



ROCKFORD MASS TRANSIT DISTRICT
BOARD OF TRUSTEES BOARD MEETING #997
Monday, December 9, 2024 at 3:30 p.m.

*The RMTD Board of Trustees Meeting
will be Live Streamed on Zoom via the link below:

<https://zoom.us/j/94936474186?pwd=TDc0QzZqS2c3UDJPL0d5K0J6Y3IOUT09>

Meeting ID: 949 3647 4186
Passcode: 796088

*Live Streaming information can also be found on RMTD's website at www.RMTD.org

AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES: Board of Trustees Meeting #996 (October 22, 2024)

AGENDA APPROVAL

A-COMMUNICATION

No Report

B-MATTERS BY THE PUBLIC

No Report

C-REPORTS OF STANDING COMMITTEES

No Report

D-RECONSIDERATION OF OLD BUSINESS

No Report

E-CONSIDERATION OF NEW BUSINESS

E-1 EXECUTIVE DIRECTOR'S REPORT

a) General Update - *Verbal*

E-2 FINANCE

- a) Payment of Bills:
 - Williams & McCarthy/Services Rendered through November 20, 2024
 - Approval of Accounts Payable Invoices
- b) Approval of Fiscal Year End June 30, 2024 Draft Audited Financial Statements/Report
Presented by Baker Tilly
- c) Approval of Unaudited Financial Statements for September & October, 2024
- d) Pension Portfolio Review for period through November 29, 2024

E-3 OPERATIONS, MAINTENANCE & FACILITIES

- a) Operations Report
 - Fixed Route Ridership Statistics for October 2024
 - Paratransit/Demand Response Ridership Statistics for September & October 2024
- b) Vehicle Maintenance Report
 - Fixed Route and Paratransit/Demand Response Vehicle Maintenance Statistics for October 2024
- c) Facilities Report
 - 520 Mulberry/625 Mulberry/DTTC/ESTC
- d) Projects Report
 - Facility Expansion Project Updates
 - Paratransit/Demand Response Software (TripSpark) Projects Updates
 - Telephone System Replacement Project Update

E-4 HUMAN RESOURCES

- a) RMTD Claims History for October, 2024

E-5 MARKETING

- a) Discussion and take action as needed on making Fare Capping Program Permanent
- b) Overview of Stroll on State

E-6 GRANTS

- a) Approval of Resolution No. R-24-08 - FTA 5307 Grant Amendment

E-7 SAFETY & TRAINING

- a) Safety & Training Update Report for October & November, 2024
- b) Approval of RMTD's Agency Safety Plan (PTASP) Program 2024 Annual Review

E-8 OTHER BUSINESS

- a) Discussion and take action as needed on BRT Corridor Analysis Study Presentation
- b) Discussion and take action as needed regarding City of Rockford Budgeted Subsidy Increase for the Additional Expansion of Free Ride Programs
- c) Executive Session to discuss collective bargaining matters pursuant to 5 ILCS 120/2(c)(2) of the Illinois Open Meetings Act

E-9 NEXT MEETING SCHEDULED:

- a) Monday, January 27, 2025 at 3:30 PM

F-ORDER OF ADJOURNMENT



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #996 Minutes
Tuesday, October 22, 2024 at 3:30 p.m.

RMTD Conference Room
520 Mulberry Street
Rockford, IL 61101

*The RMTD Board of Trustees Meeting was Live Streamed on Zoom and Recorded.
Live Streaming and Recorded Meeting information can be found on RMTD's website at www.RMTD.org

ROLL CALL:

BOARD OF TRUSTEES:

Herbert L. Johnson - Board of Trustees, Chairman
David Sidney - Board of Trustees, Vice Chairman
Ashley Sarver - Board of Trustees, Secretary/Treasurer

STAFF:

Michael Stubbe - Executive Director
Dan Engelkes - Deputy Executive Director & Director of Operations
Susan Campbell - Director of Human Resources & Administration
Paula Hughes - Grants & Procurement Manager
Cedrick Ketton - Fixed Route Operations Manager
Ron Priddy - Paratransit Operations Manager
Orlando Toatley - Marketing & Communications Specialist
George Orth - Maintenance Manager
Drex McCalvin - Safety & Training Manager
Erin Jenkins - Executive Assistant & Assistant Board Secretary
Tak Chow - IT

GUEST(S)/PUBLIC PRESENT:

Jeffrey DiBenedetto, DiBenedetto & Associates
Brandon Rucker, R1PC

CALL TO ORDER:

The Chairman called the meeting to order at approximately 3:30 p.m.

APPROVAL OF AGENDA:

The Chairman asked for and received a motion to approve the agenda for October 22, 2024. With no further discussion, the motion was seconded by the Vice Chairman. The motion passed by a unanimous voice vote.

APPROVAL OF MINUTES:

The Minutes of the September 23, 2024 RMTD Board of Trustees Meeting were reviewed.

The Chairman asked for and received a motion to approve the Minutes of September 23, 2024. The motion passed by a unanimous voice vote.

A-COMMUNICATIONS:

No Report

B-MATTERS BY THE PUBLIC:

No Report

C-REPORTS OF STANDING COMMITTEES:

No Report

D-RECONSIDERATION OF OLD BUSINESS:

No Report

E-CONSIDERATION OF NEW BUSINESS:

E-1 EXECUTIVE DIRECTOR

(a) General Update

The Executive Director acknowledged RMTD employees who are celebrating an anniversary and/or retirement in the month of October, 2024. The Executive Director thanked the employees for their continued dedicated service to RMTD and our community. A list of employee names, length of service and job position were shared with the Board of Trustees.

The Executive Director provided a brief review of State & Federal Legislative updates.

E-2 FINANCE

(a) Payment of Bills:

- Williams & McCarthy/Services Rendered through September 24, 2024

- AGHL Law/Services Rendered through September 30, 2024

The above payment of bill(s) was presented for the Board of Trustees' review.

- Approval of Accounts Payable Invoices

The Accounts Payable Invoices totaling \$1,045,506.13 were presented for the Board of Trustees' review and approval. The Vice Chairman asked for and received a motion to authorize the payment of the accounts payable invoices totaling \$1,045,506.13. The motion was seconded by the Secretary/Treasurer. With no further discussion, the motion passed by a unanimous voice vote.

- Schwab Actuarial Services

The Schwab Actuarial Services invoice dated September 26, 2024 was presented for the Board of Trustees review and approval in the amount of \$13,100.00. The Executive Director asked for the Board's approval to pay the invoice amount of \$13,100.00 for Schwab Actuarial Services with funds from the pension account.

The Board Secretary/Treasurer asked for and received a motion to pay the Schwab Actuarial Services invoice in the amount of \$13,100.00 with funds from the pension account. The motion was seconded by the Board Chairman.

With no further discussion, the motion passed by a unanimous voice vote.

(b) Approval of Unaudited Financial Statements for August, 2024

The Executive Director presented the unaudited Financial Statements for August, 2024 for the Board's review. The Secretary/Treasurer asked for and received a motion to approve the unaudited financial statements for August, 2024. The motion was seconded by the Vice Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(c) Pension Portfolio Review for period through September 30, 2024 and Pension Investment Statement for month ending September 30, 2024 - Presented by Mr. Jeffrey DiBenedetto

Mr. Jeffrey DiBenedetto presented the Portfolio Review Summary for period through September 30, 2024 to the Board of Trustees and discussed some of the highlights. The RMTD Pension Trust Statement of Account Summary for month ending September 30, 2024 was also presented to the Board of Trustees for their review.

E-3 OPERATIONS, MAINTENANCE & FACILITIES

(a) Operations Report

- Fixed Route Ridership Statistics for September 2024
- Paratransit/Demand Response Ridership Statistics for August 2024

The Deputy Executive Director/Director of Operations presented the Fixed Route Ridership Statistics Report for September, 2024 along with the Paratransit/Demand Response Ridership statistics for August 2024.

(b) Vehicle Maintenance Report

- Fixed Route and Paratransit/Demand Response Vehicle Maintenance Statistics for September 2024

The Deputy Executive Director/Director of Operations presented the vehicle maintenance report on fixed route buses and paratransit vans for September, 2024. He noted that all four new diesel fixed route hybrids are now in service.

(c) Facilities Report

- 520 Mulberry/625 Mulberry/DTTC/ESTC

The Deputy Executive Director/Director of Operations stated Staff is preparing for colder weather by servicing the HVAC systems in all buildings and getting the snow equipment ready for the season.

(d) Projects Report

- Facility Expansion Projects Updates

The Executive Director stated RMTD has a signed contract with Scandroli. He noted the parking lot closure will be on November 11 and Mulberry Street will be closed on November 18. The Executive Director stated there will be a temporary entrance to the facility on Winnebago Street which will occur on November 18. He noted staff is finalizing reroutes associated with the Mulberry Street closure.

- Paratransit/Demand Response Software (TripSpark) Projects Updates
The Deputy Executive Director/Director of Operations stated training on the software is ongoing. He noted RMTD is mailing out a communications letters soon to send to clients to introduce them to the capabilities the software has on the customer facing side.
- Telephone System Replacement Project
The Deputy Executive Director/Director of Operations stated work continues with the consultant. RMTD has received and reviewed version six of the RFP draft. He added RMTD is still on track to award in early 2025.

E-4 HUMAN RESOURCES

- (a) RMTD Claims History for September, 2024
The Executive Director presented the RMTD claims history for September, 2024 for the Board of Trustees' review.

E-5 MARKETING

- (a) Approval of Advertising Contract(s)
The Marketing & Communications Specialist presented the following advertising contracts for Board approval:
 - Janesville Convention & Visitors BureauThe Board of Trustees reviewed the advertising contract(s) noted above. The Vice Chairman asked for and received a motion to approve the advertising contract(s). The motion was seconded by the Secretary/Treasurer. With no further discussion, the motion passed by a unanimous voice vote.

E-6 GRANTS

No Report

E-7 SAFETY & TRAINING

- (a) Safety & Training Update Report for September, 2024
The Safety & Training Update Data Report from September, 2024 was presented to the Board of Trustees for their review.

E-8 OTHER BUSINESS

- (a) Approval of IFB-23-03 Change Order #1
The Grants & Procurement Manager stated RMTD opened bids for IFB-23-03 Rehabilitation Renovation and Expansion of Mulberry Street Project on July 25, 2024. Scandroli Construction had the lowest Base Bid at \$29,577,000. She noted that on August 13, 2024, the Board approved the award of the Base Bid to Scandroli Construction using all state capital funds. The execution of award to Scandroli was delayed until recently due to IDOT's pre-award concurrence process and the subsequent property transfer with the City of Rockford, which were both required prior to executing the contract. The contract has now been signed and the base bid has been awarded.

She noted that Staff has identified available federal funds to utilize to supplement the state capital funds in order to fund alternate items from the construction bid package beyond the Base Bid.

Specifically, Staff identified the Electric Bus Charging Installation work (Alternate No. E2) and Generator with install (Alternate No. E1) as priority items to include. Scandroli submitted the lowest bid prices for both of these alternates - Electric Bus Charging Installation work (Alternate No. E2) for \$775,000 and Generator and install (Alternate No. E1) for \$359,000, which total \$1,134,000. A list of the bid prices for these two alternates are outlined below.

	<i>Alternate No. E1 - Generator</i>	<i>Alternate No. E2 - Electric Bus Charging</i>
<i>Installation</i>		
<i>Scandroli</i>	\$359,000	\$775,000
<i>Stenstrom</i>	\$461,000	\$823,000
<i>Ringland-Johnson</i>	\$433,600	\$795,000
<i>Sjostrom</i>	\$434,396	\$787,441
<i>Larson & Larson</i>	\$434,060	\$786,590

The Grants & Procurement Manager stated that on September 23, 2024, the Board approved through resolution the Federal Congressional Directed Spending grant totaling \$2,318,333 for a Battery Electric Infrastructure Project. This grant was submitted to FTA and we're currently awaiting its execution. This federal funding will cover both the Electric Bus Charging Installation as well as the Generator and its installation. No local funds will be required as a match for this funding. The Electric Bus Charging Equipment will utilize a portion of these same funds, but will be procured at a later date through a separate process. She Noted that the construction bid prices submitted above for the base bid and alternates expire after 120 days from the bid opening date which is 11/22/24. Staff has discussed this matter with Scandroli and they have agreed to provide a short extension and hold their bid prices. In order to secure the bid pricing and include the alternates in the scope of the construction contract, Staff proposes to submit confirmation of RMTD's intent to award this change order of \$1,134,000 to Scandroli for the two alternates at the current bid prices.

The Grants & Procurement Manager stated RMTD staff is requesting the Board's approval to award a change order of \$1,134,000 to IFB-23-03 Rehabilitation Renovation and Expansion of Mulberry Street Project to Scandroli Construction for Alternate no.'s E1 Generator and E2 Electric Bus Charging Installation contingent on federal funding grant being executed.

The Board Vice Chairman asked for and received a motion to award a change order of \$1,134,000 to IFB-23-03- Rehabilitation Renovation and Expansion of Mulberry Street Project to Scandroli Construction for Alternate no.'s E1 Generator and E2 Electric Bus Charging Installation contingent on federal funding grant being executed. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

(b) Update on BRT Corridor Analysis Study

Mr. Brandon Rucker, from R1PC, provided an update regarding the BRT Corridor Analysis Study.

(c) Executive Session to discuss the semi-annual review of executive session meeting minutes pursuant to 5 ILCS 120/2(c)(21); and to discuss collective bargaining matters pursuant to 5 ILCS 120/2(c)(2) of the Illinois Open Meetings Act

At approximately 4:22 p.m., the Board Chairman asked for and received a motion to enter into Executive Session to discuss the semi-annual review of executive session meeting minutes pursuant to 5 ILCS 120/2(c)(21); and to discuss collective bargaining matters pursuant to 5 ILCS 120/2(c)(2) of the Illinois Open Meetings Act. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

At approximately 4:28 PM, the Board of Trustees Meeting reconvened into General Session.

(d) Matters Arising out of Executive Session Regarding Semi-Annual Review of Executive Session Meeting Minutes

The OMA Officer and Assistant Board Secretary stated pursuant to 5 ILCS 120/2(c)(21) of the Illinois Open Meetings Act, no less than semi-annually, a public body must meet to review minutes of all closed meetings. The following executive session meeting minutes from the Board Meetings listed below have been reviewed by the OMA Officer with the advisement of Counsel of what parameters to follow in deciding what executive session meeting minutes may be made available for public inspection and ones where there is a continued need for confidentiality. The OMA Officer and Assistant Board Secretary recommended the need for confidentiality still exists and therefore should not be made available for public inspection to the Executive Session Minutes from Meetings: #844, #848, #849, #851, #852, #854, #855, #856, #858, #859, #861, #863, #864, #866, #868, #869, #870, #874, #878, #879, #881, #882, #886, #887 #888, #889, #890, #893, #894, #897, #899, #901, #906, #909, #911, #913, #914, #915, #919, #922, #924, #926, #930, #931, #934, #935, #936, #941, #942, #943, #944, #945, #946, #947, #952, #963, #964, #965, #966, #969, #970, #971, #972, #973, #974, #975, #976, #977, #978, #979, #980 #983, #984, #985, #990, #992, #993, #995.

There are no Executive Session Minutes that can be made available for public inspection at this time.

The Board Vice Chairman asked for and received a motion that confidentiality still exists and therefore should not be made available for public inspection to the Executive Session Minutes from Meetings: #844, #848, #849, #851, #852, #854, #855, #856, #858, #859, #861, #863, #864, #866, #868, #869, #870, #874, #878, #879, #881, #882, #886, #887 #888, #889, #890, #893, #894, #897, #899, #901, #906, #909, #911, #913, #914, #915, #919, #922, #924, #926, #930, #931, #934, #935, #936, #941, #942, #943, #944, #945, #946, #947, #952, #963, #964, #965, #966, #969, #970, #971, #972, #973, #974, #975, #976, #977, #978, #979, #980 #983, #984, #985 #990, #992, #993, #995 and noted there are no Executive Session Minutes that can be made available for public inspection at this time. The motion was seconded by the Board Chairman. With no further discussion, the motion passed by a unanimous voice vote.

E-9 NEXT MEETING SCHEDULE

There will be no Board RMTD Meeting on November 25, 2024. The next RMTD Board of Trustees Meeting will be on Monday, December 9, 2024 at 3:30 PM.

F-ORDER OF ADJOURNMENT

A motion was made and received to adjourn. The motion was seconded and passed. The Board Meeting adjourned at 4:29 p.m.

Respectfully submitted,

Erin Jenkins

Erin Jenkins
Executive Assistant and Board Meeting Secretary
Rockford Mass Transit District





Invoices to be Approved by the Board

E-2(A) #997

December 9, 2024

Total invoices to be approved: \$838,446.15

Vendor	Reason	Invoice Number	Invoice Total
IPRF	Worker's Comp Insurance	92701	\$ 72,332.00
Travelers	Insurance Claims	FTG8217	\$ 83,003.60
<i>Estimates</i>			
Professional Benefit Administrators	January Health Insurance		\$ 49,000.00
BCCA	Boone County Trips Nov.		\$ 76,000.00
BCCA	Boone County Trips Dec.		\$ 76,000.00
Metro Enforcement	Security Services Nov.		\$ 44,000.00
Metro Enforcement	Security Services Dec.		\$ 44,000.00
<i>Pre-approved by Board Secretary/Treasurer</i>			
BCCA	Boone County Trips	IUOct24	\$ 75,176.60
Clever Devices	Clever Hosting Services	PI00026483	\$ 43,288.00
Metro Enforcement	Security Services DTTC	61953	\$ 43,834.44
Professional Benefit Administrators	Health Insurance	20241201	\$ 48,598.51
Travelers	Insurance Premiums	2024111	\$ 183,213.00
		Total:	\$ 838,446.15

**Rockford Mass Transit District
Enterprise and Fiduciary Funds**
(A Component Unit of the City of Rockford, Illinois)

Financial Statements and
Supplementary Information

June 30, 2024 and 2023

DRAFT

**Rockford Mass Transit District
Enterprise and Fiduciary Funds**

(A Component Unit of the City of Rockford, Illinois)

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**Rockford Mass Transit District
Enterprise and Fiduciary Funds**

(A Component Unit of the City of Rockford, Illinois)

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Independent Auditors' Report

To the Board of Trustees of
Rockford Mass Transit District

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the enterprise fund and fiduciary fund of Rockford Mass Transit District (the District), as of and for the years ended June 30, 2024 and 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the financial position of the District as of June 30, 2024 and 2023, and the changes in financial position and cash flows, where applicable, for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information, as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December ____, 2024 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Madison, Wisconsin
December ____, 2024

Rockford Mass Transit District (RMTD)
Management's Discussion and Analysis
Fiscal Year Ended June 30, 2024 and 2023
(Unaudited)

This section of the Rockford Mass Transit District's (RMTD) annual financial report presents a discussion and analysis of RMTD's financial performance during the fiscal year that ended June 30, 2024 and 2023. Please read this section in conjunction with the transmittal letter at the front of this report and RMTD's financial statements that follow this section.

FINANCIAL HIGHLIGHTS

- Total operating revenues for fiscal year 2024, at \$1,508,648, was 20.75% higher than the comparable fiscal year 2023 total operating revenues of \$1,249,411. *Fixed Route passenger service* for fiscal year 2024, at 1,134,883 was 27.87% higher than the comparable fiscal year 2023 fixed route passenger service of 887,551. Paratransit passenger service for fiscal year 2024, at 124,288 was 15.88% higher than the comparable fiscal year 2023 paratransit passenger service of 107,254.
- Total operation and maintenance expenses for fiscal year 2024, at \$23,296,277 was 11.03% higher than the comparable total operation and maintenance expenses for fiscal year 2023 of \$20,981,245.
- Total operating subsidies for fiscal year 2024, at \$22,628,504, was 10.79% higher than the comparable total operating subsidies for fiscal year 2023 of \$20,424,360.
- Total net position for fiscal year 2024 at \$45,764,069, was 22.15% higher than the comparable total net assets for fiscal year 2023 of \$37,464,610.
- Total noncurrent assets comprised of capital assets (net of depreciation) for fiscal year 2024, at \$46,685,792, was 18.62% higher than the comparable total noncurrent assets for fiscal year 2023 of \$39,357,526.

OVERVIEW OF THE FINANCIAL STATEMENTS

The financial section of this annual report consists of six parts: management's discussion and analysis (this section), the basic financial statements, the required supplementary information, other supplemental information, the Illinois Department of Transportation and reports on federal awards.

The financial statements provide both short-term and long-term information about RMTD's overall financial status. The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of other supplementary information that further explains and supports the information in the financial statements.

RMTD's financial statements are prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units on an accrual basis. Under this basis, revenues are recognized in the period in which they are earned, expenses are recognized in the period in which they are incurred, and depreciation of assets is recognized in the Statements of Revenues,

FINANCIAL ANALYSIS OF THE RMTD

Expenses, and Changes in Net Assets. All assets and liabilities associated with the operation of RMTD are included in the Statements of Net Assets.

Statement of Net Position

RMTD's total net position on June 30, 2024 totaled \$45,764,069, a 22.15% increase from the June 30, 2023 total net position that totaled \$37,464,610. (See Table A-1.) Total assets & deferred outflow of resources increased 12.33% to \$59,435,640 and total liabilities decreased 12.89% to \$13,398,834.

Table A-1
Rockford Mass Transit's Total Net Position
(in thousands of dollars)

	2024	2023	2024-2023 % Change	2022
Current assets	\$ 12,528.3	\$ 11,318.9	10.68%	\$ 10,709.0
Non-current assets	46,685.8	39,357.5	18.62%	35,123.4
Pension deferred outflows	221.5	2,233.8	-90.08%	3,528.3
Total Assets	\$ 59,435.6	\$ 52,910.2	12.33%	\$ 49,360.7
Current liabilities	\$ 3,415.1	\$ 2,888.4	18.24%	\$ 3,314.2
Lease Liability	1,641.7	1,809.2	-9.26%	1,969.4
Deferred credits	2,262.2	2,243.1	0.85%	1,987.3
Pension liability	3,298.2	5,568.6	-40.77%	6,493.0
Post-Employment Benefits Obligations	2,781.6	2,871.5	-3.13%	2,878.2
Total Liabilities	13,398.8	15,380.8	-12.89%	16,642.1
Pension deferred inflows of resources	272.7	64.8	320.83%	174.7
Net assets:				
Inv. in capital assets, net of related debt	44,876.6	37,388.1	20.03%	33,000.6
Restricted for EBT, Pub Liab & W/C	813.4	-	#DIV/0!	-
Unrestricted	74.1	76.5	-3.14%	(456.7)
Total Net Position	45,764.1	37,464.6	22.15%	32,543.9
Total Liab., Def. Inflows & Net Position	\$ 59,435.6	\$ 52,910.2	12.33%	\$ 49,360.7

The total current assets for fiscal year 2024, at \$12,528,312, increased by 10.68% in comparison to the current assets for fiscal year 2023 of \$11,318,889.

The total current assets for fiscal year 2023, at \$11,318,889, increased by 5.70% in comparison to the current assets for fiscal year 2022 of \$10,708,961.

The current liabilities for fiscal year 2024, of 3,415,105, increased by 18.24% in comparison to the current liabilities of fiscal year 2023 of \$2,888,381.

The current liabilities for fiscal year 2023, of \$2,888,381, decreased by 12.85% in comparison to the current liabilities of fiscal year 2022 of \$3,314,172.

Capital assets less accumulated depreciation and amortization for fiscal year 2024, at \$46,685,792, increased by 18.62% in comparison to the capital assets less accumulated depreciation and amortization for fiscal year 2023 of \$39,357,726. Eight Gillig Hybrid Fixed Route Buses were purchased during the fiscal year along with 14 Paratransit Vehicles. Depreciation Expense for fiscal year 2024, amounted to \$3,597,579.

Capital assets less accumulated depreciation and amortization for fiscal year 2023, at \$39,357,726, increased by 12.06% in comparison to the capital assets less accumulated depreciation and amortization for fiscal year 2022 of \$35,123,393. Depreciation Expense for fiscal year 2023, amounted to \$2,355,832.

In compliance with GASB 68, a net pension liability of \$3,298,222 was recognized during fiscal year 2024 compared to a net pension liability of \$5,568,641 in fiscal year 2023. Investment performance was a major factor in the decreased liability. In accordance with the aforementioned compliance, a pension deferred outflow of \$221,538 and a pension deferred inflow of \$272,739 were also recognized. The annual normal contribution to the pension plan was \$1,550,000 for fiscal year 2024.

In compliance with GASB 68, a net pension liability of \$5,568,641 was recognized during fiscal year 2023 compared to a net pension liability of \$6,492,978 in fiscal year 2022. In accordance with the aforementioned compliance, a pension deferred outflow of \$2,233,785 and a pension deferred inflow of \$64,819 were also recognized. The annual normal contribution to the pension plan was \$1,650,000 for fiscal year 2023.

In compliance with GASB 75, the other post-employment obligation (liability) for the fiscal year end June 30, 2024 decreased by \$89,935, to \$2,781,569 from \$2,871,504.

In compliance with GASB 75, the other post-employment obligation (liability) for the fiscal year end June 30, 2023 decreased by \$6,658, to \$2,871,504 from \$2,878,162.

Statement of Revenues, Expenses and Changes in Net Position

The total net position for fiscal year 2024, was \$45,764,067 compared to a net position of \$37,464,610 at the end of fiscal year 2023. (See Table A-2.)

The total net position for fiscal year 2023, was \$37,464,610 compared to a net position of \$32,543,871 at the end of fiscal year 2022.

Table A-2
Rockford Mass Transit's Statement of Revenues, Expenses, and Changes in Net Position
(in thousands of dollars)

	2024	2023	2024-2023 % Change	2022
Operating Revenues:				
Passenger fares	\$ 1,363.8	\$ 1,086.6	25.51%	\$ 998.1
Advertising	65.1	73.5	-11.43%	89.5
Other	79.8	89.3	-10.64%	74.7
Total operating revenues	1,508.7	1,249.4	20.75%	1,162.3
Operating Expenses:				
Operating expenses	23,296.3	20,981.2	11.03%	19,985.9
Provision for depreciation	3,597.6	2,355.8	52.71%	2,159.6
Total operating expenses	26,893.9	23,337.1	15.24%	22,145.5
Operating loss	25,385.1	22,087.7	14.93%	20,983.2
Total operating subsidies	22,628.5	20,424.3	10.79%	19,111.5
Capital contributions	10,965.0	6,590.0	66.39%	6,025.8
Investment income & other	91.2	(5.9)	-1645.76%	6.5
Total nonoperating rev. & capital contr.	33,684.7	27,008.4	24.72%	25,143.8
Change in net position	8,299.5	4,920.7	68.67%	4,160.6
Net position, beginning of the year	37,464.6	32,543.9	15.12%	28,383.3
Cumulative effect in acting principle	-	-		-
Net Position - End Of Year	\$ 45,764.1	\$ 37,464.6	22.15%	\$ 32,543.9

RMTD's total operating revenues increased by 20.75% to \$1,508,648 from \$1,249,411. Recovery of service usage after the pandemic was still occurring during the fiscal year end June 30, 2024, Fixed Route Services enjoyed an increase of 27.87% in passengers and Paratransit Passenger Trips increase by 15.88%.

RMTD's total operating revenues increased by 7.49% to \$1,249,411 from \$1,162,326. Recovery of service usage after the pandemic was still occurring during the fiscal year end June 30, 2023. While Demand Response service has rebounded faster than Fixed Route Service, the challenge of service use of both, exists in our region regarding the economic recovery due to Covid-19 and the shutdown that occurred.

The total operating expenses (including depreciation) increased by 15.24% to \$26,893,854 from \$23,337,077 during the fiscal year end June 30, 2024 in comparison to the previous fiscal year end. Labor increased 19.71% to \$9,342,707 from \$7,804,205.

The total operating expenses (including depreciation) increased by 5.38% to \$23,337,077 from \$22,145,426 during fiscal year end June 30, 2023 in comparison to the previous fiscal year end.

The capital contribution for fiscal year 2024, at \$10,965,032, was 66.39% higher than the comparable capital contribution for fiscal year 2023 of \$6,589,964.

The capital contribution for fiscal year 2023, at \$6,589,964, was 9.36% higher than the comparable capital contribution for fiscal year 2022 of \$6,025,790.

The investment income for the fiscal year 2024, at \$179,754, was 100.60% higher than the comparable investment income for fiscal year 2023 of \$89,608.

The investment income for the fiscal year 2023, at \$89,608 was \$83,161 higher than the comparable investment income for fiscal year 2022 of \$6,447.

Operating Expenses

Total operating expenses per the schedule of operating schedule for fiscal year 2024, at \$23,346,530, increased by 12.70% in comparison to fiscal year 2023 of \$20,715,955. (See Table A-3 for details by operating function.)

Total operating expenses per the schedule of operating schedule for fiscal year 2023, at \$20,715,955, increased by 4.83% in comparison to fiscal year 2022 of \$19,761,526.

Table A-3
Rockford Mass Transit's Operation and Maintenance Expenses
(in thousands of dollars)

	2024	2023	2024-2023 % Change	2022
Labor	\$ 9,342.7	\$ 7,804.2	19.71%	\$ 7,704.2
Fringe benefits	7,513.1	7,326.3	2.55%	7,023.0
Services	1,849.6	1,704.5	8.51%	1,172.1
Materials and supplies	2,751.6	2,593.1	6.11%	2,295.3
Utilities	439.4	372.4	17.99%	296.6
Casualty and liability	1,130.6	1,034.3	9.31%	872.6
Taxes	8.7	4.9	77.55%	5.4
Purchased transportation	739.3	564.8	30.90%	393.3
Miscellaneous	293.0	283.6	3.31%	291.0
Leases and rentals	0.0	0.2	-100.00%	0.0
Self-insurance trust activity	(721.5)	(972.3)	-25.79%	(292.0)
Other	0.0	0.0	#DIV/0!	2.4
Debt Service	0.0	0.0	#DIV/0!	0.0
Expenses Per Operating Subsidy	<u>23,346.5</u>	<u>20,716.0</u>	<u>12.70%</u>	<u>19,763.9</u>
Pension Exp Excess GASB 68	0.0	0.0	#DIV/0!	(2.4)
Total Operating Cost for Op Sub	<u><u>23,346.5</u></u>	<u><u>20,716.0</u></u>	<u><u>12.70%</u></u>	<u><u>19,761.5</u></u>

Labor expenses for fiscal year 2024, at \$9,342,707, were 19.71% higher than the comparable fiscal year 2023 labor wages of \$7,804,205. Within that, Operator wages were 21.96% higher at \$6,665,177 from \$5,465,276.

Labor expenses for fiscal year 2023, at \$7,804,205, were 1.3% higher than the comparable fiscal year 2022 labor wages of \$7,704,207.

Fringe benefits expenses for fiscal year 2024 were 2.55% lower than the comparable fiscal year 2023 fringe benefits of \$7,513,085. Fringe Benefits includes sick, holiday and vacation time for all employees. An annual pension contribution in the amount of \$1,550,000 was approved by the RMTD Board for fiscal year ending June 30, 2024. The other main categories under fringe benefits were medical expenditures and workers compensation insurance.

Fringe benefits expenses for fiscal year 2023 were 4.32% higher than the comparable fiscal year 2022 fringe benefits of \$7,023,030. Fringe Benefits includes sick, holiday and vacation time for all employees. An annual pension contribution in the amount of \$1,650,000 was approved by the RMTD Board for fiscal

year ending June 30, 2023. The other main categories under fringe benefits were medical expenditures and workers compensation insurance.

Service expenses for fiscal year 2024, at \$1,849,666, were 8.52% higher than the comparable fiscal year 2023 services of \$1,704,407.

Services expenses for fiscal year 2023, at \$1,704,407, were 45.41% higher than the comparable fiscal year 2022 services of \$1,172,149. Significant areas of increases were in the professional services (ATU negotiations), repairs and maintenance (revisions for electric vehicles) and security service categories.

Materials and supplies expenses for fiscal year 2024, at \$2,751,629, were 6.11% higher than the comparable fiscal year 2023 material and supplies of \$2,593,092.

Materials and supplies expenses for fiscal year 2023, at \$2,593,092, were 12.97% higher than the comparable fiscal year 2022 material and supplies of \$2,295,299. The increase cost of fuel was the primary increase in this category.

Utilities expenses for fiscal year 2024, at \$439,420, were 17.99% higher than the comparable fiscal year 2023 utilities of \$372,421. The increase was due to attaining and utilizing additional Fixed Route Electric Buses that replaced Diesel Fuel Buses.

Utilities expenses for fiscal year 2023, at \$372,421, were 25.57% higher than the comparable fiscal year 2022 utilities of \$296,588. The utilization of Fixed Route Electric Buses and the increase in fuel prices caused this increase.

Casualty and liability expenses for fiscal year 2024, at \$1,130,599, were 9.31% higher than the comparable fiscal year 2023 casualty and liability expenses of \$1,034,301. All areas of insurance were up for fiscal year ending June 30, 2024 in comparison to the previous fiscal year.

Casualty and liability expenses for fiscal year 2023, at \$1,034,301, were 18.53% higher than the comparable fiscal year 2022 casualty and liability expenses of \$872,608. All areas of insurance were up for fiscal year ending June 30, 2023 in comparison to the previous fiscal year.

Purchased transportation expenses of \$739,255 were operating expenses incurred during fiscal year 2024 by the Boone County Council on Aging (BCCA) for providing urbanized demand response transportation services. The expenses incurred for this service were offset by a portion of the Downstate Operating Grant (DOAP) applied for and received by RMTD along with a local match received by RMTD from their region. In Fiscal Year 2023, the purchased transportation expense incurred for BCCA was \$564,822. Utilization rose in Fiscal Year 2024 compared to Fiscal Year 2023.

Purchased transportation expenses of \$564,822 were operating expenses incurred during fiscal year 2023 by the Boone County Council on Aging (BCCA) for providing urbanized demand response transportation services. The expenses incurred for this service were offset by a portion of the Downstate Operating Grant (DOAP) applied for and received by RMTD along with a local match received by RMTD from their region. In Fiscal Year 2022, the purchased transportation expense incurred for BCCA was \$393,291. A significant increase to the contracted cost per trip was agreed upon by all parties, during fiscal year 2023.

Miscellaneous expenses for fiscal year 2024, at \$292,996, were 3.31% higher than the comparable fiscal year 2023 miscellaneous expenses of \$283,611. The miscellaneous expense category includes advertising fees and lobbying fees.

Miscellaneous expenses for fiscal year 2023, at \$283,611, were 2.52% lower than the comparable fiscal year 2022 miscellaneous expenses of \$290,957. The miscellaneous expense category includes advertising fees and lobbying fees.

CAPITAL ASSET AND CAPITAL PROJECTS

Capital Assets

The total net capital assets (net of depreciation) for fiscal year 2024, at \$46,685,792, was 18.62% higher than the comparable total net capital assets (net of depreciation) for fiscal year 2023 of \$39,357,726. (See table A-4 for details)

The total net capital assets (net of depreciation) for fiscal year 2023, at \$39,357,726, was 12.06% higher than the comparable total net capital assets (net of depreciation) for fiscal year 2022 of \$35,123,393.

Table A-4
Rockford Mass Transit's Capital Assets
(in thousands of dollars)

	2024	2023	2024-2023 % Change	2022
Land	\$ 2,917.9	\$ 2,917.9	0.00%	\$ 2,917.1
Construction Work In Process	1,650.5	-	-	-
Transit Plant In Service	65,214.8	60,948.1	7.00%	54,369.1
Leased Assets	2,371.7	2,371.7	0.00%	2,371.7
Total Gross Capital Assets	\$ 72,154.9	\$ 66,237.7	8.93%	\$ 59,657.9
Less accumulated depreciation	25,469.1	26,880.2	-5.25%	24,534.5
Total Net Capital Assets	\$ 46,685.8	\$ 39,357.5	18.62%	\$ 35,123.4

Capital Projects

The following is a current list, along with a brief description, of the major capital projects that are on RMTD's project agenda:

During Fiscal Year ending June 30, 2024, RMTD attained 8 – Hybrid Buses at \$890,142 each for a total of \$7,121,136. attained 14 Demand Response Medium Duty Vehicles for \$112,809 each for a total of \$1,579,326. Five shelters attained at \$14,865 each for a total of \$74,325. New Fareboxes and Farebox Computer System for a total of \$118,383.80 were also attained. Also, attained were two change orders for a total of \$68,351 for the CAD/AVL System project which is nearing completion.

Construction in process occurred during Fiscal Year ending June 30, 2024 regarding a \$29,577,000 contract that has been entered into regarding a Downtown Facility expansion that is scheduled to begin during the fall of calendar year 2024. The project is expected to take approximately 730 days. The Downtown Facility expansion will be the primary emphasis regarding capital projects efforts during Fiscal Year ending June 30, 2025, 2026 and into 2027.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

For the fiscal year ending June 30, 2025, the operational budget was submitted to and approved by the Board of Trustees. The total operating expense (excluding depreciation), for the aforementioned timeframe, is projected to be \$26,699,862 compared to \$24,522,621 for fiscal year ending June 30, 2024.

The fiscal year 2025 operational budget includes projected expenditures of \$18,394,677 for fixed route services and \$7,193,608 for paratransit services which includes providing demand response service into the Stateline Mass Transit District (SMTD) area per a contractual relationship with that district. Service to the Stateline Mass Transit District began in February of 2008 and provides demand response service to the South Beloit, Rockton and Roscoe residents with connectivity into the Rockford region. Urban transportation projected expenditures for service to Belvidere & Boone County is budgeted at \$862,680. A battery lease, under Debt Service of \$248,897 was also budgeted for in fiscal year ending June 30, 2025.

Total operating revenues for the fiscal year ending June 30, 2025 are projected to be \$1,595,094 of which included \$80,000 projected for advertising revenue, \$157,500 for investment income and \$42,164 for non-transportation revenue. Fixed route passenger service is projected at \$736,136 and paratransit service revenue was projected at \$532,236. STMD farebox revenue is projected at \$26,004. BCCA farebox revenue is projected to be \$21,054. The last fare increase was implemented and became effective May 1, 2009.

Total operating assistance, excluding capital contributions, for the fiscal year ending June 30, 2025 are projected to be \$25,104,768. The majority of the non-operating revenues are subsidies from the State of Illinois, federal funds and local matching funds. The State of Illinois subsidy is budgeted to be 65% of eligible expenses at \$16,146,977.

It is RMTD's goal to maximize the services that can be provided by RMTD in the most economic and efficient manner without compromising the needs of the current RMTD clients. It is further anticipated that if service can become more efficient, then more people will begin to utilize the RMTD service, for their transportation needs. The changes within our economy and the increased interest in our services from communities to the north and east and expansion into the county will be some of the challenges that RMTD will face during the new fiscal year. Thanks to the leadership and guidance of the Board of Trustees and management, the employees of RMTD is prepared and ready to meet these foreseeable challenges.

CONTACTING THE RMTD'S FINANCIAL MANAGEMENT

This financial report is designed to provide interested parties with a general overview of RMTD's finances and to demonstrate RMTD's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Rockford Mass Transit District, 520 Mulberry Street, Rockford, IL 61101.

ENTERPRISE FUND

DRAFT

Rockford Mass Transit District
(A Component Unit of the City of Rockford, Illinois)

Statements of Net Position
June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
Assets		
Current assets:		
Cash and investments	\$ 2,601,302	\$ 2,391,185
Cash and investments designated for OPEB	2,922,198	2,879,893
Cash and investments restricted for public liability, employee health insurance and workers compensation claims	1,066,562	242,609
Grant receivables:		
Federal Transit Administration, operating grants	589,984	474,230
Federal Transit Administration, capital grants	218,275	1,296,275
State of Illinois operating assistance	1,973,708	1,676,435
State of Illinois capital grant	926,831	519,892
Other receivables	1,278,117	973,068
Supplies inventory	631,034	640,229
Prepaid expenses	320,299	225,073
	<u>12,528,310</u>	<u>11,318,889</u>
Total current assets		
Noncurrent assets:		
Capital assets:		
Land	1,992,553	1,992,553
Land improvements	925,338	925,338
Transit capital assets in service	65,214,788	60,948,120
Leased assets	2,371,716	2,371,716
Accumulated depreciation	(25,469,073)	(26,880,201)
Construction work in process	1,650,470	-
	<u>46,685,792</u>	<u>39,357,526</u>
Total noncurrent assets		
	<u>59,214,102</u>	<u>50,676,415</u>
Total assets		
Deferred Outflows of Resources		
Pension deferred outflows of resources	221,538	2,233,785
	<u>59,435,640</u>	<u>52,910,200</u>
Total assets and deferred outflows of resources		

See notes to financial statements

Rockford Mass Transit District
(A Component Unit of the City of Rockford, Illinois)

Statements of Net Position
June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
Liabilities		
Current liabilities:		
Accounts payable	\$ 973,965	\$ 520,994
Accrued wages, compensated absences and benefits	1,245,419	1,087,282
Lease liability	167,484	160,271
Pension contributions payable	775,000	825,000
Current liabilities payable from restricted assets:		
Accrued expenses, self-insurance liabilities	253,237	294,834
Total current liabilities	<u>3,415,105</u>	<u>2,888,381</u>
Noncurrent liabilities:		
Pension liability	3,298,222	5,568,641
Unearned revenues	2,262,243	2,243,067
Lease liability	1,641,695	1,809,178
Other postemployment benefit liability	2,781,569	2,871,504
Total noncurrent liabilities	<u>9,983,729</u>	<u>12,492,390</u>
Total liabilities	<u>13,398,834</u>	<u>15,380,771</u>
Deferred Inflows of Resources		
Pension deferred inflows of resources	272,739	64,819
Net Position		
Net investment in capital assets	44,876,613	37,388,077
Restricted for public liability, employee health insurance and workers compensation claims	813,325	-
Unrestricted	74,129	76,533
Total net position	<u>\$ 45,764,067</u>	<u>\$ 37,464,610</u>

See notes to financial statements

Rockford Mass Transit District
(A Component Unit of the City of Rockford, Illinois)

Statements of Revenues, Expenses and Changes in Net Position
Years Ended June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
Operating Revenues		
Passenger fares	\$ 1,363,792	\$ 1,086,613
Advertising	65,108	73,536
Other	79,748	89,262
	<u>1,508,648</u>	<u>1,249,411</u>
Operating Expenses		
Transportation	13,871,392	12,522,582
Maintenance	4,946,473	4,387,363
General administration	4,478,412	4,071,300
	<u>23,296,277</u>	<u>20,981,245</u>
Depreciation expense	<u>3,597,579</u>	<u>2,355,832</u>
Total operating expenses	<u>26,893,856</u>	<u>23,337,077</u>
Operating loss	<u>(25,385,208)</u>	<u>(22,087,665)</u>
Nonoperating Revenues and Expenses		
Investment income	<u>179,754</u>	<u>89,608</u>
Operating subsidies:		
Federal	3,686,585	3,338,624
State of Illinois	14,678,634	13,041,714
City of Rockford	1,548,000	1,548,000
Stateline Mass Transit District	1,656,803	1,557,711
City of Loves Park	476,352	448,804
Village of Machesney Park	288,168	261,625
Boone County	293,962	227,882
Total operating subsidies	<u>22,628,504</u>	<u>20,424,360</u>
Interest expense	<u>88,625</u>	<u>95,527</u>
Total nonoperating revenues and expenses	<u>22,719,633</u>	<u>20,418,441</u>
Income (loss) before contributions	<u>(2,665,575)</u>	<u>(1,669,225)</u>
Capital Contributions, Federal, State and Local	<u>10,965,032</u>	<u>6,589,964</u>
Change in net position	8,299,457	4,920,740
Net Position, Beginning	<u>37,464,610</u>	<u>32,543,871</u>
Net Position, Ending	<u>\$ 45,764,067</u>	<u>\$ 37,464,610</u>

See notes to financial statements

Rockford Mass Transit District
(A Component Unit of the City of Rockford, Illinois)

Statements of Cash Flows

Years Ended June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
Cash Flows From Operating Activities		
Received from customers	\$ 1,058,743	\$ 478,089
Received from other sources	144,856	162,798
Paid to suppliers for goods and services	(13,698,239)	(13,584,977)
Paid to employees for services	<u>(9,324,757)</u>	<u>(7,492,793)</u>
Cash flows from operating activities	<u>(21,819,397)</u>	<u>(20,436,883)</u>
Cash Flows From Noncapital Financing Activities		
Cash receipts from operating subsidies	<u>22,215,476</u>	<u>19,703,623</u>
Cash Flows From Investing Activities		
Investment income	<u>179,754</u>	<u>89,608</u>
Cash flows from investing activities	<u>179,754</u>	<u>89,608</u>
Cash Flows From Capital and Related Financing Activities		
Lease payment	(248,897)	(248,897)
Acquisition and construction of capital assets	(10,886,654)	(6,550,776)
Capital contributions, federal, state and local	<u>11,636,093</u>	<u>5,558,219</u>
Cash flows from capital and related financing activities	<u>500,542</u>	<u>(1,241,454)</u>
Net change in cash and cash equivalents	1,076,375	(1,885,106)
Cash and Cash Equivalents, Beginning	<u>5,513,687</u>	<u>7,398,793</u>
Cash and Cash Equivalents, Ending	<u>\$ 6,590,062</u>	<u>\$ 5,513,687</u>

See notes to financial statements

Rockford Mass Transit District
(A Component Unit of the City of Rockford, Illinois)

Statements of Cash Flows

Years Ended June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
Reconciliation of Operating Loss to Net Cash		
Flows From Operating Activities		
Operating loss	\$ (25,385,208)	\$ (22,087,665)
Adjustments to reconcile operating loss to net cash used in operating activities:		
Nonoperating revenue	-	-
Noncash items included in operating loss:		
Depreciation expense	3,597,579	2,355,832
Changes in assets, deferred outflows of resources and liabilities:		
Accounts receivable	(305,049)	(608,524)
Supplies inventory	9,195	(128,083)
Prepaid expenses	(95,226)	(5,946)
Accounts payable	363,783	(237,527)
Accrued expenses, self-insurance liabilities	(41,597)	(292,163)
Accrued expenses, other	158,137	57,809
Advance from City of Rockford	19,176	255,781
Pension liability and related deferrals	(50,252)	260,261
Other postemployment benefit liability	(89,935)	(6,658)
Net cash flows from operating activities	<u>\$ (21,819,397)</u>	<u>\$ (20,436,883)</u>
Reconciliation of Cash and Cash Equivalents to Statements of Net Position Accounts		
Cash and investments	\$ 2,601,302	\$ 2,391,185
Cash and investments designated for OPEB	2,922,198	2,879,893
Cash and investments restricted for public liability, employee health insurance and workers compensation claims	<u>1,066,562</u>	<u>242,609</u>
Cash and cash equivalents	<u>\$ 6,590,062</u>	<u>\$ 5,513,687</u>

See notes to financial statements

FIDUCIARY FUND

DRAFT

Rockford Mass Transit District
(A Component Unit of the City of Rockford, Illinois)

Statements of Plan Net Position
 June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
Assets		
Cash and cash equivalents	\$ 466,568	\$ 886,950
Investments at fair value:		
Traditional mutual funds	16,756,896	13,804,214
Bonds funds	10,649,133	10,219,146
Alternative mutual funds	1,466,732	1,365,030
Unconstrained	1,406,333	1,195,301
Contributions receivable	<u>775,000</u>	<u>825,000</u>
 Total assets	 <u>31,520,662</u>	 <u>28,295,641</u>
 Net position restricted for pensions	 <u>\$ 31,520,662</u>	 <u>\$ 28,295,641</u>

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Rockford Mass Transit District
(A Component Unit of the City of Rockford, Illinois)

Statements of Changes in Plan Net Position
June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
Additions		
Employer contributions	\$ 1,550,000	\$ 1,650,000
Net additions	<u>1,550,000</u>	<u>1,650,000</u>
Investment income (loss):		
Capital appreciation (depreciation)	2,695,023	1,598,257
Dividend income	769,845	769,675
Less investment expense	<u>(97,175)</u>	<u>(84,880)</u>
Net investment income (loss)	<u>3,367,693</u>	<u>2,283,052</u>
Total additions	<u>4,917,693</u>	<u>3,933,052</u>
Deductions		
Benefit payments	1,666,017	1,530,902
Other plan expenses	<u>26,655</u>	<u>33,757</u>
Total deductions	<u>1,692,672</u>	<u>1,564,659</u>
Net increase in new position	3,225,021	2,368,393
Net Position, Beginning	<u>28,295,641</u>	<u>25,927,248</u>
Net Position, Ending	<u>\$ 31,520,662</u>	<u>\$ 28,295,641</u>

See notes to financial statements

Rockford Mass Transit District Enterprise and Fiduciary Funds

(A Component Unit of the City of Rockford, Illinois)

Notes to Financial Statements

June 30, 2024 and 2023

1. Summary of Significant Accounting Policies

The financial statements of Rockford Mass Transit District (the District) have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to enterprise funds of government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The significant accounting principles and policies utilized by the District are described below.

