



**ROCKFORD MASS TRANSIT DISTRICT**

Board of Trustees Board Meeting #973 Minutes  
Monday, January 23, 2023 at 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 (*Absent*)

**STAFF:**

Michael Stubbe – Executive Director  
Ron Schoepfer – Director of Finance  
Susan Campbell – Human Resources Manager  
Lawrence Tennial – Maintenance Manager  
Drexel McCalvin – Safety & Training Manager  
Orlando Toatley – Marketing Specialist  
Erin Jenkins – Executive Assistant & Assistant Board Secretary

**GUEST(S)/PUBLIC PRESENT:**

Makenzee Wilcox – *RIPC*  
Jeffrey DiBenedetto – *DiBenedetto & Associates*  
Attorney Jim Pirages – *AGHL Law Office*

**CALL TO ORDER:**

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

**APPROVAL OF AGENDA:**

The Board Chairman asked for and received a motion to approve the agenda for January 23, 2023. The motion was seconded and passed.

**APPROVAL OF MINUTES:**

The Minutes of the December 19, 2022 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of December 19, 2022. With no further discussion, the motion was seconded and passed.

**A-COMMUNICATIONS:**

A-1 (a) Larry Washington Letter  
Mr. Larry Washington submitted a letter to the RMTD Board of Trustees for their review.

**B-MATTERS BY THE PUBLIC:**

No Matters by the Public

**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  
No Report.

E-2 FINANCE

- (a) Payment of Bills:

- Williams & McCarthy – Services Rendered through December 18, 2022
- AGHL – Services Rendered through November 30, 2022  
*The above payment of bill(s) was presented for the Board of Trustees' review.*
- Approval of Accounts Payable Invoices

The Accounts Payable Invoices totaling \$667,304.39 were presented for the Board of Trustees' review and approval. The Board Vice Chairman asked for and received a motion to authorize the payment of the accounts payable invoices totaling \$667,304.39. With no further discussion, the motion was seconded and passed.

- (b) Pension Portfolio Review for periods ending January 17, 2023 and December 31, 2022 and Pension Investment Statement for December, 2022 – Presented by Mr. Jeffrey DiBenedetto

Mr. Jeffrey DiBenedetto presented the Portfolio Review Summary for periods ending January 17, 2023 and December 31, 2022.

A discussion ensued regarding an overview of the Portfolio. The RMTD Pension Trust Statement of Account Summary for December 31, 2022 was also presented to the Board of Trustees for their review.

- (c) Approval of Unaudited Financial Statements for October, 2022

The Executive Director presented the unaudited Financial Statements for October, 2022 for the Board's review. The Board Vice Chairman asked for and received a motion to approve the unaudited financial statements for October, 2022. With no further discussion, the motion was seconded and passed.

E-3 OPERATIONS

- (a) Fixed Route Ridership Statistics Report for December, 2022 and Demand Response Statistics Report for July-October, 2022

The Executive Director presented the Fixed Route Ridership Statistics Report for December, 2022 along with the Demand Response Statistics Report for July through October, 2022.

#### E-4 MAINTENANCE - VEHICLES & FACILITIES

- (a) Report on Fixed Route Buses & Paratransit Vehicles for December, 2022  
The Executive Director presented the report on fixed route buses and paratransit vans for December, 2022.
- (b) Maintenance & Facilities Update Report – December, 2022  
The Executive Director presented a Maintenance and Facilities update report for December 2022 to the Board of Trustees. An update was provided and a discussion ensued regarding Clever Devices, Charging Infrastructure Install and Bus Build update.

#### E-5 HUMAN RESOURCES

- (a) RMTD Claims History for November & December, 2022  
The RMTD claims history for November & December, 2022 were presented to the Board of Trustees for their review.

