



**ROCKFORD MASS TRANSIT DISTRICT**

Board of Trustees Board Meeting #965 Minutes  
Monday, April 25, 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  
Lisa Brown – Marketing & Communications Manager  
Susan Campbell – Human Resources Manager  
Paula Hughes – Grants & Procurement Manager  
Ron Priddy – Operations Manager  
Lawrence Tennial – Maintenance Manager  
Erin Jenkins – Executive Assistant & Meeting Secretary

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

Makenzee Wilcox, *RIPC*

**CALL TO ORDER:**

The Board Chairman called the meeting to order at approximately 3:30 p.m.

**REPORTS OF RETIRING OFFICERS/ELECTION OF NEW OFFICERS**

There were no reports of retiring officers.

The Vice Chairman asked for and received a motion to retain the same officers April 2022 through March 2023 with Herbert Johnson serving as Board Chairman; Stephen Ernst serving as Vice Chairman and David Sidney serving as Secretary/Treasurer. With no further discussion, the motion was seconded and passed.

**RENEWAL OF STAFF APPOINTMENTS:**

The renewal of the following Staff appointments is for April 2022 through March 2023 term. The Board Secretary/Treasurer asked for and received a motion to approve the reappointment of Michael Stubbe as Ethics Officer; Lisa Brown as EEO Officer; Erin Jenkins as FOIA & OMA Officer and Assistant Board Secretary; Paula Hughes as DBE Officer and Ron Schoepfer as Assistant Treasurer. With no further discussion, the motion was seconded and passed.

**APPROVAL OF RMTD BOARD OF TRUSTEES MEETING SCHEDULE: April 2022 - March 2023**

The Executive Assistant presented the Board of Trustees Meeting schedule for April 2022 through March 2023. The Board Chairman requested the Board Meetings remain on the fourth Monday of every month at 3:30 p.m. The Board Vice Chairman asked for and received a motion to approve the Board of Trustees Meeting schedule of meetings as the fourth Monday of every month at 3:30 p.m. April 2022 through March 2023. With no further discussion, the motion was seconded and passed.

**APPROVAL OF AGENDA:**

The Board Chairman asked for and received a motion to approve the agenda for April 25, 2022. The motion was seconded and passed.

**APPROVAL OF MINUTES:**

The Minutes of the March 30, 2022 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of March 30, 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) 2022 Illinois End of Session Report

The Executive Director presented a 2022 End of Session Report that was prepared by Zephyr Government Strategies. A discussion ensued regarding State and Federal funding program updates.

(b) General Update

The Executive Director stated RMTD was recognized today by the U.S. Department of Transportation's (USDOT) Federal Transit Administration (FTA) as one of the top 10 transit agencies submitting Climate Action Plans as part of the FTA's Sustainable Transit for a Healthy Planet initiative. RMTD was named as a Champion of the Challenge for small transit properties for the plan it submitted earlier this month. Special thanks to Sidney Turner and Shelby Best at R1PC for their assistance.

The Executive Director stated to align with the ending of the enforcement of the federal mask mandate on public transportation following a federal court ruling, Governor Pritzker announced on April 19, 2022 he will revise Illinois' executive order lifting those requirements for the State of Illinois. As a result, masks will no longer be required on public transit.

## E-2 FINANCE

(a) Payment of Bills:

- William & McCarthy – Services Rendered Through March 24, 2022

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

Approval of Accounts Payable Invoices

The Accounts Payable Invoices totaling \$520,721.84 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 \$520,721.84. With no further discussion, the motion was seconded and passed.

(b) Pension Portfolio Review as of March 31, 2022 and Pension Investment Statement for March 2022

The Executive Director presented the Portfolio Review Summary as of March 31, 2022. The RMTD Pension Trust Statement of Account Summary for March, 2022 was also presented to the Board of Trustees for their review.

(c) Approval of Unaudited Financial Statements for February, 2022

The Executive Director presented the unaudited Financial Statements for February, 2022 for the Board's review. The Board Secretary/Treasurer asked for and received a motion to approve the unaudited financial statements for February, 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 March, 2022

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

(b) Award of the Installation of Battery Electric Buses (BEB) Charging Infrastructure

The Director of Operations stated RMTD worked with our architect, Larson and Darby, to solicit bids for the installation of Battery Electric Bus (BEB) charging infrastructure. This project involves installing the actual Charge Point charging equipment that we purchased through Gillig as part of the BEB bus procurement. Federal funds will be utilized for the project costs. Five contractors submitted bids. Morse Electric was the lowest responsive bidder in the amount of \$391,875. Funding for the project is 100 percent Federal Funds. Staff is recommending issuing a purchase order to Morse Electric in the amount of \$391,875. The Board Vice Chairman asked for and received a motion to award the Battery Electric Buses Charging Infrastructure Installation to Morse Electric in the amount of \$391,875. With no further discussion, the motion was seconded and passed.

(c) Maintenance & Facilities Update Report – March, 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 February, 2022  
The Executive Director presented the claims history for February, 2022
- (b) Approval of Employee Bonus Programs  
The Executive Director stated RMTD has introduced three new programs in an effort to assist with recruiting and retention while also recognizing the efforts of all. All non-exempt employees are eligible, beginning May 1, 2022:

### Hiring Bonus Program

A newly hired employee who completes at least 12 months of employment will receive a total of \$1500, paid out in three installments- at completion of training, six months from hire and 12 months from hire. Candidates with an existing, valid Illinois CDL will receive an additional \$500 if it is required for the position. Any employee hired after May 1, 2021 will be eligible to join this program in progress.

