



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees
BOARD MEETING #901
Minutes
Wednesday, October 12, 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:

Mr. Brian Linden

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, October 12, 2016. The motion was seconded and passed.

APPROVAL OF MINUTES:

The General Session Minutes of the Wednesday, September 14, 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:

- B-1 (a) Mr. Brian Linden
Mr. Brian Linden addressed the Board of Trustees and discussed an experience he had recently in regards to bus stops. Mr. Linden asked for clarification on bus stop policy/procedures. The Operations Manager acknowledged Mr. Linden's concerns and explained bus stop policy/procedures.

C-REPORTS OF STANDING COMMITTEES:

- C-1 a) Safety Committee Meeting Minutes from August 16, 2016
The Executive Director presented the Safety Committee Meeting Minutes of August 16, 2016 for the Board of Trustees review.

D-RECONSIDERATION OF OLD BUSINESS:

No Report

E-PAYMENT OF BILLS:

- E-1 (a) Hinshaw & Culbertson ~ Rendered Through June & July, 2016

The Executive Director presented the above payment of bills 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: July, 2016
The RMTD Pension Trust Statement of Account Summaries for August, 2016 were presented for the Board of Trustees to review.

- F-2 FINANCE – Ron Schoepfer, Director of Finance

- (a) Unaudited Financial Statements for July & August, 2016
The Director of Finance presented the Unaudited Financial Statement for August, 2016. The Director of Finance reviewed the Balance Sheet as of August, 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 August 31, 2016.

- F-3 OPERATIONS – Denny Hendricks, Operations Manager

- (a) Fixed Route Report for August, 2016
The Operations Manager reported on the Fixed Route ridership summary for the month ending August, 2016. The Operations Manager discussed some of the graphs in his presentation.
- (b) Demand Response Report for August, 2016

The Operations Manager reported on the Demand Response ridership summary for the month of August, 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 August, 2016

The Maintenance Manager presented the report on fixed route buses and paratransit vans for August 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 35 preventive maintenance inspections performed in August 2016; 16 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

(a) RMTD Claims History for September 2016

The Human Resources Manager presented and reviewed the claims for September, 2016.

(b) RMTD Annual Health Fair

The Human Resources Manager stated RMTD's Annual Health & Wellness Fair is Thursday October 27, 2016 from 9AM-3PM and she invited the Board Members to attend. She noted flu shots will be provided to those employees, retirees and board members that wish to receive. She added a variety of vendors will be participating in the Health and Wellness Fair such as the YMCA and Sam's Club.

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

(a) Advertising Contract(s)

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

- Americar
- Choice Furniture

The Board reviewed the above mentioned advertising agreement(s). The Board Chairman asked for and received a motion to approve the advertising agreement. 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:

- RACVB – Stroll on State

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

F-7 GRANTS – Paula Hughes, Grants Specialist

(a) Resolution No. R-16-06 - IDOT FY17 DOAP Grant Contract

The Grants Specialist stated she is seeking board approval for the execution of Resolution No. R-16-06 - IDOT FY17 Downstate Operating Assistance Program Grant. She noted RMTD applied for \$10,434,137 and RMTD was granted an appropriated amount of \$19,132,900. The Grants Specialist noted RMTD cannot draw off this amount unless RMTD matches it. The Board Chairman asked for and received a motion to approve Resolution No.

R-16-06 - FY17 Downstate Operating Assistance Program Grant. With no further discussion, the motion was seconded and passed.

F-8 PROJECT MANAGER – Jim Johnson, Project Manager

(a) Projects Update

The Project Manger stated the East Side Transfer Center Path Project is winding down and there are 2 final payment requests left which should complete the project. The Project Manager stated RMTD received IDOT concurrence in regards to RMTD’s downtown transfer center project which took about 190 days. He added RMTD can begin the process to find an architect and go through the RFQ process.

F-9 RISK MANAGEMENT – Dan Engelkes, Risk Manager

(a) Risk Management Update Report – August 2016

The Risk Manager provided the Board of Trustees an update report for August, 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, November 23, 2016 at 7:45 a.m.

At approximately 8:29 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 8:49 a.m.

G-ORDER OF ADJOURNMENT

A motion was made and received to adjourn. The motion was seconded and passed. The meeting adjourned at 8:50 a.m.

Respectfully submitted,

Erin Jenkins
Executive Assistant and Meeting Secretary
Rockford Mass Transit District