

STATELINE MASS TRANSIT DISTRICT
MINUTES OF MEETING
9:30am
Wednesday, June 28, 2023
11722 Main Street, Roscoe, IL 61073

I. WELCOME AND ROLL CALL

Chairman Gus Larson called the meeting to order at 9:35am noting that all trustees were present, with the exception of Trustee Amanda McMahan who had provided prior notice that she would be unable to attend. Trustees present included Mari Mattocks, Dick Adams, Pam Clifton, and Jack Cook. Also present were Makenzee Wilcox (R1 Planning Associate Planner) and Cayden Schroeder (R1 Planning Intern), Executive Directors Michael Stubbe (RMTD) and Sharon Hecox (SMTD), Carol Gustafson (Village of Roscoe President), and Nancy White.

II. APPROVAL OF AGENDA

Chairman Larson entertained a motion for approval of the agenda. Trustee Mattocks motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the June 28, 2023 agenda was approved.

III. PUBLIC COMMENT

Chairman Larson opened the meeting to Public Comment welcoming those in attendance. Village of Roscoe President Carol Gustafson introduced Nancy White as her new (SMTD Trustee) appointee from the Village of Roscoe noting she would be appointed to serve at the next Village board meeting. Chairman Larson congratulated Gustafson on her recent appointment as Roscoe Village president and thanked White for her willingness to serve and shared the enthusiastic focus of the board is to the commitment “*we’re here to get you there*” and the affect the service has on the quality of life for residents. Larson said SMTD is available for all and there are individuals who perhaps should not be driving, who by use of the transportation service find it helps to re-establish their independence. Larson said one of the challenges has been demystifying public transportation—“*which often gets a bad rap*” --with biggest hurdle getting the message out that SMTD is public transportation for everyone; is over a decade strong; and “*we’re here to get you there!*” Trustee Cook shared there is a lot of technical paperwork to get through, but the goal is to provide a regional solution for transportation to those most in need and he has found participation both interesting and gratifying.

Makenzee Wilcox introduced Cayden Schroeder, intern at R1 in the Transportation Planning Department. Wilcox shared that Cayden is studying Civil Engineering at University of Illinois – Champaign and will be with them over the summer. Makenzee provided a brief update on R1 Planning activities currently in progress.

Michael Stubbe reported RMTD would be receiving two electric cutaway medium duty buses awarded from IDOT to urban properties in the state. Stubbe shared that \$12.6 million in federal capital funds had been awarded to the State of Illinois and would be used to “*shore up*” the shortfall created by the increasing cost of buses since 2020. Stubbe shared the cost of buses had gone up considerably—doubled—and the federal funds would be used to purchase much needed buses through the Capital Vehicle Procurement Program (CVP). Stubbe reported RMTD, R1 Planning (R1PC), and Winnebago County had been meeting regarding rural transportation needs. Stubbe said the charge is to identify a

provider to meet the rural transportation needs. Open discussion included discussion on recent RMTD employee training and RFP to replace the current route scheduling system. Trustee Cook questioned service relative to pre-COVID numbers (85-90% 2019 numbers). Stubbe reported a contractor had recently been on site at RMTD to observe and make recommendations for changes to current dispatch operations and how cancellations affect changes to daily operations. Trustee Clifton questioned whether with the progress of AI a system would be adopted in future removing human contact.

IV. ACCEPTANCE AND APPROVAL of Meeting Minutes May 24, 2023 Chairman Larson entertained a motion for approval of the May 24, 2023 Meeting Minutes. Trustee Cook motioned for approval; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the May 24, 2023 meeting minutes were approved.

