



## ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #996 Minutes  
Tuesday, October 22, 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](http://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  
Ron Priddy - Paratransit 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  
Brandon Rucker, R1PC

#### 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 October 22, 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 September 23, 2024 RMTD Board of Trustees Meeting were reviewed.

The Chairman asked for and received a motion to approve the Minutes of September 23, 2024. The motion passed by a unanimous voice vote.

**A-COMMUNICATIONS:**

No Report

**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 acknowledged RMTD employees who are celebrating an anniversary and/or retirement in the month of October, 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 a brief review of State & Federal Legislative updates.

E-2 FINANCE

(a) Payment of Bills:

- Williams & McCarthy/Services Rendered through September 24, 2024

- AGHL Law/Services Rendered through September 30, 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 \$1,045,506.13 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 \$1,045,506.13. The motion was seconded by the Secretary/Treasurer. With no further discussion, the motion passed by a unanimous voice vote.

- Schwab Actuarial Services

The Schwab Actuarial Services invoice dated September 26, 2024 was presented for the Board of Trustees review and approval in the amount of \$13,100.00. The Executive Director asked for the Board's approval to pay the invoice amount of \$13,100.00 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 \$13,100.00 with funds from the pension account. The motion was seconded by the Board Chairman.

With no further discussion, the motion passed by a unanimous voice vote.

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

The Executive Director presented the unaudited Financial Statements for August, 2024 for the Board's review. The Secretary/Treasurer asked for and received a motion to approve the unaudited financial statements for August, 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 30, 2024 and Pension Investment Statement for month ending September 30, 2024 - Presented by Mr. Jeffrey DiBenedetto

Mr. Jeffrey DiBenedetto presented the Portfolio Review Summary for period through September 30, 2024 to the Board of Trustees and discussed some of the highlights. The RMTD Pension Trust Statement of Account Summary for month ending September 30, 2024 was also presented to the Board of Trustees for their review.

E-3 OPERATIONS, MAINTENANCE & FACILITIES

(a) Operations Report

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

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

(b) Vehicle Maintenance Report

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

The Deputy Executive Director/Director of Operations presented the vehicle maintenance report on fixed route buses and paratransit vans for September, 2024. He noted that all four new diesel fixed route hybrids are now in service.

(c) Facilities Report

- 520 Mulberry/625 Mulberry/DTTC/ESTC

The Deputy Executive Director/Director of Operations stated Staff is preparing for colder weather by servicing the HVAC systems in all buildings and getting the snow equipment ready for the season.

(d) Projects Report

- Facility Expansion Projects Updates

The Executive Director stated RMTD has a signed contract with Scandrol. He noted the parking lot closure will be on November 11 and Mulberry Street will be closed on November 18. The Executive Director stated there will be a temporary entrance to the facility on Winnebago Street which will occur on November 18. He noted staff is finalizing reroutes associated with the Mulberry Street closure.

- Paratransit/Demand Response Software (TripSpark) Projects Updates  
The Deputy Executive Director/Director of Operations stated training on the software is ongoing. He noted RMTD is mailing out a communications letters soon to send to clients to introduce them to the capabilities the software has on the customer facing side.
- Telephone System Replacement Project  
The Deputy Executive Director/Director of Operations stated work continues with the consultant. RMTD has received and reviewed version six of the RFP draft. He added RMTD is still on track to award in early 2025.

#### E-4 HUMAN RESOURCES

- (a) RMTD Claims History for September, 2024  
The Executive Director presented the RMTD claims history for September, 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:
  - Janesville Convention & Visitors BureauThe 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.

#### E-6 GRANTS

No Report

#### E-7 SAFETY & TRAINING

- (a) Safety & Training Update Report for September, 2024  
The Safety & Training Update Data Report from September, 2024 was presented to the Board of Trustees for their review.

#### E-8 OTHER BUSINESS

- (a) Approval of IFB-23-03 Change Order #1  
The Grants & Procurement Manager stated RMTD opened bids for IFB-23-03 Rehabilitation Renovation and Expansion of Mulberry Street Project on July 25, 2024. Scandroli Construction had the lowest Base Bid at \$29,577,000. She noted that on August 13, 2024, the Board approved the award of the Base Bid to Scandroli Construction using all state capital funds. The execution of award to Scandroli was delayed until recently due to IDOT's pre-award concurrence process and the subsequent property transfer with the City of Rockford, which were both required prior to executing the contract. The contract has now been signed and the base bid has been awarded.