Reporting Entity

The District was established to provide for operation of a bus transit system, including paratransit services, in the City of Rockford, Illinois and surrounding areas. The District's Trustees are appointed by the City of Rockford. The District receives operating subsidies from the City of Rockford, the City of Loves Park, the Village of Machesney Park, the City of Belvidere, the Stateline Mass Transit District, Boone County, the State of Illinois and the Federal Government. The District is a component unit of the City of Rockford, as defined GASB Statement No. 61, and accordingly, the District's financial statements are also included in the basic financial statements of the City of Rockford. A fiduciary fund has been established for the employee pension trust.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The term measurement focus is used to denote what is being measured and reported in the District's operating statement. The District is accounted for on the flow of economic resources measurement focus. The fundamental objective of this focus is to measure whether the District is better or worse off economically as a result of events and transactions of the period.

The term basis of accounting is used to determine when a transaction or event is recognized on the District's operating statement. The District uses the full accrual basis of accounting. Under this basis, revenues are recorded when earned and expenses are recorded when incurred, even though actual payment or receipt may not occur until after the period ends.

The District follows enterprise fund accounting. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business or where the governing body has decided that the determination of revenues earned, costs incurred and net income is necessary for management accountability.

The financial statements of the fiduciary fund are prepared on the accrual basis of accounting. District contributions to the Plan are recognized when due and the District has made a formal commitment to provide the contributions. Benefits are recognized when due and payable in accordance with the terms of the Plan. The District's annual required contribution is determined based on an actuarial valuation.

Rockford Mass Transit District Enterprise and Fiduciary Funds

(A Component Unit of the City of Rockford, Illinois)

Notes to Financial Statements

June 30, 2024 and 2023

Preparation of financial statements in conformity with generally accepted accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Assets, Deferred Outflows of Resources, Liabilities and Net Position

Cash and Cash Equivalents

For purposes of reporting cash flows, the District considers all cash and short-term investments purchased with maturities of three months or less to be cash and cash equivalents. Cash and cash equivalents restricted for public liability, workmen's compensation and employee health insurance are funds that are restricted to pay for costs incurred in those areas.

Deposits and Investments

State statutes restrict investment of transit funds. Investments are limited to:

1. Time deposits in any bank, savings bank, trust company or savings and loan association which are insured.
2. Bonds or securities issued by the federal government.
3. Illinois State Treasurer's Investment Pool.
4. Money market mutual funds with portfolios of securities issued or guaranteed by the United States government.
5. Short-term commercial paper rated within the three highest classifications by at least two standard rating services.
6. Repurchase agreements with public depositories.

Pension funds may also invest in certain non-U.S. obligations, Illinois municipal corporation's tax anticipation warrants, veteran's loans, obligations of the State of Illinois and its political subdivisions and the Illinois insurance company general and separate accounts, mutual funds and equity securities.

Investments are stated at fair value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment income.

Cash and Investments Designated for OPEB

The board has segregated certain funds as designated for the future liquidation of the other postemployment benefits (OPEB) obligation.

**Rockford Mass Transit District
Enterprise and Fiduciary Funds**

(A Component Unit of the City of Rockford, Illinois)

Notes to Financial Statements

June 30, 2024 and 2023

Cash and Investments Restricted in Trusts

This represents assets restricted for public liability, employee health insurance and workers' compensation. Current liabilities payable from these restricted assets are so classified.

Accounts Receivable/Payable

Substantially all District receivables are due from government units and are considered to be to be fully collectible.

Supplies Inventory

Operating inventories consisting of repair parts, motor oil and fuel are stated at cost (first in, first out) and average cost method.

Prepaid Expenses

This represents amounts paid for services or insurance coverage to be provided in future periods.

Capital Assets

Capital assets are defined as assets with an initial, individual cost of more than \$500 and an estimated useful life in excess of one year. Capital assets are stated at cost. Purchases of capital assets are primarily reimbursed by capital grants from federal, state and local sources. Donated assets are recorded at acquisition value on the date donated.

Proceeds from the sale of capital assets acquired under capital grants are remitted to the original funding source unless permission is received from the funding source to retain the proceeds.

Depreciation of buildings, improvements, equipment and vehicles is computed monthly upon capitalization using the straight-line method over the following estimated useful lives of the assets:

	<u>Years</u>
Building and improvements	20-40
Buses and service vehicles	10-12
Equipment and office furniture	5-10
Leased batteries	12

Rockford Mass Transit District Enterprise and Fiduciary Funds

(A Component Unit of the City of Rockford, Illinois)

Notes to Financial Statements

June 30, 2024 and 2023

Deferred Outflows of Resources

A deferred outflow of resources represents a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expense) until that time. Pension deferred outflows relate to the net pension liability. Details of the account are included in Note 7.

Accrued Wages, Compensated Absences and Benefits

Certain District employees who have completed 2 years of service are eligible to accrue sick pay benefits at the rate of one (1) eight (8) hour day per calendar month in which the employee is not absent or off work for any reason (except vacation, holidays, personal days or bereavement). Upon eligible retirement or voluntary resignation from employment (excluding permanent disability, resignation due to worker's compensation injury and like reasons), the equivalent value of fifty percent (50%) of the employee's capped accumulated sick leave shall be paid to the employee.

Employees earn varying amounts of vacation depending on the number of years of service and employment position. Vacation pay will be paid at the time vacation is taken and does not accumulate from one year to another. When an employee separates from the District, earned and unused vacation time will be computed and paid out to the employee at their regular rate of pay.

The accrued payroll and benefits liability has been computed based on a rate of pay in effect at each fiscal year end, respectively.

Pension Liability

For the purposes of measuring the net pension liability, deferred outflows of resources and pension expense, information about the plan fiduciary net position of the Rockford Mass Transit District Retirement Plan (the Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms, investments are reported at fair value.

Unearned Revenue

The City of Rockford subsidizes the operating loss before depreciation of the District in excess of other subsidies received. The advance represents unearned revenue which is primarily due to the accumulation of the cash received from the City in excess of the amounts needed to subsidize operating losses.

Other Postemployment Benefit Liability (OPEB)

The District provides postemployment health insurance benefits to all eligible employees. During fiscal year 2018, the District implemented GASB 75 related to OPEBs. For purposes of measuring the net OPEB liability and OPEB expense, the District's OPEB Plan recognizes benefit payments when due and payable in accordance with the benefit terms. See Note 9 for additional disclosures related to the OPEB under GASB 75.

Rockford Mass Transit District Enterprise and Fiduciary Funds

(A Component Unit of the City of Rockford, Illinois)

Notes to Financial Statements

June 30, 2024 and 2023

Line of Credit

The District had a \$1,500,000 line of credit with Rockford Bank & Trust which expires April 24, 2026. Interest is payable monthly at the current prime rate. Borrowings in the form of notes payable are guaranteed by the revenues of the District. The balance due on the District's line of credit was \$0 as of June 30, 2024 and 2023.

Lease Liability

On June 27, 2022, the District entered into a lease for batteries to power their electric buses. Leases assets and the related liability will be amortized over the term of the lease. Details of the account are in Note 4.

Deferred Inflows of Resources

A deferred inflow of resources represents the creation of net position that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time. Pension deferred inflows relate to the net pension liability. Details of the account are in Note 7.

Net Position

Equity is classified as net position and is displayed in three components:

Net Investment in Capital Assets - This component of net position consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds is not included in the calculation of net invested in capital assets. Rather, that portion of the debt is included in the same net position component as the unspent proceeds.

Restricted – This component of net position consists of constraints placed on net position use through external constraints imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Position - The component of net position consists of net position that do not meet the definition of *restricted* or *net investment in capital assets*.

When both restricted and unrestricted resources are available for use, it is the District's policy to use unrestricted resources first and then restricted resources as they are needed.

Rockford Mass Transit District Enterprise and Fiduciary Funds

(A Component Unit of the City of Rockford, Illinois)

Notes to Financial Statements

June 30, 2024 and 2023

Revenues and Expenses

Revenue Recognition

Operating revenues of the District are passenger fare revenues received from customers. The District also recognizes as operating revenue amounts received from businesses for advertisements on District buses and other District-owned property. Operating expenses include the cost of services, administrative expenses and depreciation on capital assets. Other revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Ridership Fares

Current fares were approved by the Board effective May 1, 2009.

Capital Contributions

The District has received Federal, State and Local funding for acquisition and construction of capital assets. The value of contributions received is reported as revenue on the statements of revenues, expenses and changes in net position.

The Federal and State grants are subject to grantor agency compliance audits. Management believes losses, if any, resulting from those compliance audits are not material to these statements.

Reclassifications

Certain reclassifications have been made to the prior year statements in order for them to be in conformity with the current year presentation.

Use of Estimates

Preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

**Rockford Mass Transit District
Enterprise and Fiduciary Funds**

(A Component Unit of the City of Rockford, Illinois)

Notes to Financial Statements

June 30, 2024 and 2023

Effect of New Accounting Standards on Current Period Financial Statements

The GASB has approved the following statements:

- Statement No. 101, *Compensated Absences*
- Statement No. 102, *Certain Risk Disclosures*
- Statement No. 103, *Financial Reporting Model Improvements*
- Statement No. 104, *Disclosure of Certain Capital Assets*

When they become effective, application of these standards may restate portions of these financial statements.

2. Deposits and Investments

Carrying value as of June 30:

	<u>2024</u>	<u>2023</u>	<u>Risks</u>
Checking and savings (including pension)	\$ 3,829,343	\$ 418,729	Custodial credit
Pension trust funds	30,279,094	26,583,691	Credit risk, interest rate risk
Money market	3,227,287	5,981,908	Custodial credit
	<u> </u>	<u> </u>	
Total	<u>\$ 37,335,724</u>	<u>\$ 32,984,328</u>	

Custodial Credit Risk

Custodial credit risk is the risk that in the event of a financial institution failure, the District's deposits may not be returned to the District. The District's investment policy requires that deposits with financial institutions in excess of FDIC to be collateralized with collateral in an amount of 100% of the uninsured deposits.

As of June 30, 2024 and 2023, none of the District's bank balances are known to be individually exposed to custodial credit risk.

**Rockford Mass Transit District
Enterprise and Fiduciary Funds**

(A Component Unit of the City of Rockford, Illinois)

Notes to Financial Statements

June 30, 2024 and 2023

Credit Risk

Credit risk is the risk an issuer or other counterparty to an investment will not fulfill its obligations.

As of June 30, 2024, the Plan's investments were rated as follows:

Investment Type	Morningstar
Traditional mutual funds	NR-5
Bond funds	2-5
Alternative mutual funds	5
Unconstrained funds	2-3

As of June 30, 2023, the Plan's investments were rated as follows:

Investment Type	Morningstar
Traditional mutual funds	NR-5
Bond funds	1-5
Alternative mutual funds	5
Unconstrained funds	2-3

**Rockford Mass Transit District
Enterprise and Fiduciary Funds**

(A Component Unit of the City of Rockford, Illinois)

Notes to Financial Statements

June 30, 2024 and 2023

Interest Rate Risk

Interest rate risk is the risk changes in interest rates will adversely affect the fair value of an investment.

As of June 30, 2024, the Plan's investments exposed to interest rate risk were as follows:

Investment Type	Fair Value	Investment Maturities in Years		
		Less than 1 Year	1–5 Years	Greater than 5 Years
Bond Funds	\$10,649,133	\$ 10,649,133	\$ -	\$ -

As of June 30, 2023, the Plan's investments exposed to interest rate risk were as follows:

Investment Type	Fair Value	Investment Maturities in Years		
		Less than 1 Year	1–5 Years	Greater than 5 Years
Bond Funds	\$10,219,146	\$ 10,219,146	\$ -	\$ -

Rate of Return

For the years ended June 30, 2024 and 2023, the annual money-weighted rate of return on pension plan investments, net of Pension Fund investment expense, was 5.1% and 4.6%, respectively. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

**Rockford Mass Transit District
Enterprise and Fiduciary Funds**

(A Component Unit of the City of Rockford, Illinois)

Notes to Financial Statements

June 30, 2024 and 2023

Pension Investment Policy

The Plan's policy to focus its investments to achieve a preferred 55% equity investment, 35% high grade bonds, 5% money market and cash equivalents and 5% real estate investment mix of assets. The policy does not specifically address concentration of credit risk, credit risk or interest rate risk.

Pension Investment Direction

The Plan's investment policy and guidelines were established by and may be amended by the District's Board of Trustees. The District uses a third-party investment manager to manage investments in the Plan. The total return should meet the Plan's actuarial assumption of 6.5%. The Plan's investment policy does not establish long-term expected rates of return.

Fair Value Measurement

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

The valuation methods for recurring fair value measurements are as follows:

- Quoted market prices for all investments held

Investment Type	June 30, 2024			
	Level 1	Level 2	Level 3	Total
Traditional mutual funds	\$ 16,756,896	\$ -	\$ -	\$ 16,756,896
Bond funds	10,649,133	-	-	10,649,133
Alternative mutual funds	1,466,732	-	-	1,466,732
Unconstrained funds	1,406,333	-	-	1,406,333
Total	<u>\$ 30,279,094</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,279,094</u>

Investment Type	June 30, 2023			
	Level 1	Level 2	Level 3	Total
Traditional mutual funds	\$ 13,804,214	\$ -	\$ -	\$ 13,808,214
Bond funds	10,219,146	-	-	10,219,146
Alternative mutual funds	1,365,030	-	-	1,365,030
Unconstrained funds	1,195,301	-	-	1,195,301
Total	<u>\$ 26,583,691</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 26,583,691</u>

**Rockford Mass Transit District
Enterprise and Fiduciary Funds**

(A Component Unit of the City of Rockford, Illinois)

Notes to Financial Statements

June 30, 2024 and 2023

3. Changes in Capital Assets

A summary of changes in the District's capital assets for 2024 and 2023:

	Balance July 1, 2023	Additions	Retirements	Balance June 30, 2024
Capital assets, not being depreciated:				
Land	\$ 1,992,553	\$ -	\$ -	\$ 1,992,553
Construction in progress	-	1,650,470	-	1,650,470
	<hr/>	<hr/>	<hr/>	<hr/>
Total capital assets not being depreciated	1,992,553	1,650,470	-	3,643,023
	<hr/>	<hr/>	<hr/>	<hr/>
Capital assets, being depreciated:				
Land improvements	925,338	-	-	925,338
Buildings	26,034,634	-	-	26,034,634
Buses and service vehicles	27,540,499	8,815,210	(4,880,768)	31,474,941
Battery lease	2,371,716	-	-	2,371,716
Equipment and office furniture	7,372,987	460,165	(127,939)	7,705,213
	<hr/>	<hr/>	<hr/>	<hr/>
Total capital assets being depreciated	64,245,174	9,275,375	(5,008,707)	68,511,842
	<hr/>	<hr/>	<hr/>	<hr/>
Total capital assets	66,237,727	10,925,845	(5,008,707)	72,154,865
	<hr/>	<hr/>	<hr/>	<hr/>
Less accumulated depreciation	(26,880,201)	(3,597,579)	5,008,707	(25,469,073)
	<hr/>	<hr/>	<hr/>	<hr/>
Total capital assets, net	\$ 39,357,526	\$ 7,328,266	\$ -	\$ 46,685,792
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**Rockford Mass Transit District
Enterprise and Fiduciary Funds**

(A Component Unit of the City of Rockford, Illinois)

Notes to Financial Statements

June 30, 2024 and 2023

	<u>Balance July 1, 2022</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance June 30, 2023</u>
Capital assets, not being depreciated:				
Land	\$ 1,992,553	\$ -	\$ -	\$ 1,992,553
Total capital assets not being depreciated	1,992,553	-	-	1,992,553
Capital assets, being depreciated:				
Land improvements	924,521	817	-	925,338
Buildings	25,623,043	411,591	-	26,034,634
Buses and service vehicles	22,918,819	4,621,680	-	27,540,499
Battery lease	2,371,716	-	-	2,371,716
Equipment and office furniture	5,827,262	1,555,876	(10,151)	7,372,987
Total capital assets being depreciated	57,665,361	6,589,964	(10,151)	64,245,174
Total capital assets	59,657,914	6,589,964	(10,151)	66,237,727
Less accumulated depreciation	(24,534,521)	(2,355,831)	10,151	(26,880,201)
Total capital assets, net	\$ 35,123,393	\$ 4,234,133	\$ -	\$ 39,357,526

**Rockford Mass Transit District
Enterprise and Fiduciary Funds**

(A Component Unit of the City of Rockford, Illinois)

Notes to Financial Statements

June 30, 2024 and 2023

4. Leases

On June 27, 2022, the District entered into an agreement of which they are the lessee to lease batteries for 12 years at a cost of \$248,897 annually, with no renewal periods. The discount rate used was 1.29%. An initial lease asset and liability equal to the present value of future lease payments of \$2,371,716 was recorded.

On June 30, 2023, the District recognized a right to use lease asset of \$2,371,716 and a lease liability of \$1,969,449, of which \$160,271 is current. As of June 30, 2024, the District has a remaining lease liability of \$1,809,179, of which \$167,484 is current.

Principal and interest payments on the loan are as follows:

Fiscal years ending June 30,	<u>Principal</u>	<u>Interest</u>
2025	\$ 167,484	\$ 81,413
2026	175,020	73,876
2027	182,896	66,000
2028	191,127	57,770
2029	199,727	49,169
2030 - 2033	<u>892,925</u>	<u>102,663</u>
Total	<u>\$ 1,809,179</u>	<u>\$ 430,891</u>

**Rockford Mass Transit District
Enterprise and Fiduciary Funds**

(A Component Unit of the City of Rockford, Illinois)

Notes to Financial Statements

June 30, 2024 and 2023

5. Operating Subsidies

The District is economically dependent upon operating subsidies and grants provided by Federal, State and Local governments. Without these subsidies and grants, operations could not continue at current levels unless alternative methods of funding were obtained. Operating subsidies and grants utilized to finance current operations are recorded when earned.

The following are the operating subsidies for fiscal 2024 and 2023:

	<u>2024</u>		<u>2023</u>	
Federal	\$ 3,686,585	\$ 3,338,624	\$ 2,294,580	
State of Illinois	14,678,634	13,041,714	13,068,801	
City of Rockford*	1,548,000	1,548,000	1,524,000	
Stateline Mass Transit District	1,656,803	1,557,711	1,023,012	
City of Loves Park	476,352	448,804	328,242	
Village of Machesney Park	288,168	261,625	212,734	
Boone County	293,962	227,882	115,983	

* Includes current year receipts and recognition/deferral of unearned revenues as calculated.

6. Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; health care of its employees and natural disasters.

All risks with the exception of workers compensation, prior to October 1, 2015, health insurance and public liability related to scheduled vehicles are covered by commercial insurance. Settled claims have not exceeded commercial insurance in any past three fiscal years. The insurance coverage is consistent with the prior year.

As of October 1, 2015, the District is fully insured for workers compensation. Prior to October 1, 2015, the District was partially self-insured for workers compensation and maintained commercial insurance for claims in excess of the self-insured portion. For workers compensation claims prior to October 1, 2015, reserves are held in the District's restricted cash balance. This commercial insurance is limited to a \$1,000,000 annual aggregate liability by the insurance excess carrier over the self-insured portion. The commercial insurance carries a \$500,000 per accident deductible.

**Rockford Mass Transit District
Enterprise and Fiduciary Funds**

(A Component Unit of the City of Rockford, Illinois)

Notes to Financial Statements

June 30, 2024 and 2023

The District's employee health benefits program provides basic medical, vision, major medical and short-term disability weekly income benefits to eligible employees. Commercial insurance is not maintained on short-term disability or on the first \$75,000 per person, up to \$1,000,000 in annual aggregate medical claims. The District maintains commercial insurance that covers a layer of claims over the self-insured portion. This commercial insurance is limited to a \$1,000,000 annual aggregate liability by the insurance excess carrier over the self-insured portion of medical claims. The commercial insurance is also limited to a \$1,000,000 per person lifetime amount.

The public liability program provides for defense costs and claims administration through a combination of self-insurance and policies issued by licensed insurance carriers. Commercial insurance is not maintained for the first \$100,000 per occurrence and subject to a limit of \$50,000 in loss adjustment expenses per claim. The District does, however, maintain coverage for \$9,900,000 over the \$100,000 of self-insured public liability claims.

An analysis of the activity for workers compensation, employee health benefits and public liability self-insurance liabilities is presented as follows:

	Employee Benefit Fund	Public Liability Fund	Worker's Compensation Fund
Liability July 1, 2023	\$ 271,933	\$ 22,901	\$ -
Add claims incurred and adjustments	-	2,288,360	-
Less claims paid	(37,675)	(2,292,282)	-
	<hr/>	<hr/>	<hr/>
Liability June 30, 2024	\$ 234,258	\$ 18,979	\$ -
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Liability July 1, 2022	\$ 311,038	\$ 235,718	\$ 40,241
Add claims incurred and adjustments	3,459,751	2,286,296	2,185,124
Less claims paid	(3,498,856)	(2,499,113)	(2,225,365)
	<hr/>	<hr/>	<hr/>
Liability June 30, 2023	\$ 271,933	\$ 22,901	\$ -
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Rockford Mass Transit District Enterprise and Fiduciary Funds

(A Component Unit of the City of Rockford, Illinois)

Notes to Financial Statements

June 30, 2024 and 2023

Liabilities of the fund are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported (IBNRs). The result of the process to estimate the claims liability is not an exact amount as it depends on many complex factors, such as inflation, changes in legal doctrines and damage awards. Accordingly, claims are reevaluated periodically to consider the effects of inflation, recent claim settlement trends (including frequency and amount of pay-outs) and other economic and social factors. The estimate of the claims liability also includes amounts for incremental claim adjustment expenses related to specific claims and other claim adjustment expenses regardless of whether allocated to specific claims. Estimated recoveries, for example, from salvage or subrogation, are another component of the claims liability estimate.

The District is involved in several personal injury claim litigations. Management of the District responds by vigorous defense and believes any unfavorable outcome of the claims will be immaterial. The District attorney believes all of these cases will likely be covered for loss by insurance.

7. Defined Benefit Retirement Plan

Rockford Mass Transit District Employees' Retirement System

Plan Description, Amendments and Termination

The Rockford Mass Transit District Retirement Plan (the Plan) is a single employer, non-contributory, defined benefit plan. The District established the Plan to provide retirement benefits for eligible employees of the District. The Plan is governed by the Rockford Mass Transit District (the District) Board of Trustees together with the employees covered under collective bargaining agreements. The Plan consists of three employee representation units within the District. They include; International Brotherhood of Electrical Workers (IBEW), Amalgamated Transit Union (ATU) and the Administrative Employees (Admin). These plans are combined to represent the Plan which is discussed below. The Plan issues a stand-alone financial report which may be obtained by contacting the District. The most recent plan year ended is June 30, 2024.

The Board of Trustees reserves the right to amend the Plan at any time and for any reason. However, the Plan's assets may not be used for any purpose other than providing benefits to participants, former participants and their beneficiaries and paying the reasonable expenses of administering the Plan. Also, unless required by law, no amendment shall deprive any participant, former participant or beneficiary of any benefit already vested, or decrease any participant's accrued retirement benefit.

A participant's normal retirement pension payable monthly at his/her normal retirement age, shall be equal to 3% of the highest five consecutive year average monthly salary multiplied by years of participation.

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The District has established the Plan with the bona fide intention and expectation that it will be continued indefinitely. However, the District shall not be under any obligation to continue its contributions to the Plan, or to otherwise maintain the Plan, for any given length of time. The Board of Trustees together with the employees covered under collective bargaining units, in its sole and absolute discretion, may discontinue the District's contributions to the Plan or terminate the Plan, at any time and for any reason.

If the Plan is terminated, all benefits accrued to the date of the Plan's termination become 100% vested and nonforfeitable. The Plan is not subject to Employee Retirement Income Security Act (ERISA) or insured by the Pension Benefit Guarantee Corporation (PBGC).

In the event of the termination of the Plan, the Trust shall be continued until all accrued retirement benefits have been paid in accordance with the provisions of the Plan. After all liabilities of the Plan to participants, former participants and their beneficiaries have been satisfied, any residual assets remaining in the Trust shall be returned to the District.

On April 26, 2017, the District's Board of Trustees approved a resolution to close the ATU and Admin employee representation units to new entrants effective November 1, 2016. No employees hired from November 1, 2016 until June 30, 2017 were eligible for participation in the plan.

On March 28, 2018, the District's Board of Trustees approved a resolution to close the IBEW employee representation unit to new entrants effective for employees hired on or after March 12, 2018.

Reporting Entity

The Plan is sponsored by the District. The Plan does not purport to, and does not present, the financial position or changes in financial position of the District as of any date or for any period.

Income Taxes

The Plan is organized as a tax-exempt retirement plan under the Internal Revenue Code.

Vesting

Under the provision of the Plan, pension benefits vest after five years of full-time employment and exclude employee disability. Upon retiring at the normal retirement age of sixty-five prescribed in the Plan, an employee is entitled to receive a monthly benefit payment in the form of a life annuity. Benefits under the Plan are accumulated during each year of service and determined based on compensation level. The projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations.

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Benefits Provided

Under the provision of the Plan, pension benefits vest after five years of full-time employment and exclude employee disability. Upon retiring at the normal retirement age of sixty-five prescribed in the Plan, an employee is entitled to receive a monthly benefit payment in the form of a life annuity. Benefits under the Plan are accumulated during each year of service and determined based on compensation level. The projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations.

The following table presents information about Plan participants covered by the benefit terms. Participants providing the basis of the actuarial valuations used to calculate, as of the measurement dates, the net pension liability for the fiscal years ended June 30, 2024 and 2023.

	2024				2023			
	Admin	ATU	IBEW	Total	Admin	ATU	IBEW	Total
Active participants	20	46	13	79	20	48	14	82
Retired participants and beneficiaries	25	87	16	128	25	87	15	127
Terminated vested participants	13	27	9	49	13	27	9	49
Total plan participants	58	160	38	256	58	162	38	258

Participation for each employee representation is as follows:

IBEW and Administrative employees become eligible to participate on the January 1st or July 1st following a year of service where 1,000 hours has been worked. In addition to the requirements followed by IBEW and Administrative employees, ATU employees must also attain the age of 21 to become eligible. Eligible compensation excludes overtime pay, bonuses or other compensation.

Contributions and Funding Policy

The current policy of the District is to use each actuarial valuation as the basis for determining employer contributions to the Plan during the fiscal year beginning in the year of the valuation year. The July 1, 2024 valuation is the basis for contributions in fiscal 2024. The plan does not permit employees to make contributions.

Although it has not expressed any intention to do so, the District has the right under the Plan to discontinue its contributions at any time and to terminate the Plan.

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The Plan's actuarial contribution rate is determined using the *entry age normal* actuarial cost method and the actuarial assumptions and methods are approved by the District.

Employer contributions to the Plan are recognized on the accrual basis and are actuarially determined each year. For Plan fiscal years 2024 and 2023, the required contributions were \$1,478,731 and \$1,648,209, respectively, or 32.47% and 33.88%, respectively, of the covered payroll per year. The District's actual Plan contributions for Plan fiscal years 2024 and 2023 were \$1,550,000 and \$1,650,000 respectively. The District's total payroll for the Plan fiscal years ended June 30, 2024 and 2023 was approximately \$4,774,158 and \$4,869,996, respectively.

On June 30, 2024 and 2023, the District reported a net pension liability of \$3,298,222 and \$5,568,641, respectively. The net pension liability was measured as of June 30, 2024 and 2023, respectively, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of those dates.

Administrative and Other Plan Expense

The Plan's expenses are paid either by the Plan or the District, as provided by the Plan document. Expenses that are paid directly by the District are excluded from these financial statements. Certain expenses incurred in connection with the general administration of the Plan that are paid by the Plan are recorded as deductions in the accompanying statement of changes in net position available for benefits. In addition, certain investment related expenses are included in net appreciation of fair value of investments presented in the accompanying statement of changes in net position available for benefits.

For the years ended June 30, 2024 and 2023, the District recognized pension expense of \$1,494,251 and \$1,950,311, respectively. At June 30, 2024 and 2023, the District reported deferred outflows of resources related to pensions from the following sources:

	2024		2023	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 78,519	\$ 1,604,887	\$ 64,819
Net difference between projected and actual earnings on pension plan investments	221,538	194,220	628,898	-
Total	\$ 221,538	\$ 272,739	\$ 2,233,785	\$ 64,819

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Amounts reported as deferred outflows of resources related to pensions will be recognized in pension expense as follows:

	Deferred Outflows of Resources
Years ending June 30:	
2025	\$ 41,664
2026	707,776
2027	(475,000)
2028	(325,641)
Thereafter	-
	<hr/>
Total	\$ (51,201)
	<hr/> <hr/>

Actuarial Assumptions

The assumptions noted below were consistently applied in the June 30, 2024 and 2023 valuation, except as noted, if applicable.

The total pension liability was determined using the following actuarial assumptions, applied to periods included in the measurement:

- Inflation (effective June 30, 2014): 3% per annum.
- Salary Increase (effective June 30, 2014): 3% per year, compounded annually.
- Long-term investment rate of return: 6.5% for 2024 and 2023, compounded annually, net of investment expense, including inflation.
- The actuarial assumptions were based on the results of actuarial experience studies previously completed and are consistent with prior valuations.
- Mortality rates were based on the PubG-2010 Mortality Table for Males or Females, as appropriate, as of June 30, 2024 and 2023.

**Rockford Mass Transit District
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- The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

The target allocation and best estimates of arithmetic real rates of return for each major asset class as of June 30, 2024 are summarized in the following table:

Asset Class	Asset Allocation	Long-Term Expected Real Rate of Return
Equity investments:	54.5 %	- %
Domestic stocks	-	7.0–7.2
International stocks	-	7.8
Fixed income investments:	45.5	-
Cash, CDs and money funds	-	2.9
Other fixed-income investments	-	5.1–8.2
	100.0 %	

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The target allocation and best estimates of arithmetic real rates of return for each major asset class as of June 30, 2023 are summarized in the following table:

Asset Class	Asset Allocation	Long-Term Expected Real Rate of Return
Equity investments:	50.2 %	- %
Domestic stocks	-	7.9 – 8.1
International stocks	-	8.5
Fixed income investments:	49.8	-
Cash, CDs and money funds	-	2.4
Other fixed-income investments	-	4.6 – 6.8
Total	100.0 %	

Discount Rate

The discount rate used to measure the net pension liability at June 30, 2024 and 2023 was 6.5%. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the contractually required rate and that contributions from the District will be made at contractually required rates, actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

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Sensitivity of the District's Net Pension Liability to Changes in the Discount Rate

The following presents the District's net pension liability calculated using the discount rate of 6.5%, as well as what the District's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.5%) or 1-percentage-point higher (7.5%) than the current rate.

Net Pension Liability	1% Decrease (5.5%)	Discount Rate (6.5%)	1% Increase (7.5%)
June 30, 2024	\$ 7,010,078	\$ 3,298,222	\$ 123,550
June 30, 2023	\$ 9,034,340	\$ 5,568,641	\$ 2,612,638

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**Rockford Mass Transit District
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Notes to Financial Statements

June 30, 2024 and 2023

The following tables present the changes in the Net Pension Liability reported as of June 30, 2024 and 2023 based on valuations as of June 30, 2024 and 2023:

	Total Pension Liability (a)	Plan Fiduciary Net Pension (b)	Net Pension Liability (a) - (b)
Balance at June 30, 2023	\$ 33,864,282	\$ 28,295,641	\$ 5,568,641
Changes for the year:			
Service cost	603,278	-	603,278
Interest	2,146,166	-	2,146,166
Differences between expected and actual experience	(102,170)	-	(102,170)
Employer contributions	-	775,000	(775,000)
Capital appreciation	-	2,695,023	(2,695,023)
Net investment income	-	769,845	(769,845)
Benefit payments	(1,692,672)	(1,692,672)	-
Administrative expenses	-	(97,175)	97,175
Receivables	-	775,000	(775,000)
Net changes	954,602	3,225,021	(2,270,419)
Balance at June 30, 2024	\$ 34,818,884	\$ 31,520,662	\$ 3,298,222

**Rockford Mass Transit District
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June 30, 2024 and 2023

	Total Pension Liability (a)	Plan Fiduciary Net Pension (b)	Net Pension Liability (a) - (b)
Balance at June 30, 2022	\$ 32,420,226	\$ 25,927,248	\$ 6,492,978
Changes for the year:			
Service cost	609,454	-	609,454
Interest	2,056,462	-	2,056,462
Differences between expected and actual experience	342,799	-	342,799
Employer contributions	-	825,000	(825,000)
Capital appreciation	-	1,598,257	(1,598,257)
Net investment income	-	769,675	(769,675)
Benefit payments	(1,564,659)	(1,564,659)	-
Administrative expenses	-	(84,880)	84,880
Receivables	-	825,000	(825,000)
Net changes	1,444,056	2,368,393	(924,337)
Balance at June 30, 2023	\$ 33,864,282	\$ 28,295,641	\$ 5,568,641

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Notes to Financial Statements

June 30, 2024 and 2023

Actuarial Present Value of Accumulated Plan Benefits

Accumulated Plan benefits are those future periodic payments, including lump sum distributions that are attributable under the Plan's provisions to the service employees have rendered to the valuation date. Accumulated Plan benefits include benefits expected to be paid to (a) retired or terminated employees or their beneficiaries, (b) beneficiaries of employees who have died and (c) present employees or their beneficiaries. Benefits under the Plan are accumulated based on employees' compensation during each year of credited service. The accumulated Plan benefits for active employees will equal the accumulation, with interest, of the annual benefit accruals as of the benefit information date. Benefits payable under all circumstances (retirement, death, disability and termination of employment) are included to the extent they are deemed attributable to employee service rendered to the valuation date.

The actuarial present value of accumulated plan benefits is determined by an actuary from Schwab Actuarial Services and is the amount that results from applying actuarial assumptions to adjust the accumulated Plan benefits to reflect the time value of money (through discounts for interest) and the probability of payment (by means of decrements such as for death, disability, withdrawal or retirement) between the valuation date and the expected date of payment. The significant actuarial assumptions are detailed above.

The foregoing actuarial assumptions are based on the presumption that the Plan will continue. Were the Plan to terminate, different actuarial assumptions and other factors might be applicable in determining the actuarial present value of accumulated plan benefits.

Plan Investment Valuation and Income Recognition

The Plan's investments are reported at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Net appreciation or depreciation of investments included in the accompanying statement of changes in net position available for benefits includes realized gains or losses from the sale of investments and unrealized appreciation or depreciation in fair value of investments. Net unrealized appreciation or depreciation in the fair value of investments represents the net change in the fair value of the investments held during the period. The net realized gains or losses on the sale of investments represents the difference between the sale proceeds and the fair value of the investment as of the beginning of the period or the cost of the investment if purchased during the year.

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June 30, 2024 and 2023

The table below presents gross capital appreciation activity for the years ended June 30, 2024 and 2023:

	<u>2024</u>	<u>2023</u>
Unrealized gain (loss)	\$ 2,181,284	\$ 1,034,826
Realized gain (loss)	513,739	563,431
	<hr/>	<hr/>
Net capital appreciation (depreciation)	\$ 2,695,023	\$ 1,598,257
	<hr/> <hr/>	<hr/> <hr/>

Plan Fiduciary Net Position

For purposes of measuring the net pension liability, deferred outflows of resources related to pensions, pension expense, information about the fiduciary net position for the Plan and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. Investments are stated at fair market value. Benefit Payments are recognized when due and payable in accordance with the terms of the plan.

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect the amounts reported in the statement of net position available for benefits.

Plan contributions are made and the actuarial present value of accumulated Plan benefits are reported based on certain assumptions pertaining to interest rates, inflation rates and employee demographics, all of which are subject to change. Due to uncertainties inherent in the estimations and assumptions process, it is at least reasonably possible that changes in these estimates and assumptions in the near term would be material to the financial statements.

8. Defined Contribution Plan and Voluntary Supplemental Retirement

Defined Contribution Retirement

All eligible employees hired after November 1, 2016, are entered into the defined contribution plan created in accordance with Internal Revenue Code (IRC) Section 457 and administered by the District. Employee and employer contributions are deposited into the employee's individual account and invested under their direction. Participants of the plan can make payments into the plan as desired. The District contributes 50% of the employee's contribution up to 3% of their eligible wages of the participant's wages starting November 2016. The District made no contributions to the plan in 2024 or 2023 as no employees currently participate in the plan.

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Notes to Financial Statements

June 30, 2024 and 2023

Voluntary Supplemental Retirement

In addition, the District offers its employees a deferred compensation plan which was created in accordance with IRC Section 457. The Plan, available to all District employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until retirement, death or unforeseeable emergency. The plan is fully vested as the deferred compensation is deemed earned by the employees.

The Plan assets are held in a trust for the exclusive benefit of the plan participants. Since the District does not act as trustee nor does it have fiduciary accountability for the plan assets, the plan assets are not included in these financial statements.

9. Other Postemployment Benefit Plan

General Information About the OPEB Plan

Plan Description

The District administers a single-employer defined benefit healthcare plan (the Retiree Health Plan). The plan provides health insurance contributions for eligible retirees and their spouse through the District's group health insurance plan, which covers both active and retired members. Benefit provisions are established through collective bargaining agreements and state that select eligible retirees (hired before 1993) and their spouses receive lifetime healthcare insurance at established contribution rates. Contribution requirements are established through collective bargaining agreements and may be amended only through negotiations between the District and the bargaining unit. The plan is closed to new entrants. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

Benefits Provided

The District provides healthcare insurance benefits for select eligible retirees and their spouse. The benefit terms provide for coverage for the retiree and their spouse until the retiree's death. The District makes the same monthly health insurance contribution on behalf of select retirees as it makes on behalf of all other active employees during the year. The District contributes 100% of the current year premiums for a family and a single plan, respectively, for select eligible retired plan members and their spouses.

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June 30, 2024 and 2023

Employees Covered by Benefit Terms

At June 30, 2024 and 2023, the following employees were covered by the benefit terms:

	<u>2024</u>	<u>2023</u>
Active employees fully eligible to receive plan benefits	2	1
Active employees not fully eligible	0	1
Retired plan members	21	22
	<hr/>	<hr/>
Total plan members	23	24
	<hr/> <hr/>	<hr/> <hr/>

Total OPEB Liability

The District's total OPEB liability of \$2,781,569 and \$2,871,504 were measured as of June 30, 2024 and 2023, respectively, and were determined by an actuarial valuation as of that date.

Actuarial Assumptions and Other Inputs

The total OPEB liability in the June 30, 2024 and 2023 actuarial valuations were determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Salary increases	3.0%, average
Healthcare cost trend rates	6.5% for 2018, decreasing 0.5% per year to an ultimate rate of 5.0% for 2021 and later years. 5.5% for 2020 decreasing to 5.0%.
Retirees' share of benefit-related costs	All retirees must contribute their share of the monthly premium equal to that required stated in the applicable bargaining unit contract

The discount rate was based on S&P Municipal Bond 20 Year High Grade Rate Index.

Mortality rates were based on the PubG-2010 tables as of June 30, 2024 and 2023.

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The actuarial assumptions used in the June 30, 2024 and 2023 valuations were based on anticipated future experience under the plan, including consideration for the current demographics of the covered population where applicable, or anticipated future experience under the Retirement Plan sponsored by the District.

Changes in the Total OPEB Liability

	Total OPEB Liability
Balances at June 30, 2023	\$ 2,871,504
Changes for the year:	
Service cost	305
Interest	114,788
Difference between expected and actual	276
Changes in assumptions or other inputs	(19,847)
Benefit payments	(185,457)
Net changes	(89,935)
Balances at June 30, 2024	\$ 2,781,569

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Notes to Financial Statements

June 30, 2024 and 2023

	Total OPEB Liability
Balances at June 30, 2022	\$ 2,878,162
Changes for the year:	
Service cost	315
Interest	116,742
Difference between expected and actual	64,783
Changes in assumptions or other inputs	(10,591)
Benefit payments	(177,907)
Net changes	(6,658)
Balances at June 30, 2023	\$ 2,871,504

The Coyle Kiley Insurance Agency provided monthly fixed costs of stop loss coverage. The July 1, 2024 monthly renewal costs are \$_____ for single coverage and \$_____ for family coverage.

The Professional Benefit Administrators provided claim reports for the most recent 4 years. The reports itemize the total medical charges offset by network discount, Medicare payments, retiree deductible, COB savings and retiree coinsurance. The average monthly net costs incurred by RMTD over the last 4 years are \$_____ per retiree, \$_____ per spouse and \$_____ per dependent.

For comparison purposes, the 2024/2023 Fiscal Year monthly medical premiums for active employees are \$_____ and \$_____ for single and family coverage, respectively.

Changes of assumptions and other inputs reflect a change in the discount rate from 4.13% in 2023 to 4.21% in 2024.

2024 Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (3.21%) or 1-percentage-point higher (5.21%) than the current discount rate:

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June 30, 2024 and 2023

	1% Decrease (3.21%)	Discount Rate (4.21%)	1% Increase (5.21%)
Total OPEB liability	\$ 3,048,082	\$ 2,781,569	\$ 2,552,545

2023 Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (3.13%) or 1-percentage-point higher (5.13%) than the current discount rate:

	1% Decrease (3.13%)	Discount Rate (4.13%)	1% Increase (5.13%)
Total OPEB liability	\$ 3,157,402	\$ 2,871,504	\$ 2,626,828

2024 Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the total OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (4.0%) or 1-percentage-point higher (6.0%) than the current healthcare cost trend rates:

	1% Decrease (4.0%)	Healthcare Cost Trend Rates (5.0%)	1% Increase (6.0%)
Total OPEB liability	\$ 2,498,240	\$ 2,781,569	\$ 3,109,424

2023 Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the total OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (4.0%) or 1-percentage-point higher (6.0%) than the current healthcare cost trend rates:

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June 30, 2024 and 2023

	1% Decrease (4.0%)	Healthcare Cost Trend Rates (5.0%)	1% Increase (6.0%)
Total OPEB liability	\$ 2,571,290	\$ 2,871,504	\$ 3,220,374

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2024 and 2023, the District recognized OPEB expenses of \$(90,187) and \$(6,658), respectively. At June 30, 2024 and 2023, the District did not report deferred outflows of resources and deferred inflows of resources.

10. Related Parties

The District is a component unit of the City of Rockford, Illinois and, as a consequence, received yearly subsidies of \$1,548,000 and \$1,548,000 for years ended June 30, 2024 and 2023, respectively. Subsidies received in excess of the amounts expended relative to the City of Rockford agreement are reflected as advances from the City of Rockford.

11. Commitment and Contingencies

The District has signed equipment purchase contracts for approximately \$_____ including _____.

