

STATELINE MASS TRANSIT DISTRICT
MINUTES OF MEETING
Wednesday, February 26, 2025
9:30am
11722 Main Street, Roscoe, IL 61073

- I. **WELCOME** Chairman Pro Tem Mari Mattocks called the meeting to order at 9:32am noting Chairman Gus Larson had provided advance notice that he would not be in attendance. Trustees present included Dick Adams, Pam Clifton, and Jack Cook; absent were Trustees Amanda McMahon and Nick Sommer. Also present were Dan Engelkes, RMTD Operations Manager, and SMTD Executive Director Sharon Hecox.
- II. **APPROVAL OF AGENDA** Chairman Pro Tem Mattocks entertained a motion for approval of the February 26, 2025 agenda. Trustee Clifton motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining.
- III. **PUBLIC COMMENT** Chairman Pro Tem Mattocks opened the meeting to public comment and welcomed Dan Engelkes to the meeting. There being no public comment offered; Mattocks returned to the regular meeting.
- IV. **ACCEPTANCE AND APPROVAL of Meeting Minutes January 22, 2025.** No action taken. The January 22, 2025 minutes were set over for approval at the next meeting.
- V. **FINANCIAL REPORTS:**
 - a. **Update and discussion as necessary on local, state, and federal grant programs.** Executive Director Hecox reported \$25,000 had been received from the City of South Beloit and \$3,000 from Roscoe Township and verification of deposits were included in the board packet. Hecox reported she had attended the February Rockton Township board meeting and the IGA between SMTD and Rockton Township (for transportation services) had been reviewed and would be on the Rockton Township next meeting agenda for approval and payment.
 - i. **Update and discussion on FY25 DOAP reporting; FY25 OP-9; monthly requests—Oct, Nov, Dec 2025.** Executive Director Hecox reported DOAP requests for October, November and December 2024 had been submitted and approved. Hecox reported \$131,471.09 for October and \$118,103.97 for November had been received; 457,416.78 for December was pending receipt.
 - ii. **Update, discussion and action on status of 2nd QTR FY25 ECHO request and reporting & 2025 Triennial Review.** Executive Director Hecox reported the 2nd QTR ECHO request had been submitted with funds were deposited on 2/12/25. Hecox said verification of ECHO draw and deposit were included in the board packet. Hecox reported SAM was submitted and SMTD status was good through February 2026. Hecox reported work on the Triennial Review Request for Information (RIR) due for submittal online Friday, February 28, 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 she had reached out to IDOT Program Manager for capitol purchases, Brockton Hardnett, and he had confirmed SMTD would not lose the funds that had been awarded under Rebuild I and III grant program. Hecox said it was too late to purchase the three buses off the CVP program, but could purchase off another state contract or go out for bid, but did not have a contract for Rebuild III and had not received pre-concurrence to purchase. Hecox said Round III scope had included

additional funds for purchase of three buses, as well as funds for purchase of security cameras and bike racks for SMTD buses.

- iv. **Discussion and action adjusting Budget moving \$5,000 from line item 501.01 Labor Other Salaries & Wages to 502.03 Fringe Benefits, Hospital, Med & Surgical Plans**
Hecox requested approval to move \$5,000 from line item 501.01 Labor to 502.3 Fringe Benefits to adjust budget in response to executive director employment agreement changes approved at the January board meeting. Trustee Cook motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining.
- v. **Update and discussion regarding status of FY24 audit.** Hecox reported the audit was completed and the AFR filed with the IL Comptroller and would be on the April 2nd agenda.
- vi. **Discussion and action on approving CEO Bi-Annual Fraud Risk Assessment** No action taken; set over to the next meeting.

VI. MARKETING

- a. **Update and discussion on December 2024 ridership.** Executive Director Hecox reported (2,334) rides were provided in December 2024, including (14) Center of Hope (COH). Hecox reported (10) no shows, for a total of (2,344) total trips billed in December 2024.
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Hecox reported (11) Full fare and (479) Half Fare *Ticket to Ride* coupons were redeemed in December 2024. Hecox reported (359) Full Fare and (298) Half Fare *Token Transit* coupons were redeemed in December 2024. Hecox reported (1,161) total advance sale tickets were redeemed representing approximately 50% of the total rides. Hecox said the average advanced sale tickets remains slightly down for December due students, who primarily us tickets for fare, being out of school for the holiday.

