



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees
BOARD MEETING #922 Minutes
Monday, October 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
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:

Brandon Geber, *RMAP*
Brian Linden
Dyanna Walker
Prophet Yusef
Attorney Jim Pirages, *Hinshaw & Culbertson*

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 October 29, 2018. The motion was seconded and passed.

APPROVAL OF MINUTES:

The General Session Minutes of the August 27, 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:

B-1 (a) Dyanna Walker

Ms. Dyanna Walker introduced herself to the Board of Trustees and noted she is a Paratransit passenger of RMTD. She stated the Paratransit customer service has been good but she has two areas of concerns: (1) the software for the transportation manifests and the (2) maintenance program for the buses including mechanical and cosmetic upkeep of the buses. She stated there needs to be a fully operational system to avoid re-routing drivers and having to remove passengers to put them on to another drivers' vehicle. She noted she has photographed areas where there may have been spills and/or bodily fluids on the seats in the buses. She noted the vehicles' seats require better fabric that is conducive to the high traffic number of passengers. She stated she commends RMTD for being timely and courteous and trusts the issues will be addressed.

(b) Prophet Yusef

Prophet Yusef addressed the Board of Trustees to state Rockford Mass Transit District is vital to Rockford economy. He stated RMTD provides efficient ways to get people to work, health care, educational institutions and shopping, which are all components of commerce. He expressed the need for a more comprehensive transit system going forward to support Rockford's growing needs to put even more economy into Rockford.

(c) Brian Linden

Mr. Brian Linden addressed the Board of Trustees and discussed his recent experience on the fixed route bus regarding bus stops. He also noted not all drivers enforce rules on the bus.

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 August & September, 2018

Williams & McCarthy ~ Services Rendered Through August 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: July & August, 2018

The RMTD Pension Trust Statement of Account Summaries for July & August, 2018 were presented for the Board of Trustees for review.

(b) Mobility Study

The Executive Director stated RMTD and Region 1 Planning Council were recently awarded Statewide Planning and Research (SPR) funds from IDOT to complete a Comprehensive Mobility Analysis for RMTD's service area and to purchase automated passenger counters (APCs) for RMTD's fixed-route uses. Mr. Geber, of RP1 Planning Council, stated a four-step process proposed for this analysis emphasizes community input. Other steps include market analysis, service evaluation, alternative analysis and the implementation plan. Mr. Geber noted the effectiveness of the comprehensive mobility analysis will hinge on the input and feedback

received from both the community and partner organizations. Mr. Geber added monthly progress updates will be provided to both R1PC and RMTD organizations' respective boards and committees until project completion at the end of fiscal year 2019.

F-2 FINANCE – Ron Schoepfer, Director of Finance

(a) Unaudited Financial Statements for July & August, 2018

The Director of Finance presented and reported on the Unaudited Financial Statement for August, 2018.

The Director of Finance reviewed the Income Statement with Budget Comparison.

F-3 OPERATIONS – Denny Hendricks, Operations Manager

(a) Fixed Route Report for July & August, 2018

The Operations Manager presented and reported on the Fixed Route Ridership Summary for the month ending August 2018.

(b) Demand Response Report for July & August, 2018

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

F-4 MAINTENANCE – Lawrence Tennial, Maintenance Manager

(a) Report on Fixed Route Buses & Paratransit for September, 2018

The Maintenance Manager presented the report on fixed route buses and paratransit vans for September 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 39 preventive maintenance inspections performed in February 2018; 20 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 August & September, 2018

The Human Resources Manager presented and reviewed the claims for September, 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:

- Weichert Realtors/Tovar Properties
- Goodwill Industries

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:

- Rockford Park District & Rockford Today Network (Event Date: November 2018 – April 2019)

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) EEO Summary Report thru October 24, 2018

As EEO Officer of RMTD, The Marketing & PR Specialist presented a quarterly headcount summary report as of October 24, 2018 for the Board's review. She noted there are various breakdowns within categories included in the report. She noted RMTD has reclassified the mechanics to be under Craft Workers and all supervisor in Operations have been regrouped to be included in the Administrative Support Workers category. 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) Award Genfare J1708 Licenses (CAP-14-1029-ILL 11.62.02)

The Grants Specialist stated RMTD has the opportunity to purchase GFIJ1708 licenses and software configuration from GENFARE which will allow logon information to be accepted into the farebox automatically; thereby eliminating dual logins for the driver. She noted the licenses will also allow GFI database to store AVL software bus stop location numbers and will be a valuable tool on determining bus stop usage and monitoring achievement of Route Service Standards.

She added, due to the type of fareboxes and farebox software which RMTD utilizes, GENFARE is the only firm who can provide RMTD with the licenses and the ability to configure it. For this reason, RMTD has determined that this is a sole source procurement. She stated GENFARE has quoted these licenses with configuration at \$25,125.00. She stated that 100% of the cost of this project will be funded by the Illinois Department of Transportation (IDOT) fund using the above referenced grant with no local capital funds needed.

She stated RMTD is requesting that the RMTD Board of Trustees allow staff to award the purchase of the GFIJ1708 licenses and software configuration to GENFARE contingent on IDOT's concurrence.

