



**ROCKFORD MASS TRANSIT DISTRICT**

Board of Trustees Board Meeting #964 Minutes  
Wednesday, March 30, 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  
Ron Schoepfer - Director of Finance  
Lisa Brown – Marketing & Communications Manager  
Susan Campbell – Human Resources Manager  
Paula Hughes – Grants & Procurement Manager  
Ron Priddy – Operations Manager  
Drexel McCalvin – Safety & Training Manager  
Erin Jenkins – Executive Assistant & Meeting Secretary

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

Shelby Best, *RIPC*  
Jeff DiBenedetto, *DiBenedetto & Associates*

**CALL TO ORDER:**

The Board Chairman called the meeting to order at approximately 3:33 p.m.

**APPROVAL OF AGENDA:**

The Board Chairman asked for and received a motion to approve the agenda for March 30, 2022. The motion was seconded and passed.

**APPROVAL OF MINUTES:**

The Minutes of the February 28, 2022 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of February 28, 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:

- William & McCarthy – Services Rendered Through January 24, 2022
  - AGHL – Services Rendered Through January 31 & February 28, 2022
- The above payment of bills was presented for the Board of Trustees review.*

- Schwab Actuarial Services

The Schwab Actuarial Services invoice dated March 10, 2022 was presented for the Board of Trustees review and approval in the amount of \$12,400.00. The Executive Director asked for the Board's approval to pay the invoice amount of \$12,400.00 for Schwab Actuarial Services with funds from the pension account. The Board Vice Chairman asked for and received a motion to pay the Schwab Actuarial Services invoice in the amount of \$12,400.00 with funds from the pension account. With no further discussion, the motion was seconded and approved

Approval of Accounts Payable Invoices

The Accounts Payable Invoices totaling \$253,234.26 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 \$253,234.26. With no further discussion, the motion was seconded and passed.

(b) Pension Portfolio Review Period Ending: March 22, 2022 & Pension Investment Statement for February, 2022

Mr. Jeffrey DiBenedetto presented the Portfolio Review Summary as of March 22, 2022. A discussion ensued regarding the Portfolio. The RMTD Pension Trust Statement of Account Summary for February 2022 was also presented to the Board of Trustees for their review.

(c) Approval of the RMTD 2022 Climate Action Plan

Mr. Stubbe introduced Ms. Shelby Best of R1PC who has been leading the effort on behalf of RMTD and was in attendance to present the RMTD 2022 Climate Action Plan. Ms. Best provided some background. She noted FTA's Sustainable Transit for a Healthy Planet Challenge encourages transit agencies to take bold actions and make investments that cut greenhouse gas (GHG) emissions. The challenge calls on transit agencies to develop climate action strategies and measurable goals to achieve GHG emission targets. All transit agencies nationwide, regardless of size or service area, are encouraged to develop climate action or sustainability plans that detail GHG reduction strategies, such as converting fleets to electric buses and making facilities more energy efficient. As a part of this challenge, Rockford Mass Transit District (RMTD) asked Region 1 Planning Council (R1PC) to assist in the creation of their Climate Action Plan. The goal of this plan is to identify ways RMTD will reduce their greenhouse gas emissions and increase climate resilience. The plan highlights current and forecasted GHG emissions generated by RMTD, demonstrates their energy demand, establishes their sustainability and emission reduction targets, and provides a prioritized implementation plan.

The plan was developed in coordination with stakeholders, RMTD staff, and RMTD's riders to identify actions and needs that will meet their climate action goals.

Ms. Best stated in January 2022, R1PC presented the preliminary plan results and background information about the plan to the Rockford Mass Transit Board. A public comment for the plan was held from February 21, 2022 to March 23, 2022 and no comments were received.

It is recommended by administrative staff that the RMTD Board adopt the 2022 Climate Action Plan.

The Board Vice Chairman asked for and received a motion to approve the RMTD 2022 Climate Action Plan. With no further discussion, the motion was seconded and passed.

## E-2 FINANCE

### (a) Approval of RMTD Fiscal Year 2023 Operations Budget

The Executive Director presented the FY2023 Draft Operations Budget for the Board's review and approval. The Executive Director reported prior to this Board meeting, there was a public hearing regarding the RMTD Fiscal Year 2023 Budget. He stated that Management has made only one change since the distribution and presentation of the draft budget. As recommended by the Illinois Department of Transportation, the battery lease purchase of batteries for the RMTD electric buses was removed from the Lease and Rental category and moved to the Debt Service category with the dollar amount being slightly changed and adjusted elsewhere. However, the overall total Operational budget total has not changed from the draft budget amount of \$22,654,912.

The Vice Chairman asked for and received a motion to approve the RMTD Fiscal Year 2023 Budget as presented. With no further discussion, the motion was seconded and passed.

### (b) Approval of Unaudited Financial Statements for January, 2022

The Executive Director presented the unaudited Financial Statements for January, 2022 for the Board's review. The Board Secretary/Treasurer asked for and received a motion to approve the unaudited financial statements for January, 2022. With no further discussion, the motion was seconded and passed.

## E-3 OPERATIONS

### (a) Fixed Route Ridership Statistics Report for February, 2022/Demand response Ridership Statistics Report for January, 2022

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 February, 2022

The Executive Director presented the report on fixed route buses and paratransit vans for February, 2022.

### (b) Maintenance & Facilities Update Report – March, 2022

The Director of Operations provided a Maintenance and Facilities update report to the Board of Trustees.

The Executive Director provided an update on various capital projects.

E-5 HUMAN RESOURCES

- (a) RMTD Claims History for February, 2022  
The Executive Director presented the claims history for February, 2022

E-6 MARKETING

- (a) Approval of Advertising Contract(s)  
The Marketing & Communications Manager presented the following advertising contracts for Board approval:  
- Legacy Academy  
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

The Executive Director provided an update on the Bus & Bus Facilities Low-No Grant.

E-8 SAFETY & TRAINING

- (a) Safety & Training Update Report – January, 2022  
The Safety & Training Update Report from January, 2022 was presented to the Board for their review.

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 4:07 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 4:37 PM.

- (b) Matters Arising out of Executive Session  
None

E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees meeting will be on Monday, April 25, 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 4:38 p.m.

Respectfully submitted,

*Erin Jenkins*

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

