



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #954 Minutes
Monday, May 24, 2021 at 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
Paula Hughes – Grants & Procurement Manager
Erin Jenkins – Executive Assistant & Board Meeting Secretary

GUEST(S)/PUBLIC PRESENT:

William Favretto, *ATU Local 1333*
Kevin Price, *ATU Local 1333*
Sal Marino, *Coyle Kiley Insurance Agency, Inc.*

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 May 24, 2021. The motion was seconded and passed.

APPROVAL OF MINUTES:

The General Session Minutes of the April 26, 2021 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of April 26, 2021. 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:

- Williams & McCarthy – Services Rendered Through April 22, 2021
- AGHL Law Firm – Services Rendered Though March 31 & April 30, 2021

The above payment of bill(s) was presented for the Board of Trustees review

- Approval of Accounts Payable Invoices

The Accounts Payable Invoices totaling \$230,865.18 were presented for the Board of Trustees' review and approval. The Board Secretary/Treasurer asked for and received a motion to authorize the payment of the accounts payable invoices totaling \$230,865.18. With no further discussion, the motion was seconded and passed.

(b) Pension Portfolio Review as of May 18, 2021 and Pension Trust Statement of Accounts for: April, 2021

The Executive Director presented the Portfolio Review Summary as of May 18, 2021. The RMTD Pension Trust Statement of Account Summary for April, 2021 was also presented to the Board of Trustees for their review.

(c) Approval of Annual Renewal of RMTD Employee Health Insurance – Mr. Sal Marino

The Executive Director welcomed Mr. Sal Mario from Coyle Kiley Insurance Agency. Mr. Marino provided a brief overview of the process regarding the renewal of RMTD's Employee Health Insurance which expires June 30, 2021.

Mr. Marino provided an overview of cost comparison. He discussed the options offered by HCC. A discussion ensued regarding the renewal options and proposal. The Executive Director stated Mr. Marino, along with Staff, recommends that RMTD accept the Option II renewal offer from HCC and retain the \$90,000 Specific Deductible. The Board Vice Chairman asked for and received a motion to approve the Option II renewal offer from HCC as RMTD's health insurance carrier and retain the \$90,000 Specific Deductible effective as of July 1, 2021. With no further discussion, the motion was seconded and passed.

(d) RFP-21-01 - Approval of the Boone County Urban Demand Response Service Agreement

The Executive Director stated on April 6, 2021, Rockford Mass Transit District (RMTD) advertised a Request for Proposals for Boone County Urban Demand Response Service (RFP-21-1).

He stated at the time of the bid opening on May 10, 2021, only one proposal had been received. The proposal was from Boone County Council on Aging (BCCA) who is currently providing this service. BCCA has proposed the service at \$18.65 per trip for the first year, \$19.77 per trip for the second year, and \$20.96 per trip for the third year.

The Evaluation Committee has reviewed the proposal and it meets all of the RFP requirements. As only one proposal was received, RMTD staff has also conducted a cost analysis to determine that the cost is reasonable and in-line with the price previously charged (currently BCCA is charging \$17.74 per trip).

He stated the majority of the cost for this service (65%) is provided by Illinois Department of Transportation (IDOT) Downstate Operating Assistance Program (DOAP) funds. The remainder of the cost is paid for by Boone County and fare revenues.

RMTD is requesting that the RMTD Board of Trustees approve the award of the Boone County Urban Demand Response Service to BCCA.

The Board Secretary/Treasurer asked for and received a motion to approve the award of Boone County Urban Demand Response Service to BCCA. With no further discussion, the motion was seconded and passed.

(e) Award Six (6) 35' Battery Electric Buses

The Executive Director stated RMTD's new State Capital grant along with a Federal 5307 grant will allow for the purchase of six (6) 35' Battery Electric Buses (BEB's) as well as the BEB charging equipment from Gillig utilizing a State of Washington contract.

