



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #967 Minutes
Monday, June 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
Stephen K. Ernst – Board of Trustees, Vice Chairman
David Sidney – Board of Trustees, Secretary/Treasurer (*Not Present*)

STAFF:

Michael Stubbe – Executive Director (*Participated Via Teleconference*)
Dan Engelkes – Director of Operations
Lisa Brown – Marketing & Communications Manager
Ron Priddy – Operations Manager
Lawrence Tennial – Maintenance Manager
Drexel McCalvin – Safety & Training Manager
Erin Jenkins – Executive Assistant & Assistant Board Secretary

GUEST(S)/PUBLIC PRESENT:

Larry Washington

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 June 27, 2022. The motion was seconded and passed.

APPROVAL OF MINUTES:

The Minutes of the May 27, 2022 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of May 27, 2022. With no further discussion, the motion was seconded and passed.

A-COMMUNICATIONS:

None

B-MATTERS BY THE PUBLIC:

B-1 MATTERS BY THE PUBLIC

(a) Larry Washington

Mr. Larry Washington, retired RMTD Paratransit Operator, addressed the RMTD Board of Trustees regarding various RMTD operational issues and concerns (Ms. Jenkins, Executive Assistant and Assistant Board Secretary, assisted Mr. Washington in reading some of his hand written comments and concerns).

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 he had no report at this time.

E-2 FINANCE

(a) Payment of Bills:

- William & McCarthy – Services Rendered Through April 25, 2022
- AGHL Law – Services Rendered Through April 30 & May 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 \$392,046.79 were presented for the Board of Trustees' review and approval. The Board Chairman asked for and received a motion to authorize the payment of the accounts payable invoices totaling \$392,046.79. With no further discussion, the motion was seconded and passed.

(b) Pension Portfolio Review as of June 22, 2022 and Pension Investment Statement for May, 2022

The Portfolio Review Summary as of June 22, 2022 and the RMTD Pension Trust Statement of Account Summary for May, 2022 was presented to the Board of Trustees for their review.

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

The unaudited Financial Statements for April, 2022 for the Board's review. The Board Vice Chairman asked for and received a motion to approve the unaudited financial statements for April, 2022. With no further discussion, the motion was seconded and passed.

(d) Approval of Resolution No. R-22-06 – Lease Agreement for Battery Electric Bus Batteries with US Bank

The Director of Operations stated Resolution R-22-06 is for the approval of RMTD to enter into a lease agreement with US Bank for the batteries for the Battery Electric Buses and to authorize the Executive Director to execute the Lease Agreement on behalf of RMTD. He noted the proposed structure and payment options are outlined at a cost of \$2,371,716.00 at a 4.50% interest rate over a 12-year term.

The Board Vice Chairman asked for and received a motion to approve Resolution R-22-06 to enter into a Lease Agreement with US Bancorp Government Leasing and Finance, Inc. to finance the batteries for the battery electric buses and to authorize the Executive Director to execute the lease agreement on behalf of RMTD. With no further discussion, the motion was seconded and passed.

E-3 OPERATIONS

(a) Fixed Route Ridership Statistics Report for May, 2022

The Fixed Route Ridership Statistics Report was presented for the Board of Trustees' review.

E-4 MAINTENANCE - VEHICLES & FACILITIES

(a) Report on Fixed Route Buses & Paratransit Vehicles for May, 2022

The Director of Operations presented the report on fixed route buses and paratransit vans for May, 2022.

(b) Maintenance & Facilities Update Report – June, 2022

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

(c) Award IFB-22-02 - Mobile Lifting System

The Director of Operations stated RMTD issued an IFB for a set of portable hoists for the Maintenance Department. He noted RMTD's oldest set is over 15 years old and has been problematic lately. He noted four firms submitted bid.

A new portable hoist will reduce downtime due to current hoist needing frequent repairs and will allow for a more flexible work space.

The independent Cost Estimate for the hoist was \$54,000. The low bidder was Rack'M Up Equipment Distributors at a cost of \$44,275.00. He noted that 100% of Federal funds will be used.

Staff is recommending awarding a purchase order to the lowest responsive and responsible bidder Rack'M Up Equipment Distributors in the amount of \$44,275.00.

Staff requests the Board approve issuing a purchase order in the amount of \$44,275.00 to Rack'M Up Equipment Distributors contingent on receiving concurrence from the State of Illinois.

The Board Vice Chairman asked for and received a motion to award IFB-22-02 Mobile Lifting Systems to Rack'M Up Equipment Distributors in the amount of \$44,275.00 contingent on receiving concurrence from the State of Illinois. With no further discussion, the motion was seconded and passed.

E-5 HUMAN RESOURCES

(a) RMTD Claims History for May, 2022

The RMTD claims history for May, 2022 were presented to the Board of Trustees for their review.

The Human Resources Manager added she believes the Hiring Bonus that was recently implemented has helped in the hiring process.

E-6 MARKETING

The Marketing and Communications Manager stated that RMTD will be hosting a Public Engagement Session on June 29, 2022 from 4-6PM regarding RMTD's Facility Expansion.

E-7 GRANTS

(a) Approval of Memorandum of Understanding between the City of Rockford, RMTD, IDOT and RIPC

The Executive Director stated the MOU between the City of Rockford, RMTD, IDOT and RIPC outlines the responsibilities by each entity for a grant that was submitted by IDOT (the lead applicant) and was awarded \$16,384,905. The project includes the procurement of three electric buses and associated recharging infrastructure. The parties intend for this MOU to recognize certain roles and responsibilities of their partnership in the project. RMTD agreed to dedicate \$478,099 in local matching funds for costs associated with the purchase and installation of electric buses and bus charging infrastructure.

The Board Vice Chairman asked for and received a motion to approve the MOU between the City of Rockford, RMTD, IDOT and RIPC and authorize the Executive Director to execute the MOU on behalf of RMTD. With no further discussion, the motion was seconded and passed

E-8 SAFETY & TRAINING

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

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

E-9 OTHER BUSINESS

(a) Executive Session to discuss personnel matters pursuant to 5 ILCS 120/2(c)(1) 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) 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 4:39 PM.

(b) Matters Arising out of Executive Session

No matters arising out of Executive Session

E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees meeting will be on Tuesday, July 26, 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 4:40 p.m.

Respectfully submitted,

Erin Jenkins

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

