

**STATELINE MASS TRANSIT DISTRICT**  
**MINUTES OF MEETING**  
**Wednesday, May 28, 2025**  
**Immediately following Public Hearing**  
**9:30am**  
**11722 Main Street, Roscoe, IL 61073**

- I. **WELCOME** Following the closing of the Budget & Appropriations Public Hearing, Chairman Larson called the regular board meeting to order at 9:32am. Present in addition to Chairman Larson, were Trustees Mari Mattocks, Dick Adams, Pam Clifton, and Jack Cook. Also in attendance were RMTD Executive Director Michael Stubbe, Roscoe Village Administrator Josef Kurlinkus, First National Bank Cash Management Officer Mallory Nygren, and SMTD Executive Director Sharon Hecox.
- II. **APPROVAL OF AGENDA** Chairman Larson noted the May 28, 2025 Agenda had been provided electronically prior to the meeting and entertained a motion for approval. Trustee Cook motioned for approval; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining and the May 28, 2025 agenda was approved.
- III. **PUBLIC COMMENT** Chairman Larson welcomed Stubbe, Kurlinkus, and Nygren to the meeting and opened the meeting to public comment. No public comment offered.
- IV. **ACCEPTANCE AND APPROVAL of April 30, 2025 Meeting Minutes.** Chairman Larson entertained a motion for approval of the April 30, 2025 minutes noting the draft minutes had been provided electronically and he had reviewed prior to the meeting. Trustee Mattocks motioned for approval of the minutes, as presented; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none abstaining or opposing, and the April 30, 2025 minutes were approved.
- V. **FINANCIAL REPORTS:** Chairman Larson requested Executive Director Hecox present the updated Financial Reports:
  - a. **Update and discussion as necessary on local, state, and federal grant programs.** Executive Director Hecox reported the 2025 *Capital Needs Assessment (CNA)* required editing moving six CVP vehicles previously reported under expansion tab to reflect they were now in service revenue vehicles.
    - i. **Update and discussion and any action as needed on FY25 DOAP reporting; monthly requests and FY26 DOAP application.** Hecox reported January and February 2025 DOAP requests had been approved and funds received. Hecox reported \$131,594.96 for January and \$111,501.05 for February had been deposited with verification of deposits included in the board packet. Hecox said March and April 2025 DOAP requests were in progress. Hecox said a 3<sup>rd</sup> QTR credit in the amount of \$168,014.98 had been received from RMTD, so she would be working with SMTD’s Program Manager regarding recording credit in keeping with accrual accounting requirements. Hecox reminded the board that SMTD bills are paid monthly on a cash basis, but DOAP and federal reporting are on an accrual basis, so it could be the case that February may need to be “backed out” if the credit was more than March expenses
    - ii. **Update, discussion and action on status of FY25 ECHO requests & 2025 Triennial Review update.** . Hecox reported quarterly adjustments to RMTD invoices reflecting actual cost—both credit or debit—are the reason federal funds are not requested until the final quarter numbers are posted to avoid receiving under or over ECHO payouts. The 3<sup>rd</sup> QTR ECHO request (Operating Expense Worksheet) would be submitted once the

expense report for the quarter was complete. Hecox reported a few additional documents had been requested by the Triennial reviewer and had been posted on the share portal. No other Triennial updates to report.

