



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees
BOARD MEETING #893
Minutes
Wednesday, October 21, 2015
7:45 a.m.

RMTD Conference Room
520 Mulberry Street
Rockford, IL 61101

ROLL CALL:

BOARD OF TRUSTEES:

Gary Marzorati, Board of Trustees, Chairman
Pastor Herbert Johnson – Board of Trustees, Vice Chairman
Michael Wilcop – Board of Trustees, Secretary/Treasurer

STAFF:

Rick McVinnie – Executive Director
Ron Schoepfer – Director of Finance
Denny Hendricks – Operations Manager
Dan Engelkes – Risk Manager
Jim Johnson – Project Manager
Lisa Brown – Marketing & Public Relations Specialist
Paula Hughes – Grants Specialist
Lawrence Tennial – Maintenance Manager
Erin Jenkins – Executive Assistant/Meeting Secretary

ALSO PRESENT:

Jeff DiBenedetto, *DiBenedetto & Associates*
Chuck DiBenedetto, *DiBenedetto & Associates*

CALL TO ORDER: The Board Chairman called the meeting to order at 7:45 a.m.

APPROVAL OF AGENDA:

The Board Chairman asked for and received a motion to approve the agenda for Wednesday, October 21, 2015. The motion was seconded and passed.

APPROVAL OF MINUTES:

The General Session Minutes of the September 16, 2015 RMTD Board of Trustees Meeting were reviewed. A motion was made to approve the minutes. With no further discussion, the motion was seconded and approved.

A-COMMUNICATIONS:

No Report

B-MATTER OF THE PUBLIC:

No Report

C-REPORTS OF STANDING COMMITTEES:

No Report

D-RECONSIDERATION OF OLD BUSINESS:

No Report

E-PAYMENT OF BILLS:

E-1 (a) Hinshaw & Culbertson ~ Rendered Through August, 2015

The Executive Director presented the above payment of bills for the Board of Trustees review.

F-CONSIDERATION OF NEW BUSINESS:

F-1 DIRECTOR – Rick McVinnie, Executive Director

(a) DiBenedetto & Associates, Inc.

~ Portfolio Performance Summary ending September 30, 2015

~ Monthly Investment Statement for August, 2015

Jeff DiBenedetto reviewed the Portfolio Overview.

He stated the following performance data for period ending September 30, 2015:

-	Beginning value YTD:	\$14,714,026.68
-	Contributions YTD:	\$935,894.01
-	Income YTD:	\$140,253.68
-	Ending Value YTD:	\$14,977,472.94
-	Investment Gain YTD:	(\$672,447.75)

Jeff DiBenedetto then reviewed the Performance vs. Benchmarks summary and a Portfolio Overview.

Chuck DiBenedetto gave a brief economic summary to date.

F-2 FINANCE – Ron Schoepfer, Director of Finance

(a) Unaudited Financial Statement for July, 2015

The Director of Finance presented the Unaudited Financial Statement for July, 2015. The Director of Finance reviewed the Balance Sheet as of July 31, 2015.

The Director of Finance reviewed the Income Statement with Budget Comparison. The Director of Finance reviewed the Employee Benefit Trust Account, the Public Liability Insurance Account and the Workers Compensation Account for the month ending July 31, 2015. The Secretary/Treasurer asked for and received a motion to approve the Unaudited Financial Statements for July 2015. With no further discussion, the motion was seconded and passed.

F-3 OPERATIONS – Denny Hendricks, Operations Manager

(a) Fixed Route Report for August, 2015

The Operations Manager reported on the Fixed Route ridership summary for the month ending August 31, 2015. The Operations Manager discussed some of the graphs in his presentation.

(b) Demand Response Report for August, 2015

The Operations Manager reported on the Demand Response ridership summary for the month ending August 31, 2015. The Operations Manager discussed some of the graphs in his presentation.

F-4 MAINTENANCE – Lawrence Tennial, Maintenance Manager

(a) Report on Fixed Route Buses & Paratransit Vans for August, 2015

The Maintenance Manager presented the report on fixed route buses and paratransit vans for August 2015. The Maintenance Manager provided graphs in his presentation for the Board's review. The Maintenance Manager then reviewed the Average Miles between Road Calls. He stated that there were 31 preventive maintenance inspections performed in August 2015; 16 were fixed route buses and 15 were Paratransit vans and noted all were done per the maintenance plan. The Maintenance Manager then reviewed the Road Call Summary and Miles Between Road Calls for the Paratransit vans.

F-5 HUMAN RESOURCES

No Report

F-6 MARKETING – Lisa Brown, Marketing & Public Relations Specialist

(a) Advertising Contract(s)

The Marketing & PR Specialist presented the following contracts for Board approval:

- Winnebago County CASA
- Choice Furniture

The Board reviewed the above mentioned advertising agreements. The Board Chairman asked for and received a motion to approve the advertising agreements. With no further discussion, the motion was seconded and passed.

F-7 GRANTS – Paula Hughes, Grants Specialist

No Report

F-8 PROJECT MANAGER – Jim Johnson, Project Manager

No Report

F-9 RISK MANAGEMENT – Dan Engelkes, Risk Manager

(a) Risk Management Report – September, 2015

The Risk Manager provided the Board of Trustees an update report for September, 2015. He provided a brief overview of items he has been working on.

F-10 MEETING SCHEDULE

(a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Wednesday, November 25, 2015 at 7:45 a.m.

It was requested the next Board Meeting be moved to December 17, 2015 instead of November 25, 2015. It was decided the next Board of Trustees Meeting will be on **Thursday, December 17, 2015 at 7:45 a.m.**

At approximately 8:22 a.m., the Board Chairman asked for and received a motion to enter into Executive Session. With no further discussion, the motion was seconded and passed.

The meeting went back into General Session.

G-ORDER OF ADJOURNMENT

A motion was made and received to adjourn. The motion was seconded and passed. The meeting adjourned at 8:46 a.m.

Respectfully submitted,



Erin Jenkins
Executive Assistant and Meeting Secretary
Rockford Mass Transit District