

**STATELINE MASS TRANSIT DISTRICT
REGULAR BOARD MEETING
9:30am
Wednesday, March 29, 2023
11722 Main Street, Roscoe, IL 61073**

- I. WELCOME AND ROLL CALL** Chairman Gus Larson called the meeting to order at 9:36am noting Trustees Jack Cook and Mari Mattocks had provided prior notice of their inability to attend and a quorum was present. In attendance in addition to Chairman Larson were Trustees Pam Clifton, Dick Adams, and Amanda McMahan. Also present was Paula Hughes (RMTD Grant Specialist/Procurement Manager), Makenzee Wilcox (R1 Planning), and Sharon Hecox (SMTD Executive Director).
- II. APPROVAL OF AGENDA** Chairman Larson entertained a motion to approve the agenda Trustee McMahan motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the March 28, 2023 Agenda was approved.
- III. PUBLIC COMMENT** Chairman Larson opened the meeting to public comment welcoming Paula Hughes and Makenzee Wilcox to the meeting. Wilcox shared that R1Planning continues in conjunction with Region 1 Rural Transit, Winnebago County, and IDOT gathering information for the mobility study. No other comment offered.
- IV. ACCEPTANCE AND APPROVAL of Meeting Minutes March 8, 2023** Chairman Larson noted the draft minutes of the March 8, 2023 meeting had been provided for review prior to the meeting and entertained a motion for approval. Trustee Adams motioned; Trustee Clifton motioned. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the March 8, 2023 meeting minutes were approved.
- V. FINANCIAL REPORTS:**
- a. Update and discussion as necessary on local, state, and federal grant programs.**
- i. Update and discussion on FY23 DOAP application and monthly reporting.**
Executive Director Hecox reported \$103,773.29 for October 2022 DOAP FY23 had been received and deposited; November 2022 request had been accepted and was pending approval; December 2022 request was submitted; and the January 2023 request was in process and would be submitted pending approval of RMTD January billing included in the claims.
- ii. Update and discussion on federal grant applications ECHO requests; 2nd QTR FY23**
Executive Director Hecox reported \$139,054.73 ECHO request for 1st QTR FY23 was pending drawdown until after the FY24 federal grant application (\$685,897.00) is awarded and funds are available.
- iii. Update, discussion, and action as needed on FY22 audited financial statements.** No update, discussion, or action.
- iv. Update, discussion, and action as needed on Round I and III Capital Grants.** No update, discussion or action.

- v. **Discussion and action as needed on recommendations from Administration & Finance. Committee meeting regarding tentative Budget & Appropriations Ordinance FY24.** Administration & Finance Committee Chair Gus Larson reported the committee had met prior to the regular board meeting to review the tentative FY24 operating budget and its recommendation to the board was for approval. Trustee McMahon motioned to accept the recommendation of the committee; Trustee Adams seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining.
- vi. **Update and discussion and take any action on tentative Budget & Appropriations FY24.** Executive Director Hecox share the tentative FY24 operating budget in the amount of \$1,994,565, plus \$487,272 in capital projects, would require action to approve. Chairman Larson noted the FY24 Budget did not include a payroll increase for the Executive Director or staff—which, he noted, had been the pattern over the years—and recommended the board minimally consider a cost-of-living increase in the next round. Hecox said wage increases had not been included as part of the tentative budget due to anticipated operating expense increases. Hecox said funds for increased wages could be available without additional burden to the Budget, if the insurance line item was reduced due to future Medicare eligibility for the Executive Director. Hecox said the tentative budget once approved would be available for public review, a notice of public hearing would be published, and final budget approval scheduled for May. Open discussion regarding state and federal funding constraints and sustainability of operations relative to increasing costs and ongoing discussions with Ron Schoepfer (RMTD Finance Director) and Ron Priddy (RMTD Operations) regarding RMTD current billing formula. Hecox briefly reviewed meeting and emails with RMTD specifically surrounding deadhead and 5% administration charges and suggested changes to RMTD billing formula to more accurately capture costs of operation related to SMTD service. Hecox aid any changes to the budget could be made after the public hearing and prior to final approval, as needed. Chairman Larson entertained a motion for approval of the FY24 tentative budget, as presented. Trustee McMahon motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining. Hecox to publish public notice of hearing.
- vii. **Update and discussion on DOAP FY24 (\$949,700) application due April 3, 2023.** Executive Director Hecox reported the FY24 Downstate Operating Assistance Program (DOAP) application was in process and with the approval of the tentative budget she was prepared to complete and submit the FY24 application. Hecox reviewed her discussions with the IDOT Bureau Chief David Schafer regarding availability of additional operating funds after the state budget is approved. Hecox said Schafer had indicated the additional funds would be at least 10%, but it was not known if the additional funding would thereafter continue as part of the annual increase provided under statute. Hecox said SMTD is one of three properties in the state that receives its full annual appropriation.

