

**STATELINE MASS TRANSIT DISTRICT  
ANNUAL BOARD MEETING MNUTES**

**9:30am**

**Wednesday, July 27, 2022**

**11722 Main Street, Roscoe, IL 61073**

**I. WELCOME AND ROLL CALL**

Chairman Gus Larson called the annual meeting to order at 9:31am. Present in addition to the Chairman were Trustees Mari Mattocks, Dick Adams, Pam Clifton, Jack Cook, Amanda McMahon, and Jim Blevins. Also present were SMTD Legal Counsel Roxanne Sosnowski (Sosnowski Szeto, LLC), TJ Nee (SLATS/MPO), Makenzee Wilson (R1 Planner), RMTD Executive Director Michael Stubbe, and SMTD Executive Director Sharon Hecox.

**II. APPROVAL OF AGENDA**

Chairman Larson presented the agenda for approval. Trustee Adams motioned; Trustee Mattocks econded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining, and the July 27, 2022 Agenda was approved.

**III. PUBLIC COMMENT**

Chairman Larson opened the meeting to public comment with a warm welcome. Executive Director Hecox introduced to the newer members of the SMTD Board of Trustees, Roxanne Sosnowski, who is SMTD legal counsel. No public comment was offered and Chairman Larson continued to regular meeting.

**IV. ACCEPTANCE AND APPROVAL of Meeting Minutes June 30, 2022.** Chairman Larson reported the June 30, 2022 Minutes of Meeting would be set over until the August 2022 meeting.

**V. REPORT of 2021-2022 OFFICERS**

- a. Chairman – Gus Larson** Chairman Larson stated he had nothing unusual to report.
- b. Vice Chairman – Mari Mattocks** Vice Chairman Mattocks reported same— nothing unusual to report.
- c. Secretary/Treasurer – Dick Adams** Secretary/Treasurer Adams concurred— stating he had nothing unusual to report.

**VI. NOMINATION and ELECTION of 2022-2023 OFFICERS** Chairman Larson opened nomination for the 2022-2023 Officers.

- a. **Chairman:** Trustee Mattocks nominated Gus Larson to serve as Board Chairman for FY23 term; Trustee Clifton seconded. All ayes. Chairman Larson accepted the nomination and agreed he was willing to serve. Motion carried 7 – 0, with none opposing or abstaining, and Chairman Larson was appointed as Board Chairman for FY23.
  
- b. **Vice-Chairman:** Chairman Larson opened the nominations for Vice-Chair. Trustee Blevins nominated Trustee Mattocks to serve another term; Trustee Clifton seconded. All ayes. Vice-Chair Mattocks accepted the nomination and agreed she was willing to serve. Motion carried 7 – 0, with none opposing or abstaining, and Vice Chair Mattocks was appointed as Vice Chair for FY23.
  
- c. **Secretary/Treasurer:** Chairman Larson opened the nominations for Secretary/Treasurer. Trustee Clifton nominated Trustee Adams to serve another term; Trustee Mattocks seconded. Secretary/Treasurer Adams accepted the nomination and stated he was willing to serve. Motion carried 7 – 0, with none opposing or abstaining, and Secretary/Treasurer Adams was appointed to serve FY23 as Secretary/Treasurer.

**VII. FINANCE ISSUES:**

- a. **Update and discussion as necessary on local, state, and federal grant programs.** Chairman Larson opened the meeting to updates on local, state, and federal grant programs. Open discussion followed with consensus of Board to change “*Finance Issues*” heading to “*Financial Reports*” on future agendas.
  - i. **Update and discussion and take action as needed on status of FY22 DOAP monthly reporting and grant receivables and FY23 DOAP application.** Executive Director Hecox reported DOAP April request in the amount of \$85,611.58 had been submitted and accepted; May 2022 request in the amount of \$30,738.22 has been entered and is pending submittal once April is approved. Hecox reports DOAP FY23 reporting will pull down the remaining funds available under the FY23 DOAP grant and anticipates the balance of expenses to be drawn from CARES or ARPA grant at 100%.

