

**STATELINE MASS TRANSIT DISTRICT  
MINUTES OF MEETING  
Wednesday, August 28, 2024  
9:30am  
11722 Main Street, Roscoe, IL 61073**

**I. WELCOME**

Chairman Gus Larson opened the meeting at 9:30am noting absence of Trustees Nick Sommer, Amanda McMahon and Pam Clifton. Trustees present in addition to the Chair, included Dick Adams, Mari Mattocks, and Jack Cook. Also present were RMTD Executive Director Michael Stubbe, Roscoe Village Administrator Josef Kurlinkus, and SMTD Executive Director Sharon Hecox

**II. APPROVAL OF AGENDA**

Chairman Larson entertained a motion for approval of the August 28, 2024 Agenda. Trustee Adams motioned; Trustee Mari Mattocks seconded. All ayes. No discussion. Motion carried 4 – 0, with none opposing or abstaining, and the meeting agenda was approved.

(Trustee Pam Clifton joined the meeting at 9:31am)

**III. PUBLIC COMMENT**

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

**IV. ACCEPTANCE AND APPROVAL of Meeting Minutes August 7, 2024**

Chairman Larson entertained a motion for approval of the August 7, 2024 meeting minutes noting that the draft copy had been provided electronically for Trustee review prior to the meeting. Trustee Mattocks motioned for approval of the minutes, as presented; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining and Chairman Larson declared the August 7, 2024 Minutes approved.

**V. FINANCIAL REPORTS:**

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

Executive Director Sharon Hecox reported a refund of \$785.01 had been received from Illinois IPASS related to funds paid for Fleet account prior to conversion to FREE tollway access and \$3,902.25 for disposal of bus #R122 (2012 Turtle Top) and both sums were reflected in copy of 8/12/2024 bank deposits included in the board packet.

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

Hecox reported May 2024 DOAP request totaling \$117,035.34 had been received and deposit verification was included in the board packet. Hecox stated the total funds awarded for FY24 for downstate operation assistance had been received and there would be no June 2024 DOAP requests. Hecox said she had received

notice from IDOT access to reporting for FY25 was now open for SMTD in the BlackCat reporting system.

- ii. **Update, discussion and action on federal grant applications & ECHO requests:** Hecox reported the FY25 operating assistance application had been executed. Hecox work had begun on the NTD report for FY24 due online by October 31, 2024. Hecox said operating expenses of \$1,905,828.44 for FY24, together with all incomes from state and federal grants, fares, and bank interest would be included in the reporting.
- 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.** Hecox reported no action was needed and there was nothing to report at this time.
- iv. **Discussion, update, and action regarding check fraud program with First National Bank.** Hecox reported she had met with Mallory Nygren, First National Bank Cash Management Officer, regarding SMTD participation in the check and ACH fraud prevention program that was included in the bank agreement signed on August 7, 2024. Hecox said SMTD does not have ACH transactions going out; however, ACH payments come in from Federal, so if can be compromised coming in, can be compromised in going out. Hecox said participating will require CEO to set up and will prevent checks from being “washed” and re-written; will intercept unauthorized checks from going out by denying for funds are disbursed. Open discussion. Chairman Larson entertained a motion to proceed. Trustee Cook motioned; Trustee Clifton seconded. All ayes. No further discussion. Motion carried 5 – 0, with none opposing or abstaining.

## VI. MARKETING

- a. **Update and discussion on July 2024 ridership.** Hecox reported the July 2024 numbers were not yet available.
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Not available.

## VII. OTHER BUSINESS

- a. **Update and discussion regarding participation at Roscoe Fall Festival Parade Sept 8, 2024 & Senior Expo, Sept 21, 2024 at RVC; Blood Drive October 1, 2024; FREE rides to VOTE November 2024; *Rockton Christmas Walk Lighted Parade & Roscoe HomeTown Holidays 2024*.** Hecox provided an update to SMTD participation on Roscoe Fall Parade, Senior Expo, blood drive and voting and advertising promotions that were under way to promote and encourage ridership for both regular and new riders. Hecox reported SMTD would be participating in the Rockton lighted parade and Roscoe *HomeTown Holidays* again this year. Hecox said she had not yet registered for the Rockton parade, but had attended and would continue attending committee meetings regarding shuttle service needs for the Roscoe *HomeTown Holidays* event. No action needed.

- b. **Update and discussion on SMTD attendance at IPTA Fall Conference, September 4-6, 2024 Moline, IL.** Hecox noted she would be attending the IPTA Fall Conference in Moline, IL September 4 -6, 2024. Hecox said she always looks forward to training provided and opportunity for conversations with peers to improve her transit knowledge.
- c. **Other business as may come before the board.** Hecox reminded the board that no bus service would be provided on Labor Day and the office would be closed, as well. Hecox said she would be out of the office for IPTA Tuesday through Friday and Stephany (office assistant) would be covering the office on a part-time basis, as needed.

Hecox shared a note SMTD had received from Keli Freedlund, Superintendent of Kinnikinnick School District, thanking SMTD for being a great partner with Kinnikinnick schools. Hecox said she had been contacted by Freedlund that early bus pickup was needed to accommodate early closing of school. Hecox said RMTD was able to “pull all the strings” necessary without having required advance notice and thanked Michael Stubbe for the extra efforts extended by his staff to “make it happen.”

Trustee Adams questioned availability of electric vehicles and open discussion included discussion on maturity of current fleet, questions regarding range of electric vehicles, temperature and fire concerns, and layers of protection needed before any approval would be considered in moving to electric para transit vehicles.

**VIII. APPROVAL OF BILLS**

The following bills were reviewed and presented for approval:

NICOR GAS	\$	47.08
IPTA		2,400.00
CHARTER COMMUNICATIONS		124.98
COMED		90.48
ALPINE INVESTMENT GROUP		1,100.00
BALSELY PRINTING		531.00
COUSIN COMMUNICATIONS		1,174.50
GUS LARSON		50.00
JACK R COOK, JR.		50.00
MARIETTA L MATTOCKS		50.00
RICHARD ADAMS		50.00
SOSNOWSKI & SZETO		215.00
SPECTRUM REACH		586.30
YOUR PROGRAM PARTNER		<u>275.00</u>
TOTAL:	\$	<u>6,744.34</u>

Hecox shared that most of the regular monthly bills had been approved at the August 7<sup>th</sup> board meeting and no billing statement had been received from RMTD for July, so the amount being requested for approval was less than commonly approved. Trustee Adams

motioned for approval of the bills totaling \$6,744.34; Trustee Cook seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the August 28, 2024 bills totaling \$6,744.34 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 Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the Chairman closed the meeting at 10:03am.

Respectfully submitted,

Sharon K. Hecox  
Executive Director