



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees
BOARD MEETING #890
Minutes
Wednesday, July 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
Dan Engelkes – Risk Manager
Jim Johnson – Project Manager
Lisa Brown – Marketing & Public Relations Specialist (*Absent*)
Paula Hughes – Grants Specialist
Lawrence Tennial – Maintenance Supervisor
Erin Jenkins – Executive Assistant/Meeting Secretary

ALSO PRESENT:

Jon Paul Diipla, *RMAP*
Michael Hren, *RMAP*

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, August 26, 2015. The motion was seconded and passed.

APPROVAL OF MINUTES:

The General Session and Executive Session Minutes of the July 22, 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:

No Report

B-MATTER OF THE PUBLIC:

No Report

C-REPORTS OF STANDING COMMITTEES:

C-1 (a) Safety Committee Meeting Minutes from July 16, 2015

The Executive Director presented the Safety Committee Meeting Minutes of July 16, 2015 for the Board of Trustees review.

D-RECONSIDERATION OF OLD BUSINESS:

No Report

E-PAYMENT OF BILLS:

No Report

F-CONSIDERATION OF NEW BUSINESS:

F-1 DIRECTOR – Rick McVinnie, Executive Director

(a) Pension Trust Statement of Accounts for June 2015

The Executive Director presented the RMTD Pension Trust Statement of Account Summaries for June, 2015 for the Board of Trustees to review.

F-2 FINANCE – Ron Schoepfer, Director of Finance

No Report

F-3 OPERATIONS – Denny Hendricks, Operations Manager (*Absent*)

No Report

F-4 MAINTENANCE – Lawrence Tennial, Maintenance Supervisor

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

The Maintenance Supervisor presented the report on fixed route buses and paratransit vans for June 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 33 preventive maintenance inspections performed in June 2015; 21 were fixed route buses and 12 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.

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

No Report

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

(a) Advertising Contracts

The Meeting Secretary presented in the Marketing & PR Specialists' absence for the following contracts for Board approval:

- Greek Fest

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

F-7 GRANTS – Paula Hughes, Grants Specialist

(a) Resolution No. R-15-05-IDOT FY16 DOAP Grant Contract

The Grants Specialist stated she is seeking board approval for the execution of Resolution No. R-15-05 IDOT FY16 Downstate Operating Assistance Program Grant; Contract No. 4660; Grant No. OP-16-04-IL. She noted RMTD applied for \$10,521,570 and RMTD was granted an appropriated amount of \$17,393,500. The Grants Specialist noted RMTD cannot draw off this amount unless RMTD matches it. The Grants Specialist also noted that due to the recent economic climate of Legislation, these funds could change (which is noted and always has been noted in the grant document) “*as long as there are sufficient funds transferred into the Downstate Public Transportation Fund....*” The Board Chairman asked for and received a motion to approve Resolution No. R-15-05 FY16 Downstate Operating Assistance Program Grant. With no further discussion, the motion was seconded and passed.

F-8 PROJECT MANAGER – Jim Johnson, Project Manager

No Report

F-9 RISK MANAGEMENT – Dan Engelkes, Risk Manager

(a) Risk Management Update Report – July 2015

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

F-10 MEETING SCHEDULE

(a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Wednesday, September 23, 2015 at 7:45 a.m.

The Executive Director requested the next Board Meeting be moved to September 16, 2015 instead of September 23, 2015. It was decided the next Board of Trustees Meeting will be on **Wednesday, September 16, 2015 at 7:45 a.m.**

G-ORDER OF ADJOURNMENT

A motion was made and received to adjourn. The motion was seconded and passed. The meeting adjourned at 8:05 a.m.

Respectfully submitted,

Erin Jenkins
Executive Assistant and Meeting Secretary
Rockford Mass Transit District