



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #971 Minutes
Monday, October 24, 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 (*Absent*)
David Sidney – Board of Trustees, Secretary/Treasurer

STAFF:

Michael Stubbe – Executive Director
Dan Engelkes – Director of Operations
Susan Campbell – Human Resources Manager
Ron Priddy – Operations Manager
Paula Hughes – Grants & Procurement Manager
Lawrence Tennial – Maintenance Manager
Drexel McCalvin – Safety & Training Manager
Orlando Toatley – Marketing Specialist
Erin Jenkins – Executive Assistant & Assistant Board Secretary

GUEST(S)/PUBLIC PRESENT:

Mike Cassidy – *IBEW Local 196*
David McLain – *IBEW Local 196, Foreman & Union Steward*
Kevin Price – *ATU Local 1330*
Larry Vaultonburg – *ATU Local 1330*
Jodi Williams – *ATU Local 1330*
Natalie Cruz – *ATU Local 1330*
Attorney Jim Pirages – *AGHL Law Office*

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 October 24, 2022. The motion was seconded and passed.

APPROVAL OF MINUTES:

The Minutes of the September 26, 2022 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of September 26, 2022. With no further discussion, the motion was seconded and passed.

A-COMMUNICATIONS:

None

B-MATTERS BY THE PUBLIC:

- B-1 (a) David McLain – IBEW Local 196; Regarding Workplace Environment
Mr. David McLain addressed the RMTD Board of Trustees to express concerns regarding the workplace environment at RMTD. Mr. McLain expressed the need for everyone to contribute ways to improve relations, communication and create an environment of positivity. Mr. McLain emphasized positive change must happen and must be a team effort in order to accomplish all staff to feel valued and appreciated. Mr. McLain offered to participate in any committee if formed to help encourage and facilitate positive change. Mr. McLain stated the Human Resources Manager has all his contact information should the Board wish to reach out to him directly to answer any questions. Mr. McLain requested that the Board reach out to Human Resources to provide any ideas they may have to offer staff and management so they may apply those ideas/suggestions to reach the goal of a happier and healthier workplace environment.

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
No Report

E-2 FINANCE

- (a) Payment of Bills:
- Williams & McCarthy – Services Rendered through September 22, 2022
The above payment of bill(s) was presented for the Board of Trustees' review.
 - Schwab Actuarial Services
The Schwab Actuarial Services invoice dated September 30, 2022 was presented for the Board of Trustees review and approval in the amount of \$15,115.00. The Executive Director asked for the Board's approval to pay the invoice amount of \$15,115.00 for Schwab Actuarial Services with funds from the pension account. The Board Secretary/Treasurer asked for and received a motion to pay the Schwab Actuarial Services invoice in the amount of \$15,115.00 with funds from the pension account. With no further discussion, the motion was seconded and approved.
 - Approval of Accounts Payable Invoices
The Accounts Payable Invoices totaling \$379,887.53 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 \$379,887.53. With no further discussion, the motion was seconded and passed.
- (b) Pension Portfolio Review for September 30, 2022 & October 19, 2022 and Pension Investment Statement for September, 2022 – Presented by DiBenedetto & Associates
Mr. Jeffrey DiBenedetto presented the Portfolio Review Summary as of September 30 and October 19, 2022. A discussion ensued regarding an overview of the Portfolio. The RMTD Pension Trust Statement of Account Summary for September, 2022 was also presented to the Board of Trustees for their review.

E-3 OPERATIONS

- (a) Fixed Route Ridership Statistics Report for September, 2022
The Executive Director presented the Fixed Route Ridership Statistics Report for September 2022.

