

**STATELINE MASS TRANSIT DISTRICT  
MINUTES OF MEETING  
9:30am  
Wednesday, September 28, 2022  
11722 Main Street, Roscoe, IL 61073**

- I. WELCOME AND ROLL CALL** Chairman Gus Larson called the meeting to order at 9:40am noting that Trustee Amanda McMahon had provided advance notice that she would not be in attendance. Present in addition to Chairman Larson were Trustees Mari Mattocks, Dick Adams, Pam Clifton, and Jack Cook. Also present were RMTD Grant Specialist/Procurement Manager Paula Hughes and SMTD Executive Director Sharon Hecox. Absent: Trustees Amanda McMahon and Jim Blevins.
- II. APPROVAL OF AGENDA**  
Chairman Larson entertained a motion for approval of the September 28, 2022 agenda. Trustee Adams motioned for approval; Trustee Cook seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the September 28, 2022 Agenda was approved.
- III. PUBLIC COMMENT** Chairman Larson opened the meeting to public comment welcoming Paula Hughes (RMTD Grant Specialist/Procurement Officer) to the meeting. No public comment offered.
- IV. ACCEPTANCE AND APPROVAL of Meeting Minutes June 30, 2022 and August 24, 2022.**  
Chairman Larson set the minutes over for approval at the next meeting to allow additional time for Trustee review.
- V. FINANCIAL REPORTS:**
- a. Update and discussion as necessary on local, state, and federal grant programs.** Executive Director Hecox reported the executed FY23 IGA between SMTD and Roscoe Township for transportation services had been received, together with the annual contribution.
    - 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 the May 2022 DOAP request had been approved and receipt of the requested amount of \$30,738.22 was pending. Hecox said May reporting pulled down the balance of the FY22 DOAP grant funding leaving the balance of the expenditures to be covered by available federal and local funding.
    - ii. Update on status of FY22 ECHO reporting.** Executive Director Hecox reported the ECHO system was closed for annual maintenance and ECHO funds for the 4<sup>th</sup> Quarter FY22 would be requested when the ECHO system reopened. Hecox reported the 2022 TAM (Transportation Asset Management) Plan updates for SMTD had been submitted. Hecox said the Plan, which had been approved in 2018, was required under federal grant rules to be updated every four years. Hecox said SMTD participates as a Tier II submitter under the State of Illinois group TAM Plan. Hecox reported she would be attending on October 5, 2022 a web meeting scheduled with IDOT regarding DBE reporting requirements related to the Rebuild Illinois capital grant projects. Hecox said SMTD had received a waiver in FY22 from FTA for submittal of a DBE program due to its only contract being for purchased transportation or purchase of buses—which have

their own DBE programs. Hecox said SMTD may not receive a waiver for FY23, if funds for capital projects under Round 3 of the Illinois Rebuild Capital Grant are approved and she would be working with FTA to determine what would be required.

- 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 said a webinar was to be held on October 5<sup>th</sup> with IDOT to provide information regarding the status of the CVP program and Rebuild Illinois funding that had been awarded with the intention of purchasing off the 2020 CVP contract. Hecox said IDOT had rebid the contracts since the pricing had increased considerably due to increased costs for chassis and other components. Hecox said she had been advised by IDOT capital program manager to apply for additional funding under the IL Rebuild Capital Program (Round 3) to cover the increased costs; however, it was stated at the IPTA fall conference that the State was not going to provide the additional funding needed to cover the shortfall from what was awarded under prior (Round 1 or Round 2) Illinois Rebuild Capital Grant programs. Hecox said, if that were the case, then federal or local funds would be necessary to make up the difference.
- iv. **Discussion, update and any 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 reported small language changes from what had been originally approved by the SMTD board had been requested by Roscoe Village, amended by SMTD legal counsel, and as such the amended document was in the process of receiving formal approval from each of the municipalities; after which, once received it would be re-presented to the SMTD trustees for approval prior to Chairman signature.
- v. **Update and discussion on Rebuild Illinois Round Three capital assistance grants, as needed.** Update covered in item iii. above.
- vi. **Discussion and update of audit of financial statements beginning July 1, 2021 and end ending June 30, 2022; Siepert & Co, LLP.** Executive Director Hecox reported field work (in office) for audit of the FY22 financial statements was scheduled for the week beginning November 14, 2022.
- vii. **Discussion and take any action on approval of IGA language amendments to current IGA for operations with RMTD.** Chairman Larson provided update to ongoing discussions with RMTD and SMTD attorney, himself, and the Executive Director regarding necessary updates to the current IGA. Chairman Larson said language changes were being discussed concerning SMTD's request for special service transportation for OSD, Rockton Christmas Walk, Roscoe Fall Parade and other similar events. Chairman Larson stated

## VI. MARKETING

- a. **Update and discussion on July 2022 ridership** Executive Director Hecox reported July ridership at 1,591, included three (3) no shows. Hecox said July decrease was thought to be primarily related to after-school rides being discontinued during summer months, as well as summer temperatures historically affecting ride numbers due to increased cancellations to doctor and other appointments during extreme temperatures.
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Executive Director Hecox reported zero Full Fare and (106) Half Fare *Ticket to Ride* coupons were redeemed in July 2022; (388) Full Fare and (132) Half Fare *Token Transit* fares were redeemed in July 2022. Hecox reported (10) Center of Hope (COH) trips were provided.

