



## ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #945 Minutes  
Monday, August 24, 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  
Lisa Brown – Marketing & Public Relations Specialist  
Denny Hendricks – Director of Operations  
Dan Engelkes – Risk & Facilities Manager  
Susan Campbell, Human Resources Manager  
Erin Jenkins – Executive Assistant & Board Meeting Secretary

### **GUEST(S) PRESENT:**

Jeff DiBenedetto, *DiBenedetto & Associates*

### **CALL TO ORDER:**

The Board Chairman called the meeting to order at approximately 3:30 p.m.

### **APPROVAL OF AGENDA:**

The Board Chairman asked for and received a motion to approve the agenda for August 24, 2020. The motion was seconded and passed.

### **APPROVAL OF MINUTES:**

The Minutes of the July 27, 2020 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of July 27, 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:

- Hinshaw & Culbertson: Services Rendered Through June 22, 2020
- Williams & McCarthy: Services Rendered Through July 24, 2020
- Approval of Accounts Payable Invoices Totaling \$329,038.67

The above payment of bill(s) was presented for the Board of Trustees review. The Accounts Payable Invoices totaling \$329,038.67 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 \$329,038.67. With no further discussion, the motion was seconded and approved.

(b) DiBenedetto & Associates:

- RMTD Pension and 457 Updates
- Portfolio Review Summary as of August 18, 2020
- Pension Trust Statement of Accounts for: July, 2020

Mr. Jeff DiBenedetto presented and reviewed the Portfolio Review Summary as of August 18, 2020. The RMTD Pension Trust Statement of Account Summary for July, 2020 were also presented to the Board of Trustees for their review. Mr. Jeff DiBenedetto stated he met with Mr. Stubble, Mr. Schoepfer and Ms. Campbell for their annual review of the 457 Plan. Mr. DiBenedetto provided a verbal update regarding updates to the 457 Plan. Mr. DiBenedetto stated they reviewed the Investment Policy Statement which is done on an annual basis. Mr. DiBenedetto also noted they reviewed all the funds within the 457 Plan and will continue to monitor throughout the year.

(c) Approval of Information Technology Closets Air Conditioning Installation (IFB-20-03)

The Executive Director stated RMTD solicited bids for installing air conditioning systems into the IT closets at both downtown and East side facilities. Six firms picked up bid packets and one firm submitted a bid. Miller Engineering submitted a bid of \$86,100 which is close to what the independent cost estimate was for the project. RMTD staff is recommending awarding a purchase order to Miller Engineering in the amount of \$86,100 contingent upon IDOT pre-award concurrence. It was also noted that this is being paid for by State Capital Funds. No local funds were used.

The Chairman asked for and received a motion to approve the award to Miller Engineering for the installing air conditioning systems into the IT closets of the downtown and East side facilities in the amount of \$86,100 contingent upon IDOT pre-award concurrence. With no further discussion, the motion was seconded and passed.

(d) Update on Temporary Electronic Board Approval of Purchases

The Executive Director stated RMTD previously approved an electronic approval procedure for purchases \$10,000 and above at the April 27, 2020 RMTD Board of Trustees Meeting. The procedure was to be discontinued once the Illinois Stay at Home Order was lifted which was on May 29, 2020. RMTD staff is requesting an extension of this procedure continue for the duration of the COVID-19 Pandemic.

The Chairman asked for and received a motion to approve the electronic board approval of purchases procedure to continue for the duration of the COVID-19 Pandemic. With no further discussion, the motion was seconded and passed.

