



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees
BOARD MEETING #915 Minutes
Monday, February 26, 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 (*Absent*)
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 (*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:

William Favretto, ATU Local 1333
Jeff DiBenedetto, DiBenedetto & Associates

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 February 26, 2018. The motion was seconded and passed.

APPROVAL OF MINUTES:

The General Session and Executive Session Minutes of the January 15, 2018 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:

- C-1 (a) Safety Committee Meeting Minutes from February 22, 2018
The Safety Committee Meeting Minutes from February 22, 2018 were presented to the Board of Trustees for their review.

D-RECONSIDERATION OF OLD BUSINESS:

No Report

E-PAYMENT OF BILLS:

No Report

F-CONSIDERATION OF NEW BUSINESS:

F-1 DIRECTOR – Michael Stubbe, Executive Director

- (a) DiBenedetto & Associates, Ltd.
- Portfolio Management Summary as of: February 20, 2018
 - Monthly Investment Statement for: December, 2017

Jeff DiBenedetto reviewed the Portfolio Overview.

He stated the following performance data for period ending February 20, 2018:

- Beginning value YTD:	\$20,395,044.72
- Net Contributions YTD:	0.00
- Income & Expenses YTD:	(\$8,280.71)
- Ending Value YTD:	\$20,333,291.05
- Investment Gain YTD:	\$20,246.33

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.

- (b) Resolution No. R-18-04 - RMTD Travel Policy
The Executive Director stated Resolution No. R-18-04 amends RMTD's current Travel Policy. In order to comply with the Local Government Travel & Expense Control Act, RMTD staff revised the current travel policy in accordance with the Local Government Travel & Expense Control Act and incorporated set limits on travel expenditures with a maximum amount of \$2500. He noted \$2500 is the maximum amount that can be spent without Board approval and added the maximum amount of \$2500 can be adjusted anytime. The Board Chairman asked for and received a motion to approve Resolution No. R-18-04 – RMTD Travel Policy. With no further discussion, the motion was seconded and passed.
- (c) RMTD/RMAP IGA Agreement
The Executive Director stated the Intergovernmental Agreement between RMTD/RMAP was previously approved at an earlier Board meeting but brought back to the Board for their review and follow-up. This agreement is for a shared Transit Planner employee

between RMTD and RMAP whereas RMTD reimburses RMAP 40% of the cost of the base salary for the Transit Planner. The Executive Director stated an offer was made to an individual but they did not accept. He noted once an individual is identified and hired, RMTD and RMAP will enter into the agreement and that will be the date which will be applied to the agreement. No RMTD Board action is required as the IGA between RMTD and RMAP was previously approved at an earlier Board meeting.

F-2 FINANCE – Ron Schoepfer, Director of Finance

(a) Unaudited Financial Statements for October, November & December, 2017

The Director of Finance presented the Unaudited Financial Statement for October, November & December, 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 December, 2017.

(b) Fiscal Year 2019 Draft Operations Budget

The Director of Finance presented the Fiscal Year 2019 Draft Operations Budget for the Board's review. He indicated the final budget will be presented to the Board for approval at the March 28, 2018 Board Meeting. He added this will not only allow time for the Board to review the draft budget and have discussions for the next 30 days, it will also allow the public the opportunity to comment as well. He noted there will be a Public Hearing prior to the next Board meeting as well. The Director of Finance noted he is available to the Board within the next 30 days should they have any questions and/or comments in regards to the draft Fiscal Year 2019 budget.

F-3 OPERATIONS – Denny Hendricks, Operations Manager

(a) Fixed Route Report for December, 2017

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

(b) Demand Response Report for December, 2017

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

The Maintenance Manager presented the report on fixed route buses and paratransit vans for December 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 28 preventive maintenance inspections performed in December 2017; 14 were fixed route buses and 14 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 December, 2017 & January 2018

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

The Human Resources Manager stated she and the Executive Director met with Mr. Sal Marino, RMTD's Health Insurance Broker, and stated Mr. Marino will be attending the May 2018 Board Meeting to present RMTD Health Insurance renewal options to the Board. She also noted RMTD is still hiring and in need of Paratransit drivers. She added Alice Geigan, long time Operator for RMTD, is retiring and RMTD will be having cake for her the end of this week and invited the Board of Trustees to join.