#### E-6 MARKETING

- (a) Approval of Advertising Contract(s)  
The Marketing Specialist presented the following advertising contracts for Board approval:
- The Pregnancy Care Center
  - RAMP
  - Janesville Convention & Visitors Bureau
  - Winnebago County Court Appointed Special Advocates
- The Board reviewed the advertising contract(s) noted above. The Board Vice Chairman asked for and received a motion to approve all of the advertising contract(s). With no further discussion, the motion was seconded and passed.
- (b) Approval of Special Service Request(s) & Communications  
The Marketing Specialist presented the following Special Service Request for Board approval:
- Children’s Home & Aid’s Crisis Nursery/Stuff The Bus Event (Event Date: 3 days of service/March 30, 31 and April 1, 2023)
- The Board reviewed the Special Service Request. The Board Chairman asked for and received a motion to approve Children’s Home & Aid’s Crisis Nursery special service request. With no further discussion, the motion was seconded and passed.

#### E-7 GRANTS

- (a) FY’22 Fixed Asset Final Inventory Review  
The Executive Director presented the FY’22 Fixed Asset Final Inventory Review to the Board. For FY’22, the beginning balance of \$53,090,242, with the additions and less the deletions, ends with a balance of \$59,657,914. Please note that all proceeds are deposited into the Local Capital Account to be used for as local share in purchasing new equipment.
- (b) Approval of Designation of Signature Authority  
The Grants and Procurement Manager stated the Designation of Signature Authority used to be a “one-time” document and now FTA is requiring the document to be presented and approved annually. The document designates the Executive Director as authorized to access the FTA electronic application/award management system also referred to as TrAMS to execute the annual Certifications and Assurances issued by the FTA, to transmit and submit all applications to FTA for federal assistance, and to execute all awards for

FTA assistance on behalf of the RMTD Board of Trustees. The Board Vice Chairman asked for and received a motion to approve the Designation of Signature Authority and authorize to have it executed by Herbert L. Johnson, Chairman of the RMTD Board of Trustees on behalf of the RMTD Board of Trustees. With no further discussion, the motion was seconded and passed.

(c) Approval of Resolution No. R-23-01 - 5339 Amendment #3

The Grants & Procurement Manager presented Resolution No. R-23-01 and stated the resolution is for the execution and submittal will be to replace four (4) Demand Response vehicles that have exceeded their useful life as well as purchase new Bus Infrastructure/Amenities and replacement Computer Software. This project will utilize Section 5339 funds FY'20 \$396,324, FY'21 \$362,557 and FY'22 \$41,119. Illinois Transportation Development Credits (TDSs) of \$160,000 will be used in lieu of a local match. The Board Vice Chairman asked for and received a motion to approve Resolution No. R-23-01. With no further discussion, the motion was seconded and passed

E-8 SAFETY & TRAINING

(a) Safety & Training Update Report – January, 2023

The Executive Director presented the Safety & Training Update Report for January, 2023 data to the Board of Trustees for their review.

E-9 OTHER BUSINESS

(a) Approval of EEO Officer

The Executive Director stated that due to the recent retirement of Lisa Brown, who served as RMTD's EEO Officer, the RMTD must designate a new staff member to fill the role. Susan Campbell, Human Resources Manager, has been selected to fill the role of RMTD's EEO Officer moving forward. As a result of the change, the RMTD must update its previously adopted EEO Plan 2020-2024. The corresponding changes are included in the attached updated EEO Plan.

Staff requests the Board approve the designation of Susan Campbell, Human Resources Manager, as RMTD's EEO Officer and requests the Board approve the updated EEO Plan which reflects the new designation.

Following approvals, the District will update the contact information on associated posting to reflect the changes.

The Board Vice Chairman asked for and received a motion to approve Susan Campbell as RMTD's EEO Officer effective immediately. With no further discussion, the motion was seconded and passed.

(b) Approval of EEO Plan Update

The Executive Director presented the RMTD EEO Plan update for the Board of Trustees review and approval. The Board Vice Chairman asked for and received a motion to approve the RMTD EEO Plan Update. With no further discussion, the motion as seconded and passed.