- ii. **Update on status of FY22 ECHO reporting.** Executive Director Hecox reported \$41,511.52 will be requested from federal 5307 operating assistance for April 2022 and \$42,429.17 in federal 5307 operating assistance for May 2022. Hecox said the balance of May expenses (\$55,982.06) will be drawn at 100% from CARES or ARPA grant funds.
- iii. **Update, status, and discussion as needed on application for Capital Assistance Grant for paratransit vehicles off 2022 State of Illinois CVP contract for replacement of six buses.** Executive Director Hecox reported applications had been submitted and there was nothing new to report; however, she was advised by IDOT to include a request for purchase of six (6) buses as replacements under the Rebuild Illinois Round 3 application. Hecox reminded the board that funding for six replacement (6) buses was included in the 2022 CVP application.
- iv. **Action on Resolution 2022-R-11 authorizing change of service policy to include Free Fares for Veterans.** Chairman Larson entertained a motion to approve Resolution 2022-R-11 authorizing SMTD change of service policy to include free fares for veterans. Trustee Cook motioned to approve change to include free fares for veterans; Trustee Clifton seconded. All ayes. Discussion included Executive Director Hecox stating that based on the positive response from the public hearing and the direction of the board at the prior meeting, SMTD had effective July 1, 2022 started the process to change website and registration procedures and work with RMTD to make the transition. Hecox said two individuals had come forward to take advantage of the reduced fares and more were anticipated “*once the word gets out.*” Motion carried 7 – 0, with none opposing or abstaining, and the fare policy was changed allowing free fares for veterans.
- v. **Discussion and take action on Resolution 2022-R-12 authorizing First Amended Intergovernmental Agreement among the City of South Beloit, the Village of Roscoe, The Village of Rockton, Illinois, regarding the Stateline Mass Transit District.** Chairman Larson suggested setting the matter over until approval was received from each of the municipalities. Open discussion followed; after which Chairman Larson entertained a motion to approve Resolution 2022-R-12 authorizing First Amended Intergovernmental Agreement among the City of South Beloit, the Village of Roscoe, and the Village of Rockton. Trustee Clifton motioned; Trustee McMahan seconded. All ayes. No further discussion.

Motion carried 7 – 0, with none opposing or abstaining, and the Chairman was authorized to execute the first amended IGA with Attorney Sosnowski to follow up with the municipalities to execute the agreements.

vi. **Update, discussion, and take action on Rebuild Illinois Round Three capital assistance grant; Resolution 2022-R-13; 2022-R-14; 2022-R-15; 2022-R-16 & 2022-R-17 authorizing application(s).** Executive Director Hecox gave an update on applications for Rebuild Illinois Round Three, including direction from IDOT capital grant program managers to file five (5) separate applications. Hecox said each application required approval of resolution and Opinion of Counsel be submitted, together with public hearing documentation. Hecox reviewed the applications, as follows:

- Resolution 2022-R-13 (\$880,04/(6) replacement buses, security cameras, and bike racks);
- Resolution 2022-R-14 (\$10,000/Office Equipment—replacement copier/ file cabinets);
- Resolution 2022-R-15 (\$20,000/Replacement radio repeater);
- Resolution 2022-R-16 (\$215,021/Additional funding requested to purchase (3) expansion buses previously granted concurrence to purchase off 2020 CVP grant utilizing Rebuild Illinois grant funds awarded in Round 1, to include security cameras and bike racks); and
- Resolution 2022-R-17 (\$47,251.00/Transit Hub—shelter, land bike rack, garbage can, and bike maintenance repair station, including installation and pad).

