

**STATELINE MASS TRANSIT DISTRICT
MINUTES OF MEETING
9:30am
Wednesday, March 8, 2023
11722 Main Street, Roscoe, IL 61073**

I. WELCOME AND ROLL CALL

Chairman Gus Larson called the meeting to order at 9:35am noting Trustee Jim Blevins had stepped down as trustee after providing proper notice. Larson shared that Trustee Blevins was stepping down to provide more attention to his core business responsibilities and SMTD appreciates his time served. Present, in addition to the Chairman, were Trustees Mari Mattocks, Dick Adams, Pam Clifton, Jack Cook, and Amanda McMahon. Also present were Mike Stubbe (RMTD Executive Director), Makenzee Wilcox (R1 Planning Coordinator), and Sharon Hecox (SMTD Executive Director).

II. APPROVAL OF AGENDA

Chairman Larson entertained a motion for approval of the Agenda, which had been provided electronically prior to the meeting. Trustee Adams motioned for approval; Trustee Clifton seconded. All ayes. No discussion. Motion carried 6 – 0, with none opposing or abstaining, and the March 8, 2023 Agenda was approved.

III. PUBLIC COMMENT

Chairman Larson opened the meeting to public comment welcoming Michael Stubbe and Makenzee Wilcox to the meeting.

Michael Stubbe declined comment.

Makenzee Wilcox shared information and background on the *2023 Mobility Hub Study*. Wilcox said the purpose of the study is to identify what mobility hubs could look like in the area. Wilcox said mobility hubs are convenient gathering spaces, which may include amenities such as sidewalks, shelters, bus station, banking, charging stations, water fountains, etc. Wilcox passed out copies of the community survey to the Board members to be completed and returned, as well as information on a link to complete the survey online. Wilcox encouraged sharing of the link with others. Wilcox said the survey would help answer the question of what people are asking for or wanting for the area. Wilcox shared that once the survey is complete answers would be published and open to public comment to determine the feasibility of a mobility hub pilot program.

IV. ACCEPTANCE AND APPROVAL of Meeting Minutes January 25, 2023

Chairman Larson presented the January 25, 2023 Minutes for approval. Trustee Mattocks motioned for approval, as presented; Trustee Adams seconded. All ayes. No discussion. Motion carried 6 – 0, with none opposing or abstaining, and the 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 August 2023 DOAP had been approved and received in the amount of \$87,562.22; September 2023 DOAP had been approved and received in the amount of 128,046.48; October 2023 DOAP in the amount of \$103,773.29 had been submitted and accepted and was pending approval; November 2023 DOAP in the amount of \$96,347.48 had been submitted; and December 2023 DOAP in the amount of