12. Subsequent Events

The utility evaluated subsequent events through December ____, 2024, the date that the financial statements were available to be issued, for events requiring recording or disclosure in the financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

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Rockford Mass Transit District
(A Component Unit of the City of Rockford, Illinois)

Defined Benefit Pension Plan - Schedule of the Changes in the Employer's Net Pension Liability and Related Ratios
Plan Years Ended June 30

	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Total Pension Liability										
Service cost	\$ 603,278	\$ 609,454	\$ 649,006	\$ 699,167	\$ 679,319	\$ 656,666	\$ 754,673	\$ 787,653	\$ 787,517	\$ 714,070
Interest on the total pension liability	2,146,166	2,056,462	1,983,720	1,876,435	1,877,105	1,858,352	1,707,751	1,581,675	1,473,546	1,355,470
Changes of benefit terms	-	-	-	-	-	-	-	-	-	-
Differences between expected and actual experience of the total pension liability	(102,170)	342,799	(22,839)	443,651	1,084,228	(650,497)	(507,972)	306,477	(13,037)	269,658
Changes of assumptions	-	-	-	-	-	-	-	-	-	-
Benefit payments, including refunds of employee contributions	(1,692,672)	(1,564,659)	(1,416,847)	(1,320,598)	(1,160,007)	(923,202)	(794,893)	(779,427)	(635,758)	(618,141)
Net change in total pension liability	954,602	1,444,056	1,193,040	1,698,655	2,480,645	941,319	1,159,559	1,896,378	1,612,268	1,721,057
Total Pension Liability, Beginning	33,864,282	32,420,226	31,227,186	29,528,531	27,047,886	26,106,567	24,947,008	23,050,630	21,438,362	19,717,305
Total Pension Liability, Ending (A)	34,818,884	33,864,282	32,420,226	31,227,186	29,528,531	27,047,886	26,106,567	24,947,008	23,050,630	21,438,362
Plan Fiduciary Net Position										
Contributions, employer	775,000	825,000	800,000	1,224,500	1,500,902	1,501,852	1,404,554	1,404,877	1,606,608	1,500,609
Capital appreciation	2,695,023	1,598,257	(4,380,038)	5,040,996	(206,816)	789,778	896,820	1,420,686	(483,836)	9,223
Net investment income	769,845	769,675	556,972	397,646	517,215	501,103	262,538	328,264	316,672	278,042
Benefit payments, including refunds of employee contributions	(1,692,672)	(1,564,659)	(1,416,847)	(1,320,598)	(1,160,007)	(923,202)	(794,893)	(779,427)	(635,758)	(618,141)
Other (net transfer)	(97,175)	(84,880)	(98,146)	(94,364)	(85,585)	(90,022)	(89,620)	(76,982)	(69,622)	(67,336)
Receivables	775,000	825,000	800,000	1,224,500	-	-	-	-	-	-
Net change in plan fiduciary net position	3,225,021	2,368,393	(3,738,059)	6,472,680	565,709	1,779,509	1,679,399	2,297,418	734,064	1,102,397
Plan Fiduciary Net Position, Beginning	28,295,641	25,927,248	29,665,307	23,192,627	22,626,918	20,847,409	19,168,010	16,870,592	16,136,528	15,034,131
Plan Fiduciary Net Position, Ending (B)	31,520,662	28,295,641	25,927,248	29,665,307	23,192,627	22,626,918	20,847,409	19,168,010	16,870,592	16,136,528
Net Pension Liability, Ending (A) - (B)	\$ 3,298,222	\$ 5,568,641	\$ 6,492,978	\$ 1,561,879	\$ 6,335,904	\$ 4,420,968	\$ 5,259,158	\$ 5,778,998	\$ 6,180,038	\$ 5,301,834
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	90.53%	83.56%	79.97%	95.00%	78.54%	83.66%	79.86%	76.83%	73.19%	75.27%
Covered Payroll	\$ 4,774,158	\$ 4,869,996	\$ 4,987,575	\$ 5,401,972	\$ 5,305,831	\$ 5,601,473	\$ 5,940,051	\$ 6,058,636	\$ 5,937,417	\$ 6,026,395
Net Pension Liability as a Percentage of Covered Payroll	69.08%	114.35%	130.18%	28.91%	119.41%	78.93%	88.54%	95.38%	104.09%	87.98%

See notes to required supplementary information

**Rockford Mass Transit District
(A Component Unit of the City of Rockford, Illinois)**

Defined Benefit Pension Plan - Schedule of Employer Contributions and
Notes to Required Supplementary Information
Fiscal Years Ended June 30

	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Actuarially determined contributions	\$ 1,478,731	\$ 1,648,209	\$ 1,040,498	\$ 1,665,954	\$ 1,655,954	\$ 1,411,523	\$ 1,358,384	\$ 1,307,119	\$ 1,323,509	\$ 1,234,978
Contributions in relation to the actuarially determined contribution	1,550,000	1,650,000	1,600,000	2,449,000	2,450,000	1,500,000	1,501,852	1,404,554	1,404,877	1,606,608
Contribution deficiency (excess)	<u>\$ (71,269)</u>	<u>\$ (1,791)</u>	<u>\$ (559,502)</u>	<u>\$ (783,046)</u>	<u>\$ (794,046)</u>	<u>\$ (88,477)</u>	<u>\$ (143,468)</u>	<u>\$ (97,435)</u>	<u>\$ (81,368)</u>	<u>\$ (371,630)</u>
Covered payroll	\$ 4,774,158	\$ 4,869,996	\$ 4,987,575	\$ 5,401,972	\$ 5,305,831	\$ 5,601,473	\$ 5,940,051	\$ 6,058,636	\$ 5,937,417	\$ 6,026,395
Contributions as a percentage of covered-employee payroll	32.47%	33.88%	32.08%	45.34%	46.18%	26.78%	25.28%	23.18%	23.66%	26.66%

Notes to Schedule:

	2024 - 2020	2019	2018 - 2015
Methods and assumptions used to determine contribution rates:			
Actuarial cost method	Entry age normal method	Entry age normal method	Entry age normal method
Amortization method	Average remaining years of employment of all participants (actively employed and inactive members)	Average remaining years of employment of all participants (actively employed and inactive members)	Average remaining years of employment of all participants (actively employed and inactive members)
Asset valuation method	Market value	Market value	Market value
Investment rate of return	6.5%	7.0%	7.0%
Salary increases	3.0% per year, compounded annually	3.0% per year, compounded annually	3.0% per year, compounded annually
Mortality	PubG-2010 Public Retirement Plans Mortality Tables	PubG-2010 Public Retirement Plans Mortality Tables	RP - 2000 projected to the valuation date for males and females

See notes to required supplementary information

Rockford Mass Transit District
(A Component Unit of the City of Rockford, Illinois)

Defined Benefit Pension Plan - Schedule of Investment Returns

Most Fiscal Years

2024 Annual money-weighted rate of return, net of investment expense	11.92%
2023 Annual money-weighted rate of return, net of investment expense	8.36%
2022 Annual money-weighted rate of return, net of investment expense	-12.77%
2021 Annual money-weighted rate of return, net of investment expense	27.54%
2020 Annual money-weighted rate of return, net of investment expense	-0.17%
2019 Annual money-weighted rate of return, net of investment expense	5.07%
2018 Annual money-weighted rate of return, net of investment expense	1.90%
2017 Annual money-weighted rate of return, net of investment expense	12.91%
2016 Annual money-weighted rate of return, net of investment expense	-4.40%
2015 Annual money-weighted rate of return, net of investment expense	0.40%

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**Rockford Mass Transit District
(A Component Unit of the City of Rockford, Illinois)**

Other Postemployment Benefits Plan - Schedule of Changes in Net OPEB Liability and Related Ratios
Fiscal Years Ended June 30

	2024	2023	2022	2021	2020	2019	2018
Total OPEB Liability							
Service cost	\$ 305	\$ 315	\$ 2,758	\$ 1,770	\$ 16,040	\$ 46,052	\$ 55,880
Interest	114,788	116,742	71,885	69,805	293,503	312,116	320,293
Changes of benefit terms	-	-	-	-	-	-	-
Differences between expected and actual experience	276	64,783	645,584	35,241	(291,052)	(189,842)	-
Changes of assumptions	(19,847)	(10,591)	(406,484)	208,564	152,512	258,807	206,841
Benefit payments	(185,457)	(177,907)	(169,277)	(141,551)	(347,590)	(351,812)	(313,342)
Net change in total OPEB liability	(89,935)	(6,658)	144,466	173,829	(176,587)	75,321	269,672
Total OPEB Liability, Beginning	2,871,504	2,878,162	2,733,696	2,559,867	10,677,590	10,602,269	10,332,597
Updated Cost Basis	-	-	-	-	(7,941,136)	-	-
Total OPEB Liability, Ending	<u>\$ 2,781,569</u>	<u>\$ 2,871,504</u>	<u>\$ 2,878,162</u>	<u>\$ 2,733,696</u>	<u>\$ 2,559,867</u>	<u>\$ 10,677,590</u>	<u>\$ 10,602,269</u>
Covered-Employee Payroll	\$ 184,369	\$ 163,033	\$ 208,382	\$ 260,376	\$ 358,720	\$ 460,743	\$ 639,990
Total OPEB Liability as a Percentage of Covered-Employee Payroll	1508.70%	1761.30%	1381.20%	1049.90%	713.61%	2317.47%	1656.63%

Notes to Schedule:

Benefit changes. There were no changes in benefit terms.

Changes of assumptions. Discount rate changed from 4.13% in 2023 to 4.21% in 2024.

Mortality rate table changed from RP-2000 to PubG-2010.

The reduction in liability related to updated costs acquired from RMTD's TPAs is (\$7.9M). The liability reduction is due to a lower cost of the postemployment medical benefits (OPEB) incurred by RMTD relative to the premium costs for the medical benefits offered to active employees. The 2018/2019 and 2017/2018 Fiscal Year valuations performed by the prior actuaries utilized estimated annual costs based on the premiums applicable to the medical plan offered to active employees. The administration and cost structure related to the OPEB is fundamentally different than the medical plan offered to active employees. The OPEB costs incurred by RMTD are monthly stop loss fees and claims incurred.

The Coyle Kiley Insurance Agency provided monthly fixed costs of stop loss coverage. The July 1, 2019 monthly renewal costs are \$140.44 for single coverage and \$293.23 for family coverage.

The Professional Benefit Administrators provided claim reports for the most recent 4 years. The reports itemize the total medical charges offset by network discount, Medicare payments, retiree deductible, COB savings, and retiree coinsurance. The average monthly net costs incurred by RMTD over the last 4 years are \$173.29 per retiree, \$179.97 per spouse, and \$35.94 per child.

For comparison purposes, the 2019/2020 Fiscal Year monthly medical premiums for active employees are \$732.51 and \$1,428.39 for single and family coverage, respectively.

The District implemented GASB Statement No. 75 in fiscal year 2018. Information prior to fiscal year 2018 is not available.

Note: This schedule is to show information for 10 years.

However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

**Rockford Mass Transit District
(A Component Unit of the City of Rockford, Illinois)**

Other Postemployment Benefits Plan - Schedule of Contributions and
Notes to Required Supplementary Information
Fiscal Years Ended June 30

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Contractually determined contribution	\$ 185,457	\$ 177,907	\$ 169,277	\$ 141,551	\$ 129,154	\$ 351,812	\$ 313,342
Contributions in relation to the contractually determined contribution	185,457	177,907	169,277	141,551	129,154	351,812	313,342
Contribution deficiency (excess)	-	-	-	-	-	-	-
Covered-employee payroll	<u>\$ 184,369</u>	<u>\$ 163,033</u>	<u>\$ 208,382</u>	<u>\$ 260,376</u>	<u>\$ 358,720</u>	<u>\$ 460,743</u>	<u>\$ 639,990</u>
Contributions as a percentage of covered-employee payroll	100.59%	109.12%	81.23%	54.36%	36.00%	76.36%	48.96%

Notes to Schedule

Valuation date:

Actuarially determined contribution rates are calculated as of June 30 of the current fiscal year.

	<u>2020 - 2024</u>	<u>2018 - 2019</u>
Methods and assumptions used:		
Actuarial cost method	Entry age normal cost method	Entry age normal cost method
Healthcare cost trend rates	6.0% initial, decreasing to an ultimate rate of 5.0%	6.0% initial, decreasing to an ultimate rate of 5.0%
Salary increases	3.0%, average, including inflation	3.0%, average, including inflation
Retirement age	100% of participants are assumed to retire at age 65	100% of participants are assumed to retire at age 65
Mortality	PubG-2010 projected to the valuation date for males and females	RP - 2000 projected to the valuation date for males and females

Other information:

The District implemented GASB Statement No. 75 in fiscal year 2018. Information prior to fiscal year 2018 is not available.

Note: This schedule is to show information for 10 years.

However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

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SUPPLEMENTARY INFORMATION

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Rockford Mass Transit District
(A Component Unit of the City of Rockford, Illinois)

Operating Expenses, Excluding Depreciation
Years Ended June 30, 2024 and 2023

	<u>2024</u>	<u>2023</u>
Transportation		
Salaries and wages	\$ 6,665,177	\$ 5,465,276
Fringe benefits, including payroll taxes	5,092,934	5,047,781
Fuel and lubricants	1,276,927	1,355,004
Tires and tubes	99,153	91,006
Materials and supplies	64,945	67,669
Insurance	99,996	75,000
Security	563,610	415,931
Taxes and other miscellaneous	8,650	4,915
	<u>13,871,392</u>	<u>12,522,582</u>
Total transportation expense		
Maintenance		
Salaries and wages	1,857,307	1,466,427
Fringe benefits, including payroll taxes	1,281,908	1,160,097
Contract maintenance services	296,054	435,648
Insurance	358,938	349,265
Materials and supplies	297,127	376,171
Bus parts	855,139	599,755
	<u>4,946,473</u>	<u>4,387,363</u>
Total maintenance expense		
General Administration		
Salaries and wages	820,223	872,502
Fringe benefits, including payroll taxes	1,087,986	1,378,723
Advertising	173,088	157,954
Professional and management fees	676,731	535,310
Contract maintenance services	51,940	66,375
Custodial services	130,871	124,630
Materials and supplies	95,414	53,020
Utilities	439,420	372,421
Insurance	706,940	642,068
Dues and subscriptions	54,175	67,542
Travel and meeting	57,403	53,906
Lease and rentals	-	150
Rail/transportation	739,255	564,822
Other (including alternative analysis)	166,443	154,186
Self-insurance trust activity	(721,477)	(972,309)
	<u>4,478,412</u>	<u>4,071,300</u>
Total general administration expense		
Total operating expenses, excluding depreciation	23,296,277	20,981,245
Actual Pension Contributions in Excess (Deficient) of GASB 68 Pension Expense		
	<u>11,752</u>	<u>21,739</u>
Total operating expenses for schedule of operating subsidy	<u>\$ 23,308,029</u>	<u>\$ 21,002,984</u>

ILLINOIS DEPARTMENT OF TRANSPORTATION

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**Report on Compliance
With Laws and Regulations Applicable to the
Financial Assistance Received From the
Illinois Department of Transportation**

Independent Auditors' Report

To the Board of Trustees of
Rockford Mass Transit District

Report on Compliance

Opinion on Compliance

We have audited the Rockford Mass Transit District's (District) compliance with the applicable provisions of the Downstate Public Transportation Act (as amended) 30 ILCS 740/2, the Civil Administrative Code of Illinois, 20 ILCS 2705/49.19 and the rules and regulations of the Illinois Department of Transportation that are applicable to the financial assistance for the year ended June 30, 2024. The District's state financial assistance is identified in the Schedule of Operating Subsidy under Downstate Operating Assistance Grant. We also tested the calculation of the State's participation in the District's operating deficit and that State assistance claimed and paid are recorded and reported in accordance with the contract with the State of Illinois.

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that are applicable to state financial assistance received for the year ended June 30, 2024.

Basis for Opinion on Compliance

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); the provisions of the "Downstate Operating Assistance Grant Program Agreement" with the Department of Transportation, State of Illinois (Act). Our responsibilities under those standards and provisions are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the major federal program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation and maintenance of effective internal control over compliance with the laws and regulations applicable to the financial assistance received from the Illinois Department of Transportation.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Act will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of the major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Act, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Purpose of This Report

This report is intended solely for the information and use of the Rockford Mass Transit District's Board of Trustees, management and the Illinois Department of Transportation and is not intended to be and should not be used by anyone other than these specified parties.

Madison, Wisconsin

December ____, 2024

Rockford Mass Transit District
(A Component Unit of the City of Rockford, Illinois)

Schedule of Operating Subsidy
Under Downstate Operating Assistance Grant
Year Ended June 30, 2024

Operating Revenues and Income

401	Passenger fares for transit services	\$	1,363,792
406	Auxiliary revenue		65,108
407	Nontransportation revenue		79,748
414	Federal funds applied to operating expense		3,686,585
			<u>3,686,585</u>
	Total operating revenues and income	\$	<u>5,195,233</u>

Operating Expenses

501	Labor	\$	9,342,707
502	Fringe benefits ***		7,513,085
503	Professional services		1,849,666
504	Material and supplies consumed		2,751,629
505	Utilities		439,420
506	Casualty and liability		1,130,599
507	Taxes		8,650
508	Net purchased transportation		739,255
509	Miscellaneous expense		292,996
512	Leases, rentals and purchase-lease payments		-
	Self-insurance trust activity		(721,477)
			<u>(721,477)</u>
	Total operating expenses	\$	<u>23,346,530</u>

Less ineligible expenses:			
	APTA and IPTA dues	\$	4,300
	Single Audit		3,000
	Self-insurance trust activity		(721,477)
	Stateline Mass Transit District settlement		1,635,098
	COVID unearned		-
	Lobbying and other costs		91,991
			<u>91,991</u>

Total eligible operating expenses 22,333,618

Total operating revenue and income 5,195,233

Deficit \$ 17,138,385

Percentage of eligible expense* \$ 14,516,851

Maximum contract amount \$ 14,789,050

Eligible downstate operating assistance (Deficit, percentage of eligible expense*, or maximum contract amount, whichever is less) \$ 14,516,851

Downstate operating assistance received 12,166,878

Downstate operating assistance receivable (overpayment) \$ 2,349,973

Downstate operating assistance overpayment received ** \$ (376,265)

* For fiscal 2024 65%.

** The Downstate Operating Assistance reported as overpaid relates to 2010 - 2022 net overpayments.

*** Within 502 - fringe benefits management has included \$1,550,000 of actual pension contributions in place of GASB 68 expense.

REPORT ON FEDERAL AWARDS

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**Report on Internal Control
Over Financial Reporting and on Compliance
and Other Matters Based on an Audit of
Financial Statements Performed in Accordance
With *Government Auditing Standards***

Independent Auditors' Report

To the Board of Trustees of
Rockford Mass Transit District

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the Rockford Mass Transit District (the District), which comprise the District's statement of financial position as of June 30, 2024, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 5, 2024. The financial statements of the fiduciary activities were not audited in accordance with *Government Auditing Standards*, and accordingly, this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance associated with the fiduciary activities.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified a deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item 2024-001, that we consider to be a material weakness.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The District's Response to Finding

Government Auditing Standards requires the auditor to perform limited procedures on the District's response to the finding identified in our audit and described in the accompanying schedule of findings and questioned costs. The District's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Madison, Wisconsin
December __, 2024

**Report on Compliance
for Each Major Federal Program;
Report on Internal Control Over Compliance; and
Report on the Schedule of Expenditures of
Federal Awards Required by the Uniform Guidance**

Independent Auditors' Report

To the Board of Trustees of
Rockford Mass Transit District

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the Rockford Mass Transit District's (the District) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2024. The District's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the District's federal programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the District as of and for the year ended June 30, 2024, and have issued our report thereon dated December __, 2024, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

Madison, Wisconsin
December __, 2024

DRAFT

Rockford Mass Transit District
(A Component Unit of the City of Rockford, Illinois)

Schedule of Expenditures of Federal Awards
Year Ended June 30, 2024

<u>Federal Agency/ Program or Cluster Title</u>	<u>Pass- Through Agency</u>	<u>Federal Assistance Listing Number</u>	<u>Local Agency Contract Number</u>	<u>Federal Expenditures</u>
U.S. Department of Transportation				
Federal Transit Cluster				
Buses and Bus Facilities Formula, Competitive, and Low or No Emissions Programs	N/A	20.526	IL-34-0033	\$ 447,906
Buses and Bus Facilities Formula, Competitive, and Low or No Emissions Programs	N/A	20.526	IL-34-X005	539,296
Buses and Bus Facilities Formula, Competitive, and Low or No Emissions Programs	N/A	20.526	IL-34-0063	6,238,065
Federal Transit Formula Grants	N/A	20.507	IL-90-X782	1,379,067
COVID-19 CRRSAA Federal Transit Formula Grants	N/A	20.507	IL-90-X861	1,731,848
COVID-19 CARES Federal Transit Formula Grants	N/A	20.507	IL-90-X827	305,841
COVID-19 ARPA Federal Transit Formula Grants	N/A	20.507	IL-90-X845	<u>1,525,811</u>
Total Federal Transit Cluster				<u>12,167,834</u>
Transit Services Programs Cluster				
Enhanced Mobility of Seniors and Individuals with Disabilities	N/A	20.513	IL-16-0033	839,713
Enhanced Mobility of Seniors and Individuals with Disabilities	N/A	20.513	IL-16-0035	51,127
Enhanced Mobility of Seniors and Individuals with Disabilities	N/A	20.513	IL-16-0036	<u>2,905</u>
Total Transit Services Programs Cluster				<u>893,745</u>
Total expenditures of federal awards				<u>\$ 13,061,579</u>

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Rockford Mass Transit District Enterprise and Fiduciary Funds

(A Component Unit of the City of Rockford, Illinois)

Notes to Expenditures of Federal Awards

Year Ended June 30, 2024

1. Reporting Entity

This report on Federal Awards includes the federal awards of the Rockford Mass Transit District. The reporting entity for the Rockford Mass Transit District is based upon criteria established by the Governmental Accounting Standards Board.

2. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the Rockford Mass Transit District under programs of the federal government for the year ended June 30, 2024. The information in this Schedule is presented in accordance with the Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Rockford Mass Transit District, it is not intended to and does not present the financial position, changes in net position or cash flows of the Rockford Mass Transit District.

The accounting records of the District's grant programs are maintained on the accrual basis of accounting. Expenditures are recorded when the liability is incurred and revenues are recorded as earned. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Pass-through entity identifying numbers are presented where available.

3. Description of the Major Programs

There were two major programs for the year ended June 30, 2024 which included the Federal Transit Cluster and Transit Services Programs Cluster. The Federal Transit Cluster includes the Federal Transit Formula Grants (ALN #20.507) and Buses and Bus Facilities Formula, Competitive and Low or No Emissions Programs (ALN #20.526) awarded by the Federal Transit Administration – U.S. Department of Transportation to the Rockford Mass Transit District for the purpose of financing capital projects and supporting public transportation services in urbanized areas. The Transit Services Programs Cluster includes the Enhanced Mobility of Seniors and Individuals with Disabilities Program (ALN #20.513) awarded by the Federal Transit Administration – U.S. Department of Transportation to the Rockford Mass Transit District for the purpose of assisting in meeting transportation needs of older adults and persons with disabilities.

**Rockford Mass Transit District
Enterprise and Fiduciary Funds**

(A Component Unit of the City of Rockford, Illinois)

Notes to Expenditures of Federal Awards

Year Ended June 30, 2024

4. Relationship to Basic Financial Statements

Federal financial capital and operating assistance is reported in the Rockford Mass Transit District's basic financial statements as follows:

Federal operating subsidy	\$ 3,686,585
Federal capital contributions	9,374,995
	<hr/>
Total Federal Schedule of Expenditures of Federal Awards	\$ 13,061,579
	<hr/> <hr/>
Federal capital grant contributions	\$ 9,374,995
State and local capital grant contributions	1,590,037
	<hr/>
Total capital contributions per the Basic Financial Statements	\$ 10,965,032
	<hr/> <hr/>

5. Indirect Cost Rate

Rockford Mass Transit District has elected not to use the 10% de minimis cost rate.

**Rockford Mass Transit District
Enterprise and Fiduciary Funds**

(A Component Unit of the City of Rockford, Illinois)

Schedule of Findings and Questioned Costs

Year Ended June 30, 2024

Section I - Summary of Auditors' Results

Financial Statements

Type of report the auditor issued on whether the financial statements audited are prepared in accordance with GAAP:	Unmodified		
Internal control over financial reporting:			
Material weakness(es) identified?	X	yes	No
Significant deficiency(ies) identified?	_____	yes	X none reported
Noncompliance material to financial statements noted?	_____	yes	X no

Federal Awards

Internal control over major programs:			
Material weakness(es) identified?	_____	yes	X no
Significant deficiency(ies) identified?	_____	yes	X none reported
Type of auditor's report issued on compliance for major programs:	Unmodified		
Any audit findings disclosed that are required to be reported in accordance with section 2CFR 200.516(a) of the Uniform Guidance?	_____	yes	X no
Auditee qualified as low-risk auditee?	_____	yes	X no

**Rockford Mass Transit District
Enterprise and Fiduciary Funds**

(A Component Unit of the City of Rockford, Illinois)

Schedule of Findings and Questioned Costs

Year Ended June 30, 2024

Identification of major federal program:

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>
20.507 & 20.526	Federal Transit Cluster including: Federal Transit Formula Grants & Buses and Bus Facilities Formula, Competitive and Low or No Emissions Programs
20.513	Transit Services Program Cluster including: Enhanced Mobility of Seniors and Individuals with Disabilities

Dollar threshold used to distinguish
between type A and type B programs:

Federal

\$ 750,000

**Rockford Mass Transit District
Enterprise and Fiduciary Funds**

(A Component Unit of the City of Rockford, Illinois)

Schedule of Findings and Questioned Costs

Year Ended June 30, 2024

Section II - Financial Statement Findings Required to be Reported in Accordance with Government Auditing Standards

Finding 2024-001: Financial Reporting

Criteria: AU Section 325, *Communicating Internal Control Related Matters Identified in an Audit*, requires auditors to report a weakness if the District is not able to prepare its year-end financial statements, including the statement of cash flows and all footnote disclosures; prepare the schedule of expenditures of federal awards; or has material journal entries.

Condition: We, as your auditors, prepared the financial statements. In addition, for fiscal year 2024 we prepared material journal entries related to complex areas including other postemployment benefits and self-insurance activity. This is a continued finding from the prior year and was number 2023-001.

Cause: The accounting department has a limited number of staff and employees do not have the time available or certain specialized expertise required to prepare GAAP financial statements or certain unique year-end adjustments.

Effect: Without adequate internal control over financial reporting, the financial statements may not contain all of the required disclosures and account balances if prepared by Rockford Mass Transit District. As a result, the annual financial statements as included in this report are not available to the District until they are completed by the auditors.

Recommendation: We recommend that the District continue to review its resources and processes and evaluate the potential benefits associated with increased financial reporting capabilities and reviews. We note the number of year-end adjustments has decreased in recent years and management has increased their involvement in the reporting process.

Management's Response: Management is aware of the situation and will continue to review the current process to identify areas to improve controls over financial reporting

Section III - Federal Award Findings and Questioned Costs

None noted

Section IV - Prior Year Findings

Finding 2023-001 Repeated as 2024-001

**Reporting and insights
from 2024 audit:**
Rockford Mass Transit District

June 30, 2024

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Executive summary

December ____, 2024

To the Board of Trustees
Rockford Mass Transit District
520 Mulberry Street
Rockford, IL 61101

We have completed our audit of the financial statements of Rockford Mass Transit District (the District) for the year ended June 30, 2024, and have issued our report thereon dated December ____, 2024. This letter presents communications required by our professional standards.

Your audit should provide you with confidence in your financial statements. The audit was performed based on information obtained from meetings with management, data from your systems, knowledge of your District's operating environment and our risk assessment procedures. We strive to provide you clear, concise communication throughout the audit process and of the final results of our audit.

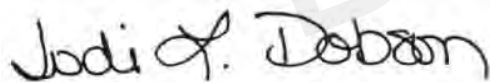
Additionally, we have included information on key risk areas Rockford Mass Transit District should be aware of in your strategic planning. We are available to discuss these risks as they relate to your organization's financial stability and future planning.

If you have questions at any point, please connect with us:

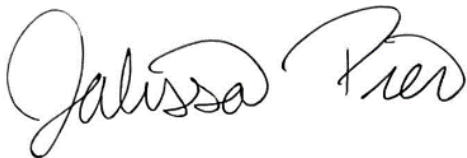
- Jodi Dobson, Principal: jodi.dobson@bakertilly.com or +1 (608) 240 2469
- Jalissa Pier, Senior Manager: jalissa.pier@bakertilly.com or +1 (608) 240 2601

Sincerely,

Baker Tilly US, LLP



Jodi Dobson, CPA, Principal



Jalissa Pier, CPA, Senior Manager

THIS COMMUNICATION IS INTENDED SOLELY FOR THE INFORMATION AND USE OF THOSE CHARGED WITH GOVERNANCE, AND, IF APPROPRIATE, MANAGEMENT, AND IS NOT INTENDED TO BE AND SHOULD NOT BE USED BY ANYONE OTHER THAN THESE SPECIFIED PARTIES.

BAKER TILLY ADVISORY GROUP, LP AND BAKER TILLY US, LLP, TRADING AS BAKER TILLY, ARE MEMBERS OF THE GLOBAL NETWORK OF BAKER TILLY INTERNATIONAL LTD., THE MEMBERS OF WHICH ARE SEPARATE AND INDEPENDENT LEGAL ENTITIES. BAKER TILLY US, LLP IS A LICENSED CPA FIRM THAT PROVIDES ASSURANCE SERVICES TO ITS CLIENTS. BAKER TILLY ADVISORY GROUP, LP AND ITS SUBSIDIARY ENTITIES PROVIDE TAX AND CONSULTING SERVICES TO THEIR CLIENTS AND ARE NOT LICENSED CPA FIRMS.

Responsibilities

Our responsibilities

As your independent auditor, our responsibilities include:

- Planning and performing the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. Reasonable assurance is a high level of assurance.
- Assessing the risks of material misstatement of the financial statements, whether due to fraud or error. Included in that assessment is a consideration of the District's internal control over financial reporting.
- Performing appropriate procedures based upon our risk assessment.
- Evaluating the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management.
- Forming and expressing an opinion based on our audit about whether the financial statements prepared by management, with the oversight of those charged with governance:
 - Are free from material misstatement
 - Present fairly, in all material respects and in accordance with accounting principles generally accepted in the United States of America
- Performing tests related to compliance with certain provisions of laws, regulations, contracts and grants, as required by *Government Auditing Standards*
- Considering internal control over compliance with requirements that could have a direct and material effect on major federal programs to design tests of both controls and compliance with identified requirements
- Forming and expressing an opinion based on our audit in accordance with OMB's *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance) about the entity's compliance with requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of its major federal programs.
- Our audit does not relieve management or those charged with governance of their responsibilities.

We are also required to communicate significant matters related to our audit that are relevant to the responsibilities of those charged with governance, including:

- Internal control matters
- Qualitative aspects of the District's accounting practice including policies, accounting estimates and financial statement disclosures
- Significant unusual transactions
- Significant difficulties encountered
- Disagreements with management
- Circumstances that affect the form and content of the auditors' report and key audit matters
- Audit consultations outside the engagement team
- Corrected and uncorrected misstatements
- Other audit findings or issues

Audit status

Significant changes to the audit plan

There were no significant changes made to either our planned audit strategy or to the significant risks and other areas of emphasis identified during the performance of our risk assessment procedures.

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Audit approach and results

Planned scope and timing

Audit focus

Based on our understanding of the District and environment in which you operate, we focused our audit on the following key areas:

- Key transaction cycles
- Areas with significant estimates
- Implementation of new accounting standards

Our areas of audit focus were informed by, among other things, our assessment of materiality. Materiality in the context of our audit was determined based on specific qualitative and quantitative factors combined with our expectations about the District’s current year results.

Key areas of focus and significant findings

Significant risks of material misstatement

A significant risk is an identified and assessed risk of material misstatement that, in the auditor’s professional judgment, requires special audit consideration. Within our audit, we focused on the following areas below.

Significant risk areas	Testing approach	Conclusion
Management override of controls	Incorporate unpredictability into audit procedures, emphasize professional skepticism and utilize audit team with industry expertise	Procedures identified provided sufficient evidence for our audit opinion
Improper revenue recognition due to fraud	Confirmation or validation of certain revenues supplemented with detailed predictive analytics based on non-financial data and substantive testing of related receivables	Procedures identified provided sufficient evidence for our audit opinion

Other areas of emphasis

We also focused on other areas that did not meet the definition of a significant risk, but were determined to require specific awareness and a unique audit response.

Other areas of emphasis		
Cash and investments	Revenues and receivables	General disbursements
Payroll	Pension and OPEB liabilities	Leases
Capital assets including infrastructure	Net position calculations	Financial reporting and required disclosures

Internal control matters

We considered the District's internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing an opinion on the financial statements. We are not expressing an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis.

A material weakness is a deficiency or combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We identified the following deficiencies as material weaknesses:

- **Financial statement close process**

Properly designed systems of internal control provide your organization with the ability to process and record accurate monthly and year-end transactions and annual financial reports.

Our audit includes a review and evaluation of the internal controls relating to financial reporting. Common attributes of a properly designed system of internal control for financial reporting are as follows:

- There is adequate staffing to prepare financial reports throughout the year and at year-end.
- Material misstatements are identified and corrected during the normal course of duties.
- Complete and accurate financial statements, including footnotes, are prepared.
- Complete and accurate schedule of expenditures of federal awards is prepared.
- Financial reports are independently reviewed for completeness and accuracy.

Our evaluation of the internal controls over financial reporting has identified control deficiencies that are considered material weakness surrounding the preparation of financial statements and footnotes including the schedule of federal awards, adjusting journal entries identified by the auditors, and an independent review of financial reports.

Management has not prepared financial statements that are in conformity with generally accepted accounting principles or the schedule of expenditures of federal awards that is in conformance with the applicable federal requirements. In addition, material misstatements in the general ledger were identified during the financial audit.

We note that the audit entries are limited to year end pension, depreciation, and self-insurance adjustments. While it would be ideal for management to be able to book these adjustments, draft the GAAP based statements and disclosures and review them internally prior to the audit the benefits may not justify the additional cost associated with the required staffing for this.

Required communications

Qualitative aspect of accounting practices

- Accounting policies: Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we have advised management about the appropriateness of accounting policies and their application. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing accounting policies was not changed during 2024. We noted no transactions entered into by the District during the year for which accounting policies are controversial or for which there is a lack of authoritative guidance or consensus or diversity in practice.
- Accounting estimates: Accounting estimates, including fair value estimates, are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements, the degree of subjectivity involved in their development and because of the possibility that future events affecting them may differ significantly from those expected. The following estimates are of most significance to the financial statements:

Estimate	Management's process to determine	Baker Tilly's conclusions regarding reasonableness
Net pension liability and related deferrals	Evaluation of information provided by the Schwab Actuarial Services	Reasonable in relation to the financial statements as a whole
Self-insurance claims	Historical claims analysis and report provided by a 3 rd party administrator	Reasonable in relation to the financial statements as a whole
Total OPEB liability and related deferrals	Key assumptions set by management with the assistance of a third-party actuary	Reasonable in relation to the financial statements as a whole

There have been no significant changes made by management to either the processes used to develop the particularly sensitive accounting estimates, or to the significant assumptions used to develop the estimates noted above.

- Financial statement disclosures: The disclosures in the financial statements are neutral, consistent and clear.

Significant unusual transactions

There have been no significant transactions that are outside the normal course of business for the District or that otherwise appear to be unusual due to their timing, size or nature.

Significant difficulties encountered during the audit

We encountered no significant difficulties in dealing with management and completing our audit.

Disagreements with management

Professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the basic financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Audit report and key audit matters

There have been no departures from the auditors' standard report.

Audit consultations outside the engagement team

We encountered no difficult or contentious matters for which we consulted outside of the engagement team.

Uncorrected misstatements and corrected misstatements

Professional standards require us to accumulate misstatements identified during the audit, other than those that are clearly trivial, and to communicate accumulated misstatements to management. The schedule within the attachments summarizes the uncorrected misstatements, other than those that are clearly trivial, that we presented to management and the material corrected misstatements that, in our judgment, may not have been detected except through our auditing procedures. The internal control matters section of this report describes the effects on the financial reporting process indicated by the uncorrected misstatements and corrected misstatements, other than those that we consider to be of a lesser magnitude than significant deficiencies and material weaknesses.

Management has determined that the effects of the uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. The uncorrected misstatements or the matters underlying them could potentially cause future period financial statements to be materially misstated, even though, in our judgment, such uncorrected misstatements are immaterial to the basic financial statements under audit.

Other audit findings or issues

We encountered no other audit findings or issues that require communication at this time.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Management’s consultations with other accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing or accounting matters.

Written communications between management and Baker Tilly

The attachments include copies of other material written communications, including a copy of the management representation letter.

Compliance with laws and regulations

We did not identify any non-compliance with laws and regulations during our audit.

We will issue a separate document which contains the results of our audit procedures to comply with the Uniform Guidance.

Fraud

We did not identify any known or suspected fraud during our audit.

Going concern

Pursuant to professional standards, we are required to communicate to you, when applicable, certain matters relating to our evaluation of the District’s ability to continue as a going concern for a reasonable period of time but no less than 12 months from the date of the financial statements, including the effects on the financial statements and the adequacy of the related disclosures, and the effects on the auditor’s report. No such matters or conditions have come to our attention during our engagement.

Independence

We are not aware of any relationships between Baker Tilly and the District that, in our professional judgment, may reasonably be thought to bear on our independence.

Related parties

We did not have any significant findings or issues arise during the audit in connection with the District’s related parties.

Other matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information which accompanies the financial statements but is not RSI. With respect to the supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Nonattest services

The following nonattest services were provided by Baker Tilly:

- Financial statement preparation assistance
- Adjusting journal entries proposed

None of these nonattest services constitute an audit under generally accepted auditing standards, including *Government Auditing Standards*.

**Nonattest services are provided by Baker Tilly Advisory Group, LP.*

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Audit committee resources

Visit our resource page for regulatory updates, trending challenges and opportunities in your industry and other timely updates.

Visit the resource page at <https://www.bakertilly.com/page/audit-committee-resource-center>.

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Management representation letter

DRAFT

December __, 2024

Baker Tilly US, LLP
4807 Innovate Ln
Madison, Wisconsin 53718

Dear Baker Tilly US, LLP:

We are providing this letter in connection with your audit of the financial statements of the Rockford Mass Transit District as of June 30, 2024 and 2023 and for the years then ended for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position of the Rockford Mass Transit District and the respective changes in financial position and cash flows, where applicable, in conformity with accounting principles generally accepted in the United States of America (GAAP). We confirm that we are responsible for the fair presentation of the previously mentioned financial statements in conformity with accounting principles generally accepted in the United States of America. We are also responsible for adopting sound accounting policies, establishing and maintaining internal control over financial reporting, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated July 30, 2021, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
- 2) The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America. We have engaged you to advise us in fulfilling that responsibility. The financial statements include all properly classified funds of the primary government and all component units required by accounting principles generally accepted in the United States of America to be included in the financial reporting entity.

- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, if any, are reasonable in accordance with U.S. GAAP.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of accounting principles generally accepted in the United States of America.
- 7) All events subsequent to the date of the financial statements and for which accounting principles generally accepted in the United States of America require adjustment or disclosure have been adjusted or disclosed. No other events, including instances of noncompliance, have occurred subsequent to the financial statement date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements or in the schedule of findings and questioned costs.
- 8) All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal and state awards.
- 9) We believe the effects of the uncorrected financial statement misstatements summarized in the attached schedule are immaterial, both individually and in the aggregate, to the basic financial statements as a whole. In addition, you have recommended adjusting journal entries, and we are in agreement with those adjustments.
- 10) All known audit and bookkeeping adjustments have been included in our financial statements, and we are in agreement with those adjustments.
- 11) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with accounting principles generally accepted in the United States of America.
- 12) Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 13) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as financial records and related data, documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of trustees or summaries of actions of recent meetings for which minutes have not yet been prepared.

- 14) We have disclosed to you results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 15) We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
- 16) We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others.
- 17) We have no knowledge of known instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 18) There are no related parties or related party relationships and transactions, including side agreements, of which we are aware.

Other

- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 20) We have taken timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that you have reported to us.
- 21) We have a process to track the status of audit findings and recommendations.
- 22) We have identified to you any previous financial audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 23) We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.
- 24) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for our report.
- 25) The District has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources or net position.
- 26) We are responsible for compliance with federal, state, and local laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits, debt contracts, and IRS arbitrage regulations; and we have identified and disclosed to you all federal, state, and local laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.

- 27) There are no:
- a) Violations or possible violations of budget ordinances, federal, state, and local laws or regulations (including those pertaining to adopting, approving and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, or for reporting on noncompliance, except those already disclosed in the financial statement, if any.
 - b) Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by accounting principles generally accepted in the United States of America.
 - c) Rates being charged to customers other than the rates as authorized by the applicable authoritative body.
- 28) In regards to the nonattest services performed by you listed below, we acknowledge our responsibility related to these nonattest services and have 1) accepted all management responsibility; 2) designated an individual with suitable skill, knowledge, or experience to oversee the services; 3) evaluated the adequacy and results of the services performed, and 4) accepted responsibility for the results of the services.
- a) Financial statement preparation assistance
 - b) Adjusting journal entries proposed
- None of these nonattest services constitute an audit under generally accepted auditing standards, including *Government Auditing Standards*.
- 29) The Rockford Mass Transit District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 30) The Rockford Mass Transit District has complied with all aspects of contractual agreements that would have a material effect on the financial statement in the event of noncompliance.
- 31) Components of net position (net investment in capital assets; restricted; and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned and unassigned) are properly classified and, if applicable, approved.
- 32) Provisions for uncollectible receivables, if any, have been properly identified and recorded.
- 33) Deposits and investments are properly classified, valued, and disclosed (including risk disclosures, collateralization agreements, valuation methods, and key inputs, as applicable).
- 34) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated/amortized. Any known impairments have been recorded and disclosed.
- 35) We have appropriately disclosed the Rockford Mass Transit District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have determined that net position were properly recognized under the policy. We have also disclosed our policy regarding which resources (that is, restricted, committed, assigned or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available.
- 36) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

- 37) With respect to the supplementary information, (SI):
- a) We acknowledge our responsibility for presenting the SI in accordance with accounting principles generally accepted in the United States of America, and we believe the SI, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the SI have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
 - b) If the SI is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.
- 38) We assume responsibility for, and agree with, the findings of specialists in evaluating the OPEB liability and net pension liability and have adequately considered the qualifications of the specialists in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had impact on the independence or objectivity of the specialists.
- 39) The auditing standards define an annual report as "a document, or combination of documents, typically prepared on an annual basis by management or those charged with governance in accordance with law, regulation, or custom, the purpose of which is to provide owners (or similar stakeholders) with information on the entity's operations and the financial results and financial position as set out in the financial statements." Among other items, an annual report contains, accompanies, or incorporates by reference the financial statements and the auditors' report thereon. We confirm that we do not prepare and have no plans to prepare an annual report.
- 40) With respect to federal award programs:
- a) We are responsible for understanding and complying with and have complied with the requirements of the Single Audit Act Amendments of 1996, *OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), including requirements relating to preparation of the schedule of expenditures of federal awards (SEFA).
 - b) We acknowledge our responsibility for preparing and presenting the SEFA and related disclosures in accordance with the requirements of the Uniform Guidance and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement and presentation of the SEFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the SEFA.
 - c) If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditors' report thereon.
 - d) We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance and included in the SEFA, expenditures made during the audit period for all awards provided by federal agencies in the form of grants, federal cost reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.

- e) We are responsible for understanding and complying with, and have complied with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal programs and have identified and disclosed to you the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major federal program.
- f) We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provide reasonable assurance that we are administering our federal awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended. Also, no changes have been made in the internal control over compliance or other factors to the date of this letter that might significantly affect internal control, including any corrective action taken with regard to control deficiencies reported in the schedule of findings and questioned costs.
- g) We have made available to you all contracts and grant agreements (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to the programs and related activities.
- h) We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i) We have complied with the direct and material compliance requirements including when applicable, those set forth in the OMB Compliance Supplement relating to federal awards.
- j) We have disclosed any communications from grantors and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditors' report.
- k) Amounts claimed or used for matching were determined in accordance with relevant guidelines in the Uniform Guidance.
- l) We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- m) We have made available to you all documentation related to the compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- n) We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- o) We are not aware of any instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditors' report.
- p) No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the date as of which compliance was audited.
- q) Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.

- r) The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
 - s) We have taken appropriate action, including issuing management decisions, on a timely basis after receipt of subrecipients' auditors' reports that identified noncompliance with laws, regulations, or the provisions of contracts or grant agreements to ensure that subrecipients have taken the appropriate and timely corrective action on findings.
 - t) We have considered the results of subrecipient audits and made any necessary adjustments to our books and records.
 - u) We have charged costs to federal awards in accordance with applicable cost principles.
 - v) We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
 - w) We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
 - x) We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
- 41) We are responsible for compliance and are in compliance with the Downstate Operating Assistance Program as outlined in the Downstate Public Transportation Act (as amended) 30 ILCS 740-2, the Civic Administration Code of Illinois, 20 ILCS 2705-46.19 and the rules and regulations of the Illinois Department of Transportation.

Sincerely,

Rockford Mass Transit District

Signed: _____

Signed: _____

Client service team



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Accounting changes relevant to Rockford Mass Transit District

Future accounting standards update

GASB Statement Number	Description	Potentially impacts you	Effective date
101	Compensated Absences	✓	6/30/25
102	Certain Risk Disclosures	✓	6/30/25
103	Financial Reporting Model Improvements	✓	6/30/26
104	Disclosures of Certain Capital Assets	✓	6/30/26

Further information on upcoming [GASB pronouncements](#).

Updated accounting and reporting for compensated absences

The Governmental Accounting Standards Board (GASB) issued its Statement No. 101, *Compensated Absences*, in June 2022. The objective of GASB 101 is to update the recognition and measurement guidance for compensated absences for state & local government employers. It supersedes GASB No. 16, *Accounting for Compensated Absences*, issued in 1992, as well as earlier guidance, and addresses changes resulting from the types of leave now being offered. GASB 101 is effective for fiscal years beginning after December 15, 2023 (i.e., December 31, 2024, and June 30, 2025 year-end reporting entities).

