



**ROCKFORD MASS TRANSIT DISTRICT**

Board of Trustees Board Meeting #969 Minutes  
Monday, August 29, 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  
Ron Priddy – Operations Manager  
Lawrence Tennial – Maintenance Manager  
Drexel McCalvin – Safety & Training Manager  
Erin Jenkins – Executive Assistant & Assistant Board Secretary

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

Bob Davidson – *Assurance Agency*  
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 August 29, 2022. The motion was seconded and passed.

**APPROVAL OF MINUTES:**

The Minutes of the July 26, 2022 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of July 26, 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 Lisa Brown, Marketing and Communications Manager, is retiring on Thursday, September 1 after 25 years of service with RMTD. He stated RMTD will miss her and invited the Board to her retirement celebration which will be held on September 1 from 10AM-2PM in the conference room at RMTD. The Marketing & Communications Manager thanked the Board and the staff and noted she loved her job and the people she worked with. The Marketing & Communications Manager thanked the current and former Executive Director and the Board of Trustees. The Board Chairman thanked the Marketing & Communications Manager for her service and stated her contributions have been nothing short of excellence.

The Executive Director stated Senator Steve Stadelman joined him and RMTD staff at the East Side Transfer Center for a “Learn to Drive a Bus Day”. The Executive Director stated he had a great discussion with Senator Stadelman and appreciated him spending time with RMTD. The Executive Director stated RMTD submitted a REBUILD Illinois Grant round 3 last month. RMTD received an update from IDOT informing RMTD that they should be announcing the award in late October 2022. RMTD received a LowNo grant in the amount of \$6.3M to apply towards the replacement of some of the 2009 diesel buses with Battery and Hybrid buses. The original request to replace all 12 was over \$13M. RMTD will reapply for the rest during next year’s grant cycle.

E-2 FINANCE

(a) Payment of Bills:

- Williams & McCarthy – Services Rendered through June 24 and July 25, 2022
- AGHL Law – Services Rendered through June 30 and July 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 \$495,817.19 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 \$495,817.19. With no further discussion, the motion was seconded and passed.

(b) Pension Portfolio Review as of August 23, 2022 and Pension Investment Statement for July, 2022

The Executive Director presented the Portfolio Review Summary as of August 23, 2022. The RMTD Pension Trust Statement of Account Summary for July, 2022 was also presented to the Board of Trustees for their review.

- (c) Approval of Unaudited Financial Statements for June, 2022  
The unaudited Financial Statements for June, 2022 for the Board's review. The Board Secretary/Treasurer asked for and received a motion to approve the unaudited financial statements for June, 2022. With no further discussion, the motion was seconded and passed.

**NOTE: The Executive Director requested E-8 (b) be moved forward on the agenda.**

E-8 SAFETY & TRAINING

- (b) Approval of Insurance Renewal 2022/2023 – Presented by Assurance Agency  
The Executive Director introduced Mr. Bob Davidson of Assurance Agency. Mr. Davidson stated the quote and recommendation that is being presented does not include Cyber Insurance but will have soon.  
Mr. Davidson of Assurance Agency presented his findings for insurance renewals for the 2022-2023 year. Mr. Davidson stated that the renewal was sent to nearly sixty (60) markets for all lines of coverage. Mr. Davidson provided an executive summary and discussed some highlights in his presentation. The total cost of the renewal year is \$782,426 which is up from \$682,932 and is close to what was budgeted for the year. A majority of the increase is due to the adding of the battery electric buses. The Board Vice Chairman asked for and received a motion to approve and accept Assurance Agency Insurances' Renewal Proposal as presented for October 1, 2022 - October 1, 2023. With no further discussion, the motion was seconded and passed.

E-3 OPERATIONS

- (a) Fixed Route Ridership Statistics Report for July, 2022 and Demand Response Statistics Report for June, 2022  
The Executive Director presented the Fixed Route Ridership Statistics Report for July 2022 and Demand Response Statistics for June 2022 for the Board of Trustees' review.

E-4 MAINTENANCE - VEHICLES & FACILITIES

- (a) Report on Fixed Route Buses & Paratransit Vehicles for July, 2022  
The Executive Director presented the report on fixed route buses and paratransit vans for July, 2022.
- (b) Maintenance & Facilities Update Report – August, 2022  
The Director of Operations presented a Maintenance and Facilities update report for August 2022 to the Board of Trustees. An update was provided on Clever Devices, Charging Infrastructure Install and Bus Build Update.

E-5 HUMAN RESOURCES

- (a) RMTD Claims History for July, 2022  
The RMTD claims history for July, 2022 were presented to the Board of Trustees for their review.

## E-6 MARKETING

(a) Approval of Advertising Contract(s)

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

- Room Place/Wilkins Media

The Board of Trustees reviewed the advertising contract(s) noted above. The Board Vice Chairman asked for and received a motion to approve 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

(c) Approval of Updates to Fare Definitions

RMTD has made some changes to the Student and Veterans fare categories at the request of the City of Rockford. These changes will definitely benefit the riders. For the sake of simplicity and clarity in the administration of processing fares and ID's, RMTD has removed the age qualifier in the fare categories. RMTD intends to implement these changes in the next schedule book publication. RMTD Staff is seeking Board approval of the following fare definitions:

Adults @ \$1.50/one way ride are now defined as anyone who does not qualify as a student or any other discount fare category.

Students Free are defined as Students in Grade K-12 with a valid ID based on the pilot program introduced in partnership with the City of Rockford.

Students without a valid ID/\$.75.

Moving forward, RMTD will continue to look for ways to encourage more student ridership but for the moment RMTD believes the above defines a Student rider based on RMTD's partnership with the City of Rockford and RMTD's policies.

The Board Secretary/Treasurer asked for and received a motion to approve the updated fare definitions as presented. With no further discussion, the motion was seconded and passed

## E-7 GRANTS

(a) Approval of Resolution No. R-22-08 - IDOT FY23 DOAP Agreement

The Executive Director presented Resolution R-22-08 and stated the resolution is authorizing the submittal and signing authority be made for the Executive Director on behalf of RMTD. The Board Secretary/Treasurer asked for and received a motion to approve Resolution No. R-22-08 – IDOT FY23 Downstate Operating Assistance Program Agreement and to authorize the Executive Director to sign the FY23 DOAP Agreement on behalf of RMTD. With no further discussion, the motion was seconded and passed.

(b) Fiscal Year 2022 Federal Transit Administration (FTA) COVID-19 Relief ECHO Drawdown Review – Final Report

The Executive Director stated the FTA conducted a COVID-19 Relief ECHO Drawdown Review of RMTD and provided RMTD a final oversight report. This review provides an assessment of compliance with Federal requirements, determined by examining a sample of ECHO draws. The final report documents the COVID-19 Relief ECHO Drawdown Review process and further identifies that no issues were identified during this process.

E-8 SAFETY & TRAINING

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

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

(b) Approval of Insurance Renewal 2022/2023 – Presented by Assurance Agency

Presented earlier.

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 4:05 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 4:37 PM.

(b) Approval of Executive Director Contract Renewal

The Board Vice Chairman asked for and received a motion to approve the Executive Directors' Contract Renewal. With no further discussions, the motion was seconded and passed.

E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees meeting will be on Monday, September 26, 2022 at 3:30 PM. The RMTD Board of Trustees will also have a Board Retreat at Noon on September 26, 2022.

**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*

---

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