VII. OTHER BUSINESS

- a. **Review and acceptance of Oversight Management Log entries.** Executive Director Hecox presented the Oversight Management Log entries for approval. Trustee Cook motioned for approval; Trustee Adams seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining.
- b. **Discussion and action on approval of updated Procurement Manual.** No action taken; set over until after Triennial Workshop review.
- c. **Update and discussion on RMTD upgrade to RMTD/Trips Spark dispatch system.** Executive Director Hecox updated the board on status of the rollout of RMTD's new dispatch system—*TripSpark*. Hecox said in appreciation for the efforts of RMTD staff SMTD brought lunch from Linos for dispatch staff and the *TripSpark* trainer, John Brogna, who was on site a few days during startup of the new dispatch system. Cookies were provided for the paratransit drivers. Dan Engelkes gave a brief update and shared several issues are being worked out with dispatch, the drivers, and the system—including operator error and manipulation of the system—but shared “*we will get there.*” Engelkes shared current rollout is phase one. Phase two will be added in the future once phase one is up and running well. Phase two will include ability for online scheduling of rides by patrons and phone and text notification confirming schedule and driver arrival times.
- d. **Update, discussion and action on providing shuttle service at Rockton Pelican Fest, May 17, 2025, 10:00am – 4:00pm.** Hecox requested approval to move ahead with providing shuttle service to Pelican Fest in Rockton on ay 17th. Hecox reminded the board that advertising had been cut (Spectrum REACH) and budget included having funds available to accommodate participation in the event. Hecox stated she had been in contact with the Village of Rockton and Nygren Wetlands regarding providing shuttle service. Open discussion. Trustee Cook motioned to provide free shuttle service; Trustee Clifton seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining.

- e. **Update and discussion on SLATS study open houses etc.** Executive Director Hecox provided update to Open Houses that had been held in Beloit and South Beloit as part of the Transit Development Study (TDP). Hecox said the weather had been less than ideal for encouraging people to come out, but those that attended offered information that would help the study. Hecox encouraged everyone to go online and take the survey
- f. **Other business as may come before the board.** Executive Director shared development of the FY26 Tentative Budget was in progress and would be available prior to the next meeting for approval. Hecox said the FY26 DOAP application is due April 1, 2025. Hecox reminded the board the next board meeting is April 2, 2025 and Trustee Adams provided notice he would not be available to meet at that meeting.

VIII. APPROVAL OF BILLS

The following bills were reviewed and presented for approval:

CHARTER COMMUNICATIONS	\$	124.98
COMED		87.42
INTUIT		14.00
SHARON K HECOX		376.66
SHARON K HECOX		4,900.67
STEPHANY M CORNELIER		243.16
ILLINOIS DEPARTMENT OF REVENUE		338.04
INTERNAL REVENUE SERVICE		1,987.60
LINO'S RESTAURANT		194.81
GORDON FOOD SERVICE		54.34
HUMANA		20.90
PARADISE PROMOTIONS		249.00
NICOR GAS		99.79
BY THE DOZEN BAKERY		93.23
STEPHANY M CORNELIER		183.72
HOSTWAY.COM		15.00
CHARTER COMMUNICATIONS		124.98
ALPINE INVESTMENT GROUP		1,100.00
BLUEFIRE MEDIA		40.00
CHRIS DOERING		160.00
GUS LARSON		50.00
JACK R COOK, JR.		50.00
MARIETTA L MATTOCKS		50.00
PAMELA J CLIFTON		50.00
RICHARD ADAMS		50.00
ROCK VALLEY PUBLISHING		608.37
ROCKFORD MASS TRANSIT DISTRICT		72,313.85
SECURITY ALARM OF ROCKFORD		198.00
SOSNOWSKI SZETO LLC		215.00
SHARON K HECOX		355.76
SHARON K HECOX		4,900.67
STEPHANY M CORNELIER		<u>154.00</u>
 TOTAL BEFORE ADDITIONS:	 \$	 <u>89,403.95</u>
 COUSIN COMMUNICATIONS		 <u>1,595.00</u>

TOTAL:

\$ 90,998.95

Hecox reported RMTD payment reflected FY25 2nd QTR credit of \$86,373.22 and requested \$1,595 for Cousin Communications be added to the amount previously provided in the board packet, for a total being requested for approval of \$90,998.95. Chairman Pro Tem Mattocks motioned for approval of the bills, including \$1,595.00 for Cousin Communications. Trustee Cook motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining.

- a. **ADJOURNMENT** There being no further business to come before the board, Chairman Pro Tem Mattocks motioned for adjournment. Trustee Cook motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and Mattocks closed the meeting at 10:20am.

Respectfully submitted,

Sharon K. Hecox
EXECUTIVE DIRECTOR