GASB 101 more appropriately reflects a liability *when* a government incurs an obligation for compensated absences, and will improve comparability of reporting between governments that offer different types of leave. It requires that liabilities be recognized for (1) leave that has not been used, and (2) leave that has been used but not yet paid in cash or settled-up via non-cash means. Compensated absences is defined as leave for which employees may receive one or more of the following:

- Cash payments when the leave is used for time off;
- Other cash payments, such as payment for unused leave upon termination of employment, or;
- Noncash settlements, such as conversion to defined benefit postemployment benefits.

Examples of compensated absences provided in GASB 101 include vacation, sick leave, paid time off (PTO), holidays, parental leave, bereavement leave, and certain types of sabbatical leave. Payment or settlement of compensated absences could occur during employment, or upon termination of employment. GASB 101 does not apply to benefits that are within the scope of GASB 47, *Accounting for Termination Benefits*.

GASB 101 requires that a liability should be recognized for leave that has not been used if all of the following are true:

- The leave is attributable to services already rendered;
- The leave accumulates, and;
- The leave is “more likely than not” (i.e., likelihood of more than 50%) to be used for time off or otherwise paid in cash or settled through noncash means (101 provides factors to assess this criteria). (This differs from GASB 16, which required payment to be “probable” to be recognized).

Under GASB 101, governments will now need to accrue for time that has accumulated and is likely to be used, even if the employee is not eligible for a payout upon termination. This was not a requirement under GASB 16, and thus may result in a higher compensated absence liability.

GASB 101 requires liabilities for compensated absences to be recognized in financial statements prepared using the economic resources measurement focus equal to the amount of leave that has not yet been used and leave that has been used but not yet paid or settled. GASB 101 did not change the report for financial statements prepared using the current financial resources measurement focus (i.e., governmental funds).

Other changes in financial statement disclosures include the change in compensated absences liability can now be disclosed as a net change, rather than gross increases/decreases in the liability. Also, governments are no longer required to disclose which fund has typically liquidated the liability.

We recommend that governments begin to review the guidance contained in GASB 101 within the context of your existing compensated absences policies and accounting practices, in order to be better informed in terms of the information that you will need for this implementation.

New guidance on disclosure of certain risks

The requirements in GASB Statement No. 102, *Certain Risk Disclosures* is meant to provide financial statement users with information about certain risks when circumstances make a government vulnerable to a heightened possibility of loss or harm. It requires governments to disclose essential information about risks related to vulnerabilities due to certain concentrations or constraints.

- (a) The Statement defines a concentration as a lack of diversity related to an aspect of a significant inflow or outflow of resources—for example, a small number of companies that represent a majority of employment in a government’s jurisdiction, or a government that relies on one revenue source for most of its revenue.
- (b) The Statement defines a constraint as a limitation imposed on a government by an external party or by formal action of the government’s highest level of decision-making authority—such as a voter-approved property tax cap or a state-imposed debt limit.

Concentrations and constraints may limit a government’s ability to acquire resources or control spending.

The Statement generally requires a government to disclose information about a concentration or constraint if all of the following criteria are met:

- (a) The concentration or constraint is *known* to the government prior to issuing the financial statements.
- (b) The concentration or constraint makes the government vulnerable to the risk of a substantial impact.

- (c) An event or events associated with the concentration or constraint that could cause a substantial impact have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued.

The disclosures should include a description of the following:

- The concentration or constraint,
- Each event associated with the concentration or constraint that could cause a substantial impact if the event has occurred or has begun to occur prior to the issuance of the financial statements, and
- Actions taken by the government to mitigate the risk prior to the issuance of the financial statements.

Changes to the financial reporting model

GASB Statement 103, *Financial Reporting Model Improvements*, builds on Statement 34 by providing key targeted improvements to the financial reporting model. Its requirements are designed to:

- Enhance the effectiveness of governmental financial reports in providing information essential for decision making and assessing a government's accountability, and
- Address certain application issues.

The targeted improvements contained in Statement 103 establish or modify existing accounting and financial reporting requirements related to:

- Management's discussion and analysis - While the overall requirements do not substantially change management's discussion and analysis, the modifications are meant to improve the analysis included in this section and provide details about the items that should be discussed as currently known facts, decisions, or conditions expected to have a significant financial effect in the subsequent period.
- Unusual or infrequent items (previously known as extraordinary and special items) - The new Statement simplifies GASB literature by eliminating the separate presentation of extraordinary and special items. Under the requirement of Statement 103, applicable items will either be identified as unusual or infrequent, or both.
- Presentation of the proprietary fund statement of revenues, expenses, and changes in fund net position - The changes are designed to improve consistency around the classification of items in these statements by better defining what should be included in operating revenues and expenses and nonoperating revenues and expenses including, for example, the addition of subsidies received or provided as a new category of nonoperating revenues and expenses.
- Major component unit information, and Budgetary comparison information - Statement 103 is designed to improve the consistency of the reporting of major component unit information and budgetary comparison information by specifying required placement of that information.

Uncorrected misstatements

Financial statement effects – debit (credit) to financial statement total:

Opinion unit	Current assets	Noncurrent assets	Total assets/ deferred outflows	Current liabilities	Noncurrent liabilities	Net position/ fund balance
Fiduciary Fund				\$ (968)		\$ 968
Enterprise Fund				(105,000)		105,000

Opinion unit	Total revenues	Total expenses/ expenditures	Change in net position/ fund balance
Fiduciary Fund		\$ 968	\$ (968)
Enterprise Fund		105,000	(105,000)

Material corrected misstatements

Description	Opinion unit	Amount
Self – insurance equity	Enterprise Fund	\$2,621,246
Self – insurance	Enterprise Fund	\$2,584,469
Pension	Enterprise Fund	\$2,284,037
Depreciation	Enterprise Fund	\$1,627,292

The remaining misstatements that were identified and corrected by management were not material individually or in the aggregate to the financial statements taken as a whole.

Two-way audit communications

As part of our audit of your financial statements, we are providing communications to you throughout the audit process. Auditing requirements provide for two-way communication and are important in assisting the auditor and you with more information relevant to the audit.

As this past audit is concluded, we use what we have learned to begin the planning process for next year's audit. It is important that you understand the following points about the scope and timing of our next audit:

- a. We address the significant risks of material misstatement, whether due to fraud or error, through our detailed audit procedures.
- b. We will obtain an understanding of the five components of internal control sufficient to assess the risk of material misstatement of the financial statements whether due to error or fraud, and to design the nature, timing and extent of further audit procedures. We will obtain a sufficient understanding by performing risk assessment procedures to evaluate the design of controls relevant to an audit of financial statements and to determine whether they have been implemented. We will use such knowledge to:
 - Identify types of potential misstatements.
 - Consider factors that affect the risks of material misstatement.
 - Design tests of controls, when applicable, and substantive procedures.
- c. We will not express an opinion on the effectiveness of internal control over financial reporting or compliance with laws, regulations and provisions of contracts or grant programs. For audits performed in accordance with *Government Auditing Standards*, our report will include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose.
- d. The concept of materiality recognizes that some matters, either individually or in the aggregate, are important for fair presentation of financial statements in conformity with generally accepted accounting principles while other matters are not important. In performing the audit, we are concerned with matters that, either individually or in the aggregate, could be material to the financial statements. Our responsibility is to plan and perform the audit to obtain reasonable assurance that material misstatements, whether caused by errors or fraud, are detected.

Our audit will be performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, *OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

We will not express an opinion on the effectiveness of internal control over financial reporting or compliance with laws, regulations, and provisions of contracts or grant programs. For audits done in accordance with *Government Auditing Standards*, the Uniform Guidance, our report will include a paragraph that states that the purpose of the report is solely to describe (a) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (b) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance and, (c) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and the Uniform Guidance, in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

We are very interested in your views regarding certain matters. Those matters are listed here:

- a. We typically will communicate with your top level of management unless you tell us otherwise.
- b. We understand that the governing board has the responsibility to oversee the strategic direction of your organization, as well as the overall accountability of the entity. Management has the responsibility for achieving the objectives of the entity.
- c. We need to know your views about your organization's objectives and strategies, and the related business risks that may result in material misstatements.
- d. We anticipate that the District will receive an unmodified opinion on its financial statements.
- e. Which matters do you consider warrant particular attention during the audit, and are there any areas where you request additional procedures to be undertaken?
- f. Have you had any significant communications with regulators or grantor agencies?
- g. Are there other matters that you believe are relevant to the audit of the financial statements?

Also, is there anything that we need to know about the attitudes, awareness and actions of the governing body concerning:

- a. The entity's internal control and its importance in the entity, including how those charged with governance oversee the effectiveness of internal control?
- b. The detection or the possibility of fraud?

We also need to know if you have taken actions in response to developments in financial reporting, laws, accounting standards, governance practices, or other related matters, or in response to previous communications with us.

With regard to the timing of our audit, here is some general information. If necessary, we may do preliminary financial audit work during the months of May - June, and sometimes early in July. Our final financial fieldwork is scheduled during the fall to best coincide with your readiness and report deadlines. After fieldwork, we wrap up our financial audit procedures at our office and may issue drafts of our report for your review. Final copies of our report and other communications are issued after approval by your staff. This is typically 6-12 weeks after final fieldwork, but may vary depending on a number of factors.

Keep in mind that while this communication may assist us with planning the scope and timing of the audit, it does not change the auditor's sole responsibility to determine the overall audit strategy and the audit plan, including the nature, timing and extent of procedures necessary to obtain sufficient appropriate audit evidence.

We realize that you may have questions on what this all means, or wish to provide other feedback. We welcome the opportunity to hear from you.

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ROCKFORD MASS TRANSIT DISTRICT
SUMMARY OF UNCORRECTED FINANCIAL STATEMENT MISSTATEMENTS

June 30, 2024

Financial Statements Effect -
Increase (Decrease) to Financial Statement Total

	<u>Current Assets</u>	<u>Noncurrent Assets</u>	<u>Total Assets</u>	<u>Current Liabilities</u>	<u>Noncurrent Liabilities</u>	<u>Total Liabilities</u>	<u>Total Net Position</u>	<u>Total Revenues</u>	<u>Total Expenses</u>	<u>Net Income</u>
Pension benefits recognized when paid in FY2024 rather than being accrued to FY2019, reversal of prior year insurance claim passed on and recording of current year insurance claim passed on	\$ -	\$ -	\$ -	\$ 105,968	\$ -	\$ 105,968	\$ -	\$ -	\$ (105,968)	\$ -
Total Net Audit Differences	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 105,968</u>	<u>\$ -</u>	<u>\$ 105,968</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (105,968)</u>	<u>\$ -</u>

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Rockford Mass Transit District Budget Variance Report

E-2 (C) #997

From Fiscal Year: 2025 From Period 4
Thru Fiscal Year: 2025 Thru Period 4

Division: ** Consolidated Report

As of: 11/27/2024

Oct-2024	Budget	Variance	Var/Bgt Var %		Jul-2024 Oct-2024	Budget	Variance	Var/Bgt Var %
400.00.00 REVENUE								
401.00.00 Operating Revenue								
31,637.46	27,859.00	3,778.46	13.56%	401.01.00 Full Fare Adults	112,290.53	124,883.00	-12,592.47	-10.08%
39,215.00	39,317.00	-102.00	-0.26%	401.01.05 Demand Response Fares	149,682.75	157,268.00	-7,585.25	-4.82%
2,028.00	2,378.00	-350.00	-14.72%	401.01.10 Machesney Park Demand Response Fares	7,449.00	9,512.00	-2,063.00	-21.69%
2,166.00	2,658.00	-492.00	-18.51%	401.01.15 Loves Park Demand Response Fares	7,836.00	10,632.00	-2,796.00	-26.30%
1,530.62	1,379.00	151.62	10.99%	401.01.20 Full Adult Fares - Night	5,722.52	5,516.00	206.52	3.74%
2,391.00	2,167.00	224.00	10.34%	401.01.25 SMTD Fares	9,415.50	8,668.00	747.50	8.62%
1,509.49	1,754.50	-245.01	-13.96%	401.01.26 BCCA Revenue	5,413.33	7,018.00	-1,604.67	-22.87%
595.23	540.00	55.23	10.23%	401.01.30 Machesney Park Service Farebox	2,224.70	2,160.00	64.70	3.00%
0.00	139.00	-139.00	-100.00%	401.01.35 Cherry Valley Service Farebox	237.50	556.00	-318.50	-57.28%
0.00	0.00	0.00	0.00%	401.01.40 Cherry Valley Demand Response Fares	97.00	0.00	97.00	100.00%
1,378.60	1,388.00	-9.40	-0.68%	401.01.45 Loves Park Revenue	5,782.38	5,552.00	230.38	4.15%
702.00	339.00	363.00	107.08%	401.02.00 University Pass	1,701.00	1,356.00	345.00	25.44%
0.00	0.00	0.00	0.00%	401.03.00 Student Fares	0.00	0.00	0.00	0.00%
135.00	189.00	-54.00	-28.57%	401.05.00 Disable Riders Fares	585.00	756.00	-171.00	-22.62%
4,279.00	4,318.00	-39.00	-0.90%	401.99.00 Seven Day Passes	16,288.50	17,272.00	-983.50	-5.69%
22,583.50	7,846.00	14,737.50	187.83%	401.99.10 30 Day Passes	54,353.50	31,384.00	22,969.50	73.19%
6,889.00	8,110.00	-1,221.00	-15.06%	401.99.20 Other - Full Fare Tickets	28,193.00	32,440.00	-4,247.00	-13.09%
0.00	0.00	0.00	0.00%	401.99.25 Other Demand Response Tickets	0.00	0.00	0.00	0.00%
19.50	0.00	19.50	100.00%	401.99.30 Other - Half Fare Tickets	168.00	0.00	168.00	100.00%
11,477.00	8,270.00	3,207.00	38.78%	401.99.35 Full Fare All Day Passes	42,755.50	33,080.00	9,675.50	29.25%
237.00	270.00	-33.00	-12.22%	401.99.40 Half Fare All Day Passes	849.00	1,080.00	-231.00	-21.39%
0.00	0.00	0.00	0.00%	402.00.04 Special Transit Fares/Public Aid	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	402.00.06 Farebox Revenue/Trolley	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	402.06.02 Special Transit Fares	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	405.01.00 Charter Service Bus	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	405.01.01 Charter Service Trolley	0.00	0.00	0.00	0.00%
128,773.40	108,921.50	19,851.90	18.23%	405.99.99 Total Operating Revenue	451,044.71	449,133.00	1,911.71	0.43%
406.00.00 Non-Operating Revenue								
4,904.00	6,250.00	-1,346.00	-21.54%	406.03.00 Advertising Services Income	28,064.00	25,000.00	3,064.00	12.26%
0.00	416.67	-416.67	-100.00%	406.03.05 Advertising Services Income Demand Res	0.00	1,666.68	-1,666.68	-100.00%
0.00	0.00	0.00	0.00%	407.01.00 Sale of Maintenance Service	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	407.01.40 Sale of Maintenance Service	0.00	0.00	0.00	0.00%
2,055.82	1,847.00	208.82	11.31%	407.03.00 Rental Buildings/Other Property	9,144.55	7,388.00	1,756.55	23.78%

Rockford Mass Transit District Budget Variance Report

From Fiscal Year: 2025 From Period 4 Division: ** Consolidated Report As of: 11/27/2024
 Thru Fiscal Year: 2025 Thru Period 4

Oct-2024	Budget	Variance	Var/Bgt Var %		Jul-2024 Oct-2024	Budget	Variance	Var/Bgt Var %
7,149.97	13,125.00	-5,975.03	-45.52%	407.04.00 Investment Income	51,160.70	52,500.00	-1,339.30	-2.55%
4,983.24	0.00	4,983.24	100.00%	407.05.00 Parking Lot Revenue	4,983.24	0.00	4,983.24	100.00%
-712.75	0.00	-712.75	-100.00%	407.99.00 Other Non-Transportation Rev - GH & VG	-794.80	0.00	-794.80	-100.00%
1,667.32	1,667.00	0.32	0.02%	407.99.05 Other Non-Transportation Revenue - Fixed	35,238.90	6,668.00	28,570.90	428.48%
0.00	0.00	0.00	0.00%	407.99.06 Other Non-Transportation Revenue - Dema	0.00	0.00	0.00	0.00%
129,000.00	129,000.00	0.00	0.00%	409.01.00 Local Operating Assistance	516,000.00	516,000.00	0.00	0.00%
16,807.00	16,806.92	0.08	0.00%	409.01.05 Operating Assistance - Other FR Machesn	67,228.00	67,227.68	0.32	0.00%
8,193.00	8,192.83	0.17	0.00%	409.01.06 Operating Assistance - Other DR Machesn	32,772.00	32,771.32	0.68	0.00%
32,145.00	32,144.58	0.42	0.00%	409.02.05 Operating Assistance - Other FR Loves Pa	128,580.00	128,578.32	1.68	0.00%
9,796.00	9,796.33	-0.33	0.00%	409.02.06 Operating Assistance - Other DR Loves Pa	39,184.00	39,185.32	-1.32	0.00%
0.00	0.00	0.00	0.00%	409.03.05 Operating Assistance - Other FR Boone C	0.00	0.00	0.00	0.00%
25,330.64	23,407.00	1,923.64	8.22%	409.03.06 Operating Assistance - Other DR Boone C	93,536.06	93,628.00	-91.94	-0.10%
0.00	0.00	0.00	0.00%	409.04.05 Operating Assistance - Other FR Belvidere	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	409.04.06 Operating Assistance - Other DR Belvidere	0.00	0.00	0.00	0.00%
185,180.72	147,573.42	37,607.30	25.48%	409.05.05 Operating Assistance - Other SMTD	560,547.45	590,293.68	-29,746.23	-5.04%
0.00	0.00	0.00	0.00%	409.99.00 Other Local Financial Assistance	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	409.99.05 Other Local Fin/Assit	0.00	0.00	0.00	0.00%
1,271,912.24	1,298,852.92	-26,940.68	-2.07%	411.01.00 IDOT Operating Assistance	4,879,928.50	5,195,411.68	-315,483.18	-6.07%
49,845.96	46,728.50	3,117.46	6.67%	411.01.01 IDOT Operating Assistance Boone County	183,763.17	186,914.00	-3,150.83	-1.69%
0.00	0.00	0.00	0.00%	411.01.05 IDOT Operating Assistance Belvedere	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	411.04.00 State Cash Grant & Reimbursement Speci	0.00	0.00	0.00	0.00%
36,771.85	268,561.45	-231,789.60	-86.31%	413.01.00 FTA Operating Assistance	609,835.21	1,060,798.80	-450,963.59	-42.51%
0.00	68,447.42	-68,447.42	-100.00%	413.99.00 Other Assistance - Federal - Preventative	373,299.41	273,789.68	99,509.73	36.35%
0.00	17,416.67	-17,416.67	-100.00%	413.99.01 Other Assistance - Federal-JARC New Fre	0.00	69,666.68	-69,666.68	-100.00%
310,000.00	25,833.33	284,166.67	> 999.99%	413.99.05 Other Assistance - Federal - ADA	310,000.00	103,333.32	206,666.68	200.00%
0.00	0.00	0.00	0.00%	430.01.00 Contributed Services	0.00	0.00	0.00	0.00%
2,095,030.01	2,116,067.04	-21,037.03	-0.99%	430.99.99 Total Non-Operating Revenue	7,922,470.39	8,450,821.16	-528,350.77	-6.25%
2,223,803.41	2,224,988.54	-1,185.13	-0.05%	440.99.99 Total Revenues	8,373,515.10	8,899,954.16	-526,439.06	-5.92%
				500.00.0 Salaries & Wages				
383,521.54	360,225.00	23,296.54	6.47%	501.01.1 Operators Salaries and Wages	1,375,469.51	1,440,900.00	-65,430.49	-4.54%
147,519.88	121,383.33	26,136.55	21.53%	501.01.2 Operators Overtime	526,704.78	485,533.32	41,171.46	8.48%
316,237.92	334,184.33	-17,946.41	-5.37%	501.02.1 Salaries and Wages	1,170,146.79	1,336,737.32	-166,590.53	-12.46%
17,649.02	21,029.99	-3,380.97	-16.08%	501.02.2 Overtime	87,313.49	84,119.96	3,193.53	3.80%
864,928.36	836,822.65	28,105.71	3.36%	501.99.9 Total Salaries & Wages	3,159,634.57	3,347,290.60	-187,656.03	-5.61%

502.00.0 Fringe Benefits

Rockford Mass Transit District Budget Variance Report

From Fiscal Year: 2025 From Period 4 Division: ** Consolidated Report As of: 11/27/2024
 Thru Fiscal Year: 2025 Thru Period 4

Oct-2024	Budget	Variance	Var/Bgt Var %		Jul-2024 Oct-2024	Budget	Variance	Var/Bgt Var %
61,944.48	72,859.17	-10,914.69	-14.98%	502.01.0 FICA	268,994.33	291,436.68	-22,442.35	-7.70%
151,836.87	159,786.99	-7,950.12	-4.98%	502.02.1 Pension Plan	609,161.48	639,147.96	-29,986.48	-4.69%
2,581.27	3,062.51	-481.24	-15.71%	502.02.2 Long Term Disability	10,400.60	12,250.04	-1,849.44	-15.10%
250,000.00	250,000.00	0.00	0.00%	502.03.0 Hospital/Medical Plan	1,000,000.00	1,000,000.00	0.00	0.00%
877.00	875.00	2.00	0.23%	502.03.1 Vision Plans	3,508.00	3,500.00	8.00	0.23%
3,907.80	377.50	3,530.30	935.18%	502.03.2 Employee Assistance Program	3,914.72	1,510.00	2,404.72	159.25%
6,125.00	6,125.01	-0.01	0.00%	502.04.0 Dental Plans	24,500.00	24,500.04	-0.04	0.00%
2,251.49	2,100.00	151.49	7.21%	502.05.0 Life Insurance Plans	7,865.92	8,400.00	-534.08	-6.36%
660.00	4,525.00	-3,865.00	-85.41%	502.06.0 Short-Term Disability Plans	12,220.00	18,100.00	-5,880.00	-32.49%
363.39	4,090.00	-3,726.61	-91.12%	502.07.0 Unemployment Insurance	2,265.58	16,360.00	-14,094.42	-86.15%
72,917.00	72,916.67	0.33	0.00%	502.08.0 Workers' Compensation Insurance	291,668.00	291,666.68	1.32	0.00%
19,035.41	20,541.67	-1,506.26	-7.33%	502.09.0 Sick Leave	62,150.39	82,166.68	-20,016.29	-24.36%
14,290.43	39,016.67	-24,726.24	-63.37%	502.10.0 Holidays	123,285.24	156,066.68	-32,781.44	-21.00%
40,665.21	47,008.34	-6,343.13	-13.49%	502.11.0 Vacation	202,009.45	188,033.36	13,976.09	7.43%
3,274.04	10,208.34	-6,934.30	-67.93%	502.12.0 Other Wages	16,952.86	40,833.36	-23,880.50	-58.48%
0.00	0.00	0.00	0.00%	502.12.2 Other Paid Absence - ADA Training	0.00	0.00	0.00	0.00%
5,182.50	6,675.01	-1,492.51	-22.36%	502.13.0 Uniform Allowance	10,155.10	26,700.04	-16,544.94	-61.97%
1,603.14	5,955.00	-4,351.86	-73.08%	502.14.0 Other Fringe Benefits	5,300.57	23,820.00	-18,519.43	-77.75%
2,211.00	2,211.00	0.00	0.00%	502.14.1 Other Fringe Benefits - Parking	8,844.00	8,844.00	0.00	0.00%
639,726.03	708,333.88	-68,607.85	-9.69%	502.99.9 Fringe Benefits	2,663,196.24	2,833,335.52	-170,139.28	-6.00%
				503.00.0 Services				
0.00	0.00	0.00	0.00%	503.01.1 Management Service Fee	0.00	0.00	0.00	0.00%
11,000.00	8,333.33	2,666.67	32.00%	503.02.0 Advertising Fees	27,500.00	33,333.32	-5,833.32	-17.50%
70,766.50	59,475.00	11,291.50	18.99%	503.03.0 Professional Services	251,478.68	237,900.00	13,578.68	5.71%
1,424.00	866.67	557.33	64.31%	503.03.1 Professional Services - Drug Testing	2,633.00	3,466.68	-833.68	-24.05%
2,125.00	1,166.67	958.33	82.14%	503.03.2 Professional Services - DOT Physicals	3,019.00	4,666.68	-1,647.68	-35.31%
0.00	0.00	0.00	0.00%	503.04.0 Temporary Help	729.21	0.00	729.21	100.00%
21,788.09	31,458.34	-9,670.25	-30.74%	503.05.0 Repair/Maintenance	120,317.35	125,833.36	-5,516.01	-4.38%
5,950.79	11,666.67	-5,715.88	-48.99%	503.06.0 Custodial Services	54,667.71	46,666.68	8,001.03	17.15%
52,451.27	50,583.33	1,867.94	3.69%	503.07.0 Security Services	205,601.16	202,333.32	3,267.84	1.62%
0.00	0.00	0.00	0.00%	503.08.0 Technical Study Service	0.00	0.00	0.00	0.00%
1,500.00	1,500.00	0.00	0.00%	503.99.0 Other Services	6,000.00	6,000.00	0.00	0.00%
167,005.65	165,050.01	1,955.64	1.18%	503.99.9 Total Services	671,946.11	660,200.04	11,746.07	1.78%
				504.00.0 Materials & Supplies				
101,853.61	96,586.25	5,267.36	5.45%	504.01.0 Fuel	394,188.73	386,345.00	7,843.73	2.03%
10,671.49	11,250.00	-578.51	-5.14%	504.01.1 Lubricants & Oils	34,616.96	45,000.00	-10,383.04	-23.07%

Rockford Mass Transit District Budget Variance Report

From Fiscal Year: 2025 From Period 4
Thru Fiscal Year: 2025 Thru Period 4

Division: ** Consolidated Report

As of: 11/27/2024

Oct-2024	Budget	Variance	Var/Bgt Var %		Jul-2024 Oct-2024	Budget	Variance	Var/Bgt Var %
7,268.61	11,250.01	-3,981.40	-35.39%	504.02.0 Tires and Tubes	23,915.61	45,000.04	-21,084.43	-46.85%
47,504.25	46,333.32	1,170.93	2.53%	504.99.0 Other Materials/Supplies	199,013.88	185,333.28	13,680.60	7.38%
4,837.69	833.33	4,004.36	480.53%	504.99.1 Other Materials/Supplies - ADA	53.31	3,333.32	-3,280.01	-98.40%
0.00	5,000.00	-5,000.00	-100.00%	504.99.2 Accident Repair Revenue Vehicles	0.00	20,000.00	-20,000.00	-100.00%
60,857.97	66,666.67	-5,808.70	-8.71%	504.99.3 Bus Parts	212,124.00	266,666.68	-54,542.68	-20.45%
232,993.62	237,919.58	-4,925.96	-2.07%	504.99.9 Total Materials & Supplies	863,912.49	951,678.32	-87,765.83	-9.22%
				505.00.0 Utilities				
72,894.06	42,554.67	30,339.39	71.30%	505.02.0 Utilities	156,323.10	170,218.68	-13,895.58	-8.16%
72,894.06	42,554.67	30,339.39	71.30%	505.99.9 Total Utilities	156,323.10	170,218.68	-13,895.58	-8.16%
				506.00.0 Casulaty & Liability				
73,752.00	53,906.25	19,845.75	36.82%	506.01.0 Premiums - Physical Damanger Insurance	221,630.27	215,625.00	6,005.27	2.79%
0.00	0.00	0.00	0.00%	506.02.0 Recoveries of Physical Damage Losses	0.00	0.00	0.00	0.00%
21,977.00	21,363.00	614.00	2.87%	506.03.0 Premiums - Public Liability Insurance	80,013.26	85,452.00	-5,438.74	-6.36%
21,363.00	20,833.33	529.67	2.54%	506.05.0 Provision for Unisured Public Liability	85,452.00	83,333.32	2,118.68	2.54%
3,962.00	4,192.50	-230.50	-5.50%	506.08.0 Premiums for Other Corporate Insurance	15,811.76	16,770.00	-958.24	-5.71%
121,054.00	100,295.08	20,758.92	20.70%	506.99.9 Total Casualty & Liability	402,907.29	401,180.32	1,726.97	0.43%
				507.00.0 Taxes/Vehicle Registration				
0.00	131.25	-131.25	-100.00%	507.04.0 Vehicle Licensing and Registration Fees	984.00	525.00	459.00	87.43%
517.48	500.00	17.48	3.50%	507.05.0 Fuel and Lubricant Taxes	1,711.58	2,000.00	-288.42	-14.42%
0.00	0.00	0.00	0.00%	507.99.0 Other Taxes	0.00	0.00	0.00	0.00%
517.48	631.25	-113.77	-18.02%	507.99.9 Total Taxes/Vehicle Registration	2,695.58	2,525.00	170.58	6.76%
				508.00.0 Purchased Transportation				
76,686.09	71,890.00	4,796.09	6.67%	508.01.0 Purchased Transporation	282,712.56	287,560.00	-4,847.44	-1.69%
76,686.09	71,890.00	4,796.09	6.67%	508.99.9 Total Purchased Transportation	282,712.56	287,560.00	-4,847.44	-1.69%
				509.00.0 Miscellaneous Expenses				
3,720.21	5,833.33	-2,113.12	-36.22%	509.01.0 Dues and Subscriptions	17,489.80	23,333.32	-5,843.52	-25.04%
10,725.15	7,083.34	3,641.81	51.41%	509.02.0 Travel and Meetings	25,800.68	28,333.36	-2,532.68	-8.94%
0.00	0.00	0.00	0.00%	509.04.0 Entertainment Expenses	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	509.06.0 Fines and Penalties	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	509.07.0 Bad Debt Expense	0.00	0.00	0.00	0.00%
5,255.00	14,583.33	-9,328.33	-63.97%	509.08.0 Advertising/Promotion Media	21,716.92	58,333.32	-36,616.40	-62.77%
7,019.81	8,750.00	-1,730.19	-19.77%	509.99.0 Other Miscellaneous Expenses	14,682.46	35,000.00	-20,317.54	-58.05%
291.33	2,833.33	-2,542.00	-89.72%	509.99.1 Postage and Freight	5,643.70	11,333.32	-5,689.62	-50.20%

Rockford Mass Transit District Budget Variance Report

From Fiscal Year: 2025 From Period 4
Thru Fiscal Year: 2025 Thru Period 4

Division: ** Consolidated Report

As of: 11/27/2024

Oct-2024	Budget	Variance	Var/Bgt Var %		Jul-2024 Oct-2024	Budget	Variance	Var/Bgt Var %
245.20	1,666.67	-1,421.47	-85.29%	509.99.2 Employee Appreciation	1,887.92	6,666.68	-4,778.76	-71.68%
27,256.70	40,750.00	-13,493.30	-33.11%	509.99.9 Total Miscellaneous Expenses	87,221.48	163,000.00	-75,778.52	-46.49%
				511.00.0 Interest Expense				
0.00	0.00	0.00	0.00%	511.02.0 Short Term Interest Expense	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	511.99.9 Total Interest Expense	0.00	0.00	0.00	0.00%
				512.00.0 Leases & Rentals				
0.00	0.00	0.00	0.00%	512.02.0 Lease & Rental Passenger Stations	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	512.05.0 Lease - Service Vehicles	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	512.12.0 Lease and Rental Equipment	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	512.99.9 Total Leases & Rentals	0.00	0.00	0.00	0.00%
				513.00.0 Depreciation				
0.00	0.00	0.00	0.00%	513.00.1 Depreciation Expense	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	513.99.9 Total Depreciation Expense	0.00	0.00	0.00	0.00%
				517.00.0 Debt Service				
7,385.42	7,385.42	0.00	0.00%	517.01.0 Line Of Credit - Interest	29,541.68	29,541.68	0.00	0.00%
13,356.00	13,356.00	0.00	0.00%	517.02.0 Line Of Credit - Principal Payments	53,424.00	53,424.00	0.00	0.00%
20,741.42	20,741.42	0.00	0.00%	517.99.9 Total Debt Service	82,965.68	82,965.68	0.00	0.00%
2,223,803.41	2,224,988.54	-1,185.13	-0.05%	520.99.9 Total Expenses	8,373,515.10	8,899,954.16	-526,439.06	-5.92%
0.00	0.00	0.00	0.00%	999.99.999 Surplus / Deficit	0.00	0.00	0.00	0.00%

Rockford Mass Transit District Budget Variance Report

E-2 (C) #997

From Fiscal Year: 2025 From Period 3 Division: ** Consolidated Report As of: 11/11/2024
 Thru Fiscal Year: 2025 Thru Period 3

Sep-2024	Budget	Variance	Var/Bgt Var %		Jul-2024 Sep-2024	Budget	Variance	Var/Bgt Var %
400.00.00 REVENUE								
401.00.00 Operating Revenue								
17,092.21	43,201.00	-26,108.79	-60.44%	401.01.00 Full Fare Adults	80,653.07	97,024.00	-16,370.93	-16.87%
36,619.25	39,317.00	-2,697.75	-6.86%	401.01.05 Demand Response Fares	110,467.75	117,951.00	-7,483.25	-6.34%
1,932.00	2,378.00	-446.00	-18.76%	401.01.10 Machesney Park Demand Response Fares	5,421.00	7,134.00	-1,713.00	-24.01%
1,980.00	2,658.00	-678.00	-25.51%	401.01.15 Loves Park Demand Response Fares	5,670.00	7,974.00	-2,304.00	-28.89%
1,170.54	1,379.00	-208.46	-15.12%	401.01.20 Full Adult Fares - Night	4,191.90	4,137.00	54.90	1.33%
2,349.00	2,167.00	182.00	8.40%	401.01.25 SMTD Fares	7,024.50	6,501.00	523.50	8.05%
1,077.34	1,754.50	-677.16	-38.60%	401.01.26 BCCA Revenue	3,903.84	5,263.50	-1,359.66	-25.83%
489.29	540.00	-50.71	-9.39%	401.01.30 Machesney Park Service Farebox	1,629.47	1,620.00	9.47	0.58%
0.00	139.00	-139.00	-100.00%	401.01.35 Cherry Valley Service Farebox	237.50	417.00	-179.50	-43.05%
2.50	0.00	2.50	100.00%	401.01.40 Cherry Valley Demand Response Fares	97.00	0.00	97.00	100.00%
1,291.90	1,388.00	-96.10	-6.92%	401.01.45 Loves Park Revenue	4,403.78	4,164.00	239.78	5.76%
378.00	339.00	39.00	11.50%	401.02.00 University Pass	999.00	1,017.00	-18.00	-1.77%
0.00	0.00	0.00	0.00%	401.03.00 Student Fares	0.00	0.00	0.00	0.00%
120.00	189.00	-69.00	-36.51%	401.05.00 Disable Riders Fares	450.00	567.00	-117.00	-20.63%
3,131.50	4,318.00	-1,186.50	-27.48%	401.99.00 Seven Day Passes	12,009.50	12,954.00	-944.50	-7.29%
14,500.00	7,846.00	6,654.00	84.81%	401.99.10 30 Day Passes	31,770.00	23,538.00	8,232.00	34.97%
8,904.50	8,110.00	794.50	9.80%	401.99.20 Other - Full Fare Tickets	21,304.00	24,330.00	-3,026.00	-12.44%
0.00	0.00	0.00	0.00%	401.99.25 Other Demand Response Tickets	0.00	0.00	0.00	0.00%
41.25	0.00	41.25	100.00%	401.99.30 Other - Half Fare Tickets	148.50	0.00	148.50	100.00%
9,744.00	8,270.00	1,474.00	17.82%	401.99.35 Full Fare All Day Passes	31,278.50	24,810.00	6,468.50	26.07%
190.50	270.00	-79.50	-29.44%	401.99.40 Half Fare All Day Passes	612.00	810.00	-198.00	-24.44%
0.00	0.00	0.00	0.00%	402.00.04 Special Transit Fares/Public Aid	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	402.00.06 Farebox Revenue/Trolley	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	402.06.02 Special Transit Fares	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	405.01.00 Charter Service Bus	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	405.01.01 Charter Service Trolley	0.00	0.00	0.00	0.00%
101,013.78	124,263.50	-23,249.72	-18.71%	405.99.99 Total Operating Revenue	322,271.31	340,211.50	-17,940.19	-5.27%
406.00.00 Non-Operating Revenue								
4,244.00	6,250.00	-2,006.00	-32.10%	406.03.00 Advertising Services Income	23,160.00	18,750.00	4,410.00	23.52%
0.00	416.67	-416.67	-100.00%	406.03.05 Advertising Services Income Demand Res	0.00	1,250.01	-1,250.01	-100.00%
0.00	0.00	0.00	0.00%	407.01.00 Sale of Maintenance Service	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	407.01.40 Sale of Maintenance Service	0.00	0.00	0.00	0.00%
1,965.00	1,847.00	118.00	6.39%	407.03.00 Rental Buildings/Other Property	7,088.73	5,541.00	1,547.73	27.93%

Rockford Mass Transit District Budget Variance Report

From Fiscal Year: 2025 From Period 3
Thru Fiscal Year: 2025 Thru Period 3

Division: ** Consolidated Report

As of: 11/11/2024

Sep-2024	Budget	Variance	Var/Bgt Var %		Jul-2024 Sep-2024	Budget	Variance	Var/Bgt Var %
17,174.59	13,125.00	4,049.59	30.85%	407.04.00 Investment Income	44,010.73	39,375.00	4,635.73	11.77%
0.00	0.00	0.00	0.00%	407.05.00 Parking Lot Revenue	0.00	0.00	0.00	0.00%
475.65	0.00	475.65	100.00%	407.99.00 Other Non-Transportation Rev - GH & VG	-82.05	0.00	-82.05	-100.00%
1,301.34	1,667.00	-365.66	-21.94%	407.99.05 Other Non-Transportation Revenue - Fixed	33,571.58	5,001.00	28,570.58	571.30%
0.00	0.00	0.00	0.00%	407.99.06 Other Non-Transportation Revenue - Dema	0.00	0.00	0.00	0.00%
129,000.00	129,000.00	0.00	0.00%	409.01.00 Local Operating Assistance	387,000.00	387,000.00	0.00	0.00%
16,807.00	16,806.92	0.08	0.00%	409.01.05 Operating Assistance - Other FR Machesn	50,421.00	50,420.76	0.24	0.00%
8,193.00	8,192.83	0.17	0.00%	409.01.06 Operating Assistance - Other DR Machesn	24,579.00	24,578.49	0.51	0.00%
32,145.00	32,144.58	0.42	0.00%	409.02.05 Operating Assistance - Other FR Loves Pa	96,435.00	96,433.74	1.26	0.00%
9,796.00	9,796.33	-0.33	0.00%	409.02.06 Operating Assistance - Other DR Loves Pa	29,388.00	29,388.99	-0.99	0.00%
0.00	0.00	0.00	0.00%	409.03.05 Operating Assistance - Other FR Boone C	0.00	0.00	0.00	0.00%
22,258.15	23,407.00	-1,148.85	-4.91%	409.03.06 Operating Assistance - Other DR Boone C	68,205.42	70,221.00	-2,015.58	-2.87%
0.00	0.00	0.00	0.00%	409.04.05 Operating Assistance - Other FR Belvidere	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	409.04.06 Operating Assistance - Other DR Belvidere	0.00	0.00	0.00	0.00%
94,165.66	147,573.42	-53,407.76	-36.19%	409.05.05 Operating Assistance - Other SMTD	375,366.73	442,720.26	-67,353.53	-15.21%
0.00	0.00	0.00	0.00%	409.99.00 Other Local Financial Assistance	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	409.99.05 Other Local Fin/Assit	0.00	0.00	0.00	0.00%
1,279,591.12	1,298,852.92	-19,261.80	-1.48%	411.01.00 IDOT Operating Assistance	3,608,016.26	3,896,558.76	-288,542.50	-7.41%
43,337.35	46,728.50	-3,391.15	-7.26%	411.01.01 IDOT Operating Assistance Boone County	133,917.21	140,185.50	-6,268.29	-4.47%
0.00	0.00	0.00	0.00%	411.01.05 IDOT Operating Assistance Belvedere	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	411.04.00 State Cash Grant & Reimbursement Speci	0.00	0.00	0.00	0.00%
0.00	253,219.45	-253,219.45	-100.00%	413.01.00 FTA Operating Assistance	573,063.36	792,237.35	-219,173.99	-27.67%
373,299.41	68,447.42	304,851.99	445.38%	413.99.00 Other Assistance - Federal - Preventative	373,299.41	205,342.26	167,957.15	81.79%
0.00	17,416.67	-17,416.67	-100.00%	413.99.01 Other Assistance - Federal-JARC New Fre	0.00	52,250.01	-52,250.01	-100.00%
0.00	25,833.33	-25,833.33	-100.00%	413.99.05 Other Assistance - Federal - ADA	0.00	77,499.99	-77,499.99	-100.00%
0.00	0.00	0.00	0.00%	430.01.00 Contributed Services	0.00	0.00	0.00	0.00%
2,033,753.27	2,100,725.04	-66,971.77	-3.19%	430.99.99 Total Non-Operating Revenue	5,827,440.38	6,334,754.12	-507,313.74	-8.01%
2,134,767.05	2,224,988.54	-90,221.49	-4.05%	440.99.99 Total Revenues	6,149,711.69	6,674,965.62	-525,253.93	-7.87%
				500.00.0 Salaries & Wages				
373,122.17	360,225.00	12,897.17	3.58%	501.01.1 Operators Salaries and Wages	991,947.97	1,080,675.00	-88,727.03	-8.21%
120,114.81	121,383.33	-1,268.52	-1.05%	501.01.2 Operators Overtime	379,184.90	364,149.99	15,034.91	4.13%
278,966.00	334,184.33	-55,218.33	-16.52%	501.02.1 Salaries and Wages	853,908.87	1,002,552.99	-148,644.12	-14.83%
16,989.84	21,029.99	-4,040.15	-19.21%	501.02.2 Overtime	69,664.47	63,089.97	6,574.50	10.42%
789,192.82	836,822.65	-47,629.83	-5.69%	501.99.9 Total Salaries & Wages	2,294,706.21	2,510,467.95	-215,761.74	-8.59%

502.00.0 Fringe Benefits

Rockford Mass Transit District Budget Variance Report

From Fiscal Year: 2025 From Period 3
Thru Fiscal Year: 2025 Thru Period 3

Division: ** Consolidated Report

As of: 11/11/2024

Sep-2024	Budget	Variance	Var/Bgt Var %		Jul-2024 Sep-2024	Budget	Variance	Var/Bgt Var %
59,802.29	72,859.17	-13,056.88	-17.92%	502.01.0 FICA	207,049.85	218,577.51	-11,527.66	-5.27%
151,580.43	159,786.99	-8,206.56	-5.14%	502.02.1 Pension Plan	457,324.61	479,360.97	-22,036.36	-4.60%
2,584.12	3,062.51	-478.39	-15.62%	502.02.2 Long Term Disability	7,819.33	9,187.53	-1,368.20	-14.89%
250,000.00	250,000.00	0.00	0.00%	502.03.0 Hospital/Medical Plan	750,000.00	750,000.00	0.00	0.00%
877.00	875.00	2.00	0.23%	502.03.1 Vision Plans	2,631.00	2,625.00	6.00	0.23%
3.46	377.50	-374.04	-99.08%	502.03.2 Employee Assistance Program	6.92	1,132.50	-1,125.58	-99.39%
6,125.00	6,125.01	-0.01	0.00%	502.04.0 Dental Plans	18,375.00	18,375.03	-0.03	0.00%
2,266.27	2,100.00	166.27	7.92%	502.05.0 Life Insurance Plans	5,614.43	6,300.00	-685.57	-10.88%
3,265.00	4,525.00	-1,260.00	-27.85%	502.06.0 Short-Term Disability Plans	11,560.00	13,575.00	-2,015.00	-14.84%
224.99	4,090.00	-3,865.01	-94.50%	502.07.0 Unemployment Insurance	1,902.19	12,270.00	-10,367.81	-84.50%
72,917.00	72,916.67	0.33	0.00%	502.08.0 Workers' Compensation Insurance	218,751.00	218,750.01	0.99	0.00%
12,908.54	20,541.67	-7,633.13	-37.16%	502.09.0 Sick Leave	43,114.98	61,625.01	-18,510.03	-30.04%
43,447.02	39,016.67	4,430.35	11.36%	502.10.0 Holidays	108,994.81	117,050.01	-8,055.20	-6.88%
53,180.38	47,008.34	6,172.04	13.13%	502.11.0 Vacation	161,344.24	141,025.02	20,319.22	14.41%
2,548.13	10,208.34	-7,660.21	-75.04%	502.12.0 Other Wages	13,678.82	30,625.02	-16,946.20	-55.33%
0.00	0.00	0.00	0.00%	502.12.2 Other Paid Absence - ADA Training	0.00	0.00	0.00	0.00%
1,281.72	6,675.01	-5,393.29	-80.80%	502.13.0 Uniform Allowance	4,972.60	20,025.03	-15,052.43	-75.17%
863.14	5,955.00	-5,091.86	-85.51%	502.14.0 Other Fringe Benefits	3,697.43	17,865.00	-14,167.57	-79.30%
2,211.00	2,211.00	0.00	0.00%	502.14.1 Other Fringe Benefits - Parking	6,633.00	6,633.00	0.00	0.00%
666,085.49	708,333.88	-42,248.39	-5.96%	502.99.9 Fringe Benefits	2,023,470.21	2,125,001.64	-101,531.43	-4.78%
				503.00.0 Services				
0.00	0.00	0.00	0.00%	503.01.1 Management Service Fee	0.00	0.00	0.00	0.00%
5,500.00	8,333.33	-2,833.33	-34.00%	503.02.0 Advertising Fees	16,500.00	24,999.99	-8,499.99	-34.00%
65,377.32	59,475.00	5,902.32	9.92%	503.03.0 Professional Services	180,712.18	178,425.00	2,287.18	1.28%
135.00	866.67	-731.67	-84.42%	503.03.1 Professional Services - Drug Testing	1,209.00	2,600.01	-1,391.01	-53.50%
294.00	1,166.67	-872.67	-74.80%	503.03.2 Professional Services - DOT Physicals	894.00	3,500.01	-2,606.01	-74.46%
0.00	0.00	0.00	0.00%	503.04.0 Temporary Help	729.21	0.00	729.21	100.00%
41,863.27	31,458.34	10,404.93	33.08%	503.05.0 Repair/Maintenance	98,529.26	94,375.02	4,154.24	4.40%
37,358.28	11,666.67	25,691.61	220.21%	503.06.0 Custodial Services	48,716.92	35,000.01	13,716.91	39.19%
50,720.94	50,583.33	137.61	0.27%	503.07.0 Security Services	153,149.89	151,749.99	1,399.90	0.92%
0.00	0.00	0.00	0.00%	503.08.0 Technical Study Service	0.00	0.00	0.00	0.00%
1,500.00	1,500.00	0.00	0.00%	503.99.0 Other Services	4,500.00	4,500.00	0.00	0.00%
202,748.81	165,050.01	37,698.80	22.84%	503.99.9 Total Services	504,940.46	495,150.03	9,790.43	1.98%
				504.00.0 Materials & Supplies				
113,154.44	96,586.25	16,568.19	17.15%	504.01.0 Fuel	292,335.12	289,758.75	2,576.37	0.89%
7,962.07	11,250.00	-3,287.93	-29.23%	504.01.1 Lubricants & Oils	23,945.47	33,750.00	-9,804.53	-29.05%