- \$90,285.91 had been submitted. Hecox stated copies of the deposited funds had been provided to the board in the board packet, as well as the DOAP monthly reports.
- ii. **Discussion and action on Resolution authorizing the filing of applications with the Federal Transit Administration: Resolution 2023-R-01; together with update on federal operating requests (ECHO) FY23; POP \$685,897** Executive Director Hecox reported \$95,936.86 in federal grant funds had been received and verification was included in the financials provided in the board packet. Hecox said this amount represented the balance of \$140,166.95 --1st QTR FY23--reported at a prior meeting. Hecox reported she had participated in a phone conference with Mariliza Trovela (FTA) and Paula Hughes (RMTD Grant Specialist) to review availability of federal funds and SMTD grant application for FY24 operations. Hecox said SMTD would be applying for lapsing FY18 5307 (Fast Act) funding Beloit, WI/IL --\$280,812; and FY19 5307 (Fast Act) funding--\$285,533, as well as FY19 and FY20 5307 (Fast Act) funding available from Dubuque and Kenosha assigned funds (\$58,939/\$60,459; \$76/\$78 respectively). **The total amount of funds to be requested for operation and included in Program of Projects (POP) is \$685,897.** Hecox said the POP would be published and the grant not executed until the requisite public comment period had expired and barring no negative comments were received. Hecox said board approval of the Resolution would allow application for the federal funds. Chairman Larson entertained a motion for approval of Resolution 2023-R-01 authorizing the filing of applications with the FTA. Trustee Mattocks motioned; Trustee McMahon seconded. All ayes. No discussion. Motion carried 6 – 0, with none opposing or abstaining and Resolution 2023-R-01 authorizing application of federal funding for FY24 was approved.
 - iii. **Update, discussion, and action as needed on Rebuild IL Round 1 and Round 3 Capital Assistance Grants.** Executive Director reported GATA and ICQ would be required for capital projects and training on inputting reports and entering the Round III contract in BlackCat was to be provided by IDOT.
 - iv. **Update, discussion, and action as needed on FY22 audited financial statements.** Executive Director reported FY22 audit had not been received and no comment or action was needed at this time.
 - v. **Discussion and action as necessary on approval of Resolution Authorizing Federal Fiscal Year 2023 FTA Certifications and Assurances: Resolution 2023-R-02.** Executive Director Hecox reminded the board of its responsibility to annually provide to the FTA certifications and assurances that it can meet the federal requirements for funding. Hecox said once board approval is given, the Resolution is attached in TrAMS (FTA reporting system) and the Board Chair and SMTD legal counsel will PIN in the system. Chairman Larson entertained a motion to approve Resolution 2023-R-02 authorizing Fiscal Year 2023 FTA Certifications and Assurances. Trustee Clifton motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 6 – 0, with none opposing or abstaining, and the CEO was authorized to PIN on behalf of SMTD.
 - vi. **Update, discussion, and action as needed on Round III Capital Grants.** Executive Director Hecox reported no action was required at this time; however, since SMTS's attorney (Roxanne Sosnowski) was also the legal counsel for the City of South Beloit, at such time as a contract related to construction and maintenance of the transit hub would be required between the City and SMTD other legal counsel would be appointed to handle the agreement due to conflict of interest.
 - vii. **Update and discussion and take any action on tentative Budget & Appropriations FY24.** Executive Director Hecox shared that she had been working on the tentative

FY24 budget and would have it ready for review of the Administration and Finance Committee prior to the March 29, 2023 board meeting. Hecox said approval of the tentative budget was needed to complete the FY24 DOAP application due April 3, 2023. Hecox said generally the committee reviews the budget and makes its recommendations to the board prior to board approval of the tentative budget. Hecox reminded the board final board approval of the budget would allow for any necessary changes and follows required public review period. Open discussion followed with Administration and Finance Committee agreeing to meet at 9:00am on March 29, 2023. Executive Director Hecox to publish required notices.

viii. **Update and discussion on DOAP FY24 (\$949,700) application due April 3, 2023.**

Executive Director Hecox reported on her discussions with David Schafer (IDOT Bureau Chief/Transit Operations) regarding SMTD's need for additional funding beyond the annual 10% increased allocation. Hecox reported SMTD is one of three transit properties in the State of Illinois that receives all of its appropriation each year. Hecox reviewed the statutory provision for 10% annual increase of funding and SMTD's original "*footprint*" of \$250,000 and discussed how SMTD's ridership growth and costs of operation have exceeded the 10%. Hecox shared that the starting request of \$250,000 was a best guess at the time SMTD was formed in 2007 and over the years she had been in contact with principals at IDOT regarding future need for additional funding. Hecox said based on RMTD projection for cost of operations FY24 and current actuals for cost of operations through December FY23, SMTD will possibly draw down all DOAP funds by the end of the third quarter FY23. Hecox said SMTD had funds available to meet FY23 budgeted costs; however, actuals from RMTD through December were in excess of FY23 budgeted costs and projected FY24 increases without increase in funding or reduction or change in service would not be sustainable on a long-term basis. Hecox reported she had forwarded to Schafer (IDOT) ridership information since SMTD start of service in 2008 and SMTD prior and current budgets, as well as FY23 to date estimated cost of operations. Schafer had responded to include \$949,700 (FY24 appropriation included in State budget) in SMTD's FY24 tentative budget, but IDOT will get an increase for SMTD after the FY24 Agreement (DOAP) is signed.

