

**STATELINE MASS TRANSIT DISTRICT  
MINUTES OF MEETING  
9:30am  
Wednesday, April 26, 2023  
11722 Main Street, Roscoe, IL 61073**

**I. WELCOME AND ROLL CALL** Chairman Gus Larson opened the meeting at 9:37am noting that all trustees were present except for Amanda McMahon who had provided advance notice she would not be in attendance due to work demands. Present in addition to the Chairman were Trustees Dick Adams, Mari Mattocks, Pam Clifton, and Jack Cook. Also present were Scott Sanders (Village of Roscoe Administrator) and SMTD Executive Director Sharon Hecox.

**II. APPROVAL OF AGENDA** Chairman Larson, noting the agenda had been provided electronically and in written form, entertained a motion for approval. Trustee Mattocks motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the April 26, 2023 Agenda was approved.

**III. PUBLIC COMMENT** Chairman Larson opened the meeting to the Public Comment portion of the meeting and welcomed Roscoe Village Administrator, Scott Sanders. Sanders updated the board on the recent election and new appointments of Carol Gustafson (Village President) and three new trustees to the Village Board on May 2, 2023. Sanders shared he would be updating the Village President and new board on May 2, 2023 regarding the open board seat for SMTD as well as other Village committees. Sanders said he looked forward to openings in his schedule to attend more SMTD meetings and thanked the board belatedly for their participation in Roscoe Hometown Holidays and the good job that SMTD is doing.

There being no further public comment offered, Chairman Larson closed Public Comment and returned to the regular meeting.

**IV. ACCEPTANCE AND APPROVAL of Meeting Minutes March 29, 2023** Chairman Larson noted the draft minutes had been provided for review electronically prior to the meeting and entertained a motion for approval. Trustee Adams motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the March 29, 2023 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 November 2022 DOAP in the amount of \$96,347.48 had been approved and funds were pending receipt; Hecox said DOAP requests for December (\$90,285.91), January (\$92,843.30) and February FY23 (\$100,792.46) had been submitted and were pending acceptance. Hecox said the funds available after the February 2023 DOAP request leaves a balance of \$91,390.25 remaining available for draw down for fiscal year 2023. Hecox said David Schafer (IDOT Bureau Chief) was working on a continuing resolution to increase the FY23 appropriation in the amount of \$172,667. The increased appropriation would bring the FY23 balance available for draw

down to \$264,057.25. Hecox said an additional \$189,940 would be awarded for FY24 either by continuing resolution after the FY24 DOAP application was approved or under the new contract. Hecox reported the additional funds would increase the FY24 DOAP from \$949,700 to \$1,139,640 for FY24. Hecox said Schafer strongly encouraged SMTD to proactively reach out to legislators now to request an increase to annual appropriation for FY25 and going forward.

- ii. **Update and discussion on federal grant applications & ECHO requests; 2<sup>nd</sup> QTR FY23** Executive Director Hecox reported 2<sup>nd</sup> QTR ECHO funds request totaled \$139,054.73 for a total amount of \$231,802.94 in federal operating assistance pending ECHO submittal for FY23. Hecox said funding is available to draw from the ARP and CARES grants; however, since those funds can be drawn at 100%, she was waiting for approval of FFY23 operating grant (FAST ACT) to request those funds at 50%.
- iii. **Update, discussion, and action as needed on FY22 audited financial statements.** Executive Director Hecox said revised engagement letter for the audit of the FY22 financial statements had been forwarded for the boards review. Hecox said the language had been changed based on the auditors' discussions with the State of Illinois regarding what type of audit was needed. Hecox said Mark Trotter (SEIPERT & Co, LLC) had indicated the audit process was essentially the same; however, the engagement letter required changing to accurately reflect specifics of audit now that GATA audit requirements were no longer in place. Hecox said she had requested revision to the auditor's report on internal controls to reflect board oversight that was being done in the way of monthly review of activities and financial records of SMTD.
- iv. **Update, discussion, and action as needed on Round I and III Capital Grants.** Executive Director Hecox reported she had attended a training webinar on inputting grant reporting in the BlackCat system. Hecox said the grant contract would generate from BlackCat, as well. Hecox reported she had attended a meeting with South Beloit regarding Phase I and Phase II of their rehabilitation project and where the Transit Hub will most likely be located within the plan. Hecox said she would be coordinating with South Beloit engineers on what had been included in the grant for the pad, shelter, bike racks, etc.
- v. **Update, discussion and action on adoption of Resolution 2023-R-03 authorizing Execution and Amendment of Downstate Operating Assistance Grant Agreement.** Executive Director Hecox said the FY24 DOAP agreement had not been received, but was moving along. Hecox said she did not know if the new contract would include the additional \$189,940 or if those funds would be awarded after the contract under continuing resolution, so requested adoption be set over until contract is available. Hecox said the amount of the FY24 DOAP appropriation was \$949,700; however, with the increase (\$189,940) the total state operating assistance for FY24 would be \$1,139,640.
- vi. **Discussion and action as needed on line-item adjustments.** Executive Director Hecox requested line-item adjustments be set over and included after adjustment for additional State funding was approved.

VI. **MARKETING** Executive Director Hecox shared copies of the NWQ and Stateline Connections advertising that had been to commemorate SMTD's 15-year anniversary. Hecox shared that the theme of the advertising was "we care" to offset complaints that had been received which said "they don't care." Hecox said public perception is important in all advertising campaigns and these ads were designed to enforce SMTD's commitment to customer service. Hecox reported on a meeting she had with Bill Hughes, owner of *NorthWest Quarterly* & *NWQ SmartLiving Weekly* regarding struggles the

organization had surviving COVID lockdowns and subsequent rising cost of production. Hecox said *NWQ* would be printing once and mailing to different zones over two weeks to save on publication costs. Hughes said he appreciated *NWQ*'s relationship with SMTD and wanted to explain the changes and get feedback from SMTD; specifically, relative to upcoming advertising for *Pelican Fest* and OSD shuttle service. Hecox said SMTD has received special pricing as a non-profit for many years and agreed to *Pelican Fest* publication twice in May with OSD advertising not being billed until July 2023. Hecox said Hughes said he would like to do a future story in the *NWQ* featuring SMTD and the importance of transportation to transit dependent individuals in the community.

