

STATELINE MASS TRANSIT DISTRICT

MINUTES OF MEETING

9:30am

Wednesday, August 23, 2023

11722 Main Street, Roscoe, IL 61073

I. WELCOME AND ROLL CALL

Chairman Gus Larson opened the meeting at 9:33am. Present in addition to the Chairman were Trustees Mari Mattocks, Dick Adams, Pam Clifton, Jack Cook, Amanda McMahan, and Nancy White. Also present were RMTD Executive Director Michael Stubbe and SMTD Executive Director Sharon Hecox.

II. APPROVAL OF AGENDA Chairman Larson entertained a motion for approval of the agenda. Trustee Clifton motioned; Trustee Adams seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining, and the August 23, 2023 Agenda was approved.

III. PUBLIC COMMENT Chairman Larson welcomed RMTD Executive Director Michael Stubbe to and opened the meeting to public comment. There being no comment proffered, Chairman Larson closed public comment and returned to regular meeting.

IV. ACCEPTANCE AND APPROVAL of Meeting Minutes July 26, 2023 Chairman Larson entertained a motion for approval of the July 26, 2023 Meeting Minutes. Trustee Mattocks motioned; Trustee Cook seconded. 5 Ayes, 2 abstained. Chairman Larson noted he had reviewed the (draft) minutes, but had not attended the meeting, so abstained. Trustee Amanda McMahan had not been in attendance at the July meeting and abstained, as well. No further discussion. Motion carried 5 Ayes (Mattocks, Clifton, Cook, Adams, White), with 2 abstaining (Larson, McMahan), and the July 26, 2023 Meeting Minutes were approved.

V. FINANCIAL REPORTS:

a. **Update and discussion as necessary on local, state, and federal grant programs.** Chairman Larson requested Executive Director review the financial reports.

- i. **Update and discussion on FY23 & FY24 DOAP monthly reporting.** Executive Director Hecox reported the April (\$114,144.86) and May (\$58,522.14) 2023 DOAP operating funds had been received. Hecox reported the June 2023 DOAP report had been submitted (\$145,563.61 eligible expense) and approved with zero DOAP funds to be received toward June 2023 expenses. Hecox reported the total FY23 DOAP apportionment had been drawn down with the May request. Hecox said after federal funds (\$45,680.95) were drawn for June 2023, there would be \$94,603 in IDOT eligible expenses, which would be covered by SMTD local match and available funds on account.
- ii. **Update and discussion on federal grant applications & ECHO requests** Executive Director Hecox reported approximately \$45,680.95 in federal funds were eligible for draw in June 2023. Hecox stated she would be requesting funding in ECHO after yearend 4th QTR RMTD totals were reviewed and compared to SMTD FY23 numbers to ensure that the final yearend ECHO request did not over or under draw FY23 eligible operating expense.

- iii. **Update, discussion, and action on adoption of Resolutions Authorizing Execution of Rebuild IL Grants for (3) Expansion buses and Transit Hub.** Executive Director reported the applications had been submitted and accepted in BlackCat and SMTD was awaiting contracts—no action needed at this time. Action set over to next meeting.
- iv. **Discussion and action as needed on line-item adjustments FY23.** Executive Director Hecox stated line-item adjustments would be requested after the FY23 final numbers were confirmed—no action needed at this time. Action set over to next meeting.

VI. MARKETING

- a. **Update and discussion on June 2023 ridership.** Executive Director Hecox reported 1,749 rides were provided in June 2023, which included (5) No Shows and (17) Center of Hope, for a total of 1,754 trips.
- b. **Update and discussion on Ticket to Ride and Token Transit programs.** Executive Director Hecox (5) Full Fare and (206) Half Fare Ticket to Ride tickets were redeemed in June 2023; (308) Full Fare and (230) Half Fare Token Transit fares were redeemed in June 2023. Hecox reported the advance sale tickets reflected approximately 44% of the June ridership. Hecox said total redemptions were down from the prior month and posited this was most likely related to kids who use SMTD for transport to after school events now being out of school for the summer.

Hecox reported SMTD had worked with RMTD and SMTD legal counsel (Roxanne Sosnowski) to permanently sanction a rider. Hecox provided a brief overview of the incident and the action taken as well as related policy. Open discussion with file of incident provided for review.

