

**STATELINE MASS TRANSIT DISTRICT  
MINUTES OF MEETING  
Wednesday, January 22, 2025  
9:30am  
11722 Main Street, Roscoe, IL 61073**

- I. **WELCOME** Chairman Gus Larson opened the meeting at 9:30am noting Trustees Nick Sommer and Amanda McMahon were absent. Present in addition to Larson, were Trustees Mari Mattocks, Dick Adams, and Jack Cook. Also present were Josef Kurlinkus, Roscoe Administrator, and Sharon Hecox, SMTD Executive Director.
- II. **APPROVAL OF AGENDA** Chairman Larson noted the agenda had been provided electronically prior to the meeting and entertained a motion for approval. Trustee Cook motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the January 22, 2025 Agenda was approved.
- III. **PUBLIC COMMENT** Chairman Larson welcomed Josef Kurlinkus. No public comment offered.
- IV. **ACCEPTANCE AND APPROVAL of Meeting Minutes September 25, 2024 and November 20, 2024.** Chairman Larson entertained a motion for approval of the September 25, 2024 and November 20, 2024 Minutes of Meeting. Trustee Mattocks motioned for both sets of minutes; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the September and November minutes were approved.
- V. **FINANCIAL REPORTS:**
  - a. **Update and discussion as necessary on local, state, and federal grant programs.** Executive Director Hecox reported SMTD legal counsel, Roxanne Sosnowski had mailed funding requests for FY25 to the local municipalities on 12/10/24 and to date \$25,000 had been received from Rockton. Hecox reported the SAM update was due 2/6/2025. He shared new legislation had been passed requiring SMTD to develop a DBE program. Hecox reported she had submitted a waiver and was waiting on response from FTA to identify requirements based on the new regulations as a Tier II district.
    - i. **Update and discussion on FY25 DOAP reporting; FY25 OP-9; monthly requests.** Executive Director Hecox reported September DOAP request \$74,522.74 had been received and deposited. Hecox reported October/November 2024 was pending submittal.
    - ii. **Update, discussion and action on status of ECHO request and reporting & 2025 Triennial Review.** Hecox reported 1<sup>st</sup> QTR FY25 ECHO request totaling \$128,724 was received 11/27/2024. Hecox reported the 2025 Triennial Request for Information (RIR) packet was received with RIR submittal due online by February 28, 2025. Hecox said she would be attending Triennial Review Workshop March 12 – 13, 2025 in Chicago and would be particularly interested in needed updates to SMTD procurement program; specifically, new clauses, and how peers are handling changes to DBE program. Hecox reported the FFY25 partial apportionments were out with SMTD partial apportionment listed as \$174,926 for formula funding for Beloit-IL and possible additional \$23,665 from Dubuque funds, if available, for a total partial apportionment of \$198,591. Hecox said the apportionment was for availability of funding for the period October 2024 through March 2025.

- iii. **Discussion, update, and any action needed on Rebuild IL Capital Grants (I and III) for Transit Hub; funds for (3) three medium duty expansion buses; and 2022 CVP grant for six replacement buses.** Hecox reported no activity to report on Rebuild I & III grants. Hecox said she had spoken to Brockton Hardnett, IDOT Capital Program Manager, regarding the funds and pre-concurrence to purchase off the current CVP contract, including scope of Rebuild III including security cameras and bike racks. Hecox reported SMTD received notification receipt of (6) buses are imminent, with no date of delivery yet known. Hecox reported security cameras, bike racks and bus branding were not included in the CVP grant, so SMTD would need to purchase using Rebuild III or funds from operating. Hecox said she had communicated with Dan Engelkes (RMTD) regarding delivery of the buses when available and would try to coordinate with vendor to deliver the buses to Rockford rather than pickup, as had been done in the past, if possible.
- iv. **Update and discussion regarding status of NTD 2024 reporting.** Hecox reported no additional changes had been requested on the NTD 2024 report submitted.
- v. **Update and discussion regarding status of FY24 audit.** Hecox reported the auditors had been in the office December 9 -11 for field work and she anticipates additional information requests and time in the office before final is submitted. Hecox said an interim billing in the amount of \$13,700 was included in the monthly bills for approval.

