

**STATELINE MASS TRANSIT DISTRICT  
RESCHEDULED  
MINUTES OF MEETING  
Wednesday, April 29, 2026 -- 9:30am  
11722 Main Street, Roscoe, IL 61073**

- I. **WELCOME** Chairman Gus Larson called the meeting to order at 9:30am. Present in addition to Chairman Larson were Trustees Dick Adams, Mari Mattocks and Happy Welch. Also present were RMTD Executive Director Michael Stubbe and SMTD Executive Director Sharon Hecox. Roscoe Village Administrator Josef Kurlinkus joined the meeting late.
  
- II. **APPROVAL OF AGENDA** Chairman Larson entertained a motion for approval of the April 29, 2026 agenda that had been provided electronically prior to the meeting. Trustee Mattocks motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the meeting agenda was approved.
  
- III. **PUBLIC COMMENT** Chairman Larson opened the meeting to Public Comment. No public comment offered and Chairman Larson returned to regular meeting.
  
- IV. **ACCEPTANCE AND APPROVAL of Meeting Minutes February 26, 2026 and April 1, 2026**  
Chairman Larson entertained a motion for approval of the February and April meeting minutes. Trustee Mattocks requested edit to V. FINANCIAL REPORTS (vii.) to "...Adams seconded." From "...Adames motioned." Trustee Adams motioned for approval of both sets of minutes, with edits to February 26, 2026 minutes, as stated; Trustee Mattocks seconded. All ayes. No further discussion. Motion carried 4 – 0, with none opposing or abstaining and the February and April 2026 minutes were approved.
  
- V. **FINANCIAL REPORTS:**
  - a. **Update and discussion as necessary on local, state, and federal grant programs. Chairman Larson request Executive Director Hecox provide the financial reports.**
    - i. **Update and discussion on FY26 DOAP monthly reporting and FY27 DOAP application.** Hecox reported the January 2026 DOAP request in the amount of \$119,804.79 had been received and deposited on April 6, 2026 with verification of deposit included electronically in the board packet prior to the meeting. Hecox reported the February 2026 DOAP request had been submitted and approved in the amount of \$118,538.97 and was pending receipt; copy of report included in board packet submitted electronically prior to board meeting. Hecox reported the March 2026 DOAP report was in progress and would be submitted once the 3<sup>rd</sup> QTR final billing was received from RMTD. Hecox reported the Capital Needs Assessment/TAMS report was in progress and would be submitted by May 1, 2026 deadline.
    - ii. **Update, discussion and action on federal grant reporting and FY27 application**
    - iii. **application** Hecox reported \$57,518.05 would be available and included in the 3<sup>rd</sup> QTR ECHO draw. Hecox reported a copy of the Operating Expense Worksheet was included in the board packet electronically prior to the meeting.
    - iv. **Discussion and action on approval 2026 Certifications & Assurances** Hecox reported the 2026 Certifications and Assurances were available and required approval of the board to allow PIN of Chairman and SMTD legal counsel in TrAMS. Hecox stated a copy of

the certs & Assurances, together with redline of 2026 changes, had been provided to the board electronically for review prior to the meeting. Chairman Larson motioned for approval of the authorizing resolution (2026-R-06). Trustee Welch motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the Chairman was authorized to PIN the 2026 Certifications and Assurances on behalf of SMTD.