Trustee Cook questioned the settlement receipt of \$2,657.97. Hecox reported Bus R165 had been deemed totaled by the insurance company with \$9,581.03 of total \$12,239.00 insurance settlement having been previously received. Hecox reported \$2,657.97 was the balance paid by insurance after \$10,000.00 deductible. Hecox said if the deductible is recovered from the responsible party, those funds would also be received by SMTD. Open discussion included, Trustee Cook questioning whether any personal injury resulted from the accident. Stubbe shared the driver had received minor injury in the accident. Hecox reported she had filed paperwork with IDOT to receive concurrence and title work to dispose of the bus. Hecox said any proceeds received from insurance settlement, including any deductible recovered, must be used toward the purchase of a replacement bus and accordingly documented and tracked.

VII. OTHER BUSINESS

- a. **Review and acceptance of Oversight Management Log entries.** Hecox requested approval of the Oversight Management Log be set over until the next meeting. No action taken.
- b. **Update and discussion on participation in Roscoe Lions Fall Festival Parade, September 10, 2023.** Executive Director reported SMTD would be participating in the parade on Sunday, September 10, 2023. Hecox said candy left over from OSD would be distributed and bus decorating theme was yet to be determined. Chairman Larson reported the parade route was shortened this year to end at Williams Drive. Open discussion.
- c. **Update and discussion on participation in Lifescape Senior Expo, September 23, 2023 at RVC.** Executive Director Hecox reported SMTD had registered and advertising for Lifescape Senior Expo was in place. Hecox said the “*Never too old or too cool (pink lady)*” had not been used in several years and would be the theme of the booth again this year. No booth number had yet been assigned.

- d. **Update and discussion on participation in IPTA Fall Conference, September 12 – 14, 2023 in Bloomington, Illinois.** Executive Director Hecox reported the \$350 registration fee had been paid and she would be attending the IPTA Fall Conference in Bloomington/Normal.
- e. **Other business as may come before the board.** Executive Director Hecox reported the next regular board meeting is September 27, 2023. Hecox shared she would be on vacation August 30th through September 5, 2023 and would have access to phone and laptop, as needed.

VIII. APPROVAL OF BILLS

The following bills were reviewed and presented for approval:

COMED	\$	63.37
CHARTER COMMUNICATIONS		101.03
INTUIT		10.00
STEPHANY M CORNELIER		227.10
SHARON K HECOX		4,574.49
QUARTZ		1,328.63
ILLINOIS DEPARTMENT OF REVENUE		318.90
INTERNAL REVENUE SERVICE		1,902.22
ROCKTON-ROSCOE NEWS		75.00
RING CENTRAL		546.73
IPTA		2,400.00
HOME PAGES		168.75
NICOR GAS		52.20
STEPHANY M CORNELIER		135.33
ALPINE INVESTMENT GROUP		1,100.00
BLUEFIRE MEDIA		40.00
COUSIN COMMUNICATIONS		1,116.50
JACK R COOK, JR.		50.00
MARIETTA L MATTOCKS		50.00
PAMELA J CLIFTON		50.00
PULSE TECHNOLOGY		36.40
RICHARD ADAMS		50.00
ROCK VALLEY PUBLISHING		754.12
ROCKFORD MASS TRANSIT DISTRICT		124,683.25
ROYAL PUBLISHING		250.00
SOSNOWSKI & SZETO		129.00
SPECTRUM REACH		620.20
TRRT, INC.		135.00
YOUR PROGRAM PARTNER		275.00
IPTA CONFERENCE		<u>350.00</u>
 TOTAL:	 \$	 <u>141,593.22</u>

Executive Director Hecox requested an additional amount of \$350.00 for IPTA Conference registration fee be added to the register report, which had been provided with the board packet. The register amount totaled \$141,243.22 in expense. Trustee Mattocks motioned for approval of the bills including the additional \$350.00 for a total amount of \$141,593.22; Trustee McMahon seconded. All ayes. No

discussion. Motion carried 7 – 0, with none opposing or abstaining, and the bills totaling \$141,593.22 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 Clifton seconded. All ayes. No discussion. Motion carried 7 – 0, with none abstaining or opposing, and the Chairman closed the meeting at 10:05am.

Respectfully submitted,

Sharon K. Hecox
Executive Director