



**ROCKFORD MASS TRANSIT DISTRICT**

Board of Trustees Board Meeting #989 Minutes  
Friday, March 22, 2024 at 3:30 p.m.

RMTD Conference Room  
520 Mulberry Street  
Rockford, IL 61101

\*The RMTD Board of Trustees Meeting was Live Streamed and Recorded on Zoom  
Live Streaming and Recorded Meeting information can be found on RMTD's website at [www.RMTD.org](http://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 (*Absent*)

**STAFF:**

Michael Stubbe – Executive Director  
Susan Campbell – Director of Human Resources & Administration  
Orlando Toatley – Marketing & Communications Specialist  
George Orth – Maintenance Manager  
Ron Schoepfer – Director of Finance  
Ron Priddy – Paratransit Operations Manager  
Cedrick Ketton – Fixed Route Operations Manager  
Drexel McCalvin – Safety & Training Manager  
Erin Jenkins – Executive Assistant & Assistant Board Secretary  
Tak Chow - IT

**GUEST(S)/PUBLIC PRESENT:**

Jeffrey DiBenedetto, *DiBenedetto & Associates*

**CALL TO ORDER:**

The Board Chairman called the meeting to order at approximately 3:33 p.m.

**APPROVAL OF AGENDA:**

The Board Chairman asked for and received a motion to approve the agenda for March 22, 2024. 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 February 20, 2024 RMTD Board of Trustees Meeting were reviewed. The Board Vice Chairman asked for and received a motion to approve the Minutes of February 20, 2024. With no further discussion, the motion was seconded by the 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 there was no report at this time.

E-2 FINANCE

(a) Payment of Bills:

- AGHL Law Office/Services Rendered through January 31 & February 29, 2024
- Williams & McCarthy/Services Rendered through January 24 & February 22, 2024  
*The above payment of bill(s) was presented for the Board of Trustees' review.*
- Approval of Accounts Payable Invoices

The Accounts Payable Invoices totaling \$815,725.34 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 \$815,725.34. The motion was seconded by the Board Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(b) Approval of the RMTD Fiscal Year 2025 Operations Budget

The Executive Director presented the FY2025 Draft Operations Budget for the Board's review and approval. The Executive Director reported prior to this Board meeting, there was a public hearing regarding the RMTD Fiscal Year 2025 Budget.

The Board Vice Chairman asked for and received a motion to approve the RMTD Fiscal Year 2025 Budget as presented. The motion was seconded by the Board Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(c) Approval of Unaudited Financial Statements for January, 2024

The Executive Director presented the unaudited Financial Statements for January, 2024 for the Board's review. The Board Vice Chairman asked for and received a motion to approve the unaudited financial statements for January, 2024. The motion was seconded by the Board Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(d) Pension Portfolio Review for period ending March 8, 2024 and Pension Investment Statement for month ending February 29, 2024 - Presented by Jeffrey DiBenedetto

Mr. Jeffrey DiBenedetto presented the Portfolio Review Summary for periods through March 8, 2024 to the Board of Trustees for their review.

The RMTD Pension Trust Statement of Account Summary for month ending February 29, 2024 was also presented to the Board of Trustees for their review.

### E-3 OPERATIONS

- (a) Fixed Route Ridership Statistics Report for February, 2024  
The Executive Director presented the Fixed Route Ridership Statistics Report for February, 2024.

### E-4 MAINTENANCE - VEHICLES & FACILITIES

- (a) Report on Fixed Route Buses & Paratransit Vehicles for February, 2024  
The Executive Director presented the report on fixed route buses and paratransit vans for February, 2024.
- (b) Maintenance & Facilities Projects Update Report – March, 2024  
The Executive Director presented a Maintenance and Facilities update report to the Board of Trustees. An update was provided and a discussion ensued regarding the charging infrastructure/sprinkler upgrades, Paratransit van order and facility expansion project.
- (c) Approval of Bus Shelter Award  
The Executive Director stated it is desired by the RMTD staff to purchase six 5' x 10' passenger shelters similar in design to the shelters that were previously purchased and placed on the West State corridor. Requests for quotes, along with the attached specifications, were sent out to vendors. We have received two quotes:  
Tolar Manufacturing Company, Inc. \$91,710.00  
Brasco International, Inc. \$87,750.00  
The Executive Director stated Brasco International, Inc. had the lowest quote of \$87,750.00 (\$14,625.00 each). This includes the shelter along with the side advertising panel. The Executive Director stated these shelters will be funded with local capital which is comprised of funds from the previous sales of assets, mostly buses, that had surpassed their useful life. No other federal or state grant funds will be needed. Assembly and install will be performed by RMTD's building maintenance staff. The Executive Director stated these shelters will be utilized to replace a shelter removed due to damage and replace shelters past their useful life. The Executive Director stated RMTD is requesting that the RMTD Board of Trustees approve the award to Brasco International, Inc. for the purchase of the six shelters at a cost of \$87,750.00. The Board Vice Chairman asked for and received a motion to approve the award to Brasco International, Inc. for the purchase of the six (6) shelters at a cost of \$87,750.00. The motion was seconded by the Board Chairman. With no further discussion, the motion passed by a unanimous voice vote.
- (d) Facility Expansion Update  
The Executive Director stated plans have been sent to IDOT and believe IDOT is close to pre-bid concurrence. The City of Rockford also is reviewing the plans. He noted RMTD now has meetings scheduled every two weeks with ComEd regarding electrical service to the facility and also with our Architect and Owner's Representative. ComEd Equipment has been ordered from ComEd.

