

**MINUTES OF THE REGULAR MEETING  
OF THE  
BOARD OF TRUSTEES  
OF THE  
ROCK ISLAND COUNTY METROPOLITAN MASS TRANSIT DISTRICT**

**February 13, 2019**

The Regular Meeting of the Rock Island County Metropolitan Mass Transit District Board of Trustees was held on Wednesday, February 13, 2019, at the Administrative Offices located at 1515 River Drive in Moline, Illinois with Chairman Lorensen presiding. The Chairman asked the Recording Secretary to call the roll of the Board Members.

Trustees Present

Lawrence Lorensen – Moline  
Jerry Wilson – Milan  
Robert Baecke – East Moline  
Katharine Lohse - Silvis

Others Present

Jeff Nelson – General Manager  
Jennifer Hirsch – Manager of Administration  
Carol Brenner – Payroll and Benefits Administrator  
Colleen Kasbohm – Director of Finance  
Don Krueger – Director of Risk Management & Security  
Heather Allen – Procurements and Grants Coordinator  
Jeanette Amidon – Program Coordinator  
Kelly Brinkman – Director of Human Resources  
Chelsey Hohensee – Manager of Operations  
Ralph Beswick – Director of Operations  
Matt Simaytis – Director of Maintenance  
Luke Hansen – Facilities Engineer  
Devon White – IT Technician  
Tanner Osing – Transportation Planner  
Claudia Brewer – Center Station Supervisor  
Barb Springer – Recording Secretary  
Roger Strandlund – MetroLINK Legal Counsel

Trustees Absent/Excused

Berlinda Tyler-Jamison – Rock Island

**Public with Business Before the Board**

None

**Employee Recognition**

5 years of service – Gerald Gomez, Operator; Sandra Klouser, Gift Shop; Heather Allen, Senior Accountant

10 years of service – Robert Rubinate, Operator; Claudia Brewer, Centre Station Supervisor

### **Approval of Minutes**

Trustee Baecke made a motion, with Trustee Lohse seconding, that the Minutes of the January 9, 2019 Board Meeting be approved. There being no discussion the Chairman called for a vote. All Trustees voted in favor of the motion; the Chairman declared the motion carried.

### **December 2018 Financial Statement**

Trustee Baecke made a motion, with Trustee Wilson seconding, that the December 2018 Financial Statement be approved. After discussion, the Chairman called for a vote. With all Trustees voting "Aye", Chairman Lorensen declared the motion carried.

### **December 2018 Invoices**

#### Quad City Garage Policy Group

Trustee Lohse made a motion, with Trustee Wilson seconding, that the December 2018 invoices for the Quad City Garage Policy Group be approved for payment. After discussion, the Chairman called for a vote. A roll call vote was taken showing all Trustees voting "Aye", and Chairman Lorensen declared the motion carried.

#### MetroLINK

Trustee Baecke made a motion, with Trustee Lohse seconding, that the December 2018 MetroLINK invoices be approved for payment. After discussion, the Chairman called for a vote. A roll call vote was taken showing all Trustees voting "Aye", and Chairman Lorensen declared the motion carried.

### **Communications**

Mrs. Kasbohm discussed the Revenue Sharing program.

Trustee Baecke made a motion, with Trustee Lohse seconding, that the total quality service survey results presentation be tabled until the February 27, 2019 meeting. After discussion, the Chairman called for a vote. With all Trustees voting "Aye", Chairman Lorensen declared the motion carried.

Mr. Nelson discussed a letter from Congressman Dave Loebsack and Congresswoman Cheri Bustos that was distributed to the board, stating that it actually pertained to Iowa and not Illinois.

A schedule of upcoming APTA meetings was distributed and Mr. Nelson encouraged members of the Board of Trustees to review it and let him know if they would like to attend any of the events.

## **Reports of Officers, Committees and the General Manager**

### **Ridership Report**

The December Ridership Report was reviewed. Trustee Baecke made a motion, with Trustee Lohse seconding, to approve the report. After discussion, the Chairman called for a vote. With all Trustees voting “Aye”, Chairman Lorensen declared the motion carried.

### **Maintenance Report**

The December Monthly Maintenance Report was reviewed. Trustee Wilson made a motion, with Trustee Lohse seconding, to approve the report. After discussion, the Chairman called for a vote. With all Trustees voting “Aye”, Chairman Lorensen declared the motion carried.

### **General Manager’s Report**

Mr. Nelson mentioned the excellent job that was done by staff to keep all routes running during the recent inclement weather. There was some discussion on the performance of the OMC facility during the winter weather. He then gave a brief legislative update.

## **Old Business**

### **Personnel**

Mr. Nelson reported that our current Parts Manager will be leaving next month and that this position will be replaced.

