ROCKFORD MASS TRANSIT DISTRICT

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Board of Trustees BOARD MEETING #931 Minutes
July 25, 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
Ron Schoepfer – Director of Finance
Denny Hendricks – Director of Operations
Dan Engelkes – Risk & Facilities Manager
Lisa Brown – Marketing & Public Relations Specialist
Paula Hughes – Grants Specialist (*Absent*)
Lawrence Tennial – Maintenance Manager
Susan Campbell – Human Resources Manager
Erin Jenkins – Executive Assistant & Meeting Secretary

ALSO PRESENT:
Brandon Geber, *RI Planning Council*
Jeff DiBenedetto, *DiBenedetto & Associates*
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 July 25, 2019. The motion was seconded and passed.

APPROVAL OF MINUTES:
The General Session and Executive Session Minutes of the June 24, 2019 RMTD Board of Trustees Meeting were reviewed. The Board Chairman asked for and received a motion to approve the General Session Minutes and Executive Session Minutes of June 24, 2019. With no further discussion, the motion was seconded and passed.

A-COMMUNICATIONS:
No Report

B-MATTERS BY THE PUBLIC:
None

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:
- Williams & McCarthy: Services Rendered Through June 21, 2019
- Hinshaw & Culbertson: Services Rendered Through May 31, 2019

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

(b) DiBenedetto & Associates
- Portfolio Review Summary as of June 30, 2019
- Pension Trust Statement of Accounts for: June, 2019

Jeff DiBenedetto reviewed the Portfolio Overview.
He stated the following performance data for period ending June 30, 2019:

Beginning value YTD:	$19,181,758.77
Net Contributions YTD:	$1,500,215.08
Income & Expenses YTD:	$138,380.14
Ending Value YTD:	$22,514,917.52
Investment Gain YTD:	$2,323,443.67

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 provided a general overview of how the market is performing and thanked RMTD for their business.

- Approval of Monthly Pension Funding Increase
The Executive Director stated the Director of Finance determined RMTD needs to increase the monthly level of funding to the Pension from $80,000 to $100,000 a month based on the number of retirees. The Board Chairman asked for and received a motion to increase the monthly funding to the Pension account from $80,000 to $100,000. With no further discussion, the motion was seconded and passed.

(c) FY2019 Triennial Review of the Rockford Mass Transit District Update
The Executive Director stated that the 2019 FTA Triennial Review was conducted at RMTD on July 16 & 17, 2019 for a compliance review of several areas within the organization. He noted the Triennial Review was a very positive review with only one (1) minor finding in the area of Procurement. A draft report will be sent to RMTD next week.

(d) RMTD Comprehensive Mobility Analysis Update
Mr. Geber of R1PC stated it's been a slow month but making pretty good progress. He stated he along with RMTD staff met with the Coalition of Latino Leaders and will be meeting next week with the NAACP per the suggestion of the Board Chairman. He added he and RMTD Staff also met with the Workforce Connection.

(e) RMTD Downtown Transfer Center Construction Project Update
The Executive Director stated the Downtown Transfer Center has only a few minor items such as painting and concrete work left to still complete. He noted RMTD plans to have a formal Grand Opening and ribbon cutting ceremony for the facility on August 21, 2019.

(f) Approval of Passenger Information Display System
The Risk and Facilities Manager stated staff solicited bids for outdoor displays for the berthing areas of the Downtown Transfer Center. These displays will inform passengers of bus arrivals along with public service announcements and other general information. RMTD received two (2) bids for the supply and installation of four (4) 75 inch display monitors. The Risk and Facilities Manager requested Board approval to award a Purchase Order in the amount of $74,215 to GDS Display. The Board Chairman asked for and received a motion to award a Purchase Order in the amount of $74,215 to GDS Display. With no further discussion, the motion was seconded and passed.

(g) Approval of Downtown Transfer Center Indoor/Outdoor Signage
This agenda item will be tabled. No action is required.

E-2 FINANCE

(a) Unaudited Financial Statements for May, 2019
The Director of Finance presented and reported on the Unaudited Financial Statement for May, 2019.
The Director of Finance reviewed the Income Statement with Budget Comparison.

E-3 OPERATIONS

(a) Fixed Route Report for June, 2019
The Director of Operations presented and reported on the Fixed Route Ridership Summary for the month ending June 2019.

(b) Demand Response Report for June, 2019
The Director of Operations presented and reported on the Demand Response ridership summary for the month ending June, 2019.

E-4 MAINTENANCE - VEHICLES & FACILITIES

(a) Report on Fixed Route Buses & Paratransit for June, 2019
The Maintenance Manager presented the report on fixed route buses and paratransit vans for June 2019.
He stated that there were 38 preventive maintenance inspections performed in June 2019 and noted all were done per the maintenance plan with a completion rate of 92.1%.

E-5 HUMAN RESOURCES

(a) RMTD Claims History for June, 2019
The Human Resources Manager presented and reviewed the claims for June, 2019.
The Human Resources Manager announced the RMTD Annual Employee Health Fair will be in October and will follow up with details once a date has been confirmed.

E-6 MARKETING

(a) Advertising Contract(s)
The Marketing & PR Specialist presented the following contracts for Board approval:
- Galapagos Rockford Charter School

The Board reviewed the above mentioned advertising agreement(s). The Board Chairman asked for and received a motion to approve 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:
- John Brantley (Event Date: August 8, 2019)
- Nicholas Conservatory/Glow in the Dark Event (Event Date: September 21, 2019)

The Board reviewed the Special Service Request(s). 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 July 1, 2019
As EEO Officer of RMTD, Ms. Brown presented a quarterly summary report as of July 1, 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 – June, 2019
The Risk & Facilities Manager presented a Risk Management Update Report from June, 2019 to the Board of Trustees for their review.

E-9 OTHER BUSINESS

No Report.

E-10 MEETING SCHEDULE

(a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Monday, August 26, 2019 at 3:30 p.m.

At approximately 4:05 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 4:20 p.m.

Respectfully submitted,

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