

**STATELINE MASS TRANSIT DISTRICT  
PUBLIC HEARING  
&  
REGULAR BOARD MEETING  
9:30am  
March 27, 2024  
11722 Main Street, Roscoe, IL 61073**

**TITLE VI/ADA PUBLIC HEARING  
9:30am**

**I. WELCOME**

Chairman Gus Larson opened the Title VI/ADA Public Hearing at 9:30am welcoming Paula Hughes (RMTD Grants/Procurement Manager), SMTD Trustees Pam Clifton and Jack Cook, and SMTD Executive Director Sharon Hecox to the hearing.

- II. PUBLIC HEARING – TITLE VI/ADA UPDATE REVIEW** Chairman Larson requested SMTD Executive Director Hecox provide a brief review of updated Title VI/ADA program. Hecox said the Title VI/ADA Update had been tentatively approved by the SMTD Board and barring any public comment would be ready for formal approval at the regular board meeting. Hecox said notice of the Public Hearing had been advertised in the Beloit Daily News and on SMTD website and social media sights. Hecox reported no public comments or requests to review the Update had been received. Hecox said the policy included the Four Factor Analysis review and the only substantive change to policy was to how the analysis was performed. Hecox said block census information for the SMTD service area does not exist. Hecox said Roscoe Village is part of Roscoe Township and Harlem Township and each has its own demographics which overlap and contribute to the whole. Much of Harlem Township is not in the SMTD area, so the demographics for Harlem Township do not accurately depict SMTD area. Likewise, Roscoe Township is part of Rockton Village and South Beloit Village, which overlap with each having their own demographics. Hecox considered census numbers from ZIP CODES would more accurately represent SMTD's service area demographics and used these numbers in the updated Four Factor Analysis. Hecox said even though SMTD does not meet the Safe Harbor Threshold (5%) requiring written translation of vital documents, it provides translations of documents in Spanish above and beyond requirements.

- III. PUBLIC COMMENT** Trustee Cook questioned the purpose of the update to adopted policy and Hecox stated federal requirements require updates every three years to review and update as needed to ensure SMTD is providing service to every person needing transportation without bias according to adopted policy.

**IV. CLOSE**

There being no further Public Comment offered, Chairman Larson officially closed the Hearing at 9:34am.

**REGULAR BOARD MEETING**  
**(Followed immediately after Public Hearing)**

**V. WELCOME AND ROLL CALL**

Chairman Gus Larson opened the March 27, 2024 Regular Board Meeting at 9:35am noting Trustees not present had provided prior notice of inability to attend, which included Trustees Amanda McMahon, Dick Adams, and Mari Mattocks. Present in addition to Chairman Larson were Trustees Jack Cook and Pam Clifton. Also present were RMTD Paula Hughes (Grants/Procurement Manager) and SMTD Executive Director Sharon Hecox.

**VI. APPROVAL OF AGENDA—March 27, 2024**

Chairman Larson entertained a motion for approval of the March 27, 2024 agenda. Trustee Cook motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 3 – 0, with none opposing or abstaining, and the agenda was approved.

**VII. PUBLIC COMMENT**

Chairman Larson opened the meeting to Public Comment. Paula Hughes shared RMTD had been working for a couple of weeks on finalizing details of the agreement for new paratransit software and negotiating issues that included inclusion of all federal/state required clauses. Hughes said Ron Priddy (RMTD Paratransit Manager) and Christina Gibson (RMTD Paratransit Supervisor) had reviewed the contract to ensure all (operations) issues were addressed and everything was included in the 59-page agreement as had been requested in the Request for Proposal (RFP). Hughes said one year of support, which included all the RMTD urbanized area and SMTD, and five years of software (updates) were “locked in” under the contract. Hughes said July 2024 is anticipated date of transition to new system.

