



## **ROCKFORD MASS TRANSIT DISTRICT**

Board of Trustees Board Meeting #960 Minutes  
Monday, October 25, 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 (*Absent*)  
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  
Paula Hughes – Grants & Procurement Manager  
Ron Priddy – Operations Manager  
Lawrence Tennial - Maintenance Manager  
Drexel McCalvin – Safety & Training Manager  
Erin Jenkins – Executive Assistant & Board Meeting Secretary

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

William Favretto, ATU Local 1333

#### **CALL TO ORDER:**

The Board Chairman called the meeting to order at approximately 4:11 p.m.

#### **APPROVAL OF AGENDA:**

The Board Chairman asked for and received a motion to approve the agenda for October 25, 2021. The motion was seconded and passed.

#### **APPROVAL OF MINUTES:**

The Minutes of the September 27, 2021 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of September 27, 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 August & September 23, 2021
  - AGHL Law Firm – Services Rendered Though August & September 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 \$559,622.82 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 \$559,622.82. With no further discussion, the motion was seconded and passed.

- Schwab Actuarial Services

The Schwab Actuarial Services invoice dated October 20, 2021 was presented for the Board of Trustees review and approval in the amount of \$9,775.00. The Executive Director asked for the Board's approval to pay the invoice amount of \$9,775.00 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 \$9,775.00 with funds from the pension account. With no further discussion, the motion was seconded and approved.

(b) Pension Portfolio Review as of September 30 & October 19, 2021 and Pension Investment Statement of Accounts for: September, 2021

The Pension Portfolio of September & October, 2021 along with the Pension Trust Statement of Account Summary for September, 2021 were presented for the Board of Trustees for review.

**E-2 FINANCE**

(a) Approval of Unaudited Financial Statements for August 2021

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

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

(b) Approval of Increased Monthly Pension Funding (Retiree Payments)

The Executive Director stated due to additional eligible pension participants retiring recently, RMTD is requesting approval from the Board that the monthly pension funding for retiree distributions, processed by Jeff DiBenedetto of DiBenedetto & Associates, be increased from \$110,000 to \$120,000 effective immediately. The Secretary/Treasurer asked for and received a motion to increase the monthly pension funding for retiree distributions, processed by DiBenedetto & Associates, be increased from \$110,000 to \$120,000 a month effective immediately. With no further discussion, the motion was seconded and passed.

## E-3 OPERATIONS

- (a) Fixed Route Ridership Statistics Report for September, 2021/Demand Response Ridership Statistics for August 2021

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

## E-4 MAINTENANCE - VEHICLES & FACILITIES

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

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

## E-5 HUMAN RESOURCES

- (a) RMTD Claims History for September, 2021

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

## E-6 MARKETING

- (a) Approval of Advertising Contract(s)

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

- Accurate Auto Insurance
- RPS 205

The Board reviewed the advertising contract(s) noted above. The Board Secretary/Treasurer 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(s) and/or Communications

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

- Stroll on State (Extending Regular FR Service November 27, 2021)
- GreenTown Conference (November 12, 2021)
- Veterans Day Service (November 11, 2021)

The Board reviewed and discussed the Special Service Request(s). The Board Secretary/Treasurer asked for and received a motion to approve the special service request(s) for Stroll on State; GreenTown Conference and Veterans Day Service. With no further discussion, the motion was seconded and passed.

## E-7 GRANTS

- (a) Approval of Resolution No. R-21-08 – FTA Bus and Bus Facilities Grant Application

The Grants & Procurement Manager presented Resolution No. R-21-08 and stated the resolution is authorizing the submittal of a Bus & Bus Facilities discretionary grant application for \$2.4 million. The Grants & Procurement Manager stated the execution and submittal of this grant is for six (6) Battery Electric Buses; six (6) Hybrid Buses and another charging station. She noted, this would replace all of the 2009 Fixed Route vehicles which are currently diesel.

The Secretary/Treasurer asked for and received a motion to approve Resolution No. R-21-08. With no further discussion, the motion was seconded and passed

(b) RMTD Sustainability Policy Update: Zero-Emission Fleet

The Executive Director stated at the May 2021 Board Planning Session, a vehicle capital investment strategy was outlined that would result in the District transitioning to a zero-emission fixed route fleet by 2036 through battery electric technology. The Board expressed support for this strategy at the time.