Rockford Mass Transit District Budget Variance Report

From Fiscal Year: 2025 From Period 3
Thru Fiscal Year: 2025 Thru Period 3

Division: ** Consolidated Report

As of: 11/11/2024

Sep-2024	Budget	Variance	Var/Bgt Var %		Jul-2024 Sep-2024	Budget	Variance	Var/Bgt Var %
4,774.40	11,250.01	-6,475.61	-57.56%	504.02.0 Tires and Tubes	16,647.00	33,750.03	-17,103.03	-50.68%
68,993.02	46,333.32	22,659.70	48.91%	504.99.0 Other Materials/Supplies	151,509.63	138,999.96	12,509.67	9.00%
8.31	833.33	-825.02	-99.00%	504.99.1 Other Materials/Supplies - ADA	-4,784.38	2,499.99	-7,284.37	-291.38%
0.00	5,000.00	-5,000.00	-100.00%	504.99.2 Accident Repair Revenue Vehicles	0.00	15,000.00	-15,000.00	-100.00%
46,907.47	66,666.67	-19,759.20	-29.64%	504.99.3 Bus Parts	151,266.03	200,000.01	-48,733.98	-24.37%
241,799.71	237,919.58	3,880.13	1.63%	504.99.9 Total Materials & Supplies	630,918.87	713,758.74	-82,839.87	-11.61%
				505.00.0 Utilities				
26,370.68	42,554.67	-16,183.99	-38.03%	505.02.0 Utilities	83,429.04	127,664.01	-44,234.97	-34.65%
26,370.68	42,554.67	-16,183.99	-38.03%	505.99.9 Total Utilities	83,429.04	127,664.01	-44,234.97	-34.65%
				506.00.0 Casulaty & Liability				
49,292.81	53,906.25	-4,613.44	-8.56%	506.01.0 Premiums - Physical Damanger Insurance	147,878.27	161,718.75	-13,840.48	-8.56%
0.00	0.00	0.00	0.00%	506.02.0 Recoveries of Physical Damage Losses	0.00	0.00	0.00	0.00%
19,345.42	21,363.00	-2,017.58	-9.44%	506.03.0 Premiums - Public Liability Insurance	58,036.26	64,089.00	-6,052.74	-9.44%
21,363.00	20,833.33	529.67	2.54%	506.05.0 Provision for Unisured Public Liability	64,089.00	62,499.99	1,589.01	2.54%
3,949.89	4,192.50	-242.61	-5.79%	506.08.0 Premiums for Other Corporate Insurance	11,849.76	12,577.50	-727.74	-5.79%
93,951.12	100,295.08	-6,343.96	-6.33%	506.99.9 Total Casualty & Liability	281,853.29	300,885.24	-19,031.95	-6.33%
				507.00.0 Taxes/Vehicle Registration				
984.00	131.25	852.75	649.71%	507.04.0 Vehicle Licensing and Registration Fees	984.00	393.75	590.25	149.90%
258.44	500.00	-241.56	-48.31%	507.05.0 Fuel and Lubricant Taxes	1,194.10	1,500.00	-305.90	-20.39%
0.00	0.00	0.00	0.00%	507.99.0 Other Taxes	0.00	0.00	0.00	0.00%
1,242.44	631.25	611.19	96.82%	507.99.9 Total Taxes/Vehicle Registration	2,178.10	1,893.75	284.35	15.02%
				508.00.0 Purchased Transportation				
66,672.84	71,890.00	-5,217.16	-7.26%	508.01.0 Purchased Transporation	206,026.47	215,670.00	-9,643.53	-4.47%
66,672.84	71,890.00	-5,217.16	-7.26%	508.99.9 Total Purchased Transportation	206,026.47	215,670.00	-9,643.53	-4.47%
				509.00.0 Miscellaneous Expenses				
4,809.29	5,833.33	-1,024.04	-17.55%	509.01.0 Dues and Subscriptions	13,769.59	17,499.99	-3,730.40	-21.32%
4,205.84	7,083.34	-2,877.50	-40.62%	509.02.0 Travel and Meetings	15,075.53	21,250.02	-6,174.49	-29.06%
0.00	0.00	0.00	0.00%	509.04.0 Entertainment Expenses	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	509.06.0 Fines and Penalties	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	509.07.0 Bad Debt Expense	0.00	0.00	0.00	0.00%
7,972.50	14,583.33	-6,610.83	-45.33%	509.08.0 Advertising/Promotion Media	16,461.92	43,749.99	-27,288.07	-62.37%
7,691.53	8,750.00	-1,058.47	-12.10%	509.99.0 Other Miscellaneous Expenses	7,662.65	26,250.00	-18,587.35	-70.81%
817.08	2,833.33	-2,016.25	-71.16%	509.99.1 Postage and Freight	5,352.37	8,499.99	-3,147.62	-37.03%

Rockford Mass Transit District Budget Variance Report

From Fiscal Year: 2025 From Period 3
Thru Fiscal Year: 2025 Thru Period 3

Division: ** Consolidated Report

As of: 11/11/2024

Sep-2024	Budget	Variance	Var/Bgt Var %		Jul-2024 Sep-2024	Budget	Variance	Var/Bgt Var %
465.48	1,666.67	-1,201.19	-72.07%	509.99.2 Employee Appreciation	1,642.72	5,000.01	-3,357.29	-67.15%
25,961.72	40,750.00	-14,788.28	-36.29%	509.99.9 Total Miscellaneous Expenses	59,964.78	122,250.00	-62,285.22	-50.95%
				511.00.0 Interest Expense				
0.00	0.00	0.00	0.00%	511.02.0 Short Term Interest Expense	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	511.99.9 Total Interest Expense	0.00	0.00	0.00	0.00%
				512.00.0 Leases & Rentals				
0.00	0.00	0.00	0.00%	512.02.0 Lease & Rental Passenger Stations	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	512.05.0 Lease - Service Vehicles	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	512.12.0 Lease and Rental Equipment	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	512.99.9 Total Leases & Rentals	0.00	0.00	0.00	0.00%
				513.00.0 Depreciation				
0.00	0.00	0.00	0.00%	513.00.1 Depreciation Expense	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	513.99.9 Total Depreciation Expense	0.00	0.00	0.00	0.00%
				517.00.0 Debt Service				
7,385.42	7,385.42	0.00	0.00%	517.01.0 Line Of Credit - Interest	22,156.26	22,156.26	0.00	0.00%
13,356.00	13,356.00	0.00	0.00%	517.02.0 Line Of Credit - Principal Payments	40,068.00	40,068.00	0.00	0.00%
20,741.42	20,741.42	0.00	0.00%	517.99.9 Total Debt Service	62,224.26	62,224.26	0.00	0.00%
2,134,767.05	2,224,988.54	-90,221.49	-4.05%	520.99.9 Total Expenses	6,149,711.69	6,674,965.62	-525,253.93	-7.87%
0.00	0.00	0.00	0.00%	999.99.999 Surplus / Deficit	0.00	0.00	0.00	0.00%

RMTD BOD Meeting 12/09/2024 – Pension comments

Included in this month's board report, please find updated performance results through November 29th, 2024. The fiscal year performance through the end of November was up 7.1% and the calendar year to date up 13.4%. Comparative year to date performance is positive 11.1%. The current asset allocation has equities at 54.5%, alternatives at 4.6%, bonds at 39.4% and cash at 1.5%.

Continued good news for stock and bond performance in 2024. The post presidential election stock market euphoria has subsided, and all eyes refocus on the health of the U.S. economy. The Federal Reserve board's goal of a soft landing remains. Their plan is to lower interest rates to stimulate spending/reduce borrowing costs and prevent the economy from entering a recession. To date that plan is working, they lowered interest rates again in November by .25% with the current target rate at 4.5%. The Fed's preferred measure of inflation, PCE (Personal Consumption Expenditures), was in line with the forecast for October and the same as the month of September up by .2%. However, there are concerns about more inflation on the horizon. One of president elect Trumps campaign agendas is to impose tariffs on our overseas suppliers. Those potential tariffs would restart inflation with the cost of goods going up quickly. We are advising clients to take a "wait and see" approach. There is a lot of mis information regarding details of our new presidents' intentions regarding his campaign agendas. Some will get voted into law and others will not. The Federal Reserve board has been the real driver of economic success over the last several years. That remains a separate government entity from the White House, and we have faith their success will continue.

The outlook remains strong for the U.S. Economy and traders are speculating whether another rate decrease remains for the month of December. That decision will be data driven, but either way we expect to retain the current portfolio gains to date. We did perform rebalancing in the pension portfolio this quarter. We realized gains in equities at high values and bought safer fixed income.

Happy holidays and best wishes for a healthy and prosperous New Year. If the BOD or staff have questions regarding our report, please let us know. Email me, Jeff DiBenedetto at jeff@trustdnb.com or call 815.654.8850/815.988.5065.

Portfolio Overview



DIBENDETTO & ASSOCIATES LTD

Rockford Mass Transit District

Period Ending: 11/29/2024
Portfolio Inception Date: 9/30/2008

Components Of Change

	Current Quarter	Year to Date
BEGINNING VALUE	32,435,457.89	28,982,282.83
Contributions	50,027.18	1,550,182.23
Withdrawals	(323,100.00)	(1,622,550.00)
Unrealized Gain	562,031.99	3,089,852.31
Realized Gain	(12,286.08)	296,112.15
Income and Expenses	65,711.78	481,963.24
ENDING VALUE	32,777,842.76	32,777,842.76
INVESTMENT GAIN	615,457.69	3,867,927.70

Portfolio Returns

	Current Quarter	Year to Date
Your Portfolio	1.9%	13.4%

All returns are TWR, net of fees. Returns for greater than 1 year are annualized.

Asset Allocation



Category	Current Percentage	Current Value
Large Cap	29.0%	\$9,504,293.82
Small Cap	11.3%	\$3,695,667.03
International	9.7%	\$3,194,293.85
Bonds	39.4%	\$12,914,211.88
Alternatives	4.6%	\$1,497,173.60
Unconstrained	4.5%	\$1,479,710.17
Cash and Money Funds	1.5%	\$492,492.41
Total Portfolio Value	100.0%	\$32,777,842.76

This data is gathered from what is believed to be reliable sources. Please refer to your custodian brokerage statement to confirm the material presented.

Portfolio Performance Summary

Rockford Mass Transit District Acct #:
 David Sidney, Ashley Sarver, & Herbert Johnson Trustees
 520 Mulberry Street
 Rockford, IL 61101

06/30/2024 - 11/29/2024

Beginning Value		30,594,102.04
Contributions	775,027.18	
Withdrawals	(773,100.00)	
Net Contributions		1,927.18
Unrealized Gain (Loss)	1,856,445.21	
Realized Gain (Loss)	102,698.66	
Capital Appreciation		1,959,143.87
Dividend Income	276,150.02	
Interest Income	94.65	
Income		276,244.67
Management Fees	(53,575.00)	
Other Expenses	0.00	
Total Expenses		(53,575.00)
Ending Value		32,777,842.76
Investment Gain		2,181,813.54

06/30/2024 - 11/29/2024

Actual

Time Weighted Return (net) 7.15

All returns net of fees

This data is gathered from what is believed to be reliable sources, but we cannot guarantee its accuracy. Please use your brokerage statements to confirm the accuracy of the information presented.



ROCKFORD MASS TRANSIT DISTRICT

E-3 (A-D) #997

p 815-961-9000
f 815-961-9892

520 Mulberry St.
Rockford, IL 61101

rmtd.org →

TO: RMTD Board of Trustees
FROM: Dan Engelkes, Deputy Executive Director/Director of Operations
DATE: December 3, 2024
RE: Operations, Maintenance and Facilities Report

Operations Report:

- Fixed Route Ridership Statistics for September 2024
 - Fixed Route Service: Our fall service improvements started Sunday September 1. We are showing slightly increased ridership from September through October
- Paratransit/Demand Response Ridership: Ridership continues to increase every month. October rides were over 14,000, up 1,546 from September.

Vehicle Maintenance Report:

- Fixed Route and Paratransit/Demand Response Vehicle Maintenance Statistics for September 2024
- Fixed Route vehicles: Vehicle availability remains high. Air systems were serviced on the fleet in preparation for the cold weather.
- Demand Response vehicles: Overall availability remains high.

Facilities Report:

- Staff has our snow equipment ready to go should the need arise.

Projects Report:

- Facility expansion project: Stripping of the parking lot started on 11/13/24. This included removal of landscaping and light poles. Earth work began immediately afterwards. Temporary door is installed on Winnebago street. Once the temporary walk way is covered, we will switch to using that door and the Mulberry door will be out of service. Access to elevator will not be affected.
- Paratransit/Demand Response Software: Work continues on the project with Tripspark. Several sessions of remote training happened in November and in person training will happen the week of December 16th.
- Telephone system replacement project: Work continues with the consultant. We have received and reviewed version eight of the RFP draft. We are still on track to award in early 2025

MONTH OF: **OCTOBER 24**
FIXED ROUTE REPORT

E-3 (A) #997

ALL FIXED ROUTES				
	PASSENGERS	REVENUE	MILES	HOURS
BUDGET FY 25	103,598	60,647.00	116,368.1	8,714.4
OCTOBER 24	104,966	88,813.91	136,633.2	9,780.5
OCTOBER 23	102,244	60,544.81	114,108.7	8,453.8
% CHANGE	▲ 2.7%	▲ 46.7%	▲ 19.7%	▲ 15.7%
BUDGET FY 25	394,682	256,035.00	443,449.2	33,218.3
YTD - FY 25	402,683	297,527.56	486,493.6	35,584.6
FY 24	389,529	255,598.85	447,207.3	33,302.9
% CHANGE	▲ 3.4%	▲ 16.4%	▲ 8.8%	▲ 6.9%

Please note that the service shown in the detail below is included in the "ALL FIXED ROUTES" section above.

NIGHT SERVICE				
	PASSENGERS	REVENUE	MILES	HOURS
OCTOBER 24	8,198	1,530.62	16,090.6	968.3
OCTOBER 23	5,815	1,371.95	12,966.7	825.0
% CHANGE	▲ 41.0%	▲ 11.6%	▲ 24.1%	▲ 17.4%
YTD - FY 25	28,641	5,722.52	54,841.0	3,460.3
FY 24	24,466	5,698.96	49,716.9	3,219.6
% CHANGE	▲ 17.1%	▲ 0.4%	▲ 10.3%	▲ 7.5%

DAY SERVICE (WEEKDAYS only)				
	PASSENGERS	REVENUE	MILES	HOURS
OCTOBER 24	83,952	83,592.44	100,795.8	7,416.4
OCTOBER 23	84,368	55,449.19	85,411.7	6,432.8
% CHANGE	▼ 0.50%	▲ 50.8%	▲ 18.0%	▲ 15.3%
YTD - FY 25	320,091	276,083.81	358,739.9	26,730.2
FY 24	315,167	233,644.86	329,834.3	24,932.7
% CHANGE	▲ 1.6%	▲ 18.2%	▲ 8.8%	▲ 7.2%

SATURDAY SERVICE				
	PASSENGERS	REVENUE	MILES	HOURS
OCTOBER 24	9,699	2,665.92	15,165.8	1,099.2
OCTOBER 23	8,672	2,614.13	12,342.2	945.0
% CHANGE	▲ 11.8%	▲ 2.0%	▲ 22.9%	▲ 16.3%
YTD - FY 25	41,244	11,693.24	58,275.4	4,327.2
FY 24	37,976	11,934.44	55,381.5	4,236.0
% CHANGE	▲ 8.6%	▼ 2.00%	▲ 5.2%	▲ 2.2%

SUNDAY SERVICE				
	PASSENGERS	REVENUE	MILES	HOURS
OCTOBER 24	3,117	1,024.93	4,581.0	296.6
OCTOBER 23	3,389	1,109.54	3,388.1	251.0
% CHANGE	▼ 8.00%	▼ 7.60%	▲ 35.2%	▲ 18.2%
YTD - FY 25	12,707	4,027.99	14,637.3	1,066.9
FY 24	11,920	4,320.59	12,274.6	914.6
% CHANGE	▲ 6.6%	▼ 6.80%	▲ 19.2%	▲ 16.7%

FIXED ROUTE REPORT

ROCKFORD				
	PASSENGERS	REVENUE	MILES	HOURS
OCTOBER 24	97,890	86,840.08	123,355.2	8,928.1
OCTOBER 23	95,862	58,519.90	100,297.3	7,564.1
% CHANGE	▲ 2.1%	▲ 48.4%	▲ 23.0%	▲ 18.0%
YTD - FY 25	376,962	289,389.70	436,223.2	32,285.0
FY 24	366,361	247,562.44	392,941.5	29,828.2
% CHANGE	▲ 2.9%	▲ 16.9%	▲ 11.0%	▲ 8.2%

MACHESNEY PARK				
	PASSENGERS	REVENUE	MILES	HOURS
OCTOBER 24	1,944	595.23	4,528.6	272.7
OCTOBER 23	1,587	527.75	4,351.2	267.7
% CHANGE	▲ 22.5%	▲ 12.8%	▲ 4.1%	▲ 1.9%
YTD - FY 25	7,079	2,221.87	17,339.5	1,064.0
FY 24	5,886	2,225.65	17,096.8	1,051.8
% CHANGE	▲ 20.3%	▼ 0.20%	▲ 1.4%	▲ 1.2%

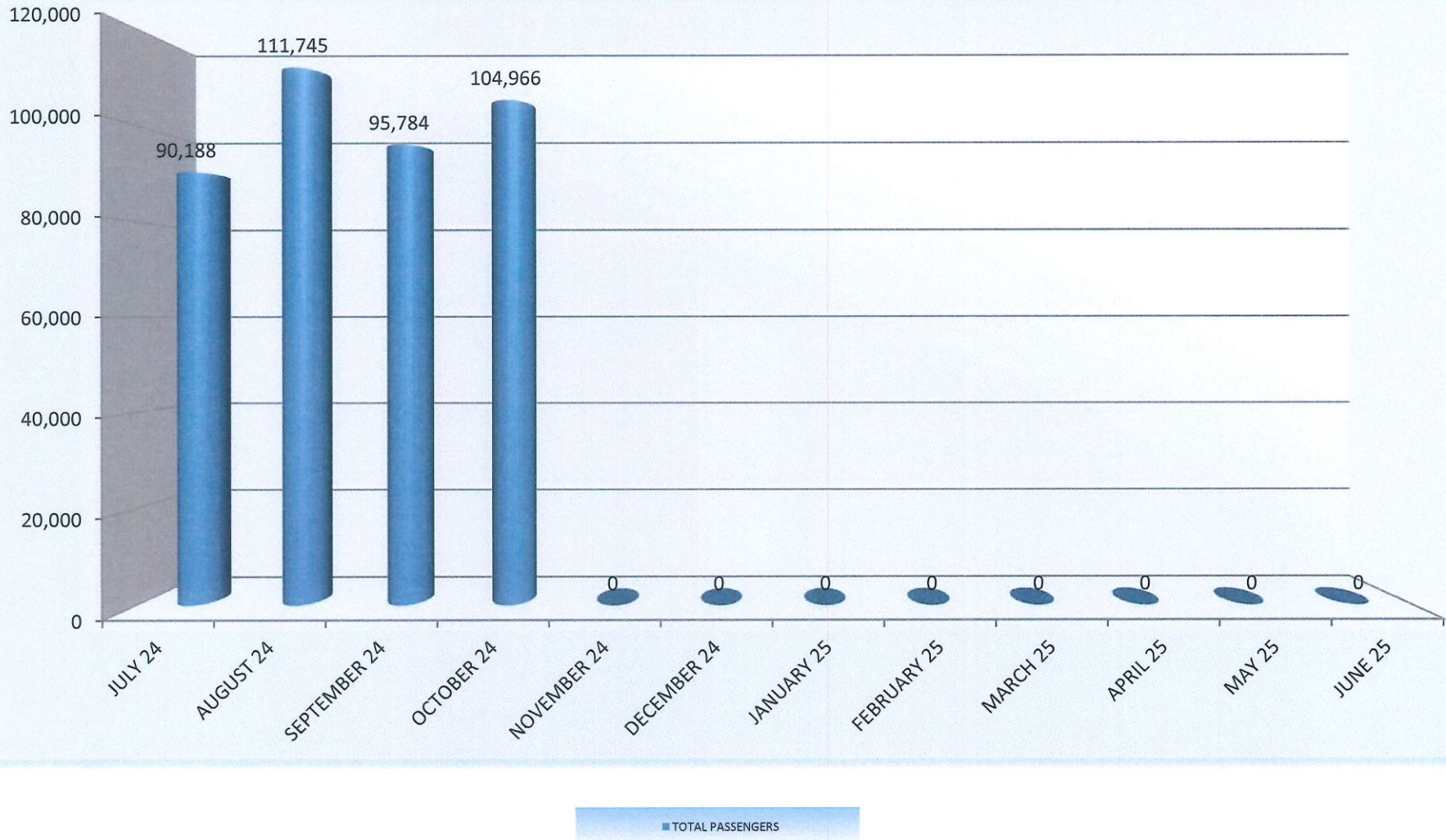
LOVES PARK				
	PASSENGERS	REVENUE	MILES	HOURS
OCTOBER 24	4,835	1,378.60	8,749.4	579.7
OCTOBER 23	4,498	1,416.39	8,096.2	553.8
% CHANGE	▲ 7.5%	▼ 2.70%	▲ 8.1%	▲ 4.7%
YTD - FY 25	18,642	5,915.99	32,930.9	2,235.6
FY 24	16,206	5,513.98	31,892.7	2,185.9
% CHANGE	▲ 15.0%	▲ 7.3%	▲ 3.3%	▲ 2.3%

BICYCLES				
	BICYCLES		BICYCLES	
OCTOBER 24	1,493	YTD - FY 25	5,117	
OCTOBER 23	1,141	FY 24	6,389	
	▲ 30.9%			

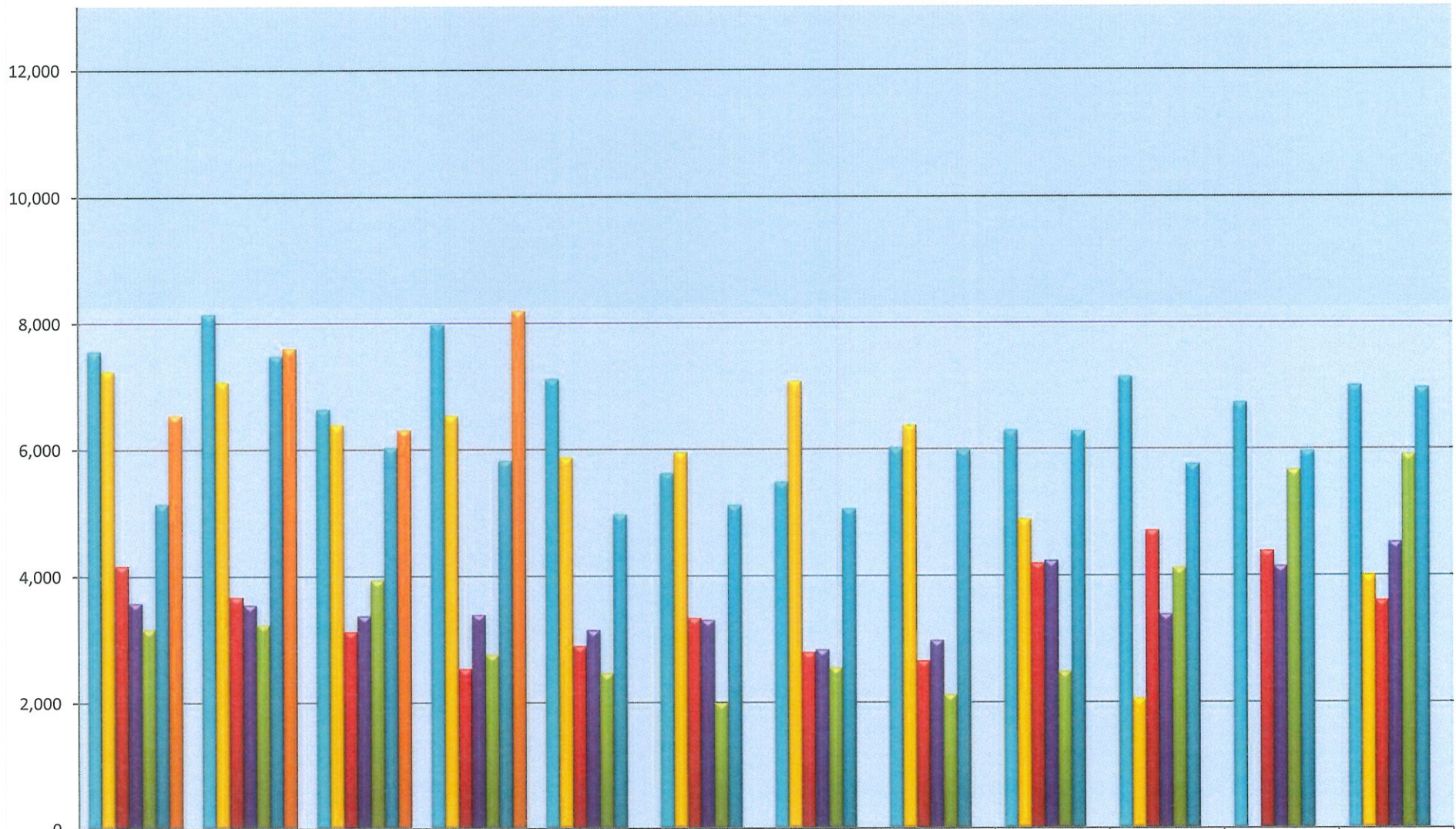
WHEELCHAIR				
	PASSENGERS		PASSENGERS	
OCTOBER 24	547	YTD - FY 25	2,762	
OCTOBER 23	640	FY 24	3,304	
	▼ 14.50%			

TRANSFERS ISSUED				
	PASSENGERS		PASSENGERS	
OCTOBER 24	12,609	YTD - FY 25	48,854	
OCTOBER 23	13,610	FY 24	54,022	
	▼ 7.40%			

MONTHLY PASSENGERS FY 25

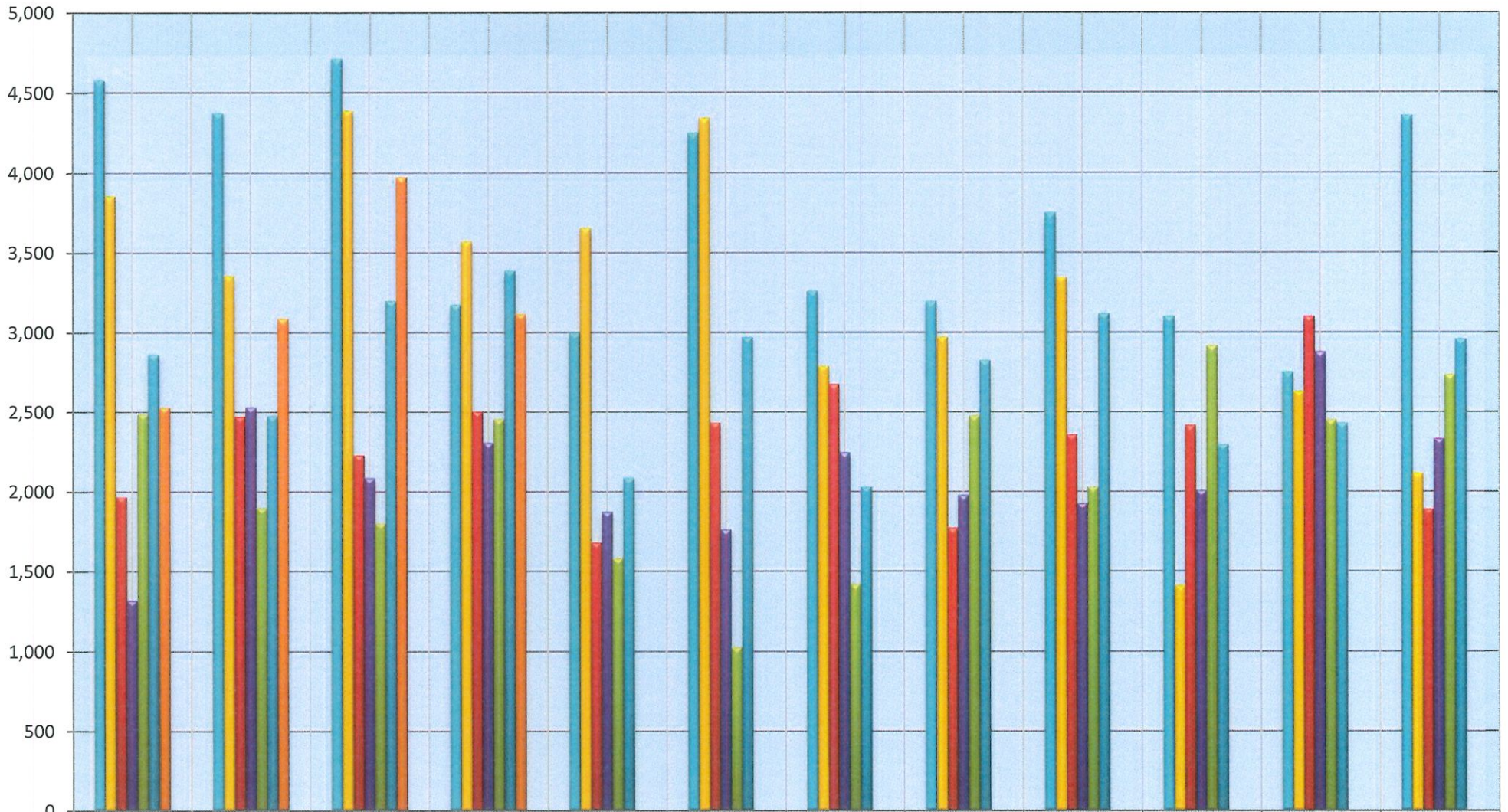


NIGHT MONTHLY PASSENGERS



	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
FY 19	7,550	8,136	6,630	7,971	7,106	5,621	5,478	6,015	6,292	7,137	6,724	6,994
FY 20	7,234	7,066	6,385	6,528	5,868	5,944	7,070	6,372	4,888	2,055	0	4,000
FY 21	4,167	3,675	3,123	2,539	2,893	3,334	2,790	2,658	4,191	4,711	4,388	3,608
FY 22	3,584	3,552	3,378	3,396	3,144	3,302	2,833	2,977	4,234	3,391	4,148	4,526
FY 23	3,156	3,229	3,939	2,756	2,460	1,992	2,549	2,122	2,486	4,120	5,671	5,906
FY 24	5,145	7,477	6,029	5,815	4,976	5,120	5,060	5,980	6,277	5,757	5,960	6,964
FY 25	6,537	7,599	6,307	8,198	0	0	0	0	0	0	0	0

SUNDAY MONTHLY PASSENGERS



	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
FY 19	4,574	4,373	4,711	3,170	2,995	4,247	3,259	3,192	3,748	3,099	2,750	4,354
FY 20	3,854	3,354	4,387	3,572	3,655	4,341	2,790	2,969	3,342	1,407	2,626	2,113
FY 21	1,965	2,470	2,228	2,502	1,680	2,433	2,674	1,772	2,357	2,415	3,100	1,888
FY 22	1,318	2,530	2,085	2,307	1,874	1,761	2,245	1,978	1,925	2,007	2,878	2,333
FY 23	2,485	1,896	1,799	2,455	1,581	1,023	1,419	2,476	2,026	2,915	2,451	2,735
FY 24	2,859	2,474	3,198	3,389	2,084	2,970	2,028	2,826	3,118	2,293	2,429	2,958
FY 25	2,529	3,086	3,975	3,117	0	0	0	0	0	0	0	0

**ROCKFORD MASS TRANSIT DISTRICT
DEMAND RESPONSE REPORT**

E-3(a)#997
MONTH OF: Oct-24

DEMAND RESPONSE						
	PASSENGERS	REVENUE	REVENUE HOURS	REVENUE MILES	WHEELCHAIRS	PRODUCTIVITY (Psgrs/Rev. Hrs.)
Oct-24	14,193	24,197.00	6,674.4	95,757	2,177	2.13
Oct-23	9,885	21,865.00	5,699.5	79,188	1,950	1.73
% CHANGE	▲ 43.6%	▲ 10.7%	▲ 17.1%	▲ 20.9%	▲ 11.6%	▲ 23.1%
YTD - FY 25	50,020	88,180.25	24,962.3	344,516	8,797	2.00
YTD - FY 24	35,478	83,874.35	21,770.6	290,516	7,176	1.63
% CHANGE	▲ 41.0%	▲ 5.1%	▲ 14.7%	▲ 18.6%	▲ 22.6%	▲ 279.0%

SMTD/MEDICAID PASSENGERS

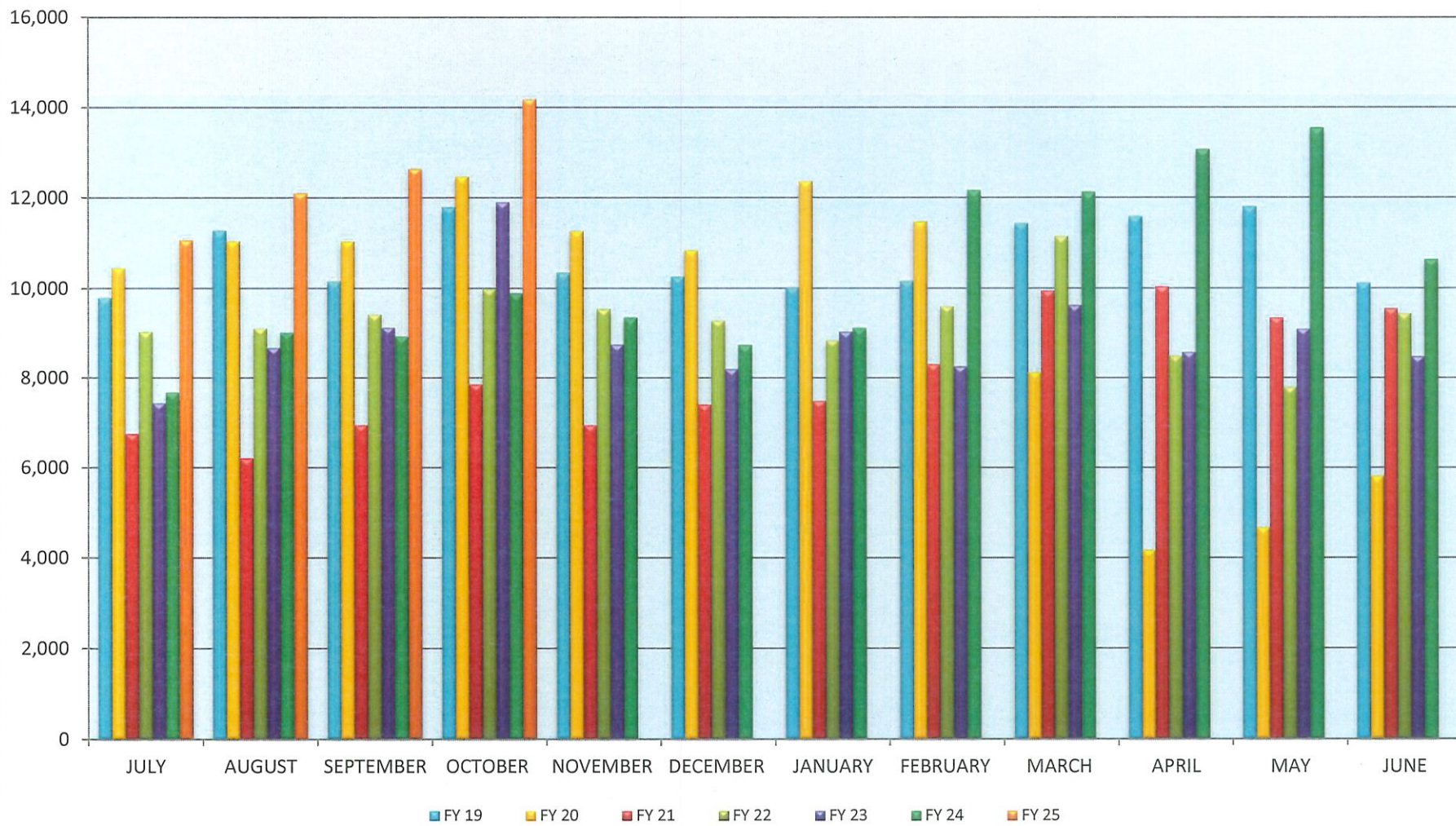
SMTD	PASSENGERS
Oct-24	2,764
Oct-23	2,539
% CHANGE	▲ 8.9%
YTD - FY 25	9,437
YTD - FY 24	8,477
% CHANGE	▲ 11.3%

MCO	PASSENGERS
Oct-24	0
Oct-23	11
% CHANGE	▼ 100.00%
YTD - FY 25	1
YTD - FY 24	155
% CHANGE	▼ 99.40%

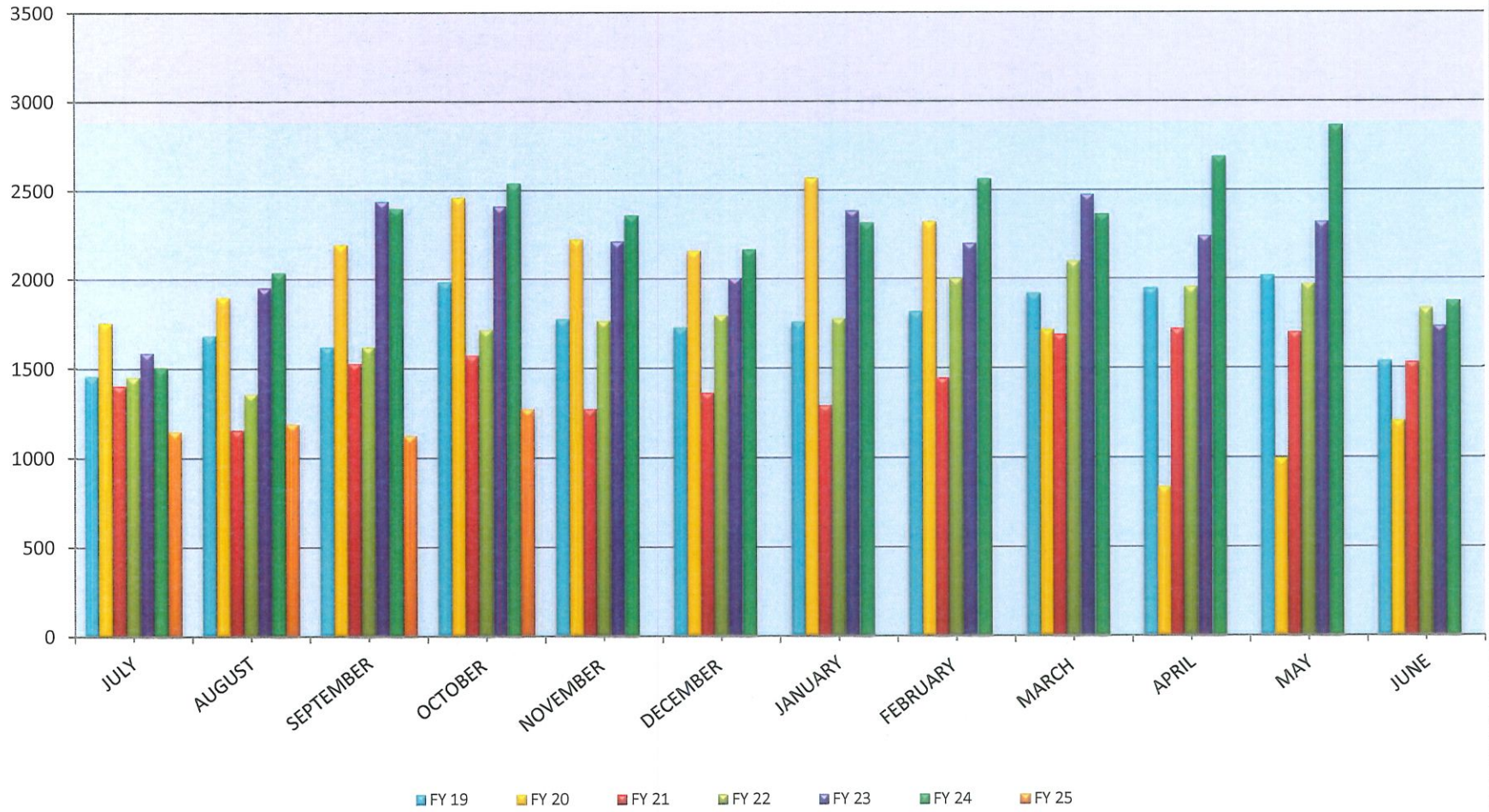
MEDICAID	PASSENGERS
Oct-24	1,274
Oct-23	1,150
% CHANGE	▲ 10.8%
YTD - FY 25	4,743
YTD - FY 24	4,328
% CHANGE	▲ 9.6%

