

**STATELINE MASS TRANSIT DISTRICT
REGULAR BOARD MEETING
Wednesday, November 20, 2024
9:30am
11722 Main Street, Roscoe, IL 61073**

I. WELCOME

Chairman Gus Larson opened the meeting at 9:31am noting that Trustees Dick Adams, Amanda McMahon & Nick Sommer were absent. Trustees present in addition to Chairman Larson were Trustees Mari Mattocks, Pam Clifton and Jack Cook. Also present were Roscoe Village Administrator Josef Kurlinkus and SMTD Executive Director Sharon Hecox.

II. APPROVAL OF AGENDA

Chairman Larson entertained a motion to approve the November 20, 2024 agenda. Trustee Clifton motioned; Trustee Cook 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 Josef Kurlinkus and opened the meeting to public comment. No public comment offered; Larson returned to regular meeting.

IV. ACCEPTANCE AND APPROVAL of Meeting Minutes August 28, 2024 and September 25, 2024

Chairman Larson entertained a motion for approval of the August 28, 2024 meeting minutes. Trustee Mattocks motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the August 28, 2024 Minutes were approved. Trustee Mattocks reported she had not had reviewed the September 25, 2024 draft minutes due to receiving late. Chairman Larson laid the September minutes over to allow time for review.

V. FINANCIAL REPORTS:

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

- i. Update and discussion on FY24 and FY25 DOAP reporting; 5310 Certification; FY24 OP-9; monthly request.** Executive Director Hecox stated the 5310 Certification report due annually to IDOT had been submitted. Hecox reported the annual OP-9 report—“*the closeout report for the FY24 DOAP year*” --had been filed. Hecox said both reports were included in the board packet for review. Hecox reported notice had been received from IDOT Program Manager, Patricia Nogueira, that the OP-9 reporting form originally submitted had problems in how it populated responses, so a new form would be forthcoming from IDOT for completion and resubmittal once available. Hecox would provide the board with the updated submission once complete.

Hecox reported July 2024 DOAP request in the amount of \$95,145.26 had been approved with receipt of funding pending; August 2024 DOAP request in the amount of \$108,607.87 has been approved with receipt of funding pending; and September 2024 DOAP request had been submitted—and thought to be approved--in the amount of \$74,522.75. Hecox said the September 2024 request was significantly lower than prior months reflecting the credit back of \$78,000 due to 1st QTR final adjustment statement

received from RMTD. Hecox reported the total DOAP funding requests submitted and pending receipt at \$278,275.88.

Hecox reported Nogueira (IDOT PM) had forwarded information on attendance at FTA workshops on procurement, cost and price analysis, and independent cost estimates. Hecox said attendance was being strongly encouraged; she had received the information directly from FTA, as well, and would be attending. Trustee Mattocks inquired as to whether the workshops were online or in person. Hecox confirmed she would be attending the workshops online.

ii. Update, discussion and action on federal grant applications & ECHO requests:

Hecox reported she had provided in the board packet for review the July, August, and September 2024 Operating Expense Worksheets totaling \$44,799; \$51,054.34; and \$32,890.30, respectively. Hecox she would be forwarding request to Paula Hughes to prepare the ECHO draw in the amount of \$128,743.64 for the 1st QTR FY25. Hecox reminded the board that ECHO requests for operating are made after the board approves the RMTD final quarter statements to ensure federal funding is not overdrawn whenever any credits to SMTD may be determined for the quarter.

Hecox reported a copy of the 2024 NTD report, which records FY24 annual expense and incomes, as well as financial status of SMTD, had been submitted and included in the board packet for board review. Hecox stated that historically the report is returned by FTA for editing several times before final acceptance. Hecox stated SMTD and Paula Hughes' (RMTD Grant Specialist) had confirmed end of year (purchased transportation and fare) numbers reported in each report agreed. Hecox said any future change requests received from FTA reviewers could affect the report.

Hecox reported a copy of the DBE Waiver request had been submitted and a copy provided in the board packet. Hecox said in the past SMTD has been under the threshold required to develop a DBE program and received a waiver. Hecox said FTA regulations for DBE were changed in 2024 forming Tier I and Tier II level reporting. Hecox said SMTD sole contractor agreement is with RMTD, which is a DBE reporter, so has always received a waiver from developing a DBE program. Hecox said she is working with FTA to determine if waiver will carry or some reporting or program development may be necessary.

iii. Discussion, update, and any action needed on Rebuild IL Capital Grants (I and III) for Transit Hub; funds for (3) three medium duty expansion buses; and 2022 CVP grant for six replacement buses.

