



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Annual Board Meeting #990 Minutes
Monday, April 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 on Zoom and Recorded
Live Streaming and Recorded Meeting information can 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
Susan Campbell – Director of Human Resources & Administration
Orlando Toatley – Marketing & Communications Specialist
George Orth – Maintenance Manager
Cedrick Ketton – Fixed Route Operations Manager
Paula Hughes – Grants & Procurement Manager
Erin Jenkins – Executive Assistant & Assistant Board Secretary
Tak Chow - IT

GUEST(S)/PUBLIC PRESENT:

Stacy Reed Knuckles
Sydney Turner, RIPC

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 April 22, 2024. With no further discussion, the motion was seconded by the Vice Chairman. The motion passed by a unanimous voice vote.

REPORTS OF RETIRING OFFICERS/ELECTION OF NEW OFFICERS

There were no reports of retiring officers.

The Chairman asked for and received a motion to retain the same officers April 2024 through March 2025 with Herbert Johnson serving as Board Chairman; Stephen Ernst serving as Vice Chairman and David Sidney serving as Secretary/Treasurer. With no further discussion, the motion was seconded by the Vice Chairman. The motion passed by a unanimous voice vote.

RENEWAL OF STAFF APPOINTMENTS

The Executive Directed stated he is seeking Board approval of the renewal of the following Staff appointments as presented and noted it is for April 2024 through March 2025. The Board Secretary/Treasurer asked for and received a motion to approve the reappointment of Michael Stubbe as Ethics Officer; Susan Campbell as EEO Officer; Erin Jenkins as FOIA & OMA Officer and Assistant Board Secretary; Paula Hughes as DBELO Officer and Ron Schoepfer as Assistant Treasurer. With no further discussion, the motion was seconded by the Vice Chairman. The motion passed by a unanimous voice vote.

APPROVAL OF RMTD BOARD OF TRUSTEES MEETING SCHEDULE: April 2024 - March 2025

The Executive Director presented the Board of Trustees Meeting schedule for April 2024 through March 2025. The Board Chairman requested the Board Meetings remain on the fourth Monday of every month at 3:30 p.m. The Board Chairman asked for and received a motion to approve the Board of Trustees Meeting schedule of meetings as the fourth Monday of every month at 3:30 p.m. April 2024 through March 2025. 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 March 22, 2024 RMTD Board of Trustees Meeting were reviewed. The Board Vice Chairman asked for and received a motion to approve the Minutes of March 22, 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 welcomed Stacy Reed Knuckles along with David Hicks who joined us by via Zoom as RMTD's guests today. He noted the guests are at the RMTD Board of Trustees Meeting Board to shadow the Board and learn about nonprofit board leadership as part of Northern Illinois Center for Non-Profit Excellence, an Equity in Board Representation Program. The RMTD Board of Trustees and staff welcomed the guests.

The Executive Director acknowledged RMTD employees who are celebrating an anniversary and/or retirement in the month of April, 2024. The Executive Director thanked the employees for their continued dedicated service to RMTD and our community. A list of employee names, length of service and job position were shared with the Board of Trustees. The Executive Director acknowledged Ali Asanoski, a Fixed Route Operator, who is celebrating a retirement since last month's board meeting. He added Ali Asanoski agreed

to stay on as part-time for an unspecified amount of time. The Executive Director thanked Ali Asanoski for his almost 25 years of dedicated service to RMTD. The Executive Director also wanted to recognize Christina Gibson, Paratransit Coordinator, who graduated last week as part of the 69th Class of Leadership Rockford program and added Orlando Toatley was RMTD's participant last year.

E-2 FINANCE

(a) Payment of Bills:

- AGHL Law Office/Services Rendered through March 31, 2024
- Williams & McCarthy/Services Rendered through March 22, 2024
The above payment of bill(s) was presented for the Board of Trustees' review.
- Schwab Actuarial Services – Approval of Payment of Invoice dated February 29, 2024 in the amount of \$9,450.00 to be paid from the Pension Account
The Schwab Actuarial Services invoice dated February 29, 2024 was presented for the Board of Trustees review and approval in the amount of \$9,450.00. The Executive Director asked for the Board's approval to pay the invoice amount of \$9,450.00 for Schwab Actuarial Services with funds from the pension account. The Board Secretary/Treasurer asked for and received a motion to pay the Schwab Actuarial Services invoice in the amount of \$9,450.00 with funds from the pension account. The motion was seconded by the Board Chairman. With no further discussion, the motion passed by a unanimous voice vote.
- Approval of Accounts Payable Invoices
The Accounts Payable Invoices totaling \$2,139,464.01 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 \$2,139,464.01. The motion was seconded by the Board Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(b) Approval of Unaudited Financial Statements for February, 2024

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

(c) Pension Portfolio Review for period ending March 31, 2024 and Pension Investment Statement for month ending March 31, 2024

The Executive Director presented the Portfolio Review Summary for periods through March 31, 2024 to the Board of Trustees for their review. The RMTD Pension Trust Statement of Account Summary for month ending March 31, 2024 was also presented to the Board of Trustees for their review.

E-3 OPERATIONS

- ### (a) Fixed Route Ridership Statistics Report for March, 2024 And Demand Response Ridership Statistics Report for February 2024
- The Executive Director presented the Fixed Route Ridership Statistics Report for March, 2024 and Demand Response Ridership Statistics Report for February 2024.

