

**STATELINE MASS TRANSIT DISTRICT
MINUTES OF MEETING
Wednesday, September 24, 2025 -- 9:30am
11722 Main Street, Roscoe, IL 61073**

- I. **WELCOME** Chairman Gus Larson opened the meeting at 9:31 am. Present in addition to the Chairman were Trustees Pam Clifton, Jack Cook, and Dick Adams. Trustee Mari Mattocks had provided prior notice she would not be in attendance. Also present were RMTD Executive Director Michael Stubbe, RMTD Paratransit Operations Manager Troy Volanti, 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 Clifton seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining and the September 24, 2025 agenda was approved.
- III. **PUBLIC COMMENT** Chairman Larson opened the meeting to public comment. No public comment offered, so the Chairman closed public comment and returned to regular meeting.
- IV. **ACCEPTANCE AND APPROVAL of Meeting Minutes June 25, 2025, July 23, 2025, & August 27, 2025** Chairman Larson noted the June 25th, July 23rd, and August 27, 2025 meeting minutes had been provided electronically to the board members for review prior the meeting and entertained a motion for approval. Trustee Cook motioned for approval of the draft minutes as presented; Trustee Adams seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining and the June 25rd, July 23rd, and August 27, 2025 minutes were approved.
- V. **FINANCIAL REPORTS:**
 - a. **Update and discussion as necessary on local, state, and federal grant programs.** Chairman Larson requested Executive Director Hecox deliver the Financial Reports.
 - i. **Update and discussion on FY25/26 DOAP monthly reporting.** Hecox reported the June 2025 DOAP request in the amount of \$29,570.44 had been received and deposited on September 12, 2025. Hecox reported the July 2025 DOAP request in the amount of \$104,233.51 was approved in *BlackCat* and pending receipt of funds. Hecox reported August DOAP request in progress and would be submitted after August bills approved. Hecox reported supporting documentation for the requests and deposits had been provided in the board packet (electronically prior to the meeting).
 - ii. **Update, discussion and action on federal grant applications & ECHO requests and status of FY26 application.** Hecox reported 3rd -4th QTR ECHO request (Sequence 6,7,8 FY25) for federal operating assistance in the amount of \$249,488.00 had been submitted, funds received, and deposited on 9/1/2025. Hecox reported July Operating Assistance in the amount of \$50,800.01 would be included with the 1st QTR FY26 request at such time as it was submitted. Hecox reported supporting documentation for the requests and deposits had been provided in the board packet (electronically prior to the meeting).

Hecox reported she was working on gathering information needed for the 2025 NTD report due October 31, 2025. Hecox stated the module for the 2025 NTD report was not yet available.

Hecox reported SMTD's FTA application for FY26 federal operating assistance had been reviewed by its FTA program manager and returned with comment. Hecox said SMTD cannot submit its amended application until April (2026) due to rules in place for maximum number of apportionment years allowed in grant. Hecox shared the additional funds being requested would have included four years of apportionment and only three are allowed. Hecox said no federal funds would be lost delaying submittal of the amended application.

- iii. **Discussion and action on amending current business insurance policy to include Cyber suite coverage.** Hecox requested approval of amendment to current business liability insurance policy to include coverage for cyber security. Hecox reported information on cyber security had been included in the board packet for review prior to the meeting, including estimate of annual business liability coverage at \$1,020.00 (increase of approximately \$561.00) depending on underwriter review and final billing. Open discussion ensued with Chairman Larson requesting motion to approve addendum to current business liability coverage to include cyber security. Trustee Clifton motioned; Trustee Adams seconded. All ayes. No further discussion. Motion carried 4 – 0, with none opposing or abstaining and approval to add cyber security coverage to current liability policy was granted.
- iv. **Discussion and action on transfer of SMTD buses to BTS/City of Beloit.** Hecox reported on status on transfer of SMTD buses to BTS/City of Beloit, which included notification from BTS regarding action taken by City of Beloit to move forward on receipt of buses. Hecox said a *Memorandum of Understanding* (MOU) or other such document would necessarily be drawn up prior to transfer of titles, but verbal discussion and agreement included transfer of titles to BTS/City of Beloit of the four buses targeted for disposal at no charge and--at such time as the buses would be salvaged or otherwise disposed of—any funds received would be returned to SMTD. Hecox said IDOT had requested certain information from BTS and, once received, IDOT had stated they would release the titles to SMTD. Hecox requested motion to approve signing and transfer of titles once received to facilitate in the transfer without waiting for next meeting. Open discussion, with Chairman Larson entertaining a motion to allow the executive director to proceed with title transfer, as requested. Trustee Adams motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining.