1. Discussion and approval of Purchase Order for purchase of (3) expansion vehicles using Rebuild IL I & III grant funds. Hecox reported she had been in contact with SMTD's IDOT program manager for capital regarding purchase of the three buses off the CVP contract. She was directed to submit a Purchase Order (PO) to request pre-award concurrence to purchase off the State CVP contract. Hecox reported the contract for Rebuild IL Round III had not been received, but to allow project to move forward she needed PO per the CVP contract specifications. The PO had been forwarded in the board packet electronically prior to the meeting to review prior to the meeting. Hecox said she had spoken with the vendor Tom Baldwin and it was not certain SMTD would be able to purchase off the contract at the price that

was awarded due to impending price increases; however, the PO was required as part of the request for pre-award concurrence. Hecox reported the six buses awarded under the CVP for replacement were out for production. Trustee Cook motioned to proceed; Trustee Clifton seconded. All ayes. No discussion. Motion carried 4 - 0, with none opposing or abstaining.

2. Discussion and approval as needed for purchase of restraint systems, security cameras & bike racks for CVP vehicles and security for (3) expansion vehicles.

Hecox provided update to status of purchase of three buses off CVP, noting that the security cameras were included in scope of Rebuild grant, but were not included in the CVP State contract, so SMTD would have to go out separately for bid and pre-concurrence would be needed later to allow that purchase. Hecox said IDOT Program Manager, Brockton Hardnett, had indicated Karen Strell (IDOT) had adjusted the grant monies needed under Rebuild III believing the grant funds awarded were just for the buses without consideration for the bike racks, security systems and restraint systems that were included in the scope of what had been awarded. Hecox said Hardnett was going to be addressing with Strell.

- iv. **Update and discussion regarding status of NTD 2024 reporting.** Hecox reported a copy of the 2024 NTD report had been included in the board packet for review. Hecox stated that corrections are generally anticipated, but she had coordinated with Paula Hughes (RMTD Grant Specialist) prior to submittal and the numbers “looked good.” No action needed.

VI. MARKETING

- a. **Update and discussion on August & September 2024 ridership.** Hecox reported August 2024 ridership at 2,227, with (6) no shows and (14) Center of Hope, for a total 2,233 trips. September 2024 ridership was reported at 2,566 rides; (9) no shows and (19) Center of Hope, for a total of 2,575 trips.
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Hecox reported (3) Full Fare and (359) Half Fare *Ticket to Ride* and (353) Full Fare and (377) Half Fare *Token Transit* coupons were redeemed in August 2024. Hecox reported (2) Full Fare and (691) Half Fare *Ticket to Ride* and (327) Full Fare and (365) Half Fare *Token Transit* coupons were redeemed in September 2024. Hecox reported August advance sales of 1,133 represented 50.7% of total rides for August; September advance sales of 1,404 represented 54.7% of total rides for September 2024. Hecox said the increase in ticket redemptions was thought to be primarily due to youth returning to school and using SMTD to get to the after-school programs.

VII. OTHER BUSINESS

- a. **Update and discussion on SLATS Feasibility Study.** Hecox reported she had attended the kick off meeting for the SLATS feasibility study and would be submitting current program information to submit. Hecox said Open Houses would be scheduled for after the first of the year to gather public input on transportation needs of the community.
- b. **Update and discussion on timeline for RMTD upgrade to RMTD/Trips Spark dispatch system.** Hecox provided update to the board on the current timeline for the upgrade to RMTD/TripSpark dispatch system. Hecox reported a letter had been distributed to ridership to alert riders to future changes to the system. Hecox reported that she was attending the Zoom training sessions. Hecox said the new system will eventually allow individuals to register and schedule online, determine how many minutes the bus is from their pickup and have phone announcement system to alert riders of bus arrival, as well as better manage scheduling of buses. The new timeline is for rollout after the first of the year with exact date yet to be determined.

