



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees BOARD MEETING #936 Minutes December 9, 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
Lawrence Tennial – Maintenance Manager
Susan Campbell – Human Resources Manager
Erin Jenkins – Executive Assistant & Meeting Secretary

ALSO PRESENT:

Brandon Geber, *RI Planning Council*
Dyanna Walker
Jodi Dobson, *Baker Tilly*
Marcy Longstreet, *ATU Local 1333*
William Favretto, *ATU Local 1333*
Jodi Williams, *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 December 9, 2019. The motion was seconded and passed.

APPROVAL OF MINUTES:

The Minutes of the October 28, 2019 RMTD Board of Trustees Meeting were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of October 28, 2019. With no further discussion, the motion was seconded and passed.

A-COMMUNICATIONS:

No Report

B-MATTERS BY THE PUBLIC:

B-1 (a) Ms. Dyanna Walker – Paratransit Passenger

Ms. Dyanna Walker introduced herself to the Board of Trustees and noted she is a Paratransit passenger of RMTD. She stated the purpose of her addressing the Board is to share her observations and concerns. She noted her overall experience on paratransit is favorable. She noted she is an advocate for other passengers.

She stated the areas of concerns and/or suggestions are: (1) Service hours; (2) Passengers should receive confirmation after placing a transport; (3) Privacy screens should be placed on the tablets so nobody else can see information about another person; (4) Explore online scheduling; (5) Real-time tracking of in-operation buses; (5) Photo ID cards so the drivers can identify the people they are supposed to be picking up; (6) Morale issue with drivers; (7) New Drivers relying too much on GPS.

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:

(1) Schwab Actuarial Services – Invoice Amount \$7,125.00

The above invoice was presented for the Board of Trustees review and approval of the Schwab Actuarial Services invoice(s) for \$7,125.00. The Executive Director asked for the Board's approval to pay the invoice from Schwab Actuarial Services with funds from the pension account. The Board Chairman asked for and received a motion to pay the Schwab Actuarial Services invoice with funds from the pension account. With no further discussion, the motion was seconded and approved.

(2) Williams & McCarthy: Services Rendered Through October, 2019

(3) Hinshaw & Culbertson: Services Rendered Through September & October.

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

(b) Pension Investment Statement for: October, 2019

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

(c) Award Security Camera Systems

The Executive Director stated RMTD received quotes for the purchase of seven Security Camera Systems for the Medium Duty Paratransit Vehicles which award was approved by the Board in September. This procurement of Security Camera Systems includes both the camera hardware, including 6 cameras per vehicle, as well as the installation. The lowest price quote of \$3,781.43 per camera was made by Safe Fleet Bus & Rail (SEON) for a total of \$26,470.00 for all seven systems. This procurement will utilize funds from current 5310 and 5339 grants. Both grants are utilizing Transportation Development Credits (TDC's) in lieu of a local match so no local funds will be needed for this procurement. The Executive Director requested Board approval to allow staff to award \$26,470.00 for the purchase and installation of these Security Camera Systems to Safe Fleet Bus & Rail. The Board Chairman asked for and received a motion to allow staff to award \$26,470.00 for the

purchase and installation of seven Security Camera Systems to Safe Fleet Bus & Rail. With no further discussion, the motion was seconded and approved.

(d) Award of Banking Services

The Executive Director stated RMTD advertised the Request for Proposals for Banking Services on October 11, 2019. On November 1, 2019, five proposals were received response. The five firms that responded were Northwest Bank, Associated Bank, Midland Bank, Rockford Bank & Trist and First Midwest Bank. After evaluating all five proposals, the Selection Committee determined that Rockford Bank & Trist's proposal best meets RMTD's needs. Before making the final determination, the Selection committee decided to invite Rockford Bank & Trist to come in and make a presentation to the Selection Committee. After the presentation, the Selection Committee's determination remained the same – that Rockford Bank & Trist should be awarded the proposal and remain RMTD's banking provider. The Executive Director requested the Board award the proposal for Banking Services (RFP-19-02) to Rockford Bank & Trist. The Board Chairman asked for and received a motion to award the proposal for banking services (RFP-19-02) to Rockford Bank & Trist. With no further discussion, the motion was seconded and approved.

