



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees
BOARD MEETING #892
Minutes
Wednesday, September 16, 2015
7:45 a.m.

RMTD Conference Room
520 Mulberry Street
Rockford, IL 61101

ROLL CALL:

BOARD OF TRUSTEES:

Gary Marzorati, Board of Trustees, Chairman
Pastor Herbert Johnson – Board of Trustees, Vice Chairman
Michael Wilcop – Board of Trustees, Secretary/Treasurer

STAFF:

Rick McVinnie – Executive Director
Ron Schoepfer – Director of Finance
Denny Hendricks – Operations Manager
Dan Engelkes – Risk Manager
Jim Johnson – Project Manager
Lisa Brown – Marketing & Public Relations Specialist
Paula Hughes – Grants Specialist
Lawrence Tennial – Maintenance Manager
Erin Jenkins – Executive Assistant/Meeting Secretary

ALSO PRESENT:

Michael Hren, *RMAP*
Anthony Way, *Assurance Agency*

CALL TO ORDER: The Board Chairman called the meeting to order at 7:45 a.m.

APPROVAL OF AGENDA:

The Board Chairman asked for and received a motion to approve the agenda for Wednesday, September 16, 2015. The motion was seconded and passed.

APPROVAL OF MINUTES:

The General Session Minutes of the August 26, 2015 RMTD Board of Trustees Meeting were reviewed. A motion was made to approve the minutes. With no further discussion, the motion was seconded and approved.

A-COMMUNICATIONS:

No Report

B-MATTER OF THE PUBLIC:

No Report

C-REPORTS OF STANDING COMMITTEES:

No Report

D-RECONSIDERATION OF OLD BUSINESS:

No Report

E-PAYMENT OF BILLS:

No Report

NOTE: The Board Chairman requested F-9 (a) be moved forward on the agenda.

- F-9 (a) Insurance Renewal 2015/2016 – Presented by Assurance Agency
The Risk Manager introduced Mr. Way with Assurance Agency.

Mr. Anthony Way of Assurance Agency presented his finding for insurance renewals for the 2015-2016 year. Mr. Way provided an executive summary and discussed some highlights. After reviewing the presentation on proposal comparisons and recommendations, the Board Chairman asked for and received a motion to approve and accept Assurance Agency Insurance's Renewal Proposal for 2015-2016. With no further discussion, the motion was seconded and passed.

The following insurance companies for each insurance category were approved:

Commercial Property Insurance – Allianz

Commercial Auto & Primary General Liability – One Beacon

Umbrella Liability – One Beacon

Excess Workers' Compensation – It was recommended and decided that RMTD is going to a full coverage plan. RMTD's Workers Compensation Insurance will be covered by the Illinois Public Risk Fund.

Directors' & Officers Liability/Employment Practices Liability – One Beacon

Fiduciary Liability (Pension Funds) – Chubb

Underground Storage Tank Pollution – Ace

NEW Coverage Consideration – Network Security & Cyber Liability - Lloyd's of London

F-CONSIDERATION OF NEW BUSINESS:

F-1 DIRECTOR – Rick McVinnie, Executive Director

- (a) Pension Trust Statement of Accounts for July 2015
The Executive Director presented the RMTD Pension Trust Statement of Account Summaries for July, 2015 for the Board of Trustees to review.

F-2 FINANCE – Ron Schoepfer, Director of Finance

(a) Unaudited Financial Statement for June, 2015

The Director of Finance presented the Unaudited Financial Statement for June, 2015. The Director of Finance reviewed the Balance Sheet as of June 30, 2015. The Director of Finance reviewed the Income Statement with Budget Comparison. The Director of Finance reviewed the Employee Benefit Trust Account, the Public Liability Insurance Account and the Workers Compensation Account for the month ending June 30, 2015. The Secretary/Treasurer asked for and received a motion to approve the Unaudited Financial Statements for June 2015. With no further discussion, the motion was seconded and passed.

F-3 OPERATIONS – Denny Hendricks, Operations Manager

(a) Fixed Route Report for June, 2015

The Operations Manager reported on the Fixed Route ridership summary for the month ending June 30, 2015. The Operations Manager discussed some of the graphs in his presentation.

(b) Demand Response Report for June, 2015

The Operations Manager reported on the Demand Response ridership summary for the month ending June 30, 2015. The Operations Manager discussed some of the graphs in his presentation.

F-4 MAINTENANCE – Lawrence Tennial, Maintenance Manager

(a) Report on Fixed Route Buses & Paratransit Vans for July, 2015

The Maintenance Manager presented the report on fixed route buses and paratransit vans for July 2015. The Maintenance Manager provided graphs in his presentation for the Board's review. The Maintenance Manager then reviewed the Average Miles between Road Calls. He stated that there were 38 preventive maintenance inspections performed in July 2015; 19 were fixed route buses and 19 were Paratransit vans and noted all were done per the maintenance plan. The Maintenance Manager then reviewed the Road Call Summary and Miles Between Road Calls for the Paratransit vans.

(b) Inventory Report for Fiscal 2015

The Maintenance Manager stated RMTD had an ending balance of \$350,586.84 of inventory. He stated there were \$2610.65 in shortages and \$2964.11 in overages for a total variance of \$353.46. The Maintenance Manager stated there is a 9.5% increase over last year's inventory amount and this was mainly due to having more engine parts in stock for rebuilding engines.

F-5 HUMAN RESOURCES

No Report

F-6 MARKETING – Lisa Brown, Marketing & Public Relations Specialist

(a) Special Service Request

The Marketing Specialist presented the following special service request for Trolley service for the Board's approval:

- River District & Rockford Are Music Industry – for Groove Walk-ing Dead

The Board Chairman asked for and received a motion to approve the special service request. With no further discussion, the motion was seconded and passed.

F-7 GRANTS – Paula Hughes, Grants Specialist

No Report

F-8 PROJECT MANAGER – Jim Johnson, Project Manager

No Report

F-9 RISK MANAGEMENT – Dan Engelkes, Risk Manager

(a) Presented earlier.

F-10 MEETING SCHEDULE

(a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Wednesday, October 28, 2015 at 7:45 a.m.

It was requested the next Board Meeting be moved to October 21, 2015 instead of October 28, 2015. It was decided the next Board of Trustees Meeting will be on **Wednesday, October 21, 2015 at 7:45 a.m.**

G-ORDER OF ADJOURNMENT

A motion was made and received to adjourn. The motion was seconded and passed. The meeting adjourned at 8:22 a.m.

Respectfully submitted,



Erin Jenkins
Executive Assistant and Meeting Secretary
Rockford Mass Transit District