BCCA	PASSENGERS
Oct-24	2,489
Oct-23	2,137
% CHANGE	▲ 16.5%
YTD - FY 25	9,176
YTD - FY 24	7,968
% CHANGE	▲ 15.2%

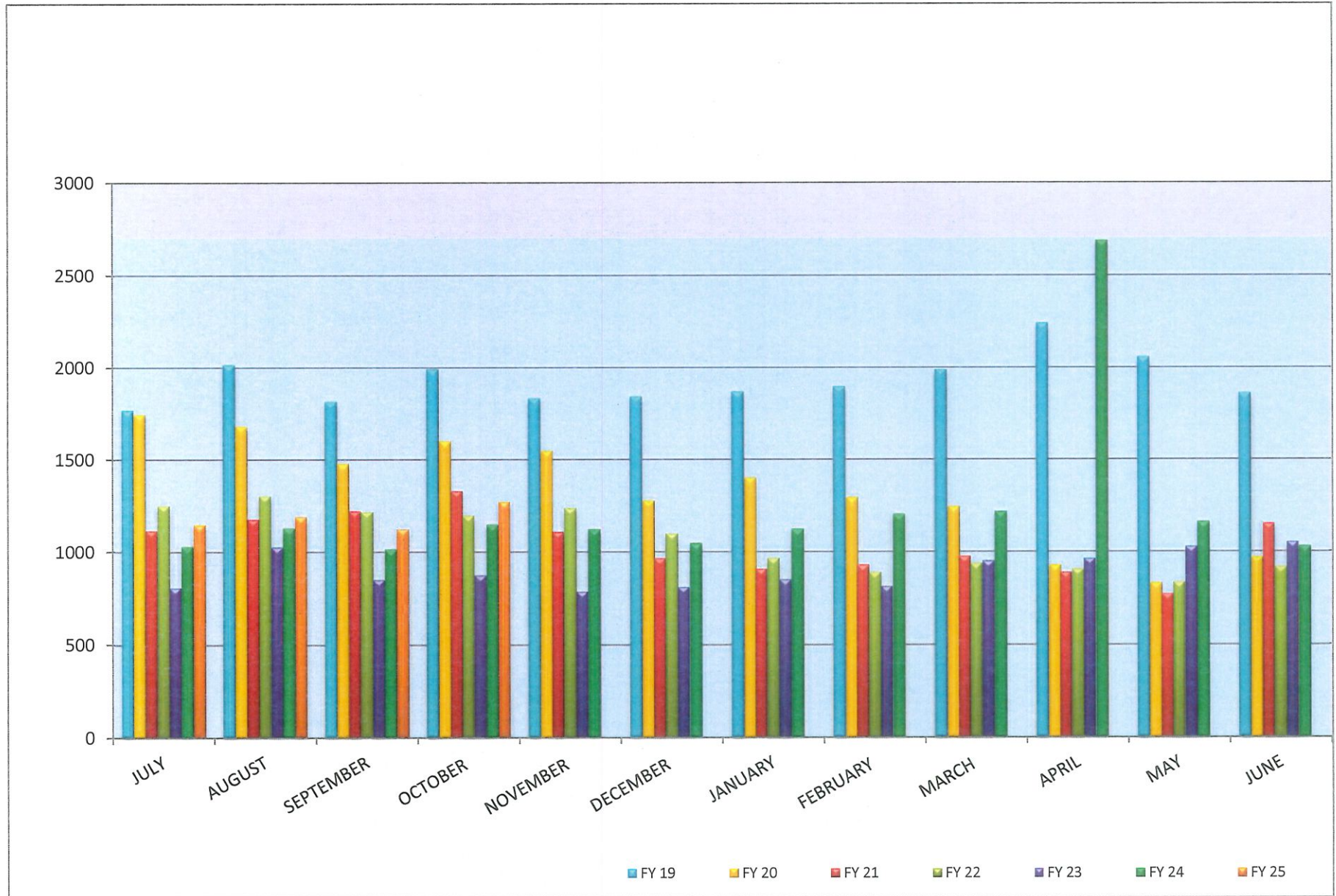
DEMAND RESPONSE PASSENGERS



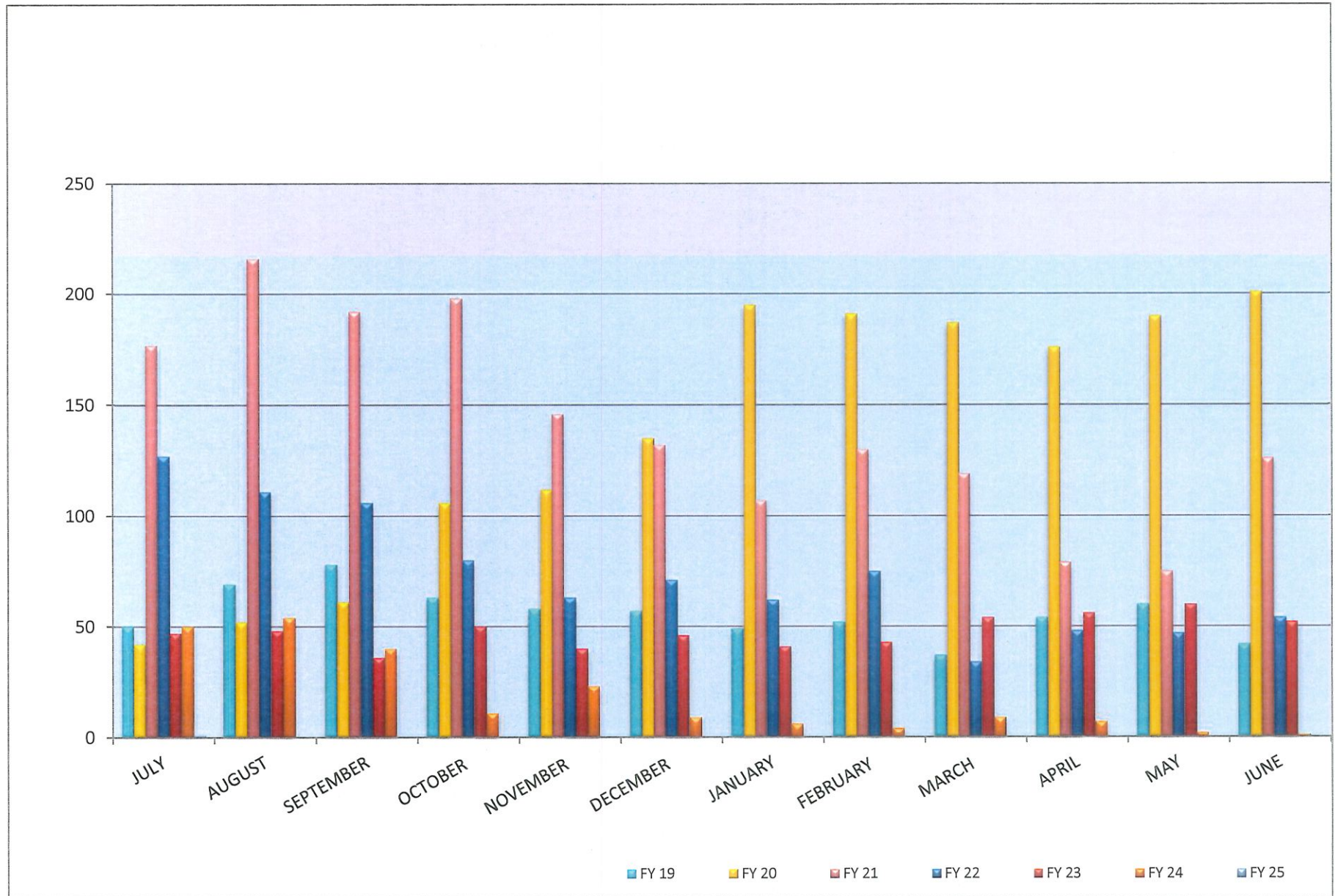
SMTD



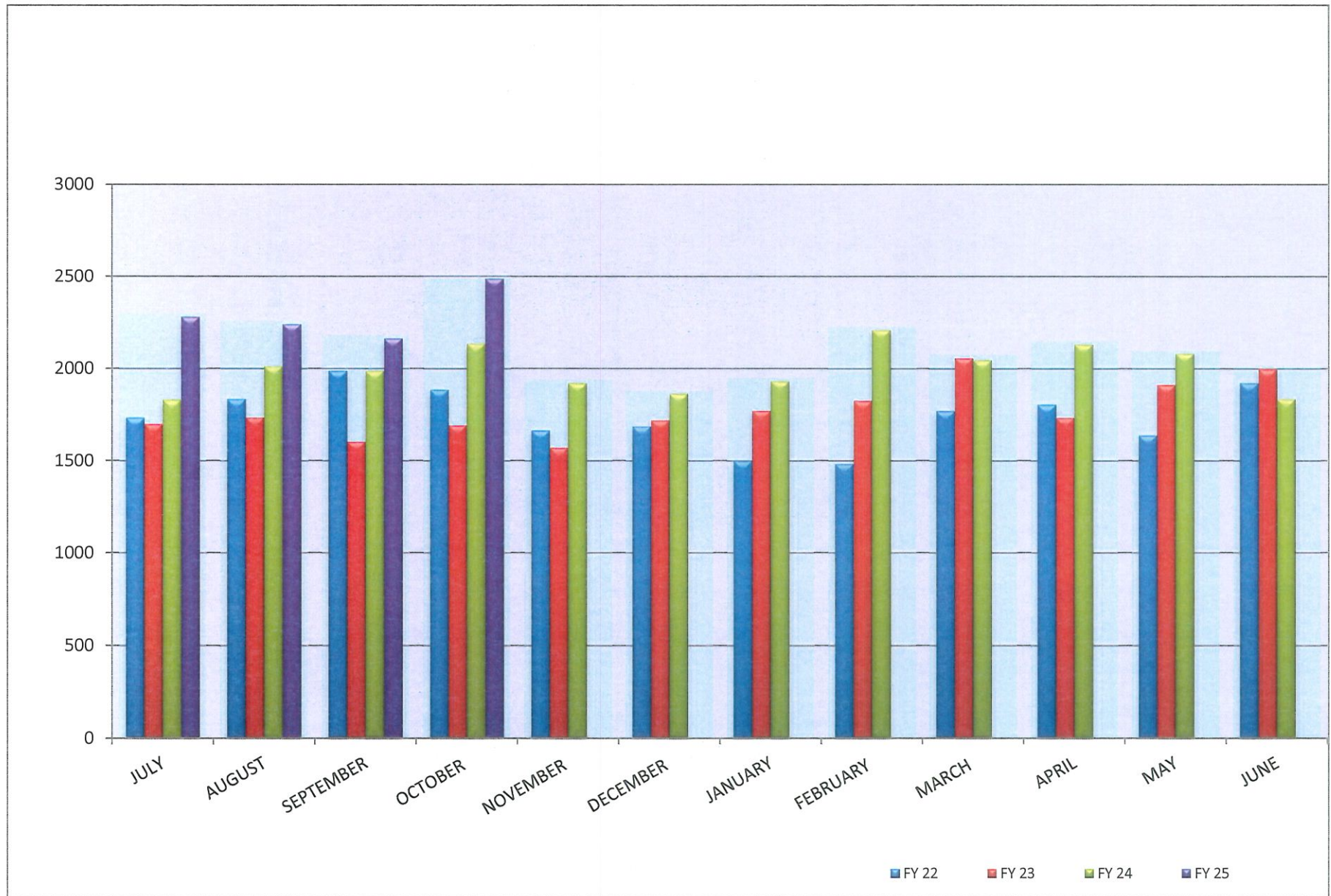
MEDICAID RIDERSHIP



MCO



BCCA



**ROCKFORD MASS TRANSIT DISTRICT
DEMAND RESPONSE REPORT**

E-3(a)#997
MONTH OF: Sep-24

DEMAND RESPONSE						
	PASSENGERS	REVENUE	REVENUE HOURS	REVENUE MILES	WHEELCHAIRS	PRODUCTIVITY (Psgrs/Rev. Hrs.)
Sep-24	12,647	21,338.25	5,940.9	83,234	2,150	2.13
Sep-23	8,920	20,230.85	4,942.6	70,511	1,742	1.80
% CHANGE	▲ 41.8%	▲ 5.5%	▲ 20.2%	▲ 18.0%	▲ 23.4%	▲ 18.3%
YTD - FY 25	35,827	63,983.25	18,287.9	248,759	6,620	1.96
YTD - FY 24	25,593	62,009.35	16,071.1	211,328	5,226	1.59
% CHANGE	▲ 40.0%	▲ 3.2%	▲ 13.8%	▲ 17.7%	▲ 26.7%	▲ 16.6%

SMTD/MEDICAID PASSENGERS

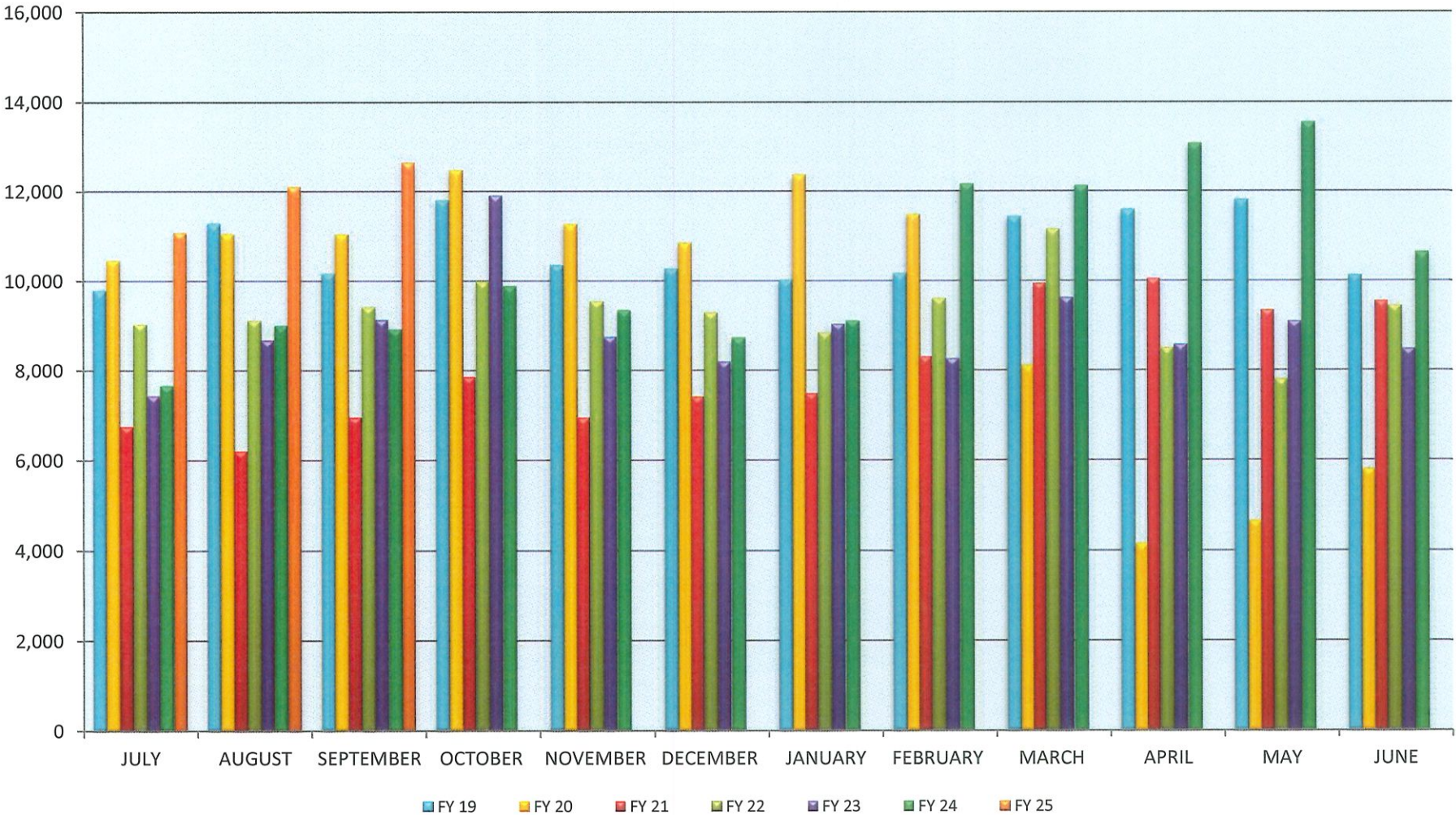
SMTD	PASSENGERS
Sep-24	2,566
Sep-23	2,398
% CHANGE	▲ 7.0%
YTD - FY 25	6,673
YTD - FY 24	5,938
% CHANGE	▲ 12.4%

MCO	PASSENGERS
Sep-24	0
Sep-23	40
% CHANGE	▼ 100.00%
YTD - FY 25	1
YTD - FY 24	144
% CHANGE	▼ 99.30%

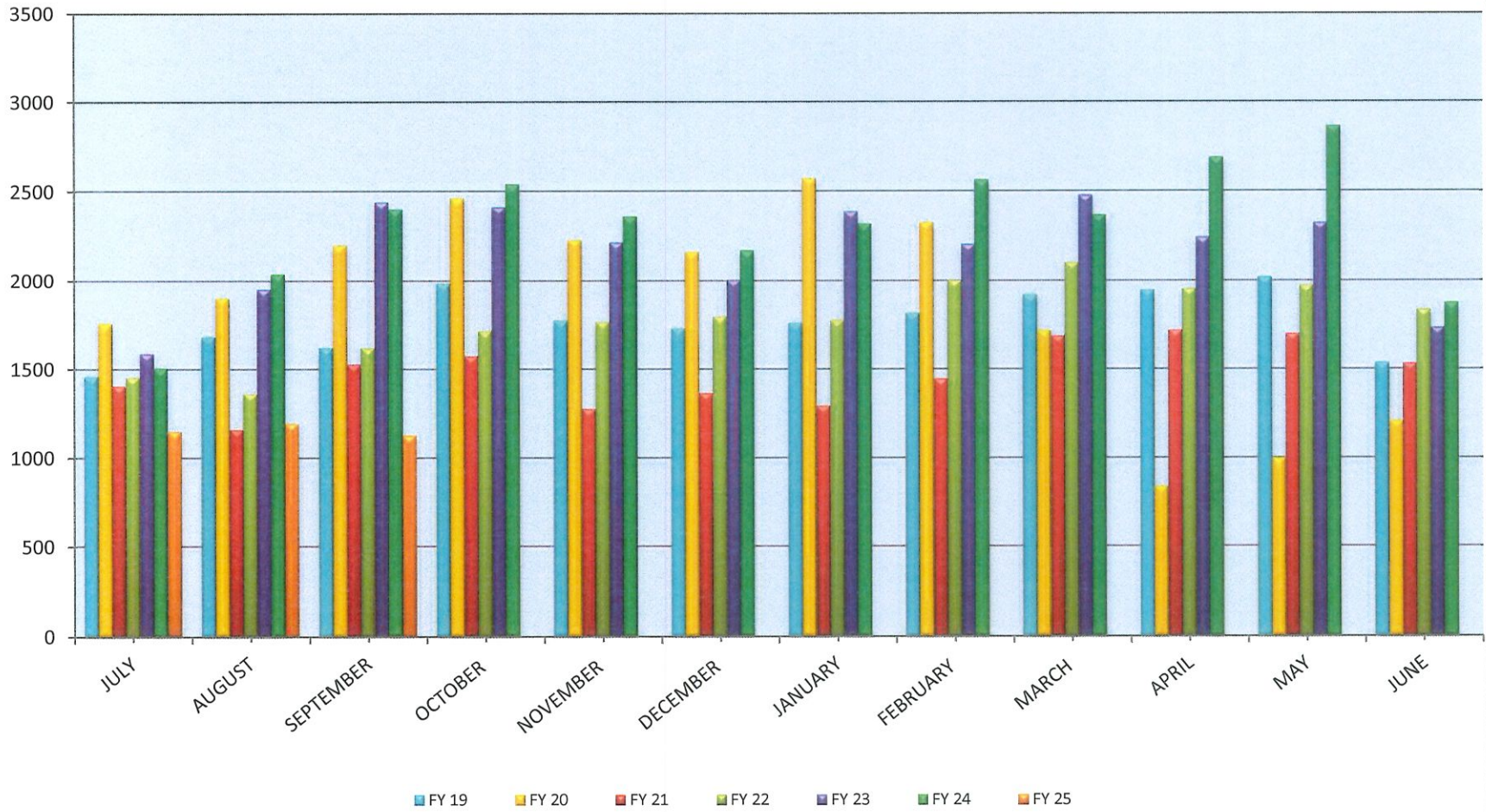
MEDICAID	PASSENGERS
Sep-24	1,126
Sep-23	1,016
% CHANGE	▲ 10.8%
YTD - FY 25	3,469
YTD - FY 24	3,178
% CHANGE	▲ 9.2%

BCCA	PASSENGERS
Sep-24	2,164
Sep-23	1,988
% CHANGE	▲ 8.9%
YTD - FY 25	6,687
YTD - FY 24	5,831
% CHANGE	▲ 14.7%

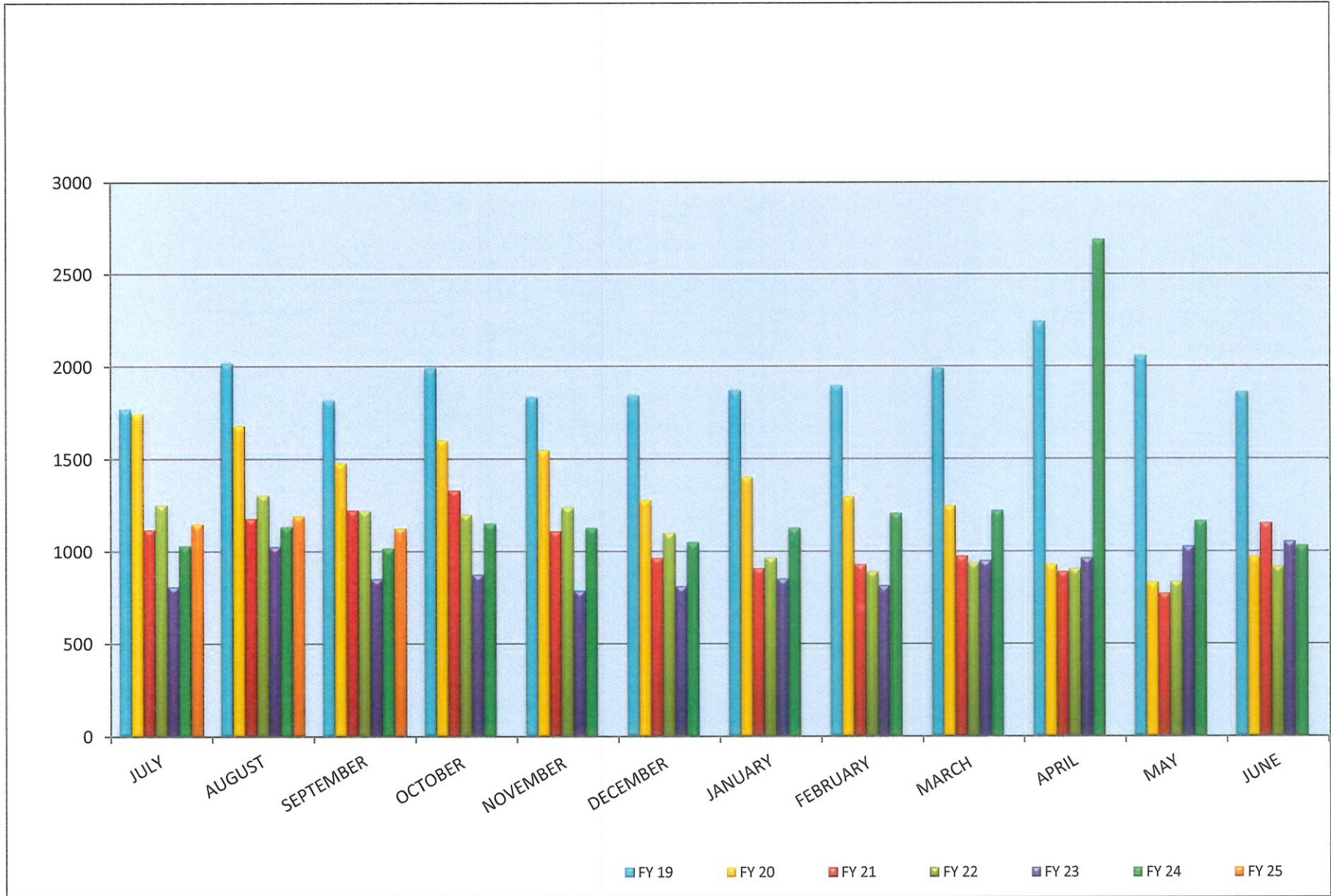
DEMAND RESPONSE PASSENGERS



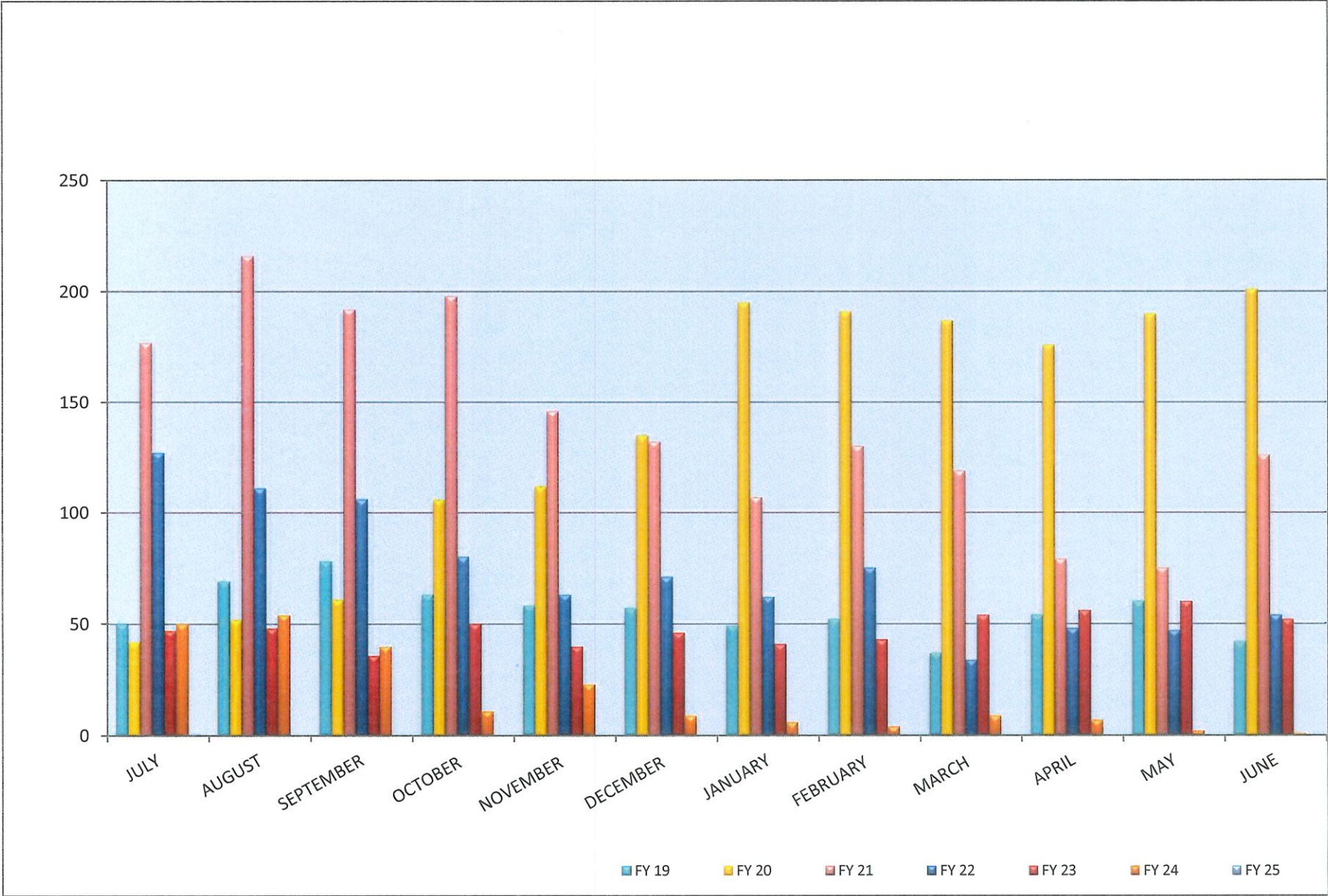
SMTD



MEDICAID RIDERSHIP

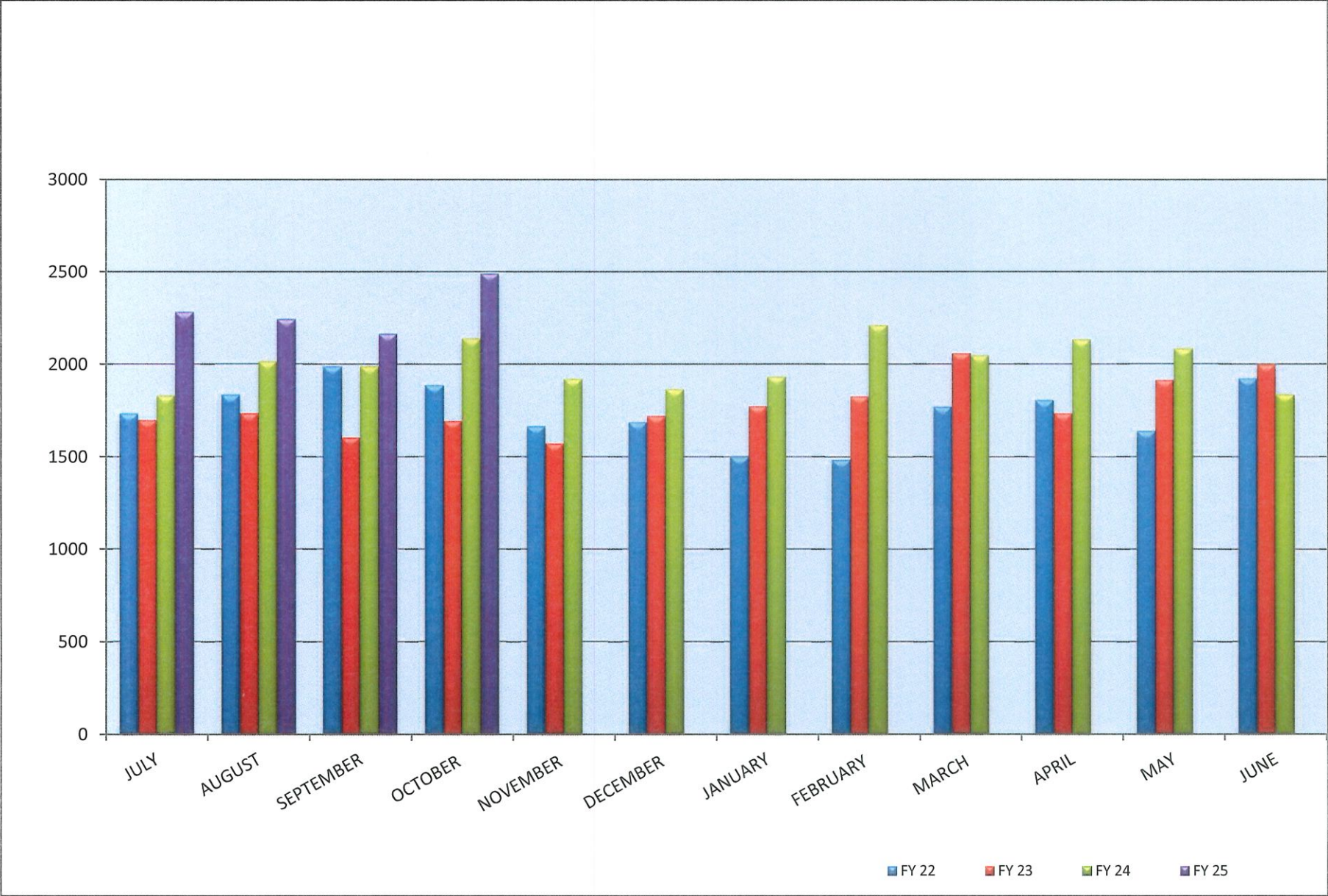


MCO



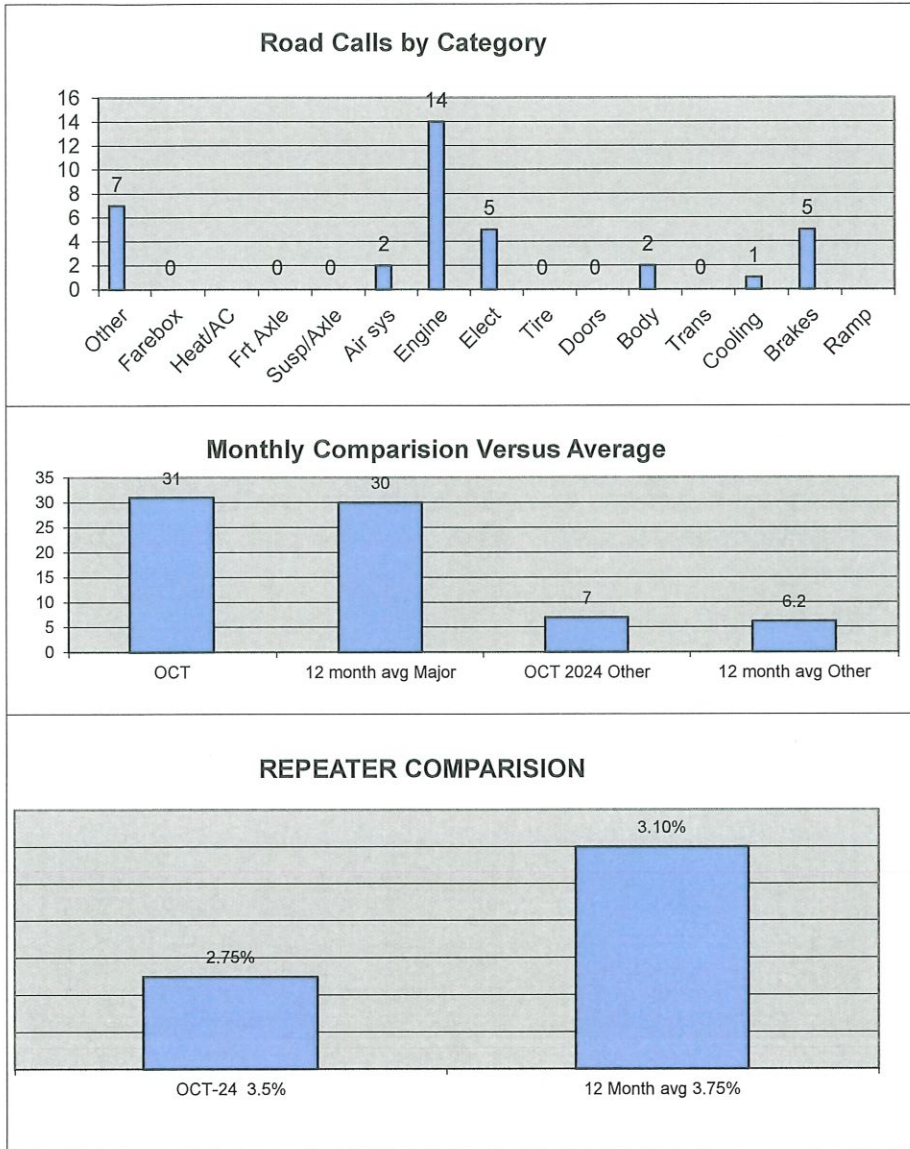
MCO Voucher Program started 5/15/18 DEMAND RESPONSE FY 2025

BCCA



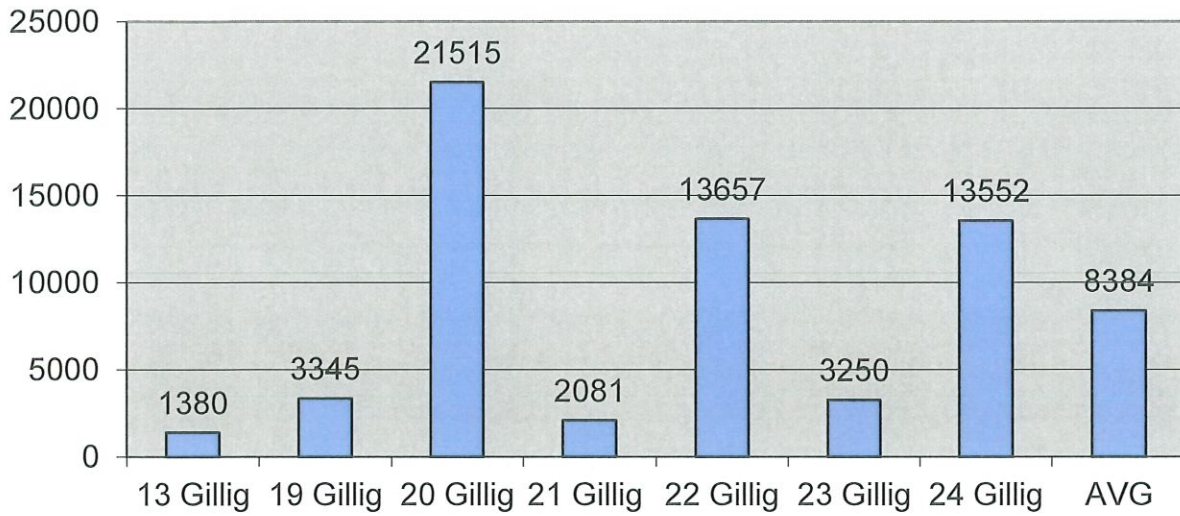
REPORT ON FIXED ROUTE BUSES OCT 2024

E-3 (B) #997



A repeater is any road call for the same issue that occurs more than once in month
 We had 1 repeaters 2303 check engine light - resolved

AVERAGE MILES BETWEEN ROAD CALLS



PREVENTIVE MAINTENANCE INSPECTIONS

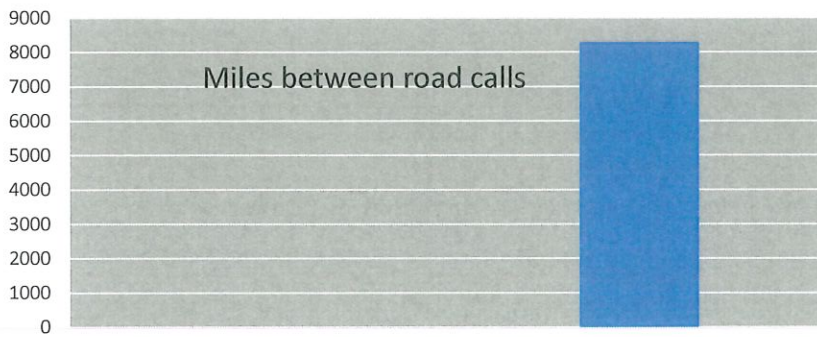
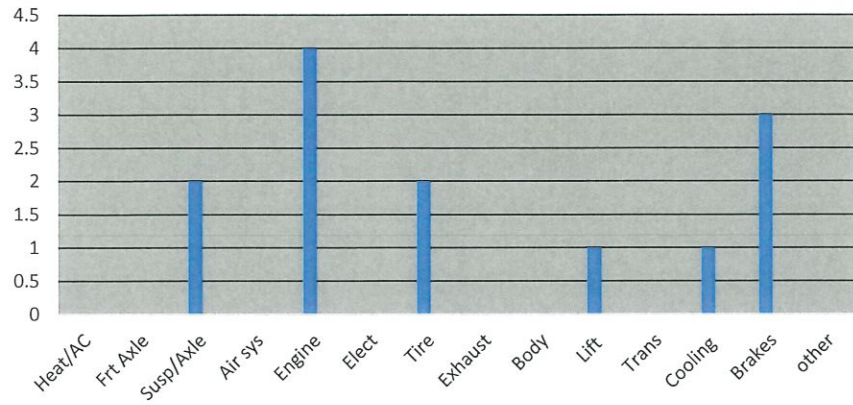


There were 43 inspections performed this month.
25 fixed route 18 were paratransit

All were done per the maintenance plan.

REPORT ON PARATRANSIT FLEET OCT

ROAD CALL SUMMARY



RMTD CLAIMS HISTORY

2024-2025						2023-2024					
	MEDICAL	RX	VISION	DENTAL	TOTAL		MEDICAL	RX	VISION	DENTAL	TOTAL
FY '25						FY '24					
July	\$138,635	\$87,956	\$755	\$5,568	\$232,913	July	\$311,576	\$94,434	\$105	\$4,160	\$410,275
Aug	\$220,717	\$88,906	\$270	\$2,527	\$312,420	Aug	\$104,500	\$17,233	\$495	\$9,196	\$131,424
Sep	\$108,952	\$81,557	\$185	\$2,339	\$193,033	Sep	\$141,879	\$75,997	\$155	\$4,827	\$222,858
Oct	\$108,858	\$54,613	\$581	\$7,729	\$171,780	Oct	\$160,137	\$128,914	\$110	\$3,517	\$292,678
Nov					\$0	Nov	\$129,833	\$88,309	\$310	\$5,323	\$223,774
Dec					\$0	Dec	\$111,279	\$45,880	\$376	\$4,291	\$161,826
Jan					\$0	Jan	\$57,444	\$93,276	\$873	\$6,392	\$157,985
Feb					\$0	Feb	\$326,028	\$87,433	\$735	\$3,440	\$417,636
Mar					\$0	Mar	\$118,361	\$74,002	\$1,250	\$3,138	\$196,750
Apr					\$0	Apr	\$113,345	\$61,814	\$474	\$3,651	\$179,284
May					\$0	May	\$264,100	\$110,530	\$952	\$3,724	\$379,307
Jun					\$0	Jun	\$205,547	\$81,382	\$578	\$5,086	\$292,594
YTD	\$577,161	\$313,032	\$1,791	\$18,163	\$910,146	YTD	\$2,044,029	\$959,202	\$6,414	\$56,745	\$3,066,390

	Medical	Rx	Vision	Dental	TOTAL
Oct 2024	\$108,858	\$54,613	\$581	\$7,729	\$171,780
Oct 2023	\$160,137	\$128,914	\$110	\$3,517	\$292,678
% Change	-32.02%	-57.64%	427.73%	119.76%	-41.31%

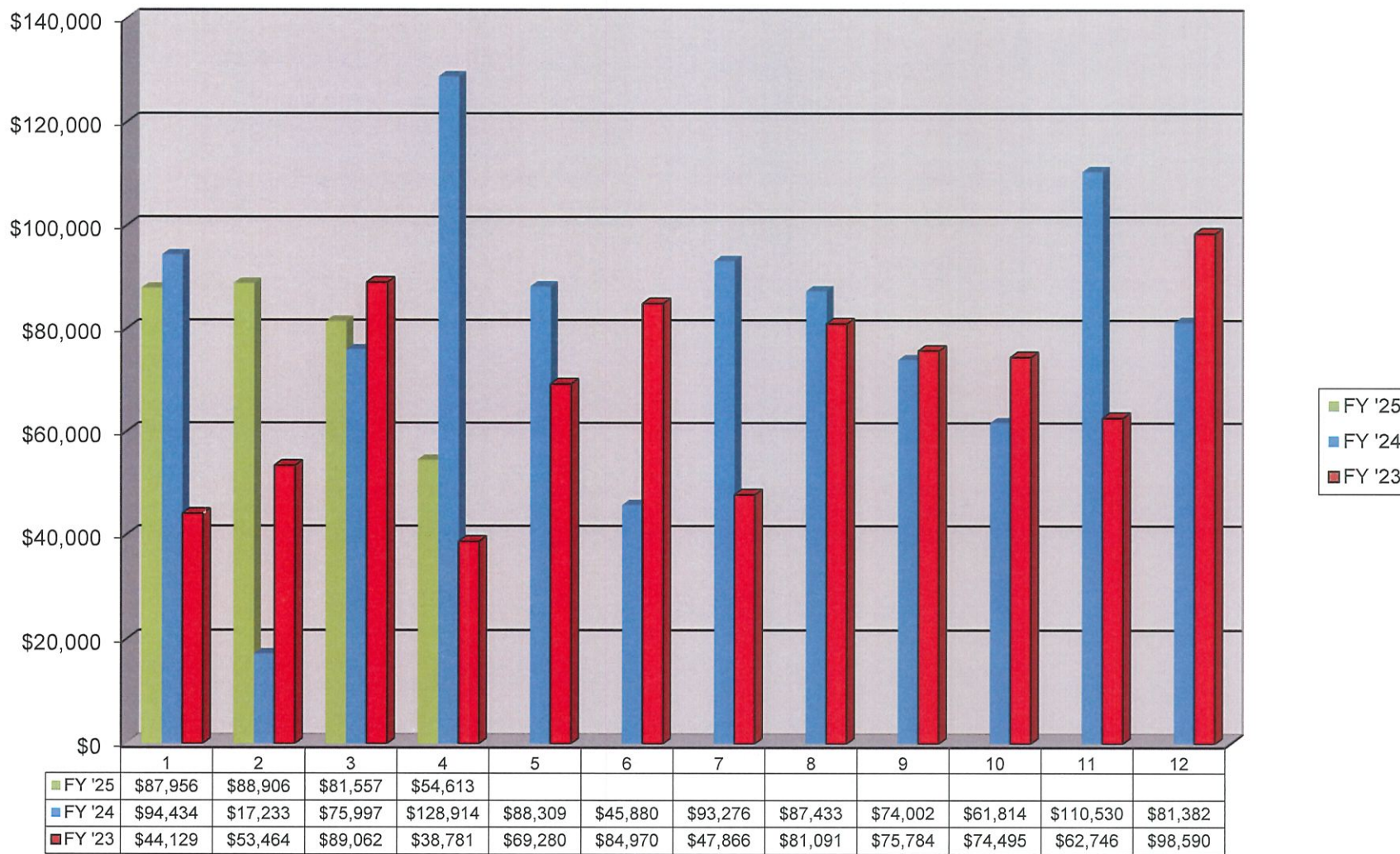
Oct 2024	\$108,858	\$54,613	\$581	\$7,729	\$171,780
Oct 2022	\$159,787	\$38,781	\$492	\$4,517	\$203,577
% Change	-31.87%	40.82%	17.99%	71.11%	-15.62%

YTD - FY 25	\$577,161	\$313,032	\$1,791	\$18,163	\$910,146
YTD - FY 24	\$718,092	\$316,578	\$865	\$21,700	\$1,057,235
% Change	-19.63%	-1.12%	106.99%	-16.30%	-13.91%

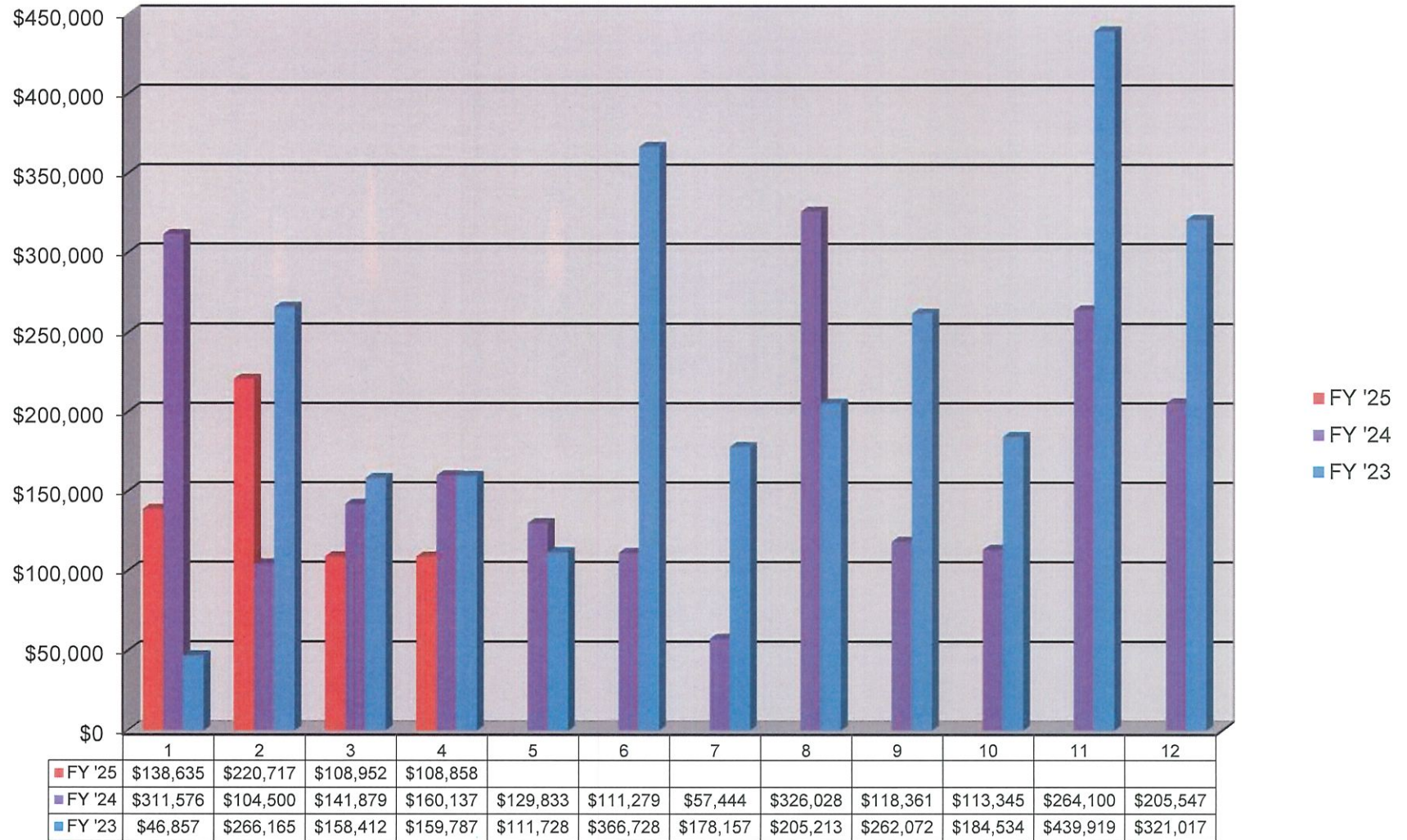
YTD FY 25	\$577,161	\$313,032	\$1,791	\$18,163	\$910,146
YTD FY 23	\$631,222	\$225,436	\$2,114	\$19,147	\$877,919
% Change	-8.56%	38.86%	-15.30%	-5.14%	3.67%

