



**ROCKFORD MASS TRANSIT DISTRICT**

Board of Trustees  
**ANNUAL MEETING #887**  
Minutes  
Wednesday, April 22, 2015  
7:45 a.m.

RMTD Conference Room  
520 Mulberry Street  
Rockford, IL 61101

**ROLL CALL:**

**BOARD OF TRUSTEES:**

Gary Marzorati, Board of Trustees, Chairman  
Pastor Herbert Johnson – Board of Trustees, Vice Chairman  
Michael Wilcop – Board of Trustees, Secretary/Treasurer

**STAFF:**

Rick McVinnie – Executive Director  
Ron Schoepfer – Director of Finance  
Denny Hendricks – Operations Manager  
Kris Paprocki – Human Resources Manager (*Absent*)  
Dan Engelkes – Risk Manager  
Jim Johnson – Project Manager  
Lisa Brown – Marketing & Public Relations Specialist  
Paula Hughes – Grants Specialist (*Absent*)  
Lawrence Tennial – Maintenance Supervisor  
Erin Jenkins – Administrative Assistant/Meeting Secretary

**ALSO PRESENT:**

Terry White, *Leading Edge Consulting Group*  
Jon Paul Diipla, *RMAP*  
Cathy McDermott, *Rock River Development Partnership*

**CALL TO ORDER:** The Board Chairman called the meeting to order at 7:45 a.m.

**APPROVAL OF AGENDA:**

The Board Chairman asked for and received a motion to approve the agenda for Wednesday, April 22, 2015. The motion was seconded and passed.

**REPORTS OF RETIRING OFFICERS:**

There were no reports of retiring officers.

**ELECTION OF NEW OFFICERS:**

The Secretary/Treasurer made a motion to retain the same officers as the previous year with Gary Marzorati serving as Board Chairman; Herbert Johnson serving as Vice Chairman and Mike Wilcop serving as Secretary/Treasurer. The motion was seconded and passed unanimously.

**APPROVAL OF MINUTES:**

The General Session and Executive Session minutes of the February 24, 2015 RMTD Board of Trustees Meeting were reviewed. A motion was made to approve the minutes. With no further discussion, the motion was seconded and approved.

**A-COMMUNICATIONS:**

- A-1 (a) Newspaper Article from Sharon Hecox Regarding SMTD  
The Executive Director presented a newspaper article from SMTD for the Board's review.

**B-MATTER OF THE PUBLIC:**

No Report

**C-REPORTS OF STANDING COMMITTEES:**

- C-1 (a) Safety Committee Meeting Minutes from March 10, 2015  
The Executive Director presented the Safety Committee Meeting Minutes of March 10, 2015 for the Board of Trustees review.

**D-RECONSIDERATION OF OLD BUSINESS:**

No Report

**E-PAYMENT OF BILLS:**

- |     |     |                      |   |                                 |
|-----|-----|----------------------|---|---------------------------------|
| E-1 | (a) | Hinshaw & Culbertson | ~ | Rendered Through January, 2015  |
|     | (b) | Meyer & Horning      | ~ | Rendered Through February, 2015 |
|     | (c) | Williams & McCarthy  | ~ | Rendered Through January, 2015  |

The Executive Director presented the above payment of bills for the Board of Trustees review.

**F-CONSIDERATION OF NEW BUSINESS:**

F-1 DIRECTOR – Rick McVinnie, Executive Director

- (a) Pension Trust Statement of Accounts for January & February, 2015  
The Executive Director presented the RMTD Pension Trust Statement of Account Summaries for January & February, 2015 for the Board of Trustees to review.
- (b) Renewal of Appointments:
- Rick McVinnie ~ Ethics Officer
  - Lisa Brown ~ EEO Officer
  - Erin Jenkins ~ FOIA/OMA Officer; and Assistant Secretary
  - Paula Hughes ~ DBE Officer
  - Ron Schoepfer ~ Assistant Treasurer

The renewal of the appointees listed above are for the 2015-2016 term. The Board Chairman asked for and received a motion to approve the reappointment of Rick McVinnie, Ethics Officer; Lisa Brown, EEO Officer; Erin Jenkins, FOIA & OMA

Officer and Board Meeting Secretary; Paula Hughes, DBE Officer; Ron Schoepfer, Assistant Treasurer. With no further discussion, the motion was seconded and passed.

