



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #978 Minutes
Monday, June 26, 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
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:

Sydney Turner, *RIPC*
Attorney Jim Pirages, *AGHL Law Office*
Jodi Williams, *ATU Local 1333*
Matthew Douglas, *ATU Local 1333*
Laurie DeVlieger, *ATU Local 1333*
Nicole Govan, *ATU Local 1333*
Nikkia Lindquist, *ATU Local 1333*
Bryan Govan, Jr., *ATU Local 1333*
Fantasy Harries, *ATU Local 1333*
Kevin Price, *ATU Local 1333*
Kenneth McClain, *ATU Local 1333*
William Favretto, *ATU Local 1333*
Alma Favretto, *ATU Local 1333*
Glendeen Jarrett, *ATU Local 1333*
Decarlo Greer, *ATU Local 900*
Prophet Yusef
Dyanna Walker

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 June 26, 2023. The motion was seconded by the Vice Chairman. The motion passed with a unanimous voice vote.

APPROVAL OF MINUTES:

The Minutes of the May 22, 2023 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of May 22, 2023. With no further discussion, the motion was seconded by the Vice Chairman. The motion passed with a unanimous voice vote.

A-COMMUNICATIONS:

No Report

B-MATTERS BY THE PUBLIC:

B-1 (a)

Dyanna Walker

Dyanna Walker introduced herself and noted she addressed the Board of Trustees on April 24, 2023 and at that time she provided a written outline of concerns, observations and recommendations to the Board and the Executive Director for follow-up. She noted she was disappointed in the response she received from the Executive Director. Ms. Walker explained a couple of incidents which she experienced since the last time she addressed the Board and noted the situations with paratransit have gotten worse. Ms. Walker thanked the Board of Trustees for the opportunity to address her concerns.

Prophet Yusef

Prophet Yusef introduced himself to the Board of Trustees. He noted that Paratransit service and public transportation in general is a gold mine. He expressed his support for the Operators to get more pay, lower their insurance and strongly suggested RMTD hire more people to answer the phones in paratransit. Prophet Yusef thanked the Board of Trustees for the opportunity to share his suggestions and concerns.

William Favretto

William Favretto, Vice President of ATU Local 1333, shared his concerns regarding safety/security. He noted there is no longer an armed guard at the main lobby entrance of the Administration building as of today. He noted the armed guard needs to continue to be present at the building entrance due to the Operators arriving to work so early in the morning so that all drivers are safe.

Mr. Favretto noted that Mediation will begin soon between ATU Local 1333 and RMTD. Mr. Favretto advocated for better wages, a decrease in health insurance premiums and requested that retro pay be put back on the table as well as getting paid their actual scheduled hours for vacation. Mr. Favretto also noted that in regards to the PTASP agreement, ATU Local 1333 will not sign the next PTASP agreement unless Jermaine Gibson (ATU) is on property, not on Zoom, to present a program of an apprenticeship to discuss safety issues or ATU will not sign the PTASP agreement.

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 RMTD Battery Electric Bus (BEB) Event on June 15, 2023 went well and thanked the staff for coordinating and thanked the Vice Chairman for attending. He recognized State Senator Steve Stadelman, Representative Dave Vella, U.S. Senator Dick Durbin and the Mayor of Rockford for attending as well. He noted RMTD began deploying BEB's into service on June 19, 2023 on the #2 School Street route.

The Executive Director provided updates on RMTD projects.

E-2 FINANCE

(a) Payment of Bills:

- Williams & McCarthy/Services Rendered through May 23, 2023

- AGHL/Services Rendered through April 30 & May 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 \$629,782.04 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 \$629,782.04. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed with a unanimous voice vote.

(b) Approval of Unaudited Financial Statements for April, 2023

The Executive Director presented the unaudited Financial Statements for April, 2023 for the Board's review. The Board Secretary/Treasurer asked for and received a motion to approve the unaudited financial statements for April, 2023. With no further discussion, the motion was seconded by the Vice Chairman. With no further discussion, the motion passed with a unanimous voice vote.

(c) Approval of Increased Monthly Pension Funding

The Executive Director stated due to additional eligible pension participants retiring recently, RMTD is requesting approval from the Board that the monthly pension funding for retiree distributions, processed by Jeff DiBenedetto of DiBenedetto & Associates, be increased from \$130,000 to \$140,000 a month effective immediately. The Vice Chairman asked for and received a motion to increase the monthly pension funding for retiree distributions, processed by DiBenedetto & Associates, be increased from \$130,000 to \$140,000 a month effective immediately. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed with a unanimous voice vote.

(d) Pension Portfolio Review for periods ending June 16, 2023 and Pension Investment Statement for month ending in May, 2023

The Executive Director presented the Portfolio Review Summary for periods ending June 16, 2023 to the Board of Trustees for their review.

