



ROCKFORD MASS
TRANSIT DISTRICT

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Board of Trustees
BOARD MEETING #919 Minutes
Monday, June 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 (*Absent*)
Susan Campbell – Human Resources Manager
Erin Jenkins – Executive Assistant & Meeting Secretary

ALSO PRESENT:

Brandon Geber, *RMAP*
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 June 25, 2018. The motion was seconded and passed.

APPROVAL OF MINUTES:

The General Session Minutes of the May 29, 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 May 25, 2018
The Safety Committee Meeting Minutes from May 25 2018 were 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 May 22, 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: April, 2018
The RMTD Pension Trust Statement of Account Summaries for April, 2018 were presented for the Board of Trustees to review.
- (b) Prevailing Wage Ordinance 18-06-25
The Executive Director requested approval of the Annual Prevailing Wage Ordinance 18-06-25. The Board Chairman asked for and received a motion to approve Prevailing Wage Ordinance 18-06-25. With no further discussion, the motion was seconded and passed.
- (c) Updated Investment Policy Statement for the Defined Contribution Pension Plan ~
Presented by Jeff DiBenedetto
Jeff DiBenedetto presented the updated Investment Policy Statement which reflects updated language and new board members. The purpose of the Investment Policy Statement is to assist the Board in effectively supervising, monitoring and evaluating the investment of the Plan. This policy establishes policies and guidelines for the investment practices of the Plan. The Board Chairman asked for and received a motion to approve the updated Investment Policy Statement for the Defined Contribution Pension Plan. With no further discussion, the motion was seconded and passed.

F-2 FINANCE – Ron Schoepfer, Director of Finance

- (a) Unaudited Financial Statements for April, 2018
The Director of Finance presented the Unaudited Financial Statement for April, 2018. The Director of Finance reviewed the Income Statement with Budget Comparison.
- (b) Approval of RMTD Fraud & Abuse Policy
The Director of Finance presented an RMTD Fraud and Abuse Policy. The Director of Finance stated as part the state grant application process, it requires a Fraud & Abuse policy which helps assist in achieving transparency. This policy not only applies to RMTD employees but the Board of Trustees and RMTD vendors as well. This policy outlines what RMTD management would do if fraud/abuse is suspected and/or occurring.

A brief discussion ensued regarding the policy. The Board Chairman asked for and received a motion to approve the Fraud & Abuse Policy. With no further discussion, the motion was seconded and passed.

F-3 OPERATIONS – Denny Hendricks, Operations Manager

(a) Fixed Route Report for April, 2018

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

(b) Demand Response Report for April, 2018

The Operations Manager reported on the Demand Response ridership summary for the month ending April, 2018. The Operations Manager discussed some of the graphs in his presentation.

F-4 MAINTENANCE – Lawrence Tennial, Maintenance Manager (*Absent*)

No Report

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

(a) RMTD Claims History for May, 2018

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

(b) Approval of Changes to RMTD Drug & Alcohol Program (IBEW, Admin. & ATU)

The Human Resource Manager requested approval from the Board of Trustees on the updates made to RMTD's Drug and Alcohol Program. She stated the FTA started to include Opioids in their 5-panel drug screen. She also noted the FTA changed their Confirmatory Cutoff Levels. The Board Chairman asked for and received a motion to approve the updates to RMTD's Drug and Alcohol Program for IBEW, Administration & ATU. With no further discussion, the motion was seconded and passed.

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

No Report

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 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. Substituting Precast for Cast-in-Place Planters Along Court Street – Revised Cost

The RMTD staff received approval from the Board on May 29, 2018 Rockford

Structures proposal in the not-to-exceed amount of \$64,983.84 for this change order to the current construction agreement. Since that time, the Architect completed the final drawings for this change which resulted in cost additions from the precast manufacturer and the concrete subcontractor. These two changes that the Architect made pushed the total cost up to \$72,913.62, which is the revised total cost that staff is presenting to the Board for approval. This change order approval should be subject to an RMTD staff cost analysis, the completion of any necessary scope and/or price negotiations that would reduce the not-to-exceed cost, and IDOT Concurrence.

b. Adjustment of Authorization Limits for the Executive Director Change Order Approvals

The RMTD staff requests Board approval of authorizing the Executive Director to approve any increase in cost of a previously Board approved change order so long as the increase does not exceed the lesser of 20% of the Board approved amount or \$25,000.

The Board Chairman asked for and received a motion to approve all the change orders (a-b) 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 – April, 2018

The Risk Manager presented a Risk Management Update Report from April, 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 Monday, July 23, 2018 at 3:30 p.m.

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.

The Board Chairman asked for and received a motion to approve the Fixed Term Services Agreement between RMTD and Mr. Jim Johnson. With no further discussion, the motion was seconded and passed.

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