



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #994 Minutes
Tuesday, August 13, 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
David Sidney - Board of Trustees, Vice Chairman
Ashley Sarver - Board of Trustees, Secretary/Treasurer

STAFF:

Michael Stubbe - Executive Director
Dan Engelkes - Deputy Executive Director & Director of Operations
Susan Campbell - Director of Human Resources & Administration
Paula Hughes - Grants & Procurement Manager
Ron Priddy - Paratransit Operations Manager
Cedrick Ketton - Fixed Route Operations Manager
Orlando Toatley - Marketing & Communications Specialist
Lawrence Tennial - Facilities Manager
George Orth - Maintenance Manager
Drex McCalvin - Safety & Training Manager
Erin Jenkins - Executive Assistant & Assistant Board Secretary
Tak Chow - IT

GUEST(S)/PUBLIC PRESENT:

Brandon Rucker, *R1PC*

CALL TO ORDER:

The Chairman called the meeting to order at approximately 3:30 p.m.

ELECTING OFFICERS TO FILL VACANCIES

The Chairman stated there is a vacancy to fill the position of Vice Chairman. The Chairman asked for a nomination to fill the vacancy of Vice Chairman. Ms. Ashley Sarver nominated Mr. David Sidney to fill the vacancy of Vice Chairman. There were no other nominations. Mr. David Sidney accepted the nomination of RMTD Vice Chairman. The Chairman asked for and received a motion to elect Mr. David Sidney as RMTD's Board Vice Chairman. With no further discussion, the motion was seconded and passed by a unanimous voice vote.

The Chairman stated there is a vacancy to fill the position of Secretary/Treasurer. The Chairman asked for a nomination to fill the vacancy of Secretary/Treasurer. Mr. David Sidney nominated Ms. Ashley Sarver to fill the vacancy of Secretary/Treasurer. Ms. Ashley Sarver accepted the nomination of RMTD Secretary/Treasurer. The Chairman asked for and received a motion to elect Ms. Ashley Sarver as RMTD's Board Secretary/Treasurer. With no further discussion, the motion was seconded and passed by a unanimous voice vote.

APPROVAL OF AGENDA:

The Chairman asked for and received a motion to approve the agenda for August 13, 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 July 22, 2024 RMTD Board of Trustees Meeting were reviewed. The Chairman asked for and received a motion to approve the Minutes of July 22, 2024. The motion passed with 2 votes in favor and 1 abstention.

A-COMMUNICATIONS:

No Report

B-MATTERS BY THE PUBLIC:

No Report

C-REPORTS OF STANDING COMMITTEES:

No Report

D-RECONSIDERATION OF OLD BUSINESS:

No Report

E-CONSIDERATION OF NEW BUSINESS:

E-1 EXECUTIVE DIRECTOR

(a) Welcome New RMTD Board Member, Ashley Sarver

The Chairman and the Executive Director welcomed new board member, Ashley Sarver. The RMTD staff introduced themselves to Ms. Sarver.

(b) General Update

The Executive Director acknowledged RMTD employees who are celebrating an anniversary and/or retirement in the month of August, 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:

- Approval of Accounts Payable Invoices

The Accounts Payable Invoices totaling \$341,114.00 were presented for the

Board of Trustees' review and approval. The Vice Chairman asked for and received a motion to authorize the payment of the accounts payable invoices totaling \$341,114.00. The motion was seconded by the Chairman. With no further discussion, the motion passed by a unanimous voice vote.

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

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

E-3 OPERATIONS

(a) Fixed Route Ridership Statistics Report for July, 2024

The Executive Director presented the Fixed Route Ridership Statistics Report for July, 2024.

E-4 MAINTENANCE - VEHICLES & FACILITIES

(a) 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 Fixed Route Bus order, Facility Expansion project, Telephone system replacement and Paratransit Software project.

The Executive Director noted the Tripspark Paratransit software project continues to move forward with the development of getting the data transferred over to the new software; however, the project is about 3-4 weeks behind based on getting training scheduled with staff. The Executive Director stated he will provide more progress updates as the project moves forward.

(b) Facility Expansion Update

The Executive Director stated RMTD will be seeking Board approval to enter into a contract with the construction firm for the facility expansion project in "other business" on the agenda.

E-5 HUMAN RESOURCES - No Report

E-6 MARKETING

(a) Approval of Advertising Contract(s)

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

- The Rock River Area Group Services of Narcotics Anonymous
- Miracle Revival Outreach

The Board of Trustees reviewed the advertising contract(s) noted above. The 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.