(e) Procurement System Manual Updates

The Executive Director stated RMTD's Triennial Review was completed back in June 2019. Twenty-one areas were reviewed for FTA compliance and no deficiencies were found in twenty of those areas. One deficiency was found with the FTA requirements for Procurement; specifically, vendor responsibility determination documentation. To correct this deficiency, RMTD has updated the Procurement Manual to address the corrective action detailed in the Triennial Review Final Report. A discussion ensued regarding the updates made to the procurement manual. He noted a copy of the Procurement Manual updates must be sent to FTA Region 5 office no later than December 20, 2019 for their review. The Executive Director requested Board approval of the RMTD Procurement Manual Updates. The Board Chairman asked for and received a motion to approve the RMTD Procurement Manual updates. With no further discussion, the motion was seconded and approved.

E-2 FINANCE

(a) Fiscal Year End 6/30/19 Audited Financial Statements, *Presented by Baker Tilly*

~ Audit Presentation

~ Pension Audit as of Year Ended June 30, 2018

Ms. Dobson of Baker Tilly reviewed the audit process and stated there is a hand-out which provides an overall audit summary and reviewed the overall results. She stated the financial statements and related controls are RMTD managements' responsibility and it is Baker Tilly's responsibility to design and perform tests to obtain reasonable assurance. She added the financial statements give a fair presentation of the financial position and operations of RMTD. Ms. Dobson stated there was no material compliance findings related to audit required by the Uniform Guidance and RMTD is in compliance with the federal grant funding agreements. Ms. Dobson added there were no findings related to IDOT funding. Ms. Dobson discussed reportable control weaknesses. Ms. Dobson reviewed some of the financial highlights. Ms. Dobson reviewed the recommendations made to RMTD for this year and provided prior year updates. Ms. Dobson stated the Draft Audit is not finalized and there are a handful of items that need to be finalized. The overall audit went well and management was very helpful. Ms. Dobson noted along with the Fiscal Year End 2019 Draft Audit, an audit of the RMTD Pension Fund 2018 was also performed and is always a year behind. The Chairman asked for and received a motion to accept the RMTD Fiscal Year End June 30, 2019 DRAFT Audit and the DRAFT Audit of the RMTD Pension/Retirement Plan year ended June

30, 2018 presented by Baker Tilly. With no further discussion, the motion was seconded and passed.

(b) Unaudited Financial Statements for September, 2019

The Director of Finance presented and reported on the Unaudited Financial Statements for September, 2019.

E-3 OPERATIONS

(a) Ridership Statistics Report for October, 2019

The Executive Director presented and reported on the Fixed Route and Demand Response Ridership Summary for the month ending October 31, 2019.

E-4 MAINTENANCE - VEHICLES & FACILITIES

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

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

E-5 HUMAN RESOURCES

(a) RMTD Claims History for October, 2019

The Executive Director presented the claims history for October, 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:

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

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

- John Brantley (Event Date: 12/29/19)

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

(b) Advertising Contract(s)

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

- Integrated Medical Pain Clinic

- Accurate Auto Insurance

- Goodwill Industries

- Choice Furniture

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

No Report

E-8 RISK MANAGEMENT

(a) Risk Management Update Report – October, 2019

The Executive Director presented a Risk Management Update Report from October 2019.

E-9 OTHER BUSINESS

(a) RMTD Comprehensive Mobility Analysis Update

Brandon Geber stated the data collected is being reviewed for further planning and development. He noted there is a webpage on www.R1Planning.org for more information.

NEXT MEETING SCHEDULE

- (a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Monday, January 27, 2020 at 3:30 p.m.

At approximately 4:30 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 4:50 p.m.

Respectfully submitted,

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