**VIII. ACCEPTANCE AND APPROVAL of Meeting Minutes January 31, 2024 & March 6, 2024**

**Minutes of Meeting Chairman** Larson entertained a motion for approval of the minutes of January 31, 2024 and March 6, 2024 meetings noting they had been provided electronically for review prior to the meeting, he had reviewed them, and found they were representative of the meetings held. Trustee Cook motioned for approval of both January and March minutes, as presented; Trustee Clifton seconded. All ayes. No discussion. Motion carried 3 – 0, with none opposing or abstaining, and the January 31, 2024 and March 6, 2024 minutes were approved.

**IX. FINANCIAL REPORTS:**

- a. **Update and discussion as necessary on local, state, and federal grant programs.** Executive Director Hecox reported receipt of FY24 local contribution had been received from the City of South Beloit and Village of Roscoe in the amounts of \$25,000 each; verification of receipt of the funds and deposit were included in the board packet.
  - i. **Update and discussion on FY24 DOAP monthly reporting.** Executive Director Hecox reported FY24 DOAP requests in the *BlackCat* system had been approved for September 2023 (\$142,165.15), October 2023 (\$114,281.99), November 2023 (\$107,486.77), December 2023 (\$109,939.06) and January (\$109,581.21). Hecox said copies of the requests and support documentation was included in the board packet. Hecox said the September 2023 request had been received and verification of deposit was also included; all other requests were pending receipt of funds. Hecox said February 2024 would be

- completed and submitted once the February bills were board approved. Hecox reported total DOAP FY24 requests September 2023 through January 2024 at \$583,454.18.
- ii. **Update and discussion on federal grant applications & ECHO requests.** Executive Director Hecox reported \$148,282 in federal funds requested (ECHO) and received for 1<sup>st</sup> QTR FY24 with documentation of draw and receipt of funds included in board packet. Hecox reported federal funds available for request for 2<sup>nd</sup> QTR FY24, as follows: October (\$53,479.57); November (\$51,556.78) and December (\$54,066.35) for a total of \$159,102.70 to be drawn for 2<sup>nd</sup> QTR FY24.
  - iii. **Discussion and update on Rebuild IL Capital Grant for Transit Hub & funds for (3) three medium duty buses and 2020 CVP grant for six replacement buses.** Executive Director Hecox reported she was waiting to file extension pending information needed from Sonya Hoppes (South Beloit Administrator) on anticipated date of cleanup of designated area for transit hub. Hecox reported she would file the extension once that information is received. Hecox reported the contract for the additional funding to purchase buses off the 2022 CVP had not been received and she had reached out to IDOT as to status. No action needed or taken.
  - iv. **Recommendations of Administration & Finance Committee on tentative FY25 Budget & Appropriations—Review and take any action.** Admin & Finance Meeting cancelled due to lack of quorum.
  - v. **Discussion and action as needed on approval of tentative FY25 Budget & Appropriations Ordinance 2024-O-01.** Executive Director Hecox provided review of *Projected Activity Funding FY25* report, including review of proposed line items with justifications provided for increases and decreases. Hecox shared that insurance was not currently a part of the Executive Director’s employee agreement; however, it was included in the case that changes were made to current operations related to employees there would be insurance available in the budget. Hecox reported the proposed FY25 operating budget of \$2,233,638, included estimated revenues of \$71,171 farebox revenue, \$25,000 bank interest, \$6,000 IGA Townships, \$1,234,610 State DOAP, \$821,857 federal 5307, and \$75,000 in local matching funds. Hecox reported estimated capital expenses at \$487,272 representing capital funds awarded under Illinois rebuild grant. Hecox said once approved the tentative budget would be available for public review for minimum thirty days with formal Public Hearing scheduled for May 22, 2024 at 9:30am prior to board meeting. Hecox said any changes could be made prior to final adoption at the board meeting. Chairman Larson entertained a motion for approval of the tentative budget, as presented. Trustee Clifton motioned; Trustee Cook seconded. All ayes. No discussion. Motion carried 3 – 0, with none opposing or abstaining, and the tentative budget was approved.