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 Downstate Operating Assistance Program (DOAP) funding totaling \$283,921.67 -- December 2022 (\$90,285.91), January 2023 (\$92,843.30), and February 2023 (\$100,792.46) -- had been received and deposited on May 31, 2023. Hecox reported the DOAP request for March 2023 (\$111,465.35) had been submitted and approved and funds were pending receipt.

ii. Update and discussion on federal grant applications & ECHO requests. Executive Director Hecox reported SMTD's Title VI program expires on 11/30/2023 with update due by 10/1/2023. Hecox had reached out to TJ Nee, SLATS Coordinator, regarding update, which historically has been prepared with the assistance of the MPO. Hecox reported SMTD had received notice on 5/31/2023 SMTD's 2022 NTD report had been accepted. Hecox reported she had submitted its waiver request for requirement to have a DBE program and confirmation had been received SMTD was not required to develop a DBE program. Hecox said SMTD was advised that at the point contract opportunities (other than operating assistance) were anticipated to go above the threshold then SMTD would be required to report. Hecox reported the federal grant application had been executed for operating assistance in the amount of \$685,897. Hecox reviewed the grant application included 5307 appropriations assigned to SMTD from FFY2018 (\$280,812), FFY2019 (\$285,539) and funds transfer for Dubuque and Kenosha; FFY19 (\$59,015) and FFY20 (\$60,537). Hecox reported \$378,224.52 in federal operating assistance was pending drawdown in the ECHO system. Hecox reported she would be attending a Procurement Webinar on July 13, 2023 to brush up on procurement in anticipation of upcoming bus buys and transit hub purchases.

iii. Update, discussion, and action on adoption of *Resolution 2023-R-03 Authorizing Execution and Amendment of Downstate Operating Assistance Grant Agreement.*

Executive Director Hecox said the DOAP contract for FY24 had not been received and she was not sure if the amount to be included in the grant would include the additional funding, so adopting resolution would necessarily be set over until amount of contract is known.

iv. Update, discussion, and action on adoption of Resolutions Authorizing Execution of Rebuild IL Grants for (3) Expansion buses and Transit Hub.

Executive Director Hecox reported a remote conference with Nick Haddad (IDOT Section Chief/Transit Capital Statewide) preparatory to submitting the grant applications in BlackCat had been cancelled by Haddad. Hecox said meeting was yet to be rescheduled and authorizing resolutions would be presented for approval once contract information was received.

- v. **Discussion and take action as needed on renewal of IGA RMTD/SMTD for operations FY24.** Executive Director Hecox noted renewal of the IGA with RMTD/SMTD rolled over annually by notification of SMTD, with any amendments to the operating agreement made as needed. Hecox said the funding for operations agreement was included in the annual budget. Hecox questioned Stubbe as to status of RMTD union agreement. Stubbe said negotiations continue and final agreement had not been reached. Hecox said she would be meeting with Michael Stubbe and Ron Schoepfer (RMTD Finance Manager) to review needed changes to billing formula as per earlier meetings. Hecox to provide Stubbe (RMTD) letter to continue under current agreement.

VI. MARKETING

- a. **Update and discussion on April 2023 ridership.** Executive Director Hecox reported April 2023 ridership at 2,244 rides, including zero no shows and (21) Center of Hope rides. Hecox reported April rides were down 234 rides from the prior month, which March had one more day at 31 days and April had 30 days.
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Executive Director Hecox reported (263) Full Fare and (322) Half Fare *Token Transit* passes and (2) Full Fare and (542) Half Fare *Ticket to Ride* coupons were redeemed in April 2023. Hecox said the 1,150 advance sale rides represented 51.2% of the total fares for the month of April 2023.

Trustee Cook shared he had to leave the meeting early. Chairman Larson suggested review of the bills (**VIII. APPROVAL OF BILLS**) be moved up in the agenda to accommodate Trustee Cook's departure from the meeting. The bills were reviewed by Executive Director Hecox. Hecox noted \$127,076.70 for the April 2023 RMTD billing was added to \$29,587.01 provided in report provided to Trustees for a total amount of \$156,663.71 being presented for approval. Trustee Cook motioned for approval in the amount of \$156,663.71; Trustee Adams seconded. All ayes. No discussion. With none opposing or abstaining, the June 2023 bills totaling \$156,663.71 were approved. Trustee Cook left the meeting at 10:04am. Complete reporting of bills approved included in **VIII. APPROVAL OF BILLS**.

