



**ROCKFORD MASS TRANSIT DISTRICT**

Board of Trustees Board Meeting #957 Minutes  
Monday, July 26, 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 (*Absent*)  
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  
Lisa Brown – Marketing & Communications Manager  
Susan Campbell – Human Resources Manager  
Lawrence Tennial – Maintenance Manager  
Ron Priddy – Operations Manager  
Erin Jenkins – Executive Assistant & Board Meeting Secretary

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

Alexandra Rosander, *RIPC*

**CALL TO ORDER:**

The Board Vice Chairman called the meeting to order at approximately 3:30 p.m.

**APPROVAL OF AGENDA:**

The Board Vice Chairman asked for and received a motion to approve the agenda for July 26, 2021. The motion was seconded and passed.

**APPROVAL OF MINUTES:**

The Minutes of the June 28, 2021 RMTD Board of Trustees Meetings were reviewed. The Board Vice Chairman asked for and received a motion to approve the Minutes of June 28, 2021. With no further discussion, the motion was seconded and passed.

**A-COMMUNICATIONS:**

A-1 (a) Rock Valley College Request for Additional Service to the ATC

The letter of communication was presented to the Board of Trustees for their review. The letter is from RVC stating they are opening an Advanced Technology Center in Belvidere during this fiscal year. RVC would like to explore a partnership with RMTD, Boone County and the City of Belvidere to increase access for students to take advantage of educational opportunities throughout the region. The Executive Director will follow up with RVC to discuss opportunities.

**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:

- Schwab Actuarial Services (SAS)

The Schwab Actuarial Services invoice was presented for the Board of Trustees review and approval in the amount of \$3,550.00. The Executive Director asked for the Board's approval to pay the invoice amount of \$3,550.00 for Schwab Actuarial Services with funds from the pension account. The Board Secretary/Treasurer asked for and received a motion to pay the Schwab Actuarial Services invoice in the amount of \$3,550.00 with funds from the pension account. With no further discussion, the motion was seconded and approved

- Approval of Accounts Payable Invoices

The Accounts Payable Invoices totaling \$329,016.45 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 \$329,016.45. With no further discussion, the motion was seconded and passed.

(b) Pension Trust Statement of Accounts for: June, 2021

The RMTD Pension Trust Statement of Account Summary for June, 2021 was also presented to the Board of Trustees for their review. It was noted that Mr. Jeff DiBenedetto will be attending the board meeting in August to discuss any question the Board of Trustees may have.

(c) Approval of RMTD's Support of the FTA Sustainable Transit for a Healthy Planet Challenge

The Executive Director stated earlier this month, the FTA announced the "Sustainable Transit for a Healthy Planet" challenge. The Healthy Planet challenge invites all transit agencies throughout the country to develop their own strategies, with measurable goals, in an effort to cut greenhouse gas emissions. Strategies could include converting fleets to electric buses and making facilities more energy efficient. The end result is for transit to play a significant role in President Biden's mission to cut greenhouse gas emissions by 50% by the year 2030.

The Executive Director stated the RMTD Board adopted a Sustainability Policy several years ago. To accept this challenge would mean that RMTD would now take its policy and develop an action plan in accordance with the FTA Challenge. RMTD has already reached out to RIPC for assistance from their Environmental Planning Team and they have agreed to help develop the plan if RMTD proceeds. RMTD is now asking the Board to make a motion to develop a climate action plan with measurable goals and outcomes based on RMTD's Sustainability Policy.

RMTD staff will keep the Board up to date on the progress. Upon completion, the plan will be submitted to the Board for review and approval.

The Board Secretary/Treasurer asked for and received a motion to approve support of the FTA Sustainability Transit for a Healthy Planet Challenge and authorize RMTD staff to develop a climate action plan with measurable goals and outcomes based on RMTD's Sustainability Policy. With no further discussion, the motion was seconded and passed.

(d) Approval of Resolution No. R-21-05 - IDOT FY22 DOAP Grant Agreement

The Executive Director presented Resolution R-21-05 and stated the resolution is authorizing the submittal and signing authority be made for the Executive Director on behalf of RMTD. The Board Secretary/Treasurer asked for and received a motion to approve Resolution No. R-21-05 – IDOT FY22 Downstate Operating Assistance Program Grant and to authorize the Executive Director to sign the FY22 DOAP Grant Agreement on behalf of RMTD. With no further discussion, the motion was seconded and passed.

E-2 FINANCE

No Report

E-3 OPERATIONS

(a) Ridership Statistics Report for June, 2021

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

E-4 MAINTENANCE - VEHICLES & FACILITIES

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

The Executive Director presented the report on fixed route buses and paratransit vans for June, 2021. A discussion ensued regarding the performance of the electric buses.

E-5 HUMAN RESOURCES

(a) RMTD Claims History for June, 2021

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

E-6 MARKETING

(a) Approval of Advertising Contract(s)

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

- K.I.N.D. Staffing Group
- Winnebago County Health Department – COVID Vaccine
- Milestone
- The Rock River Area Group Services of Narcotics Anonymous
- Window World

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.

The Marketing and Communications Manager stated the VaxUp Bus has been keeping RMTD staff very busy and is utilized almost every day. The Marketing and Communications Manager recognized the supervisors and maintenance staff for their hard work in making this happen.

E-7 GRANTS

No Report

E-8 RISK MANAGEMENT

(a) Risk Management Update Report – June, 2021

The Risk Management Update Report from June, 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 he and staff continue to work with the Consultants to keep the process going. The Consultants continue to develop concepts for RMTD's review and discussion. There are no new updates at this time.

(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 continues to be weekly calls with them. He noted they are reviewing various scenarios with the various routes network options. The Executive Director stated he will continue to update the Board as the process moves forward.

The Board Vice Chairman noted that Mr. Brad Roos contacted him about a GreenTown Conference Mr. Roos plans to be a part of later this year. The Board Vice Chairman stated Mr. Roos may be reaching out to RMTD for assistance and support for this event.

(c) Executive Session

At approximately 4:07 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 #870, #869, #868, #866, #864, #863, #861, #859, #858, #856, #855, #854, #852, #851, #849, #848, #844 and therefore should not be made available for public inspection. Executive Session Minutes that can be made available for public inspection is as follows: #865. The Vice Chairman asked for and received a motion that the Executive Session Minutes of Board Meetings #870, #869, #868, #866, #864, #863, #861, #859, #858, #856, #855, #854, #852, #851, #849, #848 and #844 should not be made available for public inspection. Executive Session Minutes that can be made available for public inspection is as follows: #865. 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, August 23, 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 4:25 p.m.

Respectfully submitted,

*Erin Jenkins*

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

