



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #976 Minutes
Monday, April 24, 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
Orlando Toatley – Marketing Specialist
Erin Jenkins – Executive Assistant & Assistant Board Secretary

GUEST(S)/PUBLIC PRESENT:

Attorney Tim Horning, *Meyer & Horning Law Office*
Attorney Jim Pirages, *AGHL Law Office*
William Favretto, *ATU Local 1333*
Jodi Williams, *ATU Local 1333*
Sonya Freeman, *ATU Local 1333*
Dyanna Walker
Mark Smith

CALL TO ORDER:

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

REPORTS OF RETIRING OFFICERS/ELECTION OF NEW OFFICERS

There were no reports of retiring officers.

The Vice Chairman asked for and received a motion to retain the same officers April 2022 through March 2023 with Herbert Johnson serving as Board Chairman; Stephen Ernst serving as Vice Chairman and David Sidney serving as Secretary/Treasurer. With no further discussion, the motion was seconded and passed.

RENEWAL OF STAFF APPOINTMENTS

The renewal of the following Staff appointments is for April 2023 through March 2024 term. The Board Secretary/Treasurer asked for and received a motion to approve the reappointment of Michael Stubbe as Ethics Officer; Susan Campbell as EEO Officer; Erin Jenkins as FOIA & OMA Officer and Assistant Board Secretary; Paula Hughes as DBELO Officer and Ron Schoepfer as Assistant Treasurer. With no further discussion, the motion was seconded and passed.

APPROVAL OF RMTD BOARD OF TRUSTEES MEETING SCHEDULE: April 2023 - March 2024

The Executive Assistant presented the Board of Trustees Meeting schedule for April 2023 through March 2024. The Board Chairman requested the Board Meetings remain on the fourth Monday of every month at 3:30 p.m. The Board Vice Chairman asked for and received a motion to approve the Board of Trustees Meeting schedule of meetings as the fourth Monday of every month at 3:30 p.m. April 2023 through March 2024. With no further discussion, the motion was seconded and passed.

APPROVAL OF AGENDA:

The Board Chairman asked for and received a motion to approve the agenda for April 24, 2023. The motion was seconded and passed.

APPROVAL OF MINUTES:

The Minutes of the March 29, 2023 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of March 29, 2023. With no further discussion, the motion was seconded and passed.

A-COMMUNICATIONS:

No Report

B-MATTERS BY THE PUBLIC:

B-1 (a)

Ms. Dyanna Walker

Ms. Dyanna Walker introduced herself to the Board of Trustees and noted she is a longtime Paratransit passenger of RMTD. She stated the purpose of her addressing the Board is to share her observations, concerns and recommendations. She stated her goal is to present today and come back to the May RMTD Board Meeting with a status update. She noted her questions and concerns were gathered from her, other paratransit passenger as well as paratransit drivers. Due to the 5-minute time allowed for her to address the Board of Trustees, Ms. Walker noted she will submit her remaining concerns and observations to the Board of Trustees in writing and come back to the May RMTD Board Meeting with a status update.

Mr. Mark Smith

Mr. Mark Smith introduced himself to the RMTD Board of Trustees and stated he wanted to address the Board. A discussion ensued regarding his recent negative experience riding the fixed route bus and the customer service Mr. Smith received when calling the RMTD office. The Executive Director stated RMTD's Director of Operations, Dan Engelkes, will follow up with Mr. Smith to address his concerns.

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 March 23, 2023
The above payment of bills was presented for the Board of Trustees' review.
 - Approval of Accounts Payable Invoices
The Accounts Payable Invoices totaling \$2,838,008.81 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 \$2,838,008.81. With no further discussion, the motion was seconded and passed.
- (b) Approval of the Adoption of an ordinance authorizing and providing for the issuance of a \$1,500,000 Taxable Transit System Revenue Bond of the Rockford Mass Transit District, Winnebago County, Illinois, for the purpose of providing sufficient funds to the District in connection with operation of the transit system of the District
Attorney Tim Horning stated the adoption of this bond ordinance before the Board Trustees is to renew RMTD's line of credit which is with Illinois Bank & Trust for \$1,500,000. Attorney Tim Horning stated the documents are the same as in years past and the agreement before them is for a three (3) year term. He noted the documents have been reviewed by him and approved by the City of Rockford as well as Illinois Bank & Trust. The renewal will be in March of 2026. The Vice Chairman asked for and received a motion to approve the adoption of the ordinance approving the Intergovernmental Agreement with the City of Rockford, Illinois Bank & Trust and RMTD for a \$1,500,000 Line of Credit for a Three-Year (3) term. With no further discussion, the motion was seconded and passed.

The documents were presented by Attorney Tim Horning, then signed by the RMTD Board of Trustees; Herbert Johnson, Chairman; Stephen Ernst, Vice Chairman and David Sidney, Secretary/Treasurer.

- (c) Approval of Unaudited Financial Statements for January & February, 2023
The Executive Director presented the unaudited Financial Statements for January & February, 2023 for the Board's review. The Board Secretary/Treasurer asked for and received a motion to approve the unaudited financial statements for January & February, 2023. With no further discussion, the motion was seconded and passed.
- (d) Pension Portfolio Review for period ending March 31 & April 18, 2023 and Pension Investment Statement for March, 2023
The Executive Director presented the Portfolio Review Summary for periods ending March 31 & April 18, 2023 was presented to the Board of Trustees for their review.

