



**ROCKFORD MASS TRANSIT DISTRICT**

Board of Trustees Board Meeting #966 Minutes  
Friday, May 27, 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 (*Not Present*)

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

Paula Hughes – Grants & Procurement Manager

Ron Priddy – Operations Manager

Lawrence Tennial – Maintenance Manager

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

Makenzee Wilcox, *RIPC*

Jeffrey DiBenedetto, *DiBenedetto & Associates*

Sal Marino, *Coyle Kiley*

Joseph Winkelmann, *Larson & Darby*

Ged Trias, *Larson & Darby*

**CALL TO ORDER:**

The Board Vice Chairman called the meeting to order at approximately 3:50 p.m.

**APPROVAL OF AGENDA:**

The Board Vice Chairman asked for and received a motion to approve the agenda for May 27, 2022.

The motion was seconded and passed.

**APPROVAL OF MINUTES:**

The Minutes of the April 25, 2022 RMTD Board of Trustees Meetings were reviewed. The Board Vice Chairman asked for and received a motion to approve the Minutes of April 25, 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) General Update

The Executive Director stated RMTD was contacted by the FTA stating they will be conducting an ECHO Drawdown Review of RMTD. This will entail review of ECHO drawdowns to examine expenses charged to COVID-19 relief funding and the documentation of those expenses. The goal of this review is to identify any potential deficiencies related to use of COVID-19 supplemental funds and resolve them. The Executive Director stated that RMTD staff will comply with providing any documentation that is requested and also any requests for follow up information to ensure any deficiencies with the COVID-19 relief funding can be addressed in a timely manner. The FTA will provide a final report documenting if and how the deficiencies noted in the preliminary report were addressed and any subsequent action required for the recipient for any unresolved deficiencies. RMTD is to have the requested information electronically submitted to the FTA by June 22, 2022.

E-2 FINANCE

(a) Payment of Bills:

- William & McCarthy – Services Rendered Through April 25, 2022
- AGHL Law – Services Rendered Through March 31, 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 \$579,673.24 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 \$579,673.24. With no further discussion, the motion was seconded and passed.

(b) Pension Portfolio Review as of May 17, 2022 and Pension Investment Statement for April 2022

Mr. Jeffrey DiBenedetto presented the Portfolio Review Summary as of May 17, 2022. A discussion ensued regarding an overview of the Portfolio. The RMTD Pension Trust Statement of Account Summary for April, 2022 was also presented to the Board of Trustees for their review.

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

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

to approve the unaudited financial statements for March, 2022. With no further discussion, the motion was seconded and passed.

### E-3 OPERATIONS

- (a) Fixed Route Ridership Statistics Report for April, 2022/Demand Response Ridership Statistics Report for March, 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 April, 2022  
The Executive Director presented the report on fixed route buses and paratransit vans for April, 2022.
- (b) Maintenance & Facilities Update Report – May, 2022  
The Executive Director and Director of Operations provided a Maintenance and Facilities update report to the Board of Trustees.
- (c) Approval from Larson & Darby to proceed with the Architectural and Engineering work For the 520 Mulberry Facility Renovations and Expansion Project  
The Executive Director stated on March 29, 2021, the Board of Trustees approved the award of RFQ-20-01 (RFQ) Facility Evaluation and Master Plan to Larson & Darby for \$336,100 for the Phase 1 work, which included the Master Plan (MP) Existing Elements, MP Block Planning, and Full Schematic Design services, along with the Design Development, Construction Documents, Bidding, and Contract Administration for the install of the bus charging infrastructure for the first six battery electric bus project. As outlined in the RFQ, once Phase I work was completed, continuing into the design development process and subsequent phases was subject to Board approval and dependent on the securement of funding for the defined the project. Since the award of the RFQ, RMTD has been awarded \$16,000,000 in funding from the 2021 Rebuild Illinois Capital Grant Program (round 2) for a portion of the 520 Mulberry Facility Renovation and Expansion Project. Recently, Larson & Darby completed the architectural and engineering study and schematic design services. As part of the Phase I schematic design process, RMTD Staff worked with Larson & Darby to develop a phased project plan with associated cost estimates for the 520 Mulberry Facility Renovation and Expansion Project. These cost estimates include the costs and timing associated with phasing parts of the work to accommodate capital funding availability. At the conclusion of Larson & Darby's Phase I work, RMTD Staff requested they submit a proposal outlining full A/E services for the RFQ Phase II-V work (Design Development, Construction Documents, Bidding, and Contract Administration) for the entire scope of the 520 Mulberry Facility Renovation and Expansion Project. The proposal assumes that design development (RFQ Phase II) will be performed for all phases of the project simultaneously in order to maximize A/E team engineering efficiencies. The proposal identifies a four-phase construction (with sub parts) plan with each phase being dependent on availability of current funding. The phases outlined in the proposal are summarized as follows:
- Construction Phase 1: Facility expansion/north addition of approximately 50,000 sq. ft. including roughly 9,000 sq. ft area of new second floor office/training shell space. The second-floor shell and portion of new 1st floor office support space will be planned as a separate bid package and will be identified as Construction Phase 2a. Phase

