



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees
BOARD MEETING #900
Minutes
Wednesday, September 14, 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 (*Absent*)
Denny Hendricks – Operations Manager
Dan Engelkes – Risk Manager
Jim Johnson – Project Manager (*Absent*)
Lisa Brown – Marketing & Public Relations Specialist (*Absent*)
Paula Hughes – Grants Specialist
Lawrence Tennial – Maintenance Manager
Susan Campbell – Human Resources Manager
Erin Jenkins – Executive Assistant/Meeting Secretary

ALSO PRESENT:

Michael Hren, RMAP
Matthew Douglas, ATU Local 1333
Anthony Way, Assurance Agency
Bob Davidson, 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 14, 2016. The motion was seconded and passed.

APPROVAL OF MINUTES:

The General Session Minutes of the Wednesday, August 17, 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:

No Payment of Bills were Presented.

F-CONSIDERATION OF NEW BUSINESS:

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

F-9 RISK MANAGEMENT – Dan Engelkes, Risk Manager

- (b) Insurance Renewal 2016/2017 ~ Presented by Assurance Agency
The Risk Manager introduced Mr. Way and Mr. Davidson with Assurance Agency.

Mr. Anthony Way of Assurance Agency presented his finding for insurance renewals for the 2016-2017 year. Mr. Way provided an executive summary and discussed some highlights. Mr. Way also reviewed RMTD's five-year claims history. Mr. Way stated there is an overall 2.3% increase in pricing compared to last year due to a larger fleet size. After reviewing the presentation on proposal comparisons, the Board Chairman asked for and received a motion to approve and accept Assurance Agency Insurance's Renewal Proposal for 2016-2017. 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.

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

Fiduciary Liability (Pension Funds) – Chubb.

Underground Storage Tank Pollution – Ace.

Network Security & Cyber Liability – Lloyd's of London

F-1 DIRECTOR – Rick McVinnie, Executive Director

- (a) Pension Trust Statement of Accounts for: July, 2016
The RMTD Pension Trust Statement of Account Summaries for July, 2016 were presented for the Board of Trustees to review.

F-2 FINANCE – Ron Schoepfer, Director of Finance (*Absent*)

No Report

F-3 OPERATIONS – Denny Hendricks, Operations Manager

(a) Fixed Route Report for July, 2016

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

(b) Demand Response Report for July, 2016

The Operations Manager reported on the Demand Response ridership summary for the month of July, 2016. The Operations Manager discussed some of the graphs in his presentation. 2016.

F-4 MAINTENANCE – Lawrence Tennial, Maintenance Manager

(a) Report on Fixed Route Buses & Paratransit Vans for July, 2016

The Maintenance Manager presented the report on fixed route buses and paratransit vans for July 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 July 2016; 21 were fixed route buses and 12 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 July & August 2016

The Human Resource Manager presented claims for July, 2016.

The Human Resources Manager stated she is working to secure a date for RMTD's Annual Health & Wellness Fair. She announced two long-term employees retired within the last month who did a good job, Mr. Tim Steller and Mr. Mike Renton. She announced RMTD is hiring.

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

No report.

F-7 GRANTS – Paula Hughes, Grants Specialist

(a) DBE Program Update Approval

The Grants Specialist stated RMTD's DBE Program has been updated to reflect RMTD's current DBE goal required changes to the DBE monitoring and current federal regulations. She noted RMTD's goal setting submission schedule and organizational chart have also been updated. She stated she is requesting the RMTD Board of Trustees approve the updated DBE Program. The Board Chairman asked for and received a motion to approve the updated DBE Program. With no further discussion, the motion was seconded and passed.

(b) Approval of updates to the RMTD Procurement System Manual

The Grants Specialist presented the RMTD Procurement System Manual in the Project Manger's absence. The Grants Manager stated there are some additional revisions and new requirements to the Procurement Manual that have been made on October 23, 2013. She noted the new DBE oversight will be included in the RMTD Procurement System Manual as well as Clauses pertaining to \$3,000-\$10,000 threshold. The Grants Manager requested approval of the proposed updates of the Procurement Manual. The Board Chairman asked

for and received a motion to approve the updated Procurement Manual. With no further discussion, the motion was seconded and passed.

F-8 PROJECT MANAGER – Jim Johnson, Project Manager (*Absent*)

No Report

F-9 RISK MANAGEMENT – Dan Engelkes, Risk Manager

(a) Risk Management Update Report – July 2016

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

(b) Insurance Renewal 2016/2017

Presented Earlier by *Assurance Agency*

(c) Award Bid for Security Services

The Risk Manager stated RMTD issued a RFP for Security Services on August 1, 2016 and received five (5) submittals. He noted one RFP was unresponsive. He noted a committee of three (3) employees evaluated and scored the proposals on criteria such as submittal. Ability to perform specified services. Ability to meet expectations in a timely manner, cost for services, experience, responsiveness and quality control. He noted based on scoring system from 0-10 for each category evaluation totals Metro Security scored the highest. The Risk Manager requested Board approval to enter into a three (3) year agreement with Metro Security. The Board Chairman asked for and received a motion to approve the 3-year agreement with Metro Security for Security Services for RMTD. With no further discussion, the motion was seconded and passed.

F-10 MEETING SCHEDULE

- (a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Wednesday, October 26, 2016 at 7:45 a.m. The Chairman noted he will be unable to attend. The Board Chairman suggested having the next Board Meeting on Wednesday, October 12, 2016 at 7:45 a.m. All Board Members and staff were in agreement. The next RMTD Board Meeting will be on Wednesday, October 12, 2016 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 8:10 a.m.

Respectfully submitted,

Erin Jenkins
Executive Assistant and Meeting Secretary
Rockford Mass Transit District