



ROCKFORD MASS
TRANSIT DISTRICT

ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees
ANNUAL BOARD MEETING #905
Minutes
Wednesday, April 26, 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
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:

Chuck DiBenedetto, DiBenedetto & Associates
Jeff DiBenedetto, DiBenedetto & Associates
Michael Hren, RMAP

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

REPORTS OF RETIRING OFFICERS:

There were no reports of retiring officers.

ELECTION OF NEW OFFICERS:

The Vice Chairman made a motion to retain the same officers as the previous year with Gary Marzorati serving as Board Chairman; Herbert Johnson serving as Vice Chairman and Stephen Ernst serving as Secretary/Treasurer. The motion was seconded and passed.

APPROVAL OF AGENDA:

The Board Vice Chairman asked for and received a motion to approve the agenda for Wednesday, April 26, 2017. The motion was seconded and passed.

APPROVAL OF MINUTES:

The General Session Minutes of the Monday, March 26, 2017 RMTD Board of Trustees Meeting were reviewed. A correction was duly noted to include, in the March 27, 2017 Minutes, that Michael Hren was present at the board meeting. A motion was made to approve the minutes with that correction noted. With no further discussion, the motion was seconded and approved.

A-COMMUNICATIONS:

No Report

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

- F-1 (a) DiBenedetto & Associates, Inc.
~ Portfolio Management Summary Statement Period Ending: March 31, 2017
~ Monthly Investment Statement for February, 2017

Jeff DiBenedetto reviewed the Portfolio Overview.

He stated the following performance data for period ending March 31, 2017:

-	Beginning value YTD:	\$17,035,410.95
-	Net Contributions YTD:	(\$188,250.00)
-	Income YTD:	\$56,738.87
-	Ending Value YTD:	\$17,458,606.20
-	Investment Gain YTD:	\$611,445.25

Jeff DiBenedetto then reviewed the Performance vs. Benchmarks summary and a Portfolio Overview. He then reviewed Asset Allocations. He then reviewed the detail of individual investments.

The Director of Finance informed the DiBenedetto's that \$1.4 million will be contributed to the RMTD Pension Plan by the end of this fiscal year which was approved by the Board at the last Board meeting.

Chuck DiBenedetto provided a brief economic summary to date.

B-MATTERS BY THE PUBLIC:

No Matters of the Public

C-REPORTS OF STANDING COMMITTEES:

- C-1 (a) Safety Committee Meeting Minutes from February 27, 2017
The Executive Director presented the Safety Committee Meeting Minutes of February 27, 2017 for the Board of Trustees review.

D-RECONSIDERATION OF OLD BUSINESS:

No Report

E-PAYMENT OF BILLS:

- E-1 (a) Hinshaw & Culbertson ~ Services Rendered Through February 28, 2017
Meyer & Horning ~ Services Rendered Through March 30, 2017
Williams & McCarthy ~ Services Rendered Through March 22, 2017

The above payment of bills were presented for the Board of Trustees review.
A discussion ensued regarding a FOIA request RMTD received regarding route data.

F-CONSIDERATION OF NEW BUSINESS:

F-1 DIRECTOR – Rick McVinnie, Executive Director

(a) Presented Earlier

(b) Renewal of Appointments

- Rick McVinnie ~ Ethics Officer
- Lisa Brown ~ EEO Officer
- Erin Jenkins ~ FOIA/OMA Officer; and Assistant Secretary
- Paula Hughes ~ DBE Officer
- Ron Schoepfer ~ Assistant Treasurer

The renewal of the appointees listed above are for the 2017-2018 term. The Board Secretary/Treasurer asked for and received a motion to approve the reappointment of Rick McVinnie, Ethics Officer; Lisa Brown, EEO Officer; Erin Jenkins, FOIA & OMA Officer and Board Meeting Secretary; Paula Hughes, DBE Officer; Ron Schoepfer, Assistant Treasurer. With no further discussion, the motion was seconded and passed.

(c) Approval of Board of Trustees Meeting Schedule for April 2016 through March 2017

The Executive Director presented the Board of Trustees Meeting schedule for April 2017 through March 2018. The Board Vice Chairman asked for and received a motion to approve the Board of Trustees Meeting schedule for April 2017 through March 2018. With no further discussion, the motion was seconded and passed.

(d) Resolution No. R-17-03 - Amendment to the Administrative Employees' Retirement Plan & Trust Agreement

The Executive Director stated Resolution No. R-17-03 adopts the Amendment to the RMTDs' Administrative Employees' Retirement Plan and Trust Agreement Amendment of RMTDs' desires to freeze participation in the Plan to only include employees hired on or before October 31, 2016 and exclude employees hired on or after November 1, 2016.

(e) Resolution No. R-17-04 – Amendment to the Amalgamated Transit Union Employees' Retirement Plan & Trust Agreement

The Executive Director stated Resolution No. R-17-04 adopts the Amendment to the RMTDs' Amalgamated Transit Union Employees' Retirement Plan and Trust Agreement of RMTDs' desires to freeze participation in the Plan to only include employees on or before October 31, 2016 and exclude employees hired on or after November 1, 2016. He noted all of this was directed and approved by the RMTD Board of Trustees during ATU Negotiations.

