



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #953 Minutes
Monday, March 29, 2021 at 3:30 p.m.

RMTD Conference Room
520 Mulberry Street
Rockford, IL 61101

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
Ron Schoepfer – Director of Finance
Lisa Brown – Marketing Manager/PR Specialist
Paula Hughes – Grants Specialist
Lawrence Tennial – Maintenance Manager
Erin Jenkins – Executive Assistant & Board Meeting Secretary

GUEST(S) PRESENT:

None

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 March 29, 2021. The motion was seconded and passed.

APPROVAL OF MINUTES:

The General Session & Executive Session Minutes of the February 26, 2021 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of February 26, 2021. With no further discussion, the motion was seconded and passed.

A-COMMUNICATIONS:

None

B-MATTERS BY THE PUBLIC:

None

C-REPORTS OF STANDING COMMITTEES:

No Report

D-RECONSIDERATION OF OLD BUSINESS:

No Report

E-CONSIDERATION OF NEW BUSINESS:

E-1 EXECUTIVE DIRECTOR

(a) Payment of Bills:

- Hinshaw & Culbertson – Services Rendered Through January 28, 2021
- Williams & McCarthy – Services Rendered Through January & February, 2021
- AGHL Law – Services Rendered Through January & February, 2021

The above payment of bill(s) was presented for the Board of Trustees review

- Approval of Accounts Payable Invoices

The Accounts Payable Invoices totaling \$242,452.83 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 \$242,452.83. With no further discussion, the motion was seconded and passed.

(b) Pension Portfolio Review as of March 22, 2021 and Pension Trust Statement of Accounts for: February, 2021

The Executive Director presented the Portfolio Review Summary as of March 22, 2021. The RMTD Pension Trust Statement of Account Summary for February, 2021 was also presented to the Board of Trustees for their review.

(c) Award Five (5) 35' Hybrid Buses

The Executive Director stated RMTD has received a new State Capital grant which will allow for the purchase of another five (5) 35' Hybrid buses from Gillig utilizing a Commonwealth of Virginia contract. He noted these buses will be used to replace five more 2007 NABI buses which have exceeded their useful life of 12 years.

All of these five buses will also utilize Diesel Hybrid technology which will reduce emissions as well as fuel consumption.

The current price per bus is \$779,398 for a total of \$3,896,990.

As mentioned above, RMTD will be utilizing our new State Capital grant, CAP-21-1132-ILL, to provide 100% of the funding. No local funds are needed for this project.

RMTD is anticipating that all five buses will be arriving in December, 2021.

Staff is requesting that the RMTD Board of Trustees approve the award to Gillig for five Hybrid buses at \$779,398 per bus for a total of \$3,896,990. The Board Secretary/Treasurer asked for and received a motion to approve the award to Gillig for Five (5) 35' Hybrid Buses at \$779,398 per bus for a total of \$3,896,990. With no further discussion, the motion was seconded and passed

(d) RFP-20-01 – Award of Hoist Project

The Executive Director stated RMTD went out for bid on the Maintenance Hoists. He noted there are four original hoists that were installed with the building in 1987. Over the years, the cost to repair and maintain the hoists has increased.

RMTD received two bids for this project - one from Safety Lane, and one from Standard Industrial. The total score and price for Safety Lane is 188 with a bid of \$776,250.00, and Standard Industrial total score was 181 and their price was \$863,000.00

After receiving the scores and prices, Staff is requesting that the RMTD Board of Trustees allow staff to award a Purchase Order to Safety Lane in the amount of \$776,250.00. The Board Vice Chairman asked for and received a motion to award the Hoist Project (RFP-20-01) to Safety Lane in the amount of \$776,250.00 per IDOT concurrence. With no further discussion, the motion was seconded and passed.

(e) Award CAD/AVL Implementation Consultant

The Executive Director stated the RMTD Board previously approved the award of a new CAD/AVL system to Clever Devices. He noted the scope of the system's implementation is extremely technical and includes sophisticated software and a great variety, and quantity, of electronic hardware.

RMTD Staff would like to ensure the system's implementation is effectively and efficiently managed with the best results possible. With limited in-house expertise to provide sufficient project management and oversight for the installation of this system, Staff is recommending contracting with a CAD/AVL Implementation Consultant to assure that this system is installed and implemented to specifications - up to, and including, system testing and acceptance.

RMTD solicited quotes for this service. The quotes ranged in price from \$94,970 up to \$147,220. IBI Group came in with the low bid at \$94,970 which includes \$9,000 for travel. Please see attached Procurement Form for all quote results.

The CAD/AVL Implementation services are broken down into four tasks: Project Management and Support, Review and Compliance Tracking, Design Review, and Implementation and Acceptance Testing.

These services will extend over the 12 months of the installation.

RMTD will be utilizing 100% of FTA Capital funds, IL-90-X827. No local funds are needed for this project.

Staff is requesting that the RMTD Board of Trustees approve the award to IBI Consulting for CAD/AVL Implementation Consultant Services for a total of \$94,970.

The Board Vice Chairman asked for and received a motion to approve the award to IBI Consulting for CAD/AVL Implementation Consultant Services for a total of \$94,970. With no further discussion, the motion was seconded and passed.

(f) RFQ-20-01 – Award of Facility Evaluation & Master Plan

The Executive Director stated Larson & Darby was notified that they are the top scorer for our RFQ-20-01 and, as approved by the Board last month, RMTD staff has worked through the negotiation process with them.