- 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 delivery of 2022 CVP replacement buses.** Hecox reported no update or action needed on Rebuild IL Capital Grants (I and III). Hecox reported RMTD had gone to Kewanee, IL in two trips to pick up the six CVP medium duty vehicles. Hecox reported one of the buses had been dropped off for branding and she had gone to Image Signs to approve placement of the design and given approval to proceed for the rest of the buses. Hecox said arrangements had been made for installation of the security cameras to begin the week of Memorial Day starting on Tuesday and into the next week. Hecox reported the RMTD maintenance department would be coordinating dropping the buses to be branded around the installation of the cameras.
- iv. **Discussion and action on approval of FY26 Budget & Appropriations Ordinance 2025-O-01** Hecox reported that no requests had been received or comments received regarding the proposed. FY26 Budget & Appropriations Ordinance during the public comment period or during the public hearing held prior to the board meeting. Hecox detailed an increase of \$1,051 to the tentative budget previously approved to cover anticipated increases to 503.05 Contract Maintenance Service. Hecox said copies of the updated *Projected Activity Funding*, line-item worksheet, and Budget & Appropriations ordinance showing increase to 503.051 line-item (\$5,898 versus \$4847) and associated changes to federal funding needed to cover the increase (\$718,392 versus \$717,341) had been provided in the board packet for review prior to the meeting. Hecox shared no changes could be made during the review period; however, the board is allowed to approve changes with final approval. Hecox said the FY26 budget includes \$2,365,992 in operating expenses, \$2,365,992 operating revenues, and \$487,272 Rebuild Capital Project funding for capital purchases (bus and bus equipment).. Chairman Larson entertained a motion for approval of the FY26 Budget & Appropriations Ordinance 2025-O-01, with suggested edits. Trustee Cook motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the FY26 Budget & Appropriations Ordinance was approved.
- v. **Discussion and action on authorizing FFY 25 Certs & assurances.** Hecox reported the 2025 Certifications & Assurances had been provided (electronically) for board review in the board packet prior to the meeting. Hecox reminded the board Certs & Assurances must be approved annually certifying and assuring SMTD's ability to comply with federal grant program rules and regulations before a federal grant application can be submitted. Hecox said the areas that are certified are the same areas that are covered under the Triennial Review process confirming SMTD properly follows federal grant requirements. Hecox suggested a motion was required allowing Chairman Larson to sign the document and PIN in TrAMS; after which, SMTD legal counsel would also be required to PIN. Hecox shared Attorney Sosnowski had forwarded signed *Opinion of Counsel* and would be PINNING after CEO PIN in TrAMS. Trustee Cook motioned to authorize Chairman Larson to sign and PIN; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining.
- vi. **Discussion and action on approval of Program of Projects FY26.** Hecox reported SMTD's FY26 Program of Projects would be published and available for public review. Hecox reported the POP included applying for \$761,532 (FFY22 \$377,191/FFY23 \$384,341) in 5307 funding available under the Infrastructure Investment and Jobs Act

(IIJA). Hecox said public comment would be open until June 30, 2024 and barring significant comments or changes would be able to proceed toward grant implementation. Trustee Cook motioned to approve FY25 POP; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining.

- vii. **Discussion and action on conversion from receiving *Letters of Credit* to ICS , *IntraFi Cash Service* through First National Bank.** Mallory Nygren from First National Bank was available to introduce and answer any questions about the ICS, *IntraFi Cash Service* program that had been discussed at the prior board meeting. Mallory gave a brief outline of features and benefits of the ICS program comparing current system of receiving periodic Letters of Credit to proposed *IntraFi Cash Service*. Open question and answer period included advantages of converting to new system and verification by Hecox that SMTD legal counsel had reviewed the proposal and found the change would not violate Public Funds Investment Act regulations relative to management of public funds and federal insured deposits. Hecox said board approval was needed to allow Chairman Larson or SMTD Treasurer—signers on the FNB account—to approve the conversion. Chairman Larson entertained a motion for approval. Trustee Mattocks motioned; Trustee Clifton seconded. All ayes. No further discussion. Motion carried 5 – 0, with none opposing or abstaining and the change was approved. Nygren thanked the board and shared she would prepare the documents and reach out to Chairman Larson for required signatures.

## VI. MARKETING

- a. **Update and discussion on March & April ridership.** Executive Director Hecox reported 2,322 rides, including zero No Shows and (17) Center of Hope, plus (167) Veteran Free rides for a total of 2,489 trips provided in March 2025. Hecox reported 2,332 rides, including (21) Center of Hope and (24) No Shows, plus (125) Veteran Free rides for a total of 2,481 trips provided in April 2025.
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Hecox reported (471) Full Fare and (305) Half Fare Token Transit coupons redeemed in March 2025; (30) Full Fare and (359) Half Fare Ticket to Ride coupons redeemed in March 2025. Hecox reported 1,182 advanced sale tickets redeemed accounted for approximately 51% of the total March fares. Hecox reported (380) Full Fare and (289) Half Fare Token Transit coupons redeemed in April 2025; (5) Full Fare and (223) Half Fare Ticket to Ride coupons redeemed in April 2025. Hecox reported 918 advance sale tickets redeemed accounted for approximately 39% of the total April fares.
- c. **Update and discussion on shuttle service for Pelican Fest, May 17, 2025 10am – 4pm, Rockton & OSD 2025.** Hecox provided a brief update on SMTD participation at Pelican Fest, including shuttling (212) rides back and forth from downtown Rockton to Nygren Wetlands. Hecox reviewed advertising promotions. Hecox said expanded parking at Nygren Wetlands allowed more people to drive between downtown Rockton and the Wetlands. SMTD provided rides 10 – 4 covering approximately 118 miles over the six hours making 15-minute round trips for participants in search of the Pelicans and other birds and wildlife. Open discussion on success of event.
- d. **Update and discussion on shuttle service for OSD, June 12 – 15, 2025.** Hecox provided brief update on preparation for OSD shuttle service. Hecox reported she would be meeting with Deputy Chief of Police Justin Jobst to drive the shuttle route. Hecox shared a new route was proposed this year and would include drop off in First National Parking lot--versus in front of the bank—and looping from Hononegah shuttle stop through the Hononegah District turnaround—versus traveling through side streets to get to the front gate. Hecox said hours of shuttle service had been extended from prior year and Jobst assured SMTD Rockton PD officers would be available each

night directing traffic and RPD officers would be instructed to give priority to SMTD to assist shuttle in transporting riders as quickly, safely, and efficiently as possible from gate to parking.

