

STATELINE MASS TRANSIT DISTRICT

Minutes of Meeting

9:30am

Wednesday, August 24, 2022

11722 Main Street, Roscoe, IL 61073

I. WELCOME AND ROLL CALL

Chairman Gus Larson opened the meeting at 9:31am requesting Executive Director Sharon Hecox perform the roll call. Present in addition to the Board Chairman and Executive Director were SMTD Trustees Mari Mattocks, Dick Adams, Pam Clifton, Jack Cook, Amanda McMahon, and Jim Blevins. Also present was RMTD Marketing Director Lisa Brown, future RMTD Marketing Director Orlando Toatley, and R1 Planner Makenzee Wilcox.

II. APPROVAL OF AGENDA

Chairman Larson entertained a motion to approve the agenda. Trustee Mattocks motioned; Trustee McMahon seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining and the agenda was approved.

III. PUBLIC COMMENT Chairman Larson opened the meeting to public comment welcoming those in attendance. RMTD Marketing Director Lisa Brown shared that she would be retiring from RMTD on September 1, 2022 and introduced Orlando Toatley as her replacement. No additional public comment offered.

IV. ACCEPTANCE AND APPROVAL of Meeting Minutes June 30, 2022 and July 27, 2022.

Chairman Larson noted the June 30, 2022 minutes were not available and set approval over to the next meeting and requested approval of the July minutes. Trustee Adams motioned for approval of the July 27, 2022 Minutes; Trustee Cook seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining and the July 27, 2022 Minutes were approved.

V. FINANCIAL REPORTS:

a. Update and discussion as necessary on local, state, and federal grant programs. Executive Director Hecox reported the Rockton Township FY23 executed IGA had been received and Roscoe Township had questioned the date of the agreement. Hecox stated the agreement had historically followed the fiscal year; however, payment was generally not made until January due to municipal (Rockton) having initially requesting additional time for payment due to their fiscal year. Hecox said payment is generally requested end of the year for payment within the fiscal year of contract.

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 April 2022 DOAP in the amount of \$85,611.58 had been approved and received. Hecox said \$30,870.86 had been submitted and approved for May 2022 DOAP request with receipt of funds pending. Hecox said the \$30,870.86 was the balance due on the FY22 State DOAP contract and no operating costs would be reimbursable or requested for June 2022.

ii. Update on status of FY22 ECHO reporting. Executive Director Hecox reported April 2022 federal Echo request at \$41,511.52. Hecox said the May 2022 operating assistance is \$42,429.17. Hecox said CARES and ARPA funds would be used to cover the balance of operations for May and June 2022.

- 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 stated nothing to update on status of grant.
- iv. **Discussion and update on municipal response 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 Roscoe had requested a minor language change on the agreement. The matter was set over until next meeting for re-approval by SMTD board.
- v. **Update and discussion on Rebuild Illinois Round Three capital assistance grants, as needed.** Executive Director Hecox reported grants had been completed and submitted on time. Hecox offered a special thank you to SLATS MPO, TJ Nee, who had provided at the last hour a well written letter of support for each of the grants, which had been included with the grant documents.
- vi. **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--\$19,600.00.** Executive Director Hecox requested the letter of engagement with Siepert & Co. be approved to allow for audit of FY22 financial statements. Hecox said \$20,000 had been approved in the Budget and the \$19,600 was roughly a 3% increase over the prior year cost. Trustee Cook motioned for approval; Trustee Adams seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining and the letter of engagement with Siepert & Co, LLP was authorized for signature.
- vii. **Discussion and take any action on approval of IGA language amendments to current IGA for operations with RMTD.** Set over for future action pending attorney review and markup.
- viii. **Discussion and take action on First National Bank service agreement renewal.** Executive Director Hecox briefly reviewed the proposed two-year service agreement for the period ending August 1, 2024 with first National Bank. Trustee Mattocks motioned for approval; Trustee Blevins seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining, and the service agreement was approved for signature.
- 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, with option for next four (4) with annual CPI increase.** The lease, which had been provided electronically for trustee review prior to the meeting, was presented for approval. Trustee Adams motioned for approval; Trustee Clifton seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining and the lease of the administration office for the period Sept 1, 2022 through August 31, 2026 with option for next (4) years with annual CPI increase was authorized for signature.
- x. **Discussion and take action on Executive Director Employment Agreement for period September 1, 2022 through August 31, 2023.** Chairman Larson offered praise for the work performance of the Executive Director and noted the agreement did not require renewal as signed. Executive Director Hecox asked that the agreement be amended to include an increase in the cost of health insurance to the amount that had been approved in the FY23 budget (\$14,950) stating it was estimated that insurance cost would be increasing 20% in FY23. Trustee Cook motioned for approval of amending the contract to include the insurance increase (\$14,950); Trustee McMahan seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining, amending Executive Director agreement to increase insurance to \$14,950.00 for period September 1, 2022 through August 31, 2023. No changes to salary.

