

**STATELINE MASS TRANSIT DISTRICT
MINUTES OF MEETING
9:30am
Wednesday, November 29, 2023
11722 Main Street, Roscoe, IL 61073**

I. WELCOME AND ROLL CALL

Chairman Gus Larson opened the meeting at 9:53am noting that Trustee Amanda McMahon had provided notice she would not be attending and Trustee Clifton was also absent. Present in addition to the Chairman were Trustees Dick Adams, Mari Mattocks, and Jack Cook. Also present were Christina Gibson (RMTD Dispatch Supervisor), MacKenzie Wilcox (R1Planning), and Executive Director Sharon Hecox.

II. APPROVAL OF AGENDA Chairman Larson entertained a motion for approval of the November 29, 2023 agenda. Trustee Cook motioned; Trustee Mattocks seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the agenda was approved.

III. PUBLIC COMMENT Chairman Larson welcomed Gibson and Wilcox to the meeting and opened the meeting to Public Comment. There being no public comment offered, so Chairman Larson returned to regular meeting.

IV. ACCEPTANCE AND APPROVAL of Meeting Minutes October 25, 2023 The October 25, 2023 Minutes were set over for approval at the next meeting.

V. FINANCIAL REPORTS:

a. Update and discussion as necessary on local, state, and federal grant programs.

- i. Update and discussion on FY24 DOAP monthly reporting.** Executive Director Hecox reported the August 2023 DOAP request in the amount of \$94,417.75 had been approved and was pending receipt of payment. Hecox said the September 2023 DOAP request would be completed and submitted in the BlackCat reporting system once all September invoices had been approved.
- ii. Update and discussion on federal grant applications & ECHO requests:** Hecox reported she would be submitting reports to Paula Hughes totaling \$191,351.91 for the 4th Quarter FY23 final request. Hecox said the funds requested would be drawn down from the CARES, ARP and 5307 formula operating assistance grants. 1st QTR FY24 funds would follow once the quarter finals from RMTD were received and approved.
- iii.**
- iv. Discussion and action as needed on line-item adjustments FY23 closeout.** Executive Director Hecox presented \$12,075 in line-item adjustments to fiscal year 2023 were needed. Hecox reviewed the line items (see attached report attached and made a part hereof). Hecox reminded the board the amounts had been disclosed when approved and had noted each time that line-item adjustments would be necessary later and was now being requested prior to closing the FY23 books. Hecox noted the adjustments would be retroactive to end of fiscal year (June 30, 2023). Open discussion followed. Chairman Larson motioned for approval of the line item retroactive to June 31, 2023. Trustee Mattocks motioned; Trustee Adams seconded. All ayes. No further discussion. Motion carried 4 – 0, with none opposing or abstaining and the line-item adjustments totaling \$21,075 were approved, as presented.

