



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees BOARD MEETING #935 Minutes  
October 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  
Ron Schoepfer – Director of Finance  
Denny Hendricks – Director of Operations (*Absent*)  
Dan Engelkes – Risk & Facilities 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, *RI Planning Council*  
Jeff DiBenedetto, *DiBenedetto & Associates*  
Attorney Jim Pirages, *Hinshaw & Culbertson*  
Dr. Oates  
Dr. Kim

**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 October 28, 2019. The motion was seconded and passed.

**APPROVAL OF MINUTES:**

The Minutes of the September 23, 2019 RMTD Board of Trustees Meeting were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of September 23, 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 PAYMENT OF BILLS

(a) Payment of Bills:

Williams & McCarthy: Services Rendered Through July & September, 2019

Hinshaw & Culbertson: Services Rendered Through June & July, 2019

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

The Executive Director stated he provided an Executive Summary in the Board Packet regarding all reports.

E-2 FINANCE

(a) DiBenedetto & Associates:

- Portfolio Review Summary as of September 30, 2019
- Pension Trust Statement of Accounts for: September, 2019

Jeff DiBenedetto reviewed the Portfolio Overview.

He stated the following performance data for period ending September 30, 2019:

Beginning value YTD:	\$19,181,758.77
Net Contributions YTD:	\$1,500,680.93
Income & Expenses YTD:	\$215,313.88
Ending Value YTD:	\$22,258,683.07
Investment Gain YTD:	\$2,357,933.37

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.

**NOTE: The Executive Director requested E-6 (a) be moved forward on the agenda.**

E-6 (a) Special Service Request

- Winnebago County Dental Society/Illinois Mission of Mercy (Event Date: June 26-27, 2020)

The Marketing & PR Specialist introduced Dr. Oates along with Dr. Kim. Dr. Oates and Dr. Kim presented a video explaining the Illinois Mission of Mercy program which will be hosted at Rock Valley College on June 26-27, 2020. The Illinois Mission of Mercy provides free dental care to patients who otherwise do not have the means or access to care. Dr. Oates and Dr. Kim stated many patients receiving care at an

Illinois Mission of Mercy event have limited financial and transportation resources. They both noted their goal is to serve as many patients as possible and providing free bus service may determine whether someone chooses to seek needed dental care. Dr. Oates and Dr. Kim asked the Board of Trustees and RMTD staff for their assistance to coordinate transportation for those receiving care.

The Board reviewed the above special service request. The Board Chairman asked for and received a motion to approve the special service agreement for the Illinois Mission of Mercy. With no further discussion, the motion was seconded and passed.

## E-2 FINANCE (Continued)

(b) Unaudited Financial Statements for August, 2019

The Executive Director presented and reported on the Unaudited Financial Statement for August, 2019.

(c) Banking Services

The Executive Director stated staff has issued a Request for Proposal for Banking Services on Oct. 17, 2019 and Bids are due Nov. 1, 2019. He added the Evaluation Committee includes Steve Ernst and Staff which will make a recommendation for Award to the responsible firm whose proposal is most advantageous to RMTD's program with price and other factors considered. A recommendation will be on the December Board agenda.

## E-3 OPERATIONS

(a) Ridership Statistics Report for September, 2019

The Executive Director presented and reported on the Fixed Route and Demand Response Ridership Summary for the month ending September 30, 2019.

(b) RouteMatch/RouteShout Update

The Executive Director stated Staff has continued to work with RouteMatch to upgrade software and hardware in order to reintroduce next bus arrival information online and through the RouteShout application. He added Staff expects final hardware installation and system testing to be completed and system relaunch to occur prior to the next Board meeting in December.

(c) Training

The Executive Director stated Staff has contracted with Parsons Communications Group to provide a 4 hour training course on Customer Service, Tactical Communication (de-escalation), and Operator Safety techniques to assist operators and supervisors in providing outstanding service while maintaining their safety. He stated training is scheduled for Nov. 12-15, 2019. He added Parsons is a nationally recognized transit training provider who's provided this program to a number of transit agencies in Illinois, Ohio, and Kentucky.

(d) Route Changes Update

The Executive Director stated previously approved route changes to the #7, #35, & #45 to serve the Pinnacle/Amazon facility went into effect on Monday, October 21, 2019.

## E-4 MAINTENANCE - VEHICLES & FACILITIES

(a) Authorization to Negotiate with Gillig for Five Hybrid Electric Buses

The Executive Director requested approval to authorize RMTD Staff to negotiate with GILLIG on a purchase order for 5 additional hybrid electric buses utilizing an existing state contract from the Commonwealth of Virginia. He stated Purchase Order approval will be on the December Board agenda. He added funding for the buses will be from Federal 5307 funds appropriated or the Bus & Bus Facilities Grant if awarded.