E-4 MAINTENANCE - VEHICLES & FACILITIES

- (a) Report on Fixed Route Buses & Paratransit Vehicles for September, 2022
The Executive Director presented the report on fixed route buses and paratransit vans for September, 2022.
- (b) Maintenance & Facilities Update Report – October, 2022
The Executive Director presented a Maintenance and Facilities update report for October 2022 to the Board of Trustees. An update was provided on Clever Devices, Charging Infrastructure Install, Bus Build Update and Winter Preparation.
- (c) Approval of Hybrid Bus Procurement
The Executive Director stated the RMTD originally applied for an FTA Discretionary Low-No Emission grant to fully fund the replacement of 12 fixed route Diesel buses with 6 Hybrid and 6 Battery Electric Buses along with an additional BEB Charging Station. RMTD was fortunate, as FTA awarded funds from this grant application albeit for a lower amount (\$6,328,980, not the \$14,663,554 that was originally requested). The award also stipulated that the funds are to be utilized for just “Low Emission” projects, which means only the hybrid bus portion of the project can be funded. In addition to the \$6,328,980 “Low Emission” funds, RMTD has \$1,420,718 remaining in FTA 5307 grant funds that were previously programmed for bus replacements.
RMTD has the ability to purchase buses from a State of Washington contract with the current price per bus of \$886,383 for a total of \$7,091,064 for eight (8) hybrid buses. With available grants totaling \$7,749,698, RMTD has sufficient capital funding to purchase up to eight (8) 35’ Hybrid buses to begin the replacement of 12 - 2009 Gillig Diesel buses, which have exceeded their useful life of 12 years. The federal grants provide 100% of the bus funding. No local funds will be needed for this project.
Although the number of hybrid buses is two more than originally planned as outlined in the Low-No Grant, staff recommends moving forward with the purchase based on the stipulations and amount of funding available. Based on an expected delivery date in 2023 and a 12-year useful life, the replacement of the current diesel buses with hybrid buses now keeps RMTD on track to replace the hybrids with zero-emission buses by 2036.
Staff is requesting that the RMTD Board of Trustees approve a “Notice to Proceed” to Gillig for up to eight (8) Hybrid buses. The total amount of these buses, at contract price and after change orders, may not exceed the funded amount of \$7,749,698.
The Board Secretary/Treasurer asked for and received a motion to approve a Notice To Proceed to Gillig for up to eight (8) Hybrid Buses for an amount not to exceed \$7,749,698. With no further discussion, the motion was seconded and passed.

E-5 HUMAN RESOURCES

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

(a) Marketing Update

The Marketing Specialist stated it has been an eventful month on the marketing side for RMTD. RMTD has committed to some outstanding community-driven events that are coming up shortly. On Wednesday October 12th, the Marketing Specialist gave a tour to students of the RPS 205 New Commer Program, these are students who are transfers from other countries and have come to Rockford, IL to find a new home. Nearly 50 Students were in attendance for this event. The field trip was a two-day event that started with a presentation to the students at both Rockford East high school and Lincoln middle school on day one. The presentation included how to ride the bus along with how to identify a Rockford Mass Transit Bus. Day two consisted of a tour of RMTD's 520 Mulberry location along with information given to the students by RMTD supervisors and other staff.

The Marketing Specialist stated he gave a presentation at the Rockford Leadership Institution on Friday, October 21st, 2022. The institution is a program that helps individuals from different workforces here in Rockford learn about the area and many different helpful resources. The presentation was an overall summary of RMTD's services including some of the systems in place that are helping the fight against pollution.

The Marketing Specialist stated "Trunk or Treat" will be held on October 27, 2022 at RPS 205 building located at 501 7th St Rockford, IL. RMTD will have a decorated bus there and he will be passing out candy to the kids from 5:00 pm-8:00 pm.

(b) Approval of Advertising Contract(s)

The Marketing Specialist presented the following advertising contracts for Board approval:

- Milestone

The Board 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.

(c) Free Rides to Election Polls (Fixed Route & Paratransit)

The Executive Director stated the election is Tuesday November 8, 2022. RMTD is requesting approval to offer the free ride program for this years' general election for both Fixed Route and Paratransit riders. Polling service hours in RMTD's service area are from 6:00 am until 7:00 pm on Election Day. RMTD staff is asking the Board's permission to offer a free ride on Election Day from 6:00am to 8:00 pm. RMTD Staff would also like to offer a free ride to any Paratransit rider going to the polls. As this is a scheduled service, it will be very easy to identify theses riders. RMTD would also post a link to RMTD's web site directing anyone with questions to contact us. The Board Chairman asked for and received a motion to approve free rides to the election polls on November 8, 2022 on both Fixed Route and Paratransit riders. With no further discussion, the motion was seconded and approved.

(d) Discussion and take action, as needed, on University Pass Program

The Executive Director stated staff is proposing to pilot a new unlimited access pass program for those adults participating in postsecondary education programs offered by the various institutions in the community (i.e. NIU Rockford, Rock Valley College, Rockford Career College, Rockford University, Judson, Rasmussen, U of I College of Medicine). RMTD currently offer a 7-day unlimited ride saver pass for \$16.00 and a 30-Day unlimited ride saver pass for \$55.00 to customers. Staff proposes to offer the "U-Pass" as a 30-day pass for \$27.50, which is one half the full fare pass. The 30-day period for the pass is the suggested offerings as opposed to a semester pass, because it provides flexitivity for these individuals enrolled in the wide range of programs offered by all the institutions during the course of the year. The 30-day U-Pass would

primarily be offered and marketed through the Token Transit phone application. RMTD's current 30-day unlimited ride saver pass cards can be reconfigured and utilized to sell at the RMTD Transfer Centers for those individuals who may not have access to a web enabled phone. In order to utilize the U-Pass when boarding the bus, the customer must display a valid photo ID issued by one of the institutions listed above (all institutions listed have verified they issue an ID). If the Board is interested in having staff proceed with this program, the next steps would be to conduct a public hearing on the fare program, which would be scheduled in November following appropriate notice. After the public hearing, staff would post the matter to the December Board Meeting Agenda for formal approval. Following approval. The District would update the website, finalize the changes with Token Transit and contact the various institutions in December to advise of the new program starting in time for the Spring semester in January. The Secretary/Treasurer asked for and received a motion approving RMTD Staff to proceed with a Public Hearing for consideration of the proposed U-Pass Program. With no further discussion, the motion was seconded and passed.

