



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #974 Minutes
Monday, February 27, 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

STAFF:

Michael Stubbe – Executive Director
Ron Schoepfer – Director of Finance
Susan Campbell – Human Resources Manager
Paula Hughes – Grants & Procurement Manager
Ron Priddy – Paratransit Operations Manager
Lawrence Tennial – Facilities Manager
Drexel McCalvin – Safety & Training Manager
Erin Jenkins – Executive Assistant & Assistant Board Secretary

GUEST(S)/PUBLIC PRESENT:

Makenzee Wilcox – *RIPC*
Brett Schwab – *SAS*
Attorney Jim Pirages – *AGHL Law Office*
John Holevas – *Williams & McCarthy*
Pam Maher

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 February 27, 2023. The motion was seconded and passed.

APPROVAL OF MINUTES:

The Minutes of the January 23, 2023 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of January 23, 2023. With no further discussion, the motion was seconded and passed.

A-COMMUNICATIONS:

No Report

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

The Executive Director stated the FTA issued a notice of funding opportunity for bus and bus facilities and low no emissions vehicles. He noted applications are due April 13. The Executive Director stated Larson & Darby is close to finalizing the phasing and sequencing of the facility expansion project so it can go out for bid. He noted the Strandquist parking lot project is moving forward and will be going out for bid soon. RMTD had a call last week with Larson and Darby, Rockford Fire, and Fire Suppression. Rockford Fire has asked for some additional modeling be done by Fire Suppression. The Executive Director stated he would keep the Board updated.

E-2 FINANCE

(a) Payment of Bills:

- Approval of Accounts Payable Invoices

The Accounts Payable Invoices totaling \$487,448.33 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 \$487,448.33. With no further discussion, the motion was seconded and passed.

(b) 2023 Annual Pension Valuation Report, Presented by Brett Schwab of Schwab Actuarial Services

Mr. Brett Schwab presented the 2022/2023 RMTD Annual Actuarial Valuation Report regarding RMTD Defined Benefit Pension Plans and Post-Employment Medical Benefits. Mr. Schwab provided a brief overview explaining the Annual Actuarial Valuation process and the steps performed to determine the required annual cash contribution and financial reporting. He briefly described the summary of plan provisions. Mr. Schwab reviewed Funded Status and Future Contributions. Mr. Schwab reviewed the Valuation Results detail as well as a Summary of Changes. Mr. Brett Schwab recommended the 2022/2023 plan year cash contribution be to contribute the budgeted amount of \$1.65 million. A discussion ensued on the recommended annual pension funding contribution for RMTD Fiscal Year ending 6/30/2023 of \$1.65 million.

(c) Approval of Annual Pension Contribution Fiscal Year End June 30, 2023 Plan Year

As a result, from the discussion above in E-1 (b), the Director of Finance requested that \$1.65 million be contributed to the pension account; whereas contributing half (\$825,000) now and the other half (\$825,000) by the end of the fiscal year 6/30/23. The Vice Chairman asked for and received a motion to approve the contribution of \$1.65 million to RMTD's Pension Fund with contributing half the amount now and the other half by the end of this fiscal year 6/30/23. With no further discussion, the motion was seconded and passed.

(d) Review of Fiscal Year 2024 Draft Operations Budget

The Executive Director presented the RMTD Fiscal Year 2024 Draft Operations Budget for the Board's review. The Director of Finance and Executive Director provided an

overview of the FY2024 Draft Operations Budget. A summary was provided to the Board of Trustees to outline the main assumptions/projections used in the development of the FY24 budget and provided a comparison to the FY23 budgeted expenses and revenues. The Director of Finance indicated the final budget will be presented to the Board for approval at the March 29, 2023 Board Meeting. He added this will not only allow time for the Board to review the draft budget and have discussions for the next 30 days, it will also allow the public the opportunity to comment as well. He noted there will be a Public Hearing prior to the next Board meeting on March 29, 2023 as well. The Director of Finance noted he is available to the Board within the next 30 days should they have any questions and/or comments in regards to the draft Fiscal Year 2024 budget.

(e) Pension Portfolio Review for periods ending February 17, 2023 and Pension Investment Statement for January, 2023

The Portfolio Review Summary for periods ending February 17, 2023 was presented to the Board of Trustees for their review.

The RMTD Pension Trust Statement of Account Summary for January 31, 2023 was also presented to the Board of Trustees for their review.

(f) Approval of Unaudited Financial Statements for November, 2022

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

E-3 OPERATIONS

(a) Fixed Route Ridership Statistics Report for January, 2023 and Demand Response Statistics Report for November, 2022

The Executive Director presented the Fixed Route Ridership Statistics Report for January, 2023 along with the Demand Response Statistics Report for November, 2022.

E-4 MAINTENANCE - VEHICLES & FACILITIES

(a) Report on Fixed Route Buses & Paratransit Vehicles for January, 2023

The Executive Director presented the report on fixed route buses and paratransit vans for January, 2023.

(b) Maintenance & Facilities Update Report – January, 2023

The Executive Director presented a Maintenance and Facilities update report for January 2023 to the Board of Trustees. An update was provided and a discussion ensued regarding Clever Devices, Charging Infrastructure Install and Bus Delivery update.

