

**STATELINE MASS TRANSIT DISTRICT
MINUTES OF MEETING
Wednesday, August 27, 2025 – 9:30am
11722 Main Street, Roscoe, IL 61073**

- I. WELCOME Chairman** Gus Larson opened the meeting at 9:30am. Present in addition the Chairman were Trustees Mari Mattocks, Dick Adams, and Jack Cook. Trustee Pam Clifton arrived late at 9:05am. Also present were Troy Volanti (RMTD Manager Paratransit Operations), Emma Clausen (Village of Roscoe Administrative Assistant) and SMTD Executive Director Sharon Hecox.
- II. APPROVAL OF AGENDA** Chairman Larson entertained a motion for approval of the agenda noting it had been provided electronically prior to the meeting. Trustee Adams motioned; Trustee Mattocks seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the agenda was approved.
- (Trustee Clifton arrived at 9:05am)*
- III. PUBLIC COMMENT** Chairman Larson welcomed the guests in attendance, which included Troy Volanti from RMTD and Emma Clausen. Ms. Clausen introduced herself as the Administrative Assistant for Roscoe attending on behalf of Josef Kurlinkus. No public comment offered.
- IV. ACCEPTANCE AND APPROVAL of Meeting Minute June 25, 2025 and July 23, 2025** Chairman Larson stated the June and July Minutes were not available and would be set over until the next meeting.
- V. FINANCIAL REPORTS**
- a. Update and discussion as necessary on local, state, and federal grant programs.**
 - i. Update and discussion on FY25/26 DOAP monthly reporting.**

Executive Director Hecox reported the June 2025 DOAP request in the amount of \$29,570.44 had been submitted and approved in the *BlackCat* reporting system pending receipt of funds. Hecox said copies of the request reports were included in the board packet.
 - ii. Update, discussion, and action on approval of RESOLUTION 2025-R-03; Resolution Authorizing Execution of Downstate Operating**

Assistance Agreement OP-26-56-IL Hecox reported the agreement with SMTD and the State for FY26 operating assistance had been received and required immediate signature of the CEO in DocuSign. Hecox said the resolution was to approve retroactively the execution of the agreement by the chairman for FY26 operating assistance in the amount of \$1,481,500. Trustee Cook motioned for approval of the resolution; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining.

Hecox reported receiving notice from the Department of Labor (DOL) requesting SMTD post notice to employees or any other interested that could be negatively impacted by the purchase of or receipt of vehicles obtained through the State 2022 CVP grant. Hecox said copies of the DOL notice and action taken to post had been provided in the board packet for review and were posted as required. Hecox said no action was necessary and the information was provided as disclosure of SMTD compliance.

- iii. **Update, discussion and action on federal grant applications and ECHO requests and status of FY26 application.** Hecox reported SMTD had received notice its 2024 NTD report had been closed out with the 2025 NTD report due October 31, 2025. Hecox reported she had attended a webinar regarding new changes in reporting for 2025. Hecox reported the Title VI update is due every three years and would be due in 2026. Hecox shared that suggested changes had been offered by SMTD's Triennial Reviewer (Keith Carlson) for both the Title VI program and the DBE program (due in December 2025).

Hecox reported the 3rd and 4th QTR FY25 ECHO request totaling \$249,488.57 was in process but not yet received.

- iv. **Discussion and action on line-item adjustments fiscal year 2025.** Hecox reported a list of proposed line-item adjustments had been provided electronically prior to the meeting for review. Hecox said expenses included in the line items had been approved during the year, but the adjustments would "*clean up*" for accounting purposes the budget prior to FY25 audit. Hecox reported branding of the buses and the security cameras had been budgeted to be debited from the State of Illinois Rebuild Capital grant funding; however, those funds--although awarded--were not available when the installs/purchases were needed since the agreement with the state has not been executed and the line-item adjustment would move operating funds in the correct line-item to cover those expenses. Hecox reviewed

each of the requested line-item changes stating the total amount debit/credits in the amount of \$60,450. Trustee Cook requested clarification that no increase or decrease was being made to budget. Hecox confirmed there was no increase to the budget and request was only to move funds already budgeted between line-items. Chairman Larson entertained a motion for approval of the line-item adjustments, as proposed. Trustee Mattocks motioned; Trustee Cook seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the line-item adjustments were approved.

