

STATELINE MASS TRANSIT DISTRICT  
MINUTES OF MEETING  
9:30am  
Wednesday, October 26, 2022  
11722 Main Street, Roscoe, IL 61073

**I. WELCOME AND ROLL CALL**

Chairman Gus Larson called the meeting to order at 9:32am. Present in addition to the Chairman were SMTD Trustees Mari Mattocks, Dick Adams, Pam Clifton, Jack Cook, and Amanda McMahon. Trustee Jim Blevins arrived at 9:35am. Also present were RMTD Grant Specialist and Procurement Manager Paul Hughes, MPO/SLATS Coordinator TJ Nee, 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 6 – 0, with none opposing or abstaining, and the October 26, 2022 Agenda was approved.

**III. PUBLIC COMMENT** Chairman Larson opened the meeting to public comment. TJ Nee noted that

he was available to answer Trustee questions regarding cost sharing agreement to be covered under agenda item VII. Other Business (c) and did not otherwise have public comment to offer. Paula Hughes stated it was a pleasure to attend.

(Trustee Blevins arrived to the meeting at 9:35am)

**IV. ACCEPTANCE AND APPROVAL of Meeting Minutes June 30, 2022, August 24, 2022 and September 28, 2022.** Chairman Larson entertained a motion for approval of prior meeting minutes,

which had been electronically submitted for review prior to the meeting. Executive Director Hecox noted that edits had been made as requested by Trustee Mattocks. Trustee Mattocks noted an additional edit on June 30, 2022 minutes was needed to correct VII. Other Business (f) “...Trustee Mattocks motioned to appoint the executive *direction* the FOIA Officer and OMA Designee...” to read “...Trustee Mattocks motioned to appoint the executive *director* the FOIA Officer and OMA Designee...” Trustee Adams motioned for approval of the June 20, 2022, August 24, 2022 and September 28, 2022 minutes with the edits, as stated; Trustee Mattocks seconded. Trustee Clifton noted she would need to abstain for the June 30, 2022 minutes only due to not being present at that meeting. All ayes for each set, except for June 30, 2022. No further discussion. Motion carried 6 -0, with Clifton abstaining and none opposed -- June 30, 2022 minutes, with edits, 7 – 0, with none opposed or abstaining -- August 24, 2022 minutes, as presented, and 7 -0 with none opposed or abstaining -- September 28, 2022minutes, as presented), and the three sets of minutes were approved.

**V. FINANCIAL REPORTS:**

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

- i. Update and discussion and action as needed on FY23 DOAP application.** Executive Director Hecox provided update on status of the FY23 DOAP application noting there had been a problem with the State of Illinois email that was to have been received sometime in August 2022. Hecox said monthly reporting and requests in *BlackCat* could begin once fully executed. Hecox said FY22 funds had been fully drawn down.
- ii. Update on federal operating requests in ECHO and annual reporting.** Executive Director Hecox shared the NTD report was due October 31, 2022. Hecox said she would be coordinating her numbers with RMTD and would be submitting final ECHO requests for FY22 operating assistance once those final numbers were determined.

