



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #987 Minutes
Monday, January 22, 2024 at 3:30 p.m.

RMTD Conference Room
520 Mulberry Street
Rockford, IL 61101

*The RMTD Board of Trustees Meeting will be Live Streamed on Zoom via the link below:

<https://zoom.us/j/94936474186?pwd=TDc0QzZqS2c3UDJPL0d5K0J6Y3lOUT09>

Meeting ID: 949 3647 4186
Passcode: 796088

*Live Streaming information can also be found on RMTD's website at www.RMTD.org

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
Dane Engelkes – Director of Operations
Orlando Toatley – Marketing Specialist
George Orth – Maintenance Manager
Ron Schoepfer – Director of Finance
Paula Hughes – Grants & Procurement Manager
Cedrick Ketton – Fixed Route Operations Manager
Ron Priddy – Paratransit Operations Manager
Erin Jenkins – Executive Assistant & Assistant Board Secretary
Tak Chow - IT

GUEST(S)/PUBLIC PRESENT:

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

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 January 22, 2024. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

APPROVAL OF MINUTES:

The Minutes of the December 11 & December 21, 2023 RMTD Board of Trustees Meeting were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of December 11 & December 21, 2023. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

A-COMMUNICATIONS:

No Report

B-MATTERS BY THE PUBLIC:

No Matters by the Public

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 acknowledged our Operations and Maintenance staff for all their hard work and dedication over the past week dealing with the inclement weather.

The Executive Director provided State and Federal updates.

The Executive Director stated RMTD continues working with RIPC staff on Bus Rapid Transit Corridor Analysis project.

The Executive Director stated RMTD is working with RAMP and NAMI on developing training for front line staff on interacting with customers who may be experience mental health issues.

The Executive Director stated he is having Williams & McCarthy review the Board Bylaws which have not ben done since 2010. He noted there does not appear to be many updates needed. He added it will be completed and included in the February Board packet for review and consideration at the next meeting.

E-2 FINANCE

(a) Payment of Bills:

- AGHL Law Office/Services Rendered through November 30, 2023

The above payment of bills was presented for the Board of Trustees' review.

- Williams & McCarthy/Services Rendered through November 21 & December 18, 2023

The above payment of bills was presented for the Board of Trustees' review.

- Approval of Accounts Payable Invoices

The Accounts Payable Invoices totaling \$762,913.79 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 \$762,913.79. The motion was seconded by the Board Secretary/Treasurer. With no further discussion, the motion passed by a unanimous voice vote.

- (b) Approval of Unaudited Financial Statements for October, 2023
The Executive Director presented the unaudited Financial Statements for October, 2023 for the Board's review. The Board Secretary/Treasurer asked for and received a motion to approve the unaudited financial statements for October, 2023. With no further discussion, the motion was seconded by the Board Chairman. With no further discussion, the motion passed by a unanimous voice vote.
- (c) Pension Portfolio Review for periods through December 31, 2023 and Pension Investment Statement for month ending in November 30 & December 31, 2023
Mr. Jeffrey DiBenedetto presented the Portfolio Review Summary for periods through December 31, 2023 to the Board of Trustees for their review and discussed some of the highlights.
The RMTD Pension Trust Statement of Account Summary for month ending November 30 & December 31 30, 2023 was also presented to the Board of Trustees for their review.

E-3 OPERATIONS

- (a) Fixed Route Ridership Statistics Report for November & December, 2023 And Demand Response Statistics Report for October, November & December, 2023
The Executive Director presented the Fixed Route Ridership Statistics Report for November & December, 2023 along with Demand Response Statistics Report for October, November & December, 2023.
- (b) Fixed Route Service to Belvidere
The Executive Director stated the Boone County Board has made the decision to eliminate the Fixed Route Bus Service in Belvidere/Boone County. This would be effective June 30, 2024. Boone County will continue offering Demand Response Service.

E-4 MAINTENANCE - VEHICLES & FACILITIES

- (a) Report on Fixed Route Buses & Paratransit Vehicles for December, 2023
The Executive Director presented the report on fixed route buses and paratransit vans for December, 2023.
- (b) Maintenance & Facilities Projects Update Report – January, 2024
The Executive Director presented a Maintenance and Facilities update report to the Board of Trustees. An update was provided and a discussion ensued regarding the charging infrastructure/sprinkler upgrades, new parking lot, Paratransit van order and facility expansion project.
- (c) Facility Expansion Update
The Executive Director stated RMTD had their first initial meeting last week with the Owners Representative. He noted that Larson & Darby is at 95% design. He added drawings were submitted to the City of Rockford the end of December to begin plan review. He noted RMTD will be submitting package to IDOT for pre-bid concurrence this week.

E-5 HUMAN RESOURCES

- (a) RMTD Claims History for November & December, 2023
The Executive Director presented the RMTD claims history for November & December, 2023 were presented to the Board of Trustees for their review.