As the District continues to plan for the replacement of the District's fleet and the associated impacts on the facility infrastructure, Staff recommends that now is an appropriate time to expand upon the District's Sustainability Policy to include a commitment to transitioning to a zero-emission fleet by 2036.

Through the proposed policy update, the District would be establishing clear direction to our capital investment plans and efforts to obtain State and Federal funding to implement the capital plan. The policy update would also become a component of the Climate Action Plan under development as part of the FTA's Healthy Plant Challenge, which the District committed to earlier this year.

Therefore, Staff recommends that our policy be updated to the following:

The Rockford Mass Transit District is committed to the environment and enhancing the quality of life in our community. Therefore, RMTD will work toward implementing environmentally sustainable practices whenever financially feasible. These includes, but are not limited to the adoption of alternative fuel technology vehicles to reduce greenhouse gas emissions and to increase energy efficiencies with our facilities, our operations and our staff. To further the adoption of alternative fuel technology vehicles to reduce greenhouse gas emissions, the RMTD is committed to transitioning to a zero-emission fleet by 2036.

The Board Secretary/Treasurer asked for and received a motion to approve the RMTD Sustainability Policy Update/Zero-Emission Fleet. With no further discussion, the motion was seconded and passed.

## E-8 RISK MANAGEMENT

(a) Risk Management Update Report – September, 2021

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

(b) Award RFP-21-02 – Security Services

The Director of Operations stated Rockford Mass Transit District issued a Request for Proposals for Security Services. Three proposals were received and evaluated by a committee of four staff members. The scores are Per Mar Security 117; Digby Security 128 and Metro Security 171.

Staff is recommending RMTD enter into a three-year agreement with Metro Security Services.

The Board Secretary/Treasurer asked for and received a motion to award RFP-21-02 Security Services to Metro Security and enter into a three-year agreement with Metro Security Services. With no further discussion, the motion was seconded and passed.

(c) Approval of SOSPES Workplace Safety Management Software Agreement

The Safety & Training Manager stated when the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP), the transit agencies were tasked with maintaining all of the documentation regarding their SMS and Public Transportation Agency Safety plans. We began investigating the need for an electronic database solution that would enable us to complete this task with maximum efficiency.

RMTD searched out and diligently compared two suppliers that are producing the software application that are custom developed to do this process. Out of the two, one system called Track-it and the other was SOSPES. The programs came in at \$17,000, and \$16,000 respectively. SOSPES will allow RMTD to be in compliance with the process of documentation, records availability, and submissions. The system will store, sort and compile the resulting metrics in a manner that effectively supports continual improvement by analyzing reported incidents, close calls and other observations, identifying risks posed by these reports and

then mitigating those risks – all of which must be documented with results. This software also utilizes a single integrated mobile application that can be operated via telephone or a Pad device in the field to automatically compile the metrics.

SOSPES

Initial Start Up Cost	\$16,000
Annual Cost	\$12,400

TRACKIT

Initial Start Up Cost	\$17,000
Annual Cost	\$14,000

In addition to cost, the simplicity of design allows inexperienced users to perform tasks with ease. We are requesting board approval to issue a purchase order to SOSPES in the amount of \$16,000 dollars.

Moving forward, the annual operating costs of this program shall be funded by using state operating assistance resources.

The Board Secretary/Treasurer asked for and received a motion to approve the SOSPES Workplace Safety Management Software Agreement. With no further discussion, the motion was seconded and passed.

## E-9 OTHER BUSINESS

(a) Award Battery Electric Bus Deployment Consultant

The RMTD Board previously approved the award of six Battery Electric Buses and Electric Bus Charging Infrastructure. This technology is new to RMTD and this project's deployment is extremely technical.

RMTD Staff would like to ensure the deployment is managed with the best results possible. With limited in-house expertise to provide sufficient technical and project management for the deployment, Staff is recommending contracting with a Battery Electric Bus (BEB) Deployment Consultant to assure that this system is deployed effectively and efficiently. RMTD solicited three quotes for this service. Two quotes were received and one firm (STANTEC) declined to quote. The quotes came in at \$170,000 and \$194,000. CTE came in with the low bid at \$170,000.

