



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #968 Minutes
Tuesday, July 26, 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
Lisa Brown – Marketing & Communications Manager
Susan Campbell – Human Resources 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:

Jeffrey DiBenedetto – *DiBenedetto & Associates*
Makenzee Wilcox – *RIPC*

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 July 26, 2022. The motion was seconded and passed.

APPROVAL OF MINUTES:

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

A-COMMUNICATIONS:

None

B-MATTERS BY THE PUBLIC:

No Report

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 on the State level, GATA Exemption bill (HB4489) was signed into law, which is significant. This means no GATA through application and contracting process for 5311 and capital projects, in addition to DOAP. He noted IDOT is working through the new contracting process, which for projects involving federal funds will still need to include some components of GATA that were required as part of federal regs in 2 CFR 200.

The Executive Director added RMTD is waiting on IDOT to finalize FY23 DOAP Agreement and it should be completed prior to the next Board meeting and on the agenda at the August meeting.

The Executive Director stated on the Federal level, the U.S. House of Representatives passed its FY2023 bill funding transportation, July 20, which fully funds the public transit authorizations of the Infrastructure Investment and Jobs Act (IIJA). He noted the total public transit appropriation exceeds the IIJA's authorization levels in FY 2023.

Specifically, the bill, together with the IIJA's advance appropriations, provides a total of \$21.7 billion for public transit in FY 2023, an increase of \$1.2 billion (6 percent) from the FY22 enacted level. He noted the bill now moves to the Senate and the Senate Appropriations Committee has announced that it intends to unveil its draft Appropriations bills in the next few weeks.

The Executive Director stated the FTA ECHO Drawdown Review meeting was last week and RMTD received positive responses to the information submitted and RMTD's processes. He noted follow-up information was requested/submitted by consultant. He added RMTD expects to receive a final report in early August and will update Board accordingly.

E-2 FINANCE

(a) Payment of Bills:

- Approval of Accounts Payable Invoices

The Accounts Payable Invoices totaling \$703,525.20 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 \$703,525.20. With no further discussion, the motion was seconded and passed.

(b) Pension Portfolio Review as of July 19, 2022 and Pension Investment Statement for June, 2022

Mr. Jeffrey DiBenedetto presented the Portfolio Review Summary as of July 19, 2022.

A discussion ensued regarding an overview of the Portfolio. The RMTD Pension Trust Statement of Account Summary for June, 2022 was also presented to the Board of Trustees for their review.

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

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

E-3 OPERATIONS

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

The Executive Director presented the Fixed Route Ridership Statistics Report for June 2022 for the Board of Trustees' review.

E-4 MAINTENANCE - VEHICLES & FACILITIES

(a) Maintenance & Facilities Update Report – July, 2022

The Executive Director presented a Maintenance and Facilities update report for July 2022 to the Board of Trustees. An update was provided on Clever Devices, Charging Infrastructure Install and Fire Sprinkler Upgrades.

The Executive Director stated RMTD is awaiting IDOT approval for the Larson & Darby Design-Development work to proceed.

The Executive Director stated RMTD submitted a memo to The City of Rockford last week responding to public Parking Study and Traffic Study concerns. RMTD addressed public participation for the project outlining outreach efforts (including June 30 public engagement event held at RMTD) and traffic control at intersections and bike lanes. He noted the City of Rockford Staff will review and consider proceeding to Committee and Council.

The Executive Director added ARC Design is reviewing the parking lot design for 602/608 Jefferson lots with the potential of bidding work this fall and completing prior to winter.

E-5 HUMAN RESOURCES

(a) RMTD Claims History for June, 2022

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

The Human Resources Manager stated the recruitment of Operators has been going better and the bonus program, that is now offered, seems to be appealing to candidates. She noted RMTD is working on enhancing the training process. She added this has been a good experience in process improvement for all involved.

E-6 MARKETING

(a) Approval of Advertising Contract(s)

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

- Legacy Academy
- The Rock River Area Group Services of Narcotics Anonymous
- Winnebago County Health Department Talk Testing
- Goodwill Industries

The Board of Trustees reviewed the advertising contract(s) noted above. The Board Vice Chairman 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) Approval of Special Service Request(s) and/or Communications
No Report

The Executive Director stated Lisa Brown, Marketing & Communications Manager, will be retiring on September 1, 2022. He noted RMTD has conducted interviews and have offered the position to a candidate.

E-7 GRANTS

- (a) Resolution No. R-22-07 – Approval of REBUILD Illinois Capital Assistance Grant Application

The Executive Director presented Resolution No. R-22-07 and stated the resolution is authorizing the submittal and execution of the application for Illinois Public Transportation Capital Assistance Grant #3. The Executive Director stated the execution and submittal of this grant is for the second-half of the facility expansion project. RMTD previously requested \$30,050,000 and RMTD received \$16,000,000 which left RMTD \$14,050,000 short. After Larson & Darby provided updates and reviewed phasing of the project, the total project cost is now \$32,600,000. He noted RMTD is requesting \$16,664,000 (\$14,050,000 previous unfunded) and will be submitting the application for the grant this week. He added there was a Public Hearing prior to the Board Meeting regarding this Grant Application held at RMTD and no public attended.

