



**ROCKFORD MASS TRANSIT DISTRICT**

Board of Trustees Board Meeting #959 Minutes  
Monday, September 27, 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  
Susan Campbell – Human Resources Manager  
Ron Priddy – Operations Manager  
Drexel McCalvin – Safety & Training Manager  
Erin Jenkins – Executive Assistant & Board Meeting Secretary

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

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 September 27, 2021. The motion was seconded and passed.

**APPROVAL OF MINUTES:**

The Minutes of the August 23, 2021 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of August 23, 2021. With no further discussion, the motion was seconded and passed.

**A-COMMUNICATIONS:**

- A-1 (a) Representative Dave Vella/State of Illinois Certificate of Recognition of the 50<sup>th</sup> Year Anniversary of RMTD  
RMTD continued its celebration of 50 years in the City of Rockford by having State Representative Dave Vella test drive one of its new buses on August 26, 2021 as he continued his “Dave on Duty” Business tours.

Representative Dave Vella learned the ins and outs of operating one of RMTD's new hybrid electric buses from seasoned RMTD driver, Patricia Wilkins. Representative Vella praised the members of RMTD and employees' hard work over 50 years and honored RMTD with a Certificate of Acknowledgement.

**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:

- AGHL Law Firm – Services Rendered Through July 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 \$244,844.38 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 \$244,844.38. With no further discussion, the motion was seconded and passed.

(b) Pension Investment Statement of Accounts for: August, 2021

The Pension Trust Statement of Account Summary for August, 2021 was presented for the Board of Trustees for review.

(c) Award Battery Electric Bus Deployment Consultant

No action was taken on this agenda item. This item will be laid over until next month.

E-2 FINANCE

(a) Approval of Unaudited Financial Statements for July 2021

The Executive Director presented the unaudited Financial Statements for July, 2021 for the Board's review.

The Vice Chairman asked for and received a motion to approve the unaudited financial statements for July, 2021. With no further discussion, the motion was seconded and passed.

E-3 OPERATIONS

(a) Fixed Route Ridership Statistics Report for August, 2021

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

E-4 MAINTENANCE - VEHICLES & FACILITIES

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

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

## E-5 HUMAN RESOURCES

- (a) RMTD Claims History for August, 2021  
The Executive Director presented the claims history for August, 2021.
- (b) Approval of Revisions to the RMTD Drug & Alcohol Policy  
The Human Resources Manager stated RMTD had an FTA Drug & Alcohol Program Policy audit on July 1, 2021. She noted there were no substantial changes. The Human Resources Manager stated the revised Drug & Alcohol Policy will be distributed to all employees once Board approval has been given. The Human Resources Manager requested approval from the Board of Trustees on the updates to its RMTD's Drug and Alcohol Policy. The Board Vice Chairman asked for and received a motion to approve the revised RMTD's Drug and Alcohol Policy. With no further discussion, the motion was seconded and passed.

## E-6 MARKETING

No Report

## E-7 GRANTS

No Report

## E-8 RISK MANAGEMENT

- (a) Risk Management Update Report – August, 2021  
The Risk Management Update Report from August, 2021 was presented to the Board for their review.
- (b) Award RFP-21-02 – Security Services  
No action was taken on this agenda item. This item will be laid over until next month.
- (c) Approval of Cyber and Fiduciary Insurance Renewals  
The Director of Operations stated RMTD's insurance broker, Assurance, went to market for renewal of our Fiduciary coverage as well as our Cyber coverage. Several markets were approached for both coverages.  
In regards to Cyber coverage, Assurance is recommending RMTD go with Houston Casualty at an annual cost of \$9802.00. The expiring premium is \$5847.00. This increase is not due to RMTD's claims history, but is related to a very hard market right now. Houston Casualty has asked that RMTD implement Multi Factor Authorization to our system for increased security which RMTD is currently working on.  
In regards to the Fiduciary coverage, Assurance is recommending going with the incumbent Chubb at a cost of \$10,673.00. This is a small increase from the expiring premium of \$9,228.00. Most of the increase is related to the growth of the plan value. Staff is recommending Board approval for Assurance's recommendations.  
The Secretary/Treasurer asked for and received a motion to approve the Cyber and Fiduciary Insurance Renewal recommendations with Houston Casualty for Cyber Coverage and Chubb for Fiduciary coverage. With no further discussion, the motion was seconded and passed.
- (d) Approval of RMTD's Public Transportation Agency Safety Plan 2021 Update  
The Executive Director stated at the August 2020 Board Meeting, the RMTD's Agency Safety Plan was adopted. As part of the adopted Agency Safety Plan's requirements, a review of the plan must be conducted annually. As per FTA guidance, following the annual

review any changes to the plan must be communicated and adopted by the Accountable Executive and Board of Trustees.

Recently, staff conducted a review of the Agency Safety Plan. Changes were made to the plan to add the new Safety and Training Manager's role and responsibilities and designate the position as the Chief Safety Officer for the agency. As part of the review, the safety performance data from fiscal year 2021 was compared to the performance targets adopted in 2020. Since the safety performance in fiscal year 2021 exceeded the adopted performance targets, the review team determined no changes were needed at this time. There were no other process, policy or procedural changes to the existing program. A checklist summarizing the review process is attached for the Board's review.

Staff requests the Board adopt the updated RMTD Agency Safety Plan.

The Vice Chairman asked for and received a motion to approve the changes made to the Agency Safety Plan as presented. With no further discussion, the motion was seconded and passed.

#### 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 moving forward.

(b) RMTD Comprehensive Mobility Analysis Update

The Executive Director stated there are productive sessions with the Consultants regarding the Mobility Study and noted there continues to be weekly calls with them. A lengthy discussion ensued regarding a draft summary of service changes referred to as *RMTD Network Scenario 6*. The Executive Director stated he will continue to update the Board as the process moves forward.

#### E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees meeting will be on Monday, October 25, 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 4:45 p.m.

Respectfully submitted,

*Erin Jenkins*

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

