

**STATELINE MASS TRANSIT DISTRICT
MEETING MINUTES
9:30am—Immediately following Public Hearing
Wednesday, May 22, 2024
11722 Main Street, Roscoe, IL 61073**

I. WELCOME AND ROLL CALL

Vice Chair Mari Mattocks opened the May 22, 2024 regular board meeting at 9:36am noting that Chairman Gus Larson and Trustee Amanda McMahon had provided advance notice of their inability to attend the meeting. Executive Director noted new Trustee, Nick Sommer, had reported electrical issues at his building required his attention and he may arrive late to the meeting. Present in addition to Vice Chair Mattocks were Trustees Dick Adams, Pam Clifton, and Jack Cook. Also present were Roscoe Mayor Carol Gustafson, RMTD Executive Director Michael Stubbe, and SMTD Executive Director Sharon Hecox. Trustee Sommer joined the meeting at 9:39am.

II. APPROVAL OF AGENDA Vice Chair Mattocks entertained a motion for approval of the May 22, 2024 meeting agenda. Trustee Clifton motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining.

III. PUBLIC COMMENT Vice Chair Mattocks opened the meeting to public comment welcoming Mayor Gustafson and RMTD Executive Director Stubbe to the meeting. Carol Gustafson reported an organizational meeting for Christmas event (Roscoe *HomeTown Holidays*) was scheduled for July 16 or 17th. Gustafson to provide meeting information to SMTD to allow SMTD to participate in planning. Gustafson shared news about Porter Park and future enhancements and developments planned for downtown Roscoe. Gustafson shared planning for Roscoe’s upcoming Halloween event to be held the 3rd Saturday in October was underway, including possible need for shuttle service. Gustafson requested a copy of SMTD annual financials and was provided a copy of recently approved FY23 audited financial statements.

Executive Director Michael Stubbe had nothing to report.

(Trustee Nick Sommers joined the meeting at 9:39am)

IV. ACCEPTANCE AND APPROVAL of Meeting Minutes May 1, 2024 Vice Chair Mattocks entertained a motion for approval of the minutes that had been provided via email prior to the meeting. Mattocks noted she had read the minutes; however, she would need to abstain because she had not be in attendance at the May 1, 2024 meeting. Trustee Cook motioned for approval, as presented; Trustee Adams seconded. 4 ayes; one abstaining; none opposing. No discussion. The motion carried, and Vice Chair Mattocks declared the minutes approved.

V. FINANCIAL REPORTS:

a. Update and discussion as necessary on local, state, and federal grant programs.

i. Update and discussion on FY25 DOAP application and FY24 monthly reporting.

Executive Director Hecox reported she had been requested to make a few minor edits to the FY25 DOAP application submission. Hecox said she would be submitting March 2024 DOAP request after bills were approved. All prior months had been received.

- Hecox reported she had submitted required initial reports for the annual Capital Needs Assessment (CNA). Hecox said annual reporting is part of and assists with asset planning for SMTD and for the state to determine future capital funding needs.
- ii. **Update and discussion on federal grant applications & ECHO requests—2nd QTR FY24** Hecox reported \$159,103 for the 2nd QTR FY24 ECHO request had been received and deposited on 5/2/2024 with verification of funds deposited provided in the board packet. Hecox reported she had attended a four-day online FTA Triennial Workshop Review as part of continuing education and in anticipation of next review.
 - iii. **Discussion, update, and any action needed on Rebuild IL Capital Grants for Transit Hub; funds for (3) three medium duty buses; and 2022 CVP grant for six replacement buses.** Hecox reported there was no new activity or updates to report on status of Rebuild IL grants or timing on receipt of CVP vehicles.
 - iv. **Discussion and action on adoption of Ordinance No. 24-O-01 Providing for Budget & Appropriations commencing July 1, 2024 and Ending June 30, 2025.** Hecox reported notice of public hearing had been duly published and the tentative budget had been available for over the required 30-day review period with no requests for review or comments being received. Hecox stated the tentative FY25 Budget included estimated operating expenses and revenues of \$2,233,638. Hecox stated \$487,272 in capital expense for buses and transit hub were included under grant expenses and revenues. Hecox stated the estimated farebox revenues had been adjusted from what was approved in the tentative budget from \$71,171 to \$53,798. Hecox said to offset the change in farebox revenues the federal was necessarily also changed from \$821,857 to \$839,230. Hecox said both the approved tentative budget and the proposed FY25 Budget with adjusting figures had been provided to the board in the board packet for review prior to the meeting. Hecox said the total estimated revenues did not change with the adjustment and the budget was balanced. Vice Chair Mattocks entertained a motion for approval of the Ordinance No 24-0-01 adopting the FY25 Budget & Appropriations. Trustee Cook motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining and the FY25 Budget & Appropriations ordinance was approved.
 - v. **Update and discussion on status of Downstate Operating Assistance Program (DOAP) application and agreement for FY25 operating assistance.** Covered in discussion above.

