

**STATELINE MASS TRANSIT DISTRICT
REGULAR BOARD MEETING
9:30am-- Wednesday, March 6, 2024
11722 Main Street, Roscoe, IL 61073**

I. WELCOME AND ROLL CALL

Chairman Gus Larson opened the meeting at 9:34am noting that all trustees were present with the exception of Amanda McMahon, who had provided advance notice of her absence. In addition to Larson, trustees present were Mari Mattocks, Dick Adams, Pam Clifton, and Jack Cook. Also present was RMTD Executive Director Michael Stubbe and SMTD Executive Director Sharon Hecox.

II. APPROVAL OF AGENDA Chairman Larson entertained a motion for approval of the agenda.

Trustee Mattocks motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the March 6, 2024 agenda was approved.

III. PUBLIC COMMENT Chairman Larson welcomed Michael Stubbe to the meeting and opened the meeting to public comment. No public comment offered.

IV. ACCEPTANCE AND APPROVAL of Meeting Minutes January 31, 2024 Chairman Larson noted approval of the January 31, 2024 minutes would be set over until the next meeting.

V. FINANCIAL REPORTS:

- a. **Update and discussion as necessary on local, state, and federal grant programs.** Executive Director Hecox reported Roscoe and South Beloit local funding for FY24 had not been received, so she had requested Attorney Sosnowski to resubmit funding request to the municipalities. Hecox said funds had been received from Rockton Township and verification were in the board packet and financial reports.
 - i. **Update and discussion on FY24 DOAP monthly reporting.** Hecox reported \$94,417.76 had been received for August 2023 FY24 DOAP. Hecox said the September 2023 FY24 request had been submitted in the amount of \$142,165.15 and included the 1st QTR additional from RMTD. Hecox said she had received notice that estimated DOAP FY25 would be \$1,234,610. Hecox said this was just under the full 10% based on the FY24 figure after the continuing resolution funds had been applied. Hecox reported she had downloaded the FY25 forms and would be submitting by the April 1, 2024 deadline.
 - ii. **Update and discussion on federal grant applications & ECHO requests** Hecox reported 1st QTR FY24 ECHO available to be requested at \$148,281.68. Hecox said she had requested some reports from RMTD on ridership before submitting the 2nd QTR DOAP and ECHO. Hecox said Roscoe ridership appeared to have increased from around 26-27% to over 40% and it was thought to be attributed to group trips that may be affecting the percentage of Roscoe trips. Hecox said since SMTD does not receive federal assistance for Roscoe operations, it is important to verify those reports before submitting either DOAP or federal requests. Hecox reviewed the cost of single trips versus group trips and how that is currently billed. Hecox said quarter billings adjustments/true ups are not adequately addressing how group trips are billed—as single—and Stubbe said that could be reviewed.
 - iii. **Discussion and action as needed on approval of Resolution Authorizing Federal Fiscal Year 2024 FTA Certifications and Assurances: Resolution 2024-R-03** Hecox said board approval of the Federal Certifications and Assurances are required annually. Hecox said copies of the 2024 FTA Certifications had been provided in the board packet

electronically prior to the meeting for board review. Hecox said 2024 certifications included 21 categories that SMTD would be certifying and assuring compliance with regulations. Hecox said approval would authorize the Chairman to PIN in TrAMS and SMTD attorney (Sosnowski) to enter her Opinion of Counsel. Chairman Larson entertained a motion for approval. Trustee Clifton motioned; Trustee Cook seconded. All ayes. Motion carried 5 – 0, with none opposing or abstaining and the Chairman was authorized to PIN the 2024 FTA Certs & Assurances.

