



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees
BOARD MEETING #903
Minutes
Wednesday, January 25, 2017
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 (*Absent*)
Herbert L. 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
Erin Jenkins – Executive Assistant/Meeting Secretary

ALSO PRESENT:

None

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

APPROVAL OF AGENDA:

The Board Vice Chairman asked for and received a motion to approve the agenda for Wednesday, January 25, 2017. The motion was seconded and passed.

APPROVAL OF MINUTES:

The General Session Minutes of the Monday, December 19, 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 BY THE PUBLIC:

No Matters of the Public

C-REPORTS OF STANDING COMMITTEES:

No Committee Reports

D-RECONSIDERATION OF OLD BUSINESS:

No Report

E-PAYMENT OF BILLS:

- E-1 (a) Williams & McCarthy ~ Rendered Through December, 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) Pension Trust Statement of Accounts for: November, 2016
The RTD Pension Trust Statement of Account Summaries for November, 2016 were presented for the Board of Trustees to review.

F-2 FINANCE – Ron Schoepfer, Director of Finance

- (a) Unaudited Financial Statements for November, 2016
The Director of Finance presented the Unaudited Financial Statement for November, 2016. The Director of Finance reviewed the Balance Sheet as of November, 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 November 30, 2016.

F-3 OPERATIONS – Denny Hendricks, Operations Manager

The Operations Manager stated he does not have a Fixed Route Report due to having a software issue and not being able to produce accurate ridership numbers. He noted they have been working with the vendor to resolve the issue and hope to have a Fixed Route Report at the next Board Meeting.

- (a) Demand Response Report for November & December, 2016
The Operations Manager reported on the Demand Response ridership summary for the month of November & December, 2016. The Operations Manager discussed some of the graphs in his presentation.

F-4 MAINTENANCE – Lawrence Tennial, Maintenance Manager

No Report

F-5 HUMAN RESOURCES - Susan Campbell, Human Resources Manager

- (a) RTD Claims History for December, 2016
The Human Resources Manager presented and reviewed the claims for December, 2016. She also submitted an Executive Summary from Delta Dental providing claims & experience highlights January 2016-December 2016.

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

(a) Advertising Contract(s)

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

- Personal Finance Company
- St. Mary's Services

The Board reviewed the above mentioned advertising agreement(s). The Board Vice 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(s) Request

The Marketing & PR Specialist stated there are no Special Service requests at this time.

(c) EEO Summary Report as of December 31, 2016

As EEO Officer of RMTD, The Marketing & PR Specialist presented a quarterly headcount summary report as of December 31, 2016 for the Board's review. She noted 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.

(d) RMTD Website Update

The Marketing & PR Specialist stated Graham Spencer has worked through and resolved some issues with Route Match. She noted after 2 attempts due to weather, a photoshoot was successfully completed for the new website as well. She added Graham Spencer anticipates the launch of the new RMTD website will be the first week in March.

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

(a) FTA Fiscal Year 2017 Certifications and Assurances

The Grants Specialist presented the annual FTA Fiscal Year 2017 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 2017 Certifications and Assurances. With no further discussion, the motion was seconded and passed.

(b) Resolution No. R-17-01 – FTA 5307 Grant Amendment

The Grants Specialist stated that Resolution No. R-17-01 is a resolution to execute and file a 5307 Grant Amendment. She noted this Amendment will utilize FFY'15 5307 funds of \$1,802,142 for Preventative Maintenance, ADA as well as purchase additional equipment to include a Service Truck and Generator and associated equipment. For Preventative Maintenance and ADA, State of Illinois DOAP funds will be used for the match. Illinois Transportation Development Credits (TDC's) will be used in lieu of a local match for the Capital Projects. The Board Vice Chairman asked for and received a motion to approve Resolution No. R-17-01 – 5307 Grant Amendment. With no further discussion the motion was seconded and passed.

(c) Resolution No. R-17-02 – FTA 5339 Grant Amendment

The Grants Specialist stated that Resolution No. R-17-02 is a resolution to execute and file a 5339 Grant Amendment. She noted this Amendment for 5339 FFY'16 funds of \$297,717 will be used to add additional funds to the Downtown Transfer Center project. Illinois Transportation Development Credits (TDC's) will be used in lieu of a local match. The Board Vice Chairman asked for and received a motion to approve Resolution No. R-17-02 – FTA 5339 Grant Amendment. With no further discussion the motion was seconded and passed.

(d) FY'16 Fixed Asset Final Inventory Review

The Grants Specialist presented the Board of Trustees with the FY '16 Fixed Asset Final Inventory Review. She noted the beginning balance as of July 1, 2015 was \$39,065,952.95 and that along with FY '16 additions and deletions brings an ending balance as of 6/30/16 to \$39,942,759.43. She noted that, less the accumulated depreciation, the total net capital assets of \$21,044,696.91 matches the audited total capital assets of 2016. She added proceeds from the sale of equipment were \$8,500.00 and those proceeds were deposited into a local capital account to be used as local share in purchasing new equipment.

F-8 PROJECT MANAGER – Jim Johnson, Project Manager

- (a) Request for Approval of A&E Agreement for Downtown Transfer Center Project
The Project Manager stated RMTD met with 2 architectural/design firms which were being considered to renovate and expand the Downtown Transfer Center on W. State Street as stated at the last Board Meeting. After the evaluation process by a four-member evaluation committee, it was determined that the Larson & Darby Group of Rockford was more qualified than Muller & Muller of Chicago. He noted the Larson & Darby Group was notified on December 21, 2016 that RMTD wished to begin negotiations, requiring Larson & Darby to submit a cost proposal. The Project Manager stated the staff recommends that the Board of Trustees, subject to receiving concurrence from the Illinois Department of Transportation, approve entering into an agreement with the Larson & Darby Group for performing the design services for the Downtown Transfer Center Renovation & Expansion Project in the amount that is not to exceed \$331,470.00 for all potential work known to be needed at this time. The Board Vice Chairman asked for and received a motion to approve entering into an agreement with Larson & Darby for performing the design services for the Downtown Transfer Center Renovation & Expansion Project in the amount that is not to exceed \$331,470.00 for all potential work known to be needed at this time. With no further discussion the motion was seconded and passed.

F-9 RISK MANAGEMENT – Dan Engelkes, Risk Manager

- (a) Risk Management Update Report – December 2016
The Risk Manager provided the Board of Trustees an update report for December, 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, February 22, 2017 and needs to be cancelled. The next RMTD Board of Trustees Meeting is March 22, 2017 at 7:45 a.m.

G-ORDER OF ADJOURNMENT

A motion was made and received to adjourn. The motion was seconded and passed. The Board Meeting adjourned at 8:14 a.m.

Respectfully submitted,

Erin Jenkins
Executive Assistant and Meeting Secretary
Rockford Mass Transit District