## VI. MARKETING:

- a. **Update and discussion on October & November 2024 ridership.** Executive Director Hecox reported October 2024 ridership at (2,764) rides, including (20) Center of Hope (COH). Hecox reported (9) No Show trips, for a total of (2,773) trips billed for October 2024.

Hecox reported November 2024 ridership at (2,456) rides, including (13) Center of Hope (COH). Hecox reported (8) No Show trips, for a total of (2,464) trips billed for November 2024.

- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Hecox reported (10) Full Fare and (736) Half Fare *Ticket to Ride* coupons redeemed in October 2024; Hecox reported (456) Full Fare and (310) Half Fare *Token Transit* coupons redeemed in October 2024. Hecox reported advance sale tickets redeemed in October totaled (1,532) or approximately 55.4% of the total trips.

Hecox reported (18) Full Fare and (554) Half Fare *Ticket to Ride* coupons redeemed in November 2024; Hecox reported (421) Full Fare and (159) Half Fare *Token Transit* coupons were redeemed in November 2024. Hecox reported advance sale tickets redeemed in October totaled (1,165) or approximately 47.4%. Hecox said children who use the service for after school programs and were off for the holiday in November would most likely contribute to the drop in tickets redeemed in November as compared to prior months which is consistently above 50%.

## VII. OTHER BUSINESS:

- a. **Discussion and action on adoption of updated RMTD Public Transportation Agency Safety Plan updated plan (Revision #5) and reporting.** Executive Director Hecox requested action to approve and adopt the updated RMTD Public Transportation Safety Plan (PTASP) noting that the updated plan had been provided electronically to the board for review prior to the meeting. Hecox reviewed SMTD's relationship with RMTD and FTA's annual requirement to review, approve and adopt RMTD's plan. Hecox said she had reviewed the plan and, as part of her oversight, had requested updates that were required and verifications of RMTD's posting online. Once approved SMTD would provide update and targets to SLATS/MPO. Chairman Larson entertained a motion

to accept and adopt RMTD's updated plan (Revision #5) and reporting. Trustee Clifton motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the updated PTASP was adopted.

- b. Discussion and action on approval of Resolution 2024-R-07 adopting 2025 Board Meeting Dates and Times.** Resolution 2024-R07 adopting 2025 Board meeting dates and times was presented for approval. Executive Director Hecox noted meetings under the bylaws were set for the fourth Wednesday of the month unless otherwise scheduled. Hecox said November and December meeting dates were generally scheduled a week earlier in consideration of the holidays and because she would be out of the office in March due to wedding of her daughter, noted there would be no March meeting, but rather March meeting pushed to April 2<sup>nd</sup> meeting and the April meeting regularly held on the fourth week moved to April 30. Hecox noted April was a five-week month, so there would be reasonable and sufficient time between meetings. Open discussion followed. Trustee Cook motioned for approval of *Resolution 2024-R-07* setting 2025 meeting dates and times, as presented; Trustee Mattocks seconded. All ayes. No further discussion. Motion carried 5 – 0, with none opposing or abstaining.
- c. Discussion and action on approval of Resolution 2025-R-01 and 2025-R-02 authorizing IGAs between SMTD and Roscoe and Rockton Townships for transit operations FY25.** Executive Director requested approval of Resolutions authorizing IGA's between SMTD and Roscoe and Rockton Townships for transit operations. Chairman Larson entertained a motion for approval of Resolution 2025-R-01 and 2025-R-02 authorizing IGA's between SMTD and Roscoe and Rockton Townships for FY25 transit operations. Trustee Adams motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining.
- d. Discussion and action on adoption of amended Executive Director Employment Agreement effective January 1, 2025.** Executive Director Hecox noted a copy of draft amended agreement had been forwarded electronically to the trustees prior to the meeting. Hecox reviewed the requested changes lowering the executive director's annual salary \$5,000 with SMTD to pay the monthly insurance costs of executive director effective January 1, 2025. Hecox shared that the prior employment agreement had allowed for an increase in wages to include salary increase and executive director paying for her own health benefits. Hecox said increased salary eliminated the increasing insurance costs (\$15,800 in 2023) the district was paying on behalf of the executive director election to take Medicare coverage at her expense. Hecox stated the attorney and auditor had reviewed and medical benefits without a group policy could be paid directly. Hecox said the proposed decrease would include wage increase and insurance cost. Open discussion. Trustee Cook motioned for adoption of the amended agreement; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining.
- e. Update and discussion on timeline for RMTD upgrade to RMTD/Trips Spark dispatch system.** Executive Director reported she had been attending multiple training sessions on the new system with February 1, 2025 set as the date to go live with the new system.
- f. Update and discussion on participation in *Rockton Christmas Walk Lighted Parade & Roscoe Home Town Holidays 2024*.** Chairman Larson and Executive Director shared the Rockton Christmas Walk had been well attended and was thought to be a success. Hecox shared that *"although the weather was perfect for Rockton Christmas Walk, it was unfortunately not the case for Roscoe Hometown Holidays"* with cold and wet conditions putting a damper on the event. Josef Kurlinkus, Roscoe Administrator, offered his appreciation to SMTD for providing needed shuttle service to those who attended in spite of the inclement weather throughout the event. Open discussion included suggestions for improvements that could be made in the future (Home Town Holidays 2025).