(c) Approval of Electric Supply Contract

The Executive Director stated the RMTD solicited bids for the supplying of electricity through its broker Rock River Energy. Bids were received this morning from suppliers for a term of one year. The lowest rate was provided by MC2. Their rate is 0.05834 per kWh. RMTD's current rate is 0.05647 per kWh. Bids ranged from 0.05834 to the highest at 0.06385. Staff is recommending entering into a one-year agreement with MC2.

The Board Vice Chairman asked for and received a motion to approve entering into a one-year agreement with MC2 as RMTD's electric supplier. With no further discussion, the motion was seconded and passed.

(d) Paratransit Vehicle Purchase Award

The Executive Director stated RMTD issued an Invitation for bid for paratransit vehicles. These are replacement vehicles as RMTD has several vehicles that are past their useful lives. Three firms submitted bids and the bid prices are below.

Midwest Transit Equipment \$135,116 each.

Southern Bus and Mobility \$145,608 each.

Coach Bus Sales \$112,809 each.

He noted this vehicle purchase will replace older less reliable equipment and added that these vans are coming with a new wheelchair securement system that is faster and less intrusive to the passenger.

The Executive Director stated the total cost will be paid out of 5339 and 5310 funds.

RMTD is requesting that the RMTD Board of Trustees approve the award to Coach Bus Sales for the acquisition of 14 Medium Duty Vehicles at a cost not to exceed \$1,681,907.

The Board Secretary/Treasurer asked for and received a motion to approve the award to Coach Bus Sales for the acquisition of 14 Medium Duty Vehicles at a cost not to exceed \$1,681,907. With no further discussion, the motion was seconded and passed.

(e) Approval of CAD/AVL Implementation Consultant Change Order #1

The Executive Director stated that the RMTD Board previously approved the award of a CAD/AVL Implementation Consultant to IBI Group to assure that our new CAD/AVL is installed and implemented to specifications - up to, and including, system testing and acceptance. The amount of the award was for \$94,970 which included \$9,000 for travel. He noted, IBI Group's award was based on only 12 months and has actually stretched through December, 2022. Due to a number of delays, Clever Devices now anticipates completing its CAD/AVL deployment by May, 2023.

He added, the outstanding work by IBI Group from January 1, 2023 through end of May, 2023 requires an estimated \$35,212.00. The estimate is based on the work that is outstanding, as well as the average time spent over the previous few months. Accounting for the remaining budget of \$1,329.00 as of January 1, 2023, this leaves a gap of \$33,883.00 that is now being requested to complete all tasks.

The Executive Director stated the work to be completed during these months includes support for the following Clever Devices deliverables:

- Full Fleet Testing
- NTD Certification
- MAIOR review and acceptance
- System Acceptance Testing and Closeout

Please note that, as has been the practice, RMTD will only be invoiced for completed work. There are also funds remaining for travel from the original award which will be utilized as needed and will be invoiced when the project is complete.

RMTD will be utilizing 100% of FTA Capital funds, IL-90-X827. No local funds are needed for this project.

RMTD requests that the RMTD Board of Trustees approve CAD/AVL Implementation Consultant Services Change Order #1 to award an additional \$33,883.00 to IBI Consulting. The Board Vice Chairman asked for and received a motion to approve CAD/AVL Implementation Consultant Services Change Order #1 to award an additional \$33,883.00 to IBI Consulting. With no further discussion, the motion was seconded and passed.

E-5 HUMAN RESOURCES

(a) RMTD Claims History for January, 2023

The RMTD claims history for January, 2023 were presented to the Board of Trustees for their review.

E-6 MARKETING

(a) Approval of Advertising Contract(s)

The Executive Director presented the following advertising contracts for Board approval:

- YWCA
- Galapagos

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

No Report

E-7 GRANTS

(a) Approval of Federal Fiscal Year 2023 Certifications & Assurances

The Grants & Procurement Manager presented the annual FTA Fiscal Year 2023 Certifications and Assurances for the Board's review and approval. He added this document certifies to the FTA that RMTD complies with all of their rules and regulations requirements have been met. The Executive Director stated RMTD is asking Board approval to execute the FTA Fiscal Year 2023 Certifications and Assurances as presented. The Board Vice Chairman asked for and received a motion to approve and execute the FTA Fiscal Year 2023 Certifications and Assurances. With no further discussion, the motion was seconded and passed.

(b) Approval of Resolution No. R-23-02 – 5339 Grant

The Grants & Procurement Manager stated this was presented at the last Board Meeting as an amendment. The FTA Post Grant Award Analyst prefers this be submitted as a new grant. The Grants & Procurement Manager presented Resolution No. R-23-02 for the amount of \$800,000.00 and stated the resolution is for the execution and submittal of this new grant is to replace four (4) Demand Response vehicles that have exceeded their useful life as well as purchase new Bus Infrastructure/Amenities including passenger shelters 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-23-02. With no further discussion, the motion was seconded and passed

E-8 SAFETY & TRAINING

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

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

E-9 OTHER BUSINESS

(a) Executive Session to discuss collective bargaining matters pursuant to 5 ILCS 120/2(c)(2) and to discuss a pending litigation matter pursuant to 5 ILCS 120/2(c)(11), of the Illinois Open Meetings Act

The meeting reconvened into General Session at approximately 4:27 PM.

E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees Meeting will be on Wednesday, March 29, 2023 at 11:00 AM.

F-ORDER OF ADJOURNMENT

A motion was made and received to adjourn. The motion was seconded and passed. The Board Meeting adjourned at 5:20 p.m.

Respectfully submitted,

Erin Jenkins

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