These buses will be used to replace five 2007 NABI buses which have exceeded their useful life of 12 years and one 2009 Gillig which was totaled in an accident.

All of these six buses will utilize Battery Electric technology which will reduce emissions as well as fuel consumption.

The current price per bus is \$749,453 for a total of \$4,496,718 for all six buses. The charging equipment is \$411,344. This complete project totals \$4,908,062. This price may increase or decrease due to small pre-production and production changes.

As mentioned above, RMTD will be utilizing our State Capital grant, CAP-21-1132-ILL, as well as FTA 5307 Grant, IL-90-X782, to provide 100% of the funding. No local funds are needed for this project.

The bus batteries themselves will be leased in an agreement separate from this award.

RMTD is anticipating receiving the Battery Charging Equipment by June 2022 and all six Battery Electric Buses by November, 2022.

RMTD is requesting that the RMTD Board of Trustees approve the award to Gillig for six Battery Electric Buses with Charging Equipment for a total not to exceed \$5,000,000.

The Board Secretary/Treasurer asked for and received a motion to approve the award to Gillig for six (6) Battery Electric Buses with Charging Equipment for a total not to exceed \$5,000,000. With no further discussion, the motion was seconded and passed

(f) Approval of Workers Compensation Insurance Renewal 2021/2022

The Director of Operations stated Staff worked with RMTD's insurance broker, Assurance, to review RMTD's options for its worker's compensation insurance renewal. The Director of Operations provided a brief summary.

After going to market with several carriers and reviewing different deductible levels with RMTD's current carrier Illinois Public Risk Fund, Assurance is recommending that we renew with the current carrier, Illinois Public Risk Fund, at a zero deductible for a total cost of \$572,191 which is up 3.5% from last year's cost of \$552,862. As part of that coverage, RMTD would also receive roughly \$18,000 in a safety grant which can be used to purchase safety equipment and training.

Staff is recommending RMTD go with Assurance's recommendation and renew with Illinois Public Risk Fund.

The Board Chairman asked for and received a motion to approve RMTD to enter into a one-year agreement with IPRF (July 1, 2021-June 30, 2022). With no further discussion, the motion was seconded and passed.

(g) Award of Electric Supplier

The Director of Operations stated the RMTD solicited bids for the supplying of electricity through its broker, Rock River Energy. Bids were received from suppliers for a term of one year. The lowest rate was provided by Aggressive Energy. Their rate is 0.05647 per Kwh is. RMTD's current rate is 0.05188 per Kwh which is a modest 0.00459 cent increase. Bids ranged from 0.05647 to the highest at 0.05882.

Staff is recommending entering into a one-year agreement with Aggressive Energy.

The Board Chairman asked for and received a motion to approve Aggressive Energy as RMTD's Electricity Supplier for a term of one (1) year. With no further discussion, the motion was seconded and passed.

(g) IFB-21-01 - Award of Tire Lease Bid

The RMTD solicited bids for tire leasing for the fixed route buses. Two firms submitted bids for the service. Bid prices are based on our estimated mileage for Fiscal Year 2022 of 1,305,268. He stated Bridgestone: Year one-38,186, Year two-39,330, Year three-40,176. Total for three years 117,692. He stated Goodyear: Year one-42,509, Year two- 43,355, Year three- 44,640. Total for three years 130,504.

Staff is recommending RMTD enter into a three-year agreement with Bridgestone for tire leasing services. The Board Chairman asked for and received a motion to approve RMTD enter into a three (3) year agreement with Bridgestone for tire leasing services. With no further discussion, the motion was seconded and passed.

E-2 FINANCE

No Report

E-3 OPERATIONS

(a) Ridership Statistics Report for April, 2021

The Executive Director presented and reported on the Fixed Route Ridership and Demand Response Summary for the month ending April, 2021.