The Executive Director stated the contract has been finalized with TripSpark and the kick-off meeting will be the week of April 29 and noted the deployment schedule will be reviewed at that time. He added there will be approximately a 12-week core internal system install with external system module following over the remaining 12 weeks.

The Executive Director stated the service plan has been finalized with Boone County & BCCA for FY24 and highlighted the details.

The Executive Director stated there was a kick off meeting last week for the BRT Corridor Analysis Study with Sam Schwartz and R1PC staff with bi-weekly meetings scheduled thereafter.

E-4 MAINTENANCE - VEHICLES & FACILITIES

(a) Report on Fixed Route Buses & Paratransit Vehicles for March, 2024

The Executive Director presented the report on fixed route buses and paratransit vans for March, 2024.

(b) Maintenance & Facilities Projects Update Report

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, paratransit van order, fixed route bus order, facility expansion project and shelter order.

(c) Facility Expansion Update

The Executive Director stated RMTD is still waiting on pre-bid concurrence from IDOT. Once RMTD receives pre-bid concurrence, certain project timelines can be identified.

E-5 HUMAN RESOURCES

(a) RMTD Claims History for March, 2024

The Executive Director presented the RMTD claims history for March, 2024 for the Board of Trustees' review.

E-6 MARKETING

(a) Approval of Advertising Contract(s)

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

- Live 4 Lali
- Rockford City Market

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 City Market (Event Date: May 17, 2024 – End of Summer)

The Board reviewed the Special Service Request. The Board Vice Chairman asked for and received a motion to approve Rockford City Market special service request for May 17, 2024 through the end of the summer. The motion was seconded by the Chairman. With no further discussion, the motion passed by a unanimous voice vote.

E-7 GRANTS

(a) Approval of Resolution No. R-24-04 – FTA Bus and Bus Facilities Grant Application

The Executive Director presented Resolution No. R-24-04 and stated the resolution is authorizing the execution and submittal of a Bus & Bus Facilities discretionary grant

application for \$3,010,000.00. The Executive Director stated the execution and submittal of this application is to supplement the funding for the RMTD Facility Renovation Project. The Board Vice Chairman asked for and received a motion to approve Resolution No. R-24-04. The motion was seconded by the Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(b) Approval of Resolution No. R-24-05 - FTA 5310 Application

The Executive Director presented Resolution No. R-24-05 and stated the resolution is to execute an application for 5310 funds. The Grants & Procurement Manager noted the application provides \$600,000.00 of Section 5310 funds for five (5) Paratransit Vehicles. The Grants & Procurement Manager added the unit cost per Paratransit vehicle is \$120,000. The Board Secretary/Treasurer asked for and received a motion to approve Resolution No. R-24-05 – FTA 5310 Grant Application. The motion was seconded by the Chairman. With no further discussion, the motion passed by a unanimous voice vote.

E-8 SAFETY & TRAINING

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

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

The Executive Director stated RMTD is piloting a collision avoidance system on three 2023 buses (Mobileye Shield + System). The system provides visible and audible alerts to the operator regarding detection of both vulnerable road users such as pedestrians, cyclists and vehicles. The Executive Director highlighted the details of what is included the system.

E-9 OTHER BUSINESS

(a) Executive Session to discuss the semi-annual review of executive session meeting minutes pursuant to 5 ILCS 120/2(c)(21) of the Illinois Open Meetings Act

The Board Chairman asked for and received a motion to enter into Executive Session to discuss the semi-annual review of executive session meeting minutes pursuant to 5 ILCS 120/2(c)(21) of the Illinois Open Meetings Act. The motion was seconded by the Board Secretary/Treasurer. With no further discussion, the motion passed by a unanimous voice vote.

The meeting reconvened into General Session.

(b) Matters Arising out of Executive Session Regarding Semi-Annual Review of Executive Session Meeting Minutes

The Executive Assistant and Assistant Board Secretary recommended the need for confidentiality still exists and therefore should not be made available for public inspection to the Executive Session Minutes from Meetings: #844, #848, #849, #851, #852, #854, #855, #856, #858, #859, #861, #863, #864, #866, #868, #869, #870, #874, #878, #879, #881, #882, #886, #887 #888, #889, #890, #893, #894, #897, #899, #901, #906, #909, #911, #913, #914, #915, #919, #922, #924, #926, #930, #931, #934, #935, #936, #941, #942, #943, #944, #945, #946, #947, #952, #963, #964, #965, #966, #969, #970, #971, #972, #973, #974, #975, #976, #977, #978, #979, #980 #983, #984, #985.

There are no Executive Session Minutes that can be made available for public inspection at this time.

The Board Vice Chairman asked for and received a motion that confidentiality still exists and therefore should not be made available for public inspection to the Executive Session Minutes from Meetings: #844, #848, #849, #851, #852, #854, #855, #856, #858, #859, #861, #863, #864, #866, #868, #869, #870, #874, #878, #879, #881, #882, #886, #887 #888, #889, #890, #893, #894, #897, #899, #901, #906, #909, #911, #913, #914, #915, #919, #922, #924, #926,

#930, #931, #934, #935, #936, #941, #942, #943, #944, #945, #946, #947, #952, #963, #964, #965, #966, #969, #970, #971, #972, #973, #974, #975, #976, #977, #978, #979, #980 #983, #984, #985 and noted there are no Executive Session Minutes that can be made available for public inspection at this time. The motion was seconded by the Board Chairman. With no further discussion, the motion passed by a unanimous voice vote.

E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees Meeting will be on May 20, 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 4:05 p.m.

Respectfully submitted,

Erin Jenkins

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

