



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #981 Minutes
Monday, August 28, 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 (*Absent*)

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
Ron Schoepfer – Director of Finance
Erin Jenkins – Executive Assistant & Assistant Board Secretary

GUEST(S)/PUBLIC PRESENT:

Makenzee Wilcox, *RIPC*
Joe Winkelmann, *Larson & Darby*
Ged Trias, *Larson & Darby*

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 August 28, 2023. The motion was seconded by the Vice Chairman. The motion passed with a unanimous voice vote.

APPROVAL OF MINUTES:

The Minutes of the July 24, 2023 and August 1, 2023 RMTD Board of Trustees Meeting(s) were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of July 24, 2023 and August 1, 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

Ms. Dyanna Walker was not present. Prior to the Board Meeting, she requested that she be removed from the Board agenda and communicated that she no longer wished to address 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) General Update

The Executive Director stated starting in August, RMTD began posting its Board Packets on RMTD's website in advance of the Board meeting. He noted beginning in September, RMTD will begin allowing the public to access Board meetings online via Zoom and a recording of the Board meeting will be posted on the RMTD website.

The Executive Director stated the IPTA Annual Fall Conference is in Bloomington mid-September and some staff will be attending for peer exchange to discuss best practices, industry news and IDOT trainings. He also noted in mid-October, APTA will be having their annual meeting and expo that staff plans to attend as well.

E-2 FINANCE

(a) Payment of Bills:

- Williams & McCarthy/Services Rendered through July 21, 2023

- AGHL/Services Rendered through July 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 \$688,292.85 were presented for the Board of Trustees' review and approval. The Board Chairman asked for and received a motion to authorize the payment of the accounts payable invoices totaling \$688,292.85. With no further discussion, the motion was seconded by the Vice Chairman. The motion passed with a unanimous voice vote.

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

The Executive Director presented the unaudited Financial Statements for June, 2023 for the Board's review. The Board Chairman asked for and received a motion to approve the unaudited financial statements for June, 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 through August 22, 2023 and Pension Investment Statement for month ending in July 31, 2023

The Executive Director presented the Portfolio Review Summary for periods through August 22, 2023 to the Board of Trustees for their review.

The RMTD Pension Trust Statement of Account Summary for July 31, 2023 was also presented to the Board of Trustees for their review.

E-3 OPERATIONS

- (a) Fixed Route Ridership Statistics Report for July, 2023
And Demand response Statistics Report for June & July, 2023

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

The Executive Director stated in regards to the Clever project, the final system acceptance is approaching. Field testing of real time tools and trip planning has been completed. He noted RMTD is preparing for public rollout of trip planning real time information on the website and texting features next month.

The Executive Director noted RLS Consultants, who assisted with the RFP for demand response software, is completing an operations assessment for paratransit. The report, along with recommendations, will be shared with the Board next month. Staff has already begun working on incorporating recommendations. RMTD currently is working with RAMP for them to begin assisting RMTD with reviewing paratransit new applications/renewals for eligibility. He noted this enhancement will allow both to identify travel training opportunities for prospective transit users in the community.

E-4 MAINTENANCE - VEHICLES & FACILITIES

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

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

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

The Executive Director presented a Maintenance and Facilities update report for August 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 and Hybrid Buses.

The Executive Director stated in regards to the facility expansion project, the City of Rockford Committee will review on 9/11/23 and full City Council will review on 9/18/23. The Executive Director stated he met with new Alderman, Jeff Bailey, to brief him on the facility expansion project.

The Executive Director stated the parking lot project at Winnebago & Jefferson is set to begin the week of September 4 and will take approximately 60 days to complete.

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.

The Executive Director stated the RMTD Employee Health & Wellness Fair will be on October 11, 2023.

E-6 MARKETING

No Report

E-7 GRANTS

No Report

E-8 SAFETY & TRAINING

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

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

The Executive Director stated Staff reviewed coverage periods and staffing levels based on operational hours and changes to parking. Recommendations for enhancements are being implemented.

E-9 OTHER BUSINESS

(a) Update on RMTD Facility Expansion Project

The Executive Director provided an overview and visual presentation of the Facility Expansion Project. Larson & Darby was present to provide assistance and answer any questions the Board of Trustees may have in regards to the presentation.

E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees Meeting will be on Monday, September 25, 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 4:42 p.m.

Respectfully submitted,

Erin Jenkins

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