VI. **MARKETING**

- a. **Update and discussion August 2025 ridership.** Executive Director Hecox reported August 2025 ridership at 2,491, including 23 Center of Hope (COH) and 132 veteran free rides. Hecox reported there were 10 No Show trips, for the total number of trips reported for August at 2,501. Hecox said August ridership increased by 384 trips over July ridership mostly due to children returning to school mid-month.
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Hecox reported 387 Full Fare and 156 Half Fare *Token Transit* coupons and 17 Full Fare and 215 Half Fare *Ticket to Ride* advance sale tickets were redeemed in August 2025. Hecox shared August advanced sale tickets and coupons redeemed represented approximately 34% of total fares.

VII. OTHER BUSINESS

- a. **Discussion and action on approval of agreement with Siepert for audit of SMTD financial statements ending June 30, 2025.** Hecox shared the proposed agreement for audit of SMTD's FY25 financial statements ending June 30, 2025 had been forwarded electronically in the board packet for review prior to the meeting. Hecox reported the proposed cost of \$24,125 was an increase of \$1,575 over the FY24 agreement (\$22,550). Hecox said agreement included preparation of the audit and preparation of the Illinois Comptroller's Annual Report. Chairman Larson entertained a motion for approval of the agreement with Siepert, as proposed. Trustee Cook motioned; Trustee Adams seconded. All ayes. No further discussion. Motion carried 4 – 0, with none opposing or abstaining.
- b. **Discussion and action on approval of RMTD Public Transportation Agency Safety Plan (PTASP) revision dated July 2025.** Hecox provided a brief review of the history of adoption of the Public Transportation Safety Plan (PTASP) originally adopted in 2020, which requires annual review, updates, and online reporting. Hecox said SMTD participates with RMTD in its safety plan and is required to certify annually via federal Certifications and Assurances compliance with operating under RMTD plan, which includes oversight and approval of RMTD's plan, as per federal contractor review when originally adopted. Hecox said copies of RMTD's updated plan had been provided electronically prior to the meeting to allow for board member review prior to approval. Chairman Larson entertained a motion for approval of the updated PTASP. Trustee Clifton motioned; Trustee Cook seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and RMTD's July 2025 PSATP Revision was approved.
- c. **Update and discussion on status of Triennial Review 2025.** Hecox reported she draft Triennial report had been received and returned, as required; SMTD is pending receipt of final which will report zero findings in the 2025 review.
- d. **Update and discussion on upgrade to new RMTD/TripSpark dispatch system, including status of rollout of SMTD online portal.** Hecox provided a brief update on the status of the new dispatch system and upgrade to the new online portal. Hecox reported letters were being sent out or had been mailed out (this meeting date) or would be mailed the next day via bulk mailer. Hecox said out of over 1,000 SMTD registered riders provided by dispatch, approximately 850 households would be receiving the four-page mailer due to multiple riders registered in the same household. Hecox said a copy of the mailer—which included a letter introducing the online program and instructions for using the portal-- had been included in the board packet electronically prior to the meeting. Troy Volanti (RMTD) shared that RMTD was "...ready to go" for those riders who opt to take advantage of the system.
- e. **Update and discussion in participation at Roscoe Fall Festival Parade, September 7, 2025 and Lifescape Senior Expo, RVC September 20, 2025.** Hecox provided a brief update on SMTD participation in both the *Roscoe Fall Festival Parade* and *Lifescape Senior Expo*, including report that both events were well attended. Hecox shared all the candy—"...except for ten mini bags of pretzels, which had been handed out to children too little for candy..."--had been distributed. Open discussion included Hecox sharing pictures taken of the parade and the EXP booth. Hecox said participation in these annual events is good for promoting SMTD in the public.
- f. **Discussion and action to change October meeting to October 29, 2025 at 9:30am cancelling October 22, 2025 meeting.** Hecox reported she would be attending the IDOT Fall Planning Conference in Moline, Illinois October 22 – 24, 2025 and requested the next regularly scheduled board meeting set for October 22, 2025 be moved to the following Wednesday, October 29, 2025. Open discussion regarding availability of trustees to suggested change of date. Trustee Cook motion to change October meeting date to October 29, 2025; Trustee Adams seconded. All ayes. Motion carried 4 – 0, with none opposing or abstaining, and the October regular board meeting

was changed to October 29, 2025 at the same place and time. Hecox to post notice of change of meeting, as required.

