



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees  
BOARD MEETING #918 Minutes  
Tuesday, May 29, 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:**

Jon Paul Diipla, *RMAP*  
Sal Marino, *MFG LLC*  
Jeff DiBenedetto, *DiBenedetto & Associates*

**CALL TO ORDER:**

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

**APPROVAL OF AGENDA:**

The Board Chairman asked for and received a motion to approve the agenda for May 29, 2018. The motion was seconded and passed.

**APPROVAL OF MINUTES:**

The General Session and Executive Session Minutes of the April 25, 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 Items Follow-Up from February, 2018

The Safety Items Follow-Up Report from February 2018 was presented to the Board of Trustees for their review.

**D-RECONSIDERATION OF OLD BUSINESS:**

No Report

**E-PAYMENT OF BILLS:**

E-1 (a) Hinshaw & Culbertson ~ Services Rendered Through March 29, 2018

Williams & McCarthy ~ Services Rendered Through April 24, 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) DiBenedetto & Associates, Ltd.

- Portfolio Management Summary as of: May 18, 2018
- Investment Report for RMTD 457 Employee Deferred Compensation Plan for Period Ending April 30, 2018
- Monthly Investment Statement for: March, 2018

Jeff DiBenedetto reviewed the Portfolio Overview.

He stated the following performance data for period ending May 18, 2018:

- Beginning value YTD: \$20,395,044.72
- Net Contributions YTD: \$701,197.50
- Income & Expenses YTD: \$29,873.18
- Ending Value YTD: \$20,890,031.52
- Investment Gain YTD: \$105,789.30

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. Jeff DiBenedetto also reviewed the Investment Report for RMTD's 457 Deferred Compensation Plan for period ending April 30, 2018. Jeff DiBenedetto stated he would return next month and present a draft undated investment policy statement at the June Board Meeting. Jeff DiBenedetto suggested RMTD create a small committee to meet with him on an annual basis. Jeff DiBenedetto added he and the Human Resources Manager will schedule quarterly meetings with RMTD employees.

(b) Approval 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. This was presented at last month's Board meeting for review and The Executive Director requested formal approval from the Board. The only change that was made from what was presented to the Board at last month's Board meeting is Boone County is now referred to as "The County of Boone" within the agreement per Boone County's request. 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 \_\_\_\_\_MPO's Transportation Improvement Program (TIP) and Metropolitan Transportation Plan / Long Range Transportation Plan (MTP/LRTP). The Board Chairman asked for and received a motion to approve the MPO Performance Management Intergovernmental Agreement. With no further discussion, the motion was seconded and passed.

(c) Resolution R-18-08 – Sustainability Statement

The Executive Director stated in 2009 the Department of Transportation (DOT), the Environmental Protection Agency (EPA), and the Department of Housing and Urban Development (HUD) announced a sustainability partnership that included livability principals to guide federal policy regarding transportation, environment protection and housing investments. Based on this initiative, in 2014, Rockford Metropolitan Agency for Planning (RMAP) presented the Regional Plan for Sustainable Development as part of the Rockford Region Vital Signs initiative. The plan developed a set of guidelines which are incorporated into a Region's Long Range Transportation Plan in which partnering agencies are encouraged to support. Using concepts outlined in the 2014 by RMAP, RMTD has developed the following Commitment to Sustainability Statement that we request the RMTD Board to adopt as a guideline for future District initiatives.

*As the Rockford Mass Transit District is committed to the environment and enhancing the quality of life in our community, we therefore will work toward implementing environmentally sustainability practices whenever financially feasible. These include, but are not limited to the adoption of alternative fuel technology vehicles to reduce greenhouse gas emissions and to increase energy efficiencies with our fleet, our facilities, and our operations.*

The Board Chairman asked for and received a motion to approve Resolution R-18-08 Sustainability Statement. With no further discussion, the motion was seconded and passed

F-2 FINANCE – Ron Schoepfer, Director of Finance

(a) Unaudited Financial Statements for March, 2018

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

F-3 OPERATIONS – Denny Hendricks, Operations Manager

(a) Fixed Route Report for March, 2018

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

(b) Demand Response Report for March, 2018

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

The Maintenance Manager presented the report on fixed route buses and paratransit vans for March 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 34 preventive maintenance inspections performed in March 2018; 15 were fixed route buses and 19 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 April, 2018

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

(b) Approval of Stop Loss Coverage & Review of other Insurance Coverages

The Human Resources Managers introduced Mr. Sal Marino. Mr. Sal Marino provided a brief overview of the process and cost analysis regarding the renewal of RMTD's Stop Loss Coverage Provider. Mr. Marino stated that the renewal was sent to ten (10) carriers for competitiveness, whereas, seven quoted and three declined to quote. Mr. Marino stated of the quotes that were received cost and quality of the carrier and contract provisions that are offered is what is taken into consideration when selecting an insurance company. Mr. Marino discussed the options between the insurance carriers that were most competitive. A discussion ensued regarding the renewal options and proposals. Mr. Marino and RMTD staff recommended that RMTD select HCC Insurance Company. He noted this will go into effect July 1, 2018. The Board Chairman asked for and received a motion to approve HCC Insurance as RMTD's Stop Loss Coverage Provider effective as of July 1, 2018. With no further discussion, the motion was seconded and passed.

