



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #998 Minutes
Monday, January 27, 2025 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
Ron Priddy - Paratransit Operations Manager
Orlando Toatley - Marketing & Communications Specialist
George Orth - Maintenance Manager
Xavier Whitford - Comptroller
Drex McCalvin - Safety & Training Manager
Erin Jenkins - Executive Assistant & Assistant Board Secretary
Tak Chow - IT

GUEST(S)/PUBLIC SPEAKERS PRESENT:

Brandon Rucker, R1PC
Jeffrey DiBenedetto, DiBenedetto & Associates

CALL TO ORDER:

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

NEW STAFF APPOINTMENT

The Executive Directed stated with the recent retirement of Ron Schoepfer, former Director of Finance & RMTD Board Of Trustees' Assistant Treasurer, he is seeking Board approval to appoint Xavier Whitford, RMTD's Comptroller, to also serve as RMTD's Board of Trustees' Assistant Treasurer effective immediately. The Vice Chairman asked for and received a motion to approve the Staff appointment of Xavier Whitford to serve as the RMTD Board of Trustees Assistant Treasurer effective immediately.

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

APPROVAL OF AGENDA:

The Chairman asked for and received a motion to approve the agenda for January 27, 2025. 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 December 9, 2024 RMTD Board of Trustees Meeting were reviewed. The Chairman asked for and received a motion to approve the Minutes of December 9, 2024. With no further discussion, the motion was seconded by the Vice Chairman. 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 stated before beginning today's meeting, he wanted to take a moment of silence to acknowledge the recent passing of one of RMTD's employees since the last RMTD Board Meeting, Larry Blankenship, who had worked as a Fueller in the Maintenance Department for over 11 years. RMTD thoughts continue to be with his family and friends.

The Executive Director provided a brief review of State & Federal Legislative updates.

E-2 FINANCE

(a) Payment of Bills:

- Williams & McCarthy/Services rendered through November 20, 2024
 - AGHL Law Office/Services rendered through November 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 \$1,508,654.46 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 \$1,508,654.46. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

(b) Approval of Unaudited Financial Statements for November & December, 2024

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

(c) Pension Portfolio Review for period through December 31, 2024 and January 21, 2025; and Pension Investment Statement(s) for month ending November 30 & December 31, 2024

Mr. Jeffrey DiBenedetto presented the Portfolio Review Summary for period through December 31, 2024 and January 21, 2025 to the Board of Trustees for their review and discussed some of the highlights. The RMTD Pension Trust Statement of Account Summary for months ending November & December, 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 November & December 2024
- Paratransit/Demand Response Ridership Statistics for November & December 2024

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

The Deputy Executive Director/Director of Operations stated RMTD has changed how its recording and reporting ridership numbers. He noted, as you may recall, RMTD installed Automatic Passenger Counters (APC) as part of the CAD/AVL project. These counters are more accurate than relying on farebox data as it takes human error out of the equation. RMTD has adjusted FY 25 numbers to reflect using APC data.

(b) Vehicle Maintenance Report

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

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

(c) Facilities Report

- 520 Mulberry/625 Mulberry/DTTC/ESTC

The Deputy Executive Director/Director of Operations stated Staff has spent a significant amount of time cleaning and rearranging items related to the Facility Expansion for the long term and to provide access to the work being done.

(d) Projects Report

- Facility Expansion Projects Updates

The Deputy Executive Director/Director of Operations stated dirt work should resume this week once the colder weather moves out. The electricians are running conduit in this building to supply power to the addition. He noted Ceroni was here last week and removed our old bus vacuum system. RMTD held its fourth OAC (Owner, Architect, Contractor) meeting last week. A lot of behind-the-scenes work going on now by everyone reviewing submittals from contractors.

He noted one upcoming challenge will be the shutting down of Court Street at Mulberry for some sewer work. This eliminates the ability to pull buses onto Court Street berths and exit out the north end of the driveway. He added this was an unforeseen circumstance but RMTD has a plan that will allow for service to continue with some minor adjustments.

- Paratransit/Demand Response Software (TripSpark) Projects Updates

The Deputy Executive Director/Director of Operations stated dispatch and driver training has continued. RMTD's "Go Live" date is February 1. RMTD's project manager from Tripspark will be on site for 4 days to assist. Staff has prepared a letter that has been sent out to all Paratransit customers providing them with information on what to expect. RAMP is also sharing the letter with their contacts.

- Telephone System Replacement Project

The Deputy Executive Director/Director of Operations stated the RFP went out on January 21st. Potential bidders have until February 7th to ask for clarifications and approved equals. RMTD has until February 14th to respond back to the bidders and bids are due and opened on February 27th.

E-4 HUMAN RESOURCES

(a) RMTD Claims History for November & December, 2024

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

E-5 MARKETING

(a) Free Pass Program Outreach Update

The Marketing & Communications Specialist stated over the last three months, RMTD and the City of Rockford have been working together to create the new pass program that will allow students seeking post-secondary education within Rockford to ride for free.

During this time, RMTD has also coordinated with local GE/HSE program coordinators and university officials to create the best system possible. The Marketing & Communications Specialist stated that on Tuesday, January 21st, he was invited to set up a table at the spring semester Rock Valley College Student Resource fair. He updated students and RVC staff on the new pass program and its benefits along with scheduling information and general information about our overall system. He estimated there were around 75 students in attendance.

The Marketing & Communications Specialist stated in addition to the resource fair, RMTD held a press conference on January 22nd to announce the new ridership program. Attendees included the City of Rockford Mayor Tom McNamara, Alderman Jeff Baley, and Alderwoman Gabrielle Torina. Program Directors from Rockford Public Schools, Glendia Strandin, Goodwill industries, Shana Lovato, and Rock Valley College, Tricia Wagner also attended. The Mayor gave remarks on the importance of transportation in the community and how it can make individuals stronger. Tricia Wagner spoke on the positive effect the free passes will have on her students enrolled in the GED/HSE program. Media was also in attendance, including all three local television stations and the Rock River Current.

The Marketing & Communications Specialist stated with a start date of February 1st the next steps for staff are to create a marketing campaign for the new program that will replace the U-pass advertisement. The Marketing & Communications Specialist stated community outreach and student awareness events are also in the works as well.

E-6 GRANTS

No Report.

E-7 SAFETY & TRAINING

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

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

E-8 OTHER BUSINESS

(a) Approval of RMTD's Administrative Employee Manual

The Executive Director thanked Attorney Jim Pirages & Attorney Mary Jo Pirages from AGHL Law Office and RMTD's Director of Human Resources & Administration for their efforts with updating the RMTD Administrative Employee Manual. The Executive Director stated if there were no questions, he recommended the Administrative Employee Manual be approved. The Vice Chairman asked for and received a motion to approve the RMTD Administrative Employee Manual as presented. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

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

At approximately 4:19 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 4:23 p.m., the Board of Trustees Meeting reconvened into General Session.

E-9 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees Meeting will be on Monday, February 24, 2025 at 3:30 PM. It was also noted an RMTD Board Planning Session will be on February 4, 2025 at 1PM at the RMTD East Side Transfer Center at 725 N Lyford Road.

F-ORDER OF ADJOURNMENT

A motion was made and received to adjourn. The motion was seconded and passed. The Board Meeting adjourned at 4:24 p.m.

Respectfully submitted,

Erin Jenkins

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