- v. **Discussion and action on Resolution 2023-R-05 and Resolution 2023-R-06 Authorizing execution of Rebuild IL Capital Grants for Transit Hub & funds for (3) three medium duty buses.** Executive Director Hecox stated no action was necessary to approve Resolutions 2023-R-05 or 2023-R-06 as in reviewing the applications she noted that approval to execute had already been authorized as part of the application process. Hecox reported the contract for the Transit Hub grant had been executed and the grant for the additional funds for the three expansion buses was still pending. No further action needed at this time.
- vi. **Discussion and action as needed on authorizing approval of engagement letter with Siepert & Co., LLP for audit of the financial statements of SMTD for the fiscal year ended June 30, 2023 in the amount of \$21,075, which includes the audit and preparation of the Illinois Comptroller's Annual Financial Report.** Executive Director Hecox stated copies of the engagement letter had been provided to the board for review electronically prior to the meeting. Executive Director said the audit was not required to be a Single Audit, as SMTD had not yet met the threshold requiring a Single Audit; however, at such time as SMTD would meet pass the threshold, Siepert & Co would not be able to perform the audit due complexity of the Government Audit and licensing issues. Open discussion. Chairman Larson entertained a motion for approval of engagement letter. Trustee Cook motioned for approval of Siepert & Co as auditor for the FY23 financial statements and AFR as per engagement letter; Trustee Adams seconded. All ayes. No further discussion. Motion carried 4 – 0, with none opposing or abstaining.
- vii. **Discussion and action on renewal of Spectrum REACH advertising contract January 1, 2024 through December 29, 2024 in the amount of 7,200--TV \$1,800 (4,191/88,313 spots/impressions)/Online Video \$5,400 (337,500 spots/impressions)** Executive Director Hecox requested approval of the advertising contract with Spectrum REACH for another year without increase. Hecox said the current contract in the amount of \$7,000 had been approved and included in the FY24 budget (509.08 Advertising/Promotional) at approximately \$600 per month. Hecox said the program included television spots as well as online digital advertising. Trustee Cook motioned for approval; Trustee Adams seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and renewal of the advertising contract with Spectrum REACH in the amount of \$7,200 January 1, 2024 through December 29, 2024 was approved.
- viii. **Discussion and action of changes to Executive Director Employment contract effective January 1, 2024.** Executive Director Hecox reported December 1, 2023 the Quartz monthly medical benefits (\$1,328) for Executive Director would expire and renewal of the benefits would be increasing to over \$1,591 per month starting December 1, 2023. Hecox said January 1, 2024 she would be eligible to receive Medicare A & B, and apply for Medicare D, and/or Medicare Supplement or Medicare Advantage plans to reduce that expense from the budget. She said discontinuing the employee group coverage (which under group plan was not taxable income) and having the Executive Director purchase the Medicare benefits through increased salary (she would be responsible for payment and taxes) would be savings to SMTD considering \$17,200 budgeted FY24 for medical coverage. Chairman Larson noted the Executive Director and the Part-Time assistant had not received a pay increase for several years. Open discussion, included COLA, cost of Medicare benefits, and increased taxes needed to cover salary increase to pay Medical directly. Trustee Cook motioned to increase the Executive Director's salary \$10,000 effective December payroll to cover the Medicare

costs, insurance and raise; Trustee Mattocks seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining.

VI. **MARKETING**

- a. **Update and discussion on September 2023 ridership.** Executive Director Hecox reported September ridership at 2,398, including (19) Center of Hope (COH). Hecox reported there were (3) No Shows for a total of \$2,401 rides billed to SMTD.
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Executive Director Hecox reported (342) Full Fare and (203) Half Fare *Token Transit* coupons were redeemed in September 2023. Hecox reported (3) Full Fare and (717) Half Fare *Ticket to Ride* advance sale tickets were redeemed in September 2023. Hecox said advance sale tickets remained strong in September accounting for 53.5% of total fares sold for the month.