ix. **Discussion as needed regarding operations contract FY24.** Executive Director Hecox reported RMTD's projected cost of operations FY24 increased approximately \$200,000 primarily due to projections related to labor contract negotiations. Michael Stubbe (RMTD Executive Director) reviewed status of ongoing labor union negotiations and the impact on its FY24 budget projections. Open discussion followed regarding cost of operations; State and federal funding projections; increasing deadhead costs relative to increased ridership; and increasing costs of operation, with Hecox reviewing percentage of cost (RMTD/SMTD) pre- and post-pandemic--2018 through December 2023. Stubbe stated he would set up a meeting with Ron Schaefer (RMTD Finance Director) and Ron Priddy (RMTD Operations Supervisor) and Executive Director Hecox to review billing formula and how deadhead is determined.

VI. MARKETING

- a. **Update and discussion on November and December 2022 ridership.** Executive Director Hecox reported 2,215 rides and 8 No Shows were provided in November 2023, including 8 Center of Hope trips, for a total of 2,223 rides in November; December 2023 ridership included 2,004 rides and 10 No Shows, including 12 Center of Hope trips, for a total of 2,014 rides in December 2023.
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Executive Director Hecox reported (14) Full Fare and (473) Half Fare *Ticket to Ride* coupons were redeemed in

November 2023; (323) Full Fare and (232) Half Fare *Token Transit* rides were provided in November 2023. Hecox reported (3) Full Fare and (403) Half Fare *Ticket to Ride* coupons were redeemed in December 2023; (250) Full Fare and (296) Half Fare *Token Transit* rides were provided in December 2023.

- c. **Update and discussion and action as needed on participation in Stateline Chamber 2023 Expo, June 24-25, 2023 at the HCHS Fieldhouse, Rockton, IL.** Chairman Larson provided brief update on SMTD's past participation in Expo and availability of bus inside (former) fieldhouse, which had been effective in public outreach, and parking bus outside the Expo. Larson shared that having the bus available outside the Expo (in the parking lot) had not been effective in reaching the public, so he did not recommend participating in the Expo. Open discussion. No action taken and the matter was dropped.

VII. OTHER BUSINESS

- a. **Discussion and action on acceptance of notice of resignation received from Trustee Blevins (Roscoe).** Covered in Welcome and Roll Call above. Executive Director Hecox shared that Jim Blevins had indicated that he would welcome the opportunity to come back should he be available when the position would be open again.
- b. **Update and discussion as needed on 2022 NTD reporting.** Executive Director Hecox reported she had submitted revisions; no further FTA comments had been received.
- c. **Review and acceptance of Oversight Management Log entries.** Executive Director Hecox requested the January 25, 2023 through February 21, 2023 Oversight Management Log entries, which had been included in the board packet for prior review, be approved. Trustee Mattocks motioned for approval; Trustee McMahon seconded. All ayes. No discussion. Motion carried 6 – 0, with none opposing or abstaining, and the Log was approved.
- d. **Update and discussion on participation with Stateline Chamber 2023 Awards Gala, February 2, 2023 5:30pm – 9:30pm, The Pavilion at Orchard Ridge Farms, 6786 Yale Bridge Road, Rockton, IL 61072.** Chairman Larson shared that it was an honor to represent SMTD and meet the many new faces in the community; a good time was had by all.
- e. **Discussion and action on approval of purchase of office copier.** Executive Director Hecox requested award be set over until next meeting to allow additional time for gathering of quotes.
- f. **Discussion on status of Title VI Program update due 10/1/2023; expiring 11/30/2023.** Executive Director Hecox reported she had reached out to SLATS regarding working together on required Title VI update due 10/1/2023 and expiring 11/30/2023.
- g. **Update and discussion on status of bus R165 accident Jan 24, 2023.** Executive Director Hecox reported bus R165 had been deemed a total loss and required paperwork and title had been forwarded to IDOT. RMTD was handling insurance matters. Michael Stubbe reported no personal injuries to passengers; however, a RMTD driver had Worker's Compensation claim related to the accident.
- h. **Discussion and action as needed for providing bus shuttle service at Rockton Pelican Fest, Saturday, May 20, 2023 10am – 4pm.** Executive Director Hecox reviewed SMTD's participation providing shuttle service in 2022 and requested board approval to participate in the annual Pelican Fest again this year. Open discussion followed, including information on whooping crane migration and Natural Land Institute programs. Chairman Larson entertained a motion to approval providing bus shuttle service for Pelican Fest 2023. Trustee Cook motioned for approval; Trustee Clifton seconded. All ayes. No further discussion. Motion carried 6 – 0, with none opposing or abstaining.
- i. **Other business as may come before the board.** Executive Director Hecox reminded the board that Economic Interest Statements were to be mailed out in March and trustees may have already received or should be receiving filing instructions. Hecox said filing is required by May deadline

