



**ROCKFORD MASS TRANSIT DISTRICT**

Board of Trustees  
BOARD MEETING #898  
Minutes  
Wednesday, June 8, 2016  
7:45 a.m.

RMTD Conference Room  
520 Mulberry Street  
Rockford, IL 61101

**ROLL CALL:**

**BOARD OF TRUSTEES:**

Gary L. Marzorati, Board of Trustees, Chairman  
Herbert L. Johnson – Board of Trustees, Vice Chairman  
Stephen K. Ernst – Board of Trustees, Secretary/Treasurer

**STAFF:**

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

**ALSO PRESENT:**

Sal Marino, MFG LLC  
Jeff DiBenedetto, DiBenedetto & Associates  
Michael Hren, RMAP  
Elaine Theobald, ATU Local 1333  
Erick Groshans, ATU Local 1333  
Matthew Douglas, ATU Local 1333  
Dale Smith, ATU Local 1333  
Sheila Manns, ATU Local 1333

**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, June 8, 2016. The motion was seconded and passed.

**APPROVAL OF MINUTES:**

The General Session and Executive Session Minutes of the Wednesday, April 27, 2016 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-MATTERS OF THE PUBLIC:**

No Matters of the Public.

**C-REPORTS OF STANDING COMMITTEES:**

No Report

**D-RECONSIDERATION OF OLD BUSINESS:**

No Report

**E-PAYMENT OF BILLS:**

E-1 (a) Hinshaw & Culbertson ~ Rendered Through April, 2016

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

**NOTE: The Board Chairman requested F-1 (a) be moved forward on the agenda.**

**F-CONSIDERATION OF NEW BUSINESS:**

F-1 DIRECTOR – Rick McVinnie, Executive Director

- (a) DiBenedetto & Associates, Inc.  
~ Portfolio Management Summary Statement Period Ending: May 31, 2016  
~ Monthly Investment Statement for March & April, 2016

Jeff DiBenedetto reviewed the Portfolio Overview.

He stated the following performance data for period ending May 31, 2016:

-	Beginning value YTD:	\$15,064,769.02
-	Contributions YTD:	\$342,107.41
-	Income YTD:	\$79,898.92
-	Ending Value YTD:	\$15,849,276.63
-	Investment Gain YTD:	\$442,400.20

Jeff DiBenedetto then reviewed the Performance vs. Benchmarks summary and a Portfolio Overview. He then reviewed Asset Allocations. He then reviewed the detail of individual investments. He also gave a brief economic summary of the past year.

**NOTE: The Board Chairman requested F-5 (a) be moved forward on the agenda.**

- (a) Renewal of RMTD Employee Health Insurance ~Presented by Mr. Sal Marino. MFG, LLC  
Mr. Sal Marino provided a brief overview of the process regarding the renewal of RMTD's Employee Health Insurance. Mr. Marino stated that the renewal was sent to nine (9) markets for competitiveness, whereas, the companies were either not competitive and/or declined to

quote. Mr. Marino stated RMTD's current carrier is Arch Insurance. Mr. Marino stated of the three quotes that were received, cost, quality of the carrier and contract provisions that are offered is what is taken into consideration when selecting an insurance company. Mr. Marino discussed the options between Arch Insurance and the other carrier that was most competitive. He noted the renewal is basically flat. A discussion ensued regarding the renewal options and proposals. Mr. Marino recommended that RMTD stay with Arch Insurance Company. He noted this renewal will go into effect July 1, 2016. The Board Chairman asked for and received a motion to approve Arch Insurance as RMTD's Employee Health Insurance effective as of July 1, 2016. With no further discussion, the motion was seconded and passed

F-1 DIRECTOR – Rick McVinnie, Executive Director (*Continued*)

(b) Prevailing Wage Ordinance 16-06-08

The Executive Director requested approval of the Annual Prevailing Wage Ordinance 16-06-08. The Board Chairman asked for and received a motion to approve Prevailing Wage Ordinance 16-06-08. With no further discussion, the motion was seconded and passed.

F-2 FINANCE – Ron Schoepfer, Director of Finance

(a) Unaudited Financial Statement for March & April, 2016

The Director of Finance presented the Unaudited Financial Statement for April, 2016. The Director of Finance reviewed the Balance Sheet as of April 30, 2016. 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 April 30, 2016.

F-3 OPERATIONS – Denny Hendricks, Operations Manager

(a) Fixed Route Report for March & April, 2016

The Operations Manager reported on the Fixed Route ridership summary for the month ending April, 2016. The Operations Manager discussed some of the graphs in his presentation.

(b) Demand Response Report for March & April, 2016

The Operations Manager reported on the Demand Response ridership summary for the month ending April, 2016. The Operations Manager discussed some of the graphs in his presentation.

F-4 MAINTENANCE – Lawrence Tennial, Maintenance Manager (*Absent*)

(a) Report on Fixed Route Buses & Paratransit Vans for March & April, 2016

The Maintenance Manager was absent, therefore, the Executive Director laid this report over to be presented at the next Board Meeting.