- (c) Approval of Board of Trustees Meeting Schedule for April 2015 through March 2016  
The Executive Director presented the Board of Trustees Meeting schedule for April 2015 through March 2016. The Board Chairman asked for and received a motion to approve the Board of Trustees Meeting schedule for April 2015 through March 2016. With no further discussion, the motion was seconded and passed.

- (d) Resolution No. R-15-02 Responding to Significant Reductions in Funding Partnership With the State of Illinois  
The Executive Director stated this Resolution is in response to the Governor's Budget Proposal. The Governor proposed a very significant reduction in state funding for the public transportation services which Rockford area citizens rely on to get to work, school, commercial activity and other basic life functions. A discussion ensued regarding the reduction in funding. This Resolution is being adopted by many other transit agencies and summarizes that RMTD will do all it can to improve operating efficiencies. This Resolution asks the Governor and State Legislature to more carefully examine the economic impacts of proposed reduced public transportation funding. The Board Chairman asked for and received a motion to adopt Resolution No. R-15-02. With no further discussion, the motion was seconded and passed.

F-2 FINANCE – Ron Schoepfer, Director of Finance

- (a) Unaudited Financial Statement for January & February, 2015  
The Director of Finance presented the Unaudited Financial Statement for February, 2015. The Director of Finance reviewed the Balance Sheet as of February 28, 2015. The Director of Finance reviewed the Income Statement with Budget Comparison. The Director of Finance reviewed the Employee Benefit Trust Account, the Public Liability Insurance Account and the Workers Compensation Account for the month ending February 28, 2015. The Secretary/Treasurer asked for and received a motion to approve the Unaudited Financial Statements for February 2015. With no further discussion, the motion was seconded and passed.
- (b) Fiscal Year 2016 Draft Budget Review & Approval  
The Director of Finance stated RMTD is not looking for approval of the Fiscal Year 2016 Draft Budget. He stated he is looking for approval to submit two separate grant applications for the Downstate Operating Assistance Program (DOAP) at both 65% and 55%. The total operating budget for RMTD for fiscal year 2016 is \$16,692,288 at 65%. The total impact of the cut from 65% to 55% would reduce RMTD's budget to \$12,982,891 - approximately \$3.7 million would be cut from our budget overall with this drop in funding. A lengthy discussion ensued on what these budget cuts would mean to RMTD. Once RMTD learns what the governor is going to cut in public transportation, RMTD will come back to the Board of Trustees with options how to balance RMTD's budget. The Board Chairman asked for and received a motion to approve RMTD Staff to submit two grant applications; one grant application reflecting 65% and one grant application reflecting 55%. With no further discussion, the motion was seconded and passed.

F-3 OPERATIONS – Denny Hendricks, Operations Manager

- (a) Fixed Route Report for January & February, 2015  
The Operations Manager reported on the Fixed Route ridership summary for the month ending February 28, 2015. The Operations Manager discussed some of the graphs in his presentation.

(b) Demand Response Report for January & February, 2015

The Operations Manager reported on the Demand Response ridership summary for the month ending February 28, 2015. The Operations Manager discussed some of the graphs in his presentation.

F-4 MAINTENANCE – Lawrence Tennial, Maintenance Supervisor

(a) Report on Fixed Route Buses & Paratransit Vans for January & February, 2015

The Maintenance Supervisor presented the report on fixed route buses and paratransit vans for February 2015. The Maintenance Supervisor provided graphs in his presentation for the Board's review.

The Maintenance Supervisor then reviewed the Average Miles between Road Calls. He stated that there were 35 preventive maintenance inspections performed in February 2015; 16 were fixed route buses and 19 were Paratransit vans and noted all were done per the maintenance plan. The Maintenance Supervisor then reviewed the Road Call Summary and Miles Between Road Calls for the Paratransit vans.

