

**STATELINE MASS TRANSIT DISTRICT
MINUTES OF MEETING
Wednesday, September 25, 2024
9:30am
11722 Main Street, Roscoe, IL 61073**

I. WELCOME

Chairman Gus Larson called the meeting to order at 9:32am noting Trustees Amanda McMahon and Nick Sommer were not in attendance. Trustees present in addition to Chairman Larson were Trustees Mari Mattocks, Dick Adams, Pam Clifton and Jack Cook. Also present were RMTD Executive Director Michael Stubbe and SMTD Executive Director Sharon Hecox.

II. APPROVAL OF AGENDA Chairman Larson presented the September 25, 2024 agenda for approval. Trustee Mattocks motioned for approval; Trustee Adams seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the agenda was approved.

III. PUBLIC COMMENT Chairman Larson opened the meeting to public comment. No public comment offered.

IV. ACCEPTANCE AND APPROVAL of Meeting Minutes August 28, 2024 Chairman Larson stated the August 28, 2024 minutes were not available and set them over for approval at the next meeting.

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 monthly reporting.**
Executive Director Hecox reported she would submit the July 2024 payment request in BlackCat once RMTD statement was board approved. Hecox reported she was working on IPTA survey on 5-year projections for cost of operations and capital needs. Open discussion included Michael Stubbe, who is IPTA President, explaining the goal of the survey to develop future financial needs and suggested solutions in cooperation with the State of Illinois relative to funding constraints. Stubbe suggested capital projections of the survey were not necessary to be completed and encouraged Hecox to submit as soon as possible the survey with prior five year and future five-year projections completed.
- ii. **Update, discussion and action on federal grant applications & ECHO requests:** Hecox reported request for May 2024 at \$60,033 and June 2024 at \$83,704 totaling \$143,737 had been submitted in ECHO and would be available today or tomorrow. Hecox said this was the final draw for FY24 and the

drawdown paperwork had been included in the board packet for review prior to the meeting. Hecox reported the NTD would use the final expense and income reports to complete the 2024 NTD report due October 31, 2024. Hecox reported a waiver request would be submitted to FTA due to SMTD being under threshold for DBE reporting. Hecox said changes had been made which may require SMTD to participate on a limited level. Hecox reported the DBE waiver is due by October 1, 2024.

- 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 multiple discussions/emails with Brockton Hardnett, SMTD IDOT Capital Program Manager, who indicated he would check with Karen Strell to look at the Rebuild I and III awards to see how to proceed. Hecox said Rebuild I contract was executed, but the Rebuild III, which was the additional funding awarded due to the cost of buses having increased. No contract had been signed for Rebuild III. The combined grants would be to purchase (3) CVP vehicles, backup cameras, and bike racks. Hecox reported timing was unknown for receipt of the (6) CVP replacement buses and Zoe Zeller (IDOT) had indicated timing was a little later than had originally been projected.

VI. MARKETING

- a. **Update and discussion on July 2024 ridership. Hecox reported July 2024 ridership at (1,880) and (5) No Shows, for a total of (1,885) rides.**
- b. **Update and discussion on *Ticket to Ride* and *Token Transit* programs.** Hecox reported (12) Full Fare and (180) Half Fare Ticket to Ride coupons redeemed in July 2024. Hecox reported there were (237) Full Fare and (197) Half Fare Token Transit redemptions in July 2024. Hecox said advanced sale tickets accounted for approximately 34% of ticket rides for July, representing an almost 20% drop from prior months. Hecox said the drop was considered due to youth being off for summer and not attending after school programs. Hecox said extreme heat in July tends to bring ridership down, as well, because Seniors tend to cancel appointments when the weather temperatures are extreme.