- v. **Update and discussion on progress of FY25 audited financial statements.** Hecox shared the audit was in progress with nothing new to report.
- vi. **Approve BAR adjustment to Casualty & Liability Costs \$700 as necessary.** Hecox requested motion to approve line-item adjustment to move \$700 from Services to Casualty and Liability. Hecox stated payment for insurance for cybersecurity coverage had been approved in September 2025 without increasing the budget line-item. Trustee Larson motioned; Trustee Welch seconded. Motion carried 4 – 0, with none opposing or abstaining and the requested line-item adjustment to the FY26 budget was approved.
- vii. **Update and discussion on renewal Pulse Technology Maintenance agreement 6/23/2025.** Hecox reported the annual maintenance agreement for the Sharp Copier had been received from Pulse Technology in the amount of \$619.09. Hecox shared the updated agreement covered maintenance and toner for the machine based on copy volumes. Hecox said FY25 was \$508.20 and was increased to coverage anticipated number of copies for coming year and a copy of the new agreement had been included in the board packet electronically for board review. Trustee Mattocks motioned to renew the maintenance agreement; Trustee Adams seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining.
- viii. **Discussion and action on renewal Administration Office Lease (11722 Main Street, Roscoe, IL 61073) --\$1,132.00/mo September 1, 2026 through August 30, 2027.** Executive Director Hecox shared the lease agreement would expire in September and required SMTD provide notice of intention to renew. Hecox said the current lease included option of additional four years with annual increase based on CPI of prior year. Hecox said she had noticed Alpine Investment Group (landlord) of intent to renew and requested a new lease agreement, a copy of which draft had been forwarded electronically for trustee review prior to the meeting. Hecox said the new rate for the first year would be \$1,132 beginning September 2026. Hecox reported she had forwarded the agreement to the attorney for language edits to clarify understanding of the annual increase and to clarify SMTD's responsibility to repair furnace or water heater. Hecox requested approval to sign pending attorney approval with necessary language edits. Trustee Mattocks motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the executive director was authorized to renew the lease agreement pending attorney approval.

## VI. MARKETING

- a. **Update and discussion March 2026 ridership.** Hecox reported 2,470 rides were provided in March, including (29) Center of Hope and (139) veteran free rides. Hecox reported there were (7) No Shows, for a total of 2,477 trips provided in March 2026.
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Hecox reported (353) Full fare and (301) Half fare *Token Transit* and (7) Full Fare and (321) Half Fare *Ticket to Ride* advance sale tickets were redeemed in March 2026. Hecox reported advance sale tickets totaled approximately 43% of the total tickets redeemed in March 2026

Hecox shared an SMTD “*Take a Closer Look at...*” ad had been placed in the *Northwest Quarterly Annual 25 Most Interesting People* publication (Annual Guide 2026; page 154) and featured SMTD Chairman and winner of the 2026 Stateline Chamber “Stately Summit Award” Gus Larson. Open discussion. Hecox reported on additional advertising place in the Herald Newspapers to advertise free shuttle service at Pelican Fest.

## VII. OTHER BUSINESS

### a. Other business as may come before the board.

- i. **Next board meeting May 27, 2026 immediately following FY27 Budget & Appropriations. Public Hearing.** Hecox reminded the board the next board meeting would be held on May 27, 2026 immediately following the Budget and Appropriations Public Hearing. Chairman Larson stated he would be unable to attend and Vice Chair Mattocks stated she would be able to conduct the meeting in the Chairman’s absence.
- ii. **Update, discussion and action as needed on merge Rebuild I & III capital grants and purchasing off 2022 CVP contract.** Hecox provided a brief update on the status of the merge of Rebuild III funds into the Rebuild I agreement. Hecox reported the amended contract had been executed. Hecox said the authorizing agreement for the Rebuild I contract provided for execution of the agreement (Rebuild I) and “any amendments,” so board approval was not necessary to merge the funding; copies of which were provided electronically in the board packet for review prior to the meeting. Hecox shared that the Rebuild I agreement in the amount of \$225,000 was increased by \$215,021 to \$440,021 moving the funds which had been awarded under the Rebuild III capital grant, but not under contract. Hecox stated the merged grants would provide access to the capital grant funding awarded (Rebuild I & III) under one contract and for which IDOT had already provided pre-award concurrence to purchase three (3) medium duty expansion vehicles off the State Capital Vehicle Procurement (CVP) contract. Hecox shared SMTD would also be seeking pre-award concurrence to purchase three (3) *SEON* security camera systems as a sole source purchase utilizing remaining funds after purchase of the bus (approximately \$49,000). Hecox shared independent cost estimate (ICE) was thought to be approximately \$30,000.00, based upon the camera systems purchased in May 2025.
- iii. **Update and discussion Pelican Fest 2026 shuttle service.** Hecox provided brief update on shuttle service in downtown Rockton out to Nygren Wetlands for Pelican Fest 10am – 4pm on May 16, 2026.

