



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #977 Minutes
Monday, May 22, 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
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
Lawrence Tennial – Facilities Manager
Drexel McCalvin – Safety & Training Manager
Erin Jenkins – Executive Assistant & Assistant Board Secretary

GUEST(S)/PUBLIC PRESENT:

Attorney Jim Pirages, *AGHL Law Office*
Jodi Williams, *ATU Local 1333*
Sonya Freeman, *ATU Local 1333*
Jason Martindale, *ATU Local 1333*
Kevin Price, *ATU Local 1333*
Bob Davidson, *Assurance*
Sal Marino, *Coyle Kiley*
Jeffrey DiBenedetto, *DiBenedetto & Associates*
Josh Beard, *Intern at DiBenedetto & Associates*
Makenzee Wilcox, *RIPC*
Prophet Yusef
Aprel Prunty

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 May 22, 2023. The motion was seconded by the Vice Chairman. The motion prevailed with a unanimous voice vote.

APPROVAL OF MINUTES:

The Minutes of the April 24, 2023 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of April 24, 2023. With no further discussion, the motion was seconded by the Vice Chairman. The motion prevailed with a unanimous voice vote.

A-COMMUNICATIONS:

No Report

B-MATTERS BY THE PUBLIC:

B-1 (a) Dyanna Walker
Not present

Prophet Yusef

Prophet Yusef shared his concerns regarding Paratransit Service and offered his ideas to make the service better.

Jason Martindale

Jason Martindale, a Paratransit Operator, shared his concerns and discussed some of the internal issues the RMTD Paratransit Operators are experiencing such as poor scheduling; driver burn-out; poor communication between Paratransit Operators and Paratransit Dispatchers; Incorrect addresses of pick-up/drop off; Radio issues; A shortage of Operators. He also was advocating a wage increase as well as affordable health insurance for the Operators.

Jodi Williams

Jodi Williams, President of ATU Local 1333, stated she was before the Board of Trustees on behalf of the Operators. She noted the ATU and RMTD Management have been in union negotiations since September 2022. She expressed her concerns over the Operators' wages and monthly health insurance cost. Ms. Williams advocated for a more livable wage and a more affordable monthly health care cost especially for family coverage. Ms. Williams added the Operators provide an invaluable service to the community.

NOTE: The Board Chairman requested E-5 (b) and E-8 (b) be moved forward on the agenda.

E-5 (b) Discussion and approval action as needed on Stop Loss Carrier Renewal
Presented by Mr. Sal Marino

The Executive Director welcomed Mr. Sal Marino from Coyle Kiley Agency. Mr. Marino provided a brief overview of the process regarding the renewal of RMTD's Stop Loss Carrier which expires June 30, 2023. Mr. Marino provided an overview and discussed the options offered by HCC. A discussion ensued regarding the renewal options and proposal. Mr. Sal Marino's stated the quote from HCC Option II is the recommended course of action. Staff requests the Board approve the HCC Option II one-year Stop Loss Carrier renewal offer and increase the specific deductible to \$100,000.

The Board Secretary/Treasurer asked for and received a motion to approve the one-year Stop Loss Carrier renewal with HCC Option II. With no further discussion, the motion was seconded by the Vice Chairman. The motion prevailed with a unanimous voice vote.

E-8 (b) Approval of Workers Compensation Insurance Renewal 2023/2024 – Presented by Assurance

The Executive Director welcomed Mr. Bob Davidson from Assurance. Mr. Davidson stated RMTD's current worker's compensation insurance coverage with Illinois Public Risk Fund (IPRF) ends June 30, 2023. Over the past months Staff has worked with Assurance (RMTD's risk management insurance broker) to review coverage options. As part of the review, Assurance marketed to different 14 carriers. Assurance received a quote from RMTD's incumbent, IPRF, and the rest declined to quote at this time. A discussion ensued regarding the proposal. Based on the quote received and their market review, Assurance recommends that RMTD renew with IPRF for fiscal year 2024.

As part of that coverage, RMTD would also receive approximately \$24,778 in a safety grant, which can be used to purchase safety equipment and training.

Staff concurs with Assurance's recommendation to renew coverage with IPRF effective July 1, 2023 to July 1, 2024.

The Board Vice Chairman asked for and received a motion to approve renewing worker's compensation insurance coverage with Illinois Public Risk Fund (2023/2024). With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion prevailed with a unanimous voice vote.

