



**ROCKFORD MASS TRANSIT DISTRICT**

Board of Trustees Board Meeting #963 Minutes  
Monday, February 28, 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  
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  
Drexel McCalvin – Safety & Training Manager  
Erin Jenkins – Executive Assistant & Meeting Secretary

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

Sydney Turner, *RIPC*  
Brandon Rucker, *RIPC*  
Brett Schwab, *Schwab Actuarial Services*  
Robert Cohen, *Schwab Actuarial Services*  
Michael Groh, *Sam Schwartz*

**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 February 28, 2022. The motion was seconded and passed.

**APPROVAL OF MINUTES:**

The Minutes of the January 24, 2022 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of January 24, 2022. 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:

Approval of Accounts Payable Invoices

The Accounts Payable Invoices totaling \$2,006,833.67 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 \$2,006,833.67. With no further discussion, the motion was seconded and passed.

(b) Pension Portfolio Review Period Ending: February 24, 2022 & Pension Investment Statement for December, 2021 and January, 2022

The Executive Director presented the Portfolio Review Summary as of February 24, 2022. The RMTD Pension Trust Statement of Account Summary for December, 2021 and January 2022 was also presented to the Board of Trustees for their review.

(c) 2022 Annual Pension Valuation Report, Presented by Brett Schwab of Schwab Actuarial Services

Mr. Brett Schwab presented the 2021/2022 RMTD Annual Actuarial Valuation Report regarding RMTD Defined Benefit Pension Plans and Post-Employment Medical Benefits. Mr. Schwab provided a brief overview explaining the Annual Actuarial Valuation process and the steps performed to determine the required annual cash contribution and financial reporting. He briefly described the summary of plan provisions. Mr. Schwab reviewed Funded Status and Future Contributions. Mr. Cohen reviewed the Valuation Results detail as well as a Summary of Changes. Mr. Brett Schwab recommended the 2021/2022 plan year cash contribution be to contribute the budgeted amount of \$1.60M. A discussion ensued on the recommended annual pension funding contribution for RMTD Fiscal Year ending 6/30/2022 of \$1.60 million.

(d) Approval of Annual Pension Contribution Fiscal Year End June 30, 2022 Plan Year

As a result, from the discussion above in E-1 (c), the Director of Finance requested that \$1,600,000M be contributed to the pension account; whereas contributing half (\$800,000) now and the other half (\$800,000) by the end of the fiscal year 6/30/22. The Vice Chairman asked for and received a motion to approve the contribution of \$1,600,000M to RMTD's Pension Fund with contributing half the amount now and the other half by the end of this fiscal year 6/30/21. With no further discussion, the motion was seconded and passed.

(e) RMTD Comprehensive Mobility Implementation Plan - Presented by Michael Groh of Sam Schwartz

Mr. Groh, from *Sam Schwartz*, provided an overview of the Comprehensive Mobility Analysis. He explained the goals guiding the implementation plan along with a preview of improvement phases. He reviewed the existing conditions and market analysis. He provided maps displaying ridership patterns in various service areas. He reviewed the 2021-2022 schedule improvements for phase 1 & phase 2. He then reviewed future service improvements for phase 3 & phase 4.

(f) Approval of RMTD Comprehensive Mobility Implementation Plan

The Executive Director stated RMTD has been undergoing a Comprehensive Mobility Analysis over the last 2 years, first with the assistance of RIPC staff and culminating with the Implementation Plan being completed and presented today by Michael Groh of Sam Schwartz.

There have been many steps along the way and the committee has worked hard to keep the Board involved as RMTD progressed through the process. RMTD's most recent update to the Board was at the October 25, 2021 Board meeting when Phase 1 and Phase 2 of the Implementation Plan were introduced.

Phase 1 and Phase 2, which were approved by the Board in October included adding service, first to our weekday service and then to our Saturday and Sunday service. Phase 1 was implemented on November 29, 2021 and included starting our weekday service day an hour earlier at 4:15 am and extending our weeknight service an hour later to end at 12:15 a.m. with a late night shuttle running until 12:45 a.m. These changes were driven primarily by input from the workforce and employers who had expressed concern over the disconnect between shift times and transit service.

Phase 2 involves extending our service day on the weekends to include a 4:15 a.m. start time (2 hours earlier) on Saturdays and an 8:15 a.m. start time on Sundays (1 hour earlier). Saturday night service would mirror the weekday night service, both routes and service hours. Sunday service would run until 8:15 p.m. RMTD hopes to introduce the approved Phase 2 service later this year as staffing allows. Once Phase 2 is introduced, staff will monitor the effectiveness and make adjustments accordingly. The current consensus is that this will be a 9 to 12 month evaluation period.

