



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #995 Minutes
Monday, September 23, 2024 at 3:30 p.m.

RMTD Conference Room
520 Mulberry Street
Rockford, IL 61101

*The RMTD Board of Trustees Meeting was Live Streamed on Zoom and Recorded.
Live Streaming and Recorded Meeting information can be found on RMTD's website at www.RMTD.org

ROLL CALL:

BOARD OF TRUSTEES:

Herbert L. Johnson - Board of Trustees, Chairman
David Sidney - Board of Trustees, Vice Chairman
Ashley Sarver - Board of Trustees, Secretary/Treasurer

STAFF:

Michael Stubbe - Executive Director
Dan Engelkes - Deputy Executive Director & Director of Operations
Susan Campbell - Director of Human Resources & Administration
Paula Hughes - Grants & Procurement Manager
Cedrick Ketton - Fixed Route Operations Manager
Orlando Toatley - Marketing & Communications Specialist
George Orth - Maintenance Manager
Drex McCalvin - Safety & Training Manager
Erin Jenkins - Executive Assistant & Assistant Board Secretary
Tak Chow - IT

GUEST(S)/PUBLIC PRESENT:

Jeffrey DiBenedetto, DiBenedetto & Associates
Nathan Larsen, R1PC
Miranda Leininger, Marsh McLennan
Bobby Dufkis, Marsh McLennan
Cherrell Cox, RMTD Fixed Route Operator (ATU Local 1333)

CALL TO ORDER:

The Chairman called the meeting to order at approximately 3:30 p.m.

APPROVAL OF AGENDA:

The Chairman asked for and received a motion to approve the agenda for September 23, 2024. With no further discussion, the motion was seconded by the Vice Chairman. The motion passed by a unanimous voice vote.

APPROVAL OF MINUTES:

The Minutes of the August 13, 2024 RMTD Board of Trustees Meeting were reviewed. The Chairman asked for and received a motion to approve the Minutes of August 13, 2024. The motion passed by a unanimous voice vote.

A-COMMUNICATIONS:

No Report

B-MATTERS BY THE PUBLIC:

- (a) Cherrell Cox - RMTD Fixed Route Operator ATU Local 1333
Cherrell Cox, RMTD Fixed Route Operator (ATU Local 1333), shared her disappointment regarding management not promptly implementing a proposal she submitted to adopt the Paid Leave for All Workers Act (PLAWA) for all employees. She also expressed her concerns regarding the recently implemented route changes and also stated the need for a water machine and bigger refrigerator for the Operators.

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 RMTD employees who are celebrating an anniversary and/or retirement in the month of September, 2024. The Executive Director thanked the employees for their continued dedicated service to RMTD and our community. A list of employee names, length of service and job position were shared with the Board of Trustees.
The Executive Director provided State & Federal Legislative updates.

E-2 FINANCE

- (a) Payment of Bills:
- Williams & McCarthy/Services Rendered through July 24 & August 23, 2024
 - AGHL Law/Services Rendered through June 30, July 31 & August 31, 2024
The above payment of bill(s) was presented for the Board of Trustees' review.
 - Approval of Accounts Payable Invoices
The Accounts Payable Invoices totaling \$4,371,887.57 were presented for the Board of Trustees' review and approval. The Vice Chairman asked for

and received a motion to authorize the payment of the accounts payable invoices totaling \$4,371,887.57. The motion was seconded by the Secretary/Treasurer. With no further discussion, the motion passed by a unanimous voice vote.

(b) Approval of Unaudited Financial Statements for July, 2024

The Executive Director presented the unaudited Financial Statements for July, 2024 for the Board's review. The Secretary/Treasurer asked for and received a motion to approve the unaudited financial statements for July, 2024. The motion was seconded by the Vice Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(c) Pension Portfolio Review for period through September 17, 2024 and Pension Investment Statement for month ending August 31, 2024 - Presented by Mr. Jeffrey DiBenedetto

Mr. Jeffrey DiBenedetto presented the Portfolio Review Summary for period through September 17, 2024 to the Board of Trustees and discussed some of the highlights.

The RMTD Pension Trust Statement of Account Summary for month ending August 31, 2024 was also presented to the Board of Trustees for their review.

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

E-8 (a) Approval of Insurance Renewal 2024/2025 - Presented by MarshMcLennan

The Executive Director introduced Mr. Bobby Dufkis and Ms. Miranda Leininger of MarshMcLennan. RMTD's insurance policies expire October 1, 2024 and RMTD's insurance brokers have been working on renewals and recommendations. Ms. Leininger of MarshMcLennan presented their findings for insurance renewals for the 2024-2025 year. Ms. Leininger provided an executive summary and discussed some highlights in the presentation. A discussion ensued regarding the premium summary. The total cost of the renewal year is \$1,171,429 which is up from \$870,968 in the previous year and RMTD budgeted \$1,203,181 for the year.

Staff concurs with MarshMcLennan Insurance's recommendation to renew coverages as presented with a renewal premium of \$1,196,131. The Secretary/Treasurer asked for and received a motion to approve and accept MarshMcLennan Agency Insurance's Renewal Proposal as presented with a renewal premium of \$1,196,131 effective for October 1, 2024 - October 1, 2025. The motion was seconded by the Vice Chairman. With no further discussion, the motion passed by a unanimous voice vote.

E-3 OPERATIONS, MAINTENANCE & FACILITIES

(a) Operations Report

- Fixed Route Ridership Statistics for August 2024
- Paratransit/Demand Response Ridership Statistics for July 2024

The Deputy Executive Director/Director of Operations presented the Fixed Route Ridership Statistics Report for August, 2024 along with the Paratransit/Demand Response Ridership statistics for July 2024.

