



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees
BOARD MEETING #914 Minutes
Monday, January 15, 2018
7:45 a.m.

RMTD Conference Room
520 Mulberry Street
Rockford, IL 61101

ROLL CALL:

BOARD OF TRUSTEES:

Herbert L. Johnson – Board of Trustees, Chairman
Stephen K. Ernst – Board of Trustees, Vice Chairman
David Sidney – Board of Trustees, Secretary/Treasurer

STAFF:

Michael Stubbe – Executive Director
Rick McVinnie – Director of Special Projects & Advisor to the RMTD Board of Trustees
Ron Schoepfer – Director of Finance (*Absent*)
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 Chairman called the meeting to order at 7:45 a.m.

OPENING REMARKS:

The Board Chairman welcomed new RMTD Executive Director, Michael Stubbe. The Executive Director thanked the Board of Trustees for a great opportunity and stated he appreciates their confidence in him to take the lead. The Executive Director also thanked the staff and noted they have been very welcoming and accommodating. The Director of Special Projects stated he thinks the Board has made a great decision hiring Mr. Stubbe as the new Executive Director and stated they work very well together.

APPROVAL OF AGENDA:

The Board Chairman asked for and received a motion to approve the agenda for January 15, 2018. The motion was seconded and passed.

APPROVAL OF MINUTES:

The General Session and Executive Session Minutes of the December 6, 2017 RMTD Board of Trustees Meeting were reviewed. 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 Report

D-RECONSIDERATION OF OLD BUSINESS:

No Report

E-PAYMENT OF BILLS:

- E-1 (a) Hinshaw & Culbertson ~ Services Rendered Through October-November, 2017
Williams & McCarthy ~ Services Rendered Through Sept., Oct. & Nov., 2017
Meyer & Horning ~ Services Rendered Through October 23, 2017

The above payment of bills were presented for the Board of Trustees review.

F-CONSIDERATION OF NEW BUSINESS:

F-1 DIRECTOR – Michael Stubbe, Executive Director

- (a) Pension Trust Statement of Accounts for: October, 2017
The RMTD Pension Trust Statement of Account Summaries for October, 2017 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 October/November, 2017
The Operations Manager reported on the Fixed Route ridership summary for the month ending November, 2017. The Operations Manager discussed some of the graphs in his presentation.
- (b) Demand Response Report for October/November, 2017
The Operations Manager reported on the Demand Response ridership summary for the month ending November, 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 November, 2017

The Maintenance Manager presented the report on fixed route buses and paratransit vans for November 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 37 preventive maintenance inspections performed in November 2017; 15 were fixed route buses and 22 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 November, 2017

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

(b) Resolution No. R-18-01 – Adoption of Updated RMTD Sexual Harassment Policy

The Human Resources Manager stated the State of Illinois has mandated that public entities such as RMTD adopt a new sexual harassment policy effective as of January 15, 2018. She stated that RMTD currently has a policy in place on harassment which encompasses all different forms of harassment. She noted Legal Counsel pulled out and strengthened the language and made the new policy just for prohibiting sexual harassment. The Human Resources Manager stated she plans to review and update other policies going forward. She added there will be sexual harassment prevention training for staff on an annual basis.

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

(a) Advertising Contract(s)

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

- Choice Furniture
- RPS District 205
- Shawn Way/Milestone, Inc.

The Board reviewed the above mentioned advertising agreement(s). The Board 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) & Communication

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

- RACVB/Illinois Kids Wrestling Federation (Friday, March 9, 2018)
- The Board reviewed the Special Service Request. RMTD has been asked to provide (4) shuttle runs from the Pioneer Parking Deck to BMO for the families and wrestlers. Each shuttle run is about 2 hours. The estimated cost to the District is approximately \$1500.00. The Board Chairman asked for and received a motion to approve the special service request. With no further discussion, the motion was seconded and passed.