and fines are assessed if not returned by due date. Hecox said review of the Economic Interest Statements are part of the annual audit process and requested once completed the confirmation email be forwarded to her for downloading a copy for the SMTD audit file.

Executive Director Hecox reported work had begun on the Zero Emission study and she was coordinating/working with TJ Nee (SLATS/MPO) to provide requested data to contractor, Cole Pouliot (AECOM).

Trustee Jack Cook provided advance notice that he would not be able to attend the March 29, 2023 meeting due to prior commitment.

VIII. APPROVAL OF BILLS

The following bills from register dated January 26, 2023 through 3/08/2023 were reviewed and presented for approval:

American Awards & Promotions, LLC	\$	2,555.00
American Awards & Promotions, LLC		1,267.00
Stateline Chamber of Commerce		323.16
Charter Communications		109.98
Intuit		10.00
Quartz		1,328.63
Illinois Department of Revenue		323.70
Internal Revenue Service		1,902.80
Stephany M. Cornellier		338.91
Sharon K. Hecox		4,574.49
Rockton-Roscoe News		75.00
NICOR Gas		113.08
Stephany M. Cornellier		155.77
Rockton Postmaster		69.60
Alpine Investments		1,100.00
Amanda N. McMahon		50.00
Bluefire Media		40.00
Cousin Communications		1,775.00
Gus Larson		50.00
Jack R. Cook, Jr.		50.00
Jim Blevins		50.00
Marietta L. Mattocks		50.00
Pamela J. Clifton		50.00
Richard Adams		50.00
Rock Valley Publishing		404.22
Rockford Mass Transit District		124,867.34
Siepert & Co., LLP		12,200.00
Spectrum REACH		594.00
TRRT, INC.		135.00
Meridian		165.00
ComEd		35.43
Quartz		1,328.63
Quill Corporation		138.68
Charter Communications		109.98

Security Alarm of Rockford	129.00
Intuit	10.00
Sharon K. Hecox	4,574.50
Stephany M. Cornellier	96.77
Rockton-Roscoe News	75.00
Illinois Department of Revenue	313.12
Bluefire Media	40.00
Rock Valley Publishing	204.62
Rockford Mass Transit District	119,735.16
Siepert & Co. LLP	3,150.00
Spectrum REACH	586.50
TRRT, INC.	<u>135.00</u>

TOTAL: \$ 287,327.35

Chairman Larson entertained a motion for approval of the bills, as presented. Trustee Cook motioned for approval; Trustee Adams seconded. All ayes. No discussion. Motion carried 6 – 0, with none opposing or abstaining, and the bills in the amount of \$287,327.35 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 for adjournment. Trustee Cook motioned; Trustee Adams seconded. All ayes. No discussion. Motion passed 6 – 0, with none opposing or abstaining, and Chairman Larson closed the meeting.

Respectfully submitted,

Sharon K. Hecox
Executive Director