**X. MARKETING**

- a. **Update and discussion on February 2024 ridership.** Set over due to RMTD report not available.
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Set over due to RMTD report not available.
- c. **Update and discussion on Rockton Pelican Fest and action as needed.** Executive Director Hecox provided update to board on status of conversations with Pelican Fest Committee regarding SMTD not providing free shuttle service this year. Hecox said increasing costs of operations and projected year end totals led to her discussions with CEO Larson as to feasibility in participating this year and it was decided SMTD would need to decline. Hecox said the Pelican Fest Committee had inquired as to possibility of paying SMTD for the shuttle service; however,

SMTD is prohibited from providing charter service. Open discussion with consensus being for Executive Director to notify Pelican Fest Committee of SMTD’s intent to make budget adjustments to allow for participation again in the future.

**XI. OTHER BUSINESS**

- a. Discussion and action on approval of Resolution 2024-R-04 adopting SMTD’s 2024 Title VI/Americans with Disabilities Act (ADA) Updated Plan.** Executive Director Hecox reported the Title VI/ADA Update, which had received tentative board approval at the March 6, 2024 meeting, had been made available to the public for review through publication (Beloit Daily News), SMTD social media site and website. Hecox said no public comment had been received. Chairman Larson entertained a motion for approval of the updated Title VI/Americans with Disabilities Act (ADA) Updated Plan. Trustee Cook motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 3 – 0, with none opposing or abstaining, and the updated Title VI/Americans with Disabilities Act (ADA) was approved.
- b. REMINDER: Economic Interest Statements** Executive Director Hecox provided a reminder to board that Economic Interest Statements were due to be filed with the County by May 1, 2024 to avoid a fine. Hecox requested proof of filing be filed with office, because the auditors review the statements as part of the annual audit process.
- c. REMINDER: Next board meeting April 24, 2024.** Executive Director reported the next regular board meeting is scheduled for April 24, 2024 at 9:30am.
- d. Other business as may come before the board.** Executive Director Hecox reported the auditor would be in next month for closeout of FY23 books. Hecox reported FTA was gathering information changes in service related to the upcoming total eclipse event. Hecox said some transits in Southern Illinois were reporting limiting service due to anticipated traffic congestion. Hecox said Carbondale Illinois was along the path of total eclipse and was reducing service with priority to medical need and would not be scheduling new rides. Open discussion followed.

**XII. APPROVAL OF BILLS**

The following bills were presented for approval:

NICOR	\$	81.38
QUILL CORPORATION		211.89
STEPHANY M CORNELLIER		142.94
COMED		74.77
ALPINE INVESTMENT GROUP		1,100.00
APG OF SOUTHERN WISCONSIN		38.44
BALSLEY PRINTING, INC.		531.00
BLUEFIRE MEDIA		40.00
COUSIN COMMUNICATIONS		837.00
GUS LARSON		50.00
JACK R COOK, JR.		50.00
MARIETTA L MATTOCKS		50.00
PAMELA J CLIFTON		50.00
RICHARD ADAMS		50.00
ROCKFORD MASS TRANSIT DISTRICT		158,159.22
SOSNWSKI & SZETO		836.44
SPECTRUM REACH		<u>588.10</u>
 TOTAL:	 \$	 <u><u>162,891.18</u></u>

After review of the bills, Chairman Larson entertained a motion for approval of the bills totaling \$162,891.18. Trustee Clifton motioned; Trustee Cook seconded. All ayes. No discussion. Motion carried 3 – 0, with none opposing or abstaining and the bills were approved.

**XIII.** **ADJOURNMENT** There being no further business to come before the board, Chairman Larson entertained a motion for adjournment. Trustee Cook motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 3 – 0, with none opposing or abstaining, and Chairman Larson adjourned the meeting at 10:18am.