



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #946 Minutes
Tuesday, September 29, 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 (*Absent*)

STAFF:

Michael Stubbe – Executive Director
Ron Schoepfer - Director of Finance
Dan Engelkes – Director of Operations
Susan Campbell - Human Resources Manager
Paula Hughes – Grants Specialist
Erin Jenkins – Executive Assistant & Board Meeting Secretary

GUEST(S) PRESENT:

Jeff DiBenedetto - *DiBenedetto & Associates*
Brandon Geber - *RIPC*
Robert Davidson – *Assurance Agency*

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 September 29, 2020. The motion was seconded and passed.

APPROVAL OF MINUTES:

The Minutes of the August 24, 2020 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of August 24, 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 July 31, 2020
- Approval of Accounts Payable Invoices Totaling \$278,238.25

The above payment of bill(s) was presented for the Board of Trustees review. The Accounts Payable Invoices totaling \$278,238.25 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 \$278,238.25. With no further discussion, the motion was seconded and approved.

(b) DiBenedetto & Associates:

- Portfolio Review Summary as of September 22, 2020
- Pension Trust Statement of Accounts for: August, 2020

Mr. Jeff DiBenedetto presented and reviewed the Portfolio Review Summary as of September 22, 2020. The RMTD Pension Trust Statement of Account Summary for August, 2020 were also presented to the Board of Trustees for their review.

(c) Approval of RMTD Employee Retirement Plan & Trust Investment Policy Statement

The Executive Director stated there is an annual review of this Policy. He stated the Actuary Service reviewed the current policy and identified a few language items that needed to be tweaked but the substance of the policy remains the same. The Finance Committee met prior to the Board meeting today and reviewed the Policy and is recommending Board approval on the Policy as presented.

The Chairman asked for and received a motion to approve the RMTD Employee Retirement Plan & Trust Investment Policy Statement. With no further discussion, the motion was seconded and passed.

(d) Approval of RMTD 457 Employee Deferred Compensation Plan Investment Policy Statement

The Executive Director stated they have met as a committee regarding the 457 Employee Deferred Compensation Plan and reviewed the policy statement. Legal Counsel also reviewed and updated. This policy will be reviewed annually going forward. The Executive Director stated the Finance and 457 Committee he is requesting Board approval of the 457 Plan policy statement.

The Chairman asked for and received a motion to approve the RMTD 457 Employee Deferred Compensation Plan Investment Policy Statement. With no further discussion, the motion was seconded and passed.

(e) Insurance Renewal 2020/2021 – Presented by Assurance Agency

The Executive Director introduced Mr. Bob Davidson with Assurance Agency. Mr. Davidson of Assurance Agency presented his findings for insurance renewals for the 2020-2021 year. Mr. Davidson stated that the renewal was sent to fifty (50) markets for all coverage. Mr. Davidson provided an executive summary and discussed some highlights in his presentation. The Board Chairman asked for and received a motion to approve and accept Assurance Agency Insurances' Renewal Proposal with Travelers/Genesis for October 1, 2020 - October 1, 2021. With no further discussion, the motion was seconded and passed.

(f) Approval of Resolution No. R-20-06 - 2021/2023 Rockford Mass Transit District Title VI Program and Environmental Justice Assessment

The Executive Director presented Resolution No. R-20-06 – the 2021/2023 RMTD Title VI Program and Environmental Justice Assessment. The Executive Director stated FTA requires agencies to update their program plan every three (3) years. The Executive Director stated RMTD staff has been working with RIPC and noted there were not many changes to the existing plan. The Executive Director stated the contents meets the

requirements and criteria of the plan. Mr. Brandon Geber of RIPC provided a brief overview of the process.

The Board Chairman asked for and received a motion to approve Resolution Number R-20-06 2021/2023 RMTD Title VI Program and Environmental Justice Assessment. With no further discussion, the motion was seconded and passed.

(g) Approval of 2021/2022 Diesel Fuel Contract

The Executive Director stated Blake Oil is our current fuel distributor. The current contracted price is \$1.87 per gallon of diesel fuel. This contract expires on June 30, 2021. Staff recently requested and received quotes for future diesel fuel prices. Concerv FS submitted a quote for \$2.12 per gallon with only a 12-month contract limit. Blake Oil's quote is for \$1.66 a gallon with also a 12-month contract period. The District would save over \$100,000 in 2021 by selecting the lower of the two quotes. Using next year's budgeted miles of 1,229,779 and with the award of this new contract to Blake Oil, the District will save over \$78,000 next year. RMTD Staff requests approval to award a 12-month contract for diesel fuel, at \$1.66 per gallon to Blake Oil. This contract would begin on July 1, 2021.

The Board Chairman asked for and received a motion to award a 12-month contract for diesel fuel, at \$1.87 per gallon, to Blake Oil. With no further discussion, the motion was seconded and approved.

