



**ROCKFORD MASS TRANSIT DISTRICT**

Board of Trustees Board Meeting #956 Minutes  
Monday, June 28, 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  
Ron Schoepfer - Director of Finance  
Lisa Brown – Marketing & Communications Manager  
Paula Hughes – Grants & Procurement Manager  
Susan Campbell – Human Resources Manager  
Erin Jenkins – Executive Assistant & Board Meeting Secretary

**GUEST(S)/PUBLIC PRESENT:**

Jeff DiBenedetto, *DiBenedetto & Associates*  
Alexandra Rosander, *RIPC*

**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 June 28, 2021. The motion was seconded and passed.

**APPROVAL OF MINUTES:**

The General Session Minutes of the May 24, 2021 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of May 24, 2021. With no further discussion, the motion was seconded and passed.

**A-COMMUNICATIONS:**

A-1 (a) Thank You Letter from Kishwaukee Community College  
The letter of communication was presented to the Board of Trustees for their review.

**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 May 20, 2021
- AGHL Law Firm – Services Rendered Through May 31, 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 \$217,474.58 were presented for the Board of Trustees' review and approval. The Board Vice Chairman asked for and received a motion to authorize the payment of the accounts payable invoices totaling \$217,474.58. With no further discussion, the motion was seconded and passed.

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

Mr. Jeff DiBenedetto presented the Portfolio Review Summary as of June 18, 2021. The RMTD Pension Trust Statement of Account Summary for May, 2021 was also presented to the Board of Trustees for their review.

(c) Approval of the IGA to Provide Public Mass Transit Service to the County of Boone, Illinois

The Executive Director stated RMTD currently provides public transportation to the urbanized areas of Boone County through an intergovernmental agreement which expires June 30, 2021. Public Transportation services in the proposed IGA includes both Fixed Route Service and Demand Response. RMTD staff recommends the Board approve the IGA to provide public mass transit service to the County of Boone. The term of this agreement shall begin on July 1, 2021. The agreement will continue for a one-year term and will continue year to year thereafter. The Board Secretary/Treasurer asked for and received a motion to approve RMTD enter into an agreement with Boone County effective July 1, 2021. With no further discussion, the motion was seconded and passed.

E-2 FINANCE

(a) Approval of Unaudited Financial Statements for April & May, 2021

The Director of Finance presented the unaudited Financial Statements for April & May, 2021 for the Board's review.

The Secretary/Treasurer asked for and received a motion to approve the unaudited financial statements for April & May, 2021. With no further discussion, the motion was seconded and passed.

E-3 OPERATIONS

(a) Ridership Statistics Report for May, 2021

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

#### E-4 MAINTENANCE - VEHICLES & FACILITIES

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

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

#### E-5 HUMAN RESOURCES

(a) RMTD Claims History for May, 2021

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

#### E-6 MARKETING

(a) Approval of Advertising Contract(s)

The Marketing & Communications Manager presented the following advertising contracts for Board approval:

- KMK Media for RIPC
- Blue Line Media for Lincoln's Challenge Academy
- OSF Healthcare

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 Marketing & Communications Manager presented the following Special Service Request for Board approval:

- Stroll on State (November 27, 2021)
- Rockford Art Museum/The Greenwich Village Art Fair (September 18, 2021)

The Board reviewed and discussed the Special Service Request. The Board Vice Chairman asked for and received a motion to approve the special service request for Stroll on State. With no further discussion, the motion was seconded and passed.

#### E-7 GRANTS

(a) Approval of Resolution No. R-21-04 - FTA 5339 Updated Grant Application

The Grants and Procurement Manager presented Resolution No. R-21-04 and stated the resolution is authorizing the submittal and execution of the FTA 5339 updated grant application. This grant was submitted at last month's Board Meeting. The Grants and Procurement Manager stated no funds are changing for this application, only the scope is changing. The Vice Chairman asked for and received a motion to approve Resolution No. R-21-04. With no further discussion, the motion was seconded and passed.

(b) Approval of Resolution No. R-21-06 - RAISE Grant Application

The Grants and Procurement Manager presented Resolution No. R-21-06. The RMTD in partnership with the City of Rockford is applying for funding through the U.S. Department of Transportation's Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program to complete Phase 1 of the Downtown Rockford Complete Streets Revitalization Project. Phase 1 of the Downtown Rockford Complete Streets Revitalization Project is for the final design engineering and complete streets reconstruction of the Business US 20 one-way pairs in Downtown Rockford west of Southbound IL 251. A complementary component of phase 1 includes the implementation of a new Downtown Circulator service.

Grant funding through this application will be used by RMTD for the capital purchase of three Battery Electric Buses, Battery Electric Infrastructure, and Bus Stop Amenities for the Downtown Circulator. The total estimated project cost for RMTD's portion of Phase 1 of the project is \$3,051,494. The federal funding request is \$2,441,195 (80%) and the required local match is \$610,299 (20%). The passing of a resolution and commitment of 20% local match will demonstrate the District's financial commitment to this project which will strengthen the application. Therefore, Staff is requesting the Board of Trustees approve Resolution R-21-06 expressing the commitment of local funds equal to 20% local match (\$610,299) for this grant application. The Board Secretary/Treasurer asked for and received a motion to approve Resolution No. R-21-06 RAISE Grant Application. With no further discussion the motion was seconded and passed.

#### E-8 RISK MANAGEMENT

(a) Risk Management Update Report – May, 2021

The Risk Management Update Report from May, 2021 was presented to the Board for their review.

#### E-9 OTHER BUSINESS

(a) RMTD Facility Evaluation and Master Plan Update

The Executive Director stated that the Consultants have been onsite reviewing RMTD's operations, maintenance and storage areas. He also noted there have been planning sessions as well looking at the various needs of the RMTD facility as well as reviewing capital needs/capital plans to take into consideration when drafting the concepts. The Consultants are developing some concepts for review. RMTD along with Larson & Darby met with the City of Rockford to share RMTD's concepts and obtained their feedback. The Executive Director stated RMTD is making good progress. The Executive Director stated he plans to schedule a Planning Committee Meeting prior to next month's Board Meeting.

(b) RMTD Comprehensive Mobility Analysis Update

The Executive Director stated there have been productive sessions with the Consultants regarding the Mobility Study and noted there are weekly calls with them. He noted the timeline to present final study has gotten extended to approximately mid-October. He added the Planning Committee will be reviewing the various route network options.

(c) Executive Session

At approximately 4:15 p.m., the Board Chairman asked for and received a motion to enter into Executive Session for the review of executive session meeting minutes Pursuant to 5 ILCS 120/2(c)(21) and to discuss the purchase or lease of real property for use of the public body pursuant to 5 ILCS 120/2(c)(5) of the Illinois Open Meetings Act. With no further discussion, the motion was seconded and passed.

The meeting went back into General Session.

(d) 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 #901, #899, #897, #896, #895, #894, #893, #890, #889, #888, #887, #886, #882, #881, #879, #878, #874 and therefore should not be made available for public inspection. The Vice Chairman asked for and received a motion that the Executive Session Minutes of Board Meetings #901, #899, #897, #896, #895, #894, #893, #890, #889, #887, #888, #886, #882, #881, #879, #878, #874 should not 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, July 26, 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 4:43 p.m.

Respectfully submitted,

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

