



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees BOARD MEETING #926 Minutes

Thursday, February 21, 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 (*Absent*)  
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 (*Absent*)  
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:**

Jeff DiBenedetto, DiBenedetto & Associates  
Brandon Geber, R1 Regional Planning Council

**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 February 21, 2019. The motion was seconded and passed.

**APPROVAL OF MINUTES:**

The General Session Minutes of the January 28, 2019 RMTD Board of Trustees Meeting were reviewed. The Board Chairman asked for and received a motion to approve the Minutes from January 28, 2019. The motion was seconded and passed.

**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-CONSIDERATION OF NEW BUSINESS:**

E-1 DIRECTOR – Michael Stubbe, Executive Director

(a) DiBenedetto & Associates, Ltd.

- Portfolio Review Summary as of: December 31, 2018
- Portfolio Review Summary as of: February 11, 2019
- Pension Trust Statement of Accounts for: January 31, 2019

Jeff DiBenedetto reviewed the Portfolio Overview.

He stated the following performance data for period ending February 11, 2019:

- Beginning value YTD: \$19,181,758.77
- Net Contributions YTD: 0.00
- Income & Expenses YTD: **(\$2,908.92)**
- Ending Value YTD: \$20,161,099.81
- Investment Gain YTD: \$1,059,341.04

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. Jeff DiBenedetto presented an Investment Management and Authorization Agreement for the board's review. It was decided the approval of the Investment Management and Authorization Agreement will lay over until next month when all the Board members are present.

(b) RMTD Comprehensive Mobility Analysis Update

The Executive Director stated RMTD/R1Planning had a couple of RRStar Public Forums and received good community feedback. Mr. Geber of R1Planning stated there has been rider forums and there has been good feedback from the public. He added RMTD and R1Planning also had opportunities to conduct pop up meetings and will soon start a series of stakeholder meetings over the next month. There is also going to be meetings with RMTD's own Operators.

(c) RMTD Downtown Transfer Center Construction Project Update

The Executive Director stated RMTD is fully operational at the Transfer Center facility at 501 W. State Street as of February 11, 2019 with only a few minor punch list items to address. He added external work continues and RMTD is still on schedule to open fully the first week in May.

E-2 FINANCE – Ron Schoepfer, Director of Finance

(a) Unaudited Financial Statements for December, 2018

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

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

(b) Fiscal Year 2020 Draft Operations Budget

The Executive Director presented the FY2020 Draft Operations Budget for the Board's review. The Executive Director provided an overview of the FY2020 Draft Operations Budget.

The Director of Finance indicated the final budget will be presented to the Board for approval at the March 25, 2019 Board Meeting. He added this will not only allow time for the Board to review the draft budget and have discussions for the next 30 days, it will also allow the public the opportunity to comment as well. He noted there will be a Public Hearing prior to the next Board meeting as well. The Director of Finance noted he is available to the Board within the next 30 days should they have any questions and/or comments in regards to the draft Fiscal Year 2020 budget.

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

(a) Fixed Route Report for January, 2019

The Executive Director presented and reported on the Fixed Route Ridership Summary for the month ending January 2019.

(b) Demand Response Report for January, 2019

The Executive Director presented and reported on the Demand Response ridership summary for the month ending January, 2019.

E-4 MAINTENANCE – Lawrence Tennial, Maintenance Manager

(a) Report on Fixed Route Buses & Paratransit for January, 2019

The Maintenance Manager presented the report on fixed route buses and paratransit vans for January 2019.

He stated that there were 31 preventive maintenance inspections performed in January 2019 and noted all were done per the maintenance plan.

The Maintenance Manager commended the Maintenance Staff on a great job in helping keep up with removing snow/ice from the bus shelters so the public was able to get to the buses safely.

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

(a) RMTD Claims History for January, 2019

The Human Resources Manager presented and reviewed the claims for January, 2019. The Human Resources Manager provided a staffing update on vacant positions.

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

(a) Advertising Contract(s)

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

- Rockford Rescue Mission/KMK Media Group
- Shine United/Quartz Health
- Galapagos Charter
- Re/Max

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:

- ArtScene (Event Date(s): April 12, 13 & October 4, 5, 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.

E-7 GRANTS – Paula Hughes, Grants Specialist

(a) FY '18 Fixed Asset Inventory Review

The Grants Specialist presented the Board of Trustees with the FY '18 Fixed Asset Final Inventory Review. She noted the beginning balance as of July 1, 2017 was \$40,734,048 and that along with FY '18 additions and deletions brings an ending balance as of 6/30/18 to \$42,194,738. She noted that, less the accumulated depreciation, the total net capital assets of \$19,752,763 matches the audited total capital assets of 2018.

E-8 RISK MANAGEMENT – Dan Engelkes, Risk Manager

(a) Risk Management Update Report – January, 2019

The Risk Manager presented a Risk Management Update Report from January, 2019 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, March 25, 2019 at 3:30 p.m.

At approximately 4:35 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 4:55 p.m.

Respectfully submitted,

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Erin Jenkins  
Executive Assistant and Meeting Secretary  
Rockford Mass Transit District