



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #970 Minutes
Monday, September 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
Ron Schoepfer – Director of Finance
Susan Campbell – Human Resources Manager
Ron Priddy – Operations Manager
Lawrence Tennial – Maintenance Manager
Orlando Toatley – Marketing Specialist
Erin Jenkins – Executive Assistant & Assistant Board 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.

APPROVAL OF AGENDA:

The Board Chairman asked for and received a motion to approve the agenda for September 26, 2022. The motion was seconded and passed.

APPROVAL OF MINUTES:

The Minutes of the August 29, 2022 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of August 29, 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 updates were provided at their Board Retreat held prior to this Board Meeting. The Executive Director thanked the Board for their time and effort in participating in the Board Retreat.

(b) Welcome Orlando Toatley, Marketing Specialist

The Executive Director introduced Orlando Toatley, Marketing Specialist for RMTD, to the Board of Trustees. The Board of Trustees welcomed Orlando Toatley. Orlando Toatley provided an overview of his work history prior to coming to RMTD and a little bit about himself.

E-2 FINANCE

(a) Payment of Bills:

- Williams & McCarthy – Services Rendered through August 25, 2022
- AGHL Law – Services Rendered through August 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 \$422,903.65 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 \$422,903.65. With no further discussion, the motion was seconded and passed.

(b) Pension Portfolio Review as of September 20, 2022 and Pension Investment Statement for August, 2022

The Executive Director presented the Portfolio Review Summary as of September 20, 2022. The RMTD Pension Trust Statement of Account Summary for August, 2022 was also presented to the Board of Trustees for their review.

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

The Executive Director presented the unaudited Financial Statements for July, 2022 for the Board's review. The Board Secretary/Treasurer asked for and received a motion to approve the unaudited financial statements for July, 2022. With no further discussion, the motion was seconded and passed.

(d) Approval of Increased Monthly Pension Funding

The Executive Director stated due to additional eligible pension participants retiring recently, RMTD is requesting approval from the Board that the monthly pension funding for retiree distributions, processed by Jeff DiBenedetto of DiBenedetto & Associates, be increased from \$120,000 to \$130,000 a month effective immediately. The Secretary/Treasurer asked for and received a motion to increase the monthly pension funding for retiree distributions, processed by DiBenedetto & Associates, be increased from \$120,000 to \$130,000 a month effective immediately. With no further discussion, the motion was seconded and passed.

E-3 OPERATIONS

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

The Executive Director presented the Fixed Route Ridership Statistics Report for August 2022.

E-4 MAINTENANCE - VEHICLES & FACILITIES

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

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

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

The Executive Director presented a Maintenance and Facilities update report for September 2022 to the Board of Trustees. An update was provided on Clever Devices, Charging Infrastructure Install and Bus Build Update.

(c) Award of Special Fire Protection Engineering Services

The Executive Director stated as part of the RMTD's Phase 0: Charging Infrastructure Installation Project, RMTD in coordination with the Rockford Fire Department (RFD) has worked with our architect, Larson and Darby, to solicit proposals and quotes from licensed fire protection engineers to provide fire protection consulting services.

The consultant, selected based on their expertise/qualifications and experience with protections and issues associated with lithium-ion batteries and electric vehicles, will provide an engineering analysis of the current fire protection system and make a formal recommendation on a system(s) based on RMTD's plan for charging and storage of battery-powered buses in the garage at 520 Mulberry. RMTD in coordination with the RFD will review and approve the consultant's recommendation on any necessary upgrades to the existing system in support of the project. Proceeding with implementing and funding the upgrades will be subject to Board approval.

The RMTD received proposals and quotes from two firms approved by RFD with the expertise/qualifications and experience required to conduct the analysis: Wiss, Janney, Elstner Associates, Inc. (Northbrook, IL) and Fire & Risk Alliance, LLC. (Rockville, MD). Wiss, Janney, Elstner Associates, Inc. submitted a proposal for \$98,000 with options comparable to Fire & Risk Alliance, LLC. which submitted a proposal for \$84,500. The consulting services will be funded through the State of Illinois Downstate Operating Assistance Program.

Staff is recommending the selection of Fire & Risk Alliance, LLC. to provide Special Fire Protection Engineering Services as a result of submitting the lowest quote.

Staff requests the Board approve award of a purchase order for Special Fire Protection Engineering Services to Fire & Risk Alliance, LLC. for an amount not to exceed \$84,500.

The Board Secretary/Treasurer asked for and received a motion to award a purchase order for Special Fire Protection Engineering Services to Fire & Risk Alliance, LLC for an amount not to exceed \$84,500. With no further discussion, the motion was seconded and passed.

E-5 HUMAN RESOURCES

(a) RMTD Claims History for August, 2022

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

E-6 MARKETING - No Report

E-7 GRANTS - No Report

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 Cyber Insurance Renewal for 2022/2023

The Executive Director stated as part of RMTD's annual insurance renewal process, Assurance went to market for renewal rates on our Cyber coverage. Assurance is recommending RMTD go with CFC at a cost of \$5,545. This is a reduction from last year's premium of 9,802 for coverage provided by Houston Casualty. Staff agrees with Assurance's recommendation and is asking for board approval to bind coverage with CFC at the quoted price of \$5,545. The Board Vice Chairman asked for and received a motion to approve CFC as RMTD's Cyber Insurance coverage for 2022/2023 in the amount \$5,545. With no further discussion, the motion was seconded and passed.

E-9 OTHER BUSINESS

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

At approximately 4:00 p.m., the Board Chairman asked for and received a motion to enter into Executive Session to discuss collective bargaining matters pursuant to 5 ILCS 120/2(c)(2) 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 4:24 PM.

E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees meeting will be on Monday, October 24, 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 4:25 p.m.

Respectfully submitted,

Erin Jenkins

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