- Construction Phase 2a: The shell build-out space will be bid as an Alternate Bid to the Phase 1 work bid package to allow those spaces to be finished simultaneously, or shortly after, the Phase 1 work as budget allows (1st and 2nd floor shell areas build-out areas).
- Construction Phase 2b: Existing Maintenance shop area expansion and renovation areas.
- Construction Phase 2c: Exterior renovations of the existing 520 Mulberry Facility.
- Construction Phase 3: Miscellaneous Renovations of the existing 2<sup>nd</sup> floor Administrative Office spaces.

The proposal from Larson & Darby includes an estimate for basic services for each section of work, including the approximated reimbursable expenses and/or other direct costs proposed to be provided for a fixed fee not to exceed \$1,729,105.

With the initial Rebuild Illinois Capital Grant Award secured, RMTD can fund the full A/E services outlined in Larson & Darby's proposal for all of the RFQ Phase II-V work and is projected to be able to fund Construction Phase 1 and potentially Construction Phase 2a of the project. Proceeding with Construction Phase 1 remains contingent upon an agreement with the City of Rockford for acquisition of the LotE-13 property and Mulberry Street right-of-way.

While Design Development and Construction Documents will be completed for Phases 2b, 2c and Phase 3, the subsequent Bidding and Construction Administration services will follow at a future date after the Phase 1/ Phase 2a work is complete when further funding is secured for the remaining construction phases. RMTD plans to submit a grant application for Rebuild Illinois Capital Grant Program (round 3) later this year to request funding for the remaining project.

Based on the securement of funding for a portion of the project, Larson & Darby's satisfactory completion of RFQ Phase I work and Larson & Darby's proposal for full A/E services for the RFQ Phase II-V work, RMTD Staff recommends continuing into the design development process and subsequent phases utilizing Larson & Darby's services.

The \$16,000,000 Rebuild Illinois Capital Grant award includes a budget line item for full A/E services in addition to construction costs for the 520 Mulberry Facility Renovation and Expansion Project. The current grant award can fund full A/E services, Construction Phase 1 and potentially Construction Phase 2a of the project.

RMTD Staff recommends proceeding with performing the Phase II-V work (Design Development, Construction Documents, Bidding, and Contract Administration) for the 520 Mulberry Facility Renovation and Expansion Project and authorizing Larson & Darby to perform the work as proposed.

Staff requests Board approval to proceed with performing the Phase II-V work for the 520 Mulberry Facility Renovation and Expansion Project and authorizing Larson & Darby to perform the work as proposed, contingent on IDOT concurrence.

The Board Secretary/Treasurer asked for and received a motion with approval to proceed with performing the Phase II-V work (Design, Development, Construction Documents, Bidding and Contract Administration) for the 520 Mulberry Facility Renovation and Expansion Project and authorizing Larson & Darby to perform the work as proposed in the amount of \$1,729,105. With no further discussion, the motion was seconded and passed.

## E-5 HUMAN RESOURCES

### (a) RMTD Claims History for April, 2022

The Executive Director presented the claims history for April, 2022

(b) Approval of Stop Loss Carrier Renewal

The Executive Director welcomed Mr. Sal Marino from Coyle Kiley Agency. Mr. Marino provided a brief overview of the process regarding the renewal of RMTD's Employee Health Insurance which expires June 30, 2022. Mr. Marino provided an overview of cost comparison. He discussed the options offered by HCC. A discussion ensued regarding the renewal options and proposal. The incumbent carrier, HCC provided a quote with an approximate 7% increase. A competitor, Companion Life, offered a quote about 2% higher than the present premium. However, due to conditions associated with the competitor's offer, and the unpredictability of upcoming healthcare and prescription drug claims, the actual expenditure could potentially be higher, ultimately resulting in no premium savings. Although it is not possible to accurately predict future healthcare and prescription claims costs, the increase in maximum total plan cost is in line with budgeted amounts for Fiscal Year 2023. Because of the expected potential to exceed the quoted savings offered by another carrier, accepting the quote from HCC is the recommended course of action. Staff requests the Board approve the one-year Stop Loss Carrier renewal with HCC, our current carrier.