- iv. **Discussion and update on Rebuild IL Capital Grant for Transit Hub & funds for (3) three medium duty buses and 2020 CVP grant for six replacement buses.** Hecox reported South Beloit requested an extension to grant closeout date to allow additional time to prepare the area currently designated for placement of the Transit Hub. Hecox said time needed for extension was yet to be determined and she would continue to work with Sonja Hoppes (City of South Beloit Administrator). Hecox said she had been contacted by IDOT to submit another application under the 2022 CVP grant, if buses were needed. Hecox said application was to be based on replacement and SMTD Super's would not qualify based on mileage. Hecox said she would confirm with IDOT timing of availability of buses, which could mean Super's would qualify by the time buses would be received. Hecox said new application (CVP 2022) is due 3/31/2024. Open discussion with Stubbe sharing SMTD was moving away from the Super Medium duty buses due to size and driver requirements. Stubbe said SMTD has need of Supers for the high-volume trips. Hecox reminded the board SMTD had been awarded funds to purchase three expansion vehicles and had filed for an extension to allow for purchase of those vehicles off the state contract. SMTD was awarded (6) buses off the 2022 CVP capital grant. Hecox said SMTD had received concurrence to purchase off the 2020 CVP contract and would be seeking new concurrence to purchase off the 2022 CVP contract.
- v. **Discussion, update, and action as needed on FY23 audited financial statements.** Hecox reported field work had been completed and she would be meeting with auditor Mark Trotter (Siepert & Co) on closeout and AFR final.
- vi. **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.** Hecox requested action be set over to allow meeting with auditor to determine best way to proceed. No action taken.
- vii. **Discussion and action as needed on tentative Budget & Appropriations FY25** Hecox reported tentative FY25 Budget would be available for tentative approval at the March 27, 2024 board meeting. Hecox requested the Administration & Finance Committee meet prior to the board meeting to review and make recommendations to the board prior to approval of the tentative budget. Hecox said the tentative budget figures would then be included in the FY25 DOAP application due on April 1, 2024. Open discussion and it was agreed Administration & Finance Committee would meet at 9:00am on March 27, 2024. Hecox to provide committee with tentative FY25 B & A prior to meeting and post agenda.
- viii. **Discussion and update on SMTD participation in County Emergency Management program.** Hecox reported she was unable to find one single document that referenced the County Emergency Management program. Chairman Larson shared that Memorandums of Understanding are used to define understanding between different organizations in the case of emergency. Open discussion. Hecox said SMTD would

continue to operate as it had in the past when needed to provide assistance within the service area.

- ix. **Update and discussion on DOAP FY25 application due April 1, 2024.** Hecox reported SMTD had received notice of FY25 estimated apportionment in the amount of \$1,234,610. Hecox said work on the application is in progress and will be submitted in the BlackCat system by April 1, 2024.
- x. **Discussion as needed regarding IGA for operations FY25 RMTD/SMTD.** Hecox reported annual notice to RMTD for fiscal year FY25 would be submitted sometime after budget is received. Stubbe stated he did not see any amendments that were needed at this time. Open discussion regarding hours of operation to align with what is happening and what is understood; ie. 5:15am to 10pm: Does that mean first pickup at 5:15am or first drop at 5:15am. Hecox stated it was the intent of SMTD to continue to get riders currently being provided service to work at the earlier hours. Hecox said SMTD had always aligned its hours of operation with RMTD. Hecox said her concern was for creating a capacity issue by limiting pick up until 5:15am, because picking everyone up at 5:15am instead of how drivers have been doing it would mean additional drivers may be needed to handle the capacity. Stubbe said further discussion would be needed to review what is being done in house (RMTD) and what is supposed to be done. Hecox said SMTD could change hours of operation if needed to continue meeting service demands in the same manner that has been working for the past four years.

