

ROCKFORD MASS
TRANSIT DISTRICT

ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees
BOARD MEETING #896
Minutes
Friday, March 25, 2016
7:45 a.m.

RMTD Conference Room
520 Mulberry Street
Rockford, IL 61101

ROLL CALL:

BOARD OF TRUSTEES:

Gary Marzorati, Board of Trustees, Chairman (*Absent*)
Pastor Herbert Johnson – Board of Trustees, Vice Chairman
Stephen K. Ernst – Board of Trustees, Secretary/Treasurer

STAFF:

Rick McVinnie – Executive Director (*Absent*)
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
Susan Campbell – Human Resources Manager (*Absent*)
Erin Jenkins – Executive Assistant/Meeting Secretary

ALSO PRESENT:

Gerald Albert
Jeff DiBenedetto, DiBenedetto & Associates
Elaine Theobald, ATU Local 1333
Erick Groshans, ATU Local 1333
Matt Warneke, Trans Environmental Ltd.

CALL TO ORDER: The Board Vice Chairman called the meeting to order at 7:47 a.m.

APPROVAL OF AGENDA:

The Board Vice Chairman asked for and received a motion to approve the agenda for Friday, March 25, 2016. The motion was seconded and passed.

APPROVAL OF MINUTES:

The General Session and Executive Session Minutes of the Wednesday, February 24, 2016 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:

- A-1 (a) Thank You Letter from SMTD Passenger
The letter of communication was presented to the Board of Trustees for their review.

B-MATTERS OF THE PUBLIC:

No Matters of the Public.

NOTE: The Board Vice Chairman requested F-1 (a) be moved forward on the agenda.

- F-1 (a) DiBenedetto & Associates, Inc.
~ Portfolio Performance Summary for June 30, 2015-March 10, 2016
~ Investment Report for Period Ending December 31, 2015
~ Monthly Investment Statement for January 2016
Jeff DiBenedetto reviewed the Portfolio Overview.
He stated the following performance data for period ending December 31, 2015:
- | | | |
|---|----------------------|-----------------|
| - | Beginning value YTD: | \$14,714,026.68 |
| - | Contributions YTD: | \$819,771.36 |
| - | Income YTD: | \$289,037.94 |
| - | Ending Value YTD: | \$15,064,769.02 |
| - | Investment Gain YTD: | (\$469,029.02) |

Jeff DiBenedetto then reviewed the Performance vs. Benchmarks summary and a Portfolio Overview. He then reviewed the detail of individual investments. He also gave a brief economic summary of the past year.

C-REPORTS OF STANDING COMMITTEES:

No Report

D-RECONSIDERATION OF OLD BUSINESS:

No Report

E-PAYMENT OF BILLS:

- E-1 (a) Hinshaw & Culbertson ~ Rendered Through January 28, 2016
The above payment of bills were presented for the Board of Trustees review.

F-CONSIDERATION OF NEW BUSINESS:

F-1 DIRECTOR – Rick McVinnie, Executive Director (*Absent*)

- (a) Presented Earlier.

F-2 FINANCE – Ron Schoepfer, Director of Finance

- (a) Fiscal Year 2017 Budget Approval
(*The Board Chairman phoned in via conf. call at this point of the meeting*)

The Director of Finance presented the Fiscal Year 2017 Budget to the Board for approval. The Director of Finance reviewed the FY17 Budget in detail. The Director of Finance reported there was a public hearing prior to this Board Meeting (March 25, 2016) regarding the RMTD Fiscal Year 2017 Budget. He noted there was no public in attendance for questions or comments at the public hearing. He added that he did not receive any phone calls or communication of any kind concerning the Budget. The Vice Chairman asked for and received a motion to approve the RMTD Fiscal Year 2017 Budget as presented. With no further discussion, the motion was seconded and passed.

F-3 OPERATIONS – Denny Hendricks, Operations Manager

(a) Fixed Route Report for January, 2016

The Operations Manager reported on the Fixed Route ridership summary for the month ending January, 2016. The Operations Manager discussed some of the graphs in his presentation.

