



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #944 Minutes  
Monday, July 27, 2020 - 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 (*Absent*)

**STAFF:**

Michael Stubbe – Executive Director  
Ron Schoepfer - Director of Finance  
Lisa Brown – Marketing & Public Relations Specialist  
Denny Hendricks – Director of Operations  
Ron Priddy – Operations Manager  
Erin Jenkins – Executive Assistant & Meeting Secretary

**ALSO PRESENT:**

Brandon Geber, R1PC  
Celeste Edleman, R1PC

**ALL TO ORDER:**

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

**APPROVAL OF AGENDA:**

The Board Chairman asked for and received a motion to approve the agenda for July 27, 2020. The motion was seconded and passed.

**APPROVAL OF MINUTES:**

The Minutes of the June 22, 2020 RMTD Board of Trustees Meetings were reviewed. The Board Chairman asked for and received a motion to approve the Minutes of June 22, 2020. With no further discussion, the motion was seconded and passed.

**A-COMMUNICATIONS:**

None

**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) Payment of Bills:

- Meyer & Horning – Services Rendered Through April, 2020
- Williams & McCarthy: Services Rendered Through May, 2020
- Schwab Actuarial Services – Approval of Payment of Invoices to be paid from the Pension Account; Invoice Amount \$11,850
- Approval of Accounts Payable Invoices Totaling \$429,892.49

The above invoice from Schwab Actuarial Services was presented for the Board of Trustees review and approval of the Schwab Actuarial Services invoice(s) for \$11,850.00. The Executive Director asked for the Board's approval to pay the invoice from Schwab Actuarial Services with funds from the pension account. The Board Chairman asked for and received a motion to pay the Schwab Actuarial Services invoice with funds from the pension account. With no further discussion, the motion was seconded and approved.

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

The Accounts Payable Invoices totaling \$429,892.49 were presented for the Board of Trustees review and approval. The Board Chairman asked for and received a motion to authorize the payment of the accounts payable invoices totaling \$429,892.49. With no further discussion, the motion was seconded and approved.

(b) Pension Portfolio Review Summary as of June 30, 2020

Pension Investment Statement for: June, 2020

The Executive Director presented the Portfolio Review Summary as of June 30, 2020 which was provided to RMTD by Mr. Jeff DiBenedetto of DiBenedetto & Associates. RMTD Pension Trust Statement of Account Summary for June, 2020 were also presented for the Board of Trustees for review.

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

The Executive Director stated RMTD has mentioned in prior meetings that it is RMTD's intention to purchase another 5 Hybrid Buses from Gillig utilizing a Commonwealth of Virginia contract. These buses will be used to replace five more 2007 NABI buses which have exceeded their useful life of 12 years. All of these buses will also utilize Diesel Hybrid technology which will reduce emissions as well as fuel consumption.

The Notice to Proceed for the second order of Five Hybrid Buses was taken to the Board on January 27, 2020 and was approved. The bus price at the time was quoted at \$750,866 for a total of \$3,754,330. During the pre-production meeting, this price increased \$3,419 per bus which was mostly due to the addition of Driver Protection Doors. The current price is \$754,285 per bus for a total of \$3,771,425. RMTD will be utilizing the State's Debt Service option to leverage RMTD's FY'21 DOAP funds as a 65% match to the FTA's 5307 funds in grant IL-2018-019/IL-90-X782. No local funds are needed for this project. RMTD is anticipating that all five buses will be arriving in December, 2020.

RMTD is requesting that the RMTD Board of Trustees approve the award to Gillig for five Hybrid 35' buses at \$754,285 each for a total of \$3,771,425.

The Chairman asked for and received a motion to approve the award to Gillig for five Hybrid 35' buses at \$754,285 each for a total of \$3,771,425. With no further discussion, the motion was seconded and passed.

(d) Approval of Mobile Ticketing Pilot Project

The Executive Director stated RMTD is interested in starting a Mobile Ticketing pilot project as a response to the pandemic and consistent with RMTD's efforts to reduce hard surface contact. This technology enhancement was also identified as a need through the Comprehensive Analysis.

This project would allow our passengers the option of using a smart phone app to purchase all of RMTD's current tickets and passes. The app allows credit card information to be entered to make these purchases.

RMTD staff has had contact with a couple of vendors with similar billing methods and completed a price comparison. See attached.

Basically, GFI/SPX charges 8% per transaction and with adding 4% for our bank credit card fee, the total cost per transaction comes to 12%. Token Transit mostly charges a 10% fee per transaction with credit card fees included. No start up fees are charged by either company.

In 2019, approximately \$320,000 of tickets/passes were purchased. If 25% of these were purchased through the Mobile Ticketing app, GFI/SPX would charge a service fee of approximately \$9,600 and Token Transit \$8,000.

RMTD staff has also met with Masabi, another mobile ticketing vendor. However, as they have an initial startup fee of \$20,000, staff did not consider them a viable vendor for this pilot project as that startup fee alone is twice the estimated annual fee for the other two vendors.

All mobile ticketing service fees are eligible transportation expenses and RMTD's DOAP grant will reimburse 65% of those fees.

Considering all of the above, RMTD recommends contracting with Token Transit to supply their Mobile Ticketing App for this pilot project.

The Chairman asked for and received a motion to approve RMTD contracting with Token Transit to supply their Mobile Ticketing App for this pilot project. With no further discussion, the motion was seconded and passed.

E-2 FINANCE

(a) Unaudited Financial Statements for June 2020

The Director of Finance presented and reported on the Unaudited Financial Statements for June, 2020.

The Chairman asked for and received a motion to approve the unaudited financial statements for June 2020. With no further discussion, the motion was seconded and passed.

E-3 OPERATIONS

(a) Ridership Statistics Report for June 2020

The Executive Director presented and reported on the Fixed Route Ridership and Demand Response Summary for the month ending June, 2020.

E-4 MAINTENANCE - VEHICLES & FACILITIES

(a) Report on Fixed Route Buses & Paratransit Vehicles for June 2020

The Executive Director presented the report on fixed route buses and paratransit vans for June, 2020.

E-5 HUMAN RESOURCES

(a) RMTD Claims History for June 2020

The Executive Director presented the claims history for June, 2020.

E-6 MARKETING

(a) Approval of Advertising Contract(s)

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

- Luther Center

The Board reviewed the above mentioned advertising agreement(s). The Board Chairman asked for and received a motion to approve the advertising agreement(s). With no further discussion, the motion was seconded and passed.

E-7 GRANTS

No Report

E-8 RISK MANAGEMENT

(a) Risk Management Update Report – June 2020

The Executive Director presented a Risk Management Update Report from June 2020.

E-9 OTHER BUSINESS

(a) RMTD Comprehensive Mobility Analysis Verbal Update

Brandon Geber stated there will be a brief overview session with staff regarding route review and general service feedback soon. This Mobility Analysis Study will provide short-term options and adjustments to the bus system as well as a vision for a long-term networking system. This Mobility Analysis will provide recommendations and a development plan to move the system forward as well as specific route recommendations.

NEXT MEETING SCHEDULE

- (a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Monday, August 24, 2020 at 3:30 p.m.

At approximately 4:15 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.

**G-ORDER OF ADJOURNMENT**

A motion was made and received to adjourn. The motion was seconded and passed. The Board Meeting adjourned at 4:50 p.m.

*RMTD Board Meeting #944*  
*July 27, 2020*

Respectfully submitted,

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