E-6 MARKETING

(a) Approval of Advertising Contract(s)

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

- MacCloskey Kesler & Associates

The Board of Trustees reviewed the advertising contract(s) noted above. The Board Chairman asked for and received a motion to approve the advertising contract(s). The motion was seconded by the Board Secretary/Treasurer. With no further discussion, the motion passed by a unanimous voice vote.

(b) Black History Month – RMTD Commemoration

The Marketing & Communications Specialist stated as you know, February is Black History Month which commemorates the accomplishments of African Americans and highlights their important roles in U.S. History. In celebration, RMTD plans to display nine different street-side signs on our fixed route buses that will include not only recognizable national figures, but also local black/African American figures that have made a major impact on the Rockford community. These signs will be displayed in spaces that advertisement has not been purchased.

Additionally, RMTD plans to recognize Transit Equity Day/ Rosa Parks Day this year on February 4th. To celebrate this day, RMTD will plan to reserve a seat with a small memorial for Rosa Parks on every fixed route bus in service for that day.

This is the first time that RMTD has made plans to celebrate Black History Month with signage as described. RMTD Staff is asking for the Board's support in making this an annual occurrence.

The Board of Trustees were in agreement in moving forward with the initiative.

E-7 GRANTS

(a) FY'23 Fixed Asset Final Inventory Review

The Grants & Procurement Manager presented the FY'23 Fixed Asset Final Inventory Review to the Board. For FY'23, the beginning balance of \$59,657,914, with the additions and less the deletions, ends with a balance of \$66,237,727. Please note that all proceeds are deposited into the Local Capital Account to be used for purchasing new equipment.

E-8 SAFETY & TRAINING

(a) Safety & Training Update Report - January, 2024

The Safety & Training Update Data Report for January, 2024 was presented to the Board of Trustees for their review.

E-9 OTHER BUSINESS

(a) Award Telephone Technical Consultant Service

The Grants & Procurement Manager stated RMTD needs to replace its aging Telephone System and have State grant funds available to procure the system. The scope of the system's specifications is extremely technical and includes sophisticated software and a great variety, and quantity, of electronic hardware.

She added RMTD Staff would like to ensure the successful deployment of the phone system and that the process be both effectively and efficiently managed with the best results possible from creating the technical specifications along with project management through project completion.

With limited in-house expertise to provide sufficient technical support, Staff is recommending contracting for Technical Consultant Services to assure that this system is purchased, installed, and implemented to best meet all RMTD needs - up to and including, system testing and acceptance.

RMTD solicited quotes for this service. Two quotes were received. AECOM Technology Solutions Group's proposal totaled \$32,910 and Arcadis IBI Group's proposal totaled \$59,420.

Services to include:

- Evaluation of existing voice service and requirement compilation
- Creation of detailed technical specifications for the Request for Proposal
- Evaluation of the vendor proposals
- Project and vendor management services
- Onsite technology installation oversight

RMTD staff recommends awarding to the lowest cost proposer, AECOM, for \$32,910 for up to 14 months of service utilizing IDOT operating (DOAP) funding for 65% of the cost with the remaining 35% coming from local sources.

RMTD is requesting that the RMTD Board of Trustees approve the Telephone Technical Consultant Services award for \$32,910 to AECOM Technology Solutions Group.

The Board Chairman asked for and received a motion to approve the award of the Telephone Technical Consultant Service to AECOM Technology Solutions Group in the amount of \$32,910. The motion was seconded by the Board Secretary/Treasurer. With no further discussion, the motion passed by a unanimous voice vote.

(b) Approval of Resolution No. R-24-01 – RMTD 457 Plan Amendment

The Executive Director stated the following changes, which were mutually agreed upon during collective bargaining sessions in 2023, will be made to the RMTD 457 (b) Employee Deferred Compensation Plan upon review and approval by the RMTD Board of Trustees. The Executive Director requested the Board of Trustees authorize Staff to implement the changes, which will be retroactive to January 1, 2024.

Employer Contributions

For those participants who are not covered by the defined benefit plan sponsored by RMTD, the Employer shall match every dollar contributed each pay period by a Participant who contributes 2.25% of their total compensation at a maximum rate of 4.5% of their total compensation.

Vesting

Participants' contributions and the employer match are 100% vested as of the date of an employee's initial participation.

In-Service Distributions

A Participant may withdraw all or any portion of his/her vested Account Balance, to the extent designated, upon the attainment of the age of 60.

The Board Secretary/Treasurer asked for and received a motion to approve Resolution No. R-24-01 - RMTD 457 Plan Amendment. The motion was seconded by the Board Chairman. With no further discussion, the motion passed by a unanimous voice vote.

E-10 NEXT MEETING SCHEDULE

The next two RMTD Board of Trustees Meeting will be on:
February 20, 2024, at 3:30 PM and March 22, 2024 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 4:14 p.m.

Respectfully submitted,

Erin Jenkins

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

