



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees BOARD MEETING #925 Minutes

Monday, January 28, 2019 - 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 (*Absent*)  
Susan Campbell – Human Resources Manager  
Erin Jenkins – Executive Assistant & Meeting Secretary

**ALSO PRESENT:**

Elaine Theobald, 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 January 28, 2019. The motion was seconded and passed.

**APPROVAL OF MINUTES:**

The General Session and Executive Session Minutes of the December 10, 2018 RMTD Board of Trustees Meeting were reviewed. A correction was duly noted to include the word “Director” after the word “Executive” in the last sentence, in the December 10, 2018 Executive Session Minutes. With that correction noted, a motion was made to approve the General Session and Executive Session Minutes. With no further discussion, the motion was seconded and approved.

**A-COMMUNICATIONS:**

- A-1 (a) Letter from Mr. Maurice Giancesin  
The letter of communication was presented to the Board of Trustees for their review.

**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-CONSIDERATION OF NEW BUSINESS:**

E-1 DIRECTOR – Michael Stubbe, Executive Director

(a) Payment of Bills:

- Hinshaw & Culbertson: Services Rendered Through November 27, 2018
- Grant Thornton – *Payment of Invoice & Transfer of Funds from the Pension Account*

The above payment of bill(s) were presented for the Board of Trustees review.

Approval of the Grant Thornton invoice for \$9500 and one for \$1000. The Executive Director asked for the Board's approval to pay the two invoices from Grant Thornton invoices with funds from the pension account. The Board Chairman asked for and received a motion to pay the Grant Thornton invoices with funds from the pension account. With no further discussion, the motion was seconded and approved.

(b) Pension Investment Statement for: November/December, 2018

The RTD Pension Trust Statement of Account Summaries for November/December 2018 were presented for the Board of Trustees to review.

(c) RTD Comprehensive Mobility Analysis Update

The Executive Director stated RTD/R1Planning is wrapping up the collection of survey results and noted a general survey is posted on line and in paper form. He noted there has been rider forums and there has been good feedback from the public. He added RTD and R1Planning also had opportunities to conduct pop up meetings and will start a series of stakeholder meetings over the next month. Thereafter, there will be stakeholder meetings with RTD's own Operators. He added the RRStar will be hosting some public forums for RTD as well.

(d) RTD Downtown Transfer Center Construction Project Update

The Executive Director stated RTD will be shifting operations back into the Transfer Center facility at 501 W. State Street and opening up to the public in one week. He noted RTD will be ready for customers to return to the Transfer Center. He added the newly renovated Transfer Center is not 100% done but we are on schedule. He added RTD appreciates the help from the City of Rockford so RTD can operate the buses on State Street in both directions. He noted RTD will be spending next weekend converting the area to operate on State Street.

(e) Greyhound ESTC Agreement

The Executive Director stated Greyhound reached out to RTD and wanted to host a stop location in Rockford. The Executive Director shared the East Side Transfer Center would be a good location for their stop (Chicago, Champaign, Rockford, Rochelle). The Greyhound stop would occur once a day each direction 7 days a week. The Executive Director stated RTD has tentative agreement in place with Greyhound and started operating last Wednesday.

(f) Participating Addendum for DGS Cooperative Contract #E194-75548 Between Gillig LLC and RTD

The Executive Director stated the participating addendum is a letter of intent to enter into an option order with Gillig and allows RTD to secure a position to order Hybrid vehicles. The Executive Director stated in having discussions with staff, it was agreed and decided there is an interest in Hybrid buses which is the direction RTD wishes to

go. The Board Chairman asked for and received a motion to accept and authorize the participating addendum for DGS Cooperative Contract #E194-75548 between Gillig and RMTD. With no further discussion, the motion was seconded and passed.

E-2 FINANCE – Ron Schoepfer, Director of Finance

(a) Unaudited Financial Statements for October & November, 2018

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

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

E-3 OPERATIONS – Denny Hendricks, Operations Manager

(a) Fixed Route Report for November & December, 2018

The Executive Director presented and reported on the Fixed Route Ridership Summary for the month ending December 2018.

(b) Demand Response Report for November & December, 2018

The Executive Director presented and reported on the Demand Response ridership summary for the month ending December, 2018.

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

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

The Maintenance Manager was absent, therefore, the Executive Director presented the report on fixed route buses and paratransit vans for December 2018 in his absence.

He stated that there were 40 preventive maintenance inspections performed in December 2018 and noted all were done per the maintenance plan. The Executive Director added the mechanics have done a good job in catching up and maintaining the fleet.

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

(a) RMTD Claims History for November & December, 2018

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

The Human Resources Manager provided a staffing update on vacant positions.

(b) Resolution No. R-19-01 – Revisions to RMTD Drug & Alcohol Program

The Human Resource Manager requested approval from the Board of Trustees on the updates in RMTD's Drug and Alcohol Program. A few things that have been updated is the percentage of employees being tested, testing for opioids versus opiates and updating contact information as well just to name a few. The Human Resources Manager stated the Drug & Alcohol Program revisions will be distributed to all employee requiring their signature of acceptance and receipt. The Board Chairman asked for and received a motion to approve Resolution No. R-19-01 Revisions to RMTD's Drug and Alcohol Program. With no further discussion, the motion was seconded and passed.

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

(a) Advertising Contract(s)

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

- The Pregnancy Care Center
- Choice Furniture
- Milestone

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 presented the following Special Service Request for Board approval:

- Oscar Mike Foundation/Rockford Park District/RACVB (Event Date: March 28 – March 31 2019)
- Rockford Park District (Event Date: Service through the end of March 2019)

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

The Marketing & PR Specialist presented a Special Service Recap for 2019 to the Board of Trustees for their review.

E-7 GRANTS – Paula Hughes, Grants Specialist

No Report

E-8 RISK MANAGEMENT – Dan Engelkes, Risk Manager

(a) Risk Management Update Report – December, 2018

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

E-9 MEETING SCHEDULE

- (a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Monday, February 25, 2019 at 3:30 p.m.

The Board Meeting will need to be rescheduled. It was decided the next RMTD Board Meeting will be on Thursday, February 21, 2019 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 4:31 p.m.

Respectfully submitted,

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Erin Jenkins  
Executive Assistant and Meeting Secretary  
Rockford Mass Transit District