



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #947 Minutes
Monday, October 26, 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
Erin Jenkins – Executive Assistant & Board Meeting Secretary

GUEST(S) PRESENT:

Mark Smith - *Public Speaker*
Mike Dunn, Jr. - *RIPC*
Brandon Geber - *RIPC*
Attorney Jim Pirages - *Hinshaw & Culbertson*

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 October 26, 2020. The motion was seconded and passed.

APPROVAL OF MINUTES:

The Minutes of the September 29, 2020 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of September 29, 2020. With no further discussion, the motion was seconded and passed.

A-COMMUNICATIONS:

None

B-MATTERS BY THE PUBLIC:

- B-1 (a) Mr. Mark Smith introduced himself to the RMTD Board of Trustees and stated he wanted to address the Board. A discussion ensued regarding his negative experience riding the fixed route bus and the customer service Mr. Smith received when calling the RMTD office. The Executive Director apologized to Mr. Smith for his negative experience and stated RMTD will follow up with him to assure him RMTD will address his concerns.

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 August 27, 2020
- Williams & McCarthy: Services Rendered Through August & September, 2020
- Approval of Accounts Payable Invoices Totaling \$446,785.98

The above payment of bill(s) was presented for the Board of Trustees review. The Accounts Payable Invoices totaling \$446,785.98 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 \$446,785.98. With no further discussion, the motion was seconded and approved.

(b) Pension Portfolio Review as of October 22, 2020:

The Executive Director presented and reviewed the Portfolio Review Summary as of October 22, 2020.

(c) Pension Trust Statement of Accounts for September, 2020

The RMTD Pension Trust Statement of Account Summary for September, 2020 were presented to the Board of Trustees for their review.

(d) Approval of RMTD Comprehensive Mobility Analysis General Recommendations

Mr. Brandon Geber stated RIPC and RMTD have been working on this project for over two (2) years. He noted there are four (4) main goals outlined in the RMTD Comprehensive Mobility Analysis General recommendations: *Promote a service that is responsive to changing community needs; Enhance operational procedures to support continued system development; Ensure all types of riders can easily navigate the system; and Develop an infrastructure network that complements the service structure.* Mr. Geber reviewed some of the service recommendations. Mr. Geber reviewed what the next steps would be to move the process forward. A discussion ensued regarding the general recommendations.

The Board Chairman asked for and received a motion to approve the RMTD Comprehensive Mobility Analysis General Recommendations as presented. With no further discussion, the motion was seconded and approved.

The Executive Director thanked Mr. Geber for all his hard work. He announced Mr. Geber will be leaving RIPC/RMTD to accept a position near DeKalb with their MPO. The Executive Director stated Mr. Geber has been a tremendous asset to RMTD. The RMTD Board of Trustees and staff thanked Mr. Geber for the great job he has done.

E-2 FINANCE

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

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

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

E-3 OPERATIONS

(a) Ridership Statistics Report for September 2020

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

E-4 MAINTENANCE - VEHICLES & FACILITIES

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

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

E-5 HUMAN RESOURCES

(a) RMTD Claims History for September, 2020

The Executive Director presented the claims history for September, 2020.

E-6 MARKETING

(a) Approval of Advertising Contract(s)

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

- Dworkin & Maciariello Law Offices
- RPS 205
- Accurate Auto Sales

The Board reviewed the 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.

(b) EEO Summary Report through September 25, 2020

As EEO Officer of RMTD, Ms. Brown presented a quarterly summary report as of September 25, 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.

(c) Free Rides to Election Polls (Fixed Route & Paratransit)

The Marketing and PR Specialist stated at a previous Board Meeting, on February 24, 2020, the Board approved free rides to the election polls for both the Fixed Route service and Paratransit service. She noted with the general election approaching on Tuesday, November 3, 2020, RMTD wanted to confirm with the Board they still wish to proceed with offering free rides to the election polls. She noted due to COVID and trying to adhere to social distancing, RMTD just wanted to make certain that the Board still wants to offer this program. The Board confirmed they still wish to offer free rides to the general election polls on November 3, 2020.

(Note: No Board action required for this as it was previously approved at the February 24, 2020 #939 RMTD Board Meeting).

E-7 GRANTS

No Report

E-8 RISK MANAGEMENT

(a) Risk Management Update Report – September 2020

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

E-9 OTHER BUSINESS

No Report

E-10 NEXT MEETING SCHEDULE

(a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Monday, November 23, 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.

F-ORDER OF ADJOURNMENT

A motion was made and received to adjourn. The motion was seconded and passed. The Board Meeting adjourned at 5:40 p.m.

Respectfully submitted,

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

