



ROCKFORD MASS  
TRANSIT DISTRICT

ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees  
BOARD MEETING #920 Minutes  
Monday, July 23, 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 (*Absent*)  
Ron Schoepfer – Director of Finance  
Denny Hendricks – Operations Manager  
Dan Engelkes – Risk 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*  
Jon Paul Diipla, *RMAP*  
William Favretto, ATU Local 1333

**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 July 23, 2018. The motion was seconded and passed.

**APPROVAL OF MINUTES:**

The General Session Minutes of the July 23, 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 May 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) Pension Trust Statement of Accounts for: May, 2018  
The RMTD Pension Trust Statement of Account Summaries for May, 2018 were presented for the Board of Trustees to review.

F-2 FINANCE – Ron Schoepfer, Director of Finance

- (a) Unaudited Financial Statements for May, 2018  
The Director of Finance presented the Unaudited Financial Statement for May, 2018.  
The Director of Finance reviewed the Income Statement with Budget Comparison.

F-3 OPERATIONS – Denny Hendricks, Operations Manager

- (a) Fixed Route Report for May, 2018  
The Operations Manager reported on the Fixed Route ridership summary for the month ending May, 2018. The Operations Manager discussed some of the graphs in his presentation.
- (b) Demand Response Report for May, 2018  
The Operations Manager reported on the Demand Response ridership summary for the month ending May, 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 June, 2018  
The Human Resources Manager presented and reviewed the claims for June, 2018.

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

(a) Advertising Contract(s)

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

- MacCloskey Kesler & Associates
- Milestone
- The Team Studios/Saferhospital.org
- The Rock River Area Group Services of Narcotics Anonymous

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:

- Stroll on State (Event Date: November 24, 2018)
- Veterans Day Stand Down (Event Date: October 26, 2018)
- Greenwich Village Art Fair (Event Date: September 15 & 16, 2018)

The Board reviewed the Special Service Request(s). The Board Chairman asked for and received a motion to approve all of the special service requests. With no further discussion, the motion was seconded and passed.

The Marketing & Public Relations Specialist announced the Annual RMTD Golf Outing will be on Friday August 3, 2018 at Timber Pointe and encouraged the Board Members to attend. She also noted RMTD was hosting an Ice Cream Social for the staff on Tuesday July 24, 2018 from 9AM-3PM and invited the Board to attend.

F-7 GRANTS – Paula Hughes, Grants Specialist

(a) IT Service Agreement

The Grants Specialist requested Board approval for an IT Service Agreement between RMTD and Rockford IT beginning August 1, 2018, Rockford IT would provide 8 hours of service daily Monday through Friday (except holidays). The amount RMTD would pay Rockford IT is \$54,000 for the year and any additional hours in excess of 8 hours per weekday would be billed at \$60.00 per hour. The Grants Specialist noted this service and payment was discussed during the budget process. The Board Chairman asked for and received a motion to approve the IT Service Agreement with Rockford IT. With no further discussion, the motion was seconded and passed.

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

The Grants Specialist presented Change Order #11 which combines original Change Order #1 and Change Order #7. Change Order #1 approved the spending of \$78,311.20 for the change of analog to digital technology and Change Order #7 approved the spending of \$96,890.20 for the additional cameras and associated costs. The Grants Specialist requested Board approval of the July 20, 2018 Rockford Structures proposal in the not-to-exceed amount of \$152,113.50 for this Change Order to the current construction agreement. The Board Chairman asked for and received a motion to approve this Change Order in the not-to-exceed amount of \$152,113.50 for the Downtown Transfer Center Construction Project. With no further discussion, the motion was seconded and passed.

F-8 RISK MANAGEMENT – Dan Engelkes, Risk Manager

(a) Risk Management Update Report – May, 2018

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

(b) Approval of Addendum for Expansion to Security Services Contract

The Risk Manager presented a contract addendum for expansion to security services with Metro Security at the East Side Transfer Center Lyford location for the hours RMTD does not have staff. He noted adding this service will help with VanGalder service that we offer at the ESTC and allow a place for the customers to wait inside the building. He added this will also eliminate any issues with the neighbors of having loitering of any VanGalder customers at their place of business. He stated the cost will be an additional \$85,000 a year but will be offset by a local match of state funds so the cost to the District is approximately \$30,000. The Board Chairman asked for and received a motion to approve the Addendum for the expansion to the Security Services Contract with Metro Security. With no further discussion, the motion was seconded and passed.

F-9 MEETING SCHEDULE

- (a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Monday, August 27, 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 4:09 p.m.

Respectfully submitted,



Erin Jenkins  
Executive Assistant and Meeting Secretary  
Rockford Mass Transit District