- g. **Other business as may come before the board.** Hecox reported she would be attending the Illinois Public Transportation Annual Fall Conference in Champaign, Illinois September 29 – October 1, 2025 and would be out of the office.

Hecox reported that she is working on development of an updated sanction policy for adoption by SMTD in the future. Hecox said SMTD follows RMTD current policy, which is felt to be too lenient and the goal of a new policy would be to reduce the number of No Shows; specifically, for those repeat offenders.

Hecox reported SMTD would be providing free rides to SMTD qualified riders the Rockton American Legion Blood Bank on October 14, 2025 between 1:00pm and 6:00pm. Hecox shared that, as in the past, she would be taking SMTD to the event to donate blood and encourage trustees, if they had not already donated, to register to donate to the worthy cause.

Trustee Cook asked Michael Stubbe (RMTD) for information on the train to Rockford. Stubbe provided update on status of future train services through Rockford slated for 2027.

Stubbe provided update on status of transit funding in Illinois and the '*fiscal cliff*'s' direct impact on RMTD, SMTD and Winnebago County transportation funding. Stubbe shared need for support of legislators in effecting a change in the way that revenue is generated and distributed to maintain transportation services in Illinois. Stubbe shared locally transportation concerns have the support of Senator Steve Adelman and State Representative John Cabello, but everyone should reach out to legislators they may have a relationship with to garner support for a new bill to be introduced in the House in the Spring and advance to Senate in the Fall session—the new bill will address the revenue piece. Stubbe said transportation is a bi-partisan issue that will need changes in legislation. Trustee Cook questioned what has led to the current funding problem. Open discussion followed, with Stubbe providing information on history of sales tax/interest sales, decline in revenues, , current and proposed appropriation formulas, and new funding sources, etc.

VIII. APPROVAL OF BILLS

The following bills were reviewed and presented for approval:

INTERNAL REVENUE SERVICE	\$	2,008.44
ILLINOIS DEPARTMENT OF REVENUE		339.72
COMED		85.12
SHARON K. HECOX		4,900.67
STEPHANY M. CORNELLIER		272.87
BLUE CROSS BLUE SHIELD		210.72
HUMANA		20.90
QUILL CORPORATION		380.71
INTUIT		14.00
IPTA		2,400.00
SECURITY ALARM OF ROCKFORD		138.00
HOSTWAY.COM		7.92
YOUR PROGRAM PARTNER		522.50
AMAZON.COM		37.32

DOLLAR TREE STORES, INC.	141.92
AMERICAN MARKETING & PUBLISHING	144.64
ACCO DAY-TIMER	56.84
NICOR GAS	56.84
STEPHANY M. CORNELLIER	243.16
MEDICARE	185.00
SPECIALTY GRAPHICS INC.	459.00
BALSLEY PRINTING	294.28
ALPINE INVESTMENT GROUP	1,100.00
BALSLEY PRINTING	1,195.00
BLUEFIRE MEDIA	40.00
COUSIN COMMUNICATIONS	1,203.50
ERIE INSURANCE	1,795.00
FISH WINDOW CLEANING	20.00
GUS LARSON	50.00
JACK R. COOK, JR.	50.00
MARIETTA L. MATTOCKS	50.00
PAMELA J. CLIFTON	50.00
RICHARD ADAMS	50.00
ROCK VALLEY PUBLISHING	219.80
ROCKFORD MASS TRANSIT DISTRICT	166,197.84
SHARON K. HECOX	<u>205.15</u>

TOTAL: \$ 185,148.30

Trustee Cook motioned for approval of the bills totaling \$185,148.30; Trustee Adams seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the bills totaling \$185,148.30 were 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 54 – 0, with none opposing and abstaining, and the Chairman declared the meeting closed.

Respectfully submitted,

Sharon K. Hecox
EXECUTIVE DIRECTOR