



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #958 Minutes
Monday, August 23, 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
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*
Bob Davidson, *Assurance Agency*
Jeff DiBenedetto, *DiBenedetto & Associates*

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 August 23, 2021. The motion was seconded and passed.

APPROVAL OF MINUTES:

The Minutes of the July 26, 2021 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of July 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 June & July 20, 2021
- AGHL Law Firm – Services Rendered Through June 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 \$202,102.53 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 \$202,102.53. With no further discussion, the motion was seconded and passed.

(b) Pension Portfolio Review as of August 19, 2021 and Pension Investment Statement of Accounts for: July, 2021

Mr. Jeff DiBenedetto presented the Portfolio Review Summary as of August 19, 2021. A discussion ensued regarding the Portfolio. The RMTD Pension Trust Statement of Account Summary for July, 2021 was also presented to the Board of Trustees for their review.

(c) Approval of Insurance Renewal 2021/2022

The Executive Director introduced Mr. Bob Davidson of Assurance Agency. The Director of Operations stated the quote and recommendation that is being presented does not include Cyber or Fiduciary and noted he will bring those numbers back to the Board next month. Mr. Davidson of Assurance Agency presented his findings for insurance renewals for the 2022-2022 year. Mr. Davidson stated that the renewal was sent to seventeen (17) markets for all coverage. Mr. Davidson provided an executive summary and discussed some highlights in his presentation. The Board Chairman asked for and received a motion to approve and accept Assurance Agency Insurances' Renewal Proposal with Travelers for October 1, 2021 - October 1, 2022. With no further discussion, the motion was seconded and passed.

(d) Approval of Accounts Payable Invoices over \$10,000 Policy

The Executive Director reminded the Board of Trustees that on April 27, 2020, the RMTD Board of Trustees approved temporary electronic board approval of purchases during the "Stay at Home" order issued by Governor Pritzker. On August 24, 2020, the RMTD Board of Trustees extended this procedure for the duration of the COVID-19 Pandemic. Illinois entered into Phase 5 as of June 11, 2021 and the Open Meetings Act recently approved conducting in person meetings again, resuming all normal operations. The Executive Director stated the approval process of invoices at Board Meetings has worked very well and RMTD Staff is requesting the procedure be made a permanent policy.

The Executive Director stated the proposed "Approval of Accounts Payable Invoices over \$10,000" Policy will supersede section c in the Procurement Manual and will result in an addendum to the Procurement Manual. The Executive Director stated this change will be reflected in the next Procurement Manual update.

Therefore, RMTD Staff is requesting the Board of Trustees approve the "Approval of Accounts Payable Invoices over \$10,000" Policy.

The Vice Chairman asked for and received a motion to approve The Accounts Payable Invoices over \$10,000 Policy. With no further discussion, the motion was seconded and passed.

(e) Resolution No. R-21-07 – Approval of Rebuild Illinois Capital Grant Application

The Executive Director presented Resolution No. R-21-07 and stated the resolution is authorizing the submittal and execution of the application for Illinois Public Transportation Capital Assistance Grant. The Executive Director stated the execution and submittal of this grant is for the renovation/rehabilitation and expansion project of this facility. The total project cost is \$30,050,000. The Executive Director stated Phase 1 of this project, to the North West of this building, will include storage of fleet, expanded facility and pre-wire for battery electric buses and Phase 2 will be to work on the existing building in sections of the facility such as operations. The Executive Director presented a few draft renderings of the proposed new expanded facility. A discussion ensued regarding the facility project.

The Vice Chairman asked for and received a motion to approve Resolution No. R-21-07 and authorize the Executive Director to execute the application on behalf of RMTD. With no further discussion, the motion was seconded and passed.

E-2 FINANCE

(a) Approval of Unaudited Financial Statements for June 2021

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

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

E-3 OPERATIONS

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

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

E-4 MAINTENANCE - VEHICLES & FACILITIES

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

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

E-5 HUMAN RESOURCES

(a) RMTD Claims History for July, 2021

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

E-6 MARKETING

(a) Approval of Advertising Contract(s)

The Marketing & Communications Manager presented the following advertising contract(s) for Board approval:

- Cintas Corporation

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

(b) Approval of Special Service Requests and/or Communications

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

- Rockford Area Arts Council/Fall Art Scene (October 1-2, 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 Rockford Area Arts Council/Fall Art Scene October 1-2, 2021. With no further discussion, the motion was seconded and passed.

The Marketing & Communications Manager stated that over a year ago, in May of 2020, RMTD was asked and the Board approved the donation of \$900 worth of passes for the Family Peace Center which they have gone through. The Marketing & Communications Manager stated RMTD has been asked again by the Family Peace Center administrators to make a donation of “all-day” fixed route passes to the Family Peace Center to give to their clients who come to the facility that have transportation issues. Therefore, Staff is requesting Board approval to donate \$900 worth of bus passes for the Family Peace Center. RMTD would use the funds from the Community Foundation Transportation Endowment fund. The Board Secretary/Treasurer asked for and received a motion to approve the donation of \$900 of bus passes to the Family Peace Center. With no further discussion, the motion was seconded and passed.

E-7 GRANTS

No Report

E-8 RISK MANAGEMENT

(a) Risk Management Update Report – July, 2021

The Executive Director introduced Drexel McCalvin as the new Safety & Training Manager for RMTD. The Executive Director stated Mr. McCalvin has many years of experience in safety and training and will be focusing on a safety program, safety management, risk management and training. The Board of Trustees welcomed Mr. McCalvin.

The Risk Management Update Report from July, 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 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. 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.

E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees meeting will be on Monday, September 27, 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

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