The Board Secretary/Treasurer asked for and received a motion to approve the one-year Stop Loss Carrier renewal with HCC. 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:

- RAMP
- Winnebago County Health Department
- Milestone
- Rockford City Market
- Black & Jones Law Office

The Board of Trustees 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) Approval of Resolution No. R-22-04 – 5339 Amendment #2

The Grants & Procurement Manager presented Resolution No. R-22-04 and stated the resolution is for the execution and submittal for five (5) Medium-Duty Demand Response Vehicles using FY2019 5339 lapsing funds in the amount of \$373,067. The Secretary/Treasurer asked for and received a motion to approve Resolution No. R-22-04. With no further discussion, the motion was seconded and passed

(b) Approval of Resolution No. R-22-05 – FTA Bus and Bus Facilities Grant Application

The Grants & Procurement Manager presented Resolution No. R-22-05 and stated the resolution is authorizing the submittal of a Bus & Bus Facilities discretionary grant application for \$14,663,554. The Grants & Procurement Manager stated the execution and submittal of this grant is for six (6) Battery Electric Buses; six (6) Hybrid Buses and also

includes a charging station along with workforce development and some professional services.

The Secretary/Treasurer asked for and received a motion to approve Resolution No. R-22-05. With no further discussion, the motion was seconded and passed

(c) Approval of Resolution No. R-22-06 – FTA Low or No Emission Grant Application

The Grants & Procurement Manager presented Resolution No. R-22-06 and stated the resolution is authorizing the submittal of a Low or No Emission Grant application for \$14,663,554. The Grants & Procurement Manager stated the execution and submittal of this grant is for six (6) Battery Electric Buses; six (6) Hybrid Buses and also includes a charging station along with workforce development and some professional services. The Grants and Procurement Manager stated that at most, only one of these grants, either the Bus & Bus Facilities Grant or the Low or No Emissions Grant will be awarded to RMTD by the FTA. The Secretary/Treasurer asked for and received a motion to approve Resolution No. R-22-06. With no further discussion, the motion was seconded and passed.

## E-8 SAFETY & TRAINING

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

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

(b) Approval of Workers Compensation Insurance Renewal 2022/2023

The Director of Operations stated RMTD's current worker's compensation insurance coverage with Illinois Public Risk Fund (IPRF) ends June 30,2022. Over the past months Staff has worked with Assurance (RMTD's risk management insurance broker) to review coverage options. As part of the review, Assurance marketed to different 14 carriers and compared first dollar coverage with different deductible scenarios. Assurance also reviewed the option of returning to self-insured coverage. Assurance received quotes from two carriers, IPRF and Travelers.

Based on the quotes received and their market review, Assurance recommends that RMTD renew with IPRF at a zero deductible level for a total cost of \$671,673 for fiscal year 2023. IPRF provided the lowest quote for worker's compensation insurance coverage.

Assurance's analysis and recommendation is attached for reference.

The current carrier submitted the lowest cost quote for coverage.

As part of that coverage, RMTD would also receive approximately \$21,000 in a safety grant, which can be used to purchase safety equipment and training.

The total cost of the renewal in FY23 is \$671,673, which came in below the \$718,721 Staff budgeted for FY23. The cost is an increase of 17.4% from the expiring premium of \$572,191 for FY22. However, when factoring in projected total payroll increases in FY23, the actual cost increase is approximately 10.5%.

Staff concurs with our Assurance's recommendation to renew coverage with IPRF.

The Board Secretary/Treasurer asked for and received a motion to approve renewing worker's compensation insurance coverage with Illinois Public Risk Fund (2022/2023). With no further discussion, the motion was seconded and 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 4:50 p.m., the Board Vice 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 5:10 PM.

- (b) Approval to accept the Donation of Parcel 11-22-284-006 (608 W. Jefferson Street, Rockford, IL) and Authorize the Executive Director to Execute the Transfer to RMTD

The Executive Director stated RMTD staff recommends to accept the donation of property at 608 W. Jefferson Street due to the cost and location and requested Board approval to accept the donation of the property at 608 W. Jefferson Street, Rockford, IL (11-22-284-006) and authorize the Executive Director to execute the transfer of property to RMTD. The Board Vice Chairman asked for and received a motion to accept the donation of property at 608 W. Jefferson Street, Rockford, IL (11-22-284-006) and authorize the Executive Director to execute the transfer of property to RMTD. With no further discussion, the motion was seconded and passed.

- (c) Approval to purchase Parcel 11-22-284-007 (602 W. Jefferson Street, Rockford, IL) and Authorize the Executive Director to Execute Contract on behalf of RMTD

The Executive Director stated RMTD staff recommends to purchase the property at 602 W. Jefferson Street, Rockford, IL (11-22-284-007) due to the cost (market value and property improvements) and location.

RMTD Staff requests Board approval to purchase the property at 602 W. Jefferson Street, Rockford, IL (11-22-284-007) for \$22,500 and authorize the Executive Director to execute the contract on behalf of RMTD.

The Board Vice Chairman asked for and received a motion to approve the purchase of property at 602 W. Jefferson Street, Rockford, IL (11-22-284-007) for \$22,500 and authorize the Executive Director to execute the contract on behalf of RMTD. 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, June 27, 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 5:15 p.m.

Respectfully submitted,

*Erin Jenkins*

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

