



**ROCKFORD MASS TRANSIT DISTRICT**

Board of Trustees Board Meeting #949 Minutes  
Monday, December 14, 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  
Dan Engelkes - Director of Operations  
Ron Schoepfer – Director of Finance  
Susan Campbell, Human Resources Manager  
Erin Jenkins – Executive Assistant & Board Meeting Secretary

**GUEST(S) PRESENT:**

*\*Ms. Jodi Dobson, Baker Tilly, Present via Zoom Meeting (Officially Present Pursuant to Governor's Executive Order)*

**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 December 14, 2020. The motion was seconded and passed.

**APPROVAL OF MINUTES:**

The Minutes of the November 18, 2020 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of November 18, 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:

- Hinshaw & Culbertson: Services Rendered Through September & October, 2020
- William & McCarthy: Services Rendered Through September - November, 2020
- Schwab Actuarial Services – Approval of Payment of Invoice to be paid from the Pension Account Invoice amount \$10,700.00
- Approval of Accounts Payable Invoices

The above payment of bill(s) was presented for the Board of Trustees review. The Schwab Actuarial Services invoice was presented for the Board of Trustees review and approval of the Schwab Actuarial Services (SAS) invoice for \$10,700.00. The Executive Director asked for the Board's approval to pay the invoice for Schwab Actuarial Services with funds from the pension account. The Board Chairman asked for and received a motion to pay the Schwab Actuarial Services invoice with funds from the pension account. With no further discussion, the motion was seconded and approved. The Accounts Payable Invoices totaling \$199,142.96 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 \$199,142.96. With no further discussion, the motion was seconded and approved.

(b) Pension Portfolio Review as of December 8, 2020

Pension Investment Statement for: October, 2020

The Executive Director presented the Portfolio Review Summary as of December 8, 2020 which was provided to RMTD by Mr. Jeff DiBenedetto of DiBenedetto & Associates. RMTD Pension Trust Statement of Account Summary for October, 2020 were also presented for the Board of Trustees for review.

(c) RMTD Retirement Plan Summary – November 2020

The Executive Director presented the RMTD Retirement Plan Summary as of November 2020 for the Board's review. The RMTD Retirement Plan Summary was provided to RMTD by Mr. Jeff DiBenedetto of DiBenedetto & Associates.

(d) Approval of Increased Monthly Pension Funding

The Executive Director stated due to more eligible participants retiring recently, RMTD is requesting that the monthly pension funding, processed by Mr. Jeff DiBenedetto, of \$100,000.00 be increased to \$110,000.00 a month effective immediately. The Board Chairman asked for and received a motion to approve to increase the monthly pension funding from \$100,000.00 to \$110,000.00 effective immediately and to authorize it to be processed by Mr. Jeff DiBenedetto. With no further discussion, the motion was seconded and approved.

### E-2 FINANCE

(a) Approval of Fiscal Year End June 30, 2020 Draft Audited Financial Statements and Approval of Draft Pension Audit as of Year Ended June 30, 2019 and 2018  
*(Presented by Baker Tilly Via Zoom)*

Ms. Dobson of Baker Tilly reviewed the audit process and stated there is a hand-out which provides an overall audit summary and reviewed the overall results. She stated the financial statements and related controls are RMTD managements' responsibility and it is Baker Tilly's responsibility to design and perform tests to obtain reasonable assurance. She added the financial statements give a fair presentation of the financial position and

operations of RMTD. Ms. Dobson stated there was no material compliance findings related to audit required by the Uniform Guidance and RMTD is in compliance with the federal grant funding agreements. Ms. Dobson added there were no findings related to IDOT funding. Ms. Dobson discussed reportable control weaknesses. Ms. Dobson reviewed some of the financial highlights. Ms. Dobson reviewed the recommendations made to RMTD for this year and provided prior year updates. Ms. Dobson stated the overall audit went well and management was very helpful. Ms. Dobson noted along with the Fiscal Year End 2020 Audit, an audit of the RMTD Pension Fund was also performed (and enclosed in Board packet) and is always a year behind. The Chairman asked for and received a motion to accept the RMTD Fiscal Year End June 30, 2020 Audit and the Audit of the RMTD Pension/Retirement Plan year ended June 30, 2019/2018 presented by Baker Tilly. With no further discussion, the motion was seconded and passed.

(b) Unaudited Financial Statements for September & October, 2020

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

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

E-3 OPERATIONS

(a) Ridership Statistics Report for October 2020

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

E-4 MAINTENANCE - VEHICLES & FACILITIES

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

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

E-5 HUMAN RESOURCES

(a) RMTD Claims History for October, 2020

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

E-6 MARKETING

(a) Approval of Advertising Contract(s)

The Executive Director presented the following advertising contracts for Board approval:

- Home Furnishings
- MacCloskey Kesler & Associates, LLP
- Goodwill Industries

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.

E-7 GRANTS

No Report

E-8 RISK MANAGEMENT

- (a) Risk Management Update Report – November 2020  
The Risk Management Update Report from November 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, January 25, 2021 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 4:10 p.m.

Respectfully submitted,

---

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

