

STATELINE MASS TRANSIT DISTRICT
MINUTES OF MEETING
Wednesday, June 25, 2025
9:30am
11722 Main Street, Roscoe, IL 61073

- I. **WELCOME** Chairman Gus Larson opened the meeting at 9:33am noting all trustees except for Amanda McMahon were present. Trustees present included Mari Mattocks, Dick Adams, Pam Clifton, and Jack Cook. Also present were RMTD Executive Director Michael Stubbe and SMTD Executive Director Sharon Hecox.
- II. **APPROVAL OF AGENDA** Chairman Larson noted the agenda had been provided electronically for review prior to the meeting and entertained a motion for approval. Trustee Mattocks motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the June 25, 2025 Agenda was approved.
- III. **PUBLIC COMMENT** Chairman Larson opened the meeting to public comment welcoming RMTD Executive Director Michael Stubbe to the meeting. No public comment offered.
- IV. **ACCEPTANCE AND APPROVAL of May 28, 2025 Meeting Minutes.** Chairman Larson noted he had reviewed the May 28, 2025 Minutes, which had been provided electronically for review prior to the meeting. Trustee Mattocks noted the June 30th date under *Financial Reports (a- vi) Discussion and action on approval of Program of Projects FY25* incorrectly stated “...public comment would be open until June 30, 2024.” Larson entertained a motion to approve with edit. Mattocks motion for approval of minutes reflecting correction to “...public comment would be open until June, 30, 2025”; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the May 28, 2025 Minutes were approved, as edited.
- V. **FINANCIAL REPORTS:**
- a. **Update and discussion as necessary on local, state, and federal grant programs.**
- i. **Update and discussion and any action as needed on FY25 DOAP reporting; monthly requests and FY26 DOAP application.** Executive Director Hecox reported the March and April 2025 DOAP requests in the amounts of \$7,017.67 and \$126,453.90, respectively, had been approved and were pending receipt of funds. Hecox stated the March request was so low due to the large 3rd QTR credit received from RMTD.
- Hecox reported SMTD had received a notice of non-compliance related to GATA audit review from fiscal year 21 financials. DOT request is for attachment of CYEFR for FY21 with statement of corrective actions. Hecox stated that changes were made around that time that did not require transits to submit a CYEFR—which is an independent auditors certified year-end financial review of what SMTD had submitted for FY21 in the GATA reporting system. Hecox reported to facilitate in allowing auditor time for review and preparation of the CYEFR, which is due for submittal by June 30, 2025, Chairman Larson was contacted and approved the engagement letter with SIEPERT & CO., LLP for not more than \$2,000.00. Hecox stated that the executive director has the authority to approve the agreement; however, it is her position the need for additional audit services related to non-compliance required transparency before moving forward with the auditor. Hecox said the CYEFR was prepared by the auditor and included in their cost; however, it was not included for FY21. Hecox said FY22 has also been flagged in the GATA

system; however, the program manager would be correcting to state that SMTD was not required in FY22 to submit CYEFR.

Hecox reported the Capital Needs Assessment was returned for review with responses due by July 3 2025.

- ii. **Update, discussion and action on status of FY25 ECHO requests & 2025 Triennial Review update.** Hecox reported SMTD is eligible for \$61,113.98 in April federal operating assistance, which would be included in the 4th QTR request. Hecox said the 3rd QTR request was in progress with the receipt of the 3rd QTR final invoice from RMTD.

Hecox reported had received a notice from FTA Region V regarding heightened risk of civil unrest, which she had passed along the information to RMTD, as part of oversight management to ensure situational awareness is being monitored. Hecox said a copy of the letter had been provided electronically in the board packet prior to the meeting. Executive Director Stubbe shared efforts that are made at RMTD to protect the safety of riders and drivers.

- 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 status 2022 CVP replacement buses and disposal of (5) Medium duty buses.** Hecox reported there was no new update on the Transit Hub at this time. Hecox reported the six new buses from the 2022 CVP grant had been received with installation for branding and security cameras scheduled for the week of Memorial Day and following; RMTD to coordinate buses out for branding and ready for installs. Hecox said she had been coordinating with RMTD on getting the buses on the road, including need for inspections, getting IPASS transponders, Title VI postings, and tablets installed.

Hecox gave an update on progress of receipt of concurrence to dispose of five buses; Hecox said Jeff Waxman (IDOT) was in the process of offering the buses to other transit properties in lieu of disposal at auto auction. Hecox said Waxman was requesting many pictures of the bus—14 of each bus in some cases—be sent to IDOT. Hecox said maintenance records and pictures were sent to City of Freeport, who had an interest in two of the buses. After review, the City of Freeport declined transfer of bus R168 and is arranging onsite review of R184. Hecox shared disposal of these buses has been a long process, especially since RMTD desperately needs the room. Hecox said she will continue to push IDOT for concurrence to dispose of the buses.