VII. OTHER BUSINESS

- a. **Review and acceptance of Oversight Management Log entries.** Executive Director Hecox requested approval of the Oversight Management Log entries for the period May 24, 2023 through June 27, 2023. Trustee Clifton motioned for approval; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the Oversight Management Log report dated May 24, 2023 through June 27, 2023 was accepted.
- b. **Discussion and update on purchase of office copier.** Executive Director Hecox reported the Sharp copier/scanner had been set up and installed on Friday, June 23, 2023. Hecox said there remained open issues related to communications between computers that needed to be coordinated between SMTD (IT) and Pulse in order to have all features fully operational. Hecox stated the HP copier would remain functional and serve as backup to the Sharp copier should new unit be “down” for any reason.
- c. **Update and discussion on SMTD participation at OSD, June 15-18, 2023.** Executive Director Hecox reported 2,348 shuttle rides were provided over the four-day OSD festival. Hecox said 35.5 hours and 227 miles were logged for the event. Hecox said the number of shuttle rides provided was the third highest recorded for the event since 2010 and the shuttle service was appreciated by those who took advantage of the service.

d. Reminder: SMTD Annual Board Meeting July 26, 2023 & election of FY24 Officers.

Executive Director Hecox reminded the board that the July meeting is the annual meeting and new officers would be appointed for the FY24 year.

- e. Other business as may come before the board.** Hecox shared the 53rd Roscoe Fall Festival was scheduled for September 8, 9, and 10, 2023 and SMTD would be participating in the Sunday parade.

VIII. APPROVAL OF BILLS

The following bills were presented and reviewed (above) for approval:

INTUIT	\$	10.00
CHERYL SCHOTT		15.00
PULSE TECHNOLOGY		7,467.56
SHARON K. HECOX		4,574.49
STEPHANY M CORNELLIER		168.88
QUARTZ		1,328.63
SECURITY ALARM OF ROCKFORD		129.00
ROCKTON-ROSCOE NEWS		75.00
INTERNAL REVENUE SERVICE		1,872.94
ILLINOIS DEPARTMENT OF REVENUE		313.66
HOME PAGES		168.75
NICOR GAS		60.31
STEPHANY M CORNELLIER		185.26
DOLLAR TREE STORES, INC.		239.25
BEEF-A-ROO		119.24
WALMART		139.77
ELEV815		60.00
POSTMASTER		30.20
COMED		57.06
CHARTER COMMUNICATIONS		228.91
ALPINE INVESTMENT GROUP		1,100.00
AMANDA N McMAHON		50.00
BALSLEY PRINTING, INC.		531.00
COUSIN COMMUNICATIONS		1,551.50
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
PULSE TECHNOLOGY		605.29
RICHARD ADAMS		50.00
ROCK VALLEY PUBLISHING		663.89
ROCKFORD MASS TRANSIT DISTRICT		3,113.62
SHARON K HECOX		20.60
SIEPERT & CO., LLP		3,512.20
TRRT, INC.		135.00
BLUEFIRE MEDIA		40.00
TOTAL:	\$	<u>29,587.01</u>

ROCKFORD MASS TRANSIT DISTRICT* \$ 127,076.70

TOTAL APPROVED: \$ 156,663.71

**Amount added to total \$29,587.01 provided from register for approval.*

Total approved by vote of Trustees \$156,663.71. See motion detail in report above.

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. Not discussion. Motion carried 4 – 0, with none opposing or abstaining, and the chairman declared the meeting closed at 10:26am.

Respectfully submitted,

Sharon K. Hecox
EXECUTIVE DIRECTOR