2022-2023						2021-2022				
	MEDICAL	RX	VISION	DENTAL	TOTAL	MEDICAL	RX	VISION	DENTAL	TOTAL
FY '23						FY '22				
July	\$46,857	\$44,129	\$475	\$4,399	\$95,860	\$276,048	\$68,896	\$386	\$6,583	\$351,913
Aug	\$266,165	\$53,464	\$607	\$6,745	\$326,981	\$67,290	\$29,199	\$160	\$5,938	\$102,587
Sep	\$158,412	\$89,062	\$540	\$3,486	\$251,500	\$92,687	\$79,906	\$600	\$6,117	\$179,309
Oct	\$159,787	\$38,781	\$492	\$4,517	\$203,577	\$142,439	\$87,042	\$196	\$4,259	\$233,937
Nov	\$111,728	\$69,280	\$380	\$6,704	\$188,091	\$126,256	\$55,781	\$285	\$4,167	\$186,489
Dec	\$366,728	\$84,970	\$160	\$2,616	\$454,474	\$206,676	\$65,985	\$701	\$4,504	\$277,865
Jan	\$178,157	\$47,866	\$465	\$3,630	\$230,118	\$78,298	\$65,760	\$903	\$3,686	\$148,647
Feb	\$205,213	\$81,091	\$1,435	\$3,315	\$291,053	\$140,381	\$63,648	\$1,019	\$6,522	\$211,571
Mar	\$262,072	\$75,784	\$1,573	\$7,677	\$347,105	\$156,387	\$90,755	\$925	\$9,004	\$257,071
Apr	\$184,534	\$74,495	\$517	\$4,141	\$263,686	\$109,116	\$26,594	\$590	\$5,017	\$141,317
May	\$439,919	\$62,746	\$395	\$5,241	\$508,301	\$145,687	\$46,089	\$895	\$2,267	\$194,938
Jun	\$321,017	\$98,590	\$900	\$3,701	\$424,208	\$482,292	\$96,722	\$775	\$5,319	\$585,107
YTD	\$2,700,588	\$820,257	\$7,939	\$56,172	\$3,584,955	\$2,023,557	\$776,376	\$7,435	\$63,383	\$2,870,751

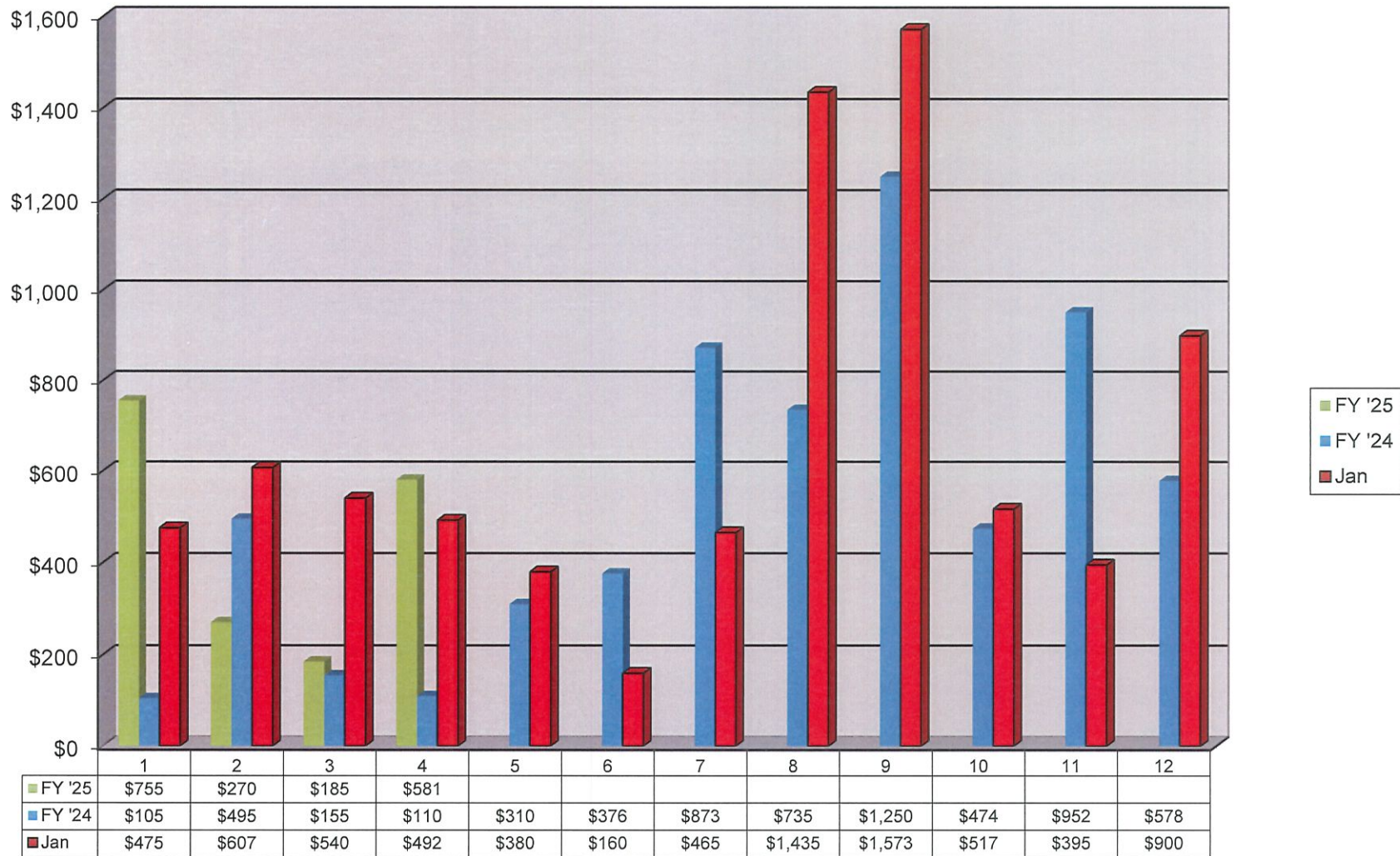
Prescription Claims History



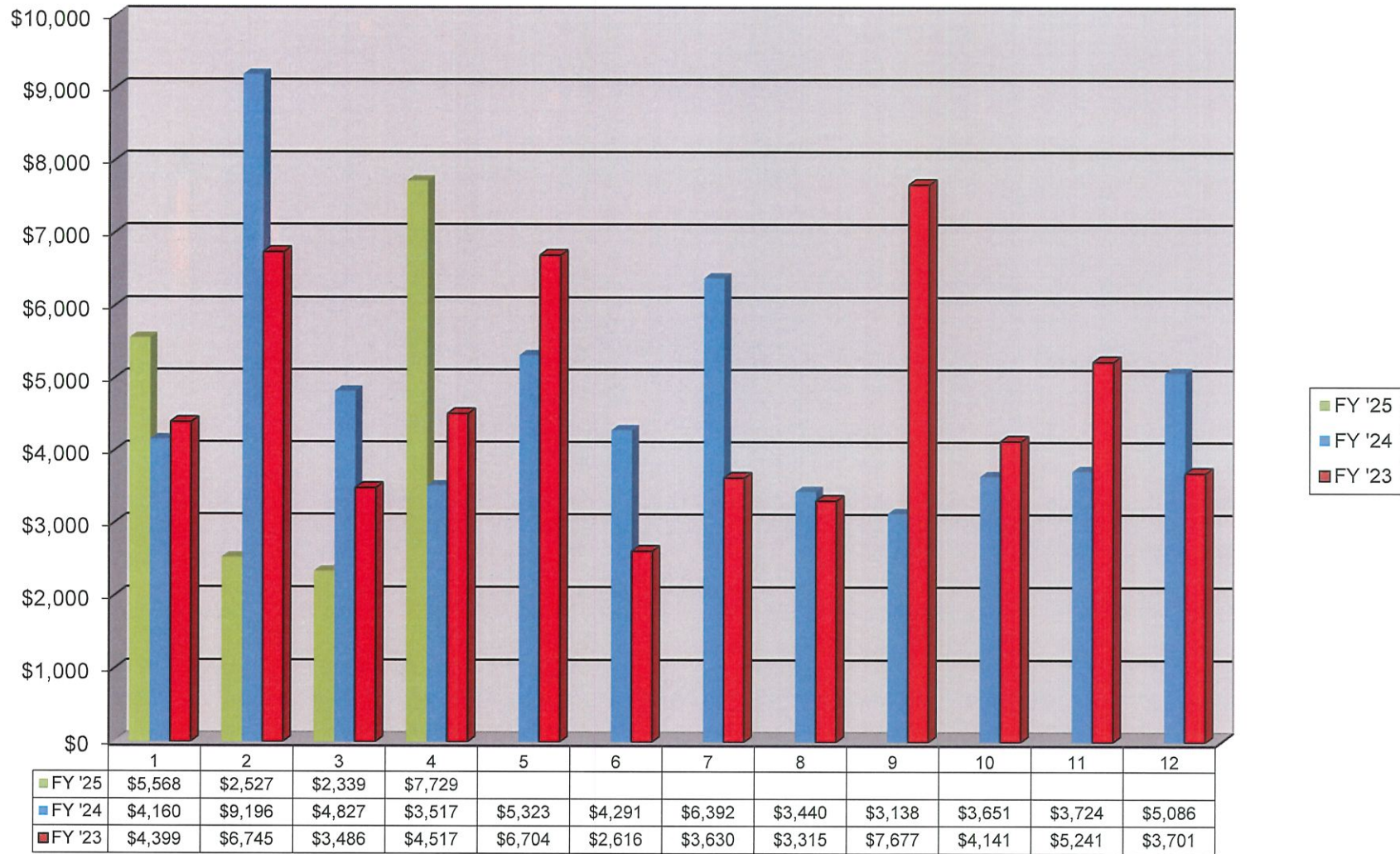
Medical Claims History



Vision Claims History



Dental Claims History





ROCKFORD MASS TRANSIT DISTRICT

TO: RMTD Board of Trustees

FROM: Orlando Toatley, Marketing & Communications Specialist
Michael Stubbe, Executive Director

DATE: December 9th, 2024

RE: Fixed Route Fare Pilot - Fare Capping

In October 2023, the district launched the Fixed Route Fare Pilot Program for Fare Capping on its digital fare purchasing platform Token Transit. The district implemented the program with the board's approval as alignment with one of the recommended goals given, under the Comprehensive Mobility Analysis. The mentioned recommendation was set as a goal to ensure all riders can more easily navigate the system by providing user-friendly fare options through a strategy to introduce fare-capping options for mobile ticketing.

As a refresher, fare capping limits how much individuals pay for all their trips in a day, week, or month. Once an individual's pass purchases and activations in a day, week, or month add up to the value of a higher-value pass they will automatically be provided the higher-value pass to use for the remaining period. Fare capping has been successful in several cities benefitting lower-income riders, who often are challenged by the higher upfront cost of passes which may result in them paying more when they choose only to purchase single rides.

Since its launch, the district has accumulated data to track trends within the program and fare conversions. Over the 14 months span the most frequently converted passes are listed below.

Total Conversions 4,503

- Adult All-Day Pass -3,660 conversions (81.3%)
- Adult 30-Day Unlimited Pass -461 conversions (10.2%)
- Adult 7-Day totaling 378 conversions (8.4%)
- Disabled All-Day Pass-3 conversions (1.49%)
- Disabled 30-Day Pass-1 conversion (0.50%)
-

Fare capping data shows that single-ride adult tickets to adult-all-day passes were the most frequently converted. This is consistent with the district's overall fare sales year to date.

Fare capping has proven to be an additional resource for passengers to access passes that are most frequently used in a more efficient way. The Fare Capping practice has saved passengers \$2,664.50 over the year-long period, providing passengers with more equitable options while traveling.

RMTD staff is requesting the board approve the permanent implementation of Fare Capping on the fixed route system through the Token Transit mobile application. Thank you for your consideration.

TO: RMTD Board of Trustees

FROM: Orlando Toatley, Marketing & Communications Specialist
Cedrick Ketton, Fixed Route Operations Manager

DATE: December 9th, 2024

RE: Stroll on State Recap

This year the Rockford Mass Transit District participated in Go Rockford's annual Stroll on State celebration. The district provided ten fixed-route buses and two paratransit buses for open shuttle service to the public during the event. The service was provided as a park-and-ride from the following locations, YMCA of Rock River Valley Swedish American Riverfront, Bethesda Church, and Crusader Clinic. RMTD Provided this service from 12:30 p.m. to 10:30 p.m.

The total number of passengers this year was 3,147, this a 47% drop from 2023's Stroll on State Ridership of 5,912 passengers. Weather is believed to be the main factor in the drop-off, as this year's temperature was 9° cooler than last year's average with temperatures this year dropping as low as 11° at night fall.

Overall positive feedback from multiple passengers was shared throughout the service. A special shout out goes to operator Thaxter Higgins for dressing up as Santa clause during his shift.





ROCKFORD MASS TRANSIT DISTRICT

815-961-9000
815-961-9892

520 Mulberry St.
Rockford, IL 61101

→

Resolution No. R-24-08

Resolution authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for Federal transportation assistance authorized by 49 U.S.C. chapter 53, Title 23, United States Code, and other Federal statutes administered by the Federal Transit Administration.

WHEREAS, the Federal Transportation Administrator has been delegated authority to award Federal financial assistance for a transportation project;

WHEREAS, the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost;

WHEREAS, the Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE ROCKFORD MASS TRANSIT DISTRICT:

Section 1. That the Executive Director is authorized to execute and file an application for Federal assistance on behalf of Rockford Mass Transit District with the Federal Transit Administration for Federal assistance authorized by 49 U.S.C. chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration. "The Applicant is the Designated Recipient as defined by 49 U.S.C. & 5307 (a)(2)."

Section 2. That the Executive Director is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a Federal assistance grant or cooperative agreement.

Section 3. That the Executive Director is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of Rockford Mass Transit District.

ADOPTED this 9th day of December, 2024.

CHAIRMAN OF THE BOARD

Application

Federal Award Identification Number (FAIN)	IL-2024-028-01
Temporary Application Number	1186-2024-1
Award Name	5307 Operating Assistance, ADA, Preventive Maintenance, and Support Vehicle and Equipment Replacement (Lapsing)
Application Status	In-Progress
Application Budget Number	0

Period of Performance Start Date	9/3/2024
Original Period of Performance End Date	3/30/2029

Part 1: Recipient Information

Name: ROCKFORD MASS TRANSIT DISTRICT

Recipient ID	Recipient OST Type	Recipient Alias	UEI	DUNS
1186	Other Government Agency	ROCKFORD MASS TRANSIT DISTRICT	PR5QXBZUMNU5	082039322

Location Type	Address	City	State	Zip
Physical Address	520 MULBERRY ST	ROCKFORD	IL	61101

Part 2: Application Information

Title: 5307 Operating Assistance, ADA, Preventive Maintenance, and Support Vehicle and Equipment Replacement (Lapsing)

FAIN	Application Status	Award Type	Application Cost Center	Date Created	Last Updated Date	From TEAM?
IL-2024-028-01	In-Progress	Grant	Region 5	11/25/2024	11/25/2024	No

Application Executive Summary

Amendment #1 provides \$1,439,000 of Section 5307 funds listed below:

\$1,439,000 FY 20 (Lapsing)

Funds will be utilized to fund an additional \$1,064,000 for Maintenance Shop Equipment (Tire Carousel, Bus Wash/Installation, Diesel Fuel Piping & Pumping System, Fluids Distribution to new facility, Floor Striping, Tire Changing/Balancing Equipment) and \$375,000 of Miscellaneous Facility Equipment (Furniture, Office Equipment, Facility Fixtures, Computer Equipment, Facility Signage). For the local share, RMTD will utilize \$287,800 of State of Illinois TDCS in lieu of a local match.

Attachments to this application include the TIP Table, FTA STIP Approval Letter, Transportation Development Credit (TDC) letter, and FY20 FTA 5307 apportionment table.

Original Grant

This grant to the Rockford Mass Transit District (RMTD) provides \$2,985,890 of Section 5307 funds listed below:

\$2,980,027 FY 19 (Lapsing)

\$5,863 FY 20

Funds will be utilized to fund \$1,158,890 for preventive maintenance (PM), \$310,000 for ADA assistance, and \$427,000 to fund operating assistance including security, \$90,000 for a Support Vehicle, \$140,000 for Shop Equipment (Hoist, Floor Scrubber, Freon Reclaimer, etc.), \$700,000 for Communication Equipment (Telephone System and Camera Systems), \$160,000 Misc. Equipment (Copier, Printer, Safe, Furniture, computers/server).

The local share of \$794,223 for the Preventative Maintenance, ADA and Operating (Security) will be provided through State of Illinois Downstate Operating Assistance Program (DOAP). All of the equipment will utilize \$218,000 of TDCS in lieu of a local match.

1% Security Requirement: : RMTD will meet the 5307 1% security requirement as the operating funds will be utilized to fund our Security Services. The Camera System equipment procurement will also provide additional security.

Attachments to this application include the TIP Table, FTA STIP Approval Letter, Transportation Development Credit (TDC) letter, and FY19 and FY20 apportionments.

Frequency of Milestone Progress Reports (MPR)

Quarterly

Frequency of Federal Financial Reports (FFR)

Quarterly

Pre-Award Authority

This award is using Pre-Award Authority.

Will this Grant be using Lapsing Funds?

Yes, this Grant will use Lapsing Funds.

Requires E.O. 12372 Review

No, this application does not require E.O. 12372 Review.

Award Description

Purpose

The purpose of this award is to fund preventive maintenance, ADA, operating assistance and replacing support vehicle and equipment for the Rockford Mass Transit District.

Activities to be performed:

Funds will be used to cover all eligible expenses for preventive maintenance and ADA, replacement support vehicle and equipment, and operating expenses such as security services and other items as needed.

Expected outcomes:

Funding permits the Rockford Mass Transit District to continue to provide daily operations including ADA and security, meet preventive maintenance standards and equipment and support vehicle continue in a state of good repair.

Intended beneficiaries:

Rockford Mass Transit District employees and passengers that rely on its service will continue to receive benefits by getting to the places they need to go to on a daily basis for their everyday needs like doctors, grocery stores, school, and work.

Subrecipient Activities:

None.

Application Point of Contact Information

First Name	Last Name	Title	E-mail Address	Phone
		tarressa.carrell@dot.gov	Transportation Program Specialist	
		mariliza.trovela@dot.gov	Transportation Program Specialist	
Paula	Hughes	Grants and Procurement Manager	phughes@rmtd.org	815-961-2227 227

Application Budget Control Totals

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$4,424,890
Local			\$0
Local/In-Kind			\$0
State			\$794,223
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$505,800
Adjustment			\$0
Total Eligible Cost			\$5,219,113

Application Budget

Project Number	Budget Item	FTA Amount	Non-FTA Amount	Total Eligible Amount	Quantity
IL-2024-028-01-01	114-00 (114-A2) BUS: SUPPORT EQUIP AND FACILITIES	\$1,829,000.00	\$0.00	\$1,829,000.00	1
IL-2024-028-01-01	11.42.06 ACQUIRE - SHOP EQUIPMENT	\$1,204,000.00	\$0.00	\$1,204,000.00	0
IL-2024-028-01-01	11.42.11 ACQUIRE - SUPPORT VEHICLES	\$90,000.00	\$0.00	\$90,000.00	1
IL-2024-028-01-01	11.42.20 ACQUIRE - MISC SUPPORT EQUIPMENT	\$535,000.00	\$0.00	\$535,000.00	0
IL-2024-028-01-01	116-00 (116-A3) SIGNAL & COMM EQUIPMENT (BUS)	\$700,000.00	\$0.00	\$700,000.00	0
IL-2024-028-01-01	11.62.02 PURCHASE COMMUNICATIONS SYSTEM	\$700,000.00	\$0.00	\$700,000.00	0
IL-2024-028-01-01	117-00 (117-A1) OTHER CAPITAL ITEMS (BUS)	\$1,158,890.00	\$289,723.00	\$1,448,613.00	0
IL-2024-028-01-01	11.7A.00 PREVENTIVE MAINTENANCE	\$1,158,890.00	\$289,723.00	\$1,448,613.00	0
IL-2024-028-01-01	300-00 (300-A5) OPERATING ASSISTANCE	\$427,000.00	\$427,000.00	\$854,000.00	0
IL-2024-028-01-01	30.09.03 SPECIAL RULE - OPERATING ASSISTANCE / 1 - 75 BUSES	\$427,000.00	\$427,000.00	\$854,000.00	0
IL-2024-028-02-01	117-00 (117-A4) OTHER CAPITAL ITEMS (BUS)	\$310,000.00	\$77,500.00	\$387,500.00	0
IL-2024-028-02-01	11.7C.00 NON FIXED ROUTE ADA PARATRANSIT SERVICE	\$310,000.00	\$77,500.00	\$387,500.00	0

Part 3: Project Information

Project Title: FY 19 and FY 20 5307 Operating Assistance, Preventive Maintenance, Support Vehicle, and Equipment Replacement

Project Number	Temporary Project Number	Date Created	Start Date	End Date
IL-2024-028-01-01	1186-2024-1-P1	11/25/2024	6/30/2024	12/31/2026

Project Description

Section 5307 funds for operating assistance, Preventive Maintenance and Equipment projects from July 1, 2024 through December 31, 2026.

Project Benefits

Operating assistance provides funding necessary to provide security for RMTD's facilities, staff and passengers.

Preventative Maintenance Funding associated with this project ensures that the RMTD facility, buses, and equipment are safe and well-maintained.

Equipment and Support Vehicle associated with this project will ensure their state of good repair and are safe and reliable.

Additional Information

None provided.

Location Description

RMTD's service area includes Rockford, Loves Park and Machesney Park, Illinois.

Project Control Totals

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$4,114,890
Local			\$0
Local/In-Kind			\$0
State			\$716,723
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$505,800
Adjustment			\$0
Total Eligible Cost			\$4,831,613

Project Budget

Project Number	Budget Item	FTA Amount	Non-FTA Amount	Total Eligible Amount	Quantity
r					

IL-2024-028-01-01	114-00 (114-A2)	BUS: SUPPORT EQUIP AND FACILITIES	\$1,829,000.00	\$0.00	\$1,829,000.00	1
IL-2024-028-01-01	11.42.06	ACQUIRE - SHOP EQUIPMENT	\$1,204,000.00	\$0.00	\$1,204,000.00	0
IL-2024-028-01-01	11.42.11	ACQUIRE - SUPPORT VEHICLES	\$90,000.00	\$0.00	\$90,000.00	1
IL-2024-028-01-01	11.42.20	ACQUIRE - MISC SUPPORT EQUIPMENT	\$535,000.00	\$0.00	\$535,000.00	0
IL-2024-028-01-01	116-00 (116-A3)	SIGNAL & COMM EQUIPMENT (BUS)	\$700,000.00	\$0.00	\$700,000.00	0
IL-2024-028-01-01	11.62.02	PURCHASE COMMUNICATIONS SYSTEM	\$700,000.00	\$0.00	\$700,000.00	0
IL-2024-028-01-01	117-00 (117-A1)	OTHER CAPITAL ITEMS (BUS)	\$1,158,890.00	\$289,723.00	\$1,448,613.00	0
IL-2024-028-01-01	11.7A.00	PREVENTIVE MAINTENANCE	\$1,158,890.00	\$289,723.00	\$1,448,613.00	0
IL-2024-028-01-01	300-00 (300-A5)	OPERATING ASSISTANCE	\$427,000.00	\$427,000.00	\$854,000.00	0
IL-2024-028-01-01	30.09.03	SPECIAL RULE - OPERATING ASSISTANCE / 1 - 75 BUSES	\$427,000.00	\$427,000.00	\$854,000.00	0

Project Budget Activity Line Items

Budget Activity Line Item: 11.7A.00 - PREVENTIVE MAINTENANCE

Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
OTHER CAPITAL ITEMS (BUS) (117-00)	11.7A.00	PREVENTIVE MAINTENANCE	OTHER CAPITAL ITEMS (BUS)	0

Extended Budget Description

Funding for the Preventive Maintenance activities, \$1,158,890, will come from lapsing FY 2019 5307 funds for the period of July 1, 2024 - June 30, 2025. The PM activities comprise of the purchase of inventory materials and supplies, equipment, as well as capitalized maintenance expenses (including

mechanic labor) for buses and related activities allowable pursuant to C9030.1E, Appendix E.

The local share of \$289,723 will be provided by State of Illinois Downstate Operating Program funds.

TIP ID# 7-24-8.

Will 3rd Party contractors be used to fulfill this activity line item?

Yes, 3rd Party Contractors will be used for this line item.

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$1,158,890
Local			\$0
Local/In-Kind			\$0
State			\$289,723
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
Total Eligible Cost			\$1,448,613

Milestone Name	Est. Completion Date	Description
Start Date	7/1/2024	The start date for incurring preventative costs will be 07/01/2024. The District plans to routinely draw down incurred costs annually.
Receive quotes and complete procurement documents	8/1/2024	Receive quotes and complete procurement documents
Award maintenance parts	9/1/2024	Award maintenance parts
End Date	7/31/2025	The end date for incurring preventative maintenance costs will be 06/30/2025. The District plans to routinely draw down incurred costs through the year with the final draw of the remaining balance shortly after the end of the fiscal year.

Budget Activity Line Item: 11.42.06 - ACQUIRE - SHOP EQUIPMENT

Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
BUS: SUPPORT EQUIP AND FACILITIES (114-00)	11.42.06	ACQUIRE - SHOP EQUIPMENT	ACQUISITION OF BUS SUPPORT EQUIP/FACILITIES	0

Extended Budget Description

Amendment #1 - This ALI will use lapsing FY 2020 Section 5307 funds in the amount of \$1,064,000 for shop equipment. Funding is to acquire shop equipment including Tire Carousel. Bus Wash/Installation,

Diesel Fuel Piping & Pumping System, Fluids Distribution to new facility, Floor Striping, Tire Changing/ Balancing Equipment. The local share of \$212,800 will be provided through Transportation Development Credits (TDC's).

TIP ID #7-25-3

This ALI will use lapsing FY 2019 Section 5307 funds for shop equipment acquisitions in the amount of \$140,000. Funding is to acquire Shop Equipment including an additional Mobile Vehicle Hoist which lifts the bus in the air to allow mechanics access, a Floor Scrubber, and a Reclaimer which is used in the Freon machines that is held while doing repairs on the bus AC system and will handle the new types of Freon on the market. The local share of \$28,000 will be provided through Transportation Development Credits (TDC's).

TIP ID# 7-24-18.

Will 3rd Party contractors be used to fulfill this activity line item?

Yes, 3rd Party Contractors will be used for this line item.

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$1,204,000
Local			\$0
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$240,800
Adjustment			\$0
Total Eligible Cost			\$1,204,000

Milestone Name	Est. Completion Date	Description
Complete Technical Specifications	6/30/2024	Create technical specifications of shop equipment.
Receive Quotes	7/31/2024	Receive Quotes from vendors
Begin procurement process documentation	8/31/2024	Begin procurement process documentation: Procurement form with all quotes, Vendor Responsibility form, and Create clauses/forms for vendor signature.
Award Shop Equipment Contract	9/30/2024	Award Shop Equipment Contract. Timeline extended due to the completion of construction project.
Equipment Received	6/30/2026	All Equipment Received

Budget Activity Line Item: 11.42.11 - ACQUIRE - SUPPORT VEHICLES

Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
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BUS: SUPPORT EQUIP
AND FACILITIES (114-
00)

11.42.11

ACQUIRE -
SUPPORT
VEHICLES

ACQUISITION OF BUS
SUPPORT EQUIP/FACILITIES

1

Extended Budget Description

This ALI will use lapsing FY 2019 Section 5307 funds for support vehicle acquisition in the amount of \$ 90,000. Funding is to acquire Support Vehicle. This additional vehicle will be used for road supervisor activity and would also have a ramp for immediate wheelchair transport to support both our fixed route and paratransit services in case of an emergency, such as lift failure or wheelchair over bus capacity limit. Useful life of 5 years, 100,000 miles. The local share of \$18,000 will be provided through Transportation Development Credits (TDC's).

TIP ID# 7-24-14.

Will 3rd Party contractors be used to fulfill this activity line item?

Yes, 3rd Party Contractors will be used for this line item.

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$90,000
Local			\$0
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$18,000
Adjustment			\$0
Total Eligible Cost			\$90,000

Milestone Name	Est. Completion Date	Description
Complete Technical Specifications	10/1/2024	Complete Technical Specifications for support vehicle
Begin procurement process documentation	11/30/2024	Begin procurement process documentation: Procurement form with all quotes, Vendor Responsibility form, and Create clauses/forms for vendor signature.
Receive Quotes	12/31/2024	Receive Quotes
Award Support Vehicle Contract	2/28/2025	Award Support Vehicle Contract. Additional months needed due to longer than normal supply chain issues that we are still dealing with especially with vehicles. Our latest bus order has been pushed back another couple of months as they are still missing an integral part.
Support Vehicle Received	6/30/2026	Support Vehicle Received

Budget Activity Line Item: 11.42.20 - ACQUIRE - MISC SUPPORT EQUIPMENT

Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
BUS: SUPPORT EQUIP AND FACILITIES (114-00)	11.42.20	ACQUIRE - MISC SUPPORT EQUIPMENT	ACQUISITION OF BUS SUPPORT EQUIP/FACILITIES	0

Extended Budget Description

Amendment #1 - This ALI will use lapsing FY 2020 Section 5307 funds in the amount of \$375,000 for miscellaneous equipment. Funding is to acquire miscellaneous equipment including Furniture, Office Equipment, Facility Fixtures, Computer Equipment, Facility Signage. The local share of \$75,000 will be provided through Transportation Development Credits (TDC's).

TIP ID #7-25-4

This ALI will use lapsing FY 2019 Section 5307 funds in the amount of \$160,000 for miscellaneous equipment. Funding is to acquire miscellaneous equipment including office furniture, larger paratransit office money safe, at least two computers, one server for camera videos, at least two replacement copiers, etc. The local share of \$32,000 will be provided through Transportation Development Credits (TDC's).

TIP ID# 7-24-15.

Will 3rd Party contractors be used to fulfill this activity line item?

Yes, 3rd Party Contractors will be used for this line item.

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$535,000
Local			\$0
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$107,000
Adjustment			\$0
Total Eligible Cost			\$535,000

Milestone Name	Est. Completion Date	Description
Complete Technical Specifications	1/31/2025	Complete Technical Specifications
Receive Quotes	4/30/2025	Receive Quotes from vendors
Begin procurement process documentation	5/31/2025	Begin procurement process documentation: Procurement form with all quotes, Vendor Responsibility form, and Create clauses/forms for vendor signature.

Award Support Equipment Contract	6/30/2025	Award Support Equipment Contract. Timeline extended due to the completion of construction project.
Equipment Received	9/30/2026	Equipment Received

Budget Activity Line Item: 11.62.02 - PURCHASE COMMUNICATIONS SYSTEM

Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
SIGNAL & COMM EQUIPMENT (BUS) (116-00)	11.62.02	PURCHASE COMMUNICATIONS SYSTEM	AQUISITION 0	

Extended Budget Description

This ALI will use lapsing FY 2019 Section 5307 funds (\$694,137) and FY 2020 funds (\$5,863) for communications equipment in the amount of \$700,000. Funding is to acquire/install communication equipment including a phone system for all RMTD facilities which will be replacing an outdated phone system to increase office efficiency and an outside camera security system to increase safety. The local share of \$140,000 will be provided through Transportation Development Credits (TDC's).

TIP ID# 7-24-16.

Will 3rd Party contractors be used to fulfill this activity line item?

Yes, 3rd Party Contractors will be used for this line item.

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$700,000
Local			\$0
Local/In-Kind			\$0
State			\$0
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$140,000
Adjustment			\$0
Total Eligible Cost			\$700,000

Milestone Name	Est. Completion Date	Description
Complete Technical Specifications	12/1/2024	Complete Technical Specifications for Communications System
Advertise Bid	4/1/2025	Receive Quotes from vendors
Award Communications Equipment Contract	7/31/2025	Award Communications Equipment Contract. Timeline extended due to the completion of construction project.
Equipment Received and Installed in current facilities	12/31/2025	Equipment Received and Installed in current facilities

Equipment Received and Installed	12/31/2026	Equipment Received and Installed in new facility.
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Budget Activity Line Item: 30.09.03 - SPECIAL RULE - OPERATING ASSISTANCE /1 - 75 BUSES

Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
OPERATING ASSISTANCE (300-00)	30.09.03	SPECIAL RULE - OPERATING ASSISTANCE /1 - 75 BUSES	OPERATING ASSISTANCE	0

Extended Budget Description

This ALI will use FY 2019 Section 5307 lapsing funds in the amount of \$427,000 for operating expenses from July 1, 2024 through June 30, 2026 under the special operating assistance rule for agencies with less than 75 buses. RMTD uses 24 buses during its peak hours. Funding is to operate, maintain and manage public transport service. Operating assistance activities include driver salaries and fuel costs and items with a useful life of less than one year as outlined in C9030.1E, pages IV-14 to IV-15.

RMTD, serving an Urbanized areas of more than 200,000 is eligible to use funds for operating assistance as identified by FTA as eligible under 49 U.S.C. 5307(a)(2) and (3). The local match of \$427,000 is provided through Illinois Downstate Operating Assistance (DOAP).

Periods of funding are:

October 2024 to September 2025: \$209,000

October 2025 to September 2026: \$218,000

TIP ID# 7-24-9, 7-24-11

Will 3rd Party contractors be used to fulfill this activity line item?

Yes, 3rd Party Contractors will be used for this line item.

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$427,000
Local			\$0
Local/In-Kind			\$0
State			\$427,000
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
Total Eligible Cost			\$854,000

Milestone Name	Est. Completion Date	Description
Start Date	7/1/2024	The start date for incurring operational costs will be 07/01/2024 using current security contract. The District plans to routinely draw down incurred costs annually.
Begin RFP Process	8/1/2024	Begin RFP Process

Award Security Contract	9/30/2024	Award Security Contract
End Date	9/30/2026	The end date for incurring operational costs will be 06/30/2026. The District plans to routinely draw down funds.

Project Environmental Findings

Finding: Class II(c) - Categorical Exclusions (C-List)

Class Level Description

Class II(c) consists of projects that do not have a significant environmental impact on the human or natural environment and are therefore categorically excluded from the requirement to prepare an environmental assessment or an environmental impact statement. FTA requires a sufficient project description to support a CE determination. The project may require additional documentation to comply with other environmental laws.

Categorical Exclusion Description

Type 07: Acquisition, installation, rehabilitation, replacement, and maintenance of vehicles or equipment, within or accommodated by existing facilities, that does not result in a change in functional use of the facilities, such as: equipment to be located within existing facilities and with no substantial off-site impacts; and vehicles, including buses, rail cars, trolley cars, ferry boats and people movers that can be accommodated by existing facilities or by new facilities that qualify for a categorical exclusion.

Date Description	Date
Class IIc CE Approved	

Scope Name / Code	Line Item Number	Line Item Name	Quantity	FTA Amount	Total Eligible Cost
OTHER CAPITAL ITEMS (BUS) (117-00)	11.7A.00	PREVENTIVE MAINTENANCE	0	\$1,158,890.00	\$1,448,613.00

Finding: Class II(c) - Categorical Exclusions (C-List)

Class Level Description

Class II(c) consists of projects that do not have a significant environmental impact on the human or natural environment and are therefore categorically excluded from the requirement to prepare an environmental assessment or an environmental impact statement. FTA requires a sufficient project description to support a CE determination. The project may require additional documentation to comply with other environmental laws.

Categorical Exclusion Description

Type 07: Acquisition, installation, rehabilitation, replacement, and maintenance of vehicles or equipment, within or accommodated by existing facilities, that does not result in a change in functional use of the facilities, such as: equipment to be located within existing facilities and with no substantial off-site impacts; and vehicles, including buses, rail cars, trolley cars, ferry boats and people movers that can be accommodated by existing facilities or by new facilities that qualify for a categorical exclusion.

Date Description	Date
Class IIc CE Approved	

Scope Name / Code	Line Item Number	Line Item Name	Quantity	FTA Amount	Total Eligible Cost
BUS: SUPPORT EQUIP AND FACILITIES (114-00)	11.42.06	ACQUIRE - SHOP EQUIPMENT	0	\$1,204,000.00	\$1,204,000.00

Finding: Class II(c) - Categorical Exclusions (C-List)

Class Level Description

Class II(c) consists of projects that do not have a significant environmental impact on the human or natural environment and are therefore categorically excluded from the requirement to prepare an environmental assessment or an environmental impact statement. FTA requires a sufficient project description to support a CE determination. The project may require additional documentation to comply with other environmental laws.

Categorical Exclusion Description

Type 07: Acquisition, installation, rehabilitation, replacement, and maintenance of vehicles or equipment, within or accommodated by existing facilities, that does not result in a change in functional use of the facilities, such as: equipment to be located within existing facilities and with no substantial off-site impacts; and vehicles, including buses, rail cars, trolley cars, ferry boats and people movers that can be accommodated by existing facilities or by new facilities that qualify for a categorical exclusion.

Date Description	Date
Class IIc CE Approved	

Scope Name / Code	Line Item Number	Line Item Name	Quantity	FTA Amount	Total Eligible Cost
BUS: SUPPORT EQUIP AND FACILITIES (114-00)	11.42.11	ACQUIRE - SUPPORT VEHICLES	1	\$90,000.00	\$90,000.00

Finding: Class II(c) - Categorical Exclusions (C-List)

Class Level Description

Class II(c) consists of projects that do not have a significant environmental impact on the human or natural environment and are therefore categorically excluded from the requirement to prepare an environmental assessment or an environmental impact statement. FTA requires a sufficient project description to support a CE determination. The project may require additional documentation to comply with other environmental laws.

Categorical Exclusion Description

Type 07: Acquisition, installation, rehabilitation, replacement, and maintenance of vehicles or equipment, within or accommodated by existing facilities, that does not result in a change in functional use of the facilities, such as: equipment to be located within existing facilities and with no substantial off-site impacts; and vehicles, including buses, rail cars, trolley cars, ferry boats and people movers that can be accommodated by existing facilities or by new facilities that qualify for a categorical exclusion.

Date Description	Date
Class IIc CE Approved	

Scope Name / Code	Line Item Number	Line Item Name	Quantity	FTA Amount	Total Eligible Cost
BUS: SUPPORT EQUIP AND FACILITIES (114-00)	11.42.20	ACQUIRE - MISC SUPPORT EQUIPMENT	0	\$535,000.00	\$535,000.00

Finding: Class II(c) - Categorical Exclusions (C-List)

Class Level Description

Class II(c) consists of projects that do not have a significant environmental impact on the human or natural environment and are therefore categorically excluded from the requirement to prepare an environmental assessment or an environmental impact statement. FTA requires a sufficient project description to support a CE determination. The project may require additional documentation to comply with other environmental laws.

Categorical Exclusion Description

Type 07: Acquisition, installation, rehabilitation, replacement, and maintenance of vehicles or equipment, within or accommodated by existing facilities, that does not result in a change in functional use of the facilities, such as: equipment to be located within existing facilities and with no substantial off-site impacts; and vehicles, including buses, rail cars, trolley cars, ferry boats and people movers that can be accommodated by existing facilities or by new facilities that qualify for a categorical exclusion.

Date Description	Date
Class IIc CE Approved	

Scope Name / Code	Line Item Number	Line Item Name	Quantity	FTA Amount	Total Eligible Cost
SIGNAL & COMM EQUIPMENT (BUS) (116-00)	11.62.02	PURCHASE COMMUNICATIONS SYSTEM	0	\$700,000.00	\$700,000.00

Finding: Class II(c) - Categorical Exclusions (C-List)

Class Level Description

Class II(c) consists of projects that do not have a significant environmental impact on the human or natural environment and are therefore categorically excluded from the requirement to prepare an environmental assessment or an environmental impact statement. FTA requires a sufficient project description to support a CE determination. The project may require additional documentation to comply with other environmental laws.

Categorical Exclusion Description

Type 04: Planning and administrative activities which do not involve or lead directly to construction, such as: training, technical assistance and research; promulgation of rules, regulations, directives, or program guidance; approval of project concepts; engineering; and operating assistance to transit authorities to continue existing service or increase service to meet routine demand.

Date Description	Date
Class IIc CE Approved	

Scope Name / Code	Line Item Number	Line Item Name	Quantity	FTA Amount	Total Eligible Cost
OPERATING ASSISTANCE (300-00)	30.09.03	SPECIAL RULE - OPERATING ASSISTANCE /1 - 75 BUSES	0	\$427,000.00	\$854,000.00

Project Title: FY 19 5307 ADA Assistance

Project Number	Temporary Project Number	Date Created	Start Date	End Date
IL-2024-028-02-01	1186-2024-1-P2	11/25/2024	10/1/2024	9/30/2025

Project Description
 Section 5307 funds for ADA assistance from October 1, 2024 through September 30, 2025.

Project Benefits
 ADA assistance provide funding necessary to operate public transit service in Rockford, Loves Park, Machesney Park. The service is a "lifeline" for many area residents who have no other means of transportation to access medical appointments, employment, grocery shopping, and more.

Additional Information
 None provided.

Location Description
 RMTD service area which consists of Rockford, Loves Park and Machesney Park, Illinois.

Project Control Totals

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$310,000
Local			\$0
Local/In-Kind			\$0
State			\$77,500
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0
Total Eligible Cost			\$387,500

Project Budget

Project Number	Budget Item	FTA Amount	Non-FTA Amount	Total Eligible Amount	Quantity
IL-2024-028-02-01	117-00 OTHER CAPITAL ITEMS (BUS) (117-A4)	\$310,000.00	\$77,500.00	\$387,500.00	0
IL-2024-028-02-01	11.7C.00 NON FIXED ROUTE ADA PARATRANSIT SERVICE	\$310,000.00	\$77,500.00	\$387,500.00	0

Project Budget Activity Line Items

Budget Activity Line Item: 11.7C.00 - NON FIXED ROUTE ADA PARATRANSIT SERVICE
--

Scope Name / Code	Line Item #	Line Item Name	Activity	Quantity
OTHER CAPITAL ITEMS (BUS) (117-00)	11.7C.00	NON FIXED ROUTE ADA PARATRANSIT SERVICE	OTHER CAPITAL ITEMS (BUS)	0

Extended Budget Description

This ALI will use Section 5307 lapsing funds for ADA Complementary Paratransit Service assistance in the amount of \$310,000 (FY 2019) for the periods listed below. ADA activities will consist of Paratransit driver and office staff salaries for one year.

Funding is to operate, maintain and manage ADA Complementary Paratransit Service. ADA activities consist of operator and dispatcher salaries in accordance with 49 CFR part 37, Subpart F, as outlined in C9030.1E, page IV-9.

The local share of \$77,500 will be provided by State of Illinois Downstate Operating Program funds.

TIP ID# 7-24-12.

Will 3rd Party contractors be used to fulfill this activity line item?

No, 3rd Party Contractors will not be used for this line item.

Funding Source	Section of Statute	CFDA Number	Amount
5307 - Urbanized Area Formula Grants (2013 and forward)	5307-2A	20507	\$310,000
Local			\$0
Local/In-Kind			\$0
State			\$77,500
State/In-Kind			\$0
Other Federal			\$0
Transportation Development Credit			\$0
Adjustment			\$0

Total Eligible Cost	\$387,500
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Milestone Name	Est. Completion Date	Description
Start Date	10/1/2024	The start date for incurring ADA costs will be 10/01/2024. The District plans to routinely draw down incurred costs annually.
End Date	9/30/2025	The end date for incurring operational costs will be 09/30/2025. The District plans to routinely draw down incurred costs with the final draw shortly after the end of the federal fiscal year.

Project Environmental Findings

Finding: Class II(c) - Categorical Exclusions (C-List)

Class Level Description

Class II(c) consists of projects that do not have a significant environmental impact on the human or natural environment and are therefore categorically excluded from the requirement to prepare an environmental assessment or an environmental impact statement. FTA requires a sufficient project description to support a CE determination. The project may require additional documentation to comply with other environmental laws.

Categorical Exclusion Description

Type 04: Planning and administrative activities which do not involve or lead directly to construction, such as: training, technical assistance and research; promulgation of rules, regulations, directives, or program guidance; approval of project concepts; engineering; and operating assistance to transit authorities to continue existing service or increase service to meet routine demand.

Date Description	Date
Class IIc CE Approved	

Scope Name / Code	Line Item Number	Line Item Name	Quantity	FTA Amount	Total Eligible Cost
OTHER CAPITAL ITEMS (BUS) (117-00)	11.7C.00	NON FIXED ROUTE ADA PARATRANSIT SERVICE	0	\$310,000.00	\$387,500.00



ROCKFORD MASS TRANSIT DISTRICT

TO: RMTD Board of Trustees
FROM: Drexel McCalvin, Safety & Training Manager
DATE: December 3, 2024
RE: October/November 2024 Safety & Training Report

Risk Management Data – 10/1/24- 11/30/24:

- Total Vehicle Accidents: 9
 - Revenue service accidents: 9
 - Responsible Party - RMTD: 1
 - Responsible Party - Other: 8
 - Non-revenue service accidents: 0
- Total Workers Compensation Injuries (Includes Rev/Non-Rev Service): 2

Agency Safety Plan Performance Data:

Fixed Route Service	Fatalities (Total)	Rate per 100k VRM	Injuries (Total)	Injuries (Per 100k VRM)	Safety Events	Safety Events (Per 100k VRM)	System Reliability Mean Distance
ASP Performance Target (annual)	0	0	8	1.6	0	0	3,000 miles
FY 2025 (FYTD)	0	0	4	4.0	0	2	2923 miles

Demand Response Service	Fatalities (Total)	Rate per 100k VRM	Injuries (Total)	Injuries (Per 100k VRM)	Safety Events	Safety Events (Per 100k VRM)	System Reliability Mean Distance
ASP Performance Target (annual)	0	0	7	1.3	0	0	20,000 miles
FY 2025 (FYTD)	0	0	1	1.0	0	0	1012 miles

Safety performance data is based on the safety performance measures established under the National Public Transportation Agency Safety Plan. FTA/National Transit Database reporting criteria.

