



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees
BOARD MEETING #899
Minutes
Wednesday, August 17, 2016
7:45 a.m.

RMTD Conference Room
520 Mulberry Street
Rockford, IL 61101

ROLL CALL:

BOARD OF TRUSTEES:

Gary L. Marzorati, Board of Trustees, Chairman
Herbert L. Johnson – Board of Trustees, Vice Chairman
Stephen K. Ernst – 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
Susan Campbell – Human Resources Manager
Erin Jenkins – Executive Assistant/Meeting Secretary

ALSO PRESENT:

Michael Hren, RMAP
Elaine Theobald, ATU Local 1333
Erick Groshans, ATU Local 1333
Matthew Douglas, ATU Local 1333
Dale Smith, ATU Local 1333
Attorney Jim Pirages, Hinshaw & Culbertson

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, August 17, 2016. The motion was seconded and passed.

APPROVAL OF MINUTES:

The General Session Minutes of the Wednesday, June 8, 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:

No Report

B-MATTERS OF THE PUBLIC:

No Matters of the Public.

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 May, 2016
		Williams & McCarthy	~	Rendered Through April, 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

(a) Pension Trust Statement of Accounts for: May & June, 2016

The RMTD Pension Trust Statement of Account Summaries for May & June, 2016 were presented for the Board of Trustees to review.

(b) FY2016 Triennial Review Letter from FTA

The Executive Director stated that the 2016 FTA Triennial Review was conducted at RMTD on May 24 & 25, 2016. The Executive Director presented a letter from the FTA in regards to the areas of which deficiencies were found during the 2016 Triennial Review. The Triennial Review focused on RMTD's compliance in 17 areas. No deficiencies were found with the FTA requirements in 12 of the 17 areas. He noted there were deficiencies found in five areas; *Americans with Disabilities Act, Title VI, Procurement, Disadvantaged Business Enterprise, and Drug-Free Workplace/Drug and Alcohol Program*. He noted there were no deficiencies repeated from the 2013 Triennial Review. The Executive Director explained some of the deficiencies and some of the corrective action responses RMTD plans to submit. He added RMTD is in the process of finalizing corrective action responses to address and closeout the deficiencies and noted some of the corrective actions have already been completed.

F-2 FINANCE – Ron Schoepfer, Director of Finance

(a) Unaudited Financial Statement for May & June, 2016

The Director of Finance presented the Unaudited Financial Statement for June, 2016. The Director of Finance reviewed the Balance Sheet as of June 30, 2016.

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, 2016. The Secretary/Treasurer stated he would like to be involved in discussions regarding RMTD's budget when the time comes around in January.

(b) Audit Services Extension Renewal

The Director of Finance stated RMTD had an informal Bid for Audit Services since services of our current audit firm, Baker Tilly, are expiring this year. The Director Finance noted RMTD had a 5 person committee that reviewed and evaluated the informal bids. The Executive Director stated he was included in the entire process as well. The Director of Finance stated there were three audit firms he contacted to obtain bids. After the committee reviewed all bids, the Committee, which included the Director of Finance along with the Executive Director, recommends that RMTD stay with the Audit Firm Baker Tilly for a 3-year term with an additional two 1 year periods. The Director of Finance noted that Baker Tilly came in at \$5,000 minimum less than the other firms. Baker Tilly's Audit Services (including Pension Audit Services) for June 2016 is \$29,300; June 30, 2017 is \$30,150 and June 30, 2018 for \$31,100 with the two optional years being June 30, 2019 for \$32,050 and June 30, 2020 for \$33,000. The Executive Director stated this renewal was not brought to the Board prior to accepting Baker Tilly's proposal due to a timing issue but that the proper procedures were followed and documented accordingly. The Director of Finance noted that Baker Tilly has done a fine job for RMTD. The Board Chairman asked for and received a motion to approve Baker Tilly as RMTD's Auditing Services firm for a three year term. With no further discussion, the motion was seconded and passed.

(Note: The Secretary/Treasurer and Board Vice Chairman voted Aye; the Board Chairman voted Nay.)

