



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Annual Board Meeting #991 Minutes
Monday, May 20, 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
Dan Engelkes – Director of Operations
Susan Campbell – Director of Human Resources & Administration
Paula Hughes – Grants & Procurement Manager
Ron Priddy – Paratransit Operations Manager
Drex McCalvin – Risk & Safety Manager
Orlando Toatley – Marketing & Communications Specialist
George Orth – Maintenance Manager
Erin Jenkins – Executive Assistant & Assistant Board Secretary
Tak Chow - IT

GUEST(S)/PUBLIC PRESENT:

Sal Marino, *Coyle Kiley*
Miranda Leininger, *Marsh McLennan*
Brandon Rucker, *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 May 20, 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 April 22, 2024 RMTD Board of Trustees Meeting were reviewed. The Board Vice Chairman asked for and received a motion to approve the Minutes of April 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 acknowledged RMTD employees who are celebrating an anniversary and/or retirement in the month of May, 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.

E-2 FINANCE

(a) Payment of Bills:

- Williams & McCarthy/Services Rendered through April 24, 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 \$431,550.08 were presented for the Board of Trustees' review and approval. The Board Secretary/Treasurer asked for and received a motion to authorize the payment of the accounts payable invoices totaling \$431,550.08. The motion was seconded by the Board Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(b) Pension Portfolio Review for period ending May 14, 2024 and Pension Investment Statement for month ending April 30, 2024

The Executive Director presented the Portfolio Review Summary for periods through May 14, 2024 to the Board of Trustees for their review.

The RMTD Pension Trust Statement of Account Summary for month ending April 30, 2024 was also presented to the Board of Trustees for their review.

*NOTE: The Executive Director requested E-5 (b & c) and E-8 (b) be moved forward on the agenda.

*E-5 HUMAN RESOURCES

(c) Approval of Dental Insurance Renewal – *Presented by Mr. Sal Marino*

Mr. Sal Marino provided a brief overview of RMTD's proposed renewal for Dental Insurance. Mr. Sal Marino recommended to lock in the 2-year administrative fee guarantee of \$4.84 with Delta Dental. The Staff concurred with Mr. Marino's recommendation.

The Board Vice Chairman asked for and received a motion to approve the 2-year administrative fee guarantee \$4.84. The motion was seconded by the Secretary/Treasurer. With no further discussion, the motion passed by a unanimous voice vote.

(c) Approval of Stop Loss Carrier Renewal – Presented by Mr. Sal Marino

The Executive Director welcomed Mr. Sal Marino from Coyle Kiley Agency. Mr. Marino provided a brief overview of the process regarding the renewal of RMTD's Stop Loss Carrier which expires June 30, 2024. Mr. Marino provided an overview. A discussion ensued regarding the renewal options and proposal. Mr. Sal Marino's stated the quote from HCC Option II is the recommended course of action.

Staff requests the Board approve the HCC Option II one-year Stop Loss Carrier renewal offer and retain the specific deductible to \$100,000 and increase Aggregating Specific Corridor to \$120,000.

The Board Secretary/Treasurer asked for and received a motion to approve the one-year Stop Loss Carrier renewal with HCC Option II, retain the specific deductible to \$100,000 and increase Aggregating Specific Corridor to \$120,000. The motion was seconded by the Vice Chairman. With no further discussion, the motion passed by a unanimous voice vote.

*E-8 SAFETY & TRAINING

(b) Approval of Workers Compensation Insurance Renewal 2024/2025

The Executive Director welcomed Ms. Miranda Leininger from Marsh McLennan. Ms. Leininger stated RMTD's current worker's compensation insurance coverage with Illinois Public Risk Fund (IPRF) ends June 30, 2024. Over the past months Staff has worked with Marsh McLennan (RMTD's risk management insurance broker) to review coverage options. As part of the review, Marsh McLennan marketed to several different carriers. Marsh McLennan received a quote from RMTD's incumbent, IPRF, and the rest declined to quote at this time. A discussion ensued regarding the proposal. Based on the quote received and their market review, Marsh McLennan recommends that RMTD renew with IPRF for fiscal year 2025 in the amount of \$867,989.

As part of that coverage, RMTD would also receive approximately \$28,926 in a safety grant, which can be used to purchase safety equipment and training.

Staff concurs with Marsh McLennan's recommendation to renew coverage with IPRF effective July 1, 2024 to July 1, 2025.

The Board Vice Chairman asked for and received a motion to approve renewing worker's compensation insurance coverage with Illinois Public Risk Fund (2024/2025) with a renewal premium of \$867,989. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion prevailed with a unanimous voice vote.

E-3 OPERATIONS

(a) Fixed Route Ridership Statistics Report for April, 2024
And Demand Response Ridership Statistics Report for March, 2024

The Executive Director presented the Fixed Route Ridership Statistics Report for April, 2024 and Demand Response Ridership Statistics Report for March, 2024.