- a. **Update and discussion on February 2023 ridership.** Executive Director Hecox reported 2,211 rides were provided in February 2023, which included (8) No Shows and (14) Center of Hope riders. Hecox said ridership was down for February compared to the prior month of January most likely due to being a short month.
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Executive Director Hecox reported (1) Full Fare and (548) Half Fare *Ticket to Ride* coupons were redeemed in February 2023; and (403) Full Fare and (226) Half Fare *Token Transit* tickets were redeemed in February 2023. Hecox said that advance sale tickets accounted for 54% of the total ticket sales in February 2023 and continues to speak well of the effectiveness and need for the advance sale ticket programs.

## VII. OTHER BUSINESS

- a. **Review and acceptance of Oversight Management Log entries.** Executive Director Hecox shared the log, which had been provided electronically as part of the board packet prior to the meeting, was not reflective of everything done daily, but was created to track oversight of operator, RMTD, per the last Triennial Review (2022). Chairman Larson entertained a motion to accept the Oversight Management Log (March 29 – April 25, 2023). Trustee Clifton motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the log was accepted into the record.
- b. **Discussion and action on approval of purchase of office copier.** Executive Director Hecox reviewed the quotes received thus far for replacement of the office copier, noting a quote for RICOH had been requested and was pending receipt. Hecox said she had received pricing from RMTD from 2017 for purchase of RICOH copiers in their offices and they had reported no issues. Hecox said quotes had been gathered for purchase of refurbished equipment, lease with option for buyout, and outright purchase, as well as maintenance contracts. Hecox said she did not recommend purchasing used equipment due to obsolescence, which was the issue with the current copier/printer and the inability to obtain replacement parts. Open discussion followed with Chairman Larson entertaining a motion to allow Executive Director to award based on lowest bid. Trustee Mattocks motioned; Trustee Cook seconded. All ayes. No further discussion. Motion carried 5 – 0, with none opposing or abstaining, and Executive Director Hecox was authorized to take action.
- c. **Update and discussion on 2023 CNA/TAMS Survey; due May 5, 2023** Executive Director Hecox reported work had begun on completing the annual CAN/TAMS survey due on May 5, 2023. No action needed.
- d. **REMINDER: *Public Hearing FY24 Budget & Appropriations; May 24, 2023 9:30am*** Executive Director Hecox reminded the board that the Public Hearing on FY24 Budget & Appropriations is at 9:30am on May 24, 2023. Hecox said some adjustments to the tentative budget may be necessary to reflect the increased appropriation to be received from the State with related edits to federal match and possibly other small line-item adjustments that may come up prior to adoption. Hecox said adjustments to the budget are allowed during the regular board

meeting after the public hearing prior to final board adoption. Hecox said the May 24th regular board meeting would immediately follow the Public Hearing.

- e. **Other business as may come before the board.** Executive Director Hecox reported she would be going on vacation April 30 – May 7, 2023, but would be available through phone, TEXT, and email and would be logging in remotely periodically.

Hecox provided a brief update on the success of the April 25<sup>th</sup> Blood Drive at the American Legion stating she had requested a report of free rides provided, but it was not yet available. Hecox said SMTD would be participating with the American Legion to provide free shuttle service for the Rockton Blood Drive again on October 3, 2023.

Trustee Mattocks questioned status of the Economic Interest Statements filings stating she had submitted her statement, but had not received a receipt of submission. Hecox confirmed she had verified online all SMTD trustees required to submit had submitted except for former Trustee Jim Blevins, with whom she had been in contact with regarding his need to submit. Scott Sanders shared that a \$15 fine is imposed if submission is not completed by the deadline. Open discussion followed regarding issues that had been had last year and in the current year filing on the County website.

**VIII. APPROVAL OF BILLS**

The bills were reviewed and presented for approval, as follows:

INTUIT	\$	5.00
IDA THOMPSON		210.00
SHARON K. HECOX		4,574.49
STEPHANY M CORNELIER		132.82
QUARTZ		1,328.63
ROCKTON-ROSCOE NEWS		75.00
INTERNAL REVENUE SERVICE		1,896.48
ILLINOIS DEPARTMENT OF REVENUE		316.28
ILLINOIS DEPT OF EMPLOYMENT SECURITIES		563.75
NICOR GAS		96.63
ALPINE INVESTMENT GROUP		1,100.00
AMANDA N. McMAHON		50.00
APG OF SOUTHERN WISCONSIN		675.00
BLUEFIRE MEDIA		40.00
COUSIN COMMUNICATIONS		800.00
GUS LARSON		50.00
PAMELA J. CLIFTON		50.00
RICHARD ADAMS		50.00
ROCK VALLEY PUBLISHING		391.02
ROCKFORD MASS TRANSIT DISTRICT		127,618.24
SOSNOWSKI & SZETO, LLC		258.00
SPECTRUM REACH		583.30
TRRT, INC.		<u>135.00</u>
 TOTAL:		 <u><b>\$ 140,999.64</b></u>

After review, Chairman Larson entertained a motion for approval of the bills, as presented. Trustee Cook motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the bills in the amount of \$140,999.64 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 Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the Chairman closed the meeting at 10:22am.

Respectfully submitted,

Sharon K. Hecox  
Executive Director