- (e) Approval of RMTD's Draft Public Transportation Agency Safety Plan 2020  
The Executive Director stated the FTA adopted a new safety program. RMTD needs to be compliant by the end of the year. RMTD has been working with a consultant and has finalized the plan with only one item outstanding which is performance targets. The Plan is fundamentally outlined and addresses all applicable requirements and standards as set forth within the plan. By adopting this safety plan, the RMTD Board of Trustees acknowledges there is a plan that is in compliance with FTA requirements and that RMTD is committed and dedicated to providing safe transportation to the residents of Rockford and the surrounding area. The Public Transportation Agency Safety Plan (PTASP) has been developed to integrate safety into all RMTD system operations. The PTASP describes policies, procedures and requirements to be followed by management, maintenance and operations personnel to provide a safe environment for RMTD employees, customers and the general public. The goal of this program is to eliminate the human and fiscal cost of avoidable personal injury and vehicle accidents. The Executive Director also noted this plan will be provided to SMTD for their review and adoption by their Board as well. The Chairman asked for and received a motion to approve the 2020 RMTD Public Transportation Agency Safety Plan. With no further discussion, the motion was seconded and passed.
- (f) Approval of McGuireWoods Agreement  
The Executive Director presented the McGuireWoods Consulting, LLC Agreement for Lobbying/Legislative Services for the Board's review and approval. McGuireWoods Consulting Works with legislators, the Governor's Office, state agencies and key interest groups to promote RMTD's preferred legislation in coordination with the advocacy efforts of the Illinois Public Transportation Association. The RMTD Fiscal Year 2021 Budget approved by the Board of Trustees includes funding in the professional services budget for McGuireWoods and the period of the new agreement aligns with the RMTD fiscal year. The terms reflected in the agreement are on a year to year basis. The Executive Director stated based on past performance and upcoming needs associated with lobbying and legislative consulting services, he recommended the Board approve the agreement between RMTD and McGuire Woods Consulting for the periods of Fiscal Year 2020-2021 in the amount of \$6,000 per month. The Chairman asked for and received a motion to approve the McGuireWoods Consulting Agreement for lobbying/Legislative Services in the amount of \$6,000 per month. With no further discussion, the motion was seconded and passed.

## E-2 FINANCE

- (a) Verbal Discussion Regarding the RMTD 6/30/20 Audit  
The Director of Finance provided an update on the status of the Audit. The Director of Finance stated with the decrease in the actuarial calculation for the OPEB liability, the District and the Board have the ability to take funds that had been designated and set aside for OPEB funding and contribute those funds to the pension trust. He noted if such a contribution is approved it will be reflected in the net pension liability for the district's financial statements in the reporting period corresponding to the actuarial report that includes the actual contribution into the pension trust. The Director of Finance noted formal action regarding this would take place at a future Board Meeting.

E-3 OPERATIONS

(a) Ridership Statistics Report for July 2020

The Director of Operations presented and reported on the Fixed Route Ridership and Demand Response Summary for the month ending July, 2020.

The Executive Director stated this will be Mr. Hendrick's last Board Meeting as he will be retiring for RMTD next month. Mr. Hendricks has been with RMTD for 33 ½ years. The Executive Director thanked him for his dedicated service. Mr. Hendricks thanked the Board of Trustees for their support through the years. The Board Chairman thanked Mr. Hendricks on behalf of the entire Board for his commitment to the District and wished him well during his retirement.

E-4 MAINTENANCE - VEHICLES & FACILITIES

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

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

E-5 HUMAN RESOURCES

No Report

E-6 MARKETING

(a) Special Service Request

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

- Veterans Day Stand Down (Event Date: October 31, 2020)

The Board reviewed the Special Service Request. The Board Chairman asked for and received a motion to approve the special service request(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 – July 2020

The Executive Director presented a Risk Management Update Report from July 2020.

E-9 OTHER BUSINESS

(a) RMTD Comprehensive Mobility Analysis Verbal Update

No Report

## NEXT MEETING SCHEDULE

- (a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Monday, August 24, 2020 at 3:30 p.m. Due to a conflict in schedules, the Board Meeting will need to be rescheduled to **Tuesday, September 29, 2020 at 3:30 p.m.**

At approximately 4:27 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. The

## **G-ORDER OF ADJOURNMENT**

A motion was made and received to adjourn. The motion was seconded and passed. The Board Meeting adjourned at 4:55 p.m.

Respectfully submitted,

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