Hecox reported submittal deadline for the Rebuild applications is July 29, 2022. Chairman Larson entertained a motion for approval of the five (5) authorizing resolutions, as presented. Trustee Adams motioned; Trustee Cook seconded. All Ayes. No additional discussion. Motion carried 7 – 0, with none opposing or abstaining, and the five (5) resolutions authorizing the Executive Director to proceed with submittal of the Rebuild Illinois Round Three applications were approved.

vii. **Discussion and take any action on approval of letter of engagement with Siepert & Co., LLP, for audit of financial statements beginning July 1, 2021 and end ending June 30, 2022.** Executive Director Hecox shared that Mark Trotter (Siefert CPA) was on vacation and the

engagement letter had not yet been received; the matter was set over until the August 24, 2022 meeting. Hecox to forward agreement to trustees for review prior to next meeting once received.

- viii. **Discussion and take any action on approval of IGA language amendments to current IGA for operations with RMTD.** Executive Director Hecox stated amendments to the current IGA for operations were needed to better represent the arrangement with RMTD for bus operations. Hecox shared updated wording regarding use and maintenance of the buses under the IGA with RMTD had been specifically requested by the State of Illinois program manager. Hecox said the draft wording, which had been forwarded via email, was similar to what was included in the agreement with Boone County and had been in earlier IGAs with RMTD. Trustee Clifton said the original agreement had included special service events and wanted participation in special events included under the amended agreement as per the original agreements and understanding between the municipalities and the districts that this would be available. Open discussion followed and approval was set over to next meeting to allow legal counsel to make necessary edits to current agreement reflecting maintenance and operations of buses and agreement to provide special service.
- ix. **Discussion and take action on approval of lease agreement for SMTD administration office at 11722 Main Street, Roscoe, IL 61073 Sept 1, 2022 through August 31, 2026.** Chairman Larson stated the current agreement had been successfully negotiated to allow for additional four years (2022 -2026) lease at \$1,100, which was a reduction of current lease at \$1,300.00. Executive Director Hecox stated the new agreement would allow for option at renewal (September 2026) to extend the lease for an additional four years (2026 – 2030) with an annual increased based on the Consumer Price Index (CPI). Chairman Larson explained the next four years would be at \$1,100 per year with each of the following four years prior year plus CPI. Hecox stated the draft lease had been forwarded to the Landlord for approval and requested action be set over until the next meeting.
- x. **Discussion and take action authorizing line-item adjustments to FY23 Budget.**
- A. **Move \$561.00 from line item 503.031 Professional Services—  
Accounting to line item 503.052 Services – Security Alarms;**

**B. Move \$60 from line item 504.991 Bank Fees to line item 503.053 Services - Intuit Payroll Service Fee.** Executive Director Hecox requested line-item adjustments be approved to more accurately record for accounting purposes transactions that had been previously approved by the board, but had not been included as line items in the original budget. Trustee Mattocks motioned to allow the line-item adjustments, as stated; Trustee Adams seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining, and the line-item adjustments were authorized.

## **VIII. MARKETING**

- a. Update and discussion on May 2022 ridership.** Executive Director Hecox reported (1,971) rides for May, plus (2) No Shows, for a total of (1,973) rides recorded for the month of May 2022. Executive Director Hecox noted zero rides were provided on Monday, May 30, 2022 due to Memorial Day. Hecox said average Monday trips were approximately (76), so May 2022 monthly rides would have been over (2,000) rides if it were not for the holiday.
- b. Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Executive Director Hecox reported zero Full Fare and (387) Half Fare Ticket to Ride coupons were redeemed in May 2022. Hecox reported (316) Full Fare and (131) Half Fare coupons were redeemed in May 2022. Hecox reported (9) Center of Hope (COH) Half Fare trips were provided in May 2022.