(h) Approval of Driver's Security Barrier Purchase

The Executive Director stated RMTD has been evaluating different types of driver barriers that offer protection from both physical assaults and enhanced protection for airborne viruses such as COVID-19. RMTD decided that the Arow Slide System satisfies xxx. Over a year ago, RMTD installed a test unit in one of RMTD's buses and have received positive feedback from drivers on its performance. RMTD solicited bids to supply the parts to retrofit the majority of RMTD's fleet with these barriers. Gillig Corporation: \$5,034.64 per barrier for a total of \$125,866.00. The prices are for 25 barriers. Staff is seeking Board approval to issue Gillig a purchase order in the amount of \$125,866.00.

The Board Chairman asked for and received a motion to approve the Driver Security Barriers and issue a purchase order to Gillig Corporation in the amount of \$125,866.00. With no further discussion, the motion was seconded and passed.

(i) Approval of Electronic Air Cleaner System for Buses

The Executive Director stated during the pandemic, RMTD has been evaluating different methods to enhance overall air quality on its vehicles for bus operators and passengers. In addition to reviewing recommendations and best practices for the types of air filters used in vehicles, maintenance and replacement schedules for filters, and methods for enhancing air circulation and exchange, staff has also been reviewing different types of technological enhancements to potentially deploy in order to supplement existing systems. A technology RMTD identified for purchase and deployment is an ion generating electronic air cleaner system. The system's ion emitter produces positive and negative charges that suppress dust, control various odors and are attracted to an inactive potentially harmful organisms throughout the air space. The effectiveness of ion t technology is directly proportional to efficiency of air flow. Transit vehicles have superior airflow compared to commercial or residential systems and consequently this technology provides a strong air quality solution for transit. Ionization used for air cleaning is an effective, low cost, low energy and low maintenance technology that is well suited for transit. This technology works throughout the vehicle, anywhere the air moves while the HVAC system is operating. It can reduce surface bacteria counts where surfaces are in the immediate airflow. More importantly, ionization has also been tested and demonstrated efficacy with H1N1, MRSA, Staphylococcus and other communicable threats.

The system is a direct fit into RMTD's current vehicle HVAC system and can be easily installed by staff. The unit cost for each filter kit is \$2,200.00 and will be installed in each fixed route bus. The purchase will be paid using operating funds, as it is a regular bus part available through Gillig.

Staff requests the approval for the purchase of the electronic air cleaner system units for a total of \$90,570.64 to Gillig.

The Board Chairman asked for and received a motion to approve the electronic Air Cleaner System units for Buses for a total of \$90,570.64. With no further discussion, the motion was seconded and passed.

E-2 FINANCE

(a) Approval of Unaudited Financial Statement for July, 2020

The Director of Finance presented and reported on the Unaudited Financial Statements for July, 2020.

The Chairman asked for and received a motion to approve the unaudited financial statements for July 2020. With no further discussion, the motion was seconded and passed.

E-3 OPERATIONS

(a) Ridership Statistics Report for August 2020

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

E-4 MAINTENANCE - VEHICLES & FACILITIES

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

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

E-5 HUMAN RESOURCES

(a) RMTD Claims History for July & August, 2020

The Executive Director presented the claims history for July & August, 2020.

E-6 MARKETING

(a) Approval of Advertising Contract(s)

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

- Crusader Community Health
- Winnebago County Health Department

The Board reviewed the aforementioned advertising contract(s). The Board Chairman asked for and received a motion to approve the advertising contract(s). With no further discussion, the motion was seconded and passed.

E-7 GRANTS

(a) Approval of Resolution No. R-20-07 - IDOT FY21 DOAP Grant Agreement

The Grants Specialist stated she is seeking board approval for the execution of Resolution No. R-20-07 - IDOT FY21 Downstate Operating Assistance Program Grant. She noted RMTD

applied for \$15,378,655. The Board Chairman asked for and received a motion to approve Resolution No. R-20-07 – FY21 Downstate Operating Assistance Program Grant. With no further discussion, the motion was seconded and passed.

The Grants Specialist updated the Board on the various grants/procurements.

E-8 RISK MANAGEMENT

(a) Risk Management Update Report – August 2020

The Risk Management Update Report from August 2020 was presented to the Board for their review.

E-9 OTHER BUSINESS

(a) RMTD Comprehensive Mobility Analysis Verbal Update

Mr. Brandon Geber stated staff has been working on the data in narrowing down the list of recommendations that was received from the public outreach feedback. Mr. Geber stated the process is moving out of the internal review process and will be brought to Board committee and then to the RMTD Board Meeting in October. He added, from that point an RFP will be put out. He noted that more elements will formulate and occur for long term/future studies as well. The State of Illinois provided a one-year extension to submit this to the State which gives staff enough time to make sure this is done well. Mr. Geber stated in communications with IDOT regarding the process, R1PC/RMTD was awarded a spot to talk at the virtual IDOT Fall Planning Conference on October 15, 2020 to talk about R1PC/RMTD's public participation process. IDOT is happy with where R1PC/RMTD is at and this is an opportunity to highlight what R1PC/RMTD has done.

E-10 NEXT MEETING SCHEDULE

- (a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Monday, October 26, 2020 at 3:30 p.m.

At approximately 4:29 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.

F-ORDER OF ADJOURNMENT

A motion was made and received to adjourn. The motion was seconded and passed. The Board Meeting adjourned at 4:47 p.m.

Respectfully submitted,

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