- iii. **Update, status, and discussion as needed on Rebuild IL Round 1 and Round 3 Capital Assistance Grants.** Executive Director Hecox shared the State of Illinois had recommended Round 3 application include request for additional funding to make up the difference of higher costs to purchase the new (expansion) buses that were awarded under Round 1 of the Capital Assistance grants. Hecox stated that the cost of new buses was almost double from what was awarded. Hecox stated SMTD had received concurrence to purchase off the 2020 state CVP contract; however, that was no longer available and the State was working on new CVP contracts. Paula Hughes shared that RMTD had gone out for bid and SMTD may be able to use their proposal to purchase buses; however, RMTD was unable to get the supplier to commit to pricing based on the current economic conditions. Hecox referred to a copy of a letter received from the State that was provided in the Board packet recommending use of local funds would be needed to make up the difference to purchase the buses at the higher cost. Hecox stated she would be reaching out to the State relative to status of Round 3 grant and SMTD's request for additional funding for bike racks and six (6) replacement buses, as well.
- iv. **Discussion, update and action on amended 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.** Executive Director Hecox stated the Resolution authorizing the Chairman to sign the IGA with the municipalities had been approved at a prior meeting; however, the IGA that had been reviewed by the board prior to approval had some edits prior to agreement of all parties and therefore a motion to approve the amended agreement was in order. Trustee Cook motioned for approval of the First Amended Intergovernmental Agreement, as presented; Trustee Adams seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining, and the Amended IGA was approved for signing.
- v. **Discussion and action on adoption of Resolution 2022-R-20 authorizing Execution and Amendment of Downstate Operating Assistance Grant Agreement; OP-23-56-IL.** Chairman Larson updated the board on the difficulties he had had receiving the FY23 DOAP contract including reaching out to his IT Department to track down any internal problems on his end with the result being that the issues lie with the State. Paula Hughes said the *BlackCat* system was thought to be a disappointment and not working as the State had anticipated. Executive Director Hecox stated that she had received notice that the contract was executed and had been forwarded to the State Comptroller. Hecox said a copy of the contract had been provided in the board packet and a formal resolution authorizing the Board Chairman to executive was required. Chairman Larson entertained a motion for approval of Resolution 2022-R-20 authorizing execution of the contract. Trustee Cook motioned for approval; Trustee McMahan seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining, and execution of the FY23 DOAP contract was approved.
- vi. **Discussion and action on approval of Resolution 2022-R-21 adopting IGA language amendments to current IGA for operations with RMTD.** No action taken: Chairman Larson updated the board on the ongoing discussions related to requested edits related to 'special services' and "actual costs of fueling" and set over action until the next meeting to allow additional time to come to agreement on edits.

## VI. MARKETING

- a. **Update and discussion on August 2022 ridership** Executive Director Hecox reported August 2022 ridership at 1,951 rides, including 697 full fare and 1,254 half fare; 12 Center of Hope; and zero No Shows.

- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Executive Director Hecox reported 7 full fare and 360 half fare *Ticket to Ride* were redeemed in August 2022; Hecox reported 373 full fare and 1,961 half fare *Token Transit* rides were redeemed in August 2022. Hecox said the high number of individuals using the advance ticket sales programs are indicative of the good service and benefit the programs are to SMTD’s ridership.
- c. **Update and discussion on participation in Rockton Community Blood drive October 4, 2022.** Chairman Larson thanked the Executive Director for taking the SMTD bus and her participation in the Rockton Community Blood Drive; specifically mentioning the social media posting of the Executive Director’s blood donation during the event. Executive Director Hecox shared she did not have the final numbers, but “...*the beds were nearly full...*” when she arrived at the end of the day and the Rock River Blood Bank representatives had indicated donations had been ‘steady’ all day. Hecox shared she rode the bus to the event and her bus was on-time picking her up and returning her to the office and she enjoyed meeting one of the newer SMTD drivers, who had shared “*This is the best job I have ever had....*” and “*I don’t mind the overtime when I know there are people that are less fortunate that have no other way to get around except by our service...*” Executive Director Hecox suggested SMTD continue to partner with the Blood Bank in the future to provide area residents free rides to donate blood. Hecox said “...*bus service is very much like giving blood: You don’t know you need it, until you need it.*”

**VII. OTHER BUSINESS**

- a. **Update, discussion and action as needed on Triennial Review 2022 Final report response.** Executive Director requested board approval of the Oversight Management Log that had been approved to monitor RMTD oversight. Hecox said a copy of the log had been submitted as part of the board packet for prior review and, once approved, would be submitted to the FTA in response to the 2022 Triennial Review findings. Trustee Clifton motioned for approval of the log dated September 1, 2022 through October 26, 2022; Trustee Blevins seconded. All ayes. Hecox noted that going forward she would be providing monthly logs to the board for their review and approval. Motion carried 7 – 0, with none opposing or abstaining, and the September 1, 2022 through October 26, 2022 Oversight Maintenance Log was approved.
- b. **Discussion and action on approval of RMTD updated Public Transportation Safety Plan (PTASP).** No action taken: Executive Director Hecox said no action was needed at this time as SMTD was pending receipt of RMTD’s updated PTASP. Hecox reported RMTD (Michael Stubbe) had indicated approval of its public safety plan would be in December (2022).
- c. **Discussion and action on Resolution 2022-R-22 authorizing cost sharing agreement with Stateline Area Transportation Study (SLATS) for Zero Emission Transition Plan.** Executive Director Hecox stated a copy of the cost sharing agreement for the Zero Emission Transition Plan—which had been provided and discussed during a prior meeting—was now being presented for board action. TJ Nee provided a brief update and stated he was available for any questions related to the plan. Trustee Cook motioned for approval of Resolution 2022-R-22 authorizing the cost sharing agreement; Trustee Adams seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining and Resolution 2022-R-22 was approved. Chairman Larson signed the agreement and two signed copies were provided to TJ Nee, who stated he would obtain necessary signatures and return one fully executed copy to SMTD.
- d. **Discussion and update on SMTD website changes.** Executive Director Hecox stated necessary updates to the website were needed and a copy of the proposal from the website host, *BlueFire Media*, had been provided in the board packet. Hecox reported website functionality was outdated and updating was required to allow a new tab for posting of minutes and agendas as required

