

**STATELINE MASS TRANSIT DISTRICT
MINUTES OF MEETING
Wednesday, April 2, 2025
9:30am
11722 Main Street, Roscoe, IL 61073**

- I. **WELCOME** Chairman Gus Larson opened the meeting at 9:45am. Present in addition to the Chairman were Trustees Mari Mattocks, Jack Cook, and Pam Clifton. Trustees absent were Dick Adams, Amanda McMahon, and Nick Sommer. Also present were RMTD Executive Director Michael Stubbe, RMTD Paratransit Operations Manager Troy Volanti, and SMTD Executive Director Sharon Hecox.
- II. **APPROVAL OF AGENDA** Chairman Larson entertained a motion for approval of the agenda. Trustee Mattocks motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the April 2, 2025 meeting agenda was approved.
- III. **PUBLIC COMMENT** Chairman Larson opened the meeting to public comment welcoming Michael Stubbe and guest. Michael introduced Troy Volanti as the new Paratransit Manager for RMTD. Stubbe shared that Troy replaces Ron Priddy, who recently retired, and comes to RMTD with a background in transit from Dekalb, Illinois.
- IV. **ACCEPTANCE AND APPROVAL of January 22, 2025 Meeting Minutes.** No action taken; set over until future meeting.
- V. **FINANCIAL REPORTS:**
 - a. **Update and discussion as necessary on local, state, and federal grant programs.** Executive Director Hecox reported Capital Needs Assessment (CNA) had been received and will be submitted by due date of May 1, 2025. Hecox said the CNA assists the State in tracking the capital assets and needs of transit agencies in Illinois and information collected is part of the Transit Asset Management Plan (TAMS) that is required by federal regulations. SMTD participates in the State of Illinois group TAM plan. Hecox reported she had received notice of the 2024 NTD closeout, verification of which was included in the board packet.
 - i. **Update and discussion on FY25 DOAP reporting; monthly requests January 2025 and FY26 DOAP application.** Hecox reported \$57,416.78 had been received and deposited. Verification of request and deposit were included in board packet. Hecox reported the January 2025 DOAP request had been submitted and deemed complete and was pending approval in *BlackCat*.
 - ii. **Update, discussion and action on status of FY25 ECHO request and reporting & 2025 Triennial Review and workshop.** Hecox reported 1st & 2nd QTR ECHO requests had been received and 3rd QTR would be submitted after final 3rd QTR billing is received from RMTD. Hecox gave update on attendance at Triennial Review workshop and reported she had submitted the Triennial Review *Request for Information* (RIR) “at the stroke of midnight.” Hecox said she would be able to add or update information as needed and reported Triennial in office portion of the review was scheduled for July 29 – 30, 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 said there was nothing new to report on the status of the Rebuild grants. Hecox reported the paperwork had been submitted for

acceptance and delivery of the (6) CVP vehicles, pending a delivery date. Hecox reported RMTD would be assisting SMTD with delivery and authorization had been forwarded to allow RMTD personnel to take delivery of the buses when available.

- iv. **Discussion and action on approval of tentative FY26 Budget & Appropriations Ordinance** Hecox reviewed the FY26 Projected Activity Worksheet and budget analysis worksheets, together with proposed budget line-items providing justification for proposed increases or decreases, which had been provided electronically to the board for review prior to the meeting. Hecox said after approval of the budget notice of a public hearing (May 28) would be published and the tentative budget made available for the public for more than the required thirty days. Hecox said final approval of the FY26 Budget & Appropriations Ordinance would be at the regular meeting held directly after the public hearing and any edits or changes needed could be made prior to approval. Hecox specifically noted an increase to security alarm system and QB annual fee had been received since the projected activity funding worksheets had been developed and a review of line-items would be made prior to final adoption to ensure what is needed was included in the proposed budget. Chairman Larson entertained a motion for adoption of the FY26 tentative budget, as presented. Trustee Cook motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the tentative FY 26 operating budget was approved.
- v. **Update, discussion and action to accept and approve FY24 audit.** Hecox noted an electronic copy of the audit had been provided to board for review prior to the meeting with hard copies made available at the meeting. Open discussion, including usual concerns for small organization and need for board oversight to monitor activities of district. Hecox said the CEO would be scheduling an audit of procedures per the updated Fraud & Abuse policy. Chairman Larson entertained a motion to accept the FY24 audit. Trustee Mattocks motioned; Trustee Cook seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the FY24 audit was accepted.
- vi. **Discussion and action on authorizing FFY 25 Certs & assurances.** Hecox reported the FFY25 Certifications & Assurances, which are necessary to be approved prior to application for federal funding, were not yet available; no action taken.
- vii. **Discussion and action on approval of FY26 POP.** Hecox stated the Program of Projects (POP) would proceed to notice for public comment based on the budget to allow for application of federal funds FY26.
- viii. **Discussion and action on approving PO's for purchase of security cameras and bus branding for (6) CVP vehicles.** Hecox stated copies of a purchase orders (PO) for (6) security camera systems on the CVP vehicles, together with proposal from Image Signs for signage on the (6) new buses had been sent electronically for board review prior to the meeting. Hecox requested authorization to sign the POs in the amount of \$48,004.64 for the security camera systems and \$7,800 for the bus signage on the CVP vehicles. Chairman Larson entertained a motion for approval to move forward with the purchase of the security camera systems and bus signage. Trustee Mari Mattocks motioned;; Trustee Clifton seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the executive director was authorized to sign the purchase orders for the (6) camera systems and bus signage for (6) new CVP vehicles.