VI. MARKETING

- a. **Update and discussion on monthly ridership.** Executive Director Hecox reported 2,486 rides were provided in May 2025, including 20 Center of Hope (COH). Hecox reported 128 Veteran Free rides and 24 No Shows, for a total of 2,638 trips provided in May 2025.
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Hecox reported 413 Full Fare and 327 Half Fare *Token Transit* coupons were redeemed and 10 Full Fare and 231 Half Fare *Ticket to Ride* advance sale tickets were redeemed in May 2025. Hecox reported 1,001 advance sale tickets represented approximately 40% of the May 2025 trips.
- c. **Update and discussion on shuttle service for OSD, June 12 – 15, 2025.** Hecox provided an update on SMTD shuttle service at OSD reporting record breaking numbers of people taking advantage of the service at 3,836 trips. Hecox said the number of rides provided in 2025 broke the former record of 3,237 in 2017. Hecox said coordination with Rockton Police and the new shuttle

route contributed to higher ridership, because the route was shorter and police officers assisted with stopping traffic to allow the bus to move through traffic quicker at the end of the evening. Hecox shared OSD celebrated its 25th year and was well attended. Open discussion. Hecox referenced a letter received from the Village of Rockton was in the board packet. The letter thanked SMTD for provided the shuttle service for the benefit of the community. Hecox shared there are many who choose to walk from parking to the festival, but for those who chose to ride or need a ride, SMTD was there. Hecox said the OSD crowd is a “*good crowd*” with most saying thank you every time they get off the bus and she especially noted “*the young adults, who sometimes get a bad rap*” were particularly respectful and generous with their thank you each time they got on and off the bus. Hecox said there were several riders that required the lift each day and there was increased coordination with a golf cart shuttle service on standby at the shuttle drop off to assist those needing additional help onto the festival grounds. Hecox said a new Code of Conduct had been adopted by OSD and many OSD workers had shared with SMTD “*we are glad you are here!*” “*sharing “it was good to feel appreciated.”*”

VII. OTHER BUSINESS

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

Executive Director Hecox deferred to Executive Director Michael Stubbe to provide the update on the Trip Spark dispatch system. Stubbe updated the board on rollout of the online portal starting with RMTD customers and issues with algorithms running in background that were being addressed.

e. Other business as may come before the board.

VIII. APPROVAL OF BILLS

The following bills were reviewed and presented for approval:

IMAGE SIGNS	\$	667.53
SHARON K. HECOX		4,900.67
STEPHANY M. CORNELIER		161.43
CHARTER COMMUNICATIONS		135.00
SPECIALTY GRAPHICS		507.00
HUMANA		20.90
BLUE CROSS BLUE SHIELD		210.72
BLOSSOM FLOWER		88.23
SECURITY ALARM OF ROCKFORD		138.00
AMERICAN MARKETING & PUBLISHING		144.64
NICOR GAS		67.55
MEDICARE		185.00
US POSTMASTER		87.60
ALPINE INVESTMENT GROUP		1,100.00
BALSLEY PORINTING, INC.		531.00
FLUEFIRE MEDIA		40.00
COUSIN COMMUNICATIONS		1,044.00
FISH WINDOW CLEANING		20.00
GUS LARSON		50.00
HUGHES MEDIA CORP.		550.00
JACK R. COOK, JR.		50.00
LIFESCAPE		420.00
MARIETTA MATTOCKS		50.00

PAMELA J. CLIFTON	50.00
PULSE TECHNOLOGY	2.71
RICHARD ADAMS	50.00
ROCK VALLEY PUBLISHING	584.35
ROCKFORD MASS TRANSIT DISTRICT	327,252.25
SEON SYSTEMS	48,004.64
SOSNOWSKI & SZETO, LLC	<u>107.50</u>
 TOTAL:	 \$ <u>386,553.19</u>
 IMAGE SIGNS	 <u>7,800.00</u>
 TOTAL WITH ADD'L	 \$ <u>394,353.19</u>

Executive Director Hecox requested \$7,800 be added to the amount included in the request of \$386,553.19 included on the register for approval. The total amount requested for approval including Image Signs (check #3881) was \$394,353.19.

Chairman Larson entertained a motion for approval of the bills, as presented; Trustee Adams motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining totaling \$394,353.19 were approved.

- IX. ADJOURNMENT** There Being no further business to come before the board, Chairman Larson entertained a motion for adjournment. Trustee Cook motioned; Trustee Mattocks seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and Chairman Larson closed the meeting at 10:24am.

Respectfully submitted,

Sharon K. Hecox
Executive Director