The Executive Director provided the Board of Trustees an outline of the 10 highest ridership routes in 2023 compared to 2019. A discussion ensued regarding the Ridership data.

E-4 MAINTENANCE - VEHICLES & FACILITIES

- (a) Report on Fixed Route Buses & Paratransit Vehicles for April, 2024
The Executive Director presented the report on fixed route buses and paratransit vans for April, 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, Telephone system replacement, Paratransit Software project and an update on Battery Electric Bus performance.
The Director of Operations highlighted and shared some of the Battery Electric Bus performance data.
The Director of Operations stated RMTD Staff had an initial kick-off meeting last week with the team from Trip Spark. He noted RMTD is currently in the operational review phase of the project in which information is exchanged regarding daily operations. He added the Paratransit Operations Manager and the Paratransit Coordinator are handling this phase of the project. The Director of Operations referenced the timeline graph included in the Board packet.
- (c) Facility Expansion Update
The Director of Operations stated plans are still under review at the City and IDOT, however, RMTD is very close to receiving approval from both. He added Staff is working with Larson & Darby as well as the Project Manager for some final revisions.

E-5 HUMAN RESOURCES

- (a) RMTD Claims History for April, 2024
The Executive Director presented the RMTD claims history for April, 2024 for the Board of Trustees' review.
- (b) Approval of Dental Insurance Renewal – Presented by Mr. Sal Marino
Presented earlier.
- (c) Approval of Stop Loss Carrier Renewal – Presented by Mr. Sal Marino
Presented earlier.

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 Secretary/Treasurer. With no further discussion, the motion passed by a unanimous voice vote.
- (b) Approval of Special Service Request(s) & Communications
The Marketing & Communications Specialist advised the Board of Trustees that the Trolley will be used in the upcoming annual Memorial Day Parade in Rockford.

The Executive Director presented the following Special Service Request for Board approval:

- CRE8IV'S Music & Arts Fest (Event Date: May 31-June 2, 2024)

The Executive Director reviewed the Special Service Request with the Board of Trustees. The Board Vice Chairman asked for and received a motion to approve CRE8IV'S Music & Arts Fest special service request for the Trolley for May 31-June 2, 2024. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

The Marketing & Communications Manager stated he has been participating in some community outreach and most recently attended a Disability Resource Fair along with the Paratransit Operations Manager at Midway Village. He noted it was a good opportunity to connect with the community and answer any questions they have regarding our process and service.

E-7 GRANTS

No Report

E-8 SAFETY & TRAINING

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

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

- (b) Approval of Workers Compensation Insurance Renewal 2024/2025 – Presented by Marsh McLennan
Presented earlier

E-9 OTHER BUSINESS

- (a) Approval of Intergovernmental Agreement to provide General Public Demand Response Service to the County of Boone, IL.

The Executive Director reminded the Board of Trustees the Fixed Route service to the urbanized areas of Boone County was eliminated by the request of the Boone County Board effective June 30, 2024. The intergovernmental agreement before them codifies the language which removes Fixed Route service and includes Demand Response only. The Executive Director noted a few additions to the agreement include Boone County partnering with RMTD in exercising the option to join RMTD in utilizing the new Demand Response Software. The IGA outlines how the cost of that is included in the IGA. RMTD has also agreed to waive the additional fare for transfers. RMTD staff recommends the Board approve the IGA to provide Demand Response service to the County of Boone. The term of this agreement shall begin on July 1, 2024. The agreement will continue for a one-year term and will continue year to year thereafter unless one of the parties wishes to terminate. The Board Vice Chairman asked for and received a motion to approve RMTD enter into an agreement to provide general public Demand Response Service to the County of Boone, Illinois effective July 1, 2024. The motion was seconded by the Secretary/Treasurer. With no further discussion, the motion passed by a unanimous voice vote.

- (b) Approval of RMTD Social Media Use Policy

The Executive Director stated Staff is in the process of updating the RMTD Administrative Handbook as well as reviewing internal policies. Through this process, it was determined a RMTD Social Media Use Policy needed to be established.

RMTD values public engagement and feedback. To promote efficiency and ensure responsiveness, RMTD will not permit public comment on its social media platforms. Instead, public comments should be submitted via <https://rmtd.org/contact/>. Comments may also be directed to (815) 961-9000 or mail@rmtd.org. This will enable Staff to create consistency in how Staff responds to the public. This policy also provides guidance for employees use on social media. The Executive Director added Legal Counsel has reviewed this policy to make sure RMTD is compliant with federal, state and local laws. The Board Secretary/Treasurer asked for and received a motion to approve the RMTD Social Media Use Policy. 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 June 24, 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 4:22 p.m.

Respectfully submitted,

Erin Jenkins

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