under Open Meetings Act. Trustee Mattocks motioned for approval to proceed; Trustee Blevins seconded. All ayes. Hecox to notify the Board when the updates are completed. Motion carried 7 – 0, with none opposing or abstaining.

- e. **Discussion and take any action on participation in the Rockton Christmas Walk Parade, December 3, 2022.** Executive Director Hecox reported she had submitted notification to RMTD of need for special service to participate in the Rockton Christmas Walk parade and had begun working on decorations. Hecox said the theme this year was going to be around “...*all that sparkles...*”
- f. Other business as may come before the board.
  - i. **Next board meeting November 16, 2022 November meeting follows holiday calendar, as adopted.** Executive Director Hecox reminded the board the November and December board meetings meet one week earlier due to holidays; the November board meeting to be held on November 16, 2022.

Hecox reported the auditors had requested a change of date for audit; the date for in office fieldwork has been changed to December 5, 6, and 7, 2022.

Hecox reported she had been contacted by Michael Stubbe regarding SMTD’s policy for age of unaccompanied minors and related fares. Hecox said SMTD’s current policy is “*under 7 with fare paying customer*” ride free; however, the current policy is not consistent with what has been occurring in practice; i.e., Hecox said RMTD had reported some 5- and 6-year-old children have been riding the bus to the after-school programs as unaccompanied minors and paying \$1.50 fare. Hecox reported Stubbe had indicated during recent discussions with RMTD union there ‘*may be*’ a child or children 4-years old being transported to after-school programs, which could present a liability issue for SMTD and RMTD. Paula Hughes confirmed RMTD’s current policy is 5-years and above may ride unaccompanied. Hecox said there had been no known issues reported surrounding transportation of the younger aged children. Open discussion followed with consensus of the board not in favor of a 4-year-old riding as an unaccompanied minor, but to continue to allow those riders 5-years and above currently riding continued access to transportation services until a change in policy could be formally adopted. Hughes shared that, since the policy change would include a fare change, it would be necessary to follow public hearing procedures for fare increase. Hecox to schedule public hearing and contact RMTD regarding ineligibility of riders under 5-years to be effective immediately.

**VIII. APPROVAL OF BILLS**

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

INTUIT	\$	504.00
COMED		34.19
SHARON K. HECOX		4,532.49
STEPHANY M CORNELLIER		165.21
QUARTZ		1,108.44
INTERNAL REVENUE SERVICE		1,951.10
ILLINOIS DEPARTMENT OF REVENUE		321.12
ILLINOIS DEPARTMENT OF EMPLOYMENT		56.31
NICOR GAS		57.36
STEPHANY M CORNELLIER		214.38
IDRIVE		99.50

DELUXE FOR BUSINESS	489.45
DELUXE FOR BUSINESS	50.99
MICHAELS	299.89
ALPINE INVESTMENTS GROUP	1,100.00
BLUEFIRE MEDIA	40.00
COUSIN COMMUNICATIONS	1,945.85
ERIE INSURANCE	1,593.00
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	560.60
ROCKFORD MASS TRANSIT DISTRICT	115,750.34
ROCKTON POSTMASTER	69.60
SOSNOWSKI & SZETO, LLP	903.00
SPECTRUM REACH	588.70
TRRT, INC.	<u>135.00</u>
TOTAL:	<u>\$ 132,820.52</u>

Trustee Blevins motioned for approval of the bills totaling \$132,820.52; Trustee McMahon seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining, and the bills were approved.

**IX. ADJOURNMENT**

There being no further business to come before the board, Chairman Larson entertained a motion for adjournment. Trustee Mattocks motioned; Trustee Cook seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining, and the Chairman declared the meeting officially closed at 10:15am.

Respectfully submitted,

Sharon K. Hecox  
Executive Director