**g. Update and discussion on request received for reinstatement from permanent suspension.**

Executive Director Hecox reviewed handling and decision made regarding a request received for reinstatement from permanent suspension. Open discussion with no action taken.

**h. Other business as may come before the board.** Executive Director Hecox reported on Conflict Management & De-escalation webinar she had attended.

Hecox shared she had updated the County on SMTD trustees required to file *Economic Interest Statements* and March 17<sup>th</sup> open online filing would begin. Hecox said trustees would receive email or letters notifying them of their obligation to file by May 1<sup>st</sup> or face penalties.

**VIII. APPROVAL OF BILLS:**

The following bills were reviewed and presented for approval:

COMED	\$	65.69
HUGHES MEDIA CORP		550.00
CHARTER COMMUNICATIONS		124.98
SHARON K HECOX		5,154.82
STEPHANY M CORNELIER		171.53
INTUIT		14.00
SECURITY ALARM OF ROCKFORD		129.00
ILLINOIS DEPARTMENT OF REVENUE		355.45
INTERNAL REVENUE SERVICE		2,175.06
WALMART		223.54
NICOR GAS		67.52
ALPINE INVESTMENT GROUP		1,100.00
BLUEFIRE MEDIA		40.00
COUSIN COMMUNICATIONS		1,073.00
GUS LARSON		50.00
JACK R COOK, JR.		50.00
MARIETTA L MATTOCKS		50.00
PAMELA J CLIFTON		50.00
ROCK ALLEY PUBLISHING		464.76
ROCKFORD MASS TRANSIT DISTRICT		185,180.72
STATELINE CHAMBER OF COMMERCE		150.00
HOSTWAY.COM		15.00
CHARTER COMMUNICATIONS		124.98
ILLINOIS DEPARTMENT OF REVENUE		350.63
INTERNAL REVENUE SERVICE		2,133.52
ILLINOIS DEPARTMENT OF EMPLOYMENT SEC		5.98
ACCO DAY-TIMER		56.01
CHUBB		1,107.00
INTUIT		14.00
COMED		67.07
STEPHANY M CORNELIER		83.12
SHARON K HECOX		5,154.82
QUILL CORPORATION		187.00
NICOR GAS		91.74
ALPINE INVESTMENT GROUP		1,100.00

BALSLEY PRINTING, INC.	531.00
BLUEFIRE MEDIA	40.00
COUSIN COMMUNICATIONS	1,276.00
ELEV815	200.00
FISH WINDOW CLEANING	20.00
ROCK VALLEY PUBLISHING	479.62
ROCKFORD MASS TRANSIT DISTRICT	165,592.95
SHARON K HECON	30.34
SIEPERT & CO, LLP	13,700.00
SOSNOWSKI & SZETO	752.50
SPECTRUM REACH	<u>1,205.10</u>

TOTAL: \$ 391,008.45

Chairman Larson entertained a motion for approval of the bills, as presented. Trustee Cook motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the bills totaling \$391,008.45 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 Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and Chairman Larson declared the meeting closed at 10:45am.

Respectfully submitted,

Sharon K. Hecox  
EXECUTIVE DIRECTOR