She noted that Staff has identified available federal funds to utilize to supplement the state capital funds in order to fund alternate items from the construction bid package beyond the Base Bid.

Specifically, Staff identified the Electric Bus Charging Installation work (Alternate No. E2) and Generator with install (Alternate No. E1) as priority items to include. Scandroli submitted the lowest bid prices for both of these alternates - Electric Bus Charging Installation work (Alternate No. E2) for \$775,000 and Generator and install (Alternate No. E1) for \$359,000, which total \$1,134,000. A list of the bid prices for these two alternates are outlined below.

	<i>Alternate No. E1 - Generator</i>	<i>Alternate No. E2 - Electric Bus Charging</i>
<i>Installation</i>		
<i>Scandroli</i>	<i>\$359,000</i>	<i>\$775,000</i>
<i>Stenstrom</i>	<i>\$461,000</i>	<i>\$823,000</i>
<i>Ringland-Johnson</i>	<i>\$433,600</i>	<i>\$795,000</i>
<i>Sjostrom</i>	<i>\$434,396</i>	<i>\$787,441</i>
<i>Larson &amp; Larson</i>	<i>\$434,060</i>	<i>\$786,590</i>

The Grants & Procurement Manager stated that on September 23, 2024, the Board approved through resolution the Federal Congressional Directed Spending grant totaling \$2,318,333 for a Battery Electric Infrastructure Project. This grant was submitted to FTA and we're currently awaiting its execution. This federal funding will cover both the Electric Bus Charging Installation as well as the Generator and its installation. No local funds will be required as a match for this funding. The Electric Bus Charging Equipment will utilize a portion of these same funds, but will be procured at a later date through a separate process.

She Noted that the construction bid prices submitted above for the base bid and alternates expire after 120 days from the bid opening date which is 11/22/24. Staff has discussed this matter with Scandroli and they have agreed to provide a short extension and hold their bid prices. In order to secure the bid pricing and include the alternates in the scope of the construction contract, Staff proposes to submit confirmation of RMTD's intent to award this change order of \$1,134,000 to Scandroli for the two alternates at the current bid prices.

The Grants & Procurement Manager stated RMTD staff is requesting the Board's approval to award a change order of \$1,134,000 to IFB-23-03 Rehabilitation Renovation and Expansion of Mulberry Street Project to Scandroli Construction for Alternate no.'s E1 Generator and E2 Electric Bus Charging Installation contingent on federal funding grant being executed.

The Board Vice Chairman asked for and received a motion to award a change order of \$1,134,000 to IFB-23-03- Rehabilitation Renovation and Expansion of Mulberry Street Project to Scandroli Construction for Alternate no.'s E1 Generator and E2 Electric Bus Charging Installation contingent on federal funding grant being executed. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

(b) Update on BRT Corridor Analysis Study

Mr. Brandon Rucker, from R1PC, provided an update regarding the BRT Corridor Analysis Study.

(c) Executive Session to discuss the 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 4:22 p.m., the Board Chairman asked for and received a motion to enter into Executive Session to discuss the 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. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

At approximately 4:28 PM, the Board of Trustees Meeting reconvened into General Session.

(d) Matters Arising out of Executive Session Regarding Semi-Annual Review of Executive Session Meeting Minutes

The OMA Officer and Assistant Board Secretary stated pursuant to 5 ILCS 120/2(c)(21) of the Illinois Open Meetings Act, no less than semi-annually, a public body must meet to review minutes of all closed meetings. The following executive session meeting minutes from the Board Meetings listed below have been reviewed by the OMA Officer with the advisement of Counsel of what parameters to follow in deciding what executive session meeting minutes may be made available for public inspection and ones where there is a continued need for confidentiality. The OMA Officer and Assistant Board 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, #971, #972, #973, #974, #975, #976, #977, #978, #979, #980 #983, #984, #985, #990, #992, #993, #995.

There are no Executive Session Minutes that can be made available for public inspection at this time.

The Board Vice Chairman 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, #971, #972, #973, #974, #975, #976, #977, #978, #979, #980 #983, #984, #985 #990, #992, #993, #995 and noted there are no Executive Session Minutes that can be made available for public inspection at this time. The motion was seconded by the Board Chairman. With no further discussion, the motion passed by a unanimous voice vote.

E-9 NEXT MEETING SCHEDULE

There will be no Board RMTD Meeting on November 25, 2024. The next RMTD Board of Trustees Meeting will be on Monday, December 9, 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 4:29 p.m.

Respectfully submitted,

*Erin Jenkins*

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