The Board Secretary/Treasurer asked for and received a motion to approve Resolution No. R-22-07 and authorize the Executive Director to execute the REBUILD Illinois Capital Assistance Grant #3 application on behalf of RMTD. With no further discussion, the motion was seconded and passed.

E-8 SAFETY & TRAINING

- (a) Safety & Training Update Report – July, 2022

The Executive Director presented the Safety & Training Update Report for July, 2022 to the Board of Trustees for their review.

- (b) RMTD Agency Safety Plan Update

The Executive Director stated as part of the recent Bipartisan Infrastructure Law changes to the Public Transportation Agency Safety Plan (PTASP) requirements, transit agencies that receive Section 5307 funding and serve large urbanized areas (populations over 200,000) must establish a Safety Committee with an equal number of frontline employee representatives and management representatives. The change is required to be in place by July 31, 2022.

He noted in order to be compliant with this new requirement, the District will immediately revise the number of positions serving on the Safety Committee currently defined in RMTD's Agency Safety Plan (ASP) and designate the following four (4) management positions to serve: Safety and Training Manager, Director of Operations, Human Resources Manager and Operations Supervisor. Labor representing a plurality of the workforce has agreed to designate the following four (4) frontline employee representatives to serve on the committee: ATU Local 1333 President, ATU Local 1333 Vice-President, and two operators. The change will result in a total of eight (8) RMTD employees on the committee. Furthermore, following the above revision to the committee make-up, the Safety Committee will begin work to meet its responsibilities. The Committee will be responsible

for approving an update to the current ASP by December, 31, 2022, which must address the following applicable requirements:

- 1) Strategies to minimize the exposure of the public, personnel, and property to hazards and unsafe conditions, and consistent with guidelines of the Centers for Disease Control and Prevention or a State health authority, minimize exposure to infectious diseases.
- 2) Develop a risk reduction program for transit operations to improve safety by reducing the number and rates of accidents, injuries, and assaults on transit workers based on data submitted to the national transit database.
- 3) Mitigation of assaults on transit workers, including the deployment of assault mitigation infrastructure and technology on buses, including barriers to restrict the unwanted entry of individuals and objects into the workstations of bus operators when a risk analysis performed by the safety committee determines that such barriers or other measures would reduce assaults on transit workers and injuries to transit workers.
- 4) Develop within the risk reduction a program to address for reduction of vehicular and pedestrian accidents involving buses that includes measures to reduce visibility impairments for bus operators that contribute to accidents, including retrofits to buses in revenue service and specifications for future procurements that reduce visibility impairments.
- 5) Include a comprehensive staff training program for the operations and maintenance personnel and personnel directly responsible for safety of the recipient that includes—
 - a. the completion of a safety training program;
 - b. continuing safety education and training; and
 - c. de-escalation training.
- 6) Include Identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the agency's safety risk assessment;
 - a. identifying mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended; and
 - b. III) identifying safety deficiencies for purposes of continuous improvement.
- 7) A requirement that the Safety Committee, followed by the Board of Directors approve the Agency Safety Plan and any updates to the plan by December 31, 2022.

RMTD Staff requests the Board approve the revision to the current Agency Safety Plan (ASP) to incorporate the changes to the Safety Committee in order to comply with the new federal requirements and for the Safety Committee to update and submit the ASP prior to December 31, 2022 for Board for approval.

The Board Vice Chairman asked for and received a motion to approve the revision to the current Agency Safety Plan (ASP) to incorporate the changes to the Safety Committee in order to comply with the new federal requirements and for the Safety Committee to update and submit the ASP prior to December 31, 2022. With no further discussion, the motion was seconded and passed.

E-9 OTHER BUSINESS

- (a) Approval of Tenant Lease Agreement at the ESTC (725 N. Lyford Road)
The Executive Director stated Rocktown Retail LLC showed interest in renting the office space (known as offices 1&2/Suite 2) located at the East Side Transfer Center at 725 N Lyford Road contingent upon Board approval. A brief discussion ensued regarding the

terms of the proposed Lease Agreement. He noted the Lease would commence on August 1, 2022 for a three-year term (with two; 1-year options thereafter). The Board Vice Chairman asked for and received a motion to approve the Tenant Lease Agreement with Rocktown Retail LLC for offices 1&2 at the East Side Transfer Center (725 N Lyford Road). With no further discussion, the motion was seconded and passed.

(b) RMTD Board Retreat Date Discussion

The Executive Director stated he would like to discuss and identify a date/time when the Board of Trustees would like to participate in a Board Retreat. A discussion ensued regarding some date/time options. It was decided that the RMTD will have a Board Retreat on Monday, September 26 from Noon-3:30 PM.

(c) Executive Session to discuss personnel matters pursuant to 5 ILCS 120/2(c)(1) of the Illinois Open Meetings Act

At approximately 4:20 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 4:45 PM.

(d) Approval of Executive Director Contract Renewal

No action was taken at this time. This agenda item will be laid over until next month.

E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees meeting will be on Monday, August 29, 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 4:48 p.m.

Respectfully submitted,

Erin Jenkins

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

