



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #962 Minutes
Monday, January 24, 2022 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
Ron Schoepfer - Director of Finance
Lisa Brown – Marketing & Communications Manager
Susan Campbell – Human Resources Manager
Paula Hughes – Grants & Procurement Manager
Ron Priddy – Operations Manager
Lawrence Tennial - Maintenance Manager

GUEST(S)/PUBLIC PRESENT:

Jeffrey DiBenedetto, *DiBenedetto & Associates*
Shelby Best, *RIPC*
Makenzee Wilcox, *RIPC*
Jodi Williams, *ATU Local 1333*
William Favretto, *ATU Local 1333*
Patricia Wilkins

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 January 24, 2022. The motion was seconded and passed.

APPROVAL OF MINUTES:

The Minutes of the December 13, 2021 RMTD Board of Trustees Meetings were reviewed. The Board Vice Chairman asked for and received a motion to approve the Minutes of December 13, 2021. With no further discussion, the motion was seconded and passed.

A-COMMUNICATIONS:

- A-1 (a) Thank You Letter from SMTD Passenger
The letter of communication was presented to the Board of Trustees for their review.

B-MATTERS BY THE PUBLIC:

- B-1 (a) Ms. Patricia Wilkins
Ms. Patricia Wilkins stated she has been employed with RMTD as a Fixed Route Operator for 43 years. She expressed how much she enjoyed her job. She stated she was given a last chance agreement due to her having driven the wrong route and when she altered her route again, she was given the choice to either terminate or retire. She stated she would like for the Board of Trustees to reinstate her employment as a Fixed Route Operator based on her performance and years of service.
The Board Vice Chairman thanked Ms. Wilkins for her years of service with RMTD. He stated no action can be made during the Board Meeting but stated he would refer her request to be addressed by the appropriate administrative staff.

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 November 30 & December 31, 2021
 - Williams & McCarthy – Services Rendered Through December 17, 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 \$3,084,379.57 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 \$3,084,379.57. With no further discussion, the motion was seconded and passed.
- (b) Pension Portfolio Review Period Ending: December 31, 2021 and January 18, 2022 & Pension Investment Statement for November, 2021 – Presented by Jeff DiBenedetto
Mr. Jeff DiBenedetto presented the Portfolio Review Summary as of December 31, 2021 and January 18, 2022. A discussion ensued regarding the Portfolio. The RMTD Pension Trust Statement of Account Summary for November, 2021 was also presented to the Board of Trustees for their review.

E-2 FINANCE

- (a) Approval of Unaudited Financial Statements for November 2021
The Executive Director presented the unaudited Financial Statements for November, 2021 for the Board's review. The Board Secretary/Treasurer asked for and received a motion to approve the unaudited financial statements for November, 2021. With no further discussion, the motion was seconded and passed.

E-3 OPERATIONS

- (a) Fixed Route Ridership Statistics Report for November & December, 2021/Demand response Ridership Statistics Report for November, 2021

The Executive Director presented and reported on the Fixed Route & Demand Response Ridership Summary.

E-4 MAINTENANCE - VEHICLES & FACILITIES

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

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

E-5 HUMAN RESOURCES

- (a) RMTD Claims History for November, 2021

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

E-6 MARKETING

- (a) Approval of Advertising Contract(s)

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

- Janesville Convention & Visitors Bureau
- Boone County CASA
- The Pregnancy Center

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

No Report.

E-7 GRANTS

- (a) FY'21 Fixed Asset Final Inventory Review

The Grants & Procurement Manger presented the FY'21 Fixed Asset Final Inventory Review to the Board. The beginning balance of \$51,154,670, with the additions and less the deletions, ends with a balance of \$53,090,242. She noted proceeds from the sale of equipment of \$16,551 are deposited into the Local Capital Account to be used as local share in purchasing new equipment.

E-8 RISK MANAGEMENT

No Report

E-9 OTHER BUSINESS

- (a) RMTD's 2022 Climate Action Plan – Presented by RIPC

Ms. Shelby Best of RIPC presented RMTD's 2022 Climate Action Plan for the Board of Trustees review. She noted in conjunction with the FTA's Sustainable Transit for a Healthy Planet Challenge, the purpose of this climate action plan is to develop a climate

action strategy with measurable goals to achieve GHG emission targets. RMTD is committed to the environment and enhancing the quality of life in the community and is making bold strides towards reducing greenhouse gas emissions and increasing the energy efficiency of RMTD fleet, facilities operations and staff. Ms. Best reviewed the process of developing the plan which began in September 2021. Ms. Best presented the goals and survey results. Ms. Best stated the next steps will be to finalize draft edits; engage in a public comment period on/or around February 15 and approve the final plan.

(b) RMTD Comprehensive Mobility Analysis Update

The Executive Director stated the consultants are working on finalizing their report and they will be presenting the report at the February 2022 Board Meeting.

(c) RMTD Facility Evaluation and Master Plan Update

The Executive Director stated RMTD is still waiting on the status of its grant application. He added Larson & Darby continues to work on the design for the battery electric bus order and final drawings are currently in review.

(d) EEO Summary Report as of December 31, 2021

As EEO Officer of RMTD, Ms. Lisa Brown, presented a quarterly summary report as of December 31, 2021 for the Board's review. She noted there were very few changes in the snapshot over last quarter. She noted RMTD continues to recruit from and review all options available to us for hiring. She stated she will provide this report to the Board on a quarterly basis in accordance with RMTD's EEO plan.

E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees meeting will be on Monday, February 28, 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 4:10 p.m.

Respectfully submitted,

Erin Jenkins

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