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

(a) Advertising Contract(s)

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

1. The Team Studios, LLC
2. Polish Fest
3. Weichert Realtors/Tovar Properties
4. The Rock River Area Group Services of Narcotics Anonymous

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 Request for Board approval:

1. Rockford Police Youth Academy (Event Date: 3 days of service for 2 weeks in each of July & August, 2018)
2. Brad Roos/Sustainability Seminar (Event Date: June 23, 2018)
3. ProAm (Event Date: July 16, 2018)
4. Greg Lindmark Foundation (Event Date: July 29, 2018)
5. Midtown Ethnic Festival (Event Date: August 26, 2018)

The Board reviewed the Special Service Request. The Board Chairman asked for and received a motion to approve # 1, 2, 3 & 4 special service request(s) and deny #5 service request. With no further discussion, the motion was seconded and passed.

F-7 GRANTS – Paula Hughes, Grants Specialist

(a) Resolution No. R-18-07 – FTA 5307 Grant

The Grants Specialist presented Resolution No. R-18-07 requesting authorization for the filing and execution of this application for FTA Urbanized Formula Funds. She noted this grant will utilize \$8,503,506 in Section 5307 Funds. The Projects include Preventive Maintenance, Complimentary ADA, Security Operations and 13 Fixed Route Buses. The Chairman asked for and received a motion to approve Resolution No. R-18-07 FTA 5307 Grant. With no further discussion, the motion was seconded and passed.

F-8 PROJECT MANAGER – Jim Johnson, Project Manager

(a) Project(s) Update:

The Project Manager stated based on conversations with the Contractor, the project is slipping relative to the schedule due primarily to a number of long lead time material changes, such as the change to a precast Court Street planter system and the revision to a heavy duty style of sheet metal being used along the upper few feet of the exterior wall of the terminal building. This slippage should still keep the project within reach of being substantially complete in 2018.

(b) Approval of Change Order(s) for the Downtown Transfer Center Construction Project

The Project Manager stated Change Orders to Construction Agreement are as follows:

a. Additional Electrical and Electronic Features for the Facility (Previously Approved)

The RMTD staff requests Board approval of the March 15, 2018 Rockford Structures proposal in the not-to-exceed amount of \$96,890.20 for this change order to the current construction agreement. This change order approval should be subject to an RMTD staff cost analysis, the completion of any necessary scope and/or price negotiations that could reduce the not-to-exceed cost, and IDOT Concurrence.

b. Substituting Precast for Cast-in-Place Planters Along Court Street

The RMTD staff requests Board approval of the May 8, 2018 Rockford Structures proposal in the not-to-exceed amount of \$64,983.84 for this change order to the current construction agreement. This change order approval should be subject to an RMTD staff cost analysis, the completion of any necessary scope and/or price negotiations that could reduce the not-to-exceed cost, and IDOT Concurrence.

c. Bringing the Existing Roof Up to Code for Insulation Value and Wind Resistance

The RMTD staff requests Board approval of the May 3, 2018 Rockford Structures proposal in the not-to-exceed amount of \$35,926.00 for this change order to the current construction agreement. This change order approval should be subject to an RMTD staff cost analysis, the completion of any necessary scope and/or price negotiations that could reduce the not-to-exceed cost, and IDOT Concurrence.

d. Substituting Heavy Duty for the Specified Metal Panel Band Just Below the Roof

The RMTD staff requests Board approval of the May 3, 2018 Rockford Structures proposal in the not-to-exceed amount of \$60,237.10 for this change order to the current construction agreement.

This change order approval should be subject to an RMTD staff cost analysis, the completion of any necessary scope and/or price negotiations that could reduce the not-to-exceed cost, and IDOT Concurrence.

The Board Chairman asked for and received a motion to approve all the change orders (a-d) for the Downtown Transfer Center Construction Project. With no further discussion, the motion was seconded and passed.

F-9 RISK MANAGEMENT – Dan Engelkes, Risk Manager

(a) Risk Management Update Report – March, 2018

The Risk Manager presented a Risk Management Update Report from March, 2018 to the Board of Trustees for their review.

(b) Approval of Bus Surveillance Camera Systems

The Risk Manager stated RMTD went out to bid to replace aging surveillance camera systems for thirty-six of RMTD's vehicles. Eighteen bid packets were sent out and three firms sent in a request for approved equals. RMTD only received one bid which was from the firm RMTD has in the rest of the Fleet. Funds to pay for the project are 100% State Funds and no local capital is being used. He stated he is seeking Board approval to issue a PO to Safe Fleet Bus and Rail in the amount of \$146,024.00. The Chairman asked for and received a motion to approve the issuance a PO to Safe Fleet Bus and Rail in the amount of \$146,024.00. With no further discussion, the motion was seconded and passed.

(c) Workers' Compensation Insurance Renewal

The Risk Manager stated RMTD's current work comp insurance policy with Illinois Public Risk Fund expires June 30, 2018. He stated he has been working with RMTD's broker to review renewal options including taking the coverage to market with various deductible levels and going back to self-insured. He stated the broker ran several scenarios with multiple insurers and has recommended that RMTD stay with the incumbent IPRF. RMTD has been with IPRF since 2015 when RMTD first went to full coverage versus being self-insured. He added he has been happy with IPRF's service and support. He noted IPRF also insures other transit properties in Illinois. The Risk Manager stated he is requesting Board approval to enter into a one year agreement with IPRF. The Board Chairman asked for and received a motion to approve RMTD to enter into a one year agreement with IPRF. With no further discussion, the motion was seconded and passed.

F-10 MEETING SCHEDULE

- (a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Monday, June 25, 2018 at 3:30 p.m.

**G-ORDER OF ADJOURNMENT**

A motion was made and received to adjourn. The motion was seconded and passed. The Board Meeting adjourned at 5:12 p.m.

Respectfully submitted,

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Erin Jenkins  
Executive Assistant and Meeting Secretary  
Rockford Mass Transit District