The Board Chairman asked for and received a motion to authorize RMTD Staff to negotiate with GILLIG on a purchase order for 5 additional hybrid electric buses utilizing an existing state contract. With no further discussion, the motion was seconded and passed.

(b) Maintenance/Administration Facility Needs Assessment Study

The Executive Director stated RMTD Staff will begin the process of developing a RFP to solicit proposals from qualified professional consultant firms or individuals to provide a Maintenance/Administration facility needs assessment study which would contain all the required elements necessary for the planning and development of the A&E Design Scope of Work and specifications for updating the current facility and options for expanding vehicle storage capacity. He added the study will be funded through an existing state capital grant funding.

(c) Bus Cleaning Program - Community Partnership Opportunity

The Executive Director stated RMTD has a bus cleaning program/community partnership opportunity. He stated RMTD Staff recently met with Mr. Tommy Meeks, with the Wake-Up Group, who has a contract with Winnebago County (Court System) to provide current parolees who are referred to his group with mentoring and support services (including finding them employment opportunities). He stated RMTD currently desires to enhance the overall interior/exterior cleanliness of vehicles, particularly as the winter months approach. He stated Mr. Meeks and Staff discussed the opportunity to partner with his group to provide bus cleaning services to RMTD and provide his program participants with work experience. He noted participants would be restricted to those with non-violent offenses. He added this partnership would not eliminate any positions within the Maintenance Department or delay filling of any vacancies. The Executive Director stated a formal agreement will have to be worked out whether it be with Winnebago County or Mr. Meeks' group directly and will be brought back to the Board for formal approval.

(d) Report on Fixed Route Buses & Paratransit Vehicles for September, 2019

The Executive Director presented the report on fixed route buses and paratransit vans for September 2019.

## E-5 HUMAN RESOURCES

(a) RMTD Claims History for September, 2019

The Executive Director presented the claims history for September, 2019.

## E-6 MARKETING

(a) Special Service Request(s) & Communications

The Marketing & PR Specialist and Executive Director presented the following Special Service Request for Board approval:

- Veterans Day Service (Event Date: 11/11/19)

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

- Women's March Rockford (Event Date: 1/18/20)

The Board reviewed the Special Service Request. The Board Chairman asked to have this special service request tabled until more information can be presented.

(b) All Day Pass

The Executive Director requested the Board authorize a pilot for an All Day Pass for both Adults \$3 and Student/Disabled ½ Fare \$1.50. Staff received customer feedback during the study requesting the additional fare type be offered. Staff plans to begin offering the pass on December 1, 2019 and will evaluate it for at least 6 months.

The Board Chairman asked for and received a motion to approve the 6 month trial for an All Day Pass. With no further discussion, the motion was seconded and passed.

(c) Mobile Fare System Service

The Executive Director stated Staff will begin the process to identify a mobile fare system service provider to enter into a service agreement. He added anticipated launch is prior to the end of the year.

(d) RMTD Brand/Logo Selection

The Marketing & PR Specialist stated as you may recall, Mr. Jay Graham of GrahamSpencer presented various design (and color) option concepts for a new RMTD logo. RMTD has selected the big “R” with the color scheme of black and blue. The Executive Directed stated RMTD felt the selected logo means mobility is many things to many people. For some it’s access to employment. For some it’s access to healthcare. And for others it’s access to school or training. At RMTD mobility is more than just lines on a map, it’s about providing access to opportunities in our community and connecting our region. Join Us.

(e) Advertising Contract(s)

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

- MercyCare Health Plans
- Window World
- Weichert Realtors

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.

## E-7 GRANTS

(a) FTA Bus and Bus Facilities Grant Update

The Executive Director stated the FTA Bus and Bus Facilities Grant Awards are expected to be announced prior to the December Board Meeting. RMTD’s grant application consisted of a request for \$8,769,372 in funding to purchase 8 paratransit vehicles, 5 hybrid electric buses and 4 battery electric buses with charging infrastructure.

## E-8 RISK MANAGEMENT

(a) Risk Management Update Report – September, 2019

The Executive Director presented a Risk Management Update Report from September 2019 to the Board of Trustees for their review.

## E-9 OTHER BUSINESS

(a) RMTD Comprehensive Mobility Analysis Update

Brandon Geber stated data is still being collected and updated and will be reviewed for further planning and development.

(b) RMTD Downtown Transfer Center Construction Project Update

The Executive Director stated all signs (interior, exterior, and the plaque) will be fully manufactured and ready to install on the week of October 28 through November 1, 2019. Digital exterior sign to be delivered in January 2020.

E-10 MEETING SCHEDULE

- (a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Monday, November 25, 2019 at 3:30 p.m. The Board of Trustees decided to combine the November and December 2019 Board Meeting. The next RMTD Board of Trustees Meeting will be on Monday, December 2, 2019 at 3:30 p.m.

At approximately 4:43 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 4:58 p.m.

Respectfully submitted,

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