(b) Demand Response Report for January, 2016

The Operations Manager reported on the Demand Response ridership summary for the month ending January, 2016. 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 December, 2015 & January 2016

The Maintenance Manager presented the report on fixed route buses and paratransit vans for January, 2016. 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 34 preventive maintenance inspections performed in November, 2015; 15 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.

F-5 HUMAN RESOURCES - Susan Campbell, Human Resources Manager (*Absent*)

No Report

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

(a) Advertising Contract(s)

The Marketing & PR Specialist presented the following contracts for Board approval:

- Galapagos Charter School
- Talecris Plasma Resources, Inc.
- Macktown Living History – The Gathering Event

The Board reviewed the above mentioned advertising agreements. The Board Vice Chairman asked for and received a motion to approve the advertising agreements. With no further discussion, the motion was seconded and passed.

(b) Upcoming Events-Save the Date(s)

The Marketing and Public Relations Specialist stated RMTD has a lot of upcoming events this spring and summer and wanted the Board to be aware so they could participate if interested. A discussion ensued regarding the upcoming events for 2016.

F-7 GRANTS – Paula Hughes, Grants Specialist

(a) FTA Fiscal Year 2016 Certifications and Assurances

The Grants Specialist presented the annual FTA Fiscal Year 2016 Certifications and Assurances for the Board's review and approval. She added this document certifies to the FTA that RMTD complies with all of their rules and regulations. The Board Vice Chairman asked for and received a motion to approve and execute the FTA Fiscal Year 2016 Certifications and Assurances. With no further discussion, the motion was seconded and passed.

F-8 PROJECT MANAGER – Jim Johnson, Project Manager

(a) Project(s) Update

The Project Manager stated RMTD is working on an RFQ for Architectural services to renovate the downtown transfer center.

(b) Resolution No. R-16-01 RMAP Cooperative Agreement

The Project Manager presented Resolution No. R-16-01 RMAP Cooperative Agreement. The Project Manager provided a brief overview of the purpose of the Resolution to adopt the RMAP Cooperative Agreement. He noted there is a change in this agreement from the 2014 agreement whereas the proposed agreement now allows RMAP to engage in regional planning efforts on a wider and broader scale than previously permitted. He noted the resolution authorizes the RMTD Board Chairman to sign the cooperative agreement. The Board Vice Chairman asked for and received a motion to approve Resolution R-16-01 authorizing the Chairman to sign the proposed RMAP Cooperative Agreement. With no further discussion, the motion was seconded and passed.

(c) Approval of Award of East Side Transfer Center Pathway Extension & Security Project

The Project Manager stated RMTD solicited bids on a pathway extension and security project at the East Side Transfer Center. Three firms bid on the project. The Project Manager asked for Board approval to award a purchase order in the amount of \$1,008,219.00 for the base bid and the first 3 alternates to Stenstrom Excavating and Blacktop Group. The Project Manager further asked for authorization to award Alternate 4 in a not to exceed amount of \$41,300. The Vice Chairman asked for and received a motion to award a purchase order in the amount of \$1,008,219.00 to Stenstrom Excavating and Blacktop Group as well as authorization to award Alternate 4 for the future in a not to exceed amount of \$41,300. A discussion ensued regarding the project. With no further discussion, the motion was seconded and passed.

F-9 RISK MANAGEMENT – Dan Engelkes, Risk Manager

(a) Risk Management Update Report – January, 2016

The Risk Manager provided the Board of Trustees an update report for January, 2016. He provided a brief overview of items he has been working on.

F-10 MEETING SCHEDULE

- (a) The Board Vice Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Wednesday, April 27, 2016 at 7:45 a.m.

At approximately 8:50 a.m., the Board Vice Chairman asked for and received a motion to enter into Executive Session. With no further discussion, the motion was seconded and passed.

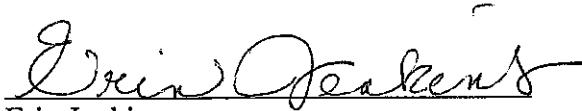
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The meeting went back into General Session at 9:20 a.m.

G-ORDER OF ADJOURNMENT

A motion was made and received to adjourn. The motion was seconded and passed. The meeting adjourned at 9:20 a.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Erin Jenkins", written over a horizontal line.

Erin Jenkins
Executive Assistant and Meeting Secretary
Rockford Mass Transit District