



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees BOARD MEETING #924 Minutes

Monday, December 10, 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 (*Absent*)

**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*  
Jeff DiBenedetto, *DiBenedetto & Associates*  
Jodi Dobson, *Baker Tilly*

**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 December 10, 2018.  
The motion was seconded and passed.

**APPROVAL OF MINUTES:**

The General Session Minutes of the October 29 & November 16, 2018 RMTD Board of Trustees Meeting(s) were reviewed. With no further discussion, the motion was seconded and approved.

**A-COMMUNICATIONS:**

No Report

**B-MATTERS BY THE PUBLIC:**

No Matters by 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 October 31, 2018  
Williams & McCarthy ~ Services Rendered Through October 23 & November 19, 2018

The above payment of bill(s) 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: December 4, 2018  
- Monthly Investment Statement for: September & October, 2018

Jeff DiBenedetto reviewed the Portfolio Overview.

He stated the following performance data for period ending December 4, 2018:

-	Beginning value YTD:	\$20,395,044.72
-	Net Contributions YTD:	\$702,464.39
-	Income & Expenses YTD:	\$140,710.24
-	Ending Value YTD:	\$19,904,896.15
-	Investment Gain YTD:	(\$317,712.96)

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.

Pension Trust Statement of Accounts for: September & October, 2018

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

- (b) RMTD Comprehensive Mobility Analysis Update

The Executive Director introduced Mr. Geber, of RPI Planning Council, to provide an update to the Board of Trustees. Mr. Geber stated the data collection process for the Market Analysis portion has just been completed to see what transit needs in the community are moving forward. Mr. Geber stated he is now working on a service evaluation phase which includes survey data collection from the public and passengers. Mr. Geber stated there is a general transit user survey on-line and RMTD/R1 Planning has received 134 responses thus far and will continue collecting until the last week in January 2019. He also noted he has been doing a rider survey and talking with riders directly and has received 194 thus far. He added going forward, RMTD/R1 Planning will host rider forums and pop up meetings to continue to collect data. 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 September 30, 2018

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

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

(b) Fiscal Year End 6/30/18 Audited Financial Statement, Presented by Baker Tilly

- ~ Letter from Baker Tilly
- ~ Audit Presentation
- ~ Pension Audit as of Year Ended June 30, 2017

Ms. Dobson of Baker Tilly reviewed the audit process and stated there is a hand-out which provides an overall audit summary and reviewed the overall results. She stated the financial statements and related controls are RMTD managements' responsibility and it is Baker Tilly's responsibility to design and perform tests to obtain reasonable assurance. She added the financial statements give a fair presentation of the financial position and operations of RMTD. Ms. Dobson stated there was no material compliance findings related to audit required by the Uniform Guidance and RMTD is in compliance with the federal grant funding agreements. Ms. Dobson added there were no findings related to IDOT funding. Ms. Dobson discussed reportable control weaknesses. Ms. Dobson reviewed some of the financial highlights. Ms. Dobson reviewed the recommendations made to RMTD for this year and provided prior year updates. Ms. Dobson stated the overall audit went well and management was very helpful. Ms. Dobson noted along with the Fiscal Year End 2018 Audit, an audit of the RMTD Pension Fund was also performed (and enclosed in Board packet) and is always a year behind. The Chairman asked for and received a motion to accept the RMTD Fiscal Year End June 30, 2018 Audit and the Audit of the RMTD Pension/Retirement Plan year ended June 30, 2017 presented by Baker Tilly. With no further discussion, the motion was seconded and passed.

F-3 OPERATIONS – Denny Hendricks, Operations Manager

(a) Fixed Route Report for September & October, 2018

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

(b) Demand Response Report for September & October, 2018

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

F-4 MAINTENANCE – Lawrence Tennial, Maintenance Manager

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

The Maintenance Manager presented the report on fixed route buses and paratransit vans for November 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 37 preventive maintenance inspections performed in November 2018; 16 were fixed route buses and 21 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 October, 2018

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

- Dworkin & Maciariello Law Offices
- Accurate Auto Insurance
- MacCloskey Kesler & Associates, LLP
- The Pregnancy Care Center
- Reformers Unanimous

The Board reviewed the above mentioned advertising agreement(s). The Board Chairman asked for and received a motion to approve all the advertising agreement(s). With no further discussion, the motion was seconded and passed.

(b) Special Service Request(s) & Communication

The Marketing & PR Specialist stated a special service request, which was approved by the Board at a prior meeting, needed to be brought back to the Board for two (2) additional days. The Rockford Park District, in conjunction with Rockford Today Network, had requested a temporary route to Sportscore Two and initially requested six (6) Thursday beginning in November through April. The group really needs a total of eight (8) Thursdays in a row during that time frame. The Board Chairman asked for and received a motion to approve the two (2) additional days requested by the Rockford Park District/Rockford Today Network. With no further discussion, the motion was seconded and passed.

F-7 GRANTS – Paula Hughes, Grants Specialist

No Report

F-8 RISK MANAGEMENT – Dan Engelkes, Risk Manager

(a) Risk Management Update Report – November, 2018

The Risk Manager presented a Risk Management Update Report from November, 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, January 28, 2019 at 3:30 p.m.

At approximately 4:25 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 4:45 p.m.

Respectfully submitted,

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Erin Jenkins  
Executive Assistant and Meeting Secretary  
Rockford Mass Transit District