



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees  
BOARD MEETING #921 Minutes  
Monday, August 27, 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 (*Absent*)  
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:**

Jeff DiBenedetto, DiBenedetto & Associates  
Bob Davidson, Assurance Agency  
Jim Johnson  
Brandon Geber, *RMAP*  
William Favretto, ATU Local 1333  
Marcy Longstreet, 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 August 27, 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:**

- C-1 (a) Safety Committee Meeting Minutes from July 31, 2018  
The Safety Committee Meeting Minutes from July 31, 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 June & July, 2018  
Williams & McCarthy ~ Services Rendered Through June & July 2018  
The above payment of bills were presented for the Board of Trustees review.

**NOTE: The Board Chairman requested F-8 (b) be moved forward on the agenda.**

F-9 RISK MANAGEMENT – Dan Engelkes, Risk Manager

- (b) Insurance Renewal 2018/2019 ~ Presented by Assurance Agency  
The Risk Manager introduced Mr. Bob Davidson with Assurance Agency. Mr. Davidson of Assurance Agency presented his findings for insurance renewals for the 2018-2019 year. Mr. Davidson stated that the renewal was sent to seventeen (17) markets for competitiveness. Mr. Davidson provided an executive summary and discussed some highlights. After reviewing the presentation on proposal comparisons, the Board Chairman asked for and received a motion to approve and accept Assurance Agency Insurances' Renewal Proposal for October 1, 2018 - October 1, 2019. With no further discussion, the motion was seconded and passed.  
The following insurance companies for each insurance category were approved:  
Commercial Property Insurance – Allianz.  
Commercial Auto & Primary General Liability – One Beacon.  
Excess Liability – One Beacon.  
Directors' & Officers Liability/Employment Practices Liability – One Beacon.  
Fiduciary Liability (Pension Funds) – Chubb.  
Underground Storage Tank Pollution – Ace.  
Network Security & Cyber Liability – Lloyd's of London

**F-CONSIDERATION OF NEW BUSINESS:**

F-1 DIRECTOR – Michael Stubbe, Executive Director

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

Jeff DiBenedetto reviewed the Portfolio Overview.

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

-	Beginning value YTD:	\$20,395,044.72
-	Net Contributions YTD:	\$701,197.50
-	Income & Expenses YTD:	\$72,569.61
-	Ending Value YTD:	\$21,026,609.95
-	Investment Gain YTD:	\$480,267.73

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) SMTD Intergovernmental Agreement

The Executive Director presented the Board of Trustees a draft Intergovernmental Agreement to provide Demand Response Service to the Stateline Mass Transit District (SMTD). He noted the draft the agreement with SMTD was previously a 3-year agreement and all parties decided to go year to year going forward. He stated the draft agreement is the same as years past except for the rate in which RMTD is charging them has increased. He added SMTD has submitted to their Board for review and approved contingent upon their attorney's review and approval. The Board Chairman asked for and received a motion to approve the Intergovernmental Agreement to provide Demand Response Service to the Stateline Mass Transit District for the term of July 1, 2018 through June 30, 2019. With no further discussion, the motion was seconded and passed.

F-2 FINANCE – Ron Schoepfer, Director of Finance

(a) Unaudited Financial Statements for June, 2018

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

The Director of Finance noted the Auditors will be on-sight field work next week to start the Audit preparation process.

F-3 OPERATIONS – Denny Hendricks, Operations Manager (*Absent*)

(a) Fixed Route Report for June, 2018

The Operations Manager was absent, therefore, the Executive Director presented the Fixed Route Ridership Summary for the month ending June 2018.

(b) Demand Response Report for June, 2018

The Operations Manager was absent, therefore, the Executive Director reported on the Demand Response ridership summary for the month ending June, 2018.

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

No Report

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

(a) RMTD Claims History for July, 2018

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

The Human Resources Manager stated RMTD's Employee Annual Health Fair will be in October. She also noted a Building Maintenance employee, Mr. Steve Marheine, is retiring on September 11 if the Board would like to join RMTD for cake and coffee.

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

(a) Advertising Contract(s)

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

- Wilkins Media (Quartz Health)

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 stated there was no special service requests at this time.

F-7 GRANTS – Paula Hughes, Grants Specialist

(a) Resolution No. R- 18-09 – FY19 Downstate Operating Assistance Grant

The Grants Specialist presented Resolution No. R-18-09 and stated the resolution is authorizing the execution of the Illinois Downstate Operating Assistance Program Grant. The Grants Specialist stated RMTD requested \$11,082,668.00 which covers 65% of RMTD's expenses. The Chairman asked for and received a motion to approve Resolution No. R-18-09. With no further discussion, the motion was seconded and passed.

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

The Grants Specialist presented a Change Order to purchase three (3) new street light poles along West State Street and install one of those poles. RMTD requested that the Contractor buy all three poles at this time to eliminate any possibility of a styling change or having this pole dropped from the manufacturers' line. RMTD will store the other two poles until Phase 2 work is ready for the installation. RMTD Staff is requesting Board approval of not more than \$33,546.70 to purchase three street light poles and to install one of those poles. The Board Chairman asked for and received a motion to approve the Change Order to purchase three new street light poles in the amount of not to exceed \$33,546.70 which will be placed along West State Street and install one of those poles. With no further discussion, the motion was seconded and passed.

The Grants Specialist presented a Sole Source Procurement to provide construction of Phase 2 of the Downtown Transfer Center Renovation and Expansion Project. The Grants Specialist provided some background on the project. RMTD is requesting Board approval of not more than \$2,764,000 to construct all of the Phase 2 work that will be needed to complete the Downtown Transfer Center Renovation and Expansion Project. This requested amount includes contingency for this work. RMTD has state and/or federal funding that is sufficient to cover this sole source procurement plus all anticipated expenses associated with Phase 1 and 2 of this project. The Board Chairman asked for and received a motion to approve the Sole Source Procurement to provide construction of Phase 2 of the Downtown Transfer Center Renovation and Expansion project of not more than \$2,764,000. With no further discussion, the motion was seconded and passed.

F-8 RISK MANAGEMENT – Dan Engelkes, Risk Manager

(a) Risk Management Update Report – June & July, 2018

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

(b) Insurance Renewal 2018/2019 – Presented by Assurance Agency  
Presented Earlier.

F-9 MEETING SCHEDULE

- (a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Monday, September 24, 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 4:30 p.m.

Respectfully submitted,

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Erin Jenkins  
Executive Assistant and Meeting Secretary  
Rockford Mass Transit District