

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

- I. **WELCOME** Chairman Gus Larson opened the meeting at 9:35am noting that Trustees Pam Clifton and Amanda McMahon had provided advance notice they would not be in attendance. Trustees present in addition to the Chairman were Trustees Dick Adams, Mari Mattocks, and Jack Cook. Also present were 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 Adams motioned; Trustee Cook seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining and the April 30, 2025 agenda was approved, as presented.
- III. **PUBLIC COMMENT** Chairman Larson welcomed RMTD Executive Director Michael Stubbe to the meeting. No public comment offered.
- IV. **ACCEPTANCE AND APPROVAL of January 22, 2025, February 26, 2025 and April 2, 2025 Meeting Minutes.** Chairman Larson entertained a motion to approve the January, February and April 2025 meeting minutes which had been provided electronically for review prior to the meeting. Trustee Cook motioned for approval of the three sets; Trustee Adams seconded. Three ayes. Chairman Larson noted that he had not had the opportunity to review and abstained. No further discussion. Motion carried 3 ayes; 1 abstaining and none opposing; and the minutes were approved, as presented.
- V. **FINANCIAL REPORTS:**
 - a. **Update and discussion as necessary on local, state, and federal grant programs.** Chairman Larson requested Executive Director Hecox provide update on financial reports. Hecox reported the Capital Needs Report due May 1st was in progress and would be completed and submitted today (April 30, 2025). Hecox reported \$25,000 FY25 annual contribution had been received from the Village of Roscoe and was deposited on April 7.
 - i. **Update and discussion and any action as needed on FY25 DOAP reporting; monthly requests and FY26 DOAP application.** Hecox reported the January 2025 DOAP request in the amount of \$131,594.96 had been approved; receipt of funding pending. Hecox said February FY25 DOAP request in the amount of \$111,501.05 had been submitted and is pending approval.
 - ii. **Update, discussion and action on status of FY25 ECHO requests & 2025 Triennial Review update.** Hecox reported federal funds eligible for reimbursement for January 2025 and February 2025 at \$63,845.21 and \$53,585.67, respectively. Hecox said these amounts would be included in the 3rd quarter draw once final 3rd QTR numbers had been received from RMTD.
 - 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 reported the (6) buses awarded under the CVP grant were now available for pickup and RMTD would be coordinating with the vendor for pickup. Hecox said license and title fees of \$2,538.00 was included in the bills for approval and the contracts for security cameras and branding of the buses had been submitted. Hecox said a request to dispose of buses R164, R166, R167, R168 and R184 had been sent to IDOT and requested a motion of the board to allow Hecox to proceed with disposal once concurrence was received from the State. Chairman Larson entertained a motion granting disposal of the buses pending IDOT concurrence. Trustee

Mattocks motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining.

- iv. **Discussion and action on authorizing FFY 25 Certs & assurances** No action taken; FFY Certs and Assurances not yet available.
- v. **Discussion and action on approval of FY26 POP.** Hecox said approval of tentative FYPOP would follow approval of FY26 Budget & Appropriations Ordinance at May meeting. No action taken.
- vi. **Discussion and action on conversion from receiving *Letters of Credit* to ICS , *IntraFi Cash Service* through First National Bank (FNB).** Hecox reported she had met with Mallory Nygren from First National Bank & Trust regarding changing from current system whereby SMTD receives *Letters of Credit* to protect the funds currently held at FNB. Hecox said SMTD periodically receives *Letters of Credit*, which amounts go up and down depending on the funds currently on deposit at the bank above the federally insured amount. Hecox said information on the ICS service had been provided (electronically) in the board packet prior to the meeting for review. Open discussion with consensus of board to request Mallory-- or someone from the bank--be available at the next board meeting to answer questions prior to taking any action to convert.
- vii. **Discussion and action on line-item adjustments moving \$2,538 from 502.03 Fringe Benefits.Hospital, Med & Surgical Plans to 507.04 Taxes.Vehicle Licensing & Registration Fees** Hecox requested line-item adjustment within the budget moving funds from Fringe Benefits to Taxes, Vehicle, Licensing & Registration line-item. Hecox said future line-item adjustments would be required once final bills were received for the security cameras and branding of the buses. Hecox said the board has approved the expense; however, funding through the Rebuild III grant originally targeted for the project was not available and timing for availability of the Rebuild grant contract and getting the buses on the road require moving ahead with purchase and making budget allowances. Trustee Mattocks motioned for approval of the line-item adjustments, as presented; Trustee Cook seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining.

