



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #983 Minutes
Monday, September 25, 2023 at 3:30 p.m.

RMTD Conference Room
520 Mulberry Street
Rockford, IL 61101

*The RMTD Board of Trustees Meeting
will be Live Streamed on Zoom via the link below:

<https://us06web.zoom.us/j/86953434136?pwd=aTdOYVh3SzNzY093b3JSR1Y5Y0pXdz09>

Meeting ID: 869 5343 4136
Passcode: 474225

*Live Streaming information can also be found on RMTD's website at www.RMTD.org

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
Susan Campbell – Human Resources Manager
Paula Hughes – Grants & Procurement 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
Tak Chow - IT

GUEST(S)/PUBLIC PRESENT:

Makenzee Wilcox, *RIPC*
Miranda Leininger, *Assurance/MMA*
Bobby Dufkis, *Assurance/MMA*

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 September 25, 2023. With no further discussion, the motion was seconded by the Vice Chairman. The motion passed by a unanimous voice vote.

APPROVAL OF MINUTES:

The Minutes of the August 28, 2023 and September 11, 2023 RMTD Board of Trustees Meeting(s) were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of August 28, 2023 and September 11, 2023. With no further discussion, the motion was seconded by the Vice Chairman. The motion passed by a unanimous voice vote.

A-COMMUNICATIONS:

No Report

B-MATTERS BY THE PUBLIC:

No Matters by the Public

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 Congress is still working on the Appropriations Act and noted FTA will continue with operations. He added nothing relative to RMTD's program will be impacted.

NOTE: The Executive Director requested E-9 (a) be moved forward on the agenda.

E-9 (a)

Approval of Insurance Renewal 2023/2024 – Presented by Marsh MMA/Assurance

The Executive Director introduced Mr. Bobby Dufkis and Ms. Miranda Leininger of Assurance/MMA. RMTD's insurance policies expire October 1, 2023 and RMTD's insurance brokers have been working on renewals and recommendations. Ms. Leininger of Assurance/MMA presented their findings for insurance renewals for the 2023-2024 year. Ms. Leininger provided an executive summary and discussed some highlights in the presentation. The total cost of the renewal year is \$870,914 which is up from \$787,971 and RMTD budgeted \$1,125,506 for the year. Staff concurs with Assurance/MMA Insurance recommendation to renew coverages as presented at the \$250,000 self-insured retention amount for liability. The Board Vice Chairman asked for and received a motion to approve and accept Assurance/MMA Insurances' Renewal Proposal as presented for October 1, 2023 - October 1, 2024. The motion was seconded by the Secretary/Treasurer. With no further discussion, the motion passed by a unanimous voice vote.

E-2 FINANCE

(a) Payment of Bills:

- Williams & McCarthy/Services Rendered through August 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 \$5,657,524.04 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 \$5,657,524.04. The motion was seconded by the Vice Chairman. With no further discussion, the motion passed by a unanimous voice vote.

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

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

(c) Pension Portfolio Review for periods through September 19, 2023 and Pension Investment Statement for month ending in August 31, 2023

The Executive Director presented the Portfolio Review Summary for periods through September 19, 2023 to the Board of Trustees for their review.

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

E-3 OPERATIONS

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

The Executive Director presented the Fixed Route Ridership Statistics Report for August, 2023.

E-4 MAINTENANCE - VEHICLES & FACILITIES

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

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

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

The Director of Operations presented a Maintenance and Facilities update report for September 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.

(c) Facility Expansion Update

The Executive Director stated RMTD and the City of Rockford have an IGA which is up for approval later in the agenda related to the RMTD Facility Expansion project.

E-5 HUMAN RESOURCES

(a) RMTD Claims History for August, 2023

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

- Window World
- Goodwill Industries

The Board of Trustees reviewed the advertising contract(s) noted above. The Board Vice Chairman asked for and received a motion to approve the advertising contract(s). The motion was seconded by the Secretary/Treasurer. With no further discussion, the motion passed by a unanimous voice vote.

(b) Approval of Special Service Request(s) & Communications

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

- Rockford Area Arts Council/Fall Art Scene Event (Event Date: October 6-7, 2023)

The Board reviewed the Special Service Request. The Board Chairman asked for and received a motion to approve Rockford Area Arts Councils' Fall Art Scene special service request. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

E-7 GRANTS

No Report

E-8 SAFETY & TRAINING

(a) Safety & Training Update Report - August, 2023

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

E-9 OTHER BUSINESS

(a) Approval of Insurance Renewal 2023/2024 – Presented by Assurance Agency

Presented earlier

(b) Approval of Intergovernmental Agreement between RMTD and City of Rockford for RMTD Facility Expansion

The Executive Director stated the IGA between the City of Rockford and RMTD outlines the process for the transfer of properties for the right of way and parking lot and details when it will occur. He noted a more detailed timeline of when and how it will happen will be closer to when the project becomes a reality. The Executive Director stated once RMTD gets the project bid out and receives pre-award concurrence from the state, it will be at that point in which the execution of the actual contract with the selected bidder that the execution of the property transfer will take place. The Board Secretary/Treasurer asked for and received a motion to approve the IGA between the City of Rockford and RMTD for the RMTD Facility Expansion. The motion was seconded by the Board Vice Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(c) Approval of Tenant Lease Agreement at the East Side Transfer Center (725 N Lyford Road)

The Executive Director stated Venn Digital Marketing showed interest in leasing office space (Offices #138, 139, 140 and 141) located at the East Side Transfer Center at 725 N Lyford Road for an initial term of three years starting at \$1000/month (\$1050/month and

\$1100/month in the 2nd and 3rd years) beginning December 1, 2023 contingent upon Board approval. A brief discussion ensued regarding the terms of the proposed Lease Agreement. The Executive Director noted the proposal also includes an option for a second three-year term. The Executive Director stated Staff is seeking Board approval to authorize the Executive Director to execute a lease agreement with Venn Digital Marketing based on the terms presented. The lease agreement is also contingent on RMTD receiving incidental use concurrence from the Federal Transit Administration (FTA) prior to execution. The Board Vice Chairman asked for and received a motion to approve the Tenant Lease Agreement with Venn Digital Marketing for offices #138, 139, 140 and 141 at the East Side Transfer Center (725 N Lyford Road). The motion was seconded by the Secretary/Treasurer. With no further discussion, the motion passed by a unanimous voice vote.

- (d) Approval of Addendum to Intergovernmental Agreement between RMTD and SMTD
The Executive Director stated the SMTD/RMTD IGA was developed to roll over year after year. The IGA needed to be updated to reflect some changes such as dollar figures and some language. He noted the agreement is the same but needed some updates due to things having changed over time. The agreement will roll over year after year unless otherwise noted by either party.
The Board Vice Chairman asked for and received a motion to approve the Addendum to the IGA between RMTD and SMTD as presented. The motion was seconded by the Secretary/Treasurer. With no further discussion, the motion passed by a unanimous voice vote.

- (e) 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 4:25 p.m., the Board Chairman asked for and received a motion to enter into Executive Session 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 passed by a unanimous voice vote.

The meeting reconvened into General Session at approximately 4:39 p.m.

E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees Meeting will be on Monday, October 23, 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 4:40 p.m.

Respectfully submitted,

Erin Jenkins

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