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

(a) Advertising Contract(s)

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

- Remedies Renewing Lives

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

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

- MeltFest (Event Date: March 24, 2018)

The Board reviewed the Special Service Request. RMTD has been asked to provide shuttle bus service on March 24, 2018 from 10:30 a.m. to 4:30 p.m. where the shuttle would run from the Prairie Street Brewhouse to the Sports Factory and the YMCA and back to the Brewhouse. The estimated cost to the District is approximately \$900.00. A discussion ensued regarding the special service request. The Board Chairman and Secretary/Treasurer both voted not to approve the special service request. The MeltFest special service request is denied.

F-7 GRANTS – Paula Hughes, Grants Specialist

(a) Signatory Authorization and Certification to Obtain FTA ECHO Funds

The Grants Specialist requested Board approval to update the signatory authorization form to the new RMTD Executive Director, Michael Stubbe, to obtain FTA Funds. The Board Chairman asked for and received a motion to approve the Executive Director to authorize ECHO-Web on behalf of the organization. With no further discussion, the motion was seconded and passed.

(b) FTA Fiscal Year 2018 Certifications and Assurances

The Grants Specialist presented the annual FTA Fiscal Year 2018 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 Chairman asked for and received a motion to approve and execute the FTA Fiscal Year 2018 Certifications and Assurances. With no further discussion, the motion was seconded and passed.

F-8 PROJECT MANAGER – Jim Johnson, Project Manager

(a) Change Order to Design Agreement for Phase 2 of the Downtown Transfer Center Project

The Project Manager stated the second phase of the Downtown Transfer Center consists of primarily reshaping the bus berths from the current “drive-in-back-out” arrangement to a straighter “drive-in-drive out” arrangement that eliminates the current backing of buses. While the safety element is certainly expected to improve and bus dispatches should be quicker, this style does take up more than three times the curb space of the current arrangement. This arrangement requires the elimination of all public parking on the RMTD side of West State Street and North Court Street and an agreement between the City and RMTD that RMTD will be responsible for maintaining the portion of West State Street and North Court Street that is used by buses for the passenger drop off and pick up process. Elimination of this parking has been approved by the City Traffic Commission and must be approved by the City Codes and Regulations Committee on February 26, 2018 and by the full City Council on March 3, 2018. He noted the current status request from RMTD to get more detail on the financial proposal for the Phase 2 design work has not yet been fully completed. With the next Board Meeting being further away than when RMTD hopes to get Larson & Darby started on the Phase 2 design. The Project Manager stated the RMTD staff requests Board approval of the December 20, 2017 Larson & Darby proposal in the amount of \$254,000 for Change Order No. 4 to the current design agreement. This Change Order covers the completion of the Phase 2 Design Services for the Downtown Transfer Center project. This Board approval should be subject to the following conditions:

Larson & Darby has demonstrated and RMTD staff concurs that the requested fee is reasonable for the work that is needed to complete Phase 2 of this project; the fee approved by the RMTD staff will not exceed \$254,000; the FTA views this as an acceptable use of a change order; IDOT concurs with the RMTD determination that this is a reasonable cost for the work performed; and the City approves the vacating of the parking on the RMTD side of West State Street and North Court Street.

The Board Chairman asked for and received a motion to approve and execute the Change Order to the Design Agreement for Phase 2 of the RMTD Downtown Transfer Center with a “not to exceed” amount of \$254,000. With no further discussion, the motion was seconded and passed.

(b) Projects(s) Update

The Project Manager stated regarding the Downtown Transfer Center renovation Project, the temporary Transfer Center is all set up. He noted there are some additional operating costs along with a few small change orders. He also noted demolition is pretty well complete.

F-9 RISK MANAGEMENT – Dan Engelkes, Risk Manager

(a) Risk Management Update Report – December, 2017

The Risk Manager presented a Risk Management Update Report from December, 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, March 28, 2018 at 7:45 a.m.

At approximately 8:50 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 9:50 a.m.

Respectfully submitted,

Erin Jenkins
Executive Assistant and Meeting Secretary
Rockford Mass Transit District