VI. MARKETING

- a. **Update and discussion on February ridership.** Executive Director Hecox reported February 2025 ridership at 2,268, including (88) veterans and (17) Center of Hope. Hecox reported there were (4) No Shows in February for a total of 2,308 trips.
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Hecox reported (429) Full Fare and (248) Half Fare *Token Transit* coupons were redeemed in February 2025. Hecox reported (36) Full Fare and (439) Half Fare *Ticket to Ride* coupons were redeemed in February 2025. Hecox reported the total advance sale ticket redeemed during the month were (1,169) or approximately 54% of the total monthly ticket redemptions.
- c. **Update and discussion on shuttle service for Pelican Fest, May 17, 2025 10am – 4pm, Rockton & OSD 2025.** Hecox provided an update on SMTD participation in providing shuttle service at Pelican Fest, including reference to letter received from the Village of Rockton, Tricia Dudich included in the board packet for review. Hecox said she was coordinating with RMTD staff on driver for both Pelican Fest and OSD events. Hecox said OSD shuttle service hours were being extended per discussions with SMTD board, OSD committee and Police department. Hecox would be coordinating with the Rockton Chief of Police on routing to allow safe and expeditious transport throughout the event. Hecox said no parade or fireworks were planned at OSD for this year. Trustee Adams reported that in place of fireworks a drone light show was planned. Hecox

provided brief update on advertising featuring SMTD free shuttle service for both community events.

VII. OTHER BUSINESS

- d. Review and acceptance of Oversight Management Log entries.** Set over. No action taken.
- e. Update and discussion on status of RMTD upgrade to RMTD/Trips Spark dispatch system.**
Executive Director Hecox provided a brief update, including her attendance at Trip Spark online training introducing Phase II “*passenger portal*” access. RMTD Executive Director Michael Stubbe updated the board on the features of online passenger portal, including allowing customers to book trips online and receive updates to status of their trips. Open discussion. Stubbe reporting bugs are being worked out from issues created from change over from old system to new and getting all staff up to speed on use of new system. Stubbe said work is ongoing on notification system glitches and Hecox reported fewer trouble calls are being received. Stubbe said date of going live for the passenger portal was yet to be determined. Stubbe said the department (paratransit dispatch) will be able to move forward once everything is “*in line*” and all minor details are worked out.
- f. Update and discussion on SLATS TDP study.** Hecox reported she had attended several online meetings regarding update & progress of the transit development study and it appeared to both SMTD and Beloit Transit the study was tending more toward introducing or expanding a fixed route system—most likely in South Beloit. Hecox said Beloit needs Demand Response service in the underserved areas of Beloit and SMTD was interested in the cost efficiency of operating service with Beloit. Beloit has specific issues with hours of service and routing for its fixed route service and currently has contract with Rock County for its complementary para transit services. Open discussion with no action needed.
- g. Discussion on *Economic Interest Statements* due May 1, 2025.** Hecox reminded the board Economic Interest Statements are due May 1, 2025, if not already submitted. Hecox reminded the board fines will be issued by the County for anyone not in compliance.
- h. Discussion Shape Illinois’ Future of High-Speed Rail Virtual Public Event: April 28 – May 11, 2025/Survey www.ilhighspeedrail.org.** Hecox reported information had been provided in the board packet regarding the High Speed Rail Survey and encouraged board members to participate by going online and completing the survey.
- i. Other business as may come before the board.** Hecox reported she would be participating in the Roscoe YMCA Senior Health & Fitness Day 11:00am – 12:00pm, May 28, 2025 at the Roscoe YMCA. SMTD would have a booth and share information about SMTD transportation services.

Hecox reported the SMTD office had passed its recent pop-up fire inspection and the office fire extinguishers had been updated at the Roscoe Fire Department and were good through 4/26.

Hecox reported she would be attending the IPTA Fall Conference September 29-30, 2025 in Champaign, IL and had reserved her hotel and would register for the conference once registration is open.

VIII. APPROVAL OF BILLS

The following bills were reviewed and presented for approval:

BLUE CROSS BLUE SHIELD	\$	210.72
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITIES		111.38
NICOR GAS		83.16

AMERICAN MARKETING	337.50
STEPHANY M CORNELIER	86.35
FEDEX	10.00
MEDICARE	185.50
HOSTWAY.COM	5.00
MIDWEST TRANSIT EQUIPMENT	2,538.00
ALPINE INVESTMENT	1,100.00
BLUEFIRE MEDIA	40.00
COUSIN COMMUNICATIONS	1,421.00
GUS LARSON	50.00
JACK R COOK, JR.	50.00
MARIETTA L MATTOCKS	50.00
PAMELA J CLIFTON	50.00
ROCK VALLEY PUBLISHING	78.38
ROCKFORD MASS TRANSIT DISTRICT	155,946.26
STATELINE SPORTS GROUP	325.00
CHARTER COMMUNICATIONS	135.00
COM ED	<u>57.67</u>
TOTAL:	\$ 162,870.42

Hecox noted the register, as included in the board packet, had included a check re-issued to Sharon Hecox in the amount of \$156.49. Hecox said the board had approved reimbursement to Hecox for travel expense at the April 2, 2025 meeting; however, it was determined the check approval amount of \$198.29 erroneously included April Humana expense of \$41.80. Hecox reported copies of the correction were included in the board packet. The corrected check #3830 in the amount of \$156.49 was not included in the \$162,870.42 presented for approval. Trustee Cook motioned for approval of the bills totaling \$162,870.42; Trustee Adams seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the bills totaling \$162,870.42, together with stated edit, were approved.

- IX. ADJOURNMENT** There being no further business to come before the board, Chairman Larson entertained a motion for adjournment. Trustee Adams motioned; Trustee Mattocks seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the Chairman closed the meeting at 10:23am.

Respectfully submitted,

Sharon K. Hecox
EXECUTIVE DIRECTOR