- v. **Discussion and action on renewal of banking service agreement between First National Bank and SMTD.** Hecox requested action was need to renew the banking service agreement between First National Bank (FNB) and SMTD. Hecox said copies of the prior agreement and the current proposed agreement had been (electronically provided) for review prior to the meeting as part of the board packet. Hecox said there were no changes in the new agreement except the current contract was for two years—the prior agreement had been for one year. Open discussion followed, including Chairman Larson stating he had reviewed the agreement and had no issues with renewal. Trustees discussed hearing that FNB had recently been sold. Chairman Larson entertained a motion for approval. Trustee Adams motioned for approval; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the Chairman was approved to execute the agreement.

VI. MARKETING

- a. **Update and discussion July 2025 ridership.** Executive Director Hecox reported 2,107 rides, including 22 Center of Hope and 121 Veterans, provided in July 2025. There were 11 *No Shows* reported for the total trips provided in July 2025 at 2,118.
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Hecox reported 4 Full Fare and 140 Half Fare *Ticket to Ride* tickets were redeemed and 402 Full Fare and 176 Half Fare *Token Transit* coupons were redeemed in July 2025. Hecox reported veterans riding FREE in July represent approximately 6% of the rides provided and advance sale tickets represented approximately 37% of total fares. Hecox said the decrease in advance sales ticket was related to the loss of youth riders during the summer months. Hecox said that number was expected to increase as children are back in school. Hecox reported increased ticket sales and registrations had been received with the new school year starting. Hecox shared that a copy of a letter to parents of students using SMTD to ride to after

school programs had been included in the board packet for review. Hecox shared the objective of the letter was to review the responsibilities and expectations for the young riders and parents as to fares, scheduling and canceling of rides, and rider bus etiquette.

VII. OTHER BUSINESS

- a. Update and discussion on status of Triennial Review 2025.** Executive Director Hecox reported the draft report of SMTD's 2025 Triennial Review had been (electronically) provided in the board packet and that SMTD had received zero findings. Chairman Larson shared that he had attended the opening and closing sessions of the Triennial Review and commended Hecox on her work ethic and good review.
- b. Discussion and action on appointing DBELO Officer and development of DBE program.** No action taken; Hecox requested matter be set over to allow time to meet with Paula Hughes (RMTD Grant Specialist/DBE Officer) regarding RMTD's program and for development of SMTD program as per the suggestions of the Triennial Reviewer (Keith Carlson).
- c. Update and discussion an status of IGA between RMTD and SMTD for FY26 operations.** Hecox reported she had sent an email to RMTD Executive Director Michael Stubbe confirming SMTD's intent to continue IGA for operations FY26 without any amendments at this time.
- d. Update and discussion on upgrade to new RMTD/TripSpark dispatch system, including rollout of SMTD online portal.** Hecox reported SMTD was getting estimates on printing and bulk mailing of four-page letter and information flyer introducing the online portal which will mail to approximately 1,000 SMTD riders. Troy Volanti shared the portal is working well for RMTD customers and will allow SMTD riders to schedule, confirm, and cancel rides online through online portal access. Hecox said the portal will help cut down on the number of phone calls coming in to dispatch and allow riders to see when their bus is expected.
- e. Update and discussion in participation at *Roscoe Fall Festival Parade*, September 7, 2025 and *Lifescape Senior Expo*, RVC September 20, 2025.** Hecox reported bus/driver had been requested from RMTD for the *Roscoe Fall Parade* with theme for decorating yet to be determined. Hecox reported SMTD was yet to receive lineup information. Hecox shared SMTD would be participating with a booth at the *Lifescape Senior Expo* rides to the event from the SMTD service would be approved, as in the past.
- f. Other business as may come before the board.**
 - The next board meeting is set for September 24, 2025 at 9:30am.