VII. OTHER BUSINESS

- a. **Update and discussion as needed 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 a brief update on participation in Roscoe Fall Festival sharing there was beautiful weather and the event was very well attended. Hecox said the SMTD bus was all decked out— “*best in show*” -and SMTD as always was warmly received with applause from parade viewers. Hecox shared that the Senior Expo was also well attended and she had the opportunity to speak and answer questions about SMTD services as well as RMTD service. Hecox reported she had reached out to RMTD to arrange for free rides to the Blood Drive and voting. Hecox said she would be donating blood at the October 1st Blood Drive again this year

riding the bus from the office. Hecox encouraged others to consider donating for a good cause. Hecox had nothing to report on participation in Rockton *Christmas Walk Parade* or Roscoe *HomeTown Holidays*. Hecox reported coordination with Bob Cousin on advertising SMTD Fall and Winter events and ticket sales.

- b. Update and discussion on SMTD attendance at IPTA Fall Conference, September 4-6, 2024 in Moline, IL.** Hecox reported she had met with capital program manager, Brockton Hardnett, and CVP manager, Zoe Keller, regarding SMTD’s (6) CVP replacement and (3) expansion buses to be purchased off CVP contract. Hecox reported she had met with Tom Boldwin, who has the CVP contract from which SMTD buses will be provided. Hecox said she discussed getting pre-award concurrence for options that may be available purchasing off the contract. Hecox said Keller indicated delivery of buses was further out than originally expected and could be as much as eighteen months or more out. Hecox said Keller said there are some properties needing over 40 buses and she would be looking at distribution to smaller orders, who are needing buses immediately versus waiting behind someone that has been awarded 40. Hecox said she discussed needing pre-award concurrence to purchase off CVP contract, but is waiting on IDOT contract for the Rebuild III grant, so Hardnett said he would speak to Strell to see how to proceed.
- c. Other business as may come before the board.** No other business.

VIII. APPROVAL OF BILLS

The following bills were reviewed and presented for approval:

AMERICAN MARKETING	\$	168.75
ILLINOIS DEPARTMENT OF REVENUE		354.63
INTERNAL REVENUE SERVICE		2,148.44
INTUIT		12.00
SHARON K HECOX		5,154.83
STEPHANY M CORNELLIER		169.15
SECURITY ALARM OF ROCKFORD		129.00
WYNDHAM JOHN DEERE		418.41
DOLLAR TREE STORES, INC.		186.78
NICOR GAS		47.09
STEPHANY M CORNELLIER		165.88
QUILL CORPORATION		217.10
ALPINE INVESTMENTS		1,100.00
BALSLEY PRINTING, INC.		531.00
COUSIN COMMUNICATIONS		1,261.50
ERIE INSURANCE		1,000.00
GUS LARSON		50.00
HUGHES MEDIA CORP		550.00
JACK R COOK, JR.		50.00
MARIETTA L MATTOCKS		50.00

MERIDIAN	89.00
PAMELA J CLIFTON	50.00
RICHARD ADAMS	50.00
ROCK VALLEY PUBLISHING	219.80
ROCKFORD MASS TRANSIT DISTRICT	281,205.57
SHARON K HECOX	176.48
SOSNOWSKI & SZETO	397.33
SPECTRUM REACH	587.40
CHARTER COMMUNICATIONS	124.98
INTUIT	550.00
COMED	89.05
ERIE INSURANCE	756.00
CHRIS DOERING	80.00
SHARON K HECOX	\$ <u>376.91</u>
 TOTAL:	 \$ <u>298,517.08</u>

After presentation of the bills, Trustee Cook motioned for approval of the bills totaling \$298,517.08; Trustee Clifton seconded. All ayes. No discussion. Motion carried 5 – 0, with none opposing or abstaining, and the bills totaling \$298,517.08 approved.

- IX. ADJOURNMENT** There being no further business to come before the board, Chairman Larson entertained a motion for adjournment. Trustee motioned; Trustee seconded. All ayes. No discussion. Motion carried 5 – 0 with none opposing or abstaining. Chairman Larson adjourned the meeting at 9:58am.

Respectfully submitted,

Sharon K Hecox
Executive Director