

**STATELINE MASS TRANSIT DISTRICT
MEETING MINUTES
Regular Board Meeting
Wednesday, May 24, 2023
11722 Main Street, Roscoe, IL 61073**

I. WELCOME AND ROLL CALL

Chairman Gus Larson opened the Stateline Mass Transit District regular board meeting immediately following the Budget & Appropriations Public Hearing at 9:34am. Roll call was performed by the Executive Director. Present in addition to Chairman Larson were Trustees Jack Cook, Amanda McMahon, Dick Adams, Mari Mattocks, and Pam Clifton. Also present were SMTD Executive Director Sharon Hecox, RMTD Executive Director Michael Stubbe, RMTD Operations Manager Ron Priddy, and R1Planning Coordinator Makenzee Wilcox.

II. APPROVAL OF AGENDA

Chairman Larson entertained a motion for approval of the agenda. Trustee Adams motioned for approval, as presented; Trustee Clifton seconded. All ayes. No discussion. Motion carried 6 – 0, with none opposing or abstaining, and the May 24, 2023 Agenda was approved.

III. PUBLIC COMMENT

Chairman Larson offered a welcome to Stubbe, Priddy and Wilcox and opened the meeting to public comment. No public comment offered.

IV. ACCEPTANCE AND APPROVAL of Meeting Minutes April 26, 2023

Chairman Larson noted the draft minutes had been provided via email for review prior to the meeting and entertained a motion for approval. Executive Director Hecox stated there was a scrivener error in the draft minutes forwarded for review under X. FINANCIAL REPORTS (b). Hecox reported “...DOAP requests for December \$900,285.91 ...” had been corrected to “...DOAP requests for December \$90,285.91 ...” Trustee Dick Adams motioned for approval of the minutes with stated edit; Trustee Jack Cook seconded. All ayes. No discussion. Motion carried 6 – 0, with none opposing or abstaining, and the April 26, 2023 meeting minutes were approved with stated edit.

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 \$96,347.48 DOAP had been received for November 2022. Hecox reported December 2022 (90,285.91); January 2023 (\$92,843.30); February (\$100,792.46) DOAP reports had been approved and operating assistance funds in the amount of \$283,921.67 were pending receipt. Hecox reported SMTD had received formal notice from IDOT that the State of IL had formally approved the continuing resolution request to award the additional \$172,667 to SMTD for operating assistance fiscal year 2023. Hecox said a BAR adjustment would be made to include the funds under purchased transportation in the March 2023 DOAP request. Hecox reported the additional \$189,840 had also been approved for DOAP FY24 and would be included in

the FY24 contract increasing the operating assistance to be awarded to \$1,139,640.00 for fiscal year 2024.

- ii. **Update and discussion on federal grant applications & ECHO requests:** Executive Director Hecox reported a request for DBE waiver had been filed and was pending FTA response. Hecox said the application for 5307 funding for FY24 had been submitted in the amount of \$685,897 and was pending FTA approval; a copy of which had been provided in the board packet. Hecox stated the federal operating assistance pending for FY23 through the 2nd quarter at \$231,802.94 had been previously provided to the board and those funds would be drawn down once the FY24 application for federal 5307 funding had been approved. Hecox said the 3rd quarter would be determined once the DOAP reporting through 3rd quarters is approved.
- iii. **Update, discussion, and action as needed on FY22 audited financial statements.** Executive Director Hecox reported the FY22 audit had been completed with copies forwarded to the board for review and acceptance, including management letters. Hecox said the auditor would be available to attend a future board meeting to answer any questions, if so requested. Hecox said the Chairman Larson stated he had reviewed and did not have any additional questions for auditor or feel it would be necessary to have the auditor attend a future meeting. Trustee Cook motioned for acceptance of the audited financial statements for the fiscal year 2022; Trustee Adams seconded. All ayes. No discussion. Motion carried 6 – 0, with none opposing or abstaining, and the FY22 audit was accepted into record.
- iv. **Discussion and action on adoption of Ordinance No. 23-O-01 Providing for Budget & Appropriations Commencing July 1, 2023 and Ending June 30, 2024.** Executive Director Hecox requested approval of the FY24 operating budget in the amount of \$1,994,565. Hecox said the required review period had passed with no comments or requests received. Hecox said Bob Cousin of Cousin Communications had requested an increase in rate charged for marketing services. Hecox noted Cousin Communications had not increased its rates for advertising and “*other duties as assigned*” in fifteen years. Hecox said no changes would be necessary to the proposed budget to accommodate the increased rate. Hecox said the tentative budget had been approved at the March board meeting and was being presented for final approval. Trustee Mattocks motioned for approval of the FY24 budget, as proposed; Trustee Clifton seconded. All ayes. No discussion. Motion carried 6 – 0, with none opposing or abstaining and the FY24 Budget & Appropriations Ordinance was approved for total appropriation of \$2,194,021.50.
- 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 reported the DOAP contract for FY24 had not been received and the matter was set over; no action taken.
- vi. **Discussion and action as needed on line-item adjustments.** Executive Director Hecox requested agenda item be set over to allow for March adjustments to be entered before action is taken.