The Battery Electric Bus (BEB) Deployment services are broken down into tasks: Planning & Initiation, Requirement Analysis, Post-Delivery Performance Validation, Deployment Validation, Project Management, Technical Advisory, and Reporting.

These services will extend over 18 months.

RMTD will be utilizing 100% of FTA Capital funds, IL-90-X782/IL-2018-019. No local funds are needed for this project.

RMTD is requesting that the RMTD Board of Trustees approve the award to CTE for Battery Electric Bus (BEB) Deployment Services for a total of \$170,000. The Board Secretary/Treasurer asked for and received a motion to award CTE for Battery Electric Bus (BEB) Deployment Services for a total of \$170,000. With no further discussion, the motion was seconded and passed.

(b) Approval of Service Changes Proposal

The Executive Director stated last fall the Board approved the following RMTD Comprehensive Mobility Analysis General Recommendations, which were developed based on all the feedback we have received from our riders, our stakeholders and our own employees:

1. Promote a service that is responsive to changing community needs by decreasing travel times and expanding and enhancing operating hours.
2. Enhance operational procedures to support continue system development and enhance funding streams
3. Ensure that all types of riders can easily navigate the system
4. Develop an infrastructure network that complements the service structure.

Since that time, RMTD Staff has been working to develop strategies for implementing fixed route service improvements being mindful of the adopted goals, our budget and local funding sources, manpower and vehicle requirements. As such, Staff believes now is the time to move forward and has developed an implementation strategy that would take place in phases over approximately the next 9 months.

**Implementation Strategy:**

The recommended phased approach is an iterative process that builds upon each step, while providing the District flexibility on how quickly the phases are implemented. The proposed Phase 1 changes are the most easily implemented and have the most immediate impact for our passengers, specifically those needing expanded access to employment opportunities on weekdays. Shortly following the Phase 1 changes, Staff would propose to implement the Phase 2 changes, which build upon the Phase 1 and further expands access to employment opportunities and services on Saturdays and Sundays.

Following Phase 2, additional phases will be focused on improving service frequency, reliability and network coverage. These phases have substantial resource and funding requirements, which require extended timelines for implementation. Staff plans to present the phasing options to the Board as part of the Fiscal Year 2023 budget discussions for consideration.

**Proposed Phase 1 and 2 Funding:**

Staff proposes that the Local Share be funded utilizing the Federal American Rescue Plan Act (ARPA) funds the District was appropriated earlier this year. The FY2022 Budget included a total of approximately \$706,050 for potential new service initiatives, which would require \$247,000 of local share. Staff estimates the cost of the local share for implementing Phase 1 and 2 through the end of the year to be approximately \$247,000.

**The details of the proposed Phase I changes, which RMTD hopes to implement by 11/28/21 are outlined as follows:**

Weekday Service Changes:

Operate weekday service one hour earlier, starting at 4:15 a.m. on core routes. Our core routes are the following 10 routes: #1 West State, #2 School Street\*, #4 North Main, #7 South Main, #11, East State, #12 Charles Street, #14 7<sup>th</sup> Street, #15 Kishwaukee, & #16 & #17 Loops between Alpine and Downtown only. \*Note School Street is a 30-minute route so it would start at 4:45 a.m.

Extend evening service by 1 hour at the end of the service day. This would include all night routes as follows: #31, #32, #33, #34, 35 and #36. This would involve an 11:15 dispatch and 3 late night shuttles starting at 12:15 am.

Phase 1 will require adjustments to current run schedules and the addition of some short-term overtime, but no additional full-time employees or changes to vehicle requirements are anticipated in the short-term to implement.

**The details of the proposed Phase 2 changes, which is anticipated to be implemented in late January to early February of 2022, is basically a continuation of the expanded hours to the existing service as outlined below:**

**Weekday Service Changes:**

Continue to run the additional hour of service at 4:15 am.

Extend the core 10 daytime routes by 1 hour, which basically adds a 6:15pm dispatch to the standard service. This would move back the first dispatch of the 6 condensed night routes to 7:15pm.

Continue to run the night service the extended hour or to 11:15 p.m. as discussed above and we will also keep the late-night shuttles starting at 12:15 a.m.

**Saturday Service Changes:**

Add 2 hours of additional service on Saturday mornings to the core 10 routes, which would now require a 4:15am dispatch.

