



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees BOARD MEETING #932 Minutes

August 26, 2019 - 3:30 p.m.

RMTD Conference Room  
520 Mulberry Street  
Rockford, IL 61101

**ROLL CALL:**

**BOARD OF TRUSTEES:**

Herbert L. Johnson – Board of Trustees, Chairman  
Stephen K. Ernst – Board of Trustees, Vice Chairman  
David Sidney – Board of Trustees, Secretary/Treasurer

**STAFF:**

Michael Stubbe – Executive Director  
Ron Schoepfer – Director of Finance  
Denny Hendricks – Director of Operations  
Dan Engelkes – Risk & Facilities Manager  
Lisa Brown – Marketing & Public Relations Specialist  
Paula Hughes – Grants Specialist  
Lawrence Tennial – Maintenance Manager  
Susan Campbell – Human Resources Manager  
Erin Jenkins – Executive Assistant & Meeting Secretary

**ALSO PRESENT:**

Brandon Geber, *RI Planning Council*  
Jon Paul Diipla, *RI Planning Council*  
Sydney Turner, *RI Planning Council*  
Robert Davidson, *Assurance Agency*  
Jay Graham, *GrahamSpencer*

**CALL TO ORDER:**

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

**APPROVAL OF AGENDA:**

The Board Chairman asked for and received a motion to approve the agenda for August 26, 2019. The motion was seconded and passed.

**APPROVAL OF MINUTES:**

The General Session Minutes of the July 25, 2019 RMTD Board of Trustees Meeting were reviewed. The Board Chairman asked for and received a motion to approve the General Session Minutes of July 25, 2019. With no further discussion, the motion was seconded and passed.

**A-COMMUNICATIONS:**

No Report

**B-MATTERS BY THE PUBLIC:**

None

**C-REPORTS OF STANDING COMMITTEES:**

No Report

**D-RECONSIDERATION OF OLD BUSINESS:**

No Report

**E-CONSIDERATION OF NEW BUSINESS:**

E-1 DIRECTOR – Michael Stubbe, Executive Director

(a) Payment of Bills:

None

(b) Pension Trust Statement of Accounts for: July, 2019

The RMTD Pension Trust Statement of Account Summaries for July, 2019 were presented for the Board of Trustees for review.

(c) Insurance Renewal 2019/2020 – Presented by Assurance Agency

The Executive Director introduced Mr. Bob Davidson with Assurance Agency. Mr. Davidson of Assurance Agency presented his findings for insurance renewals for the 2019-2020 year. Mr. Davidson stated that the renewal was sent to eleven (11) markets for competitiveness. Mr. Davidson provided an executive summary and discussed some highlights. After reviewing the presentation on proposal comparisons, the Board Chairman asked for and received a motion to approve and accept Assurance Agency Insurances' Renewal Proposal for October 1, 2019 - October 1, 2020. With no further discussion, the motion was seconded and passed.

The following insurance companies for each insurance category were approved:

Commercial Property Insurance – Allianz

Commercial Auto & General Liability – One Beacon.

Excess Liability – One Beacon

Directors' & Officers Liability/Employment Practices Liability – One Beacon

Fiduciary Liability (Pension Funds) – Quote Pending

Underground Storage Tank Pollution – Quote Pending

Network Security & Cyber Liability – Lloyd's of London

Crime - Hanover

The Executive Director stated the two pending quotes will be brought back to the board for approval next month.

(d) Metropolitan Transportation Plan – Presented by RIPC

Sydney Turner of R1 PC provided a brief presentation regarding the 2050 Metropolitan Transportation Plan along with a brief Q&A among the RMTD Board members and staff.

(e) Award Five (5) 35' Hybrid Buses (IL-90-X782)

The Executive Director stated as mentioned in prior meetings, RMTD's intention is to purchase 5 Hybrid buses from Gillig utilizing a Commonwealth of Virginia contract. These Hybrid buses will be used to replace five 2007 NABI buses which have exceeded their useful life of 12 years. He noted all five buses will utilize Diesel Hybrid technology which will reduce emissions as well as fuel consumption. The last update to the Board on this Hybrid purchase was after the pre-production meeting when there were still a couple of outstanding items. The price at that time was stated as \$748,195. RMTD staff has continued to work with Gillig on determining RMTD bus needs and pricing. The final price is actually down to \$724,592 per

bus. This includes the paint scheme and technology package that were outstanding when the previous price was brought to the Board. 100% of this project is funded with FTA funds using Illinois Transportation Development Credits (TDC's) in lieu of state match. No local funds are needed for this project.