VI. MARKETING

- a. **Update and discussion on January 2023 ridership.** Executive Director Hecox reported 2,387 rides, including (9) No Shows and (8) Center of Hope, for a total of 2,396 trips provided in January 2023. Hecox reported (583) more rides were provided in January than in the prior month (December 2022) with November and December (2022) reporting at (2,215) and (2,004) rides, respectively. Hecox said monthly ridership was nearing pre-Covid numbers, with February 2020 ridership reported at (2,338), April 2021 at (1,728), and March 2022 at (2,105). Hecox said the highest prior one-month ridership was reported in January 2020 at (2,587).

- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Hecox reported (37) Full Fare and (653) Half Fare *Ticket to Ride* advance sale tickets and (339) Full Fare and (207) Half Fare *Token Transit* coupons were redeemed in January 2023. Hecox reported advance sale tickets redeemed in January represented 52% of total rides.

VII. OTHER BUSINESS

- a. **Review and acceptance of Oversight Management Log entries.** Executive Director Hecox stated the Oversight Management Log for the period January 26, 2023 through March 29, 2023 had been provided in the board packet for review and board acceptance. Hecox reminded the board that every action of the Executive Director is not recorded on the Log; only essential actions recording proper oversight with RMTD are being logged. Hecox said many more contacts with RMTD occur on a day-to-day basis, but are not recorded. Trustee Clifton motioned for approval; Trustee Adams seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the January 26 through March 28, 2023 Oversight Management Log was accepted.
- b. **Discussion and action on approval of purchase of office copier.** Set over to allow for additional quotes to be received.
- c. **REMINDER: *Economic Interest Statements* due.** Executive Director Hecox reminded the board that Economic Interest Statements were due and to provide proof of filing when completed. Hecox reported she had received Chairman Larson’s proof of filing. Trustee McMahan shared she had difficulties filing online and was not sure her statement(s) had been accepted by the system, as she did not receive a confirmation. Trustee Clifton shared she had filed the “yellow” form and queried whether it was necessary to provide the (SMTD) office with a copy of the filing slip and Hecox stated she was able to verify on the County website and would verify the McMahan and Clifton submittals.
- d. **Roscoe Township Community Center Grand Opening/Ribbon Cutting, Saturday, April 15, 2023 at 9:30am; 4562 Hononegah Road, Roscoe, IL 61073.** Executive Director Hecox shared information on the Grand Opening/Ribbon Cutting ceremony on April 15, 2023 for the new Roscoe Township Community Center had been forwarded to the board. Chairman Larson shared his intent to attend. Open discussion. Trustee Clifton suggested a future SMTD board meeting could be held at the building. No action needed.
- e. **Other business as may come before the board.** No other business.

VIII. APPROVAL OF BILLS

The following bills were reviewed and presented for approval:

NICOR GAS	\$	122.18
STEPHANY M CORNELLIER		175.42
IPASS		360.00
COMED		38.82
ALPINE INVESTMENT GROUP		1,100.00
AMANDA N. McMAHON		50.00
BALSLEY PRINTING, INC.		531.00
COUSIN COMMUNICATIONS		1,487.50
GUS LARSON		50.00
HUGHES MEDIA CORP.		550.00
JACK R. COOK, JR.		50.00
MARIETTA L. MATTOCKS		50.00
\\ PAMELA J. CLIFTON		50.00

RICHARD ADAMS	50.00
SEVEN 11	255.00
SOSNOWSKI & SZETO, LLC	322.50
ROCKFORD MASS TRANSIT DISTRICT	124,951.32
CHARTER COMMUNICATIONS	109.98
TRAJEC TEK	<u>80.00</u>
 TOTAL:	 <u>\$ 130,383.72</u>

Chairman Larson entertained a motion for approval. Trustee McMahon motioned for approval of the bills totaling \$130,383.72; Trustee Clifton seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing and abstaining, and the bills were approved.

IX. EXECUTIVE SESSION No executive session was held.

X. ADJOURNMENT There being no further business to come before the board, Chairman Larson entertained a motion to adjourn. Trustee Adams motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the meeting was adjourned at 10:15am.

Respectfully submitted,

Sharon K. Hecox
Executive Director