Add an additional 6 hours of service on the 6-night routes: 31, 32, 33, 34, 35, 36. This service would start with a 6:15pm dispatch and would continue through to an 11:15pm dispatch and then the 2-3 shuttle operation at 12:15am.

**Sunday Service Changes**

Add an additional hour of service starting with an 8:15 dispatch for all routes - 41, 42, 43, 44, 45. Note: currently the #42 East State does start at 8:15 with the other four routes starting at 9:15.

Extend the service 3 additional hours at the end of the day on all 5 routes. This would entail a 5:15, 6:15 and 7:15 dispatch.

Phase 2 will require additional staffing requirements to implement, but no changes to vehicle requirements. To prepare for this additional service, Staff has estimated 2 months to meet staffing requirements, develop work assignments and to inform the public.

**Board Action(s) Requested:**

To proceed with the Phase 1 and Phase 2 additions to service and development of additional phases, Staff is requesting that the Board take the following actions today:

- Approve the implementation of both Phase 1 and 2 within the timeframe outlined above.

The Board Secretary/Treasurer asked for and received a motion to approve the implementation of both Phase 1 and 2 within the timeframe outlined above. With no further discussion, the motion was seconded and passed.

- Approve the use of Federal ARPA funds as the local match to fund these service changes.

The Board Secretary/Treasurer asked for and received a motion to approve the use of Federal ARPA funds as the local match to fund the services changes as described above. With no further discussion, the motion was seconded and passed.

- Direct the staff to further develop strategies addressing service frequency, reliability and network coverage improvements outlined in the study and to submit additional phases of service changes to the board for implementation as part of the budgeting process for FY 2023.

The Secretary/Treasurer asked for and received a motion to direct the staff to further develop strategies addressing service frequency, reliability and network coverage improvements outlined in the study and to submit additional phases of service

changes to the board for implementation as part of the budgeting process for FY 2023. With no further discussion, the motion was seconded and passed.

- Approve the use of Federal ARPA/CARES/CRSSA funds and additional 5307 formula funds as the local match in the development of the additional phases of service changes.

The Secretary/Treasurer asked for and received a motion to approve the use of Federal ARPA/CARES/CRSSA funds and additional 5307 formula funds as the local match in the development of the additional phases of service changes. With no further discussion, the motion was seconded and passed.

(c) 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.

(d) Semi-Annual 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

At approximately 4:50 p.m., the Board Chairman asked for and received a motion to enter into Executive Session for the semi-annual 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.

(e) Matters Arising out of Executive Session

The Executive Assistant and Board Meeting Secretary recommended the need for confidentiality still exists and therefore not be made available for public inspection to the Executive Session Minutes from Meetings: #884, #848, #849, #851, #852, #854, #855, #856, #858, #859, #861, #863, #864, #866, #868, #869, #870, #874, #878, #879, #881, #882, #886, #887 #888, #889, #890, #893, #894, #895, #896, #897, #899, #901, #906, #909, #911, #913, #914, #915, #919, #922, #924, #926, #930, #931, #934, #935, #936, #941, #942, #943, #944, #945, #946, #947, #952, #954, #956, #957 and therefore should not be made available for public inspection. Executive Session Minutes that can be made available for public inspection is as follows: #953 and #955. The Secretary/Treasurer asked for and received a motion that the Executive Session Minutes of Board Meetings #884, #848, #849, #851, #852, #854, #855, #856, #858, #859, #861, #863, #864, #866, #868, #869, #870, #874, #878, #879, #881, #882, #886, #887 #888, #889, #890, #893, #894, #895, #896, #897, #899, #901, #906, #909, #911, #913, #914, #915, #919, #922, #924, #926, #930, #931, #934, #935, #936, #941, #942, #943, #944, #945, #946, #947, #952, #954, #956, #957 should not be made available for public inspection. Executive Session Minutes that can be made available for public inspection is as follows: #953 and #955. With no further discussion, the motion was seconded and passed.

## E-10 NEXT MEETING SCHEDULE

It was decided the RMTD Board Meeting scheduled for Monday, November 22, 2021 at 3:30 PM will be canceled.

The next RMTD Board of Trustees meeting will be on Monday, December 13, 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 5:01 p.m.

Respectfully submitted,

*Erin Jenkins*

---

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