(b) Vehicle Maintenance Report

- Fixed Route and Paratransit/Demand Response Vehicle Maintenance Statistics for August 2024

The Deputy Executive Director/Director of Operations presented the vehicle maintenance report on fixed route buses and paratransit vans for August, 2024.

He noted that two of the 2024 diesel hybrid buses are now in service and the other two are close behind.

(c) Facilities Report

- 520 Mulberry/625 Mulberry/DTTC/ESTC

The Deputy Executive Director/Director of Operations stated the fire sprinklers were inspected at all facilities this month. He added a new sidewalk with ADA ramps was installed on the South end of the East Side Transfer Center.

(d) Projects Report

- Facility Expansion Projects Updates

The Executive Director stated IDOT signed off on the pre-award concurrence and with that completed, RMTD has now notified the City of Rockford. He stated The City of Rockford will process through the right of way/ property transfer, record the plat and record the deed. He noted RMTD's attorney is working with the City of Rockford to finalize all the steps and is making sure all the remaining items are documented and reordered so the property can transfer to RMTD. He stated he hopes it will be completed by the end of the week. Thereafter, RMTD will go back to Scandroli and sign the contract. He noted once RMTD has a contract with Scandroli, they will work lining up their sub-contractors and finalize their schedule. Once that is finalized, the timeline will be shared with the Board.

- Paratransit/Demand Response Software (TripSpark) Projects Updates

The Deputy Executive Director/Director of Operations stated work continues on the project with TripSpark. He noted RMTD is a bit behind on hitting its milestones. He noted the major milestones are: Client/Destination importing to be done by October 11, remote training completed by October 18, onsite training completed by November 8, user acceptance testing completed by December 13, go live by January 13, 2025 and opening of the passenger portal by April 1, 2025.

- Telephone System Replacement Project

The Deputy Executive Director/Director of Operations stated work continues with the consultant. RMTD hopes to have the fourth version of the draft RFP by the end of the week and noted RMTD is on track to award in early 2025.

E-4 HUMAN RESOURCES

(a) RMTD Claims History for July & August, 2024

The Executive Director presented the RMTD claims history for July & August, 2024 for the Board of Trustees' review.

E-5 MARKETING

(a) Approval of Advertising Contract(s)

The Marketing & Communications Specialist presented the following

advertising contracts for Board approval:

- True Impact Media/Wintrust Financial
- Northwest Ballers
- Remedies Renewing Lives

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

(b) Approval of Special Service Request(s) & Communications

The Marketing & Communications Specialist presented the following Special Service Request for Board approval:

- **Stroll on State (Event Date: November 30, 2024)**

The Board reviewed the Special Service Request. The Secretary/Treasurer asked for and received a motion to approve Stroll on State's special service request for November 30, 2024. The motion was seconded by the Vice Chairman. With no further discussion, the motion passed by a unanimous voice vote.

E-6 GRANTS

(a) Approval of Resolution R-24-07 - FTA Community Funding Application Project

The Grants & Procurement Manager presented Resolution No. R-24-07 and stated the resolution is authorizing the execution and submittal of a Community Project Funded Grant for \$2,318,333.00. The Grants & Procurement Manager stated the grant funds will be used for battery electric bus charging infrastructure which will provide electric charging equipment and installation to power RMTD's battery electric buses. The Vice Chairman asked for and received a motion to approve Resolution No. R-24-07. The motion was seconded by the Chairman. With no further discussion, the motion passed by a unanimous voice vote.

E-7 SAFETY & TRAINING

(a) Safety & Training Update Report for August, 2024

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

E-8 OTHER BUSINESS

(a) Approval of Insurance Renewal 2024/2025 - Presented by Marsh McLennan Agency
Presented earlier

(b) Free Rides to and from Polling Locations on Election Day (Fixed Route & Paratransit)

The Executive Director stated the election is Tuesday, November 5, 2024. RMTD is requesting approval to offer the free ride program for this year's 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 only from 5:00am to 8:00 pm. RMTD Staff would also like to offer a free ride to any Paratransit rider going to the polls. Paratransit riders will need to notify the

Dispatcher that they are scheduling a ride to/from their polling location to vote and provide the address just as they do when scheduling any other ride. The Board Chairman asked for and received a motion to approve free rides to the election polls on November 5, 2024 for both Fixed Route and Paratransit riders. With no further discussion, the motion was seconded and approved.

(c) Approval of 2025/2026 Diesel Fuel Contract

The Executive Director stated RMTD's current diesel fuel contract expires December 31, 2024. Staff recently requested and received quotes for future diesel fuel prices. Smith Oil submitted a quote for \$2.43 per gallon and Conserv FS quoted \$2.41 a gallon. RMTD Staff recommended and requested approval to award an 18-month agreement for diesel fuel, at \$2.41 per gallon to Conserv FS. This contract would begin on January 1, 2025. The Vice Chairman asked for and received a motion to award an 18-month agreement for diesel fuel, at \$2.41 per gallon, to Conserv FS. The motion was seconded by the Secretary. With no further discussion, the motion passed by a unanimous voice vote.

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

At approximately 4:28 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 by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

At approximately 4:48 PM, the Board of Trustees Meeting reconvened into General Session.

E-9 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees Meeting will be rescheduled from October 28, 2024 to October 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 4:49 p.m.

Respectfully submitted,

Erin Jenkins

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

