.50 for children 5 & 6 years of age when unaccompanied by adult; Resolution 2022-R-24. Executive Director Hecox reported the public hearings had been held on December 8, 2022 after proper publication and notification to the public through newspaper and radio. Hecox said no public comment in opposition to the proposed change for the age of unaccompanied minor from age seven to age five years, together with adjusting the fare rate from free to \$1.50 for children five and six years of age to \$1.50 and children under five riding free when accompanied by an adult. Open discussion followed. Trustee Cook questioned how many five or six year olds were currently using the system and Hecox was requested to provide that number. Hecox said security cameras were on all SMTD buses and the drivers had not reported any incidents or had any issues. Trustee Cook motioned for approval of Resolution 2022-R-24, as presented; Trustee Adams seconded. All ayes. No further discussion. Motion carried 5 – 0, with none opposing or abstaining, and the change in policy adopted as of January 1, 2023.

VIII. APPROVAL OF BILLS

The following bills were reviewed and presented for approval:

DELUXE FOR BUSINESS	\$	73.68
CHARTER COMMUNICATIONS		109.98
STEPHANY M. CORNELLIER		217.66
SHARON K. HECOX		4,532.50
INTERNAL REVENUE SERVICE		1,960.24
ILLINOIS DEPARTMENT OF REVENUE		324.09
COMED		30.99
ROCKTON-ROSCOE NEWS		75.00
MICHAELS		194.00
ELEV815		50.00
STEPHANY M. CORNELLIER		266.82
QUARTZ		1,108.44
MENARDS MACHESNEY		511.53
ALPINE INVESTMENT		1,100.00
AMANDA N. McMAHON		50.00
BLUEFIRE MEDIA		40.00
COUSIN COMMUNICATIONS		1,550.00
GUS LARSON		50.00
HUGHES MEDIA CORP.		900.00

JACK R. COOK, JR.	50.00
JIM BLEVINS	50.00
MARIETTA L. MATTOCKS	50.00
PAMELA J. CLIFTON	50.00
RICHARD ADAMS	50.00
ROCK VALLEY PUBLISHING	506.12
ROCKTON VILLAGE	25.00
SOSNOWSKI & SZETO	1,032.00
SPECTRUM REACH	638.60
STATELINE CHAMBER OF COMMERCE	156.00
TRRT, INC.	135.00
ROYAL PUBLISHING	250.00
CHARTER COMMUNICATIONS	109.98
INTUIT	10.00
TRAJEC TEK	290.00
SHARON K. HECOX	4,532.49
STEPHANY M. CORNELLIER	122.60
IPASS	360.00
MENARDS MACHESNEY	446.62
QUARTZ	1,328.63
ROCKTON-ROSCOE NEWS	75.00
SECURITY ALARM OF ROCKFORD	129.00
WALGREENS	221.59
INTERNAL REVENUE SERVICE	1,952.82
ILLINOIS DEPARTMENT OF REVENUE	321.68
COMED	29.17
TARGET	106.00
ALPINE INVESTMENT GROUP	1,100.00
BLUEFIRE MEDIA	1,000.00
COUSIN COMMUNICATIONS	1,412.50
ELEV815	200.00
HUGHES MEDIA CORP.	350.00
ROCK VALLEY PUBLISHING	926.94
ROCKFORD MASS TRANSIT DISTRICT	139,066.15
SHARON K. HECOX	15.99
SOSNOWSKI & SZETO	645.00
TRRT, INC.	135.00
WQRF	<u>525.00</u>
TOTAL:	<u>\$ 171,549.00</u>

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Executive Director Hecox requested an additional \$234.03 be added to the bills approving Cornellier payroll, **adjusting the total amount of bills presented for approval this period to \$171,783.89.** Trustee Cook motioned for approval of the bills totaling \$171,783.89; Trustee Blevins seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the bills were approved.

IX. ADJOURNMENT There being no further business to come before the board, Vice Chair Mattocks entertained a motion to close the meeting. Trustee Adams motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and Vice Chair Mattocks adjourned the meeting at 10:27am.

Respectfully submitted,

Sharon Hecox
EXECUTIVE DIRECTOR