



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees
ANNUAL BOARD MEETING #917 Minutes
Wednesday, April 25, 2018 - 3:30 p.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
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:

Brian Linden
Ivy Hood, RMAP
William Favretto, ATU Local 1333
Elaine Theobald, ATU Local 1333

CALL TO ORDER:

The Board Chairman called the meeting to order at 3:30 p.m.

REPORTS OF RETIRING OFFICERS:

There were no reports of retiring officers.

ELECTION OF NEW OFFICERS:

The Chairman asked for and received a motion to retain the same officers with Herbert Johnson serving as Board Chairman; Stephen Ernst serving as Vice Chairman and David Sidney serving as Secretary/Treasurer. The motion was seconded and passed.

APPROVAL OF AGENDA:

The Board Chairman asked for and received a motion to approve the agenda for April 25, 2018. The motion was seconded and passed.

APPROVAL OF MINUTES:

The General Session and Executive Session Minutes of the March 28, 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:

No Report

D-RECONSIDERATION OF OLD BUSINESS:

No Report

E-PAYMENT OF BILLS:

- E-1 a) Hinshaw & Culbertson ~ Services Rendered Through February 23, 2018
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: February, 2018
The RMTD Pension Trust Statement of Account Summaries for February, 2018 were presented for the Board of Trustees to review.
- (b) Renewal of Appointments
- Michael Stubbe, 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 April 2018 through March 2019 term. The Board Secretary/Treasurer asked for and received a motion to approve the reappointment of Michael Stubbe, Ethics Officer; Lisa Brown, EEO Officer; Erin Jenkins, FOIA & OMA Officer and Assistant 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 2018 through March 2019
The Executive Director presented the Board of Trustees Meeting schedule for April 2018 through March 2019. The Board Chairman requested the Board Meetings be on the fourth Monday of every month at 3:30 p.m. The Board Chairman asked for and received a motion to approve the Board of Trustees Meeting schedule of meeting the fourth

Monday of every month at 3:30 p.m. April 2018 through March 2019. With no further discussion, the motion was seconded and passed.

(d) Review of MPO Performance Management Intergovernmental Agreement

The Executive Director stated the draft MPO Performance Management Intergovernmental Agreement is between IDOT, Region 1 Planning Council (MPO), RMTD and Boone County. He noted the Parties will work collaboratively to report on the efficacy of the performance targets within the State's Statewide Transportation Improvement Program (STIP) and Long-Range Transportation Plan (LRTP) as well as RIPC MPO's Transportation Improvement Program (TIP) and Metropolitan Transportation Plan / Long Range Transportation Plan (MTP/LRTP). The Executive Director stated no Board action is necessary at this time.

F-2 FINANCE – Ron Schoepfer, Director of Finance

(a) Unaudited Financial Statements for February, 2018

The Director of Finance presented the Unaudited Financial Statement for February, 2018. The Director of Finance reviewed the Income Statement with Budget Comparison.

F-3 OPERATIONS – Denny Hendricks, Operations Manager

(a) Fixed Route Report for February, 2018

The Operations Manager reported on the Fixed Route ridership summary for the month ending February, 2018. The Operations Manager discussed some of the graphs in his presentation.

(b) Demand Response Report for February, 2018

The Operations Manager reported on the Demand Response ridership summary for the month ending February, 2018. 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, 2018

The Maintenance Manager presented the report on fixed route buses and paratransit vans for February 2018. 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 February 2018; 15 were fixed route buses and 20 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 February & March, 2018

The Human Resources Manager presented and reviewed the claims for March, 2018.

The Human Resources Manager stated Mr. Sal Marino, RMTD's Health Insurance Broker, will be attending the May 2018 Board Meeting to discuss RMTD Health Insurance renewal options to the Board. She noted RMTD is up to speed on hiring but plans to participate in a job fair in May. The Human Resources Manager stated RMTD just completed mandatory Sexual Harassment Training for staff (which offered 6 sessions) and plans to hold a make-up session for staff that were unable to attend. The Chairman stated he would like to attend the

make-up session. She added the Sexual Harassment training will be held annually going forward.

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

(a) Advertising Contract(s)

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

- Houck Transit Advertising
- NAMI Illinois
- Macktown Living History – The Gathering Event

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:

- National Night Out (Event Date: August 7, 2018)

The Board reviewed the Special Service Request. 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) RMTD's Annual Employee Appreciation Day Luncheon

The Marketing and PR Specialist announced RMTD Employee Appreciation Day is going to be Friday, May 11, 2018. She noted there will be food and the award ceremony will be at 12:15 p.m. and hopes the Board Members can join.

(d) EEO Summary Report thru March 31, 2018

As EEO Officer of RMTD, The Marketing & PR Specialist presented a quarterly headcount summary report as of March 31, 2018 for the Board's review. She noted there are various breakdowns within categories included in the report. She added Human Resources has been very aggressive about advertising job opportunities in Spanish publications and on La Bamba radio. 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 '18 Program of Projects

The Grants Specialist stated Program of Projects for FY '18 include Preventive Maintenance \$1,709,606, Complimentary ADA \$260,000, Security Services \$34,000 and thirteen (13) Fixed Route Diesel Buses \$6,500,000. She noted federal funds for Preventive Maintenance, ADA and Security Services will use RMTD's Illinois Downstate Operating Assistance Program (DOAP) grant funds as a match. She noted, for the buses, RMTD will be requesting IDOT's approval to use their Transportation Development Credits (TDC's) to allow the federal funds to be used at 100%. She added RMTD will be submitting through TrAMS, a grant application for a total of \$8,503,606 in 5307 FTA funds within the next couple of weeks.

F-8 PROJECT MANAGER – Jim Johnson, Project Manager

(a) Project(s) Update:

The Project Manager stated demolition has been completed of the downtown Transfer Center. He noted RMTD has obtained the final building permit. He stated he negotiated one of the change orders down in price that was approved at a previous board meeting. He stated we are still on schedule with this project.

F-9 RISK MANAGEMENT – Dan Engelkes, Risk Manager

- (a) Risk Management Update Report – February, 2018
The Risk Manager presented a Risk Management Update Report from February, 2018 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 Tuesday, May 29, 2018 at 3:30 p.m. due to Memorial Day.

At approximately 4:20 p.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 4:55 p.m.

Respectfully submitted,

Erin Jenkins
Executive Assistant and Meeting Secretary
Rockford Mass Transit District