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 Triennial Review of RMTD was conducted the week of April 24, 2023. FTA reviewed 21 areas for periods 2019-2023 including Financial Management, Procurement, Program & Project Management, Maintenance, Safety, ADA, EEO, DBE and Drug & Alcohol. The closing conference was on May 11, 2023 and FTA advised RMTD it received a clean review with no deficiencies. FTA will send RMTD a draft report mid-June and a final report in mid-July.

The Executive Director provided updates of State and Federal funding as well as funding opportunities. He noted beginning June 11, 2023, route and schedule changes go into effect along with a schedule book update providing minor timepoint adjustments for a couple of routes. He noted RMTD will be adding three (3) trip diversions to serve Mondelez to align with their shift changes which was requested by Mondelez and Furst Staffing. There will be two (2) trips on the #13 Rural and one (1) express trip on the #22 N. 2nd route.

The Executive Director stated RMTD will be hosting an event on June 15, 2023 to roll out the RMTD Battery Electric Buses which will also coincide with national "Dump the Pump Day".

E-2 FINANCE

(a) Payment of Bills:

- Williams & McCarthy/Services Rendered through April, 2023
- AGHL/Services Rendered through March 31, 2023

The above payment of bills was presented for the Board of Trustees' review.

- Approval of Accounts Payable Invoices
The Accounts Payable Invoices totaling \$594,628.41 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 \$594,628.41. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion prevailed with a unanimous voice vote.
- (b) Approval of Unaudited Financial Statements for March, 2023
The Executive Director presented the unaudited Financial Statements for March, 2023 for the Board's review. The Board Secretary/Treasurer asked for and received a motion to approve the unaudited financial statements for March, 2023. With no further discussion, the motion was seconded by the Vice Chairman. The motion prevailed with a unanimous voice vote.
- (c) Pension Portfolio Review for periods ending May 17, 2023 and Pension Investment Statement for month ending in April, 2023 - Presented by Mr. Jeff DiBenedetto
Mr. Jeffrey DiBenedetto presented the Portfolio Review Summary for periods ending May 17, 2023 to the Board of Trustees for their review.
The RMTD Pension Trust Statement of Account Summary for April, 2023 was also presented to the Board of Trustees for their review.
- (d) Approval of Avail (Fleetnet) Support Renewal/ETMS Conversion Contract
The Executive Director stated the Rockford Mass Transit District (RMTD) has been notified by Avail that the Enterprise Resource Planning (ERP) system that RMTD has used since 2016 for both our Financial and Maintenance Software will no longer be supported as of December 31, 2023.
Going forward, Avail is offering a conversion to their Enterprise Transit Management Solution (ETMS) at a one-time cost of \$39,460.00. The conversion to this new product will include the creation of a new Azure/Cloud Environment, provide a web-based front end, enhance navigation, significantly improve the database, train agency staff on ETMS navigation, perform cutover of all RMTD data and custom reports, and provide post upgrade support.
Multiple transit agencies in Illinois currently utilizing the ERP product were presented with the same timeframe and similar price proposals and are going forward with Avail.
RMTD's Current Avail Support Fees are \$10,426.25 for 6 months (January 2023 – June 2023).
On-going Support Renewal, with the additional Hosting Fees, will be \$25,272.27 for the next 6 months (July 2023 – December 2023). Support and Hosting Fees for the next year (January – December 2024) will increase to \$58,071.77. These costs are based on 20 User licenses and also provide hosting on the Microsoft Azure cloud.
RMTD staff recommends going forward with the Avail proposal for the conversion to the Avail ETMS product for the cost of \$39,460.00 as presented to the RMTD Board.
Funding Source: Included within the RMTD FYE 06/30/24 Operations budget (DOAP). Sixty-Five percent state funds with a thirty-five percent match of local funds.
The Vice Chairman asked for and received a motion to approve the Avail Support Renewal/ETMS Conversion Contract for the cost of \$39,460.00. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion prevailed with a unanimous voice vote.

E-3 OPERATIONS

- (a) Fixed Route Ridership Statistics Report for April, 2023
And Demand response Statistics Report for March, 2023
The Executive Director presented the Fixed Route Ridership Statistics Report for April, 2023 along with Demand Response Statistics Report for March, 2023.