The complete analysis and an outline of the proposed suggestions for Phases 3 and 4 has been provided to the Board by Michael Groh of Sam Schwartz. Essentially, Phase 3 involves adding 30-minute headway service to high demand routes and extending our day service network by one hour to 6:15 p.m. instead of 5:15 p.m.

Phase 4 proposes improved access to key destinations along with some changes to the existing routes to streamline service and improve headways. The suggestions in both Phase 3 and Phase 4 are structured so that they may be introduced all at one time, or as individual components. It is the staff's hope that after reviewing the Implementation Plan, the Board will consider approving the Plan, including Phases 3 and 4 with the understanding that any of the suggestions in any Phase will be monitored and adjusted accordingly based on actual experience and will be brought to the Board first for discussion and approval.

The Board Chairman asked for and received a motion to approve the RMTD Comprehensive Mobility Implementation Plan, including Phase 3 and Phase 4 with the understanding that any of the suggestions in any Phase will be monitored and adjusted accordingly based on actual experience and will be brought to the Board first for discussion and approval. With no further discussion, the motion was seconded and passed.

## E-2 FINANCE

- (a) Approval of Unaudited Financial Statements for December 2021  
The Executive Director presented the unaudited Financial Statements for December, 2021 for the Board's review. The Board Secretary/Treasurer asked for and received a motion to approve the unaudited financial statements for December, 2021. With no further discussion, the motion was seconded and passed.
- (b) Review of Fiscal Year 2023 Draft Operations Budget  
The Executive Director presented the RMTD Fiscal Year 2023 Draft Operations Budget for the Board's review. The Director of Finance and Executive Director provided an overview of the FY2023 Draft Operations Budget. A summary was provided to the Board of Trustees to outline the main assumptions/projections used in the development of the FY23 budget and provided a comparison to the FY22 budgeted expenses and revenues. The Director of Finance indicated the final budget will be presented to the Board for approval at the March 30, 2022 Board Meeting. He added this will not only allow time for the Board to review the draft budget and have discussions for the next 30 days, it will also allow the public the opportunity to comment as well. He noted there will be a Public Hearing prior to the next Board meeting on March 30, 2022 as well. The Director of Finance noted he is available to the Board within the next 30 days should they have any questions and/or comments in regards to the draft Fiscal Year 2023 budget.

## E-3 OPERATIONS

- (a) Fixed Route Ridership Statistics Report for January, 2022/Demand response Ridership Statistics Report for December, 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 January, 2022  
The Executive Director presented the report on fixed route buses and paratransit vans for January, 2022.
- (b) Approval of 2022/2023 Diesel Fuel Contract  
The Executive Director stated Blake Oil is our current fuel distributor. This contract expires on June 30, 2022. Staff recently requested and received quotes for future diesel fuel prices. Al Warren Oil submitted a quote for \$2.81 per gallon with only a 12-month contract limit. Blake Oil's quote is for \$2.70 a gallon with an 18-month contract period. The District would save over \$39,000 during the length of the contract by selecting Blake Oil. RMTD Staff requested approval to award an 18-month contract for diesel fuel, at \$2.70 per gallon to Blake Oil. This contract would begin on July 1, 2022 and end on December 31, 2023.  
The Board Chairman asked for and received a motion to award an 18-month contract for diesel fuel, at \$2.70 per gallon, to Blake Oil. With no further discussion, the motion was seconded and approved.
- (c) Maintenance & Facilities Update Report – February, 2022  
The Director of Operations provided a Maintenance and Facilities update report to the Board of Trustees.

## E-5 HUMAN RESOURCES

(a) RMTD Claims History for December, 2021 and January 2022

The Executive Director presented the claims history for December, 2021 and January, 2022

## E-6 MARKETING

(a) Approval of Advertising Contract(s)

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

- Polish Fest Committee
- I Love Sushi

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 (November 26, 2022)
- Oscar Mike Foundation/2022 USWRA National Wheelchair Rugby Championships (March 31-April 3, 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: Stroll on State and Oscar Mike Foundation. With no further discussion, the motion was seconded and passed.

## E-7 GRANTS

(a) Approval of Federal Fiscal Year 2022 Certifications & Assurances

The Grants and Procurement Manager presented the annual FTA Fiscal Year 2022 Certifications and Assurances for the Board's review and approval. She added this document certifies to the FTA that RMTD complies with all of their rules and regulations. The Board Chairman asked for and received a motion to approve and execute the FTA Fiscal Year 2022 Certifications and Assurances. With no further discussion, the motion was seconded and passed.