(f) Resolution No. R-17-05 – Amendment to the 457 Employee Deferred Compensation Plan

The Executive Director stated Resolution No. R-17-05 adopts the Amendment to the RMTD 457 Employee Deferred Compensation Plan whereas RMTD desires to provide matching contributions to those employees who are hired on or after November 1, 2016. Specific participant/employer contributions amounts are outlined in the Plan.

The Secretary/Treasurer asked for and received a motion to approve Resolution No. R-17-03; Resolution No. R-17-04 and Resolution No. R-17-05. With no further discussion, the motion was seconded and passed.

F-2 FINANCE – Ron Schoepfer, Director of Finance

(a) Unaudited Financial Statements for February, 2017

The Director of Finance presented the Unaudited Financial Statement for February, 2017.

The Director of Finance reviewed the Balance Sheet as of February, 2017.

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 February, 2017.

A discussion ensued regarding funding.

F-3 OPERATIONS – Denny Hendricks, Operations Manager

(a) Fixed Route Report for February, 2017

The Operations Manager reported on the Fixed Route ridership summary for the month ending February, 2017. The Operations Manager discussed some of the graphs in his presentation.

(b) Demand Response Report for February, 2017

The Operations Manager reported on the Demand Response ridership summary for the month ending February, 2017. 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 February, 2017

The Maintenance Manager presented the report on fixed route buses and paratransit vans for February 2017. 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 February 2017; 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.

(b) 2017-2018 Diesel Fuel Contract

The Maintenance Manager stated the Board Chairman had recommended RMTD lock into a good price for fuel if possible. After researching, he noted RMTD has an opportunity to lock into a price with Blake Oil Company for \$1.75 a gallon for diesel fuel for the months of April 1, 2017 through December 31, 2018. The amount of fuel is approximately 6000,000 gallons and will save RMTD an estimated minimum of \$50,000 through the course of this contract. The Secretary/Treasurer asked for and received a motion to approve the 2017-2018 Diesel Fuel contract between Blake Oil Company and RMTD. With no further discussion, the motion was seconded and passed.

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

(a) RMTD Claims History for March, 2017

The Human Resources Manager presented and reviewed the claims for March, 2017.

A discussion ensued regarding the cost of prescriptions.

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

(a) Advertising Contract(s)

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

- Macktown Living History
- Bookerfest 2017
- MacCloskeyKesler & Associates
- Rock River Area Group Services of Narcotics Anonymous
- Polish Fest

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

- Rockford Housing Authority (Live at Levings)

The Board reviewed the above mentioned Special Service Request(s). The Secretary/Treasurer asked for and received a motion to approve the above Special Service Request(s) for up to 2 events (RHAs' choice which two events), the coordination of promotion will not be the responsibility of RMTD and RHA will have a sign up system for use of the RMTD shuttle service prior to the event. With no further discussion, the motion was seconded and passed.

The Marketing and PR Specialist announced RMTD Employee Appreciation Day is going to be Friday, May 19, 2017. She noted there will be food and the award ceremony will be at 12:15 p.m. and hopes the Board Members can join.

F-7 GRANTS – Paula Hughes, Grants Specialist

No Report

F-8 PROJECT MANAGER – Jim Johnson, Project Manager

(a) Project(s) Update

The Project Manager stated the project for the design of the revisions to the Downtown Transfer Center is moving forward and is on schedule.

(b) Approval of Award of Contract for Copier Purchase

The Project Manager stated due to the age, increase in service calls and warnings from the service technicians about limited parts availability for the 15-year old RMTD copiers, RMTD went out for bids to replace three RMTD copiers (the primary copier, the color copier and the paratransit copier). He noted 10 firms expressed interest in the procurement and five submitted bids. He noted RMTD is recommending the award of this contract for three copiers to Ricoh USA of Madison, Wisconsin for the lowest bid of \$24,994.84. The Board Vice Chairman asked for and received a motion to approve the award of a three-copier purchase for \$24,994.84 to Ricoh USA of Madison, Wisconsin and to lock in the cost per copy for an added four-year service contract with the same firm. With no further discussion, the motion was seconded and passed.

F-9 RISK MANAGEMENT – Dan Engelkes, Risk Manager

(a) Risk Management Update Report – March 2017

The Risk Manager provided the Board of Trustees an update report for March, 2017. He provided a brief overview of items he has been working on.

(b) Approval of Award of Video Surveillance System

The Risk Manager stated RMTD has available grant money to install video surveillance systems in seven of the new paratransit vans. He noted he solicited bids for the materials (cameras, hard drives and mounting materials). He stated he is seeking Board approval to issue a PO to Seon System Sales in the amount of \$28,343.00. The Secretary/Treasurer asked for and received a motion to approve the issuance a PO to Seon System Sales in the amount of \$28,343.00. With no further discussion the motion was seconded and passed.

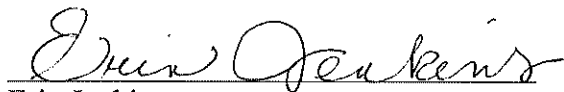
F-10 MEETING SCHEDULE

- (a) The Board Vice Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Wednesday, May 24, 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 8:55 a.m.

Respectfully submitted,



Erin Jenkins
Executive Assistant and Meeting Secretary
Rockford Mass Transit District