E-7 GRANTS - No Report

E-8 SAFETY & TRAINING

- (a) Safety & Training Update Report for July, 2024
The Safety & Training Update Data Report from July, 2024 was presented to the Board of Trustees for their review.

E-9 OTHER BUSINESS

- (a) Award of the Construction of Renovation and Expansion of the Mulberry Street Facility
The Grants & Procurement Manager stated RMTD advertised for bids for the Construction of the Rehabilitation/Renovation and Expansion of Mulberry Street Facility Project on June 6, 2024. Those bids were opened on July 25, 2024. Five bids were received with Scandroli having the lowest base bid. A copy of the bid tabulation is attached. The base bids are as follows:
- | | |
|------------------|--------------|
| Scandroli | \$29,577,000 |
| Stenstrom | \$30,610,000 |
| Ringland-Johnson | \$29,585,000 |
| Sjostrom | \$32,527,345 |
| Larson & Larson | \$31,107,326 |
- The Grants & Procurement Manager stated RMTD only has current grant funding to award the base bid. The alternate bids may be added at a later date as funds become available. The Grants & Procurement Manager stated for this project, RMTD will be utilizing 100% Illinois Department of Transportation (IDOT) Capital funds and no local funds will be needed. The Grants & Procurement Manager stated staff is requesting that the RMTD Board of Trustees approve the award of the base bid for the Construction of the Rehabilitation/Renovation and Expansion of Mulberry Street Facility Project to the lowest responsive, responsible bidder, Scandroli Construction Company, in the amount of \$29,577,000. Additionally, the Board authorizes the Executive Director to execute the contract contingent upon all of the following being completed first: RMTD Board award approval, IDOT pre-award concurrence, and City of Rockford transfer of the project property and right of way to RMTD ownership. The Vice Chairman asked for and received a motion to approve the award of the base bid for the Construction of the Rehabilitation/Renovation and Expansion of Mulberry Street Facility Project to the lowest responsive, responsible bidder, Scandroli Construction Company, in the amount of \$29,577,000. Additionally, the Board authorizes the Executive Director to execute the contract contingent upon all of the following being completed first: RMTD Board award approval, IDOT pre-award concurrence, and City of Rockford transfer of the project property and right of way to RMTD ownership. The motion was seconded by the Chairman. With no further discussion, the motion passed by a unanimous voice vote.
- (b) Approval of Proposed Fall Service & Fare Changes (Effective September 1, 2024)
As reviewed at the last RMTD Board meeting, the Executive Director provided the Board of Trustees a summary of service and fare changes Staff proposes to implement for Fall 2024. He noted the changes were developed based on requests and feedback from the community including customers, site developers,

employers and public officials. He added the service changes proposed are consistent with the goals and strategies in the board adopted Comprehensive Mobility Plan. He noted two Public Hearings took place - one at our East Side Transfer Center facility and also at the Administration office at 520 Mulberry Street with no comments received. A discussion ensued regarding the various route changes which also includes Amazon service. RMTD staff is recommending the Board approve the proposed service and fare changes effective September 1, 2024 as presented. The Vice Chairman asked for and received a motion to approve the proposed service and fare changes effective September 1, 2024. The motion was seconded by the Secretary/Treasurer. With no further discussion, the motion passed by a unanimous voice vote.

(c) Approval of Unlimited Access Agreement with Amazon Air- KRFD

The Executive Director stated the language is still being worked through. He stated this Unlimited Access Service Agreement between RMTD and Amazon will allow their employees to ride the fixed route service of RMTD without the requirement to pay a fare by showing their employee ID. He noted Amazon is responsible for making sure their employees, who wish to ride RMTD service, are provided with their ID's. RMTD will charge a fixed fee amount of \$6140.00 per month for the term 12 months. The Secretary/Treasurer asked for and received a motion to authorize the Executive Director to enter into an unlimited access agreement with Amazon Air. The motion was seconded by the Vice Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(d) Update on BRT Corridor Analysis Study

Mr. Brandon Rucker, from R1PC, provided an update regarding the BRT Corridor Analysis Study.

(e) Executive Session to discuss collective bargaining matters pursuant to 5 ILCS 120/2(c)(2) of the Illinois Open Meetings Act

The Executive Director stated there was no report for Executive Session.

E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees Meeting will be on September 23, 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 4:09 p.m.

Respectfully submitted,

Erin Jenkins

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

