

ROCKFORD MASS
TRANSIT DISTRICT

ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees
BOARD MEETING #889
Minutes
Wednesday, June 24, 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 (*Absent*)
Jim Johnson – Project Manager
Lisa Brown – Marketing & Public Relations Specialist
Paula Hughes – Grants Specialist
Lawrence Tennial – Maintenance Supervisor
Erin Jenkins – Executive Assistant/Meeting Secretary

ALSO PRESENT:

Sal Marino, *MFG, LLC*
Jon Paul Diipla, *RMAP*
Camille Sanchez, *YMCA*
Wyatt Reid, *YMCA*

CALL TO ORDER: The Board Chairman called the meeting to order at 7:50 a.m.

APPROVAL OF AGENDA:

The Board Chairman asked for and received a motion to approve the agenda for Wednesday, June 24, 2015. The motion was seconded and passed.

APPROVAL OF MINUTES:

The General Session and Executive Session Minutes of the May 27, 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 Matters by the Public

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

- F-5 (b) Renewal of RMTD Employee Health Insurance ~ Presented by Sal Mr. Marino
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 seven (7) markets for competitiveness, whereas, the companies were either not competitive and/or declined to quote. 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 three carriers that were most competitive. A discussion ensued regarding the renewal options and proposals. Mr. Marino recommended that RMTD stay with Arch Insurance Company. He noted this will go into effect July 1, 2015. The Board Chairman asked for and received a motion to approve Arch Insurance as RMTD's Employee Health Insurance effective as of July 1, 2015. With no further discussion, the motion was seconded and passed

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, 2015
Williams & McCarthy ~ Rendered Through April, 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 April, 2015
The Executive Director presented the RMTD Pension Trust Statement of Account Summaries for April, 2015 for the Board of Trustees to review.
- (b) Prevailing Wage Ordinance 15-06-24
The Executive Director requested approval of the Annual Prevailing Wage Ordinance 15-06-24. The Board Chairman asked for and received a motion to approve Prevailing Wage Ordinance 15-06-24. With no further discussion, the motion was seconded and passed.

F-2 FINANCE – Ron Schoepfer, Director of Finance

- (a) Unaudited Financial Statement for April, 2015
The Director of Finance presented the Unaudited Financial Statement for April, 2015. The Director of Finance reviewed the Balance Sheet as of April 30, 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 April 30, 2015. The Secretary/Treasurer asked for and received a motion to approve the Unaudited Financial Statements for April 2015. With no further discussion, the motion was seconded and passed.

The Director of Finance made the recommendation to the Board of Trustees to contribute an additional \$300,000.00 to the fiscal year end June 30, 2015 annual RMTD pension contribution. He noted this will bring the total annual contribution of \$1.5 million for the aforementioned fiscal year. The Director of Finance stated he is also seeking Board approval for this additional contribution to the RMTD pension plan be made prior to June 30, 2015. The Board Chairman asked for and received a motion to approve the additional \$300,000.00 that will be contributed to the RMTD pension plan for fiscal year ending June 30, 2015. With no further discussion, the motion was seconded and passed.

F-3 OPERATIONS – Denny Hendricks, Operations Manager

(a) Fixed Route Report for April, 2015

The Operations Manager reported on the Fixed Route ridership summary for the month ending April 30, 2015. The Operations Manager discussed some of the graphs in his presentation.

(b) Demand Response Report for April, 2015

The Operations Manager reported on the Demand Response ridership summary for the month ending April 30, 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 April, 2015

The Maintenance Supervisor presented the report on fixed route buses and paratransit vans for April 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 31 preventive maintenance inspections performed in April 2015; 18 were fixed route buses and 13 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

(a) RMTD Claims History for April 2015

The Human Resource Manager reported in comparing April 2014 to April 2015 Medical claims were up 31.96%; Prescriptions were up 13.90%; Vision claims were down 32.07%; Dental claims were down 34.06%. The percentage change for total claims in all categories, compared to April 2014, had an overall increase of 22.54%.

She noted that Fiscal Year 2015 compared to Fiscal Year 2014 there was an overall decrease of 5.00%.

(b) Renewal of RMTD Employee Health Insurance ~ Presented by Sal Mr. Marino
Presented earlier.

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

(a) Advertising Contracts

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

- Zephyr Media Group (Oak Street Health)
- Mulford Park Apartments
- St. James School

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) Special Service Request(s)

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

- Midtown District & Rockford Public School District (August 30, 2015)

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

(a) No Report

F-8 **PROJECT MANAGER** – Jim Johnson, Project Manager

(a) Approval for the \$2,562,726.33 Amtrak station design contract, including authorization for Executive Director to sign the agreement

The Project Manager stated the draft agreement before the Board is for Design Services for the Rockford Amtrak Station Project. He noted this draft agreement has already been sent to IDOT to seek pre-award concurrence and to the City of Rockford for a legal review by the City prior to the City's execution of this document. The Project Manager stated RMTD staff is requesting the Board of Trustees to approve this draft agreement for the Design Services for the Rockford Amtrak Station project and to authorize the Executive Director to execute this agreement. He added he is also seeking approval to authorize the Executive Director to accept any minor changes to this agreement that are generated by IDOT and/or the City of Rockford. The Board Chairman asked for and received a motion to approve the \$2,562,726.33 Amtrak Station design contract, including authorization for the Executive Director to sign the agreement. With no further discussion, the motion was seconded and passed.

(b) Projects Update

No Report

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

No Report

A discussion ensued among guests, Ms. Camille Sanchez and Mr. Wyatt Reid, along with RMTD Staff and the Board of Trustees in regards to ways to get young people more involved in the community, the importance of volunteering and serving on a Board.

F-10 MEETING SCHEDULE

- (a) The Board Chairman stated the next RMTD Board of Trustees Meeting is scheduled for Wednesday, July 22, 2015 at 7:45 a.m.

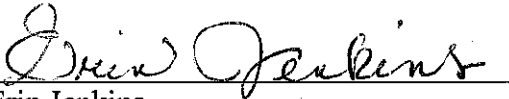
At approximately 8:47 a.m., the Board Chairman asked for and received a motion to enter into Executive Session. With no further discussion, the motion was seconded and passed.

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 9:16 a.m.

Respectfully submitted,



Erin Jenkins
Executive Assistant and Meeting Secretary
Rockford Mass Transit District