VI. MARKETING

- a. **Update and discussion on March 2024 ridership.** Executive Director Hecox reported 2,446 rides for the month of March, including zero No Shows and 22 *Center of Hope* (COH).
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Hecox reported (6) Full Fare and (512) Half Fare *Ticket to Ride* coupons were redeem in March (2024) and (373) Full Fare and (312) Half Fare *Token Transit* online tickets were redeemed in March (2024). Hecox reported a total of 1,225 advance sale tickets were redeemed representing 50.08% of riders utilizing the advance sale ticket programs. Hecox reported ticket sales were slightly down from the prior month (approximately 52% in February 2024) and that was thought to be related to schools closing for the summer.
- c. **Update and discussion on SMTD participation at OSD, June 13-16, 2024.** Hecox reported shuttle service hours had been set and service would run the same hours as the prior year. Hecox said she had spoken with Rockton police in charge of safety and security issues for OSD regarding SMTD concerns for safe passage down side streets and need for new staging area at Hononegah High School now that the “*guard shack*” was no longer there. Hecox said temporary no parking

ordinances down the side streets had worked well in prior years and would be in place again this year. Hecox said street lighting had been added to Salem Street, which would help in navigating the turn at that corner. Hecox said SMTD would be participating in the parade as in the past and Trustee Adams stated OSD had cancelled having a parade this year. Open discussion followed regarding safety, reporting, police protection and other issues related to having parade.

VII. OTHER BUSINESS

- a. **Discussion and action as needed to relinquish all right and interest in SMTD bus asset, known as R122 – Turtle Top, to allow transfer to Boone County.** Executive Director Hecox shared that Bus R122 was SMTD’s oldest bus and was part of the original four that had been provided by the “Manzullo” grant prior to SMTD’s formation. Hecox said the bus was a replacement using insurance funds received after one of the original four was lost in a fire. It was agreed and understood under IGA with RMTD that should the relationship between SMTD and RMTD be severed, the bus would remain in SMTD fleet and be titled to SMTD. Hecox said under Transit Asset Management (TAMS) reporting RMTD had for some time necessarily included the bus in its fleet inventory, as it was titled under RMTD. Hecox reported that although the bus had exceeded its Useful Life, it was still in a condition that Boone County could benefit from its donation. Hecox said replacement buses for RMTD and SMTD were forthcoming and rather than dispose through sale or auction it was proposed transfer of title to Boone County. RMTD Executive Director Michael Stubbe provided an update on the process, which included submitting paperwork to the FTA seeking concurrence to make the transfer. Hecox shared that buses remain the property of federal and state even though they are titled in a district’s name and permissions must be granted and procedures must always be followed prior to any disposal. Hecox said she was requesting motion to approve releasing SMTD’s right and title interest in the bus to allow RMTD to proceed to obtaining necessary permission from FTA to make the transfer to Boone County. Open discussion followed. Trustee Cook motioned to allow RMTD to proceed; Trustee Clifton seconded. All ayes. Hecox said reference to the vehicle in the IGA for operations would be amended once transfer was complete. Motion carried 5 – 0, with none opposing or abstaining.
- b. **REMINDER: Next board meeting June 26, 2024** Hecox reminded the board the next board meeting was June 26, 2024.
- c. **Other business as may come before the board.** Hecox reported SMTD would be participating in the Lifescape Senior Expo at Rock Valley College on September 21, 2024 from 9:00am to 2:00pm. SMTD provides transportation out of the service area to the event.

Hecox provided the board with original bound copies of the FY23 audited financial statements. Hecox said the board had approved the final audit and received digital copies at a prior meeting; however, the auditors held off printing until board approval of the audit had been received.

Hecox reported she had attended Next Move Illinois online meeting and would be participating in future meetings to provide input into the 2026 Public Transportation Plan.

Trustee Sommer opened discussion regarding SMTD current insurance coverage, including umbrella policy, liability, and officers and director’s policies. Trustee Cook requested Attorney Sosnowski get proof of board appointments in file to ensure officers are protected in the event of any litigation should arise. Sommer offered to review current coverages.

VIII. APPROVAL OF BILLS

The bills were presented and reviewed by Executive Director Hecox. Hecox requested an invoice from Rock Valley Publication in the amount of \$404.12 be added to the register total of \$158,887.49 which had been provided to the board for approval. The bills reviewed were, as follows:

| | |
|--|-----------------------------|
| ROCKTON-ROSCOE NEWS | \$ 75.00 |
| NICOR GAS | 60.99 |
| ILLINOIS DEPARTMENT OF REVENUE | 354.73 |
| INTERNAL REVENUE SERVICE | 2,165.08 |
| STEPHANY M CORRNELIER | 126.54 |
| ALPINE INVESTMENT GROUP | 1,100.00 |
| AMANDA N McMAHON | 50.00 |
| APG OF SOUTHERN WISCONSIN | 33.31 |
| COUSIN COMMUNICATIONS | 913.50 |
| GUS LARSON | 50.00 |
| HUGHES MEDIA CORP | 1,320.00 |
| JACK R COOK, JR. | 50.00 |
| LIFESCAPE | 420.00 |
| PAMELA J CLIFTON | 50.00 |
| PULSE TECHNOLOGY | 462.00 |
| RICHARD ADAMS | 50.00 |
| SPECTRUM REACH | 586.00 |
| ROCKFORD MASS TRANSIT DISTRICT | <u>\$ 151,020.34</u> |
| TOTAL (before Rock Valley Publications Invoice) | <u>\$ 158,887.49</u> |
| Rock Valley Publications | <u>404.12</u> |
| TOTAL: | <u>\$ 159,291.61</u> |

Vice Chair Mattocks entertained a motion for approval of the bills, as presented, with addition of invoice totaling \$404.12, for a total amount of \$159,291.61. Trustee Cook motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the bills totaling \$159,291.61 were approved.

- IX. ADJOURNMENT** There being no further business to come before the board, Vice Chair Mattocks entertained a motion for adjournment. Trustee Adams motioned; Trustee Cook seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and Vice Chair Mattocks officially closed the meeting at 10:18am.

Respectfully submitted,

Sharon K Hecox
Executive Director