VI. MARKETING

- a. **Update and discussion on January ridership.** Executive Director Hecox reported January 2025 ridership at (2,589) rides, including (9) Center for Hope (COH). Hecox reported (8) No Show trips, for a total of (2,597) trips billed for January 2025.

- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Hecox reported (10) Full Fare and (560) Half Fare Ticket to Ride coupons redeemed in January 2025; Hecox reported (293) Full Fare and (433) Half Fare Token Transit coupons redeemed in January 2025. Hecox reported advanced sale tickets totaled (1,305) or approximately 50.4% of total trips in January 2025.

VII. OTHER BUSINESS

- a. **Update and discussion on status of RMTD upgrade to RMTD/Trips Spark dispatch system.** Executive Director Michael Stubbe provided an update on status of RMTD upgrade to *Trips Spark* dispatch system. Stubbe said there were some “bugs” that needed to be worked out; specifically, estimated arrival times in system versus actual human arrival times; phone notification system, and learning curve on entering rides in new system.
- b. **Update and discussion on SLATS TDP study.** Hecox encouraged those that had not gone online to go online and complete survey.
- c. **Other business as may come before the board.** Hecox reported Economic Interest Statements had been mailed out and were due May 1, 2025.

Hecox reminded the board the next board meeting was on April 30, 2025 at 9:30am at SMTD office.

Hecox shared she had spoken with Chris Dornbush at the County of Winnebago regarding the new demand response transportation service that would be available to the unincorporated areas of the County 6am to 6pm Monday through Friday, excluding holidays beginning July 1, 2025. Hecox reported that Dornbush had stated that the service would be available to the unincorporated areas of the County but it was not the intent to take over or change the way that SMTD is currently providing service to the unincorporated areas of Rockton or Roscoe Townships. The service would cover those individuals who currently do not have service. Open discussion followed, including Stubbe indicating he would be setting up a meeting re-coordination of new County service with RMTD/SMTD and Reagan MTD (formerly LOTS) and would include SMTD in meeting.

Michael Stubbe, who is the current President of the *Illinois Public Transportation Association* (IPTA), updated the board on the state of transit funding in Illinois and provided the board with a copy of “*IPTA Downstate Transit Fiscal Cliff Fact Sheet*.” Stubbe provided an in-depth review of current transit operating funding in Illinois, fiscal challenges with current system, and potential solutions to avoid the “*Fiscal Cliff*” going forward. Referenced “*Fact Sheet*” is included and hereby made a part of minutes. Open discussion followed.

VIII. APPROVAL OF BILLS

The following bills were reviewed and presented for approval:

INTUIT	\$	14.00
INTUIT		7.00
BLUE CROSS BLUE SHIELD		170.76
SECURITY ALARM OF ROCKFORD		138.00
ILLINOIS DEPARTMENT OF REVENUE		337.66
INTERNAL REVENUE SERVICE		2,003.24
QUILL CORPORATION		70.52

NICOR	98.71
EMBASSY SUITES	491.42
OSTERIA VIA STATO	45.99
STEPHANY M CORNELIER	180.01
HOSTWAY.COM	10.00
MEDICARE	185.00
COMED	79.54
CHARTER COMMUNICATIONS	135.00
STEPHANY M CORNELIER	82.42
SHARON K HECOX	4,900.67
HUMANA	41.80
ILLINOIS DEPARTMENT OF REVENUE	334.46
INTERNAL REVENUE SERVICE	1,990.22
ALPINE INVESTMENT GROUP	1,100.00
BALSLEY PRINTING, INC.	531.00
BLUEFIRE MEDIA	80.00
COUSIN COMMUNICATIONS	1,203.50
GENERATION 3	245.00
HUGHES MEDIA CORP.	550.00
JACK R COOK, JR.	100.00
MARIETTA L MATTOCKS	50.00
PAMELA J CLIFTON	50.00
PULSE TECHNOLOGY	9.95
RICHARD ADAMS	50.00
ROCK VALLEY PUBLISHING	409.24
ROCKFORD MASS TRANSIT DISTRICT	189,677.31
SHARON K HECOX	198.29
SIEPERT & CO, LLP	8,850.00
SOSNOWSKI & SZETO, LLC	494.50
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TOTAL:	<u>\$ 214,865.21</u>

Chairman Larson entertained a motion for approval of the bills, as presented. Trustee Cook motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the bills totaling \$214,865.21 were approved.

- IX. ADJOURNMENT** There being no further business to come before the board, Chairman Larson adjourned the meeting at 10:37am.

Respectfully submitted,

Sharon K. Hecox
EXECUTIVE DIRECTOR

ATTACHMENT: *IPTA Downstate Transit Fiscal Cliff Fact Sheet*