Hecox reported she had registered to attend the IDOT Fall Planning Conference September 2 – 4, 2026 in Normal, Illinois and IPTA Fall Conference October 4 – 7, 2026 in Chicago. Hecox said IPTA would be reimbursing \$100 paid toward registration, as \$350 rate was the vendor rate and not member rate which should have been charged. Hecox said the IPTA conference included participation in the APTA conference, as well.

Hecox reported SMTD had passed its annual fire department inspection with fire extinguisher needing recertification next month (May 2026).

Hecox reminded the board that, if they had not submitted their Economic Interest Statements, there was still time as submittal is due by May 1, 2026 to avoid penalty.

Hecox reported an SMTD bus R226 had been involved in an accident on Sunday, April 26, 2026. Hecox shared that she had been contacted by RMTD Executive Director Michael Stubbe of the incident on Sunday. Open discussion followed including Stubbe reporting there were no passengers onboard and no reported injuries to driver of bus or other vehicle. Both vehicles were towed from the scene and investigation is in progress.

**VIII. APPROVAL OF BILLS**

The following bills were reviewed and presented for payment:

AMERICAN MARKETING	\$	337.50
ILLINOIS DEPARTMENT OF REVENUE		324.01
ILLINOIS DEPARTMENT OF REVENUE		337.05
INTERNAL REVENUE SERVICE		1,948.02
ILLINOIS DEPARTMENT OF REVENUE		113.06
INTERNAL REVENUE SERVICE		1,955.82
NICOR GAS		101.75
HOSTWAY.COM		3.96
HOSTWAY.COM		28.91
CHARTER COMMUNICATIONS		145.91
COMED		61.15
SHARON K HECOX		4,937.67
STEPHANY M CORNELIER		143.75
INTUIT		1,149.00
ALPINE INVESTMENT GROUP		1,100.00
COUSIN COMMUNICATIONS		1,609.50
GUS LARSON		50.00
HUGHES MEDIA CORPORATION		550.00
IPTA		350.00
JACK R COOK, JR.		50.00
MARIETTA L MATTOCKS		50.00
PAMELA J CLIFTON		50.00
PULSE TECHNOLOGY		619.24
RICHARD ADAMS		50.00
ROCKFORD MASS TRANSIT DISTRICT		164,068.64
SHARON K HECOX		188.80
SOSNOWSKI & SZETO		<u>537.50</u>
TOTAL:	\$	<u><u>180,811.24</u></u>

Trustee Mattocks motioned for approval of the bills totaling \$180,811.24; Trustee Welch seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the bills totaling \$180,811.24 were approved.

**IX. ADJOURNMENT** Chairman Larson requested input on any further business before he closed the meeting. RMTD Executive Director Stubbe shared that Paula Hughes (RMTD Grant Specialist) would be retiring at the end of the year and RMTD is not certain how grants management will be handled.

Open discussion included suggestion by Stubbe to consider RMTD's transition plan for grants management is unknown and under development and the possibility RMTD would not be able to continue contractually to provide grant services. Stubbe stated grant services are billed monthly at approximately \$1000 per month. Stubbe suggested SMTD contact its auditors for direction on what is required to satisfy the segregation of duties that are currently being fulfilled by contract utilizing Hughes' services. Chairman Larson shared that SMTD respects Hughes contributions and the many years of institutional knowledge and the time and effort that will be needed to hire and train an individual or individuals to replace her.

Stubbe shared RMTD had received funding for a mobility management study, which had launched last month. He gave a brief update on the purpose of the study and intended outcome to assist in coordination of non-profit and public transportation services within the County. Open discussion included purpose, partnerships, and outreach. Hecox to participate study.

There being no further business to come before the board, Chairman Larson motioned for adjournment; Trustee Adams seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the Chairman closed the meeting at 10:28am.

Respectfully submitted,

Sharon K. Hecox  
Executive Director