VI. MARKETING

- a. **Update and discussion on January 2024 ridership.** Executive Director Hecox reported 2,316 rides, including 18 Center of Hope. 4 No Show trips were provided in January 2024, for a total of 2,320 trips.
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Hecox reported 286 *Token Transit* Full Fare and 384 *Token Transit* Half Fare coupons were redeemed in January 2024. Hecox reported one *Ticket to Ride* Full Fare and 545 *Ticket to Ride* Half Fare tickets were redeemed in January 2024. Hecox reported 53% of rides utilized advance sale tickets.
- c. **Update, discussion and action as needed on Rockton Pelican Fest.** Hecox reported she had declined SMTD providing shuttle service at Pelican Fest in May (2024) due to increasing costs of operations and her concerns for year-to-date budget forecast. Hecox said she had reviewed her decision with Chairman Larson prior to declining and both felt it was prudent to decline this year. Hecox said SMTD hopes to be able to participate again in the future. Hecox said SMTD intends to provide shuttle service to OSD; however, the cost of providing a couple hundred rides versus providing several thousand effects the decision making.

VII. OTHER BUSINESS

- a. **Discussion and action on approval of TITLE VI update.** The Title VI/ADA had been provided to the board prior to meeting for review. Executive Director Hecox provided a brief review of significance of and need for the Title VI/ADA program and required FTA update every three years. Hecox said tentative approval was requested with the document then available for public review and public hearing on March 27 at 9:30am prior to the regular board meeting. Final adoption would be at the regular board meeting. Chairman Larson entertained a motion for tentative approval of the updated TITLE VI/ADA program. Trustee Cook motioned; Trustee Mattocks seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the update was approved.
- b. **Discussion and update on EX DIR attendance at DOT FTA Procurement & Financial Management Workshops, February 26, 2024 through March 1, 2024 in Chicago, IL**

Executive Director Hecox provided a brief update on attendance at the recent workshops. Hecox said updates were needed to the Procurement Policy and she would be working with Attorney Sosnowski, who had prepared the current policy, on needed updates. Hecox said training is very intense and a good review of the policy and best practices SMTD needs to be following.

- c. **Other business as may come before the board.** Hecox reviewed 9:00am March 27, 2024 Finance & Administration meeting March 27; 9:30am March 27, 2024 Public Hearing Title VI/ADA update, with regular board meeting to follow. Hecox to post required notices.

Hecox reported SMTD would be providing free rides to the polls to vote again this year. Hecox said one individual had called to register (March 5, 2024) indicating she was registering specifically so she could be sure to have transportation to vote.

VIII. APPROVAL OF BILLS

The following bills were reviewed and presented for approval:

INTUIT	\$	12.00
ROCKTON-ROSCOE NEWS		75.00
ILLINOIS DEPARTMENT OF REVENUE		358.90
INTERNAL REVENUE SERVICE		2,161.64
NICOR GAS		92.70
STEPHANY M CORNELLIER		169.15
BATTERIES PLUS BULBS		41.69
COMED		64.50
CHARTER COMMUNICATIONS		273.98
SHARON K HECOX		5,154.83
STEPHANY M CORNELLIER		211.77
POTBELLY SANDWICH SHOP		23.54
POTBELLY SANDWICH SHOP		15.44
RESIDENCE INN BY MARRIOTT		685.60
RESIDENCE INN BY MARRIOTT		6.62
WASHINGTON MADISON PARKING		240.00
INTERNAL REVENUE SERVICE		2,184.58
ILLINOIS DEPARTMENT OF REVENUE		361.04
ALPINE INVESTMENT GROUP		1,100.00
AMANDA N MCMAHON		50.00
BLUEFIRE MEDIA		40.00
COUSIN COMMUNICATIONS		1,395.00
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	498.84
ROCKFORD MASS TRANSIT DISTRICT	135,792.21
SHARON K. HECOX	172.96
SIEPERT & CO, LLP	9,200.00
SOSNOWSKI & SZETO	860.00
SPECTRUM REACH	<u>586.20</u>
 TOTAL:	 <u>\$ 162,318.19</u>

Chairman Larson entertained a motion for approval of the bills, as presented. Trustee Cook motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining and the bills totaling \$162,318.19 were approved.

- IX. ADJOURNMENT** There being no further business to come before the board, Chairman Larson entertained a motion for adjournment. Trustee Mattocks motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and Chairman Larson officially closed the meeting at 10:13am.

Respectfully submitted,

Sharon K. Hecox
Executive Director