



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #961 Minutes
Monday, December 13, 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
Ron Schoepfer - Director of Finance
Lisa Brown – Marketing & Communications Manager
Lawrence Tennial - Maintenance Manager
Drexel McCalvin – Safety & Training Manager
Erin Jenkins – Executive Assistant & Board Meeting Secretary

GUEST(S)/PUBLIC PRESENT:

Jodi Dobson, *Baker Tilly*
Jeffrey DiBenedetto, *DiBenedetto & Associates*
Makenzee Wilcox, *RIPC*

CALL TO ORDER:

The Board Chairman called the meeting to order at approximately 3:32 p.m.

APPROVAL OF AGENDA:

The Board Chairman asked for and received a motion to approve the agenda for December 13, 2021. The motion was seconded and passed.

APPROVAL OF MINUTES:

The Minutes of the October 25, 2021 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of October 25, 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 October 21, 2021
- AGHL Law Firm – Services Rendered Though September 30, 2021
- Approval of Accounts Payable Invoices

The above payment of bill(s) was presented for the Board of Trustees review

The Accounts Payable Invoices totaling \$1,525,220.71 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 \$1,525,220.71. With no further discussion, the motion was seconded and passed.

(b) Pension Portfolio Review as of December 7, 2021 and Pension Investment Statement of Accounts for: October, 2021

Mr. Jeff DiBenedetto presented the Portfolio Review Summary as of December 7, 2021. A discussion ensued regarding the Portfolio. The RMTD Pension Trust Statement of Account Summary for October, 2021 was also presented to the Board of Trustees for their review.

(c) Approval of Student & Veteran Free Ride Pilot Program

The Executive Director stated that 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:

Promote a service that is responsive to changing community needs by decreasing travel times and expanding and enhancing operating hours; enhance operational procedures to support continue system development and enhance funding streams; ensure that all types of riders can easily navigate the system; and develop an infrastructure network that complements the service structure. Under Goal 3: Ensure that all types of riders can easily navigate the system, one of the short-term objectives identified was to provide user-friendly fare options through a strategy to a Expand free fare program for students and veterans.

Since that time, RMTD Staff has discussed the concept of initiating a free ride program for students and veterans with the City of Rockford, which agreed that it would fit with the City’s various programs/initiatives and help reduce barriers to accessing opportunities for area youth along with barriers to accessing services for veterans in the community. As such, the City of Rockford has agreed to partner with RMTD to provide additional funding to offset the loss of farebox revenue in order to launch the program.

Free rides on the RMTD fixed route system for all student’s grades K-12 who attend schools within the RMTD service area and a free ride pilot program for all area Veterans.

The City of Rockford has agreed to partner with RMTD to provide additional funding to offset the loss of farebox revenue in order to launch the program. As a result, the program would be budget neutral.

Student Program

To welcome our students back to school from winter break, starting January 2, 2022, RMTD would offer free unlimited rides on any RMTD fixed-route bus at any time to all student's grades K-12 who attend schools within the RMTD service area.

To be eligible for the free ride program, students grade K-12 would need to present a valid area school ID or RMTD Student ID Card when boarding. An example of a valid area school ID is one that has been issued for the 2021-22 school year. For those families whose children's schools do not issue an ID card and who wish to take advantage of the program, a RMTD Student ID Card would be available at either the Downtown or Eastside Transfer Centers. Students boarding without a valid ID card would be required to pay the regular \$0.75 student fare.

Veteran Program

Starting January 2, 2022, RMTD would offer free unlimited rides on any RMTD fixed-route bus at any time to all veterans within the RMTD service area who present their DD-214 or VA ID card when boarding. Additionally, a RMTD Veteran ID Card would be available at either the Downtown or Eastside Transfer Centers.

The Student and Veteran Free Ride program would be implemented as a one-year pilot program. Staff will evaluate and review the program over the pilot period and submit to the Board for continuation of the program at the end of the pilot period.

Staff requests the Board approve the Student and Veteran Free Ride Pilot Programs as outlined. The Secretary/Treasurer asked for and received a motion to approve the Student and Veteran Free Ride Pilot Program for one year. With no further discussion, the motion was seconded and passed.