F-5 HUMAN RESOURCES - Susan Campbell, Human Resources Manager

(a) Renewal of RMTD Employee Health Insurance ~Presented by Mr. Sal Marino. MFG, LLC Presented earlier.

- (b) Resolution No. R-16-05 – Revision to RMTD Drug & Alcohol Program  
The Human Resource Manager explained that RMTD just completed their triennial and it was noted DOT regulated bullet points within and updated. Needed to be officially presented to the board for approval. The Human Resource Manager requested approval from the Board of Trustees on the updates in RMTD's Drug and Alcohol Program. The Board Chairman asked for and received a motion to accept and approve Resolution No. R-16-05 Revision to RMTD's Drug and Alcohol Program. With no further discussion, the motion was seconded and passed.
- (c) RMTD Claims History for July 2015-April 2016  
The Human Resource Manager reported on July 2015-April 2016. She reported YTD FY16 compared to YTD FY15 that Medical claims were down 19.33% year to date; Prescriptions were up 8.87% year to date; Vision claims were down 2.73% year to date; Dental claims were down 17.19%. The percentage change for total claims in all categories had an overall decrease of 14.70%.

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

- (a) Advertising Contract(s)  
The Marketing & PR Specialist presented the following contracts for Board approval:
- Houck Transit Advertising
  - MacCloskey Kesler & Associates
- The Board reviewed the above mentioned advertising agreement(s). The Board Chairman asked for and received a motion to approve the advertising agreement. With no further discussion, the motion was seconded and passed.
- (b) Award of RMTD Website Design  
The Marketing & Public Relations Specialist stated RMTD solicited an RFP for a new RMTD website design which resulted in RMTD receiving 14 proposals. She noted an RMTD committee reviewed the proposals and decided to interview the top 5 candidates. She noted the committee has already met with 2 of the website design firms and are in the process of scheduling the other 3 firms. She noted she would like to keep the process moving forward and asked the Board to approve the website committee's recommendation of a web design company based on RMTD's criteria with a cost not to exceed \$72,500.00. She also noted this is not a low-bid situation and that RMTD is interviewing candidates based on qualifications and concepts as well as costs, service fees and licensing fees. The Executive Director stated RMTD plans to incorporate having an employee portal on the new RMTD website as this was a topic of discussion and interest during ATU negotiations. The Board Chairman asked for and received a motion to approve the website's recommendation of a web site design company based on RMTD's criteria with a cost not to exceed \$72,500.00. With no further discussion, the motion was seconded and passed.

F-7 **GRANTS – Paula Hughes, Grants Specialist**

- a) Resolution No. R-16-02 – FTA 5307 Grant  
The Grants Specialist presented Resolution No. R-16-02 requesting authorization for the filing of application for a using Urbanized Annual Funds of the FTA 5307 Grant. She noted RMTD is requesting \$1,634,624 whereas \$31,000 will be for Security; \$40,000 will be for furniture and equipment (mainly for copier replacement) and the remaining for Preventative Maintenance and ADA. The Chairman asked for and received a motion to approve Resolution No. R-16-02 FTA 5307 Grant in the amount of \$1,634,624. With no further discussion, the motion was seconded and passed.

- b) Resolution No. R-16-03 – FTA 5310 Grant  
The Grants Specialist presented Resolution requesting authorization for the filing of application for using MAP 21 Funds of the FTA 5310 Grant. She noted RMTD is requesting \$280,457 which will be for four (4) Medium Duty Paratransit Vehicles. The Chairman asked for and received a motion to approve Resolution No. R-16-03 FTA 5310 Grant in the amount of \$280,457. With no further discussion, the motion was seconded and passed.
- c) Resolution No. R-16-04 – FTA 5339 Grant  
The Grants Specialist presented this resolution requesting authorization for the filing of application for using Urbanized Funds of the FTA 5339 Grant. She noted RMTD is requesting \$954,413 which will be used for the renovation of the Downtown Transfer Center (501 W. State Street). The Chairman asked for and received a motion to approve Resolution No. R-16-04 FTA 5339 Grant in the amount of \$954,413. With no further discussion, the motion was seconded and passed.

F-8 PROJECT MANAGER – Jim Johnson, Project Manager

- a) Project(s) Update  
The Project Manager stated that he anticipates the pathway project at the East Side Transfer Center will be done in many respects by the end of June, weather permitting. He noted that the lighting poles and the parking control equipment will not be done by the end of June due to manufacturers' delays. He also noted that the contractor who installed the bollards had difficulty following the drawings which resulted in that firm removing and re-install 41 bollards at no additional cost to RMTD.

F-9 RISK MANAGEMENT – Dan Engelkes, Risk Manager (*Absent*)

- a) Risk Management Update Report – May 2016  
The Risk Manager was absent, however, the Board of Trustees was provided a written update report for May, 2016.

F-10 MEETING SCHEDULE

- a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Wednesday, July 27, 2016 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 8:25 a.m.

Respectfully submitted,

---

Erin Jenkins  
Executive Assistant and Meeting Secretary  
Rockford Mass Transit District