### Referral Bonus Program

Current employees are eligible to receive a \$750 bonus when referring a qualified candidate who is subsequently hired. The total amount will be paid out at the same intervals as described above.

### Employee Recognition Bonus Program

A one-time recognition bonus in the amount of \$1500 shall be paid to all employees who have been actively at work for at least 12 months (hire date prior to May 1, 2021) and have worked no less than 50% of his/her scheduled hours during that time. An additional amount of \$500 will be paid to those who have maintained their valid CDL and DOT medical card if required for the position held.

The Board Vice Chairman asked for and received a motion to approve all three (3) new Employee Bonus Programs to begin May 1, 2022. With no further discussion, the motion was seconded and passed.

## E-6 MARKETING

- (a) Approval of Advertising Contract(s)  
The Marketing & Communications Manager presented the following advertising contracts for Board approval:
- Rock Valley College
  - Forest City Church
- 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:
- Rockford City Market for Trolley Service (May 20-September 30, 2022)  
The Board reviewed and discussed the Special Service Request. After reviewing current fixed route staffing levels, RMTD does not think it is in a position to operate this service at the onset of the Market season in just a few weeks. RMTD hopes to be in a better staffing situation later in the summer and will revisit this request at that time. The Board Vice Chairman asked for and

received a motion to allow RMTD staff to use their discretion when to approve the special service request from Rockford City Market and to do so only when staffing levels are in a better position. With no further discussion, the motion was seconded and passed.

- League of their Own 30<sup>th</sup> Anniversary Committee (July 2, 2022)

The Board reviewed and discussed the Special Service Request. Being that it is a holiday weekend, RMTD is concerned about staffing levels for fixed route drivers. RMTD believes at the present time, RMTD could provide 1 (one) bus for this service. The Board Vice Chairman asked for and received a motion to approve the special service request of 1 (one) bus for a League of their Own 30th Anniversary event on July 2, 2022. With no further discussion, the motion was seconded and passed.

(c) APTA DEI Initiative

The Marketing and Communications Manager stated the American Public Transit Association, (APTA) has long been committed to promoting racial diversity, equity and inclusion in public transit throughout the country. Last year, APTA began the process of laying out a roadmap for transit properties to use to advance racial equity within their own individual organizations. Information about this program is attached.

As part of RMTD's EEO plan, the RMTD Management team is to meet semi-annually to address any equity issues and to address how RMTD can further its commitment to being a diverse, equitable and inclusive organization. At RMTD's last meeting, we discussed this program and felt that there was much to be gained in being a part of APTA's initiative. The APTA Racial Equity Commitment Program is a two-year plan with specific goals and suggestions for how to proceed. Staff believes there are many benefits for RMTD including improving morale amongst not only RMTD employees but its riders as well. RMTD will also have access to what other agencies are doing and share success stories and best-case practices.

The deadline for participation in this program is Friday, April 29, 2022. RMTD staff will keep the Board informed of its progress and major milestones.

The Board Secretary/Treasurer asked for and received a motion to approve RMTD to participate in the APTA DEI Initiative. With no further discussion, the motion was seconded and passed.

## E-7 GRANTS

(a) Approval of Resolution No. R-22-02 - CRRSAA Grant Application

The Grants & Procurement Manager presented Resolution No. R-22-02 and stated the resolution is a grant application for \$3,124,256 of the 5307 CRRSAA funds. The Grants & Procurement Manager stated the execution and submittal of this grant is for Operations including Preventative Maintenance, ADA and Security.

The Secretary/Treasurer asked for and received a motion to approve Resolution No. R-22-02. With no further discussion, the motion was seconded and passed

(b) Approval of Resolution No. R-22-03 - Authorizing and Executing Illinois CVP Grant Application

The Grants & Procurement Manager presented Resolution No. R-22-03 and stated the resolution is authorizing the submittal and execution of the application for Consolidated Vehicle Procurement Grant (CVP). She stated RMTD is submitting this application for six (6) medium-duty replacement paratransit vehicles at \$75,000 each for a total of \$450,000. The Secretary/Treasurer asked for and received a motion to approve Resolution No. R-22-03. With no further discussion, the motion was seconded and passed.

E-8 SAFETY & TRAINING

(a) Safety & Training Update Report – April, 2022

The Safety & Training Update Report for April, 2022 was presented to the Board for their review.

E-9 OTHER BUSINESS

(a) Executive Session to discuss semi-annual review of executive session meeting minutes pursuant to 5 ILCS 120/2(c)(21), and 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 4:21 p.m., the Board Chairman asked for and received a motion to enter into Executive Session to discuss semi-annual review of executive session meeting minutes pursuant to 5 ILCS 120/2(c)(21), and 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 4:49 PM.

(b) 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, #960, #963, #964 and therefore should not be made available for public inspection. There are no Executive Session Minutes that can be made available for public inspection at this time. 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, #960, #963 and #964 should not be made available for public inspection. With no further discussion, the motion was seconded and passed.

E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees meeting will be on Monday, May 23, 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 4:50 p.m.

Respectfully submitted,

*Erin Jenkins*

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

