

**STATELINE MASS TRANSIT DISTRICT
MEETING MINUTES
REGULAR MEETING BOARD OF TRUSTEES
Wednesday, June 26, 2024
11722 Main Street, Roscoe, IL 61073**

I. WELCOME AND ROLL CALL

Chairman Gus Larson called the meeting to order at 9:32am noting that Trustee Amanda McMahon had provided prior notice she would not be in attendance and Trustee Pam Clifton noticed she would be arriving late to the meeting. In addition to the Board Chair, present were Trustees Mari Mattocks, Dick Adams, Jack Cook, and Nick Sommer. Also present were RMTD Executive Director Michael Stubbe and SMTD Executive Director Sharon Hecox.

II. APPROVAL OF AGENDA

Chairman Larson entertained a motion for approval of the June 26, 2024 meeting agenda. Trustee Adams motioned for approval; Trustee Cook seconded. All ayes. No discussion. Motion Carried 5 – 0 with none opposing or abstaining, and the June 26, 2024 agenda was approved.

III. PUBLIC COMMENT

Chairman Larson opened the meeting to Public Comment and welcomed RMTD Executive Director Stubbe to the meeting. No public comment offered.

IV. ACCEPTANCE AND APPROVAL of Meeting Minutes May 22, 2024 Chairman Larson entertained a motion for approval of the May 22, 2024 meeting minutes. Executive Director Hecox noted that an edit to draft minutes was made correcting VII. Other Business (a) as follows: “*Trustee Cook motioned to allow RMTD to proceed; Trustee Clifton seconded.*” Trustee Cook motioned for approval of the minutes, as edited; Trustee Adams seconded. Chairman Larson stated he was not at the May meeting and would be abstaining. Motion carried with four (4) ayes, none opposing, and Larson abstaining, so the May 22, 2024 Minutes were approved as edited.

V. FINANCIAL REPORTS:

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

i. Update and discussion on FY25 DOAP application and FY24 monthly reporting.

Executive Director Hecox reported the FY25 DOAP application had been resubmitted with edits and accepted in the *BlackCat* reporting system and SMTD was now pending review and receipt of FY25 contract. Hecox reported March 2024 DOAP request in the amount of \$113,985.93 had been approved in *BlackCat* and receipt of funding pending. Hecox reported April 2024 DOAP request in the amount of \$42,776.92 had been submitted and was pending acceptance and approval in *BlackCat*.

ii. Update and discussion on federal grant applications & ECHO requests. Executive Director Hecox reported the FY25 federal application in the amount of \$685,897 had been entered by Paula Hughes (RMTD Grant Specialist) and would be submitted once required STIP letter was attached and final edits were approved by FTA. Hecox reported 3rd QTR, plus April 2024, ECHO request in the amount of \$177,914.27 ready for forwarding to Hughes for draw down.

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. Executive Director Hecox reported an extension had been filed correcting an earlier form previously submitted to IDOT which requested

extension of closeout date for Round I capital grant to purchase the three expansion buses. Hecox said no changes were made; however, IDOT had updated its form and requested new form for file. No other updates.

(Trustee Pam Clifton arrived to the meeting at 9:41am)

- iv. **Discussion and action on authorizing approval of engagement letter with Siepert & Co., LLP for audit of the financial statements of SMTD for the fiscal year ended June 30, 2024.** Executive Director Hecox reported a copy of the proposed engagement letter from Seipert & Co for the audit of SMD financial statements for the fiscal year ended June 30, 2024 had been provided to the Board for review prior to the meeting. Hecox said \$21,725 had been approved in the FY25 budget prior to receipt of the engagement letter, so approval of the auditor in the amount of \$22,550 will require a line-item adjustment (\$825) in the FY25 budget. Trustee Cook questioned the amount of the increase compared to the prior year and Hecox reported increase was approximately 3% over FY23 audit. Hecox said other audit companies contacted were either non-responsive or quoted a much higher rate, so recommendation was for Siepert for auditing FY24 financial statements. Hecox said the proposal included filing of the AFR and DOAP reporting meets with grant audit reporting requirements providing SMTD remains under the federal \$750,000 threshold. Hecox said once \$750,000 in federal grant funds are expended in a fiscal year SMTD is required to have a Single Audit performed and Siepert & Co is unable to perform that type of audit. Hecox said projections for FY24 are that SMTD will be under the threshold for Single Audit. Chairman Larson entertained a motion authorizing the Board Chair to sign the agreement. Trustee Cook motioned; Trustee Mattocks seconded. All ayes. No discussion. Motion carried 6 – 0, with none opposing or abstaining, and the Chairman was authorized to sign the agreement with Siepert & Co for audit of the financial statements ending June 30, 2024.
- v. **Discussion and action on renewal of IGA RMTD/SMTD for operations FY25.** Executive Director Hecox requested board act (motion) to roll over the IGA for operations for the F25. Hecox stated and RMTD Executive Director Stubbe concurred no amendments to the current IGA were required at this time. Hecox reminded the board expense for operations had been approved in the FY25 Budget & Appropriations Ordinance. Chairman Larson entertained a motion for approval to continue the current IGA for operations, with no amendments. Trustee Mattocks motioned; Trustee Clifton seconded. All ayes. No discussion. Motion carried 6 – 0, with none opposing or abstaining. Hecox stated she would provide written notice RMTD to continue IGA for operations for FY25.
- vi. **Update on status of SMTD interest in transfer of bus known as R122 to Boone County service.** Executive Director Hecox said request for transfer was pending FTA approval.