## **New Business**

### **Pontifex Administrative Compensation Report**

A conference call was held with Peter Ronza of the Pontifex Consulting Group LLC regarding the Administrative Compensation Report.

### **MetroLINK Substance Abuse Policy & Testing Program Revision for Safety-Sensitive Employees**

Trustee Baecke made a motion, with Trustee Lohse seconding, to approve the changes made to MetroLINK’s Substance Abuse Policy & Testing Program for Safety-Sensitive Employees. After discussion, the Chairman called for a roll call vote. All Trustees voted in favor of the motion and the Chairman declared the motion carried.

### **Administrative Handbook Revisions**

Mrs. Hirsch reviewed proposed changes to the Administrative Handbook with the Board. Trustee Baecke made a motion, with Trustee Lohse seconding, to approve the proposed changes. After discussion, the Chairman called for a roll call vote. All Trustees voted in favor of the motion and the Chairman declared the motion carried.

Submittal of a Budget Revision to IL-2019-TBD (Ferry Discretionary Grant)

Trustee Baecke made a motion, with Trustee Lohse seconding, to approve the submission of the Budget Revision recommendation. After discussion, the Chairman called for a roll call vote. All Trustees voted in favor of the motion and the Chairman declared the motion carried.

Revised Change Order Request #2 to Proterra Purchase Agreement and Consideration of Proterra Operating Lease Agreement

Trustee Lohse made a motion, with Trustee Wilson seconding, to execute a Change Order #2 to the Purchase Agreement with Proterra for the purchase of five (5) 40' battery electric buses, five (5) depot chargers and charger commissioning, in the amount of \$3,143,930. After discussion, the Chairman called for a roll call vote. All Trustees voted in favor of the motion and the Chairman declared the motion carried.

Trustee Lohse made a motion, with Trustee Baecke seconding, to execute a five (5) year operating lease agreement with Proterra in the amount of \$1,200,000. After discussion, the Chairman called for a roll call vote. All Trustees voted in favor of the motion and the Chairman declared the motion carried.

Public Notice – RFP for the Acquisition of Collision Avoidance Equipment & Software

Trustee Lohse made a motion, with Trustee Wilson seconding, to publish a Public Notice of the Request for Proposals (RFP) for the acquisition of Collision Avoidance Equipment and Software and to proceed with the issuance of the RFP package to identify qualified, responsive and responsible Proposers. After discussion, the Chairman called for a roll call vote. All Trustees voted in favor of the motion and the Chairman declared the motion carried.

FY2018 Treasurer's Report

Trustee Lohse made a motion, with Trustee Wilson seconding, to approve the Fiscal Year 2018 Annual Treasurer's Report. After discussion, the Chairman called for a roll call vote. All Trustees voted in favor of the motion with Trustee Baecke abstaining as the current Secretary/Treasurer. The Chairman declared the motion carried.

Review of Closed Session Minutes

Attorney Strandlund presented Resolution 2019-02 on open meeting act compliance: action pertaining to closed session minutes. Trustee Baecke made a motion, with Trustee Wilson seconding, to approve Resolution 2019-02. After discussion, the Chairman called for a roll call vote. All Trustees voted in favor of the motion and the Chairman declared the motion carried.

MetroLINK Microtransit Pilot

Mr. Nelson discussed the MetroLINK Microtransit Pilot project and shared the regional area chosen to work with on this project.

### **Other Business**

Mr. Simaytis reported the work has begun on the Channel Cat renovations. Mr. Nelson briefly discussed autonomous vehicles/autonomous garage capabilities. He distributed a synopsis for the board to review and will bring back more information on this to the next board meeting.

### **Executive Session**

Chairman Lorensen invited Board Members to adjourn into Executive Session at 3:05 PM for the purpose of discussing "Personnel". Chairman Lorensen provided the legal finding/factual basis supporting pending Personnel, i.e., 5/ILCS 120/2(c)(1). A motion was made by Trustee Lohse, with Trustee Baecke seconding, to adjourn into Executive Session. Upon roll call vote, all Trustees voted in favor of the motion and the Chairman declared the motion as carried.

Trustee Baecke made a motion, with Trustee Wilson seconding, to adjourn back into regular session at 3:38 PM. A roll call vote was taken showing all Trustees voting in favor of the motion and the Chairman declared the motion as carried. No action was taken during the Executive Session.

### **Adjourn**

At 3:38 p.m., Chairman Lorensen entertained a motion to adjourn. Trustee Baecke made the motion to adjourn and the Chairman declared the motion carried.

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Barbara Springer, Recording Secretary

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Lawrence Lorensen, Chairman

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Robert J. Baecke, Secretary/Treasurer