(c) EEO Summary Report as of December 30, 2017

As EEO Officer of RMTD, The Marketing & PR Specialist presented a quarterly headcount summary report as of December 30, 2017 for the Board's review. She noted there are various breakdowns within categories included in the report. She noted the EEO Commission has updated their EEO Guidelines for reporting and for preparing an EEO plan. She added she and some of the staff meet quarterly per the EEO guidelines. She added one area that RMTD needs to develop attracting is in the Hispanic category and will discuss during the quarterly meetings going forward. 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) FY '17 Fixed Asset Final Inventory Review

The Grants Specialist presented the Board of Trustees with the FY '17 Fixed Asset Final Inventory Review. She noted the beginning balance as of July 1, 2016 was \$39,942,760 and that along with FY '17 additions and deletions brings an ending balance as of 6/30/17 to \$40,734,048. She noted that, less the accumulated depreciation, the total net capital assets of \$20,561,758 matches the audited total capital assets of 2017. She noted there was \$679,130 original value of sold/scrapped equipment. She added proceeds from the sale of equipment were \$24,140 and those proceeds were deposited into the local capital account to be used as local share in purchasing new equipment.

(b) Resolution No. R-18-02 - CAP-10-930 IDOT Capital Amendment

The Grants Specialist presented Resolution No. R-18-02 – CAP-10-930 IDOT Capital Grant Amendment. CAP-10-930 was originally programmed for the East Side Transfer Center (ESTC). Once State funds were put on hold, the construction of the remaining project was scaled back and completed with Federal only funds. RMTD is requesting that the remaining State funds in CAP-10-930 (\$486,021.46) previously designated for the ESTC project, be revised to be used for the Downtown Transfer Center Construction Project. She stated this resolution is for the authorization and execution of this amendment which will allow RMTD to revise these funds as soon as possible. The Board Chairman asked for and received a motion to accept Resolution No. R-18-02 – CAP-10-930 IDOT Capital Grant Amendment. With no further discussion, the motion was seconded and passed.

(c) Resolution No. R-18-03 - CAP-12-994 IDOT Capital Amendment

The Grants Specialist presented Resolution No. R-18-03 – CAP-12-994 IDOT Capital Grant Amendment. CAP-12-994 was originally programmed for the Multimodal/Rail Station. Unfortunately, even though these state funds for A/E have recently been released, there is no longer any construction funds for the Multimodal station and the funding for the rail itself is no longer available. RMTD is requesting that the remaining State funds in CAP-12-994 (\$826,124.54) be revised to be used for the Downtown Transfer Center Construction Project. She stated this resolution is for the authorization and execution of this amendment which will allow RMTD to revise these funds as soon as possible. The Board Chairman asked for and received a motion to accept Resolution No. R-18-03– CAP-12-994 IDOT Capital Grant Amendment. With no further discussion, the motion was seconded and passed.

F-8 PROJECT MANAGER – Jim Johnson, Project Manager

(a) Projects(s) Update

The Project Manager stated he met with the County Board Administrator and State Attorney's Office in regards to RMTD using the Public Safety Building during the Downtown Construction Project. After reviewing their proposed lease agreement, the County had made significant changes and it was clear RMTD leasing the public safety building from the Winnebago County was not going to happen. Winnebago County had concerns regarding security and the County stated the Lease payment was not sufficient. Based on these things, the Project Manager stated he began the process of getting a trailer here to house the RMTD transfer center staff while under construction. The Project Manager stated he hopes to have everything up and going by the end of January 2018 so demolition can begin of the Downtown Transfer Center.

The Project Manager stated since Van Galder began service on November 20, 2017 at the ESTC, he has been working with a few of the surrounding businesses because there have

been some concerns regarding loitering by some of the passengers when the ESTC is not open. He noted he will continue to work with the surrounding businesses to be a good neighbor and help in any way that we can.

F-9 RISK MANAGEMENT – Dan Engelkes, Risk Manager

- (a) Risk Management Update Report – November, 2017
The Risk Manager presented a Risk Management Update Report from November, 2017 to the Board of Trustees for their review.

F-10 MEETING SCHEDULE

- (a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Wednesday, February 28, 2018 at 7:45 a.m.

The Board Meeting will need to be rescheduled. It was decided the next RMTD Board Meeting will be on Monday, February 26, 2018 at 7:45 a.m.

At approximately 8:38 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.

G-ORDER OF ADJOURNMENT

A motion was made and received to adjourn. The motion was seconded and passed. The Board Meeting adjourned at 9:10 a.m.

Respectfully submitted,

Erin Jenkins
Executive Assistant and Meeting Secretary
Rockford Mass Transit District