VI. MARKETING

- a. **Update and discussion on March & April 2024 ridership.** Executive Director Hecox reported March 2024 ridership reported in June had been adjusted by (82) rides due to an error in RMTD reporting. March ridership previously reported as 2,446 was changed to 2,364; zero No Shows, and (22) Center of Hope rides. Hecox reported April ridership at 2,688, including (17) Center of Hope rides. There were (17) No Shows reported for April 2024.
- b. **Update and discussion on Ticket to Ride and Token Transit programs.** Hecox reported (8) Full fare and (650) Half fare *Ticket to Ride* tickets and (408) Full fare and (369) Half fare *Token*

Transit mobile tickets were redeemed in April 2024. Hecox reported the 1,452 advance sale tickets redeemed represented approximately 54% of fares for April 2024.

- c. **Update and discussion on SMTD participation at OSD, June 13-16, 2024.** Executive Director Hecox provided update on participation with shuttle service at OSD 2024. Hecox reported ridership was down slightly from prior years, which Hecox shared was felt to be related to good “*walking weather*” several of the evenings as well as a temporary close of festival for short period of time on afternoon due to hazardous weather. Hecox stated moving the shuttle stop and lack of signage directing individuals to the new stop may also have contributed to lower ridership. Hecox reported there were some issues related to SMTD shuttle hours of operation that she was not aware of until the first evening of the event. Trustee Adams stated the OSD committee understood there was a hard stop time for shuttle service. RMTD Executive Director Stubbe stated RMTD could accommodate extended hours of shuttle service if that was what was indicated to best serve the public need. Open discussion, including need for increased future coordination between SMTD and OSD staff and security regarding hours of shuttle service and to address safety and other operation issues. Hecox presented update on advertising for shuttle service.
- d. **Update, discussion, and action as needed on SMTD participation in *Lifescape Senior Expo*, *Roscoe Lions Club Fall Festival parade*, and *Roscoe holiday 2024 special events*.** Executive Director Hecox provided update on SMTD’s participation in *Senior Expo* at Rock Valley College (RVC) September 21, 2024 and *Roscoe Fall Festival Parade* September 8, 2024. No action taken.

VII. OTHER BUSINESS

- a. **REMINDER: Next board meeting July 24, 2024** Executive Director Hecox requested change of meeting to July 31, 2024 due to a conflict in her schedule. Open discussion with general agreement of board members to change meeting to July 31, 2024. Hecox to post notice of change of meeting.
- b. **Update and discussion as needed for Notice of Permanent Suspension from service.** Executive Director Hecox advised the board that a Notice of Permanent Suspension had been sent by SMTD legal counsel to SMTD rider; a copy of said notice had been included in the board packet for review. Hecox reported much effort had been expended on many levels—drivers, dispatch, RMTD supervisors and managers, including the Executive Director, to assist and encourage adjustments in objectionable behaviors by the rider prior to issuing the permanent suspension. Hecox said the rider had been suspended in the past and had recently been issued a written final warning before permanent suspension and had continued with disruptive behaviors. Hecox stated RMTD and SMTD’s decision to issue its notice of permanent suspension was precipitated after a series of incidents and concerns of rider’s escalating threatening and negative behavior toward drivers, dispatch, and others. Open discussion followed. No action taken.
- c. **Update, discussion, and action as needed to adopt RMTD service policy updates related to service animals and immediate suspension of passengers related to safety and security concerns.** Executive Director Hecox stated copies of RMTD’s recent service policy updates had been provided in the board packet via email for review prior to the meeting. Hecox reminded the board SMTD adopts RMTD service policies and information was provided for board discussion and awareness of updates to RMTD’s service policies. Open discussion followed on issues on buses related to service animals and safety and security concerns. Hecox requested the SMTD board take formal action to accept RMTD’s updated service policies related to service animals and immediate suspension of passengers related to safe and security concerns. Trustee Cook motioned to adopt RMTD’s service policy updates, as presented; Trustee Sommer seconded. All ayes. No discussion. Motion carried 6 – 0, with none opposing or abstaining, and the policy updates were adopted.
- d. **Other business as may come before the board.** No other business.

VIII. APPROVAL OF BILLS

The following bills were reviewed and presented for approval:

CHARTER COMMUNICATIONS	\$	124.98
AMERICAN MARKETING		168.75
INTUIT		6.00
COMED		67.84
INTUIT		599.21
ILLINOIS DEPARTMENT OF REVENUE		358.45
INTERNAL REVENUE SERVICE		2,176.54
LOGMEIN		349.99
SHARON K HECOX		5,154.83
STEPHANY M CORNELIER		208.49
ROCKTON-ROSCOE NEWS		75.00
SECURITY ALARM OF ROCKFORD		129.00
STEPHANY M CORNELIER		116.71
ALPINE INVESTMENT GROUP		1,100.00
BLUEFIRE MEDIA		40.00
JACK R COOK, JR.		50.00
MARIETTA L MATTOCKS		50.00
MERIDIAN		100.00
NICK SOMMER		50.00
PAMELA J CLIFTON		50.00
PULSE TECHNOLOGY		3.53
RICHARD ADAMS		50.00
ROCKFORD MASS TRANSIT DISTRICT		51,037.52
SPECTRUM REACH		584.90
COUSIN COMMUNICATIONS		1,421.00
COMED		<u>71.45</u>
TOTAL:	\$	<u>64,273.19</u>

Chairman Larson entertained a motion for approval of the bills totaling \$64,273.19. Trustee Adams motioned for approval; Trustee Clifton seconded. All ayes. No discussion. Motion carried 6 – 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 Clifton seconded. All ayes. No discussion. Motion carried 6 – 0, with none opposing or abstaining, and Chairman Larson officially closed the meeting at 10:34am.

Respectfully submitted,

Sharon K. Hecox
Executive Director