- c. **Update and discussion as needed regarding participation at Blood Drive October 1, 2024; FREE rides to VOTE November 2024; Rockton Christmas Walk Lighted Parade & Roscoe Home Town Holidays 2024.** Hecox reported SMTD had participated in the Blood Drive and Free Rides to Vote, but she had requested, but not received from RMTD the number of FREE trips that had been provided. Hecox said the number is small, but a good thing for those needing transportation and good “PR” for SMTD to assist the communities in this way. Hecox shared that she had taken SMTD from the office to donate blood at the American Legion and encouraged others to donate whenever possible as blood donations are down and much needed. Hecox reviewed Herald advertising was full page and included both the Blood Drive and Free Rides to Vote promotions. Hecox said November and December advertising would also include *Ticket to Ride* sales for gift giving. Hecox said SMTD would be participating in the *Rockton Christmas Walk Parade* in downtown Rockton on December 7th starting at 6:00pm and the *Roscoe Home Town Holidays* December 14, 2024 from 3:00pm – 7:00pm. Hecox said decorating of the bus as in the past would be at the administration office starting early in the day. Hecox said, depending upon the weather, decorating must start at 12:00pm – 12:30pm or tape will not hold the decorations. Hecox reported she was attending committee meetings with the Roscoe committee to coordinate the bus route of the shuttle. Hecox said the bus decorations for the Home Town Holidays would not be as extensive as for Christmas Walk parade, but would be lighted.
- d. **REMINDER: Next board meeting December 18, 2024** Hecox reminded the board the next meeting was scheduled for December 18, 2024 due to the holiday.
- e. **Other business as may come before the board.** Hecox reported audit of the FY24 financial statements had been scheduled for December 9, 10, and 11, 2024 with December 12, 2024 possible. Hecox reported that as in the past a preliminary request for documentation had been received and copies of requested documents would be provided prior to the auditors coming in to the office to perform their field work.

Hecox reported she had received a request and submitted response to FTA for verification of contact information for SMTD principals from FTA regarding upcoming Triennial. Hecox said she received notice of a Triennial Review Workshop to be held in March 2025. Hecox said no date for the Triennial had been received.

VIII. APPROVAL OF BILLS

The following bills were reviewed and presented for approval:

SHARON K HECOX	\$	5,154.53
STEPHANY M CORNELIER		136.39
AMERICAN MARKETING		168.75
ILLINOIS DEPARTMENT OF REVENUE		356.58
INTERNAL REVENUE SERVICE		2,170.80
ILLNOIS DEPARTMENT OF EMPLOYMENT SECURITIES		5.51
INTUIT		12.00
ROCKTON-ROSCOE NEWS		75.00
CHOICE HOTELS		282.50
RAISING CANES		12.13
IDRIVE		99.50
NICOR GAS		46.89
INTUIT		202.73
STEPHANY M CORNELIER		136.38

HOSTWAY.COM	15.00
QUILL CORPORATION	165.34
COMED	84.02
CHARTER COMMUNICATIONS	124.98
SPECIALTY GRAPHICS	572.00
AMERICAN MARKETING	168.75
INTUIT	12.00
ALPINE INVESTMENT GROUP	1,100.00
BLUEFIRE MEDIA	80.00
COUSIN COMMUNICATIONS	1,479.00
GENERATION 3	235.00
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	569.17
SHARON K HECOX	446.73
SPECTRUM REACH	623.80
SHARON K HECOX	5,154.83
STEPHANY M CORNELLIER	93.50
HOME DEPOT	93.80
ILLNOIS DEPARTMENT OF REVENUE	352.77
INTERNAL REVENUE SERVICE	2,158.20
ROCKTON-ROSCOE NEWS	75.00
NICOR GAS	56.93
STEPHANY M CORNELLIER	157.50
ELEV815	50.00
ALPINE INVSTMENT GROUP	1,100.00
BLUEFIRE MEDIA	40.00
CHRIS DOERING	285.00
COUSIN COMMUNICATIONS	1,145.50
ROCK VALLEY PUBLISHING	404.12
ROCKFORD MASS TRANSIT DISTRICT	94,165.66
YOUR PROGRAM PARTNER	345.00
SPECTRUM REACH	<u>574.80</u>
TOTAL	\$ 121,038.39
ROCKTON VILLAGE	25.00
HUGHES MEDIA	<u>550.00</u>
TOTAL APPROVED FOR PAYMENT:	<u>\$ 121,613.39</u>

Executive Director Hecox requested two additional bills, in the amounts of \$25.00 to Rockton Village (for parade) and \$550.00 to Hughes Media (advertising in NWQ) be added to \$121,038.39 for approval, the total amount requested for approval \$121,613.39. Trustee Mattocks motioned for approval of the bills, including Rockton Village and Hughes Media; Trustee Cook seconded. All ayes. No discussion. Motion carried 4 – 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 motions; Trustee Cook seconded. Motion carried 4 -0, with none opposing or abstaining, and Chairman Larson officially closed the meeting at 10:10am.

Respectfully submitted,

Sharon K. Hecox
EXECUTIVE DIRECTOR