(b) Tire Bid Award

The Maintenance Supervisor stated RMTD received two bids for tires for the buses. The quotes were received from Goodyear and Bridgestone Firestone. He noted that after reviewing the bids, it appeared the low bid from Goodyear was not complete. Goodyear did not include all the bid submittals required in the specifications. Since Goodyear did not comply with the bid requirements, RMTD recommends throwing their bid out. Therefore, RMTD asks that the Board of Trustees authorize staff to award the next lowest responsive, responsible bidder, Bridgestone Firestone. The Board Chairman asked for and received a motion to award the Tire Lease bid to Bridgestone Firestone. With no further discussion, the motion was seconded and passed.

F-5 HUMAN RESOURCES – Kris Paprocki, Human Resource Manager

No Report

F-6 MARKETING – Lisa Brown, Marketing & Public Relations Specialist

(a) Advertising Contracts

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

- St. James School
- Church of God
- Window World
- Galapagos Charter School
- APAC Corp. (two separate agreements)

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

(b) Save The Dates(s)

The Marketing and Public Relations Specialist stated RMTD has some upcoming events this spring and summer and wanted the Board to be aware so they could participate if interested. A discussion ensued regarding the upcoming events for 2015.

- May 15, 2015 ~ RMTD Employee Appreciation Day
- August 7, 2015 ~ RMTD Golf Outing at Timber Pointe

(c) EEO Summary Report as of April 2015

As EEO Officer of RMTD, The Marketing & PR Specialist presented a quarterly headcount summary report as of April, 2015 for the Board's review. She noted this report is a snapshot of RMTD's employment picture. She added there are various breakdowns within categories included in the report. She stated she will provide this report to the Board on a quarterly basis in accordance with RMTD's EEO plan.

(d) Special Service Request(s)

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

- City Market
- Rockford Police Youth Academy
- Jerusalem Missionary Baptist Church

The Board reviewed the above mentioned Special Service Request. The Board Chairman asked for and received a motion to approve all of the above Special Service Requests. With no further discussion, the motion was seconded and passed.

F-7 GRANTS – Paula Hughes, Grants Specialist

No Report

F-8 PROJECT MANAGER – Jim Johnson, Project Manager

(a) Projects Update

The Project Manger stated RMTD has essentially completed the installation of offices in the vacant space at the East Side Transfer Center. He noted RMTD has two signed leases for those spaces. The Project Manager also stated that funding for the train station is frozen for the construction of any portion of this project. The Project Manager stated there were some unused design funds that the City of Rockford requested for the design of the parking structure next to the train station. The Project Manager stated FTA and IDOT are on board with using the train station design funds for the parking structure design, but the cost presented by the Architect for that design work needs to be reduced.

F-9 RISK MANAGEMENT – Dan Engelkes, Risk Manager

(a) Risk Management Update Report – December 2014

The Risk Manager provided the Board of Trustees an update report for February, 2015. He provided a brief overview of items he has been working on.

(b) Bus Stop Sign Installation Bid Award

The Risk Manager stated RMTD solicited bids on the installation of 390 bus stop signs and post that will cover updating signage on 13 routes. Three firms bid on the Bus Stop Sign Installation project. The Risk Manager asked for Board approval to award a purchase order in the amount of \$39,880.00 to Rock Valley Fence. The Board Chairman asked for and received a motion to award a purchase order in the amount of \$39,880.00 to Rock Valley Fence. With no further discussion, the motion was seconded and passed.

F-10 MEETING SCHEDULE

- (a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Wednesday, May 27, 2015 at 7:45 a.m.

*RMTD Board Meeting #887  
April 22, 2015*

At approximately 8:55 a.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 meeting adjourned at 9:43 a.m.

Respectfully submitted,

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Erin Jenkins  
Administrative Assistant and Meeting Secretary  
Rockford Mass Transit District