VI. MARKETING

- a. **Update and discussion on March 2023 ridership.** Executive Director Hecox reported March 2023 ridership at 2,479, including (1) no show and (15) Center of Hope rides.
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Executive Director Hecox reported (12) Full Fare and (566) Half Fare Ticket to Ride coupons were redeemed in March 2023. Hecox reported (434) Full Fare and (275) Half Fare Token Transit rides were

redeemed in March 2023. Advance sale ticket redemptions were reported at 52.5% of total rides for March 2023.

VII. OTHER BUSINESS

- a. Review and acceptance of Oversight Management Log entries.** Executive Director Hecox noted the *Oversight Management Log* for the period April 26, 2023 through May 23, 2023 had been provided in the board packet for Trustee review prior to the meeting. Trustee Clifton motioned for acceptance; Trustee Adams seconded. All ayes. No discussion. Motion carried 6 – 0, with none opposing or abstaining and the *Oversight Management Log* for the stated period was accepted.
- b. Discussion and action on approval of purchase of office copier.** Executive Director Hecox shared bids received for the new copier had been reviewed and compared with the low bidder being Pulse Inc. at \$7,467.56. Hecox said the next closest bid (Gordon Flesch) was less than \$20 higher at \$7,484. Hecox said Gordon Flesch had a monthly maintenance contract that appeared lower (\$26.78); however, Hecox said Flesch had a lower threshold before overage costs were assessed and higher overage costs, so it was felt the monthly maintenance costs would run higher in the long run. Hecox said a motion from the prior meeting had allowed award to the lowest bidder so the award was to Pulse for the Sharp BP-70C31 unit.
- c. Update and discussion on SMTD participation in Pelican Fest, May 20, 2023.** Executive Director Hecox provided a brief update to SMTD participation at Pelican Fest 2023 stating the weather had cooperated this year and there wash increased participation from the prior year. Open discussion with consensus positive for future participation.
- d. Update and discussion on SMTD participation at OSD, June 15-18, 2023.** Executive Director Hecox provided brief update on participation in parade and shuttle service.
- e. Other business as may come before the board.** Chairman Larson provided a brief review on SMTD participation at a recent Northpointe Health & Wellness Community Advisory Joint Health Needs Assessment meeting. Open discussion was had regarding collaborative effort of Fire, police, health systems, area municipal office, and SMTD in the area of community needs with one common item of discussion being difficulty in finding qualified workers with required skill set.

Executive Director Hecox reminded the board the next board meeting would be held June 28, 2023.

VIII. APPROVAL OF BILLS

The following bills were reviewed and presented for approval, including addition of Rock River Times (\$135.00):

| | | |
|--------------------------------|----|----------|
| CHARTER COMMUNICATIONS | \$ | 109.98 |
| SHARON K. HECOX | | 4,574.50 |
| STEPHANY M CORNELLIER | | 250.81 |
| ILLINOIS DEPARTMENT OF REVENUE | | 318.30 |
| INTERNAL REVENUE SERVICE | | 1,887.28 |
| INTUIT | | 15.00 |
| QUARTZ | | 1,328.63 |
| NICOR GAS | | 77.01 |
| COMED | | 33.07 |
| HOME PAGES | | 337.50 |
| ALPINE INVESTMENT GROUP | | 1,100.00 |
| BLUEFIRE MEDIA | | 40.00 |

| | |
|--------------------------------|----------------------|
| COUSIN COMMUNICATIONS | 1,137.50 |
| GUS LARSON | 50.00 |
| HUGHES MEDIA CORP | 770.00 |
| JACK R COOK, JR. | 50.00 |
| MARIETTA L MATTOCKS | 50.00 |
| PAMELA J CLIFTON | 50.00 |
| RICHARD ADAMS | 50.00 |
| ROCK VALLEY PUBLISHING | 135.00 |
| ROCKFORD MASS TRANSIT DISTRICT | 150,075.42 |
| SHARON K HECOX | 30.35 |
| SPECTRUM REACH | 621.80 |
| TRRT, INC. | <u>135.00</u> |
| TOTAL: | <u>\$ 163,496.27</u> |

Trustee Mattocks motioned for approval of the bills, as presented; Trustee McMahon seconded. All ayes. No discussion. Motion carried 6 – 0, with none opposing or abstaining and the bills in the amount of \$163,497.27 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 McMahon seconded. All ayes. Motion carried 6 – 0, with none opposing or abstaining, and the Chairman officially closed the meeting at 10:12am.

Respectfully submitted,

Sharon K. Hecox
Executive Director