

**STATELINE MASS TRANSIT DISTRICT  
MINUTES OF MEETING  
9:30am-- Wednesday, January 31, 2024  
11722 Main Street, Roscoe, IL 61073**

**I. WELCOME AND ROLL CALL**

Chairman Gus Larson opened the January 31, 2024 Stateline Mass Transit District Regular Board Meeting at 9:30am, noting that all trustees were present except for Trustee Pam Clifton. Present in addition to Chairman Larson were Trustees Dick Adams, Mari Mattocks, Jack Cook, and Amanda McMahon. Also present were RMTD Paratransit Supervisor Ron Priddy, Makenzee Wilcox (R1 Planning), and SMTD Executive Director Sharon Hecox.

- II. APPROVAL OF AGENDA** Chairman Larson entertained a motion for approval of the agenda as presented. Trustee Mattocks motioned for approval; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the January 31, 2024 agenda was approved.

*Trustee Pam Clifton joined the meeting at 9:32am.*

- III. PUBLIC COMMENT** Chairman Larson opened the meeting to *Public Comment* welcoming Ron Priddy and Makenzee Wilcox. Ron Priddy stated he did not have any comment. Makenzee Wilcox shared Region 1 planning was seeking public input for traffic safety planning efforts and would be hosting a traffic safety workshop on Thursday, February 1, 2024 at the Rockford Mass Transit East Side Transfer Center on Lyford Road in Rockford at 3:00-4:30pm. Wilcox said information gathered from the public workshop would help identify transportation safety concerns in the area and aid in development of the regional traffic safety action plan.

There being no further public comment offered; Chairman Larson returned to regular meeting.

**IV. ACCEPTANCE AND APPROVAL of Meeting Minutes October 25, 2023 & November 29, 2023**

Chairman Larson noted the draft minutes for the October and November 2023 board meetings had been received electronically prior to the meeting. He stated he had reviewed and found they were substantially representative of the meetings and entertained a motion for approval of the minutes either individually by month or together. Trustee Mattocks motioned for approval of the October and November minutes with edit to November minutes correcting **iv. Discussion and action as needed on line-item adjustment FY23 closeout** “June 31, 2023” to “June 30, 2023”. Trustee Cook seconded. All ayes. No further discussion. Motion carried 6 – 0, with none opposing or abstaining, and the October 26, 2023 and November 29, 2023 minutes were approved with edit.

**V. FINANCIAL REPORTS:**

- a. Update and discussion as necessary on local, state, and federal grant programs.** Executive Director Hecox reported annual letters requesting FY24 contributions had been forwarded by the attorney (Roxanne Sosnowski) in December to the municipalities with \$25,000 thus far having been received from the Village of Rockton. Hecox said verification of receipt and deposit of Village of Rockton check was included in the board packet. Hecox reported on her attendance at the December 13, 2023 Rockton Township Board Meeting to provide annual update and answer questions. Hecox reported Rockton Township had approved the IGA with SMTD for FY24 transportation services and is scheduled to approve payment of \$3,000 at its February 2024 board meeting.

- i. **Update and discussion on FY24 DOAP monthly reporting.** Executive Director Hecox reported August 2024 DOAP request in the amount of \$94,417.76 had been approved in the BlackCat system, but was pending receipt. Hecox said September, October and November 2023 were in process in BlackCat, but not submitted to allow additional time to determine accurate reporting of percentage of ridership attributable to each municipality. Hecox said recent increases in Roscoe and Roscoe Township ridership were thought to be primarily related to after school trips and possible changes to how the funding source was being entered may be skewing percentages needed to determine local match. Hecox reported IDOT monthly requests were being held up pending receipt of a report (from Paula Hughes/RMTD) confirming trips based on funding source and origin and destination of trips. Hecox reminded the board that SMTD does not draw (5307) funds for Roscoe/Roscoe Township operations, so SMTD is verifying the funding source is being accurately reported.
- ii. **Update and discussion on federal grant applications & ECHO requests—4<sup>th</sup> QTR FY23 \$191,352.** Executive Director Hecox reported 4<sup>th</sup> QTR FY23 ECHO request in the amount of \$191,352 had been received and deposited and supporting paperwork for ECHO draw and bank deposit was included in the board packet. Hecox said 1<sup>st</sup> QTR FY24 ECHO request for operating assistance would be submitted once percentages for ridership within the municipalities were determined.

Hecox reported requested revisions to the 2023 NTD had been made and the report resubmitted.

Hecox reported annual SAM registration was due by February 13, 2024 and the update was in progress.