(c) EEO Summary Report(s) as of December 31, 2022

The EEO quarterly summary report as of December 31, 2022 was presented for the Board's review. There are various breakdowns within categories included in the report. This report will be provided to the Board on a quarterly basis in accordance with RMTD's EEO plan.

(d) Approval of DBE Program Updates

The Grants & Procurement Manager stated RMTD's DBE Program has been updated to reflect RMTD's current Executive Director, DBE goal and DBE Liaison Officer's job title. RMTD's goal setting submission schedule and RMTD organizational chart have also been updated. The Federal regulations have been updated to the most recent as well as all

weblinks to other documents. Staff intends to update this DBE Program at least every three years when the RMTD DBE goals are submitted to the FTA. Staff request the Board Trustees approve the updated DBE program.

The Board Vice Chairman asked for and received a motion to approve the RMTD DBE Program updates as presented. With no further discussion, the motion was seconded and passed.

(e) Approval of Boone County Council on Aging Price Amendment

The Executive Director stated RMTD's agreement with the Boone County Council on Aging (BCCA) was entered on June 10, 2021 to provide professional services in connection with the proposed Boone County Urban Demand Response Service effective for three years with an option of two (2) additional (1) year periods. The agreement may be extended beyond all those 5 years with a written extension agreement between the BCCA and RMTD.

The agreement, now in its second year (RMTD fiscal year 2023) is based on a cost per trip of \$19.77. The third-year rate per the existing agreement is at \$20.96.

In recent months RMTD has met with representatives of Boone County (the County) and the BCCA at the request of the BCCA. BCCA presented a case that the Urban Demand Response Service has been running at a deficit for a period of fiscal years and that the \$19.77 rate was a continuation of that deficit. It was further explained that a significant portion of the prior deficits were due to COVID.

Thus, at those meetings the BCCA has been requesting a price amendment to the existing RMTD fiscal year 2023 contract beginning on all urban rides provided by BCCA between November 1, 2022 through June 30, 2023. BCCA is also requesting a price amendment for the RMTD fiscal year 2024.

Hearing this concern, it was requested by RMTD that the BCCA provide a revised rate(s) per urban trip along with sufficient documentation to support the request.

It was further explained and reminded to the BCCA and the County that 65% of eligible expenses are subsidized by the Illinois Department of Transportation Downstate Operating Assistance Program (DOAP) and the remaining 35% are collected in either fares or the County matching subsidy. Included in this cost is the Administration fee charged by RMTD. The County is aware of their additional funding requirements going forward due to the price amendment.

It is estimated that the BCCA budget line item within the RMTD budget will be over the fiscal year 2023 annual amount of \$500,000, but currently not to a point where RMTD will need to perform a budget amendment. The RMTD budget for Fiscal Year 2024 will be entered accordingly for this budgeted line item.

For comparison purposes, the current Demand Response rate for the first three months of FY 2023 for services directly provided by RMTD and its service area is estimated at \$53.90 per trip. The Pre-Pandemic (Pre-Covid) rate for RMTD and its service area in FY 2019 was \$30.58.

Staff finds that the documentation discussed, provided by the BCCA, is sufficient justification for the Proposed Revised Urban Rate of \$29.58 per trip, for eight months of the RMTD Fiscal Year 2023 from November 1, 2022 through June 30, 2023 and the Proposed Revised Urban Rate of \$30.81 for the RMTD Fiscal Year 2024. RMTD administration and staff recommends the Boone County Council on Aging's Price Amendment Request to the RMTD Board for approval.

The Board Vice Chairman asked for and received a motion to approve Boone County Council on Aging Price Amendment. With no further discussion, the motion was seconded and passed.

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

At approximately 4:20 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 and passed.

The meeting reconvened into General Session at approximately 5:09 PM.

#### E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees Meeting will be on Monday, February 27, 2023 at 3:30PM.

#### **F-ORDER OF ADJOURNMENT**

A motion was made and received to adjourn. The motion was seconded and passed. The Board Meeting adjourned at 5:10 p.m.

Respectfully submitted,

*Erin Jenkins*

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

