



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #979 Minutes
Monday, July 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 (*Absent*)
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
Cedrick Ketton – Fixed Route Operations Manager
George Orth – Maintenance Manager
Erin Jenkins – Executive Assistant & Assistant Board Secretary

GUEST(S)/PUBLIC PRESENT:

Makenzee Wilcox, *RIPC*
Attorney Jim Pirages, *AGHL Law Office*
Fantasy Harries, *ATU Local 1333*
Jeffrey DiBenedetto, *DiBenedetto & Associates*
Prophet Yusef
Dyanna Walker

CALL TO ORDER:

The Board Vice Chairman called the meeting to order at approximately 3:30 p.m.

APPROVAL OF AGENDA:

The Board Vice Chairman asked for and received a motion to approve the agenda for July 24, 2023. The motion was seconded by the Secretary/Treasurer. The motion passed with a unanimous voice vote.

APPROVAL OF MINUTES:

The Minutes of the June 26, 2023 RMTD Board of Trustees Meetings were reviewed. The Board Vice Chairman asked for and received a motion to approve the Minutes of June 26, 2023. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed with a unanimous voice vote.

A-COMMUNICATIONS:

No Report

B-MATTERS BY THE PUBLIC:

- B-1 (a) Prophet Yusef
Prophet Yusef introduced himself to the Board of Trustees. He expressed his support for the Operators to get a pay raise, pension and to lower their insurance. Prophet Yusef thanked the Board of Trustees.

C-REPORTS OF STANDING COMMITTEES:

No Report

D-RECONSIDERATION OF OLD BUSINESS:

No Report

E-CONSIDERATION OF NEW BUSINESS:

E-1 EXECUTIVE DIRECTOR

- (a) Welcome Cedrick Ketton, Fixed Route Operations Manager
The Executive Director introduced Mr. Ketton to the Board of Trustees. Mr. Ketton was promoted to Fixed Route Manager and has been with RMTD for over two decades. The Board of Trustees congratulated Mr. Ketton.
- (b) Welcome George Orth, Maintenance Manager
The Executive Director introduced Mr. Orth to the Board of Trustees. Mr. Orth is RMTD's new Maintenance Manager. The Board of Trustees welcomed Mr. Orth.
- (c) General Update
No report at this time.

E-2 FINANCE

- (a) Payment of Bills:
- Williams & McCarthy/Services Rendered through June 23, 2023
 - AGHL/Services Rendered through June 30, 2023
The above payment of bills was presented for the Board of Trustees' review.
 - Approval of Accounts Payable Invoices
The Accounts Payable Invoices totaling \$449,013.79 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 \$449,013.79. 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 May, 2023
The Executive Director presented the unaudited Financial Statements for May, 2023 for the Board's review. The Board Secretary/Treasurer asked for and received a motion to approve the unaudited financial statements for May, 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) Pension Portfolio Review for periods ending June 30, 2023 and Pension Investment Statement for month ending in June, 2023

Mr. Jeffrey DiBenedetto presented the Portfolio Review Summary for periods ending June 30, 2023 to the Board of Trustees for their review.

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

E-3 OPERATIONS

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

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

E-4 MAINTENANCE - VEHICLES & FACILITIES

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

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

(b) Maintenance & Facilities Projects Update Report – July, 2023

The Executive Director presented a Maintenance and Facilities update report for July 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, Hybrid Buses, Clever Project and new Maintenance Manager. RMTD will also be going out for bid for an owner's rep/project manager in regards to the facility expansion project.

E-5 HUMAN RESOURCES

(a) RMTD Claims History for June, 2023

The Executive Director presented the RMTD claims history for June, 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:

- Galapagos
- Winnebago County Health Department
- The Rock River Area Group Services of Narcotics Anonymous

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) Approval of Special Service Request(s) & Communications

The Marketing Specialist presented the following Special Service Requests for Board approval:

- Stroll on State (November 25, 2023)
- Goodwill – Career Exploration Day (August 10, 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: Stroll on State and Goodwill's Career Exploration Day. With no further discussion, the motion was seconded and passed.

E-7 GRANTS

(a) Approval of Resolution No. R-23-11 – FTA 5339 Low-No Emission Grant

The Grants & Procurement Manager presented Resolution No. R-23-11 and stated the resolution is authorizing the execution and submittal of a Low-No Emission Grant application for \$4,094,652. The Grants & Procurement Manager stated this grant is for four (4) Hybrid Buses.

The Board Vice Chairman asked for and received a motion to approve Resolution No. R-23-11- FTA 5339 Low-No Emission Grant Application. The motion was seconded by the Secretary/Treasurer. With no further discussion, the motion passed with a unanimous voice vote.

(b) Award Four (4) 35' Hybrid Buses

The Grants & Procurement Manager stated RMTD has recently been awarded \$4,094,652 of FTA Low/No Emission discretionary capital funds to purchase four (4) 35' Hybrid Buses from Gillig. Gillig used the State of Washington's Contract for the specifications and cost. These buses will be used to replace four 2009 Gillig Diesel buses which have exceeded their useful life of 12 years. All of these four buses will utilize Diesel Hybrid technology which will reduce emissions as well as fuel consumption.

The price is higher than the last purchase due to the ppi increase stipulated in the State of Washington Contract. The price per bus will be \$1,023,663.

RMTD will be utilizing 100% FTA Low/No Emission funding. No local funds will be needed for this project.

RMTD is anticipating that all four buses will be arriving in September, 2024.

RMTD Staff is requesting that the RMTD Board of Trustees approve the award to Gillig for four Hybrid 35' buses at \$1,023,663 each for a total of \$4,094,652.

The Board Vice Chairman asked for and received a motion to approve the award to Gillig for four (4) Hybrid 35' buses at \$1,023,663 each vehicle for a total of \$4,094,652. The motion was seconded by the Secretary/Treasurer. With no further discussion, the motion passed with a unanimous voice vote.

E-8 SAFETY & TRAINING

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

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

E-9 OTHER BUSINESS

(a) Approval of Resolution No. R-23-10 – Revision to Rockford Mass Transit District Title VI Program and Environmental Justice Assessment

The Executive Director presented Resolution No. R-23-10 – revision to RMTD Title VI Program and Environmental Justice Assessment. The Executive Director stated the Title VI program was presented and approved by the Board of Trustees last month. He noted RMTD realized the effective dates were incorrect. The correct effective years are 2024 through 2026. Resolution No. R-23-10 reflects the corrected effective years. No other revisions were made to the program.

The Board Vice Chairman asked for and received a motion to approve Resolution Number R-23-10 - Revision to 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) Fiscal Year 2023 Triennial Review of RMTD – Final Report and Closeout Letter

The Executive Director presented the RMTD Fiscal Year 2023 Triennial Review Final Report and Closeout Letter from the FTA. The Triennial Review focused on RMTD's compliance in 23 areas and no deficiencies were found and received a certificate of achievement. The Board of Trustees congratulated Staff on a job well done.

(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 and went into General Session at approximately 5:20 p.m.

E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees Meeting will be on Monday, August 28, 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 5:21 p.m.

Respectfully submitted,

Erin Jenkins

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