Hecox reported the 2024 FTA *Certifications and Assurances* were not yet available. Hecox said the SMTD board would need to approve once available. Hecox said SMTD must annually certify and assure its compliance with rules and regulations of the Federal Transit Authority (FTA) to qualify for funding. Hecox said federal funding is generally used as a match to draw the Downstate Operating Assistance (DOAP) funds or for capital purchases under various federal grant programs.

- iii. **Discussion and update on Rebuild IL Capital Grant for Transit Hub & funds for (3) three medium duty buses.** Executive Director Hecox reported Sonja Hoppes (South Beloit City Administrator) had requested SMTD apply for an extension to allow additional time for clean up efforts and bid process for the site where they are wanting to place the transit hub. Current project end date is July 1, 2024; Hecox to coordinate with Hoppes as to time needed and follow up with IDOT capital project manager to request extension so funding is not lost. Hecox reported contract had not been received for additional funding awarded under Rebuild III for purchase of (3) expansion buses.
- iv. **Discussion and update on status of audit of the financial statements of SMTD for the fiscal year ended June 30, 2023 and preparation of the Illinois Comptroller's Annual Financial Report.** Executive Director Hecox reported the audit was in progress and the auditors had been in the office and completed field work. She shared the draft management letter had been received and she had sent it back requesting edits. Hecox shared small organization with limited employees have inherent weaknesses; however, SMTD has a *Fraud & Abuse Policy* and procedures in place to mitigate fraud or abuse. Hecox said the draft management letter appeared to be from a template or use "*form language*" that she did not feel accurately represented SMTD, so a request was issued for

reconsideration of wording. Hecox said the audit is reviewed by both federal and state entities when considering SMTD's capacity to manage grant funds, so it is important those statements are representative of SMTD operations.

- v. **Discussion and action as needed on changes to Executive Director Employment contract and part-time employee policy effective December 1, 2023; Resolution 2024-R-01 and Resolution 2024-R-02 updating and establishing policy as per recent Illinois Paid Leave for All Workers Act and changes to Executive Director medical insurance reimbursement.** Executive Director Hecox reported she had been working with Roxanne Sosnowski on update to employee policy related to the Illinois Paid Leave for All Workers Act effective January 1, 2024. Hecox said under the new legislation part-time employees are entitled to paid leave, so a policy must be adopted to cover part-time employees. Hecox said the current employment contract for the Executive Director allowed for paid leave, but would be changed appropriately to define paid leave meets with new legislation. Hecox said the agreement also needed to be changed to include language regarding how the vacation days accrue; i.e. first day of hire; after six months, unused, rollover, etc. Hecox said the auditors had requested clarification to accurately record existing liabilities when preparing the audit. Hecox said the board had approved an increase in salary in December 2023 to cover the cost of Medicare and supplemental medical coverage for her (Executive Director); however, the attorney questioned whether it would be better to have employment agreement pay reimbursement for insurance to avoid employee incurring increased taxes and higher Medicare cost due to salary increase. Hecox stated she was verifying with the auditor if reimbursement is not taxable and may request amendment to Employee Agreement at future date or formal approval of employment contract per prior approval.
- vi. **Discussion and update on SMTD participation in County Emergency Management program.** Executive Director updated the board on a phone conference she had with RMTD Executive Director Mike Stubbe and RMTD Operations Manager Dan Engelkes regarding emergency management. Hecox said whenever there is a fire, storm, or other disaster in the County, RMTD buses are called to render assistance. Hecox said recently when conditions were extremely cold and hazardous, RMTD was called to the scene of a fire to provide firefighters and other first responders with a warming place. Stubbe said that RMTD is frequently called out on emergency to provide a warming or cooling bus and wanted to confirm SMTD's willingness to provide similar service within its service area. Hecox said SMTD had provided emergency evacuation during the *ChemTool* fire and would participate with similar emergency situations. Stubbe indicated charges for such services would be outside regular billing and fall under special service. Stubbe discussed possibility for transportation of drop off at VanGalder bus stop in South Beloit of illegal immigrants and SMTD transporting to Rockford ORD. Hecox updated the board on those discussions and it was consensus of board transportation to Rockford ORD was not part of SMTD service area and was not within scope of transportation service grant agreements. Hecox stated she had indicated in her conversations with RMTD that funding for regular programs were already constrained in the FY24 budget and SMTD could not commit to providing this type of service. Hecox questioned whether funding would be available through FEMA if it was a declared state of emergency and Stubbe said funding would not be available. Open discussion followed with Hecox directed to review current Winnebago County emergency service plan; specifically, as to how "emergency" is defined within the plan in order to best understand expectations or obligations of participation in County wide plan.