Larson & Darby has presented RMTD with a Phase I proposal of \$298,600 and a Phase II-IV proposal of \$37,500. Staff has deemed this proposal reasonable.

Phase I will provide the Master Plan (MP) Existing Elements, MP Block Planning, and Full Schematic Design services.

Phase II-VI will provide the Design Development, Construction Documents, Bidding, and Contract Administration for the install of the Bus Charging Stations for the new Battery Electric Buses (BEB's).

RMTD currently has only \$217,425 available in the Engineering and Design line item of our CAP-14-1029 State Capital grant. However, in addition to that line item, there are other unused funds that are still available. RMTD will need to request Illinois Department of Transportation (IDOT) to move unused grant funds up into this line item through a grant revision to accommodate the total cost of this project.

At this time, Staff is requesting that the Board of Trustees approve the award of the RFQ-20-01 Facility Evaluation and Master Plan to Larson & Darby and authorize the Executive Director to sign an agreement for services in the amount of \$336,100.

The Secretary/Treasurer asked for and received a motion to approve the award of the RFQ-20-01 Facility Evaluation and Master Plan to Larson & Darby and authorize the Executive Director to sign an agreement for services in the amount of \$336,100. With no further discussion, the motion was seconded and passed.

E-2 FINANCE

(a) Approval of RMTD Fiscal Year 2022 Operations Budget

The Executive Director presented the FY2022 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 2022 Budget. The Vice Chairman commended the Director of Finance and Staff on the great work regarding the budget. The Vice Chairman asked for and received a motion to approve the RMTD Fiscal Year 2022 Budget as presented. With no further discussion, the motion was seconded and passed.

(b) Approval of Unaudited Financial Statements for January, 2021

The Unaudited Financial Statements for January, 2021 were presented for the Board's review.

The Secretary/Treasurer asked for and received a motion to approve the unaudited financial statements for January, 2021. With no further discussion, the motion was seconded and passed.

E-3 OPERATIONS

(a) Ridership Statistics Report for February, 2021

The Executive Director presented and reported on the Fixed Route Ridership and Demand Response Summary for the month ending February, 2021.

E-4 MAINTENANCE - VEHICLES & FACILITIES

(a) Report on Fixed Route Buses & Paratransit Vehicles for February, 2021

The Executive Director presented the report on fixed route buses and paratransit vans for February, 2021.

(b) Geofencing Update

The Director of Operations presented a handout to the Board of Trustees regarding data on the Hybrid Electric Vehicles. He updated the Board on the Rockford Green Zones that were established including downtown Rockford. He discussed RMTD fuel uses data and provided a summary of RMTD's geofencing operations to date. A discussion ensued regarding the data presented.

E-5 HUMAN RESOURCES

(a) RMTD Claims History for February, 2021

The Executive Director presented the claims history for February, 2021.

E-6 MARKETING

(a) Approval of Advertising Contract(s)

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

- Winnebago County Health Department
- Winnebago CASA
- K.I.N.D. Staffing Group
- Rockford City Market
- Legacy Academy
- Janesville Convention and Visitors Bureau
- REMAX

- Country Financial Investment Services
- Winnebago County Health Department (additional)

The Board reviewed the advertising contract(s) noted above. The Board Vice Chairman asked for and received a motion to approve all of the advertising contract(s). With no further discussion, the motion was seconded and passed.

(b) Special Service Request

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

- Rockford Police Department Youth Academy (Event Date: One week in July and One week in August))

The Board reviewed the Special Service Request. The Board Chairman asked for and received a motion to approve the special service request. With no further discussion, the motion was seconded and passed.

The Marketing & PR Specialist provided an update to the Board of Trustees regarding RMTD's 50th Anniversary activities and promotions that RMTD will be involved in throughout the year to celebrate its 50 years in service.

E-7 GRANTS

(a) Federal & State Grant Updates

The Grants Specialist stated RMTD was notified we will be getting its 3rd round of COVID funding in the amount of \$9,455,408 in 5307 funds with a small amount of 5310 funds. RMTD's just starting to spend the State Capital funds and will be purchasing an additional 3 electric vehicles as well. She stated RMTD is waiting on RIPC to come out with their application for 5310 vehicles so RMTD can replace more of the Paratransit vehicles. She noted the FY22 DOAP Grant will be submitted tomorrow. RMTD is not applying for the Low-No grant as the State of Illinois is applying for it for Battery Electric Paratransit vehicles for the whole State and RMTD has elected to be a part of that pilot project instead.

E-8 RISK MANAGEMENT

(a) Risk Management Update Report – February, 2021

The Risk Management Update Report from February, 2021 was presented to the Board for their review

E-9 OTHER BUSINESS

(a) Executive Session – Executive Director Contract

At approximately 4:18 p.m., the Board Chairman asked for and received a motion to enter into Executive Session. With no further discussion, the motion was seconded and passed.

The meeting went back into General Session.

(b) Matters Arising out of Executive Session: Approval of Amendment to Executive Director's Contract

The Vice Chairman asked for and received a motion to approve Amendment #1 to the Executive Director's Employment contract 2018-2023. With no further discussion, the motion was seconded and passed.

E-10 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees meeting will be on Monday, April 26, 2021 at 3:30 PM. It was decided there will also be a RMTD Board Retreat on May 24, 2021 at 2:00 PM.

F-ORDER OF ADJOURNMENT

A motion was made and received to adjourn. The motion was seconded and passed. The Board Meeting adjourned at 4:28 p.m.

Respectfully submitted,

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