(b) Approval of Designation of Signature Authority for FTA Assistance Awards

The Grants and Procurement Manager stated the Designation of Signature Authority used to be a "one-time" document and now FTA is requiring the document to be presented and approved annually along with Certification and Assurances. The document designates the Executive Director as authorized to access the FTA electronic application/award management system also referred to as TrAMS to execute the annual Certifications and Assurances issued by the FTA, to transmit and submit all applications to FTA for federal assistance, and to execute all awards for FTA assistance on behalf of the RMTD Board of Trustees. The Board Vice Chairman asked for and received a motion to approve the Designation of Signature Authority and authorize to have it executed by Herbert L. Johnson, Chairman of the RMTD Board of Trustees on behalf of the RMTD Board of Trustees. With no further discussion, the motion was seconded and passed.

(c) Approval of Resolution No. R-22-01 – State Transit Rebuild Grant Application

The Grants and Procurement Manager presented Resolution No. R-22-01 and stated the resolution is authorizing the submittal and execution of the application for Illinois Public Transportation Capital Assistance Grant. The Grants and Procurement Manager stated RMTD initially applied for \$30M and have been approved for \$16M. She noted the execution and submittal of this grant is for the renovation/rehabilitation and expansion project of this facility. She added the \$16M has been divided over three (3) categories – Engineering-Design, Land Purchase and Construction. The Secretary/Treasurer asked for and received a motion to approve Resolution No. R-22-01 and authorize the Executive Director to execute the application on behalf of RMTD. With no further discussion, the motion was seconded and passed.

(d) Approval of Battery Electric Buses/Charging Equipment Change Order

The Grants and Procurement Manager stated during the May 24, 2021 RMTD Board Meeting, the Board previously approved the award of six Battery Electric Buses (BEB's) and Electric Bus Charging Equipment to Gillig for a total not to exceed amount of \$5,000,000.

Since that time, pre-production meetings as well as discussions with engineers have resulted in a few needed changes to the original award.

The BEB Charging Equipment original award cost was \$411,344. Since then, it has been determined that an overhead charging system will provide a much safer and efficient operation than the original floor mounted system due to the floor space limitations in our garage.

This change will cost an additional \$51,612 and includes an increase in cable length, increase in charging amps to 350A, and additional hardware for the ceiling mount install. This will bring the total of the BEB Charging Equipment award up to \$462,956.

The original award cost of the six BEB's was \$4,496,718 for all six buses. The changes needed to the bus order include the addition of overhead roof charge rails and the addition of Clever Devices turn warning alert systems along with several small deletions for an additional cost of \$124,962 for all six buses. This brings the buses cost up to a total of \$4,621,680.

The original cost of \$4,908,062 for the six BEB's and Charging Equipment plus the change order cost of \$176,574 brings the total award up to \$5,084,636. This exceeds the amount previously approved by the Board.

RMTD will be utilizing a combination of FTA and State capital funds for the six BEB's and Charging Equipment award including this change order when approved. No local funds are needed for this project.

RMTD staff is requesting that the RMTD Board of Trustees approve the additional amount of \$176,574 to be awarded to Gillig to cover the change order to the BEB Buses and Charging Equipment award. The Board Vice Chairman asked for and received a motion to approve the additional amount of \$176,574 to be awarded to Gillig to cover the change order to the BEB Buses and Charging Equipment. With no further discussion, the motion was seconded and passed.

## E-8 RISK MANAGEMENT

(a) Risk Management Update Report – January, 2022

The Risk Management Update Report from January, 2022 was presented to the Board for their review.

- (b) Approval of RMTD Code of Conduct and Suspension/Exclusion Policy Updates  
The Safety and Training Manager stated in order to facilitate and provide a safer environment for our passengers, RMTD has developed and updated a rider conduct policy outlining the expected code of conduct from riders. This policy also enables RMTD Supervision and METRO Security to take an immediate response in dealing with unacceptable, illegal, and often dangerous behaviors while on RMTD property or in our busses, thus ensuring the safety of all passengers. RMTD staff have met several times in developing this practice and it has been modeled from identical policies being used with other transit agencies across the U.S. RMTD staff is requesting Board approval to immediately adopt this policy whereas RMTD may post and publish it for rider awareness and increased passenger safety. The Secretary/Treasurer asked for and received a motion to approve the RMTD Code of Conduct and Suspension/Exclusion Policy and its updates. With no further discussion, the motion passed.

#### E-9 OTHER BUSINESS

- (a) Executive Session to discuss personnel matters pursuant to 5 ILCS 120/2(c)(1), 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 5:03 p.m., the Board Chairman asked for and received a motion to enter into Executive Session to discuss personnel matters pursuant to 5 ILCS 120/2(c)(1), 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 at approximately 5:16 PM.

- (b) Matters Arising out of Executive Session  
None

#### E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees meeting will be on Wednesday, March 30, 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 5:18 p.m.

Respectfully submitted,

*Erin Jenkins*

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

