



**ROCKFORD MASS TRANSIT DISTRICT**

Board of Trustees Board Meeting #948 Minutes  
Wednesday, November 18, 2020 - 3:00 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

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

**STAFF:**

- Michael Stubbe – Executive Director
- Dan Engelkes - Director of Operations
- Paula Hughes - Grants Specialist
- Erin Jenkins – Executive Assistant & Board Meeting Secretary

**GUEST(S) PRESENT:**

- \*Tony Kendall - *Public Participant via Teleconference Pursuant to Governor’s Executive Order*

**CALL TO ORDER:**

The Board Chairman called the meeting to order at approximately 3:00 p.m.

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

*Today is Wednesday, November 18, 2020 at 3:00 PM. This is the Rockford Mass Transit District’s Board of Trustees Meeting #948. Pursuant to Governor Pritzker’s Executive Order, this meeting is being held by teleconference with all Board Members present.*

**APPROVAL OF AGENDA:**

The Board Chairman asked for and received a motion to approve the agenda for November 18, 2020. The motion was seconded and passed.

**APPROVAL OF MINUTES:**

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

**A-COMMUNICATIONS:**

None

**B-MATTERS BY THE PUBLIC:**

None

**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:

- Approval of Accounts Payable Invoices

The Accounts Payable Invoices totaling \$705,184.20 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) Approval of CAD/AVL System Software

The Executive Director stated RMTD teamed up with MetroLINK to prepare a Request for Proposal (RFP) to acquire a computer-aided dispatch and automated vehicle location system (CAD/AVL) for our fixed-route fleets. This system will replace our current RouteMatch Fixed Route AVL system which was purchased back in 2014. RMTD will continue to utilize our RouteMatch Paratransit AVL system as well as their scheduling and dispatching software which has performed well for RMTD. This RFP was a joint effort in order to hopefully achieve better cost pricing as well as the opportunity to work with a peer agency, not only on the procurement itself, but to support each other during installation of the system and into the future.

The Request for Proposal (RFP 2020 CADAVL-01) was issued on August 15, 2020.

Proposals were due September 11, 2020 and two were received. We invited both proposers, AVAIL and Clever Devices, to perform a demonstration of their systems on October 9, 2020. Both MetroLINK and RMTD staff attended in person. Due to COVID, some RMTD staff also attended remotely.

The RMTD and MetroLINK staff then completed an evaluation of the proposals and have identified Clever Devices to be the most qualified, responsive, and responsible proposer.

As a part of this initial contract and purchase, the staff recommends awarding:

- Vehicle onboard equipment for at least 41 fixed route buses and supervisor vehicles including Vehicle Logic Unit (VLU), Transit Control Head (TCH), Automatic Passenger Counter (APC), Automatic Vehicle Annunciation (AVA), Automatic Vehicle Monitoring (AVM), and Voice of Internet Protocol (VoIP). Total \$522,223.
- Central System including Scheduling System, Reporting, Wireless Local Area Network (WLAN), Voice of Internet Protocol VoIP, Real Time Passenger (RTPI), General Transit Feed Specification (GTFS), and Training. Total \$981,027.
- Import Agency Data, Voice Radio as Backup, NTD Reporting, Navigation. Total \$155,642.

• Options including VLU Enclosures, Signs, Additional Training, On Site Services, CLOUD set up/service, and Additional Hardware. Total Options approximately \$300,000.

Once the Board approves the award, RMTD will work with vendor to select needed options and negotiate a final price. A Best and Final Offer will then be received from the vendor.

The Automated Passenger Counters (APC's) will be funded using Statewide Planning and

Research (SPR) grant. This grant was previously awarded to R1PC with RMTD as a co-applicant. The remaining project will be funded with RMTD's 5307 CARES funds. RMTD staff are requesting that the RMTD Board of Trustees approve the award to Clever Devices for the acquisition of a computer-aided dispatch and automated vehicle location system (CAD/AVL) for the fixed-route fleet at a cost not to exceed \$2,000,000.

The Board Chairman asked for and received a motion to prove the award to Clever Devices for the acquisition of a computer-aided dispatch and automated vehicle location system (CAD/AVL) for the fixed-route fleet at a cost not to exceed \$2,000,000. With no further discussion, the motion was seconded and approved.

(c) Approval of IBEW Contract (November 1, 2020 – October 31, 2023)

The Executive Director discussed a brief summary of the revised terms of the IBEW Collective Bargaining Agreement which was ratified by IBEW for a three-year term (11/1/2020-10/31/2023). He noted all were negotiated as per the direction and authorization of the RMTD Board of Trustees. The Board Chairman asked for and received a motion to approve the IBEW Collective Bargaining Agreement for a 3-year term (11/1/2020 - 10/31/2023). With no further discussion, the motion was seconded and passed

E-2 FINANCE

No Report

E-3 OPERATIONS

No Report

E-4 MAINTENANCE - VEHICLES & FACILITIES

No Report

E-5 HUMAN RESOURCES

No Report

E-6 MARKETING

No Report

E-7 GRANTS

No Report

E-8 RISK MANAGEMENT

No Report

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, December 14, 2020 at 3:30 p.m.

**F-ORDER OF ADJOURNMENT**

A motion was made and received to adjourn. The motion was seconded and passed. The Board Meeting adjourned at 3:12 p.m.

Respectfully submitted,

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