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

E-3 OPERATIONS

(a) Fixed Route Ridership Statistics Report for May, 2023
And Demand response Statistics Report for April, 2023

The Executive Director presented the Fixed Route Ridership Statistics Report for May, 2023 along with Demand Response Statistics Report for April, 2023.

E-4 MAINTENANCE - VEHICLES & FACILITIES

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

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

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

The Executive Director presented a Maintenance and Facilities update report for June 2023 to the Board of Trustees. An update was provided and a discussion ensued regarding the charging infrastructure and sprinkler updates, new facility expansion update, shelters, new parking lot, Clever, Battery Electric Bus Deployment and new Bus Build.

(c) Award IFB-23-01 – New Staff Parking Lot

The Executive Director stated after acquiring the land at the corner of Winnebago and Jefferson, RMTD advertised for bids for the Parking Lot Construction Project. He noted that Larson and Darby had put together an estimate of \$264,000 for the Parking Lot Construction Project to include demolition, excavation, pavement, striping, landscaping, lighting, power, utility pole relocation, permits, construction contingencies, etc. Bids for the Parking Lot Construction Project were opened June 7, 2023. Only two bids were received with Stenstrom Excavation & Blacktop Group being the lowest bidder. Both bids came in lower than the estimate. The bids received were:

Stenstrom Excavation & Blacktop Group - \$242,969.00

Martin & Company Excavating - \$247,271.40

For this project, RMTD will be utilizing 100% Illinois Department of Transportation (IDOT) Capital funds and no local funds will be needed.

The Executive Director stated once the Board has approved award of this project and RMTD has received IDOT's pre-award concurrence, the contract will be signed and construction can begin. Staff is requesting that the RMTD Board of Trustees approve the award of the Parking Lot Construction Project to the lowest bidder, Stenstrom Excavation & Blacktop Group, for the amount of \$242,969.00.

The Board Vice Chairman asked for and received a motion to approve the award of the Parking Lot Construction Project to the lowest bidder, Stenstrom Excavation & Blacktop Group in the amount of \$242,969.00. With no further discussion, the motion seconded by the Secretary/Treasurer. The motion passed with a unanimous voice vote.

E-5 HUMAN RESOURCES

(a) RMTD Claims History for May, 2023

The RMTD claims history for May, 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:

- Legacy Academy

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 by the Secretary/Treasurer. The motion passed with a unanimous voice vote.

(b) Review of Customer Feedback Surveys

The Marketing Specialist presented the Board of Trustees the Customer Service Feedback Survey Report for their review. The Marketing Specialist stated the survey provided bus riders an opportunity to give feedback on the current system. The survey was conducted between May 9, 2023 – June 4, 2023. R1PC and RMTD Staff surveyed individuals outside of the Downtown Transfer Center, North Towne Mall and the East Side Transfer Center. As an incentive to complete the surveys, individuals who participated in completing a survey, received a free one-day pass. Upon closing, 257 survey responses were collected in total. The report provides a basic overview of responses to each of the survey questions. A discussion ensued regarding the results of the survey report.

E-7 GRANTS

No Report

E-8 SAFETY & TRAINING

(a) Safety & Training Update Report during the month of May, 2023

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

E-9 OTHER BUSINESS

(a) Approval of Resolution No. R-23-09 – 2023/2025 Rockford Mass Transit District Title VI Program and Environmental Justice Assessment

The Executive Director presented Resolution No. R-23-09 – 2023/2025 RMTD Title VI Program and Environmental Justice Assessment. The Executive Director stated FTA requires agencies to update their program plan every three (3) years. The Executive Director stated RMTD staff has been working with R1PC and noted there were not many changes to the existing plan. The Executive Director stated the contents meets the requirements and criteria of the plan.

The Board Vice Chairman asked for and received a motion to approve Resolution Number R-23-09 2023/2025 RMTD Title VI Program and Environmental Justice Assessment. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed with a unanimous voice vote.

(b) Approval of IGA by and between Rockford Mass Transit District (RMTD) and Region 1 Planning Council (R1PC)

The Executive Director stated the Intergovernmental Agreement between RMTD and R1PC is a revised agreement for a shared Transit Planner employee. The term of this agreement shall commence on July 1, 2023 and shall continue until June 30, 2024. RMTD and R1PC will have the option to renew this agreement for four (4) one (1) year extensions. The Board Vice Chairman asked for and received a motion to approve the IGA between RMTD and R1PC. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed with a unanimous voice vote.

- (c) 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 4:06 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 by the Vice Chairman. The motion passed with a unanimous voice vote.

The meeting reconvened into General Session at approximately 4:49 p.m.

E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees Meeting will be on Monday, July 24, 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 4:50 p.m.

Respectfully submitted,

Erin Jenkins

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

