



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #943 Minutes
Monday, June 22, 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 (*joined later in the meeting*)

**NOTICE: Pursuant with the State of Illinois Executive Order 2020-07 to prevent the spread of COVID-19, Board Members are permitted to participate in this meeting by video / teleconference. All RMTD Board of Trustees were Present via Teleconference.*

STAFF:

Michael Stubbe – Executive Director
Ron Schoepfer - Director of Finance
Lisa Brown – Marketing & Public Relations Specialist
Paula Hughes – Grants Specialist
Erin Jenkins – Executive Assistant & Meeting Secretary

ALSO PRESENT:

None

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

Today is Monday, June 22, 2020 at 3:30 PM. This is the Rockford Mass Transit District's Board of Trustees Meeting #943. Pursuant to Governor Pritzker's Executive Order 2020-07, 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 June 22, 2020. The motion was seconded and passed.

APPROVAL OF MINUTES:

The Minutes of the May 26, 2020 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of May 26, 2020. With no further discussion, the motion was seconded and passed.

A-COMMUNICATIONS:

None

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 May, 2020
- Hinshaw & Culbertson: Services Rendered Through April & May, 2020
- Approval of Accounts Payable Invoices Totaling \$224,273.13

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

The Accounts Payable Invoices totaling \$224,273.13 were presented for the Board of Trustees review and approval. The Board Chairman asked for and received a motion to authorize the payment of the accounts payable invoices totaling \$224,273.13. With no further discussion, the motion was seconded and approved.

(b) DiBenedetto & Associates

Portfolio Review Summary as of June 16, 2020

Pension Investment Statement for: May, 2020

The Executive Director presented the Portfolio Review Summary as of June 16, 2020 which was provided to RMTD by Mr. Jeff DiBenedetto of DiBenedetto & Associates. RMTD Pension Trust Statement of Account Summary for May, 2020 were also presented for the Board of Trustees for review.

(c) Approval of the Second-Half of Annual Pension Contribution FYE June 30, 2020

The Director of Finance stated at the February 24, 2020 RMTD Board of Trustees Board Meeting, it was stated the second-half of the FYE June 30, 2020 annual pension contribution of \$750,000.00 would be brought before the Board for Board approval. RMTD is requesting RMTD Board approval to contribute the second-half of the FYE June 30, 2020 annual pension contribution of \$750,000.00 prior to or on June 30, 2020. He noted this will bring the total contribution for the aforementioned plan year to a total amount of \$1,500,000. The Chairman asked for and received a motion to approve the second-half contribution of \$750,000.00 to RMTD's Pension Fund prior to fiscal year 6/30/20. With no further discussion, the motion was seconded and passed.

(d) Approval of the Extension for Boone County IGA to Provide General Public Demand Response Service to the County of Boone, Illinois

The Executive Director stated RMTD currently provides public transportation to the urbanized areas of Boone County through an intergovernmental agreement which expires June 30, 2020. Public Transportation provided to the urbanized areas in Boone County is contracted out by RMTD through a service agreement to a third party provider, which is Boone County Council of Aging (BCCA) RMTD's current service agreement with BCCA also expires June 30, 2020. Based on a number of factors, including RMTD's ongoing mobility study and the limited time remaining to go through an RFP process, RMTD staff has proposed to both Boone County and BCCA to amend the current terms of each

agreement for one additional year. Both parties have responded that they are in favor of this approach. RMTD staff recommends the Board approve the amendments to both agreements extending the current terms through June 30, 2021. The Board Chairman asked for and received a motion to approve RMTD enter into a one year agreement with Boone County (July 1, 2020-June 30, 2021). With no further discussion, the motion was seconded and passed.

(e) Approval of the Extension for Belvidere Urban Demand Response Service Agreement with BCCA

The Executive Director stated RMTD currently provides public transportation to the urbanized areas of Boone County through an intergovernmental agreement which expires June 30, 2020. Public Transportation provided to the urbanized areas in Boone County is contracted out by RMTD through a service agreement. RMTD's current service agreement with BCCA also expires June 30, 2020. Based on a number of factors, including RMTD's ongoing mobility study and the limited time remaining to go through an RFP process, RMTD staff has proposed to both Boone County and BCCA to amend the current terms of each agreement for one additional year. Both parties have responded that they are in favor of this approach. RMTD staff recommends the Board approve the amendments to both agreements extending the current terms through June 30, 2021. The Board Chairman asked for and received a motion to approve RMTD enter into a one year agreement with Boone County Council of Aging – BCCA (July 1, 2020-June 30, 2021). With no further discussion, the motion was seconded and passed.

(f) Approval of the Designation of Signature Authority for FTA Assistance Awards

The Grants Specialist stated the Designation of Signature Authority used to be a "one-time" document and now FTA is requiring the document to be presented and approved annually along with Certification and Assurances. The document designates the Executive Director as authorized to access the FTA electronic application/award management system also referred to as TRAMS to execute the annual Certifications and Assurances issued by the FTA to transmit and submit all applications to FTA for federal assistance and to execute all awards of FTA assistance on behalf of the RMTD Board of Trustees. The Board Chairman asked for and received a motion to approve the Designation of signature Authority and to have it executed by Stephen K. Ernst, Vice Chairman of the RMTD Board of Trustees. With no further discussion, the motion was seconded and passed.

E-2 FINANCE

(a) Unaudited Financial Statements for April 2020

The Executive Director presented and reported on the Unaudited Financial Statements for April, 2020.

The Executive Director stated the unaudited financial statements will be approved each month by the Board of Trustees.

E-3 OPERATIONS

(a) Ridership Statistics Report for May 2020

The Executive Director presented and reported on the Fixed Route Ridership and Demand Response Summary for the month ending May, 2020.

E-4 MAINTENANCE - VEHICLES & FACILITIES

(a) Report on Fixed Route Buses & Paratransit Vehicles for May 2020

The Executive Director presented the report on fixed route buses and paratransit vans for May, 2020.

E-5 HUMAN RESOURCES

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

E-6 MARKETING

- (a) EEO Summary Report as of March 31, 2020
As EEO Officer of RMTD, Ms. Brown presented a quarterly summary report as of March 31, 2020 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 – May 2020
The Executive Director presented a Risk Management Update Report from May 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, July 27, 2020 at 3:30 p.m.
At approximately 4:03 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 4:13 p.m.

Respectfully submitted,

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