- Hecox reported she would be attending the IPTA Fall Conference September 29 – October 1, 2025 in Champaign, Illinois.
- Hecox reported copies of RMTD's updated Budget Analysis and its prior Budget Analysis--received in March and used in SMTD's FY26 Budget--had been provided (electronically) in the board packet for review. Hecox said the new update had a few increases, which may require line-item adjustments later in year. No action required at this time.
- Hecox reported a fraud claim had been filed with FNB due to four \$60 purchases appearing on the SMTD credit card used by the Executive Director. Hecox said the charges had not gone through the Fraud Management system coming through as credit card purchases. Hecox said other credit card charges required prior approval to be approved under the Fraud Management system, so she had requested verification from Mallory Nygren at First National Bank as to how these charges were able to be approved without fraud management verification. Hecox said the \$240 charged would be credited back during the investigation.
- Hecox updated the board on the status of transferring of SMTD buses to Beloit Transit System (BTS)/City of Beloit. Hecox shared that IDOT was in favor of the transfer to Beloit and requested information from BTS regarding need for the buses before release of the titles. BTS is coordinating with the City of Beloit on action needed to take possession of all four of the buses. Hecox said BTS current paratransit service needs require two buses; one bus could be spare and the other could be for spare parts, as needed. Hecox reminded the board RMTD has been very patient and needs the buses moved as soon as possible. Hecox suggested that as the buses are Illinois assets purchased by the State with federal funds, she has suggested transferring titles to Beloit with agreement that any proceeds received at such time as BTS would dispose of the buses would return to SMTD.

VIII. APPROVAL OF BILLS

The following bills were reviewed and presented for approval:

CHARTER COMMUNICATIONS	\$	135.00
COMED		86.67
INTUIT		14.00
SPECIALTY GRAPHICS INC.		567.00
SHARON K. HECOX		4,900.67
STEPHANY M. CORNELIER		94.20
BLUE CROSS BLUE SHIELD		210.72

HUMANA	20.90
ILLINOIS DEPARTMENT OF REVENUE	330.00
INTERNAL REVENUE SERVICE	1,961.60
UNKNOWN VENDOR (<i>Fraud Investigation</i>)	240.00
AMERICAN MARKETING & PUBLICATION	144.64
NICOR GAS	58.26
STEPHANY M. CORNELIER	94.19
APG OF SOUTHERN WISCONSIN	30.65
MEDICARE	185.00
RINGCENTRAL	492.49
CHARTER COMMUNICATIONS	135.00
ALPINE INVESTMENT GROUP	1,100.00
BLUEFIRE MEDIA	40.00
COUSIN COMMUNICATIONS	1,609.50
GENERATION 3	245.00
GUS LARSON	50.00
JACK R. COOK, JR.	50.00
MARIETTA L. MATTOCKS	50.00
MEDICARE	185.00
PAMELA J. CLIFTON	50.00
RICHARD ADAMS	50.00
ROCK VALLEY PUBLISHING	864.02
ROCKFORD MASS TRANSIT DISTRICT	<u>144,232.33</u>

TOTAL:	<u>\$ 158,226.84</u>
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IPTA (2025-2026 Dues)	2,400.00
MEDICARE (Error/double charge)	<u>- 185.00</u>

TOTAL PRESENTED FOR APPROVAL:	<u>\$ 160,441.84</u>
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Hecox requested the addition of \$2,400 for IPTA dues be added to stated total of \$158,226.84 and deduction of \$185.00--which appeared on the register as a double charge --with the new total being requested for approval: \$160,441.84. Trustee Cook motioned for approval of the bills, as presented; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the bills totaling \$160,441.84 were approved.

- IX. **ADJOURNMENT** There being no further business to come before the board, Chairman Larson entertained a motioned 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 10:23am.

Respectfully submitted,

Sharon K. Hecox
Executive Director