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

E-3 OPERATIONS

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

And Demand response Statistics Report for December, 2022; January & February, 2023

The Executive Director presented the Fixed Route Ridership Statistics Report for March, 2023 along with Demand Response Statistics Report for December, 2022; January & February, 2023

(b) Award Eight (8) 35' Hybrid Buses

The price for the purchase of a 35' Hybrid bus off the State of Washington contract, with RMTD's pre-production meeting changes included, is \$890,142 each for a total of \$7,121,136 for eight (8) hybrid buses. With available FTA grants totaling \$7,648,046, RMTD has sufficient FTA capital funding to purchase eight (8) Hybrid buses to begin the replacement of 12 - 2009 Gillig Diesel buses, which have exceeded their useful life of 12 years. Based on an expected delivery date in 2023 and a 12-year useful life, the replacement of the current diesel buses with hybrid buses now keeps RMTD on track to replace the hybrids with zero-emission buses by 2036. The RMTD funding of \$7,648,046, mentioned above, consists of \$6,328,980 in FTA Discretionary Low-No Emission Discretionary funding that we were awarded along with \$1,319,066 from an open 5307 formula funded grant. No local funds will be needed for this project. Staff is requesting that the RMTD Board of Trustees approve the award of eight Hybrid buses to Gillig. The total amount of these buses, at the above price and after change orders, may not exceed the funded amount of \$7,648,046. RMTD originally applied for an FTA Discretionary Low-No Emission grant to fully fund the replacement of 12 fixed route Diesel buses with 6 Hybrid and 6 Battery Electric Buses along with an additional BEB Charging Station. The Board Vice Chairman asked for and received a motion to approve the award the purchase of eight (8) Hybrid buses to Gillig at a not to exceed cost of \$7,648,046. With no further discussion, the motion was seconded and passed.

E-4 MAINTENANCE - VEHICLES & FACILITIES

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

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

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

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

E-5 HUMAN RESOURCES

(a) RMTD Claims History for March, 2023

The RMTD claims history for March, 2023 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:

- PCI
- Forest City Church

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:

- Rockford City Market/Friday Night Trolley Service (Beginning May 19, 2023)
- Rock Valley College/Boy Scouts of America (June 27; June 30; July 18 & July 21, 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: Rockford City Market and Rock Valley College/Boy Scouts of America. With no further discussion, the motion was seconded and passed.

E-7 GRANTS

(a) Approval of Resolution No. R-23-06 – FTA 5310 Grant Application

The Grants and Procurement Manager presented Resolution No. R-23-06 and stated the resolution is to execute and amend an application for 5310 funds. She noted the amendment provides \$396,607.00 of Section 5310 funds for Paratransit Software System. The Board Secretary/Treasurer asked for and received a motion to approve Resolution No. R-23-06 – FTA 5310 Grant Application. With no further discussion, the motion was seconded and passed.

E-8 SAFETY & TRAINING

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

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

(b) Approval of Sexual Abuse & Molestation Policy

The Executive Director presented a Sexual Abuse & Molestation Policy for the Board of Trustees' review. He noted this policy was generated and requested by our insurance company to ensure RMTD specifically outlines its procedures and prevention commitment. He noted this policy is not associated with any other existing policy.

The Board Vice Chairman asked for and received a motion to approve the RMTD Sexual Abuse & Molestation Policy. With no further discussion, the motion was seconded and passed.

E-9 OTHER BUSINESS

(a) Executive Session to discuss semi-annual review of executive session meeting minutes pursuant to 5 ILCS 120/2 (c)(21) and to discuss collective bargaining matters pursuant to 5 ILCS 120/2(c)(2) of the Illinois Open Meetings Act

At approximately 4:25 p.m., the Board Chairman asked for and received a motion to enter into Executive Session to discuss semi-annual review of executive session meeting minutes pursuant to 5 ILCS 120/2 (c)(21) and 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.

(b) Matters Arising out of Executive Session Regarding Executive Session Meeting Minutes

The Executive Assistant and Board Meeting Secretary recommended the need for confidentiality still exists and therefore should not be made available for public inspection to the Executive Session Minutes from Meetings: #844, #848, #849, #851, #852, #854, #855, #856, #858, #859, #861, #863, #864, #866, #868, #869, #870, #874, #878, #879, #881, #882, #886, #887 #888, #889, #890, #893, #894, #897, #899, #901, #906, #909, #911, #913, #914, #915, #919, #922, #924, #926, #930, #931, #934, #935, #936, #941, #942, #943, #944, #945, #946, #947, #952, #963, #964, #965, #966, #969, #970, #971, #972, #973, #974, #975.

There are no Executive Session Minutes that can be made available for public inspection at this time.

The Secretary/Treasurer asked for and received a motion that confidentiality still exists and therefore should not be made available for public inspection to the Executive Session Minutes from Meetings: #844, #848, #849, #851, #852, #854, #855, #856, #858, #859, #861, #863, #864, #866, #868, #869, #870, #874, #878, #879, #881, #882, #886, #887 #888, #889, #890, #893, #894, #897, #899, #901, #906, #909, #911, #913, #914, #915, #919, #922, #924, #926, #930, #931, #934, #935, #936, #941, #942, #943, #944, #945, #946, #947, #952, #963, #964, #965, #966, #969, #970, #971, #972, #973, #974, #975 and noted there are no Executive Session Minutes that can be made available for public inspection at this time. With no further discussion, the motion was seconded and passed.

The meeting reconvened into General Session at approximately 4:51 PM.

E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees Meeting will be on Monday, May 22, 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 4:52 p.m.

Respectfully submitted,

Erin Jenkins

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

