



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees ANNUAL BOARD MEETING #928 Minutes

Monday, April 22, 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 – Director of Operations
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:

John Hroncich, *BAE Systems*
Brandon Geber, *R1 Planning Council*

CALL TO ORDER:

The Board Chairman called the meeting to order at 3:30 p.m.

REPORTS OF RETIRING OFFICERS:

There were no reports of retiring officers.

ELECTION OF NEW OFFICERS:

The Chairman asked for and received a motion to retain the same officers with Herbert Johnson serving as Board Chairman; Stephen Ernst serving as Vice Chairman and David Sidney serving as Secretary/Treasurer. The motion was seconded and passed.

APPROVAL OF AGENDA:

The Board Chairman asked for and received a motion to approve the agenda for April 22, 2019. The motion was seconded and passed.

APPROVAL OF MINUTES:

The General Session of the March 25, 2019 RMTD Board of Trustees Meeting were reviewed. The Board Chairman asked for and received a motion to approve the General Session Minutes of March 25, 2019. With no further discussion, 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) Payment of Bills

- Hinshaw & Culbertson: Services Rendered Through February & March, 2019
The above payment of bill(s) were presented for the Board of Trustees review.

(b) Pension Trust Statement of Accounts for: March 31, 2019

The RMTD Pension Trust Statement of Account Summaries for March 31, 2019 were presented for the Board of Trustees for review.

(c) Renewal of Appointments

- Michael Stubbe, Ethics Officer
- Lisa Brown, EEO Officer
- Erin Jenkins, FOIA/OMA Officer and Assistant Board Secretary
- Paula Hughes, DBE Officer
- Ron Schoepfer, Assistant Treasurer

The renewal of the appointees listed above are for April 2019 through March 2020 term. The Board Chairman asked for and received a motion to approve the reappointment of Michael Stubbe, Ethics Officer; Lisa Brown, EEO Officer; Erin Jenkins, FOIA & OMA Officer and Assistant Board Secretary; Paula Hughes, DBE Officer; Ron Schoepfer, Assistant Treasurer. With no further discussion, the motion was seconded and passed.

(d) Approval of Board of Trustees Meeting Schedule for April 2019 through March 2020

The Executive Director presented the Board of Trustees Meeting schedule for April 2019 through March 2020. The Board Chairman requested the Board Meetings remain to be on the fourth Monday of every month at 3:30 p.m. The Board Chairman asked for and received a motion to approve the Board of Trustees Meeting schedule of meeting the fourth Monday of every month at 3:30 p.m. April 2019 through March 2020. With no further discussion, the motion was seconded and passed.

(e) Award Five 35' Transit Buses (IL-90-X782)

The Executive Director stated RMTD currently has 19 NABI buses purchased in 2007 that are eligible for replacement based on a twelve year useful life. At the February 2019 Board Meeting, the Board authorized the Executive Director to sign an agreement with the Commonwealth of Virginia that provided RMTD with the option to purchase replacement buses from the state contract. After reviewing the purchase options available through the above agreement, staff is recommending that the Board proceed with purchasing five 35'

Gillig Diesel Hybrid buses from the contract with an option to purchase an additional 5 buses. He noted upon placing the order, the buses are expected to be delivered second quarter of 2020. He added these buses will utilize Diesel Hybrid Technology, which is a combination of a smaller diesel engine and a large battery pack. This technology will result in up to a 25% reduction in fuel consumption and close to a 90% overall reduction in emissions from the buses they are replacing. Funding for these buses will come from 100 % Federal money under grant IL-90X-782 and no local funds will be needed. Staff requests the Board's approval to issue a Notice to Proceed to Gillig to purchase five (5) 35' Diesel Hybrid buses at a cost of \$719,167 each for a total of \$3,595,835. The Chairman asked for and received a motion to approve issuing a Notice to Proceed to Gillig to award five (5) 35' Diesel Hybrid Buses at a total cost of \$3,595,835. With no further discussion, the motion was seconded and passed.

(f) RMTD Comprehensive Mobility Analysis Update

Mr. Geber of RPC presented the Board of Trustees the Comprehensive Mobility Analysis Rider Survey Report for 2018-2019 for their review. Mr. Geber stated the rider survey provided bus riders an opportunity to give feedback on the current system and provide recommendations for the future public transportation services in the Rockford Region. The survey was conducted for two weeks (December 3 - December 14, 2018). RPC and RMTD Staff completed surveys with passengers while riding each of the RMTD's full-service and scaled alternative route structures and by soliciting surveys while stationed at RMTD's Down Town Transfer Center. Upon closing, 235 survey responses were collected. The report provides a basic overview of responses to each of the survey questions. A discussion ensued regarding the report.

(g) RMTD Downtown Transfer Center Construction Project Update

The Executive Director stated construction renovations continue with siding being installed around the berthing areas; finishing work on the roof and pouring concrete on the State Street side of the Transfer Center. There has been work done along Court Street on the underground storage tanks which needs to be done prior to tearing up the drive for the repaving process. He noted construction renovations are on schedule if weather continues to work in our favor.

E-2 FINANCE

(a) Unaudited Financial Statements for February, 2019

The Director of Finance presented and reported on the Unaudited Financial Statement for February, 2019. The Director of Finance stated he and the Executive Director met with Rockford Bank and Trust to discuss managing RMTD's account and various ways to make revenue on our existing accounts. The Director of Finance stated he plans to meet with Rockford Bank and Trust on a quarterly basis.

E-3 OPERATIONS

(a) Fixed Route Report for March, 2019

The Director of Operations presented and reported on the Fixed Route Ridership Summary for the month ending March 2019.

(b) Demand Response Report for March, 2019

The Director of Operations presented and reported on the Demand Response ridership summary for the month ending March, 2019.

E-4 MAINTENANCE

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

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

He stated that there were 46 preventive maintenance inspections performed in March 2019 and noted all were done per the maintenance plan.

E-5 HUMAN RESOURCES

(a) RMTD Claims History for March, 2019

The Human Resources Manager presented and reviewed the claims for March, 2019.

E-6 MARKETING

(a) Advertising Contract(s)

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

- Houck Transit Advertising
- HIP Advertising (Illinois Tobacco Quitline)
- Dworkin & Maciarelo Law Office

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:

- Veterans Day Stand Down (Event Date: October 25, 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.

(c) EEO Summary Report thru March 31, 2019

As EEO Officer of RMTD presented a quarterly summary report as of March 31, 2019 for the Board's review. She noted there are various breakdowns within categories included in the report. She stated she will provide this report to the Board on a quarterly basis in accordance with RMTD's EEO plan.

E-7 GRANTS

No Report

E-8 RISK MANAGEMENT

(a) Risk Management Update Report – March, 2019

The Risk Manager presented a Risk Management Update Report from March, 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, May 27, 2019 at 3:30 p.m. which is a holiday, therefore, it was decided our next Board meeting on Tuesday, May 28, 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 4:35 p.m.

Respectfully submitted,

Erin Jenkins
Executive Assistant and Board Meeting Secretary
Rockford Mass Transit District