



**ROCKFORD MASS TRANSIT DISTRICT**

Board of Trustees Board Meeting #975 Minutes  
Wednesday, March 29, 2023 at 11:00 a.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  
Dan Engelkes – Director of Operations  
Ron Schoepfer – Director of Finance  
Susan Campbell – Human Resources Manager  
Paula Hughes – Grants & Procurement Manager  
Ron Priddy – Paratransit Operations 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*  
Erica Vines – *Paratransit Operator/ATU Local 1333*

**CALL TO ORDER:**

The Board Chairman called the meeting to order at approximately 11:05 a.m.

**APPROVAL OF AGENDA:**

The Board Chairman asked for and received a motion to approve the agenda for March 29, 2023. The motion was seconded and passed.

**APPROVAL OF MINUTES:**

The Minutes of the February 27, 2023 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of February 27, 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  
No Report.

E-2 FINANCE

- (a) Payment of Bills:
- Williams & McCarthy/Services Rendered through January & February, 2023
  - AGHL/Services Rendered through January & February, 2023  
*The above payment of bills was presented for the Board of Trustees' review.*
  - Schwab Actuarial Services  
The Schwab Actuarial Services invoice dated March 6, 2023 was presented for the Board of Trustees review and approval in the amount of \$18,450.00. The Executive Director asked for the Board's approval to pay the invoice amount of \$18,450.00 for Schwab Actuarial Services with funds from the pension account. The Board Vice Chairman asked for and received a motion to pay the Schwab Actuarial Services invoice in the amount of \$18,450.00 with funds from the pension account. With no further discussion, the motion was seconded and approved.
  - Approval of Accounts Payable Invoices  
The Accounts Payable Invoices totaling \$2,974,310.56 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 \$2,974,310.56. With no further discussion, the motion was seconded and passed.
- (b) Approval of Fiscal Year 2024 Operations Budget  
The Executive Director presented the FY2024 Draft Operations Budget for the Board's review and approval. The Executive Director reported prior to this Board meeting, there was a public hearing regarding the RMTD Fiscal Year 2024 Budget. The Board Vice Chairman asked for and received a motion to approve the RMTD Fiscal Year 2024 Budget as presented. With no further discussion, the motion was seconded and passed.
- (c) Approval of Unaudited Financial Statements for December, 2022  
The Executive Director presented the unaudited Financial Statements for December, 2022 for the Board's review. The Board Vice Chairman asked for and received a motion to approve the unaudited financial statements for December, 2022. With no further discussion, the motion was seconded and passed.
- (d) Pension Portfolio Review for period ending March 21, 2023 and Pension Investment Statement for February, 2023  
Mr. Jeffrey DiBenedetto presented the Portfolio Review Summary for periods ending March 21, 2023 was presented to the Board of Trustees for their review. A discussion ensued regarding an overview of the Portfolio. The RMTD Pension Trust Statement of Account Summary for February, 2023 was also presented to the Board of Trustees for their review.

### E-3 OPERATIONS

(a) Fixed Route Ridership Statistics Report for February, 2023

The Executive Director presented the Fixed Route Ridership Statistics Report for February, 2023.

### E-4 MAINTENANCE - VEHICLES & FACILITIES

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

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

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

The Executive Director presented a Maintenance and Facilities update report for March 2023 to the Board of Trustees. An update was provided and a discussion ensued regarding the charging infrastructure install, fire suppression and new facility update.

(c) Approval of Bus Shelter Procurement

The Executive Director stated the RMTD staff is requesting Board approval to purchase five 5' x 10' passenger shelters similar in design to the shelters that were previously purchased and placed on the South Main, West State, and East State corridors.

Requests for quotes, along with the attached specifications, have been sent out to vendors.

Tolar Manufacturing Company, Inc. had the lowest quote of \$74,325.00 (\$14,865.00 each). This includes the shelter along with the optional side advertising panel.

Four of the shelters to be purchased will be installed along the newly constructed section of West State Street.

These shelters will be 100% FTA 5339 funded. Illinois Transportation Development Credits (TDC's) will be used in lieu of a state match.

One of the shelters will be installed on Broadway.

That shelter purchase will utilize \$15,000 received from Winnebago County. These funds are actually Federal ARP (American Rescue Plan) funds that RMTD applied for through Winnebago County. ARP funds do not require a state or local match.

RMTD Staff is requesting that the RMTD Board of Trustees approve the award to Tolar Manufacturing Company, Inc. for the purchase of the five shelters at a cost of \$74,325.00. The Board Vice Chairman asked for and received a motion to approve the award to Tolar Manufacturing Company, Inc. for the purchase of the five (5) shelters at a cost of \$74,325.00.

### E-5 HUMAN RESOURCES

(a) RMTD Claims History for February, 2023

The RMTD claims history for February, 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:

- Rock Valley College
- Lyford Storage

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 Requests for Board approval:

- Oscar Mike Foundation (April 27-30, 2023)
- ICSA (April 21-22, 2023)

The Board reviewed and discussed the Special Service Request(s). The Board Vice Chairman asked for and received a motion to approve the special service request(s) for: Oscar Mike Foundation and ICSA. With no further discussion, the motion was seconded and passed.

E-7 GRANTS

(a) Approval of Resolution No. R-23-03 – FTA 5339 Low-No Emission Grant Application

The Grants & Procurement Manager presented Resolution No. R-23-03 and stated the resolution is authorizing the submittal of a Low or No Emission Grant application for \$4,094,652. The Grants & Procurement Manager stated the execution and submittal of this grant is for four (4) Hybrid Buses.

The Board Vice Chairman asked for and received a motion to approve Resolution No. R-23-03- FTA 5339 Low-No Emission Grant Application. With no further discussion, the motion was seconded and passed.

(b) Approval of Resolution No. R-23-04 – FTA Bus and Bus Facilities Grant Application

The Grants & Procurement Manager presented Resolution No. R-23-04 and stated the resolution is authorizing the submittal of a Bus & Bus Facilities discretionary grant application for \$4,094,652. The Grants & Procurement Manager stated the execution and submittal of this grant is for four (4) Hybrid Buses.

The Board Vice Chairman asked for and received a motion to approve Resolution No. R-23-04. With no further discussion, the motion was seconded and passed.

(c) Approval of Resolution No. R-23-05 - IDOT FY24 DOAP Grant Application

The Grants & Procurement Manager presented Resolution R-23-05 and stated the resolution is authorizing the submittal and signing authority be made for the Executive Director on behalf of RMTD. She noted RMTD applied for \$14,789,050. The Board Vice Chairman asked for and received a motion to approve Resolution No. R-23-05 – IDOT FY24 Downstate Operating Assistance Program Agreement (DOAP) and to authorize the Executive Director to sign the FY24 DOAP Agreement on behalf of RMTD. With no further discussion, the motion was seconded and passed.

E-8 SAFETY & TRAINING

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

The Safety & Training Update Report for March, 2023 was presented to the Board for their review.

E-9 OTHER BUSINESS

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

At approximately 11:48 a.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 12:25 PM.

E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees Meeting will be on Monday, April 24, 2023 at 3:30 PM.

**F-ORDER OF ADJOURNMENT**

A motion was made and received to adjourn. The motion was seconded and passed. The Board Meeting adjourned at 12:26 p.m.

Respectfully submitted,

*Erin Jenkins*

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