E-4 MAINTENANCE - VEHICLES & FACILITIES

- (a) Report on Fixed Route Buses & Paratransit Vehicles for April, 2023
The Executive Director presented the report on fixed route buses and paratransit vans for April, 2023.
- (b) Maintenance & Facilities Update Report – May, 2023
The Director of Operations presented a Maintenance and Facilities update report for May 2023 to the Board of Trustees. An update was provided and a discussion ensued regarding the charging infrastructure install, new facility expansion update, new parking lot, Clever and new bus deployment.

E-5 HUMAN RESOURCES

- (a) RMTD Claims History for April, 2023
The RMTD claims history for April, 2023 were presented to the Board of Trustees for their review.
- (b) Discussion and approval action as needed on Stop Loss Carrier Renewal – Presented by Mr. Sal Marino
Presented earlier.

E-6 MARKETING

- (a) Approval of Advertising Contract(s)
The Executive Director presented the following advertising contracts for Board approval:
 - Rock River Development/Rockford City Market
 - Remedies Renewing LivesThe 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 by the Secretary/Treasurer. The motion prevailed with a unanimous voice vote.
- (b) Approval of Special Service Request(s) & Communications
The Executive Director presented the following Special Service Requests for Board approval:
 - The Laurent House (May 29, 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: The Laurent House (May 29, 2023). With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion prevailed with a unanimous voice vote.
- (c) RMTD Passenger Surveys
The Executive Director stated RMTD staff is currently conducting a rider survey to receive feedback on performance, specifically in the categories of cleanliness, safety, and timeliness. The rider survey will be a month-long period which started on Tuesday, May 9th, and will end on Sunday, June 4th. Region 1 Planning Council is helping the RMTD weekly to conduct surveys at various locations and on the most frequently used bus routes. As an incentive to complete the surveys, individuals who participate in completing a survey are receiving a free one-day pass.

RMTD previously conducted a similar survey in 2019 and will be using the results from that as comparable data. RMTD believes that it is very important to acquire updated information from its customer base to meet their needs along with advancing our services. Conducting this rider survey not only helps RMTD gather the proper information but also helps the district stay connected to its riders. The results of the survey will also be shared upon completion.

E-7 GRANTS

(a) Approval of Resolution R-23-07 – ARPA Section 5310 Capital Grant Application

The Grants and Procurement Manager presented Resolution No. R-23-07 and stated the resolution is to file and execute an application for ARPA Section 5310 funds. She noted the grant provides \$51,127.00 of ARPA Section 5310 funds for Paratransit Software System.

The Board Secretary/Treasurer asked for and received a motion to approve Resolution No. R-23-07 – ARPA Section 5310 Grant Application. With no further discussion, the motion was seconded by the Vice Chairman. The motion prevailed with a unanimous voice vote.

(b) Approval of Resolution R-23-08 – CRRSAA Section 5310 Capital Grant Application

The Grants and Procurement Manager presented Resolution No. R-23-08 and stated the resolution is to file and execute and amend an application for CRRSAA Section 5310 funds. She noted the grant provides \$51,126.00 of CRRSAA Section 5310 funds for Paratransit Software System.

The Board Secretary/Treasurer asked for and received a motion to approve Resolution No. R-23-08 – CRRSAA Section 5310 Grant Application. With no further discussion, the motion was seconded by the Vice Chairman. The motion prevailed with a unanimous voice vote.

E-8 SAFETY & TRAINING

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

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

(b) Approval of Workers Compensation Insurance Renewal 2023/2024 – Presented by Assurance
Presented earlier.

E-9 OTHER BUSINESS

(a) Executive Session to discuss collective bargaining matters pursuant to 5 ILCS 120/2(c)(2); and to discuss personnel matters pursuant to 5 ILCS 120/2(c)(1) of the Illinois Open Meetings Act

At approximately 4:28 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); and to discuss personnel matters pursuant to 5 ILCS 120/2(c)(1) of the Illinois Open Meetings Act. With no further discussion, the motion was seconded by the Vice Chairman. The motion prevailed with a unanimous vote.

The meeting reconvened into General Session at approximately 5:06 p.m.

E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees Meeting will be on Monday, June 26, 2023 at 3:30 p.m.

F-ORDER OF ADJOURNMENT

A motion was made and received to adjourn. The motion was seconded and passed. The Board Meeting adjourned at 5:07 p.m.

Respectfully submitted,

Erin Jenkins

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