(d) Approval of Permanent All Day Pass Program

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 RMTD received from RMTD riders, RMTD stakeholders and RMTD employees: Promote a service that is responsive to changing community needs by decreasing travel times and expanding and enhancing operating hours; enhance operational procedures to support continual system development and enhance funding streams; ensure that all types of riders can easily navigate the system; and develop an infrastructure network that complements the service structure. Under Goal 3, it states to ensure that all types of riders can easily navigate the system, one of the short-term objectives identified was to provide user-friendly fare options through a strategy to offer an All-Day bus pass. The All-Day Pass was the first recommendation from the Mobility Analysis' Public Feedback Report (September 2019) that Staff proposed for adoption. The Board approved the All-Day Pass program in October 2019 as a 6-month pilot program beginning in December 2019. All Day passes were made available on the RMTD's Token Transit mobile fare payment application beginning in August 2020. Since implementation 2 years ago, the RMTD has waived fares for the majority of time due to the pandemic, which has delayed making a recommendation on the program. Staff now feels it has sufficient experience and data to make a recommendation to the Board. The All-Day Full Fare Pass is \$3.00 and the All-Day Half-Fare Pass is \$1.50. RMTD Staff requests the Board approve the All-Day Pass as a permanent fare program. The Vice Chairman asked for and received a motion to approve the All-Day Pass as a permanent fare program. With no further discussion, the motion was seconded and passed.

E-2 FINANCE

- (a) Approval of Fiscal Year End June 30, 2021 Audited Financial Statements
Ms. Dobson of Baker Tilly reviewed the audit process and stated there is a hand-out which provides an overall audit summary and reviewed the overall results. She stated the financial statements and related controls are RMTD managements' responsibility and it is Baker Tilly's responsibility to design and perform tests to obtain reasonable assurance. She added the financial statements give a fair presentation of the financial position and operations of RMTD. Ms. Dobson stated GASB No. 84 implemented resulting in the pension plan being reported as a fiduciary activity in the District financial statements. Ms. Dobson stated there was no material compliance findings related to audit required by the Uniform Guidance and RMTD is in compliance with the federal grant funding agreements. Ms. Dobson added there were no findings related to IDOT funding. Ms. Dobson reviewed some of the financial highlights. Ms. Dobson reviewed the recommendations made to RMTD for this year and provided prior year updates. Ms. Dobson stated the overall audit went well and management was very helpful. Ms. Dobson noted along with the Fiscal Year End 2021 Audit, an audit of the RMTD Pension Fund was also performed for the years ended June 30, 2021 and 2020. The Vice Chairman asked for and received a motion to accept and approve the RMTD Fiscal Year End June 30, 2021 Audit presented by Baker Tilly. With no further discussion, the motion was seconded and passed.
- (b) Approval of Unaudited Financial Statements for September & October 2021
The Executive Director presented the unaudited Financial Statements for September & October, 2021 for the Board's review. The Vice Chairman asked for and received a motion to approve the unaudited financial statements for September & October, 2021. With no further discussion, the motion was seconded and passed.

E-3 OPERATIONS

- (a) Fixed Route & Demand Response Ridership Statistics Report for October, 2021
The Executive Director presented and reported on the Fixed Route & Demand Response Ridership Summary for the month ending October, 2021.

E-4 MAINTENANCE - VEHICLES & FACILITIES

- (a) Report on Fixed Route Buses & Paratransit Vehicles for November, 2021
The Executive Director presented the report on fixed route buses and paratransit vans for November, 2021.

E-5 HUMAN RESOURCES

- (a) RMTD Claims History for October, 2021
The Executive Director presented the claims history for October, 2021.

E-6 MARKETING

- (a) Approval of Advertising Contract(s)
The Marketing & Communications Manager presented the following advertising contracts for Board approval:
- MacCloskey Kesler & Associates
 - Black and Jones Law Office

- Goodwill Industries
- River Bluff Nursing Home
- Crusader Community Health
- Country Financial Investment Services

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:

- Mission of Mercy (July 22-23, 2022)
- Children's Home & Aid Stuff The Bus Event (April 7-9, 2022)

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: Mission of Mercy and Children's Home & Aid Stuff the Bus Event. With no further discussion, the motion was seconded and passed.

The Marketing & Communications Manager stated Mr. Brad Roos provided a thank you email to the her, Executive Director and the Board of Trustees regarding RMTD's support for the GreenTown Conference and provided some highlights from the event.

E-7 GRANTS

The Executive Director provided the Board with a brief update on grant projects.

E-8 RISK MANAGEMENT

(a) Risk Management Update Report – November, 2021

The Risk Management Update Report from November, 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. The Executive Director stated he will continue to update the Board as the process moves forward

(b) RMTD Comprehensive Mobility Analysis Update

The Executive Director stated there continue to be productive sessions and weekly calls with the Consultants regarding the Mobility Study. 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, January 24, 2022 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 4:35 p.m.

Respectfully submitted,

Erin Jenkins

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