## **VII. OTHER BUSINESS**

**e. Update and discussion on status of RMTD upgrade to RMTD/Trips Spark dispatch system.**

Michael Stubbe provided an update on status of upgrade to new dispatch system, including soft rollout of the passenger portal, which allows individuals to schedule, confirm, or cancel rides online. Stubbe said the online portal will help cut down on the great number of duplicate calls to dispatch each day received from individuals confirming or canceling rides. Stubbe said a limited number of RMTD riders are currently included in the initial testing of the system, but SMTD would eventually have access. Hecox reported she had recently attended training for the online portal. Hecox shared fewer trouble or complaint calls are being received as the new system bugs are being worked out. Stubbe said addressing entry errors or getting everyone on the same page converting from old system to new is ongoing and improving. Stubbe said issues with arrival times accurately reporting are still an issue, but progress is being made.

**f. Other business as may come before the board.** The following additional information was shared under Other Business:

- Hecox reminded the board SMTD's next board meeting is Wednesday, June 25, 2025;
- Hecox reported she had met with Metronet Business regarding new fiber optic internet service that is being installed in the area. Open discussion regarding new service as an option to current service Charter Internet.
- Hecox shared correspondence received from Roscoe Fall Festival committee. Hecox reported the festival scheduled for September 5-7, 2025 is celebrating 55 years under sponsorship of the Roscoe Lions Club. Hecox said SMTD would be participating in the parade again this year.
- Hecox reported SMTD had registered for the *Lifescape Senior Expo* on September 20, 2025. As in the past, SMTD would host a booth at the all-day event to be held at RVC.
- Hecox reported SMTD had been invited to host a booth at the Roscoe YMCA as part of their National Senior Health & Fitness Day program. Hecox said the event would have several other vendors with booths and would be held from 11:00am – 12:00pm.

## **VIII. APPROVAL OF BILLS**

The following bills were presented for review and approval:

INTUIT	\$	1,086.41
BLUE CROSS BLUE SHIELD		210.72
HUMANA		20.90
ILLINOIS DEPARTMENT OF REVENUE		330.04
INTERNAL REVENUE SERVICE		1,077.22
ROCK VALLEY PUBLISHING LLC		78.38
NICOR GAS		85.72
AMERICAN MARKETING		144.64
STEPHANY M CORNELIER		180.02
DOLLAR TREE STORES, INC.		51.66
MEDICARE		185.00

COMED	54.73
PULSE TECHNOLOGY	508.20
ALPINE INVESTMENT GROUP	1,100.00
APG OF SOUTHERN WISCONSIN	420.00
BLUEFIRE MEDIA	40.00
CHRIS DOERING	250.00
COUSIN COMMUNICATIONS	1,073.00
GUS LARSON	50.00
JACK R COOK, JR.	50.00
MARIETTA L MATTOCKS	50.00
RICHARD ADAMS	50.00
ROCK VALLEY PUBLISHING	498.84
SOSNOWSKI & SZETO LLC	<u>215.00</u>

TOTAL: \$ 8,632.10

IMAGE SIGNS (shuttle signs) 667.53

**Adjusted TOTAL:** \$ 9,299.63

Executive Director Hecox requested Image Signs invoice for shuttle signs totaling \$667.53 be added for approval to the bills totaling \$8,632.10; the total adjusted amount requested for approval was \$9,299.63. Hecox also requested pre-approval for the Chairman to sign checks upon completion of work per the contracts with Image Signs and Seon in the amounts of \$7,800 (Image Signs) and \$48,004.64 (Seon). Hecox said under the proposal \$11,777.00 was approved for installation and \$36,227.64 for the security camera equipment. Hecox said no additional costs were anticipated. Trustee Mattocks motion for approval of the bills totaling \$9,299.63, including authorizing Chairman Larson to make payment to Image Signs and Seon upon completion of work; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and payment was approved.

- IX. ADJOURNMENT** There being no further business to come before the board, Chairman Larson entertained a motion for adjournment. Trustee Adams motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the Chairman closed the meeting at 10:34am.

Respectfully submitted,

Sharon Hecox  
EXECUTIVE DIRECTOR