F-3 OPERATIONS – Denny Hendricks, Operations Manager

(a) Fixed Route Report for May & June, 2016

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

(b) Demand Response Report for May & June, 2016

The Demand Response ridership summary was provided to the Board of Trustees for their review for the month ending June, 2016.

F-4 MAINTENANCE – Lawrence Tennial, Maintenance Manager

(a) Report on Fixed Route Buses & Paratransit Vans for March - June, 2016

The Maintenance Manager presented the report on fixed route buses and paratransit vans for June 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 33 preventive maintenance inspections performed in June 2016; 15 were fixed route buses and 18 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

(a) RMTD Claims History for May & June 2016

The Human Resource Manager reported on June 2016. She reported YTD FY16 compared to YTD FY15 that the percentage change for total claims in all categories had an overall increase of 8.51%. She noted she met with RMTD's provider who is working on implementing a program that will work with preferred providers in the Rockford area to obtain higher discounts for certain high dollar procedures.

The Human Resources Manager announced she is making plans for RMTD's Annual Health & Wellness Fair and should have the date finalized by the next RMTD Board Meeting.

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

(a) Advertising Contract(s)

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

- TNT – Rob Tucker
- Goodwill Industries
- Galapagos Rockford Charter School
- St. Mary's Services

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

(b) Special Service Request(s)

The Marketing & PR Specialist presented the following Special Service Requests for Board approval:

- Greenwich Village Art Fair
- Midtown Annual Festival and Parade
- Rock River Anything That Floats Race
- Transform Rockford
- Veterans Day Stand Down

The Board reviewed the above mentioned Special Service Request(s). The Board Chairman asked for and received a motion to approve all of the above Special Service Requests. With no further discussion, the motion was seconded and passed.

(c) EEO Summary Report as of July 18, 2016

As EEO Officer of RMTD, The Marketing & PR Specialist presented a quarterly headcount summary report as of July 18, 2016 for the Board's review. She noted this report is a snapshot of RMTD's employment picture. She added there are various breakdowns within categories included in the report. She stated she will provide this report to the Board on a quarterly basis in accordance with RMTD's EEO plan.

F-7 **GRANTS – Paula Hughes, Grants Specialist**

(a) Award of Nine (9) Bus Shelters

The Grants Specialist stated she has put together specifications for nine (9) bus shelters. She noted requests for quotes, along with the specifications have been sent out to vendors. She added the quotes will not be received and evaluated by the Board meeting today and would like to keep the project moving so that RMTD can receive the bus shelters as soon as possible. She noted that 100% of this project is funded with FTA funds. The Grants specialist requested that the RMTD Board of Trustees allow staff to purchase the nine (9) bus shelters to the responsive, responsible vendor with the lowest quote (not to exceed \$90,000) which meets RMTD's specifications. The Board Chairman asked for a received a motion to award the nine (9) bus shelters (not to exceed \$90,000) to the responsive, responsible vendor with the lowest quote. 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 the pathway project at the East Side Transfer Center is done and the punch list has been issued to the general contractor. He stated RMTD granted an extension for one segment which is the parking lot control which was due to delays in getting equipment from the manufacturer. He stated RMTD is working on getting started on the downtown transfer center project. IDOT requested a 30-day period for pre-A&E Submittal concurrence, which is the first of four required 30-day IDOT concurrences before construction can begin. Currently the first 30-day concurrence period sits at 137 days.

F-9 RISK MANAGEMENT – Dan Engelkes, Risk Manager

(a) Risk Management Update Report – June 2016

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

F-10 MEETING SCHEDULE

- (a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Wednesday, September 14, 2016 at 7:45 a.m. The Chairman noted he will be unable to attend but to proceed with the meeting as scheduled in his absence.

At approximately 8:30 a.m., the Board Chairman asked for and received a motion to enter into Executive Session. With no further discussion, the motion was seconded and passed.

The meeting went back into General Session at 8:55 a.m.

G-ORDER OF ADJOURNMENT

A motion was made and received to adjourn. The motion was seconded and passed. The meeting adjourned at 8:55 a.m.

Respectfully submitted,

Erin Jenkins
Executive Assistant and Meeting Secretary
Rockford Mass Transit District