



## ROCKFORD MASS TRANSIT DISTRICT

### Board of Trustees BOARD MEETING #938 Minutes January 27, 2020 - 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, *R1 Planning Council*  
Jeff DiBenedetto, *DiBenedetto & Associates*

#### **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 January 27, 2020. The motion was seconded and passed.

#### **APPROVAL OF MINUTES:**

The Minutes of the December 9, 2019 & January 9, 2020 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of December 9, 2019 and January 9, 2020. 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 PAYMENT OF BILLS

(a) Payment of Bills:

(1) Hinshaw & Culbertson: Services Rendered Through November, 2019

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

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

(b) DiBenedetto & Associates:

- Portfolio Review Summary as of December 31, 2019

- Pension Trust Statement of Accounts for: November & December, 2019

He stated the following performance data for period ending December 31, 2019:

Beginning value YTD: \$22,514,917.52

Net Contributions YTD: (\$597,520.00)

Ending Value YTD: \$22,964,719.06

Investment Gain YTD: \$1,047,321.54

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.

The RMTD Pension Trust Statement of Account Summaries for November & December, 2019 were presented for the Board of Trustees for review as well.

(c) RMTD 457 Employee Deferred Compensation Plan & Adoption Agreement Updates

Mr. DiBenedetto presented the RMTD 457 Employee Deferred Compensation Plan and Adoption Agreement amendments/updates for the Board's review and approval. Mr.

DiBenedetto stated some amendments were made to the language of the document to keep the document current with IRS guidelines.. Mr. DiBenedetto noted the names of the Trustees of the plan were updated as well and will be updated on an annual basis. A discussion ensued regarding the 457 Employee Deferred Compensation Plan and Adoption Agreement updates. The following resolution are hereby adopted:

Resolved that the Plan be amended and restated in the form attached hereto, which the Plan is hereby adopted and approved; Resolved further that the appropriate officers of the RMTD be and they hereby are authorized and directed to execute the Plan on behalf of the RMTD; Resolved further that the RMTD will appoint and retain the Trustees of the Plan; and Resolved Further that the officer of the RMTD be and they hereby are authorized and directed to take any and all actions and execute and deliver such documents as they may

deem necessary, appropriate or convenient to effect the foregoing resolutions including, without limitation, causing to be prepared and filed such reports, documents or other information as may be required under applicable law. The Chairman asked for and received a motion to approve the 457 Employee Deferred Compensation Plan and Adoption Agreement Amendments/Updates as presented. With no further discussion, the motion was seconded and passed.

The Chairman asked for and received a motion formally stating that the current RMTD Board of Trustees are the Trustees of the 457 plan with Herbert Johnson as Chairman; Stephen Ernst as Vice Chairman and David Sidney as Secretary/Treasurer. With no further discussion, the motion was seconded and passed.

(d) Five (5) Hybrid Bus Order: Notice to Proceed

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. At the April 2019 Board Meeting, the Board authorized staff to issue a Notice to Proceed to Gillig for the purchase of five 35' diesel hybrid buses with an option to purchase an additional five buses through the Commonwealth of Virginia contract. The first five buses will be delivered to RMTD by the end of January 2020 and will be prepared to be placed into service in February 2020. As a follow up to the first bus order, Staff is recommending issuing a second Notice to Proceed to Gillig to purchase an additional five 35' diesel hybrid buses by issuing the notice to Gillig at this time, RMTD can expect to receive delivery of the buses in fourth 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. Other upgrades include electric assist steering, USB ports in passenger area, and an independent wheel chair restraint system which has benefits for both passengers and drivers. RMTD intends to use IDOT Debt Service as well as Federal 5307 capital funds to purchase these five buses from Gillig through the Commonwealth of Virginia contract. Staff is requesting Board approval to issue a Notice to Proceed to Gillig for five 35' Diesel Hybrid buses at a cost of \$750,866 each for a total of \$3,754,330.

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 \$3,754,330. With no further discussion, the motion was seconded and passed.

(e) Bus Donation Request(s)

The Executive Director stated Rock Valley College is requesting a donation of a bus from RMTD to be utilized as part of their technology initiative. RMTD has identified a 2001 Gillig that will fit their needs which is a bus RMTD was going to be getting rid of as a result of RMTD's Hybrid Bus order. Rock Valley College plans to use this bus as a community bus to take programs out into neighborhoods. There will be essentially no cost involved other than the reimbursement of the tires.

The Board Chairman asked for and received a motion to approve the Rock Valley College request for a donation of one 2001 Gillig RMTD bus. With no further discussion, the motion was seconded and approved.

The Executive Director stated Chicago Rockford International Airport is requesting a donation of a bus from RMTD to be utilized as emergency transportation and/or airport tours just to name a few examples. RMTD has identified a Nabi bus that will fit their needs which is a bus RMTD was going to be getting rid of as a result of the Hybrid Bus order

anyhow. There will be essentially no cost involved other than the reimbursement of the tires.

The Board Chairman asked for and received a motion to approve the Chicago Rockford International Airport request for a donation of one Nabi RMTD bus. With no further discussion, the motion was seconded and approved.

(f) RMTD EEO Plan 2020-2024

Ms. Brown, EEO Officer, stated the FTA requires to update an EEO Plan every 4 years to be compliant and to meet the guidelines set forth within the plan. A discussion ensued regarding a revision to the plan by removing the actual names of employees within the document. The Chairman asked for and received a motion to approve the RMTD EEO Plan 2020-2024 with revisions made as suggested by staff to remove the names of employees within the document. With no further discussion, the motion was seconded and passed.

E-2 FINANCE

(a) Unaudited Financial Statements for October & November, 2019

The Executive Director presented and reported on the Unaudited Financial Statements for October & November, 2019.

(b) RMTD FY21 Budget Overview

The Director of Finance stated the Finance Committee met to review the draft FY21 budget. He noted that there will be meetings with the Management staff to review their department's line items.

E-3 OPERATIONS

(a) Ridership Statistics Report for November, 2019

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

E-4 MAINTENANCE - VEHICLES & FACILITIES

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

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

E-5 HUMAN RESOURCES

(a) RMTD Claims History for November & December, 2019

The Executive Director presented the claims history for November & December, 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:

- Young Women's Leadership Organization (Event Dates: Feb. 27; March 12; April 2; April 23; May 7, 2020)

The Board reviewed and discussed 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.

- Oscar Mike Event (Event Date: March 26-29, 2020)

The Board reviewed and discussed 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.

(b) Advertising Contract(s)

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

- The Rock River Area Group Services of Narcotics Anonymous
- Milestone
- Quartz Health
- RPS 205
- Dworkin & Maciariello Law Offices
- MacCloskey Kesler & Associates, LLP

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 – November & December, 2019

The Executive Director presented a Risk Management Update Report from November & December, 2019.

E-9 OTHER BUSINESS

- (a) RMTD Comprehensive Mobility Analysis Update

Brandon Geber stated he is in the final stages of the data collection process and plans to review the route systems with RMTD Staff and Drivers for further planning and development.

NEXT MEETING SCHEDULE

- (a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Monday, February 24, 2020 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 4:15 p.m.

Respectfully submitted,

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