VII. **OTHER BUSINESS**

- a. **Review and acceptance of Oversight Management Log entries.** The Executive Director noted the Oversight Management Log for the period June 28, 2023 through November 28, 2023 had been provided in the board packet for review and acceptance into the record. Open discussion on various entries. Trustee Mattocks motioned for accepting of the entries as presented; Trustee Cook seconded. All ayes. No further discussion. Motion carried 4 – 0, with none opposing or abstaining and the June 28, 2023 through November 28, 2023 Oversight Management Log entries were accepted.
- b. **Discussion and action on approval of Resolution 2023-R-09 adopting 2024 Board Meeting dates and times.** Executive Director Hecox said the *Open Meetings Act* required annual adoption and publication of the meeting dates and times for government entities. Hecox said SMTD meetings dates as established are the fourth Wednesday of the month except for November and December meeting one week earlier to accommodate the holidays. Hecox said other meetings are scheduled as needed. The annual meeting is held in July at the regularly scheduled meeting. Chairman Larson entertained a motion for approval. Trustee Cook motioned for approval; Trustee Adams seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining and Resolution 2023-R-09 adopting 2024 Board Meeting dates and times was approved.
- c. **Discussion and action as needed regarding SLATS Feasibility Study.** Executive Director Hecox opened discussion stating a copy of the SLATS Feasibility Study had been forwarded electronically prior to the meeting for board review. Hecox shared Mike Stubbe (RMTD Executive Director) had indicated that SMTD may want to investigate alternative contracting opportunities considering the increased costs of operations and SMTD funding constraints. Hecox said the MPO had funds available to conduct the study on behalf of SMTD and the document forwarded was a draft and may undergo further edits. Open discussion followed including discussions on micro-transit, transportation needs of the community, and the merits of and need for the feasibility study to consider options that may be available working under an intergovernmental agreement with Beloit Transit. Executive Director to follow up with TJ Nee regarding study.
- d. **Update and discussion on participation in Rockton Christmas Walk Lighted Parade, December 2, 2023, & Roscoe Hometown Holidays, December 9, 2023.** Executive Director Hecox said line-up for the Rockton Lighted Parade was scheduled to start at 4:00pm on a first come first serve basis. Shuttle service for the HomeTown Holidays was scheduled one hour longer than last year from 3:00pm – 7:00pm, running back and forth from downtown Roscoe over the Roscoe Market Square throughout the event. Hecox reported Jerry Locascio would be assisting setting up battery backup of lights for both events. Hecox said decorating would be at the SMTD offices for both events and timing would depend on the weather conditions. Hecox

said decorating must start early because once the temperature drops too low tape will not stick to hold the lights or other decorations. Hecox said in the past Rockton Township garages or Supervisor Paul William’s garage was available to decorate the bus. Hecox said she had candy remaining from the Roscoe Fall Parade and purchased additional candy at 75% off after Halloween, which would be passed out at the Lighted Parade. Chairman Larson said he would not be available to decorate, but would meet at line-up to participating in walking the parade and pass out candy. Hecox encouraged and welcomed all who were interested in decorating or walking in parade.

- e. **Other business as may come before the board.** Executive Director discussed recent suspension of a rider. Consensus of discussion that abuse or aggression cannot and will not be tolerated.

Discussion regarding cancellation of December 13, 2023 board meeting and scheduling next meeting for January 24, 2024. General agreement to allow CEO to review and pay December 2023 invoices with formal board approval at the January meeting. Executive Director to post appropriate notice of cancellation.

VIII. APPROVAL OF BILLS

The following bills were reviewed and presented for approval, as follows:

INTUIT	\$	10.00
SHARON K HECOX		4,574.50
STEPHANY M CORNELLIER		387.70
QUARTZ		1,328.63
BLUEFIRE MEDIA		40.00
ROCKTON-ROSCOE NEWS		75.00
INTERNAL REVENUE SERVICE		1,974.48
ILLINOIS DEPARTMENT OF REVENUE		343.04
HOME PAGES		168.75
STEPHANY M CORNELLIER		397.53
ELEV815		50.00
COMED		44.85
COUSIN COMMUNICATIONS		1,310.50
GUS LARSON		50.00
HUGHES MEDIA CORP		550.00
JACK R COOK, JR.		50.00
MARIETTA L MATTOCKS		50.00
MERIDIAN		2,175.00
PAMELA J CLIFTON		50.00
ROCK VALLEY PUBLISHING		679.07
ROCKFORD MASS TRANSIT DISTRICT		147,561.52
ROCKTON VILLAGE		25.00
SPECTRUM REACH		624.50
TRICOR, INC.		1,107.00
TRRT, INC.		135.00
ALPINE INVESTMENT GROUP		1,100.00
ROCK VALLEY PUBLISHING		204.62

SHARON K HECOX	4,574.49
STEPHANY M CORNELIER	<u>331.99</u>

TOTAL; \$ 169,973.17

The bills were reviewed totaling \$169,973.17. Chairman Larson entertained a motion for approval. Trustee Adams motioned for approval of the bills, as presented; Trustee Cook seconded. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the bills totaling \$169,973.17 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 4 – 0, with none opposing or abstaining, and Chairman Larson officially closed the meeting at 10:51am.

Respectfully submitted,

Sharon K. Hecox
Executive Director