## VI. MARKETING

- a. **Update and discussion on October & November & December 2023 ridership.** Executive Director Hecox reported on October, November & December 2023 ridership, as follows:
- **October ridership** 2,539 rides provided, including 26 COH and zero No Shows;
  - **November ridership** 2,358 rides provided, including 25 COH and 3 No Shows, total trips 2,361; and
  - **December ridership** 2,166 rides provided, including 21 COH and 4 No Shows, total trips 2,170.
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Executive Director Hecox reported on *Ticket to Ride* and *Token Transit* for October, November, and December 2023, as follows:
- **October Token Transit coupons redeemed:** 315 full fare & 417 half fare; Ticket to Ride tickets redeemed: Zero full fare & 700 half fare; Total 1,448 (includes COH) advance ticket sales representing 57.4% of total October rides provided.
  - **November Token Transit coupons redeemed:** 272 full fare & 251 half fare; Ticket to Ride tickets redeemed: 7 full fare & 557 half fare; Total 1,112 (includes COH) advance sale ticket sales representing 47.2% of total November rides provided.
  - **December Token Transit coupons redeemed:** 278 full fare & 330 half fare; Ticket to Ride tickets redeemed: 3 full fare & 488 half fare; Total 1,120 (includes COH) advance sale ticket sales representing 51.7% of total December rides provided.

## VII. OTHER BUSINESS

- a. **Review and acceptance of Oversight Management Log entries.** No action taken; set over for future discussion and acceptance.
- b. **Discussion and action as needed on approval of RMTD's updated PTASP (Dec 2023).** Executive Director Hecox noted SMTD had adopted RMTD's safety plan in 2020 per FTA guidance. He said the PTASP required annual review, update of targets and approval & acceptance by SMTD board. Hecox said a copy of RMTD's updated plan had been provided electronically to the board for review prior to the meeting. Chairman Larson entertained a motion for approval of RMTD's December 2023 update to PTASP. Trustee Cook motioned for approval; Trustee Clifton seconded. All ayes. No discussion. Motion carried 6 – 0, with none opposing or abstaining, and the updated plan was approved...
- c. **Discussion and update on SLATS EV Study.** Executive Director Hecox noted copies of the completed SLATS EV study had been provided electronically for review. Hecox said no action was needed, but was made available for update and discussion. Hecox reported fees formerly agreed upon to cover SMTD's share in the cost of the study had been waived by SLATS and the City of Beloit. Hecox reminded the board that the EV Study was conducted anticipatory as a requirement to applying for any future federal and/or State funding for electric vehicles. Hecox said historically SMTD has been provided vehicles from the State Capital Vehicle Procurement (CVP) program, but that program may not always be available when vehicles are needed. Open discussion regarding EV paratransit vehicles currently available not considered to be a 'good fit' for SMTD due to issues related to distance, weather, and charging, etc. Hecox posited SMTD would be prepared at such time as requirements for all electric were mandated or were the only vehicles available.
- d. **Discussion and action to reaffirm or amend as needed current Fraud & Abuse Policy.** Executive Director Hecox noted a copy of the Fraud & Abuse Policy had been provided electronically for board review prior to the meeting. Hecox state annual board review was

required to amend or affirm the policy. Chairman Larson entertained a motion to approve the policy. Trustee Cook motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 6 – 0, with none opposing or abstaining, and the Fraud & Abuse Policy was approved.

- e. **Update and discussion on participation in Stateline Chamber annual awards banquet, February 1, 2024 5:30pm – 9:30pm at the Orchard Pavilion.** Executive Director Hecox updated the board on the Chamber Annual Awards Banquet. Hecox requested trustees interested in attending to let her know and she would make reservations. No action needed.
- f. **Discussion regarding Executive Director attendance at DOT FTA Regional Procurement and Financial Management Workshops, February 26, 2024 through March 1, 2024 in Chicago, IL.** Executive Director Hecox reported that she would be attending DOT FTA Regional Procurement and Financial Management Workshops February 26<sup>th</sup> through March 1, 2024 in Chicago. Hecox said the workshops are encouraged by FTA to learn best practices and any updates to federal regulations and networking with other transit agencies. Trustee Mattocks noted the dates of the workshops would conflict with the next board meeting, so it was mutually agreed to set the February 28, 2024 meeting over to March 6, 2024. Hecox to prepare notice of meeting change.
- g. **Other business as may come before the board.** Executive Director Hecox reported she had participated on the RMTD selection committee for the RFP for the new Demand Response Software. Hecox said after a lengthy process, Trips Spark had been selected and it was thought that the system would be up and running sometime around July.