E-7 GRANTS

- (a) Approval of Resolution No. R-22-09 – Mobility Management Planning Grant
The Grants and Procurement Manager stated RMTD successfully applied to the Illinois Department of Transportation (IDOT) for \$150,000 of planning grant funds which will be utilized for a Mobility Management Study for Winnebago and Boone Counties. As the \$150,000 of funds has been awarded to RMTD, today staff is presenting the Grant Agreement along with a Resolution for the Board's approval. This study will be addressing human service transportation service gaps that were identified in the region's Coordinated Public Transit-Human Services Transportation Plan (HSTP) and RMTD's Comprehensive Mobility Analysis. This study's strategy and objective will actually fulfill the Comprehensive Mobility Analysis' Goal # 3 "Ensure all types of riders can easily navigate the system". In this study, RMTD shall develop a mobility management program for Winnebago and Boone Counties to use limited public transportation funds more efficiently and to maximize client-centered transportation. This program shall develop strategies that focus on providing service to the individual customer, on improving communication and coordination, and on using technology to streamline operations and improve the availability of information. These strategies shall ultimately expand the range of viable transportation options for the individual, increase effective management of resources, and optimize transportation benefits for cost.
The Secretary/Treasurer asked for and received a motion to approve Resolution No. R-22-09 - Mobility Management Planning Grant. With no further discussion, the motion was seconded and passed.

E-8 SAFETY & TRAINING

- (a) Safety & Training Update Report – October, 2022
The Executive Director presented the Safety & Training Update Report for October, 2022 data to the Board of Trustees for their review.

E-9 OTHER BUSINESS

- (a) Executive Session to discuss semi-annual review of executive session meeting minutes pursuant to 5 ILCS 120/2 (c)(21) and to discuss collective bargaining matters pursuant to 5 ILCS 120/2(c)(2) 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 semi-annual review of executive session meeting minutes pursuant to 5 ILCS 120/2 (c)(21) and 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 reconvened into General Session at approximately 5:02 PM.

(b) Matters Arising out of Executive Session Regarding Approval of Meeting Minutes

The Executive Assistant and Board Meeting Secretary recommended the need for confidentiality still exists and therefore should not be made available for public inspection to the Executive Session Minutes from Meetings: #844, #848, #849, #851, #852, #854, #855, #856, #858, #859, #861, #863, #864, #866, #868, #869, #870, #874, #878, #879, #881, #882, #886, #887 #888, #889, #890, #893, #894, #897, #899, #901, #906, #909, #911, #913, #914, #915, #919, #922, #924, #926, #930, #931, #934, #935, #936, #941, #942, #943, #944, #945, #946, #947, #952, #963, #964, #965, #966, #969, #970.

Executive Session Minutes that can be made available for public inspection is as follows: #895, #896, #956, #957, #960, #967, #968.

The Secretary/Treasurer asked for and received a motion that confidentiality still exists and therefore should not be made available for public inspection to the Executive Session Minutes from Meetings: #844, #848, #849, #851, #852, #854, #855, #856, #858, #859, #861, #863, #864, #866, #868, #869, #870, #874, #878, #879, #881, #882, #886, #887 #888, #889, #890, #893, #894, #897, #899, #901, #906, #909, #911, #913, #914, #915, #919, #922, #924, #926, #930, #931, #934, #935, #936, #941, #942, #943, #944, #945, #946, #947, #952, #963, #964, #965, #966, #969, #970.

Executive Session Minutes that can be made available for public inspection is as follows: #895, #896, #956, #957, #960, #967, #968. With no further discussion, the motion was seconded and passed.

E-10 NEXT MEETING SCHEDULE

A discussion ensued regarding the next date/time of the RMTD Board Meeting. it was decided there is no need for a November Board Meeting. The next RMTD Board of Trustees Meeting will be on Monday, December 19, 2022 at 3:30PM.

F-ORDER OF ADJOURNMENT

A motion was made and received to adjourn. The motion was seconded and passed. The Board Meeting adjourned at 5:05 p.m.

Respectfully submitted,

Erin Jenkins

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