E-4 MAINTENANCE - VEHICLES & FACILITIES

(a) Report on Fixed Route Buses & Paratransit Vehicles for April, 2021

The Executive Director presented the report on fixed route buses and paratransit vans for April, 2021.

E-5 HUMAN RESOURCES

(a) RMTD Claims History for April, 2021

The Executive Director presented the claims history for April, 2021.

E-6 MARKETING

(a) Approval of Advertising Contract(s)

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

- Janesville Convention & Visitors Bureau
- Crusader Community Health
- Legacy Academy

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

(b) Special Service Request

The Executive Director presented the following Special Service Request for Board approval:

- Veterans Day Stand Down (October 29, 2021)

The Board reviewed and discussed the Special Service Request. The Board Chairman asked for and received a motion to approve the special service request for Veterans Day Stand Down. With no further discussion, the motion was seconded and passed.

E-7 GRANTS

- (a) Resolution No. R-21-01 - Approval of the American Rescue Plan Act (ARPA) Grant Application
The Grants and Procurement Manager presented Resolution No. R-21-01 and stated the resolution is authorizing the submittal and execution of the American Rescue Plan Act (ARPA) grant application. RMTD is applying for \$9,455,408 to offset operating expenses eligible under the Section 5307 program.
The Vice Chairman asked for and received a motion to approve Resolution No. R-21-01. With no further discussion, the motion was seconded and passed.
- (b) Resolution No. R-21-02 – Approval of FTA 5310 Grant Application
The Grants and Procurement Manager presented Resolution No. R-21-02 and stated the resolution is to execute and amend an application to apply for 5310 vehicles. She noted RMTD has applied for 7 Paratransit medium duty vehicles in the amount of \$516,298.00 through this Grant applications. She noted that these vehicles will replace paratransit vehicles that have reached their useful life.
The Board Secretary/Treasurer asked for and received a motion to approve Resolution No. R-21-02 5310 Grant Application. With no further discussion the motion was seconded and passed.
- (c) Resolution No. R-21-03 – Approval of FTA 5339 Grant Application
The Grants Specialist stated that Resolution No. R-21-03 is a resolution to execute and amend a 5339 Grant Application. She noted this Application for 5339 funds of \$412,806 and will be used for 2 super-medium Paratransit vehicles as well as bus stop infrastructure/amenities. The Board Vice Chairman asked for and received a motion to approve Resolution No. R-21-03 FTA 5339 Grant Application. With no further discussion the motion was seconded and passed.

E-8 RISK MANAGEMENT

- (a) Risk Management Update Report – April, 2021
The Risk Management Update Report from April, 2021 was presented to the Board for their review

E-9 OTHER BUSINESS

- (a) Executive Session
At approximately 3:43 p.m., the Board Chairman asked for and received a motion to enter into Executive Session Pursuant to 5 ILCS 120/2(c)(21) of the Illinois Open Meetings Act. With no further discussion, the motion was seconded and passed.

The meeting went back into General Session.
- (b) Matters Arising out of Executive Session:
The Executive Assistant and Board Meeting Secretary recommended the need for confidentiality still exists to the Executive Session Minutes from Meetings #924, #922, #919, #915, #914, #913, #911, #909, and #906 and therefore should not be made available for public inspection. Executive Session Minutes that can be made available for public inspection is as follows: #917, #916, #910, #908, #907 and #904. The Vice Chairman asked for and received a motion that the Executive Session Minutes of Board Meetings #924, #922, #919, #915, #914, #913, #911, #909 and #906 should not be made available for public inspection. Executive Session Minutes #917, #916, #910, #908, #907 and #904 can be made available for public inspection. With no further discussion, the motion was seconded and passed.

E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees meeting will be on Monday, June 28, 2021 at 3:30 PM.

F-ORDER OF ADJOURNMENT

A motion was made and received to adjourn. The motion was seconded and passed. The Board Meeting adjourned at 4:11 p.m.

Respectfully submitted,



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