The Chairman asked for and received a motion to approve the award to Gillig for five (5) 35' Hybrid Buses at \$724,592 each for a total of \$3,622,960. With no further discussion, the motion was seconded and passed.

(f) Fall Service Changes (Daytime N. Main, S. Main & City Loop Routes)

The Executive Director stated RMTD has been following the growth and development of our community for several years. He noted with the continued growth on the S. Main airport corridor and the Riverside/I-90 corridor, RMTD has reached a point where route changes are inevitable. The proposed changes are as follows: #4 N. Main – back to original route with service to River Bluff and the Juvenile Detention Center; #17 South Loop – changed to add Mercyhealth, Costco and Sportscore II; #16 North Loop – changed to add Mercyhealth and Costco; and #7 S. Main – changed to add Pinnacle/Amazon. The Executive Director is requesting Board approval to move forward with these changes and noted these proposed changes are not adding new routes or extending the times of the routes and the cost associated with these changes is only mileage, which is minimal. He added RMTD would like to implement these changes effective September 22, 2019 and once approved, RMTD will start advising the passengers and begin printing and distributing the correct route information. The Board Chairman asked for and received a motion to approve the proposed route changes as presented. With no further discussion, the motion was seconded and passed.

(g) RMTD Comprehensive Mobility Analysis Update

Mr. Geber of R1PC stated he and RMTD staff met with the Coalition of Latino Leaders and the NAACP and continue to get good input. He stated the ridership data collection has been completed and has been partially processed. He added service evaluation meetings will be scheduled to review all of the data that has been collected. Thereafter, recommendations will be made to the staff and Board.

(h) RMTD Downtown Transfer Center Construction Project Update

The Executive Director thanked the Board for their attendance and participation at the Downtown Transfer Center ribbon cutting ceremony. He noted indoor and outdoor signage should be installed in the next couple of weeks.

E-2 FINANCE

(a) Unaudited Financial Statements for June, 2019

The Director of Finance stated the Auditors were at RMTD last week finishing up their site work. He noted the Audit process is going well.

The Director of Finance presented and reported on the Unaudited Financial Statement for June, 2019. The Director of Finance reviewed the Income Statement with Budget Comparison.

E-3 OPERATIONS

(a) Fixed Route Report for July, 2019

The Director of Operations presented and reported on the Fixed Route Ridership Summary for the month ending July 2019.

(b) Demand Response Report for July, 2019

The Director of Operations presented and reported on the Demand Response ridership summary for the month ending July, 2019.

E-4 MAINTENANCE - VEHICLES & FACILITIES

(a) Report on Fixed Route Buses & Paratransit for July, 2019

The Maintenance Manager presented the report on fixed route buses and paratransit vans for July 2019.

He stated that there were 38 preventive maintenance inspections performed in July 2019 and noted all were done per the maintenance plan with a completion rate of 94.75%.

E-5 HUMAN RESOURCES

(a) RMTD Claims History for July, 2019

The Human Resources Manager presented and reviewed the claims for July, 2019.

The Human Resources Manager stated RMTD is still recruiting for various positions.

E-6 MARKETING

(a) Advertising Contract(s)

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

- OSF Health System
- Weichert Realtors
- Dworkin & Maciariello Law Offices

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

(b) Special Service Request(s) & Communication

The Marketing & PR Specialist stated there are no special service requests at this time.

(c) RMTD Brand Presentation – Presented by GrahamSpencer

Mr. Jay Graham of GrahamSpencer presented various design (and color) option concepts for a new RMTD logo for the Board to review and comment. Mr. Graham stated he and his staff have been engaged in this process for a few months conducting brand audits of RMTD and peer groups transit districts along with gold standard transit districts. Mr. Graham stated the goal is to create a brand identity that lives up to the best standards in the world. A discussion ensued regarding the various concepts.

E-7 GRANTS

No Report

E-8 RISK MANAGEMENT

(a) Risk Management Update Report – July, 2019

The Risk & Facilities Manager presented a Risk Management Update Report from July 2019 to the Board of Trustees for their review.

E-9 OTHER BUSINESS

No Report.

E-10 MEETING SCHEDULE

- (a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Monday, September 23, 2019 at 3:30 p.m.

**G-ORDER OF ADJOURNMENT**

A motion was made and received to adjourn. The motion was seconded and passed. The Board Meeting adjourned at 4:44 p.m.

Respectfully submitted,



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