The Chairman asked for and received a motion to award the purchase of the GFIJ1708 license and software to GENFARE in the amount of \$25,125.00 contingent on IDOT's concurrence. 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 Change Orders for the Downtown Transfer Center Construction Project as follows:

a) Change Order for Electronic and Electrical Upgrades

During the bidding process, the electrical drawings were some of the last drawings to be submitted to RMTD for review. As a result, the review had to be quick and not as complete as was needed due to short window of time before the bid opening. When the Architect provided the set of drawings for review that were to be issued for construction, the Electrical Engineers picked up some missing items that were added to the drawings and the necessary thorough review by RMTD picked up additional items that were also added to the drawings. Nearly all of these additional items are security cameras and power or data outlets. This change request is coming before the Board for the fourth time.

The first time a request was approved for \$78,311.20. A more in depth review of the quote found that the electronics subcontractor had provided analog cameras, which had not worked out well at the East Side Transfer Center. A resubmittal was requested to utilize digital IP cameras rather than analog cameras.

The second time a request was approved for \$96,890.20. Due to the electronics subcontractor pointing out a miscommunication between the electrical subcontractor and the electronics subcontractor, the approved amount of the first approval should have been added to this second approval for a total of \$175,201.40. An RMTD review of the two prices found that the electrical subcontractor had the same costs in both proposals. RMTD requested a corrected proposal.

The third time a request was approved for \$152,113.50. A more detailed staff review of the submittals found that the cameras were not of the quality that was needed for this application. A series of three camera manufacturers made presentations to the RMTD staff and a new manufacturer was chosen. Due to the less than pleasing design results from the Electrical Engineering team on the camera system, RMTD chose to personally layout what cameras were needed where to achieve crisp, clear views of faces at the useful end distance of each camera's view.

The Electrical and Electronic Subcontractors reviewed these items and requested a change order to cover the additional scope work that was found in the construction set of drawings and specifications. The amount for this fourth request is a total of \$279,246.00. This amount is the total amount and no other costs must be paid to complete this work in its entirety.

The RMTD staff requests Board approval of the October 23, 2018 Rockford Structures proposal in the not-to-exceed amount of \$279,246.00 for this change order to the current construction agreement. This change order approval should be subject to an RMTD staff cost analysis, to the completion of any necessary scope and/or price negotiations that would reduce the not-to-exceed cost, and to IDOT Concurrence.

The Board Chairman asked for and received a motion to approve the October 23, 2018 Rockford Structures proposal in the not-to-exceed amount of \$279,246.00 for this change order to the current construction agreement. This change order approval should be subject to a staff cost analysis, to the completion of any necessary scope and/or price negotiations, and to IDOT Concurrence. With no further discussion, the motion was seconded and passed.

b) Change Order for Displays, Signal Lights, and Wiring for Dispatch Safety

This element of the dispatch control panel was not clearly spelled out in the Electrical Engineer's scope of work, but a study of the needs for the new touch-screen dispatch displays brought this need to the forefront. This safety lighting system was part of the original installation. While the displays and lights activated by the automatic opening of the overhead doors will remain unchanged in operation, the light and display housings originally installed in 1988 are in need of replacement with new LED units. The other light and display housing that will now be manually activated just prior to the bus departure announcement are also in need of replacement.

A request was submitted to the Contractor to replace all the fixtures, displays, and wiring to provide a clean start for this element of the safety features of the facility.

Unfortunately, the cost for this work was \$106,689 which exceeded the expected cost. With that figure not being reasonable for the benefit being achieved, a revised scope of work was requested that eliminated most of the replacement of wiring except for the final run from the closest junction box to the fixture or display, usually amounting to less than three feet of wire per fixture or display.

The RMTD staff requests Board approval of the yet-to-be received, 2018 Rockford Structures proposal in the not-to-exceed amount that will be less than \$106,689 for this change order to the current construction agreement. This change order approval should be subject to an RMTD staff cost analysis, to the completion of any necessary scope and/or price negotiations that would reduce the not-to-exceed cost, and to IDOT Concurrence.

The Board Chairman asked for and received a motion to approve the yet-to-be received, 2018 Rockford Structures proposal in the not-to-exceed amount that will be less than \$106,689 for this change order to the current construction agreement. This change order approval should be subject to staff cost analysis, to the completion of any necessary scope and/or price negotiations, and to IDOT Concurrence. With no further discussion, the motion was seconded and passed.

For both of the above change order requests, RMTD has state and/or federal funding that is sufficient to cover these procurements plus all anticipated expenses associated with Phase 1 and 2 of this Downtown Transfer Center project.

F-8 RISK MANAGEMENT – Dan Engelkes, Risk Manager

(a) Risk Management Update Report – September, 2018

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

F-9 MEETING SCHEDULE

- a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Monday, November 26, 2018 at 3:30 p.m.

The Director of Finance requested the Board of Trustees please consider the future board meeting(s) of November and December Board meeting be combined and suggested having the Board meeting on December 10, 2018 at 3:30 p.m. He noted the Audit will be presented at that time. The Board of Trustees agreed to combine the November and December Board Meeting as requested and confirmed the Board Meeting will be on December 10, 2018 at 3:30 p.m.

At approximately 5:00 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 5:26 p.m.

Respectfully submitted,

Erin Jenkins, Executive Assistant and Meeting Secretary for Rockford Mass Transit District