## **IX. OTHER BUSINESS**

- a. Update, discussion and take action on approval of Resolution 2022-R-10 adopting oversight management policy update.** Executive Director requested approval of Resolution 2022-R-10, which updated the oversight management policies of the District. Hecox said the Resolution was adopting oversight management policy in response to findings received relative to the recent (2022) FTA Triennial Review. Hecox said the policy would reinforce and refine what was already being done for oversight of operations contractor (RMTD). Trustee Cook motioned for approval; Trustee Clifton seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining and Resolution 2022-R-10 was approved.
- b. Discussion and take action on participation with SLATS on EV Plan to qualify for future grant funding.** TJ Nee (SLATS) stated the MPO (Metropolitan Planning Organization/SLATS) was working to put together a

Request for Proposal (RFP) for an EV Plan for the City of Beloit and SMTD, which would include a transition plan and assist in obtaining future grant funding. RMTD Executive Director Stubbe stated that the RMTD plan had minimally included SMTD in its plan. Open discussion. No action taken.

- c. Discussion and take action authorizing Conflict of Interest Waiver Agreements between SMTD and Village of Rockton and City of South Beloit; Resolution 2022-R18 and Resolution 2022-R-19, respectively.** Executive Director Hecox reported she had contacted Attorney Sosnowski regarding need for Conflict of Interest Waiver, since the municipalities were represented by the same legal firm as represents SMTD. Attorney Sosnowski explained the potential conflict that existed and stated if there were ever an issue then she would step out and another attorney would represent the interests of SMTD. Attorney Sosnowski said the Waiver need not be signed and SMTD could decide to get another attorney. Open discussion. Chairman Larson entertained a motion for approval of Resolutions 2022-R-18 and 2022-R-19 authorizing Conflict of Interest Waivers between SMTD and the Village of Rockton and City of South Beloit. Trustee Cook motioned for approval; Trustee Clifton seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining, and authorization of the Waivers was approved.
- d. Discussion regarding Illinois Public Transportation (IPTA) Fall Conference, September 13 -15, 2022, Regency Conference Center/Hilton Garden Inn, O’Fallon, IL** Executive Director Hecox stated she would be attending the upcoming IPTA Fall Conference and requested any Trustees who would like to attend reach out to her so registration and hotel arrangements could be made. Hecox said attendance is an SMTD covered expense and is always a very good opportunity for training and networking with transit peers, as well as state and federal program managers and directors.
- e. Other business as may come before the board.**
- Executive Director Hecox provided a brief status update on the recent 2022 Triennial Review; no action needed at this time and the draft report had been forwarded.
  - Hecox said a copy of the FNB Bank Agreement had been received too late to take action and would be included on the September agenda.
  - Hecox said it was yet to be determined if any board action was needed to the Title VI policy previously submitted in TrAMS. Hecox said SMTD had received notification during the Triennial Review of concurrence; however, Hecox said it appeared to have open action items related to

updated submittal which may require attention prior to end of year. Hecox said the Triennial Reviewer was looking into what action was needed to be included on future agenda.

**X. APPROVAL OF BILLS**

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

IPTA	\$	300.00
ROCKTON POSTMASTER		15.40
NICOR GAS		59.54
QUARTZ		1,108.44
STEPHANY M CORNELIER		184.89
COMED		39.99
CHARTER COMMUNICATIONS		69.98
RMTD		117,580.70
A-FIRE EXTINGUISHER SALES & SERVICE		28.88
ALPINE INVESTMENT GROUP		1,300.00
APG OF SOUTHERN WISCONSIN		126.07
BLUEFIRE MEDIA		73.00
COUSIN COMMUNICATIONS		1,450.00
GUS LARSON		50.00
JACK R. COOK, JR.		50.00
MARIETTA L. MATTOCKS		50.00
RICHARD ADAMS		50.00
ROCK VALLEY PUBLISHING		402.52
SPECTRUM REACH		1,156.60



TRRT, INC.

135.00

**TOTAL:**

**\$ 124,231.01**

Trustee Blevins motioned for approval of the bills, totalling \$124,31.01; Trustee Cook seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining, and the bills were approved.

- XI. ADJOURNMENT** There being no further business to come before the board, Chairman Larson entertained a motion for adjournment. Trustee Mattocks motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining, and the Chairman declared the meeting officially closed at 10:38am.

Respectfully submitted,

Sharon K. Hecox  
Executive Director