Hecox provide brief update on success of participation in the Rockton Lighted Christmas Parade and Roscoe Home Town Holidays events. Hecox said the parade attendance at the Rockton parade was very well attended and the highest attendance in many years— “if not ever.” Hecox said the Home Town Holidays event had more participants than the prior year and was felt to be a success, as well. Hecox said participation in the two events helps to promote SMTD in a positive way in the community and SMTD always gets a lot of applause and words of appreciation for the service is received from many of the attendees and participants.

Hecox reported that Roscoe Village Mayor Carol Gustafson had notified her that Roscoe would be appointing Nick Sommer to replace Nancy White as SMTD Board Member at its February (2024) Village Board meeting. Hecox said Nick is a Country Financial Insurance Agent with an office in downtown Roscoe. Open discussion with trustees looking forward to Sommer joining the board.

Hecox stated she had updated with Winnebago County the filers required to file their Economic Interest Statements. Hecox said trustees would be required to file their statements by the May deadline to avoid a fine. Hecox requested copies of receipt of filing be forwarded to office for SMTD file. Hecox said the Economic Interest Statements are reviewed as part of the audit process.

Hecox reported an error had been made and the Title VI/ADA update approval had been dropped from the agenda and would necessarily be approved at the next meeting.

Makenzee Wilcox (R1 Planning) invited the board to attend the Region 1 Planning Council session at the RMTD East Side Transfer Center (725 N. Lyford Road, Rockford, IL 61107) on February 1, 2024 3:00pm to 4:00pm to review a presentation of transportation safety analysis findings to be considered prior to adoption of regional Traffic Safety Action Plan. Wilcox said public comments to identify transportation safety concerns in the Rockford metropolitan planning area will be accepted.

**VIII. APPROVAL OF BILLS**

The following bills were reviewed and presented for approval:

ILLINOIS DEPARTMENT OF REVENUE	\$	341.75
INTERNAL REVENUE SERVICE		1,970.48
INTUIT		12.00
ROCKTON-ROSCOE NEWS		75.00
SECURITY ALARM OF ROCKFORD		129.00
QUARTZ		1,591.08
CHARTER COMMUNICATIONS		124.98
MENARDS		582.58
ALPINE INVESTMENT GROUP		1,000.00
BALSLEY PRINTING, INC.		531.00
COUSIN COMMUNICATIONS		1,464.50
GUS LARSON		50.00
JACK R. COOK, JR.		50.00
MARIETTA L. MATTOCKS		50.00
RICHARD ADAMS		50.00
ROCK VALLEY PUBLISHING		877.62
SHARON K. HECOX		82.88
TRAJEC TEK		360.00
TRRT, INC.		135.00
QUILL CORPORATION		303.97
STEPHANY M. CORNELLIER		259.88
NICOR GAS		133.92
COMED		79.75
CHARTER COMMUNICATIONS		133.93
STEPHANY M. CORNELLIER		161.56
SHARON K. HECOX		5,119.83
STATELINE CHAMBER OF COMMERCE		156.00
ROCKTON-ROSCOE NEWS		75.00
ILLINOIS DEPARTMENT OF REVENUE		365.54
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITIES		84.88
INTERNAL REVENUE SERVICE		2,227.04
NICOR GAS		77.50
COMED		71.29
CHARTER COMMUNICATIONS		124.98
ALPINE INVESTMENT GROUP		1,100.00
BLUEFIRE MEDIA		80.00
COUSIN COMMUNICATIONS		1,319.50
ELEV815		200.00
ROCK VALLEY PUBLISHING		384.90
ROCKFORD MASS TRANSIT DISTRICT		351,846.81
ROCKTON-ROSCOE NEWS		75.00
SPECTRUM REACH		1,209.90
SHARON K. HECOX		5,154.82
STEPHANY M. CORNELLIER		244.54
<b>TOTAL:</b>	<b>\$</b>	<b>380,793.41</b>

SOSNOWSKI SZETO LLP	279.50
SIEPERT & CO., LLP	<u>7,375.00</u>
<b>ADJUSTED TOTAL:</b>	<b><u>\$ 388,447.91</u></b>

Executive Director Hecox reviewed the bills in the amount of \$388,447.91, which included the addition of two bills not included on copy of register provided in the Trustee board packet totaling \$7,654.50 (Sosnowski Szeto, LLP & Siepert & Co., LLP). Chairman Larson entertained a motion for approval of the bills totaling \$388,447.91. Trustee Cook motioned; Trustee McMahon seconded. All ayes. No discussion. Motion carried 6 – 0, with none opposing or abstaining, and the bills totaling \$388,447.91 were approved.

- IX. ADJOURNMENT** There being no further business, Chairman Larson entertained a motion for adjournment. Trustee Mattocks motioned; Trustee McMahon seconded. All ayes. No discussion. Motion carried 6 – 0, with none opposing or abstaining and the Chairman closed the meeting at 10:50am.