VI. MARKETING

- a. **Update and discussion on June 2022 ridership** Executive Director Hecox reported June 2022 ridership at 1,834 rides, which included 11 Center of Hope rides (COH).
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Executive Director Hecox shared that (2) veterans had signed up for Veteran’s Ride Free program, which started July 1, 2022. Hecox reported (13) Full Fare and (130) Half Fare *Ticket to Ride* coupons were redeemed in June 2022; (377) Full Fare and (792) Half Fare *Token Transit* fares were redeemed in June 2022.
- c. **Update and discussion on participation in Lifescape Senior Expo, September 10, 2022 at Rock Valley College.** Executive Director Hecox reported SMTD was participating with a booth at the *Lifescape Senior Expo* at RVC on September 10th. Hecox said rides to the event would qualify as medical trips so would be provided for those requesting a ride from the SMTD service area.
- d. **Update and discussion on participation in Roscoe Fall Festival Parade, September 11, 2022.** Executive Director Hecox reported SMTD had registered to participate in the parade and RMTD had confirmed manpower would be available to participate. Hecox said those wishing to walk were encouraged to contact her for yet-to-be determined decorating and lineup time and place.
- e. **Update and discussion on participation in Rockton Community Blood drive October 4, 2022.** Executive Director Hecox reported SMTD would be participating in the Rockton Community Blood Drive on October 4, 2022 at the Rockton American Legion on Main Street in Rockton. Hecox said SMTD would be offering free rides to donors requesting a ride to and from the event.

VII. **OTHER BUSINESS**

- a. **Update, discussion and take action, as needed, on Triennial Review 2022.** Executive Director Hecox stated no action was needed at this time and she would be presenting response to findings.
- b. **Other business as may come before the board.** Executive Director Hecox shared she had met with Marianne Mueller, writer for The Rockton Herald, regarding writing an article about veteran’s ride free and the recent Rebuild Illinois Grants, which had been published in the August 11, 2022 issue. Trustee Clifton suggested contacting the American Legion regarding Veteran’s Ride Free program so assist in getting the word out to the veterans. R1 Planner Makenzee Wilcox shared the annual IDOT Fall Planning Conference was being held in Rockford September 21—23, 2022 and could reach out to her for additional information. Hecox shared that she was registered and would be attending on behalf of SMTD.

VIII. **APPROVAL OF BILLS**

Executive Director Hecox reviewed the bills and noted that two automatic debits from Hostway (annual cloud backup and domain renewal fee) totaling \$169.45 had not been in the prior months bills and would be included for approval with the monthly bills totaling \$164,796.74.00. Hecox also noted a payment to RMTD had been approved in July, but had appeared on the prior month’s statement as a DEBIT and later printed as a check. Hecox reported Trustee Adams had reviewed the error, initialed the correction in the approved statements, and signed a check in the amount approved for payment.

QUARTZ	\$	1,108.44
SHARON K HECOX		4,532.49
STEPHANY M CORNELIER		302.86
INTERNAL REVENUE SERVICE		1,970.02
ILLINOIS DEPT OF REVENUE		327.25

RING CENTRAL	548.47
STEPHANY M CORNELIER	312.70
2022 IDOT FALL CONFERENCE	160.76
QUILL CORPORATION	112.14
IPTA	2,400.00
QUILL CORPORATION	31.34
COMED	36.70
CHARTER COMMUNICATIONS	69.98
ALPINE INVESTMENT GROUP	1,100.00
AMANDA N McMAHON	50.00
BALSLEY PRINTING, INC.	531.00
BLUEFIRE MEDIA	40.00
COUSIN COMMUNICATIONS	1,262.50
GUS LARSON	50.00
JACK R. COOK, JR.	50.00
JIM BLEVINS	50.00
LIFESCAPE	420.00
MARIETTA L. MATTOCKS	50.00
PAMELA J. CLIFTON	50.00
RICHARD ADAMS	50.00
ROCK VALLEY PUBLISHING	839.22
ROCKFORD MASS TRANSIT DISTRICT	143,372.97
SOSNOWSKI & SZETO	3,805.50
SPECTRUM REACH	652.40
TRRT, INC.	135.00
WQRF	<u>375.00</u>
TOTAL:	\$ 164,796.74

HostWay (debit from prior month not included in appr'd bills) _____ 169.45

TOTAL APPROVED: \$ 164,966.19

Chairman Larson entertained a motion for approval of the bills as presented. Trustee Cook motioned for approval of the bills; Trustee Adams seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining, and the bills totaling \$164,966.19 were approved.

IX. ADJOURNMENT There being no other business to come before the board, Chairman Larson entertained a motion to adjourn. Trustee Mattocks motioned; Trustee McMahan seconded. All ayes. No discussion. Motion carried 7 – 0, with none opposing or abstaining, and Chairman Larson declared the meeting closed at 10:11am.

Respectfully submitted,

Sharon K. Hecox
Executive Director