### E-5 HUMAN RESOURCES

- (a) RMTD Claims History for February, 2024  
The Executive Director presented the RMTD claims history for February, 2024 were presented to the Board of Trustees for their review.

## E-6 MARKETING

(a) Approval of Advertising Contract(s)

The Marketing & Communications Specialist presented the following advertising contracts for Board approval:

- Remedies Renewing Lives

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 Board Chairman. With no further discussion, the motion passed by a unanimous voice vote.

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

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

- Rockford Crisis Nursery (Event Date: April 4-6, 2024)

The Board reviewed the Special Service Request. The Board Vice Chairman asked for and received a motion to approve Rockford Crisis Nursery special service request for April 4-6, 2024. With no further discussion, the motion was seconded by the Chairman. The motion passed by a unanimous voice vote.

## E-7 GRANTS

(a) Approval of Federal Fiscal Year 2024 Certifications & Assurances

The Executive Director presented the annual FTA Fiscal Year 2024 Certifications and Assurances for the Board's review and approval. He added this document certifies to the FTA that RMTD complies with all of their rules and regulations requirements have been met. The Executive Director stated RMTD is asking Board approval to execute the FTA Fiscal Year 2024 Certifications and Assurances as presented. The Board Vice Chairman asked for and received a motion to approve and execute the FTA Fiscal Year 2024 Certifications and Assurances. With no further discussion, the motion was seconded by the Chairman. The motion passed by a unanimous voice vote.

(b) Approval of Designation of Signature Authority

The Executive Director stated the Designation of Signature Authority used to be a "one-time" document and now FTA is requiring the document to be presented and approved annually. The document designates the Executive Director as authorized to access the FTA electronic application/award management system also referred to as TrAMS to execute the annual Certifications and Assurances issued by the FTA, to transmit and submit all applications to FTA for federal assistance, and to execute all awards for FTA assistance on behalf of the RMTD Board of Trustees. The Board Vice Chairman asked for and received a motion to approve the Designation of Signature Authority and authorize to have it executed by Herbert L. Johnson, Chairman of the RMTD Board of Trustees on behalf of the RMTD Board of Trustees. With no further discussion, the motion was seconded by the Chairman. The motion passed by a unanimous voice vote.

(c) Approval of Resolution No. R-24-02 - IDOT FY25 DOAP Agreement

The Executive Director presented Resolution R-24-02 and stated the resolution is authorizing the submittal and signing authority be made for the Executive Director on behalf of RMTD. The Board Vice Chairman asked for and received a motion to approve Resolution No. R-24-02 – IDOT FY25 Downstate Operating Assistance Program Agreement (DOAP) and to authorize the Executive Director to sign the FY25 DOAP Agreement on behalf of RMTD. With no further discussion, the motion was seconded by the Chairman. The motion passed by a unanimous voice vote.

E-8 SAFETY & TRAINING

(a) Safety & Training Update Report - February, 2024

The Safety & Training Update Data Report from February, 2024 was presented to the Board of Trustees for their review.

E-9 OTHER BUSINESS

(a) Approval of Resolution No. R-24-03- RMTD EEO Plan 2024-2028

Susan Campbell, EEO Officer, stated the FTA requires to update as necessary and submit an EEO plan to FTA every 4 years to be compliant and to meet the guidelines set forth within the plan. RMTD's EEO Plan is effective 2024-2028. Ms. Campbell stated this EEO Plan is a detailed analysis of RMTD's workforce and employment practices. Ms. Campbell noted the EEO Plan outlines how to disseminate information to RMTD employees. Ms. Campbell added that the EEO Plan lays out goals along with specific timelines for the Board and Staff. The Vice Chairman asked for and received a motion to approve Resolution No. R-24-03 - RMTD EEO Plan 2024-2028. With no further discussion, the motion was seconded by the Vice Chairman. The motion passed by a unanimous voice vote.

E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees Meeting will be on April 22, 2024 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 4:00 p.m.

Respectfully submitted,

*Erin Jenkins*

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