- c. **Update on participation in Lifescape Senior Expo, September 10, 2022 at Rock Valley College.** Executive Director Hecox reported (7) new applications were registered during the *Expo*. Hecox stated her focus when speaking to senior individuals, who do not reside in the SMTD service area, was to encourage them to take advantage of the opportunity to register to ride and schedule for themselves or a group of friends a ride from Target into the Rockton, Roscoe or South Beloit area for a day of fun shopping at the many quaint shops and restaurants. Hecox shared she had suggested to many Expo participants--who indicated they do not care to drive outside of their immediate area—to schedule a worry-free trip on SMTD bus by parking at Target for a day trip to Nygren Wetlands in Rockton, Nature on the Confluence, in South Beloit, or to take advantage of walking paths or one or other of the scenic venues in the area. Hecox shared participating at the *Expo* provided the opportunity to educate people about SMTD’s services, as well as network with other service providers not aware of availability and benefits of using SMTD.
- d. **Update on participation in Roscoe Fall Festival Parade, September 11, 2022.** Executive Director Hecox reported the Roscoe Fall Festival Parade had been cancelled due to weather. Hecox stated she had been monitoring weather conditions prior to the event and had cancelled decorating and later the driver prior to receiving the official cancellation notice from the parade committee.
- e. **Update and discussion, as needed, on participation in Rockton Community Blood drive October 4, 2022.** Executive Director Hecox shared SMTD’s current advertising promotion offered free rides to donate at the Rockton Community Blood drive. Hecox shared coverage beyond the full back page of *The Herald* included the back page in *The Post Journal*, *Belvidere Gazette*, *Rockford Journal*, *The Gazette*, and *The Shopper*. Hecox said SMTD received the additional coverage through SMTD’s relationship with Rock Valley Publishing (*The Herald*) due to having its annual ad contract, was a win-win for additional exposure for both SMTD and for the Rock River Blood Bank. Hecox shared she had reserved a ride with SMTD for herself to donate blood at 5:00pm on October 4, 2022 and encouraged everyone who was able to participate and had not yet scheduled to arrange a time to donate.

**VII. OTHER BUSINESS**

- a. **Update, discussion and take action, as needed, on Triennial Review 2022 Final Draft report.** Executive Director Hecox reported the draft final report had been received and corrections to findings are to be submitted in November.
- b. **Update and discussion on participation with IPTA Fall Conference and IDOT Fall Planning Conference.** Executive Director Hecox provided a brief update on her participation at the IPTA Fall Conference in Fallon, IL and the IDOT Fall Planning Conference held in Rockford, IL. Hecox reported highlights of the events included attending a procurement training class at IPTA and joining other attendees on a tour of the Rockford/O’Hare Airport during the IDOT conference, as well as networking with State and Federal officials and other transits.
- c. **Other business as may come before the board.** Hecox said the next board meeting was scheduled for October 26, 2022. Trustee Mattocks reported she would be attending an upcoming Village of Roscoe Board meeting and requested Executive Director Hecox put together packet including financial statements and ride information to share with the Village board. Trustee Mattocks would be attending on behalf of SMTD as the Village of Roscoe SMTD appointee to the Board of Trustees.

**VIII. APPROVAL OF BILLS**

The following bills were reviewed and presented for approval:

OFFICE DEPOT	\$	684.54
QUILL CORPORATION		117.59
NICOR GAS		53.66
INTERNAL REVENUE SERVICE		1,982.06
ILLINOIS DEPARTMENT OF REVENUE		331.14
SHARON K HECOX		\$4,532.50
STEPHANY M CORNELLIER		243.88
QUARTZ		1,108.44
SUGARFIRE		27.77
NICOR GAS		56.31
SECURITY ALARM OF ROCKFORD		129.00
SUGARFIRE		27.15
HILTON GARDEN INN		241.28
STEPHANY M CORNELLIER		214.38
SHARON HECOX		22.32
SHARON HECOX		32.16
INTUIT		12.00
CHARTER COMMUNICATIONS		112.02
SHARON HECOX		131.92
SHARON HECOX		353.09
SHARON HECOX		78.02
ALPINE INVESTMENT GROUP		1,100.00
AMANDA N McMAHON		50.00
BLUEFIRE MEDIA		40.00
COUSIN COMMUNICATIONS		1,612.50
GUS LARSON		50.00
HUGHES MEDIA CORP		700.00
JACK R. COOK, JR.		50.00
JIM BLEVINS		50.00
MARIETTA L MATTOCKS		50.00
MERIDIAN		446.19
PAMELA J CLIFTON		50.00
RICHARD ADAMS		50.00
ROCK VALLEY PUBLISHING		299.34
SOSNOWSKI & SZETO, LLC		1,526.50
SPECTRUM REACH		585.70
TRRT, INC.		135.00
YOUR PROGRAM PARTNER		<u>275.00</u>
<b>TOTAL:</b>	<b>\$</b>	<b><u>17,560.46</u></b>

Trustee Mattocks motioned for approval of the bills totaling \$17,560.46; Trustee Adams seconded. All eyes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the bills were approved.

**IX.**     **ADJOURNMENT** There being no other business to come before the board, Chairman Larson entertained a motion for adjournment. Trustee Clifton motioned; Trustee Mattocks seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the Chairman declared the meeting officially closed at 10:13am.

Respectfully submitted,

Sharon Hecox  
Executive Director