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

*All RMTD Board of Trustees were Present via Teleconference Pursuant to Governor's Executive Order

STAFF:
Michael Stubbe – Executive Director
Erin Jenkins – Executive Assistant & Meeting Secretary

ALSO PRESENT:
*Attorney Jim Pirages, Hinshaw & Culbertson
*Rob Johnson, WTVO News

* Present via Teleconference Pursuant to Governor’s Executive Order

The Board Meeting Secretary stated the following opening remarks for the record:

Today is Monday, April 27, 2020 at 3:30 PM. This is the Rockford Mass Transit District’s Annual Board of Trustees Meeting #941. Pursuant to Governor Pritzker’s Executive Order, this meeting is being held by teleconference with all Board Members present. RMTD is in compliance with the Open Meeting Act as a public notice was posted on RMTD’s website; Administrative office and sent to the media stating that the RMTD Board Meeting is being conducted by teleconference and the teleconference number and access code were included within the public notice.

ALL 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 April 27, 2020. The motion was seconded and passed.
REPORTS OF RETIRING OFFICERS:
There were no reports of retiring officers.

ELECTION OF NEW OFFICERS AND RENEWAL OF STAFF APPOINTMENTS:
The Chairman asked for and received a motion to retain the same officers April 2020 through March 2021 with Herbert Johnson serving as Board Chairman; Stephen Ernst serving as Vice Chairman and David Sidney serving as Secretary/Treasurer. With no further discussion, the motion was seconded and passed.

The renewal of the following Staff appointments are for April 2020 through March 2021 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.

APPROVAL OF RMTD BOARD MEETING SCHEDULE: April 2020 - March 2021
The Executive Director presented the Board of Trustees Meeting schedule for April 2020 through March 2021. 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 2020 through March 2021. With no further discussion, the motion was seconded and passed.

At approximately 3:36 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.

APPROVAL OF MINUTES:
The Minutes of the March 25, 2020 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of March 25, 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 EXECUTIVE DIRECTOR

(a) Payment of Bills:
   - Williams & McCarthy: Services Rendered Through March, 2020
   - Hinshaw & Culbertson: Services Rendered Through February, 2020
The above payment of bill(s) were presented for the Board of Trustees review.
(b) **Matters arising out of Executive Session, including**

- **Authorizing the Executive Director to take emergency action for promotion of public safety in response to COVID-19 Pandemic**
  The Board Chairman asked for and received a motion to authorize the Executive Director to take emergency action for promotion of public safety in response to COVID-19 Pandemic. With no further discussion, the motion was seconded and passed.

- **Approval of Service Reduction Policy**
  The Board Chairman asked for and received a motion to approve the Service Reduction Policy as presented. With no further discussion, the motion was seconded and passed.

- **Approval of Temporary Bargaining Units Compensation Changes**
  The Board Chairman asked for and received a motion to approve temporary Bargaining Units Compensation Changes as presented. With no further discussion, the motion was seconded and passed.

- **Approval of Temporary Electronic Board Approval of Purchases**
  The Board Chairman asked for and received a motion to approve temporary electronic Board approval of purchases. With no further discussion, the motion was seconded and passed.

(c) **Award of Exhaust Hose Reel (IFB-20-01)**

The Executive Director stated RMTD solicited bids to replace five (5) exhaust hose reels in the maintenance area. The current reels are the original ones from when the building was built and have lost most of their functionality. Four (4) bid packets were sent out and RMTD received two (2) bids which were Mechanical Incorporated $52,292 and L&M Sheet Metal $55,700. RMTD Staff is recommending Board approval to issue a purchase order in the amount of $52,292 to Mechanical incorporated. This project will be paid for with 100% State Funds. The Board Chairman asked for and received a motion to issue a purchase order for five (5) exhaust hose reels to Mechanical Incorporated in the amount of $52,292. With no further discussion, the motion was seconded and passed.

(d) **Award of Electric Supplier**

The Executive Director stated RMTD solicited bids for the supplying of electricity through its broker, Rock River Energy. He noted bids were received this morning (April 27, 2020) for a term of one (1) year. After reviewing the bids, RMTD staff is recommending purchasing RMTD’s electricity for the next year from Direct Energy. Their rate is the lowest at 0.05188 per Kwh. RMTD’s current rate is 0.05760 per Kwh so there will be a small amount of savings. Direct Energy is also RMTD’s current supplier. This contract would start June 1, 2020. The Board Chairman asked for and received a motion to approve Direct Energy as RMTD’s Electricity Supplier for a term of one (1) year. With no further discussion, the motion was seconded and passed.

(e) **Resolution R-20-03 – Resolution Certifying Hybrid Bus Utilization for Public Transportation**

The Executive Director stated Resolution R-20-03 states that the Rockford Mass Transit District certifies that the five (5) Hybrid Buses which will be utilizing Downstate Public Transportation Operating Assistance grant funds, are required for the day-to-day provision of public transportation within the next 24 months, provided that, in undertaking and administering the acquisition and ownership of the equipment and facilities, the participant complies with the department’s public transportation capital improvement grants manual and supplemental operating assistance guidelines. The Board Chairman asked for and received a motion to approve Resolution R-20-03 Certifying Hybrid Bus Utilization for Public Transportation. With no further discussion, the motion was seconded and passed.
Pension Portfolio Review Summary as of: April, 2020
The Executive Director presented the Pension Portfolio Summary for the Board’s review.

RMTD COVID-19 Community Communications
The Executive Director presented an RMTD COVID-19 Community Communications outline of all the communications that have come from the District in an effort to manage the COVID-19 virus and to keep everyone, our staff, community and riders informed.

E-2 FINANCE

(a) Unaudited Financial Statements for February 2020
The Executive Director presented and reported on the Unaudited Financial Statements for February, 2020.

E-3 OPERATIONS

(a) Ridership Statistics Report for March 2020
The Executive Director presented and reported on the Fixed Route Ridership Summary for the month ending March, 2020.

E-4 MAINTENANCE - VEHICLES & FACILITIES

No Report

E-5 HUMAN RESOURCES

(a) RMTD Claims History for March 2020
The Executive Director presented the claims history for March, 2020.

E-6 MARKETING

No Report

E-7 GRANTS

No Report

E-8 RISK MANAGEMENT

(a) Risk Management Update Report – March 2020
The Executive Director presented a Risk Management Update Report from March 2020.

E-9 OTHER BUSINESS

No Report

NEXT MEETING SCHEDULE

(a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Monday, May 25, 2020 at 3:30 p.m. Since Monday, May 25 is Memorial Day, it was decided the next Board meeting will be on Tuesday, May 26, 2020 at 3:30 PM.
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,

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