Safety Training Update:

- Training is ongoing in the following areas: Responding to Violent Behavior or an Active Shooter, ADA, Customer Service Training, Hazard Communication, Bloodborne Pathogens and Preventing Back Injuries.

Safety Update:

- PTASP Program has been updated and recommended by the PTASP committee for approval by the board. (See attached)



ROCKFORD MASS TRANSIT DISTRICT

TO: RMTD Board of Trustees
FROM: Drexel McCalvin, Safety & Training Manager
 PTASP Safety Committee
DATE: December 3, 2024
RE: PTASP Plan Revision and Approval

On October 31 2024, the PTASP union/company safety committee met and with unanimous approval we recommend the RMTD board adopt the attached revision of the Agency Safety Plan as written for the 2025 Fiscal Year.

The additions are as follows:

Final Rule - FTA's Bipartisan Infrastructure Law (BIL) Updates (49 U.S.C. 5329(d)) 4/9/2024	5307 Agencies serving population over 200k	
Risk reduction performance targets developed by safety committee using 3 year rolling average of NTD data	X	pp. 10-12
Required safety performance measures increased from 7 to 14 (NTD Reporting)	X	pp. 28-35
Required safety performance targets increased from 7 to 14 (PTASP)	X	pp. 9-
Agencies should use the following modal groups: rail, fixed route bus, and non-fixed route bus when setting safety performance targets.	X	pp. 31-35
Definitions update	X	pp. 42
Voluntary Minimum Safety Standards and Recommended Practices	X	pp. 35-42

Public Transportation Agency Safety Plan

Rockford Mass Transit District



Adopted: August 2020

Revision #5: Sept 2024

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Section 2. Plan Development, Approval, and Updates

The Agency Safety Plan addresses all applicable requirements and standards as set forth in FTA’s Public Transportation Safety Program and the National Public Transportation Safety Plan.

Name of Entity That Drafted This Plan	Illinois Department of Transportation	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
		12/08/23
	Name of Individual/Entity That Approved This Plan	Date of Approval
	Rockford Mass Transit District Board of Trustees	8/24/20
	Stateline Mass Transit Board of Trustees	9/30/20
	Rockford Mass Transit District Board of Trustees	9/27/21
	Stateline Mass Transit Board of Trustees	10/27/21
	Rockford Mass Transit District Board of Trustees	12/19/22
	Stateline Mass Transit Board of Trustees	1/25/2023
	Rockford Mass Transit District Board of Trustees	12/11/2023
	Stateline Mass Transit Board of Trustees	01/24/2023
Approval by the Board of Directors or an Equivalent Authority	Relevant Documentation (title and location)	
	<i>Board Meeting #945, Monday, August 24, 2020 (RMTD Central Files)</i>	
	<i>SMTD Resolution 20-R-05 Adopting RMTD PTASP (SMTD Central Files)</i>	
	<i>Board Meeting #959, Monday, September 27, 2021 (RMTD Central Files)</i>	
	<i>SMTD Board Meeting Monday October 27, 2021 (SMTD Central Files) Approved</i>	
	<i>RMTD board meeting, 12/19/22 (RMTD central files) Meeting #972</i>	
	<i>SMTS board meeting, (SMTD central files) 01/25/2023</i>	
	<i>RMTD board meeting, 12/11/23 (RMTD central files) Meeting #986</i>	
	<i>SMTD board meeting, (SMTD central files) 01/24/2024</i>	

The annual review and update of the PTASP shall be updated jointly by the Executive Director, Chief Safety Officer, and the PTASP safety committee in July of each year. The Executive Director will review and approve any changes, sign the revised agency safety plan and forward to the RMTD Board of Directors for final review and approval.

Along with annual updates, RMTD may update the plan if we determine:

- Its approach to mitigating safety deficiencies is ineffective.
- Makes significant changes to its service delivery
- Introduces new processes or procedures that may impact safety.
- Changes or reprioritizes resources available to support Safety Management Systems and the PTASP.
- Changes are made to facilities, equipment with a potential to impact safety operations.
- Significant changes to RMTD's organizational structure.

2.1 Safety Management System

Safety Management Systems is a management system, akin to a financial or quality management system. It ensures that a public transportation agency, regardless of its size or service environment, has the necessary organizational structures, activities and tools in place, and the necessary safety accountabilities to direct and control resources to manage safety proactively and optimally.

Safety Management Systems activities proactively detect safety concerns and organizational factors, and correct them using data-driven prioritization. As such, important to its success are the:

1. Effective collection, analysis, and sharing of safety data, and
2. Active, accurate, and routine safety performance measurement.

Safety Management Systems provides transit and oversight agencies with additional tools and activities, and therefore new opportunities to efficiently and effectively align safety priorities and promote continuous improvement in safety performance.

Safety Management System Components

<p style="text-align: center;">Safety Management Policy</p> <ol style="list-style-type: none"> 1. Safety Management Policy Statement 2. Safety Accountabilities and Responsibilities 3. Integration with Public Safety and Emergency Management 4. Safety Management System Documentation and Records 	<p style="text-align: center;">Safety Assurance</p> <ol style="list-style-type: none"> 8. Safety Performance Monitoring and Measurement 9. Management of Change 10. Continuous Improvement
<p style="text-align: center;">Safety Risk Management</p> <ol style="list-style-type: none"> 5. Safety Hazard Identification 6. Safety Risk Assessment 7. Safety Risk Mitigation 	<p style="text-align: center;">Safety Promotion</p> <ol style="list-style-type: none"> 11. Safety Communication 12. Competencies and Training

Section 3. Safety Performance Targets (SPT)

RMTD collects monthly data to include safety and performance. This data is used annually to develop Safety Performance Targets included in this plan. RMTS also uses historic safety data to develop targets while also monitoring data to identify trends requiring mitigating actions.

Safety targets are produced by using a rolling 3-year average presented to the Safety Committee and coming up with an achievable but challenging goal. Failure to meet these targeted goals will require funds to be set aside to be used for projects to help meet these goals the following year.

Additionally, when developing targets, RMTD takes into consideration the following attributes that may impact target development.

- New vehicles or facility modification.
- Changes in Training Programs and/or delivery.
- Changes in the process of employee evaluation, asset review, and process review;
- Growth in service, (Increased number of routes, new routes and service modes)

Initial Annual Safety Performance Targets 2020

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

Mode of Transit Service	Fatalities (Total)	Rate per 100k VRM	Injuries (Total)	Injuries (Per 100k VRM)	Safety Events	Safety Events (Per 100k VRM)	System Reliability Mean distance
Fixed Route Bus	0	0	8	.66	0	0	3,000 miles
Demand Response	0	0	7	.61	0	0	20,000 miles

RMTD will evaluate their SMS program annually to identify areas of improvement. Evaluation of the SMS programs is necessary to ensure that they effectively and efficiently allow MTS to meet safety objectives and performance targets. When there is a safety deficiency identified during a safety performance assessment, changes to data collection to help better understand the problem will be made and carried out by the Accountable Executive. MTS will use the data and information gathered while conducting safety performance monitoring to address any identified weaknesses in organizational structures, processes, and resources in a timely manner.

Performance Modes

Safety Performance FY2021

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

Mode of Transit Service	Fatalities (Total)	Rate per 100k VRM	Injuries (Total)	Injuries (Per 100k VRM)	Safety Events	Safety Events (Per 100k VRM)	System Reliability Mean distance
Fixed Route Bus	0	0	8	.65	2	1.38	3,315 miles
Demand Response	0	0	7	.17	1	.69	32,111 miles

Safety Performance in FY2022

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

Mode of Transit Service	Fatalities (Total)	Rate per 100k VRM	Injuries (Total)	Injuries (Per 100k VRM)	Safety Events	Safety Events (Per 100k VRM)	System Reliability Mean distance
Fixed Route Bus	0	0	5	.61	1	1.38	2944 miles
Demand Response	0	0	5	.32	1	.69	1,994 miles

Safety Performance in FY2023

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

Mode of Transit Service	Fatalities (Total)	Rate per 100k VRM	Injuries (Total)	Injuries (Per 100k VRM)	Safety Events	Safety Events (Per 100k VRM)	System Reliability Mean distance
Fixed Route Bus	0	0	6	2.22	3	4.44	2,802 miles
Demand Response	0	0	10	8.18	2	4.09	12,584 miles

Safety Performance in FY2024

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

Mode of Transit Service	Fatalities (Total)	Rate per 100k VRM	Injuries (Total)	Injuries (Per 100k VRM)	Safety Events	Safety Events (Per 100k VRM)	System Reliability Mean distance
Fixed Route Bus	0	0	14	1.04	2	1.7	20,000 miles
Demand Response	0	0	26	20.9	2	.66	15,833 miles

Safety Performance Targets by Mode (2025) Beginning 3 Year Averages

Performance Target 2025	Mode of Transit Service	
	Fixed Route	Demand Response
Est. Annual Vehicle Revenue Miles (VRM)		
Number of Safety Events		
Rate of Safety Events per 100K VRM		
Total Major Mechanical Failures		
System Reliability Mean Distance (Maint. Performance)		
Measure 1a - Major Events		
Measure 1b - Major Event Rate		
Measure 1.1 - Collision Rate (new)		
Measure 1.1.1 Pedestrian Collision Rate (new)		
Measure 1.1.2 Vehicular Collision Rate (new)		
Measure 2a - Number of Fatalities	0	0
Measure 2b - Rate of Fatalities per 100K VRM		
Measure 2.1 - Transit Worker Fatality Rate (new)		
Measure 3a - Number of Injuries		
Measure 3b - Rate of Injuries per 100K VRM		
Measure 3.1 - Transit Worker Injury Rate (new)		
Measure 4a - Assaults on Transit Workers (new)		
Measure 4b - Rate of Assaults on Transit Workers (new)		
Measure 5 - System Reliability		

Safety Performance Target Coordination		
<i>Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.</i>		
RMTD shares safety performance targets with Beloit and Rockford MPO's annually as part of our continued coordination of transit data. This data also includes Transit Asset Management Plan updates and anticipated capital replacement schedules. Additionally, these targets are transmitted to IDOT annually.		
Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Illinois Department of Transportation	8/20/2020
	Illinois Department of Transportation	9/27/2021
	Illinois Department of Transportation	10/1/2022
	Illinois Department of Transportation	01/06/2023
		2024

Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Stateline Area Transportation Study (SLATS)	8/20/2020
	Region One Planning Council (R1PC)	8/20/2020
	Stateline Area Transportation Study (SLATS)	9/27/2021
	Region One Planning Council (R1PC)	9/27/2021
	Stateline Area Transportation Study (SLATS)	10/1/2022
	Region One Planning Council (R1PC)	10/1/2022
	Stateline Area Transportation Study (SLATS)	01/06/2023
	Region One Planning Council (R1PC)	01/06/2023
	Stateline Area Transportation Study (SLATS)	2024
	Region One Planning Council (R1PC)	2024

Section 4. Safety Management Policy

Performance Modes

Safety Management Policy Statement

The Rockford Mass Transit District is dedicated to providing safe, efficient, affordable, dependable, and accessible transportation to the residents of Rockford and the surrounding area. The Public Transportation Agency Safety Plan (PTASP) has been developed to integrate safety into all RMTD system operations. By using the procedures contained in the PTASP, RMTD can continue to improve the safety and security of RMTD’s operation and services. This PTASP describes the policies, procedures, and requirements to be followed by management, maintenance, and operations personnel to provide a safe environment for RMTD employees, customers, and the general public. The goal of this program is to eliminate the human and fiscal cost of avoidable personal injury and vehicle accidents.

Each department has a responsibility under the PTASP. Directors and supervisors shall provide the continuing support necessary to achieve the PTASP objectives. A key to the success of this

effort is for employees to be aware that they are accountable for safely performing the requirements of their position. The success of the program also depends on all employees actively identifying potential hazards and making a commitment to the safety of others.

RMTD must be aware that decisions and actions often affect the safety of those in other operations. By following the processes described in the PTASP, RMTD will continue to improve performance and the safety of the system while creating a culture of safety.

RMTD's commitment is to:

- **Support** the management of safety through the provision of appropriate resources that will result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as the attention to the results of the other management systems of the organization;
- **Integrate** the management of safety among the primary responsibilities of all managers and employees;
- **Clearly define** for all staff, managers, and employees alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of RMTD's safety management system;
- **Establish and operate** hazard identification and analysis, and safety risk evaluation activities--including an employee safety reporting program as a fundamental source for safety concerns and hazard identification--to eliminate or mitigate the safety risks of the consequences of hazards resulting from RMTD operations or activities to a point which is consistent with an acceptable level of safety performance;
- **Ensure** that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
- **Comply** with, and wherever possible exceed, legislative and regulatory requirements and standards;
- **Ensure** that sufficient skilled and trained human resources are available to implement safety management processes;
- **Ensure** that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;

- **Establish and measure** safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- **Continually improve** safety performance through management processes that ensure that appropriate safety management action is taken and is effective; and
- **Ensure** externally supplied systems and services to support operations are delivered, meeting established safety performance standards.

RMTD's Goals for Safety are established as follows:

In collaboration with our Regional Municipal Partners, design, construct, test, and operate a transportation system that achieves an optimum level of safety, exceeding the safety performance of other transit systems of a similar size in the United States.


- Identify and evaluate, then eliminate or control hazards to employees, customers, and the public.
- Meet or exceed all government and industry occupational health and safety standards and practices.
- Maximize the safety of future operations by affecting the design and procurement processes.

The objectives of the PTASP are the means to achieving its goals. They also provide a method of evaluating the effectiveness of RMTD's safety efforts. The PTASP objectives are:

- Integrate safety management and hazard control practices within each RMTD department.
- Assign responsibilities for developing, updating, complying with, and enforcing safety policies, procedures, and requirements.
- Verify compliance with RMTD safety policies, procedures, and requirements through performance evaluations, accident/incident trends, and internal audits.
- Investigate all accidents/incidents, including identifying and documenting the causes for the purpose of implementing corrective action to prevent a recurrence.
- Increase investigation and systematic documentation of near misses.
- Identify, analyze and resolve safety hazards in a timely manner.
- Minimize system modifications during the operational phase by establishing and utilizing safety controls at system design and procurement phases.

- Ensure that system modifications do not create new hazards.
- Train employees and supervisors on the safety components of their job functions.

RMTD takes these commitments seriously as the lives of RMTD riders, employees and the general public depend on RMTD's ability to operate in a culture of safety.



 Accountable Executive

8/24/20

 Date

Safety Management Policy Communication

RMTD realizes the importance of ensuring its employees and riders are aware of RMTD safety management policies and procedures to effectively manage the system's day to day operations. To do this, RMTD relies on several forms of effective communication.

Employees: RMTD is constantly evaluating existing policies and procedures to verify their effectiveness. To do this, RMTD seeks input from all staff, including contracted service providers, to determine if change is necessary based on trends, data analysis, operational changes or new assets. Several methods are used to communicate policy and/or procedure changes, including:

- ◆ Employee memorandum through paycheck, daily manifest of work orders, agency meetings
- ◆ Bulletin board notices
- ◆ Safety banners
- ◆ Departmental meetings
- ◆ Safety Committee meetings

RMTD includes a training element for safety management policies impacting safety or service delivery and is conducted before the policy effective date. New policies and procedures are incorporated into orientation training for new employees as well. RMTD works closely with the Amalgamated Transit Union (ATU) when policy changes have the potential to impact the collective bargaining agreement.

Depending on the importance of the policy or procedure change, an acknowledgement signature is required of each employee verifying their understanding of the change.

Riders: If a rider policy is changed or added, RMTD notifies riders through the following methods:

- ◆ Notice posted on vehicle and facilities including effective date and who to contact for more information
- ◆ Changes to digital rider guidance including schedules and ride guides as appropriate

- ◆ Public Meetings
- ◆ Social Media and Web Site Alerts
- ◆ Any services impacted by policies changes will include outreach as required by Federal Guidance.

Authorities, Accountabilities, and Responsibilities

As mentioned in the Safety Policy Statement, the ultimate authority for the success of this PTASP falls to the Accountable Executive (AE). The Chief Safety Officer (CSO), the administration and management team, as well as employees fulfilling their commitment to safety on a day-to-day basis support the AE.

Accountable Executive (AE): The Accountable Executive will determine, based on feedback from senior staff, the level of Safety Management System principals to maintain to ensure a safe work environment, rider experience and community safety. RMTD's AE is committed to providing employees with the tools and training needed to be successful and safe in their roles with RMTD. The AE will continually strive to create a culture of safety among the employees, and RMTD expects each employee to play a role in maintaining a safe workplace.

RMTD's AE is accountable for ensuring that the agency's SMS is effectively implemented throughout the agency's public transportation system. The AE is accountable for ensuring action is taken, as necessary, to address substandard performance in the agency's SMS. He may delegate specific responsibilities, but the ultimate accountability for the transit agency's safety performance cannot be delegated and always rests with the AE.

The current AE, Michael Stubbe, is also the Executive Director and has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. § 5329(d), and the agency's Transit Asset Management Plan in accordance with 49 U.S.C. § 5326.

Chief Safety Officer (CSO): RMTD has concluded one CSO will be sufficient to manage the day to day adherence to this Plan and, while in this role, report directly to the AE. Drexel McCalvin is the CSO for RMTD. As CSO, he will monitor safety and security throughout the organization including sub-contractors. All departments have been notified of the CSO's role and the established reporting requirements relating to safety-related matters. The CSO has been adequately trained for this role and has the authority and responsibility for day-to-day implementation and operation of RMTD's SMS. Along with CSO responsibilities, the CSO is also the Safety and Training Manager.

RMTD's CSO will be responsible for the following:

- ◆ Developing and maintaining SMS documentation;
- ◆ Directing hazard identification and safety risk assessment;
- ◆ Monitoring safety risk mitigation activities;
- ◆ Providing periodic reports on safety performance;

- ◆ Briefing the Accountable Executive and Board of Directors on SMS implementation progress; and
- ◆ Planning safety management training.

Roll of Staff to Develop and Manage Safety Management Systems (SMS)

Accountable Executive

The Accountable Executive (AE) will work with the Chief Safety Officer (CSO), ATU, IBEW, and administrative staff to adjust the PTASP as needed based on staff feedback, trends, and data analysis. The AE is vested with the primary responsibility for the activities of the transit system and overall safety performance. The AE fulfills these responsibilities by providing the resources necessary to achieve PTASP goals and objectives by exercising the approval authority for system modifications as warranted. The AE also sets the agenda and facilitates the cooperative decision making of the management team.

Chief Safety Officer (CSO)

For purposes of managing the SMS and PTASP, the CSO will report directly to the AE to determine strategy, policy, and goals for maintaining safety and security for passengers, employees, and the general public. The CSO will monitor day to day operations and work with staff to identify and mitigate risk through evaluation, feedback, and data analysis.

Supervisors

Supervisors and department managers are responsible for the safety performance of all personnel and equipment under their supervision. They are responsible for the initial investigation of all accidents and incidents, and for reporting these accidents and incidents to the Human Resources, Operations Department and CSO.

Employees

All RMTD personnel are responsible for performing their work safely and for following established safety-related rules, procedures, and work practices. This includes reporting all accidents, incidents, and hazards to their supervisor per established requirements for the protection of themselves, co-workers, customers, facilities, and equipment.

Key Staff

RMTD staff will be responsible for maintaining high standards of safety, customer service, and security. The Employee Safety Reporting Program (ESRP) will define the employees' role to identify and mitigate risk through open communication to superiors including the CSO and AE. Administrative staff will be instrumental in ensuring action is taken to reduce risk and the whole system is continuously monitored to ensure actions are effective and appropriate.

RMTD staff will be involved with updates, modifications and implementation of the PTASP. Each staff member brings a valued perspective to the development of policies and procedures he or she will be expected to implement. Every opportunity will be given for employees and riders to provide input to increasing safety at RMTD. Those opportunities include monthly safety meetings, annual employee meetings and training, department meetings, customer and employee surveys and an open-door policy with access to all management staff.

Employee Safety Reporting Program (ESRP)

As stated in the Safety Management Policy Statement, RMTD is determined to provide a safe working environment for its employees, riders and the general public. To ensure success, RMTD has developed an ESRP to enable employees to report any risk or perceived risk to a supervisor, CSO, or member of administration.

The ESRP allows each employee to report detailed information and observations whether they are a driver in service, maintenance staff, or other on-duty employee without penalty or retaliation as noted in RMTD Personnel Policies.

This program dovetails with other methods currently in place to proactively identify hazards or threats. Those methods include but are not limited to the following:

- ◆ Pre/Post Trip Inspections
- ◆ Preventive Maintenance Inspections
- ◆ Employee Evaluations
- ◆ Facility Maintenance Plan
- ◆ Service Evaluation and Planning Program
- ◆ Training Program
- ◆ Rider and Public Complaint/Compliment Process
- ◆ Safety and Employee Meetings
- ◆ Incident/Accident Policies
- ◆ Safety Committee

SOSPES

The RMTD has implemented the use of “SOSPES”. Sospes is a safety management software that helps RMTD to improve its workplace safety program and our productivity to quickly address concerns and reporting compliance.

This workplace safety software collects real-time data to enable immediate response and preventative measures. Incident reports, incident management, injury reports, environmental spills, etc., that increases our operational efficiency and improves employee engagement and productivity, allowing us to make informed decisions for workplace safety. The modules we use are as follows:

- **Incident reporting**

Employees can report incidents, close calls, injuries, and more from a mobile device or computer.

- **Real-time notifications**

Safety and management are immediately alerted when a report is submitted.

- **Mobile app**

The easy-to-use app allows employees to be part of the process and creates a real-time flow of information.

- **SDS Compliance**

The **Sospes SDS** module allows us to maintain our entire **SDS** binder digitally. Additionally, the SDSs are frequently being reviewed and updated for employee access.

- **Analytics**

On-demand analytics and real-time reporting provide actionable data for incident prevention.

- **Certifications management**

The system automatically alerts management and employees when certifications are coming due.

- **OSHA compliance**

Sospes helps with OSHA and PTASP compliance.

- **Cloud-based**

Sospes is stored in a secure Microsoft Azure Cloud.

- **Free resources**

Sospes offers a library of free resources to help organizations stay on track with industry trends.

Our workplace safety software collects real-time data to enable immediate response and preventative measures. Incident reports, incident management, injury reports, environmental spills, etc., that increases our operational efficiency and improves employee engagement and productivity, allowing us to make informed decisions for workplace safety.

Non-Electronic Hazard Reporting

RMTD has developed a Hazard Report Form used to identify and provide information about hazards observed by RMTD employees while on-duty. The three-page form identifies vital information to assist employees in determining an action to mitigate the threat or hazard. This form is not meant to replace accident or incident forms currently being used, but instead used in conjunction with those forms. It is a proactive reporting method to identify a perceived threat or hazard, potentially endangering employees, riders or the general public. The form serves a dual role as an incident, illness, and near miss report. The form is located in Appendix 1 of this Plan.

Effective September 2020 all RMTD employees will receive one hour of training on the procedures associated with the Hazard Report Form. The training will cover the following areas:

- ◆ Locations of blank Hazard Report Form
- ◆ When to use a Hazard Report Form
- ◆ Capturing critical information on the form
- ◆ Notification process depending on the hazard
- ◆ Proper assessment of the reported hazard
- ◆ Levels of likelihood of repeat
- ◆ Supervisor and CSO role in completing the form
- ◆ Follow-up process to determine effectiveness of mitigation

The following process is used as part of the ESRP.

Immediate Action Required

If you have identified a hazard which you perceive to be a risk to yourself, fellow employees, passengers, or the public you must report it immediately to the on-duty supervisor/dispatcher. Once reported you must determine if immediate action is necessary to prevent additional risk. If so, communicate to supervisor before taking action if time allows. Once action has been taken to mitigate the potential harm to yourself, others or property advise a supervisor of the results of your actions. Once you are able, complete the appropriate form with complete information and give to supervisor on-duty.

Delayed Action Required

Once a hazard has been identified, the RMTD employee should assess if the hazard requires immediate action to reduce the risk of if delayed action can be taken. If the employee determines delayed action is appropriate a full report must be completed using the appropriate report form and submitted to the on-duty supervisor.

Role of Supervisor

The on-duty supervisor is responsible for advising the employee on immediate action or delayed action to mitigate a hazard. The supervisor must then review the report to ensure all information is included adding additional information from their perspective. Once the form is complete it must be reviewed by the CSO to determine action necessary, investigate root cause of hazard and follow-up.

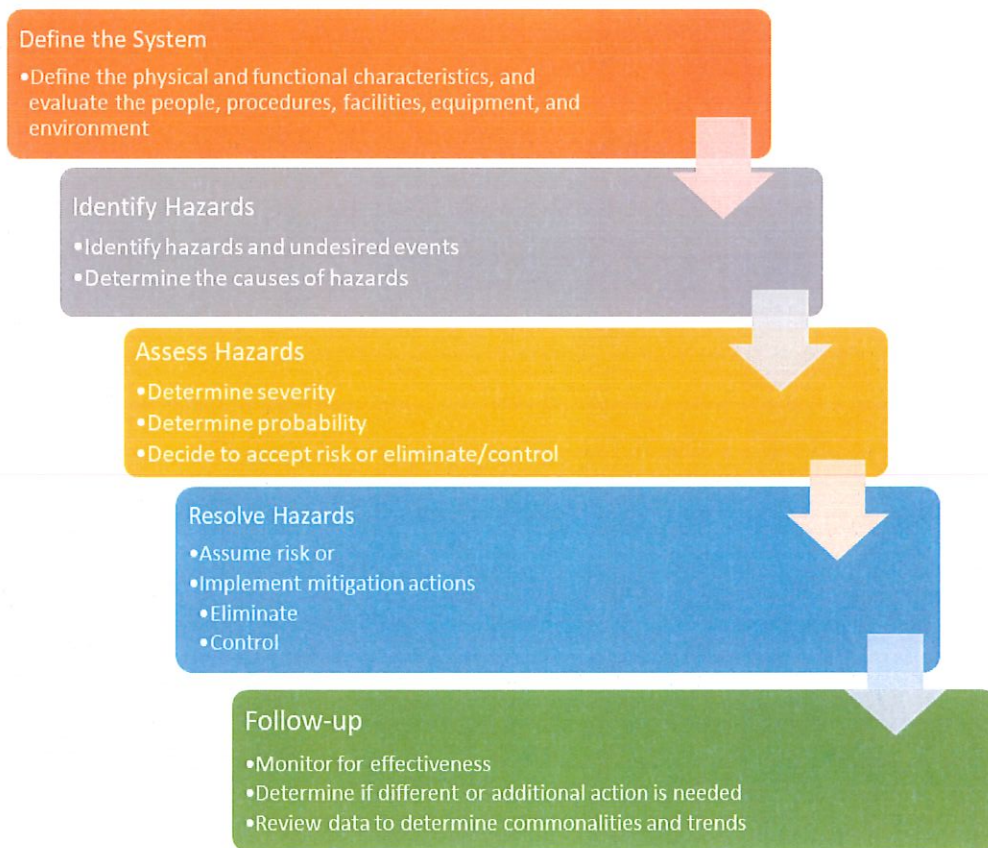
The CSO is responsible for determining the status of each hazard reported. In some cases, hazards may be identified and are not able to be resolved but actions are taken to reduce the risk of the hazard. It is RMTD's goal to eliminate all identified hazards if possible. Some hazards may require continuous monitoring to ensure the hazard does not elevate to an action level.

All hazard and safety reports will be documented and integrated into current performance measures and data collection. The CSO will track each hazard to completion and recommend policy or procedural changes if needed as a result of the hazard mitigation.

RMTD Responsibility

RMTD takes every hazard report seriously and investigates each one to determine if it's an isolated case, or emerging trend requiring evaluation of policies and procedures or service modifications. Employees reporting hazards will not face disciplinary action unless that employee contributed to the hazard. RMTD wants to encourage all employees to report any hazard or threat they observe and help make the RMTD system as safe as possible for its employees, riders, and the general public. Employees may report the hazard to their immediate supervisor or go directly to the CSO to submit and discuss their report.

The following process chart illustrates the steps taken as part of the hazard identification process through the ESRP.



Section 5. Safety Risk Management

RMTD provides training to all personnel in the identification of hazards and security threat while also providing tools to enable personnel to report these risks. Once the risk has been identified RMTD conducts an assessment of the risk to determine the necessary response and response time. The response may include further investigation or monitoring, action(s) to mitigate the hazard or security threat and follow-up assessment to ensure action taken is appropriate and effective.

Safety Hazard Identification:

Hazard and security threats are identified through different methods of monitoring the system. This includes system, employee and asset assessments conducted daily and on incremental basis. Additionally, RMTD communicates with peers across the state, FTA and IDOT to identify common hazards impacting multiple systems. RMTD conducts the following routine and random evaluations of the system in the following departments:

Personnel

Each RMTD employee is evaluated annually to ensure they are performing their job to the expectations of the Agency. As part of their orientation process the employee is provided training and tools to perform their job while not receiving permanent status until completing 120 days of employment. During the 120 - day period, the employee is evaluated to determine if they are properly prepared to perform their job.

Additional evaluations of the employee are conducted throughout the year through spot-checks of some aspect of their job function. If through spot-check or annual evaluation it is determined the employee's performance does not meet expectations or training standards, remedial training will be provided and additional evaluations will take place to ensure remedial training was effective.

Assets

Rolling stock, facilities and equipment are monitored through a vigorous preventive maintenance plan aimed at identifying hazards and deficiencies as part of daily and scheduled inspections. Operations and Maintenance Departments coordinate the preventive maintenance program including daily Vehicle Inspection Reports (VIR)s, incremental and annual inspections.

RMTD updates the FTA required Transit Asset Management (TAM) Plan annually with data relevant to each asset to include a condition assessment, miles (with rolling stock and non-revenue vehicles) and age as to whether the asset is in a State of Good Repair (SGR). The TAM Plan allows RMTD management to plan asset replacement or rehabilitation for future years.

Safety Management System

As part of RMTD's safety management system monitoring, the agency uses service evaluations when planning, spot-checking or responding to an event like an accident or incident. New routes are strategically developed with safety being the first priority and passenger access second. RMTD route planners plan and test all routes before activating the route for revenue service. All routes are reviewed periodically to determine if environmental hazards may exist requiring modification to the route, schedule or vehicle.

All front-line staff have been trained to note any changes to service which may be considered a hazard or security threat and through the ESRP, notify their supervisors immediately or upon return to RMTD depending on the severity of the hazard.

Hazard Identification Procedure

Any employee seeing something through inspection or observation they deem to be a hazard are instructed to immediately report that hazard to the immediate supervisor regardless of the perceived level of threat. Depending on the situation, either the immediate supervisor or the employee will complete a Hazard Report via in person or utilizing the SOSPEs safety management system and submit it to the CSO.

If the hazard requires immediate mitigation, the employee will be instructed on steps to take to reduce the risk which may or may not alleviate the risk completely. Additional actions may be taken once the immediate risk mitigation has been taken. Some hazards may not pose an immediate risk but are still reported and the CSO will be responsible for risk assessment, investigation and mitigation strategy.

In some cases, a passenger or member of the general public may call RMTD with a complaint about a front-line employee which may rise to the level of hazardous behavior or actions. RMTD currently documents all customer complaints/compliments through the software Issue Trak and takes appropriate action to investigate any complaints. Complaints deemed hazardous will trigger immediate action by on-duty supervisors.

- Pre-Trip Inspection forms will be located on all vehicles along with standard safety kits for accident and incident reporting, with all Customer Service Representatives (CSR)'s, Dispatch, Operations, and Maintenance Departments. A copy of the form is located in Appendix 1.
- The Pre-Trip Inspection Form will require the employee to briefly describe the hazard noting date, time of day, location, and other pertinent information. The form includes a section for the CSO or immediate supervisor to document immediate action taken to reduce risk, a risk assessment chart prioritizing the risk, and a section for additional follow-up action. All forms will be processed by the CSO and summarized periodically for trend analysis and include in safety performance measures.

49 CFR part 673.5

Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Safety Risk Assessment

All RMTD staff have been provided with training appropriate for their positions within the organization. RMTD expects its employees to respond to hazards or threats with professional judgement as sometimes there might not be time to contact a supervisor to prevent an emergency event. In cases where the hazard can be reported without immediate risk, the employee will make an initial assessment of the risk as part of their report.

- Once received by the CSO, the initial risk assessment may be amended requiring immediate, short, or long-term response.

- As part of the accident investigation, incident investigation or hazard identification process, an assessment will be conducted to determine the level of potential threat or hazard requiring immediate, delayed or monitoring response. Each event assessment will include a determination of the likelihood of the event being repeated. If there is a potential for repeated safety events or hazards, RMTD will review areas of the system to modify to reduce risk. In some cases, it may be as simple as a training modification, but in other cases it may extend to policies, procedures, processes or personnel. The following tables indicate how the agency can assign values and measure risk to ascertain the severity and probability of operational hazards.

Table 1. Initial Assessment of Hazard

Initial Assessment of Hazard		
	Level 1 — Immediate: A deficiency, threat, or hazard requiring immediate attention to mitigate risk either temporarily until further action can be taken or complete mitigation.	
	Level 2 — Short Term: Action is needed within seven days to mitigate an identified deficiency, threat, or hazard. The deficiency, threat, or hazard does not pose immediate danger, but if no action is taken could elevate to an Immediate level risk.	
	Level 3 — Long Term: A deficiency, threat, or hazard has been identified but does not pose a threat currently, but could at a later time. Continued monitoring and awareness are required.	
Likelihood of re-occurrence of this hazard (1–10)		

Table 2. Severity Categories

SEVERITY CATEGORIES		
Description	Severity Category	Mishap Result Criteria
Catastrophic	1	Could result in one or more of the following: death, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding \$10 million.
Critical	2	Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1 million but less than \$10 million.
Marginal	3	Could result in one or more of the following: injury or occupational illness resulting in one or more lost work day(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100,000 but less than \$1 million.

Negligible	4	Could result in one or more of the following: injury or occupational illness not resulting in a lost work day, minimal environmental impact, or monetary loss less than \$100,000.
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Table 3. Probability Levels

PROBABILITY LEVELS			
Description	Level	Specific Individual Item	Fleet or Inventory
Frequent	A	Likely to occur often in the life of an item.	Continuously experienced.
Probable	B	Will occur several times in the life of an item.	Will occur frequently.
Occasional	C	Likely to occur sometime in the life of an item.	Will occur several times.
Remote	D	Unlikely, but possible to occur in the life of an item.	Unlikely, but can reasonably be expected to occur.
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced in the life of an item.	Unlikely to occur, but possible.
Eliminated	F	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.

Table 4. Risk Assessment Table

RISK ASSESSMENT MATRIX				
Likelihood/Severity	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	High	Medium
Probable (B)	High	High	Medium	Medium
Occasional (C)	High	Medium	Medium	Low
Remote (D)	Medium	Medium	Low	Low
Improbable (E)	Low	Low	Low	Low

Table 5. Safety Risk Index

Safety Risk Index	Criteria by Index
High	Unacceptable — Action Required: Safety risk must be mitigated or eliminated.
Medium	Undesirable — Management Decision: Executive management must decide whether to accept safety risk with monitoring or require additional action.
Low	Acceptable with Review: Safety risk is acceptable pending management review.

The CSO in coordination with staff will investigate each identified hazard, assess the risk, and take appropriate action to mitigate the risk and determine the likelihood of it happening again. Additional mitigation may be needed based on follow-up monitoring to the action taken.

Safety Risk Mitigation

In response to all identified and assessed hazards, RMTD will take steps to mitigate the hazard and reduce or eliminate the risk to employees, riders, and public. Mitigation strategies will be dependent on results of investigation into the elements contributing to the risks. The investigation may include more than one department and may include interviews outside of the transit system. Actions to mitigate risk will include all employees, riders, and public who may be impacted by either the hazard or the actions to reduce or alleviate the risk. RMTD will communicate actions to appropriate staff through methods appropriate risk assessment. In some cases, immediate communication through two-way communications (dispatch system, text burst, email, or web alert) may be necessary. In other cases, bulletin board notices or memorandum posting may be appropriate.

Once a risk mitigation strategy has been implemented RMTD will monitor the actions to determine if full mitigation is possible and if not, is additional action necessary to alleviate the risk or is stepped up monitoring necessary. Some risks may not be completely mitigated but awareness to the risk will be a top priority.

All actions taken to mitigate risk will be responsibility of the CSO with consultation of impacted department, documented and linked to the initial deficiency, threat, or hazard identification step.

Section 6. Safety Performance Monitoring and Measurement

Safety performance monitoring and measurement involves the continual monitoring of the transit agency's activities to understand safety performance. Through these efforts, RMTD can determine whether it is meeting its safety objectives and safety performance targets, as well as the extent to which it is effectively implementing Safety Management Systems (SMS).

RMTD is constantly striving to maintain the highest level of safety through its monitoring methods to include adherence to policies and procedures, safety and maintenance plans, and system and employee evaluation processes. These methods allow RMTD to determine the need to make changes to improve policies, employee training and service delivery.

The CSO will monitor operations daily through observation, data analysis, communication and safety updates to identify mitigation strategies that may be ineffective. If mitigation actions are found to be ineffective additional strategies will be developed through key and impacted staff feedback.

The monthly performance and safety data collected include:

- Passenger Counts by Route by Day;
- Total Revenue Hours and Miles;
- Total Vehicle Hours and Miles;
- Accident Log (Preventable/Non-Preventable)
- Employee Injuries;
- Complaints (Valid/Invalid);
- Road Calls (Vehicle Breakdowns that Require Maintenance to Scene and/or Towing);
- Monthly National Transit Database Report to include the following:
 - Fatalities
 - Injuries
 - Safety Events
 - System Reliability (Major Mechanical Failures)
- Vehicle Inspection Report (Maintenance and Daily Vehicle Inspection Reports);
- Facility/Equipment Inspection.

Resource Metrics

- **Safety Committee**

RMTD uses a PTASP safety committee to identify safety concerns, potential hazards and policies, procedures and processes no longer effective. The safety committee meets monthly to review safety related issues, new and existing mitigation strategies, open items of concern, safety data, and annually review and approve the PTASP program prior to board submission. Information from the PTASP meetings are noted and provide essential feedback to all employees of RMTD. The committee includes, Director of Operations, CSO/Safety Manager, Operations Management, Human Resources Manager, ATU president, ATU and IBEW Selected Members.

- **Standards and Procedures**

Standards and procedures are included in the RMTD Maintenance Plan. In general, maintenance procedures are designed to ensure that the maintenance recommendations of the manufacturer are met, maximum efficiency in performance and operation is obtained, and maximum bus life and condition are maintained. Daily bus inspections, an active Preventive Maintenance Program, contractor oversight, and careful monitoring are included in procedures to ensure the safety of buses and adequacy of the Fleet Maintenance Plan.

Additionally, RMTD receives inspections, recommendations, and reviews from Law Enforcement, Fire Department, Equipment Manufacturers, safety officers from the office of the Illinois Secretary of State inspecting facilities, underground fuel storage, elevators, cyber security experts, and reviewing operator files.

- **Operator Inspections**

All operators are required to perform a pre-trip and post-trip inspection to ensure that the vehicle is safe and in good operating condition. If any defects are noted by the operator, a Defect Slip is completed and, depending on the severity and extent of the defect, the vehicle may be repaired or taken out of service until a repair can be made. In the case of a defect that develops or is noted once a vehicle is in service, the operator is required to communicate the problem to Operations, who will then notify Maintenance.

- **Daily Servicing and Inspections**

RMTD Maintenance Department inspects and services buses used in revenue service each day. The buses are fueled and washed, all fluids are checked, tires and lugs are checked, and the vehicle is inspected for any leaks or unusual noises. The Fuelers and Bus custodians clean the bus interiors each day. When a defect is noted, it is reported to the Lead Mechanic or Supervisor on shift so that evaluation and, if necessary, a repair can be conducted.

- **Mileage-Based Maintenance Inspections**

All buses receive preventive maintenance inspections (PMI) at designated mileage intervals. Mileages are determined by vehicle and subcomponent manufacturers and real-world experience. A description of the schedule and type of inspection and service performed for each bus series is included in the RMTD Preventive Maintenance Plan. The RMTD maintenance department uses FleetNet, a software for managing preventive maintenance, regular maintenance and tracking asset data.

- **Maintenance Inspections of Contracted Providers**

RMTD contracts urban transportation services with Boone County Council on Aging. The contractor must ensure that all passenger vehicles and associated equipment are maintained in proper working condition. The contractor is required to implement a maintenance and safety program that includes a preventive maintenance schedule coordinated with RMTD maintenance

that complies with FTA requirements for preventive maintenance for vehicles. Further, contractors are required to maintain comprehensive records on each vehicle, service performance and safety events and send the information to RMTD. In addition, on-site inspections are conducted at least quarterly to verify vehicle condition and driver performance.

- **Operations Facility Monitoring**

Formal facility inspections of all RMTD facilities and grounds are conducted by RMTD Maintenance/Safety/Facilities monthly using a facility checklist. Bus shelters and stops are inspected quarterly above and beyond the normal cleaning service. The purpose of the inspections is to identify any unsafe or unhealthy conditions which may exist, and that may require maintenance or modification. Each facility is also visually inspected for compliance with OSHA and local fire codes.

Any guests to RMTD's administration facility must check in through a secured process requiring check-in and validation of visit purpose. Employees are trained on procedures for visitors in the workplace and facility access is limited through security systems.

- **Frequency**

Mechanics and Facilities Maintenance employees look for potential hazards with equipment whenever they are using that equipment. The vehicle hoists, chain pulls, and cranes in the vehicle maintenance shop are inspected annually by contractors. Preventive maintenance of equipment and facilities is performed in accordance with the manufacturer's recommended practice. Hazards are also identified by analyzing work accident trends, through Hazard Report Forms submitted by employees. Forms are used by employees to report safety concerns and to make safety recommendations. These inspections conducted monthly and equipment inspection are based either on hours of service or days as per OEM specifications.

- **Reporting**

When deficiencies are noted during monthly or quarterly inspections, they are documented and reported to the director of the department in which the safety hazard is located. When safety hazards are noted by non-scheduled observation, they must be reported by the observer to a supervisor or CSO. Hazard Report Forms are routed to the department, CSO or manager best equipped to evaluate the concern and, when necessary, propose a resolution.

- **Hazard Resolution**

The primary purpose of facility inspections and hazard reporting is to identify conditions that could lead to accidents and losses. In view of this, it is crucial that all departments and employees be involved in the Facility Inspection and the Hazard Identification and Resolution processes. Hazard resolution is related to the severity of the hazard and the probability and severity of a negative consequence of the hazard.

- **Follow-up**

Corrective action for a confirmed hazard that has been identified by any established process is the responsibility of the director of the department area in which the hazard exists or the CSO. This includes arranging for the services of other RMTD departments or outside parties, as necessary, to eliminate or control the hazard.

- **Documentation**

Hazards that have been identified, proposed resolutions, and corrective actions are recorded in hard copy by the Safety Committee and maintained by CSO. They are also documented in the software programs SOSPEs and Issue Trak which allows access and updates by supervisors in all phases of the event or hazard. This includes identification, investigation, assessment, mitigation and follow-up.

All front-line personnel are responsible for monitoring safety and security as part of their respective positions. If a hazard is identified through observation or interaction with customers or the general public, it is reported to the immediate supervisor as well as following RMTD's hazard reporting process.

Employee Hazard Reporting

- **Loss Reports**

Employees may utilize SOSPEs or they can fill out a Hazard Report Form which is turned into the effected department and the CSO, talk with a supervisor or the Operations Manager. They can also contact a Safety Committee member which is comprised of union and administrative members. Depending on the severity/risk of the hazard identified, immediate action may be taken, or the input will be brought to the Safety Committee for discussion. Feedback will be provided to the employee on what action, if any, will be taken. All employees follow the Employee Hazard Reporting Program Policy.

- **Route/Operations Safety**

Employees can fill out a Hazard Report Form manually on paper or electronically using SOSPEs or discuss suggestions for making the system/route safer. RMTD encourages employees to be advocates for safety while also suggesting methods of increasing performance. Management has an open-door policy and makes clear the importance of employee feedback; positive and negative.

Route and service evaluations are conducted continuously by scheduling supervisors and planners to determine performance and safety. This includes soliciting driver feedback on routes underperforming, trending with safety incidents or recently modified.

Safety Events

- **Accident and Incident Reporting Process**

All accidents and loss incidents are to be investigated. RMTD's safe driving standards require professional safe performance of all operators. To ensure better than average safety performance, RMTD employs the Taptco guidelines to determine if a collision or onboard incident could have been prevented. All personnel operating any RMTD vehicle are held to this standard.

RMTD Operator's Manual includes procedures and responsibilities for accident/incident investigation. The combined manuals establish procedures for accident notification, response, and investigation including the use of Seon surveillance system videos.

Transit operations and security coordinate with outside law enforcement agencies if they investigate an event resulting in a police report. Administrative staff coordinates with outside insurance providers and provides support among RMTD departments and independent investigation to manage RMTD liability and claims.

Most accidents and incidents involving RMTD are relatively minor in severity and are investigated by Operations Field Supervision. Since most accidents involve buses, this section focuses on bus accidents. However, all non-bus accidents and incidents are also investigated.

- **Notification**

Bus Operators are to notify the operations system supervisor anytime a RMTD vehicle might have been damaged, anytime a RMTD vehicle and another vehicle come into contact, or anytime an instance occurs in where a customer may have been injured. An Operations supervisor and/or CSO will be directed to the scene. Police and ambulance will be dispatched, if necessary.

- **At-Scene Procedures**

Bus Operators will adhere to the following procedures defined in the RMTD Operator's Manual:

- Assist the injured
- If blocking traffic, set out reflective triangles
- Do not move the coach unless required to do so by an operations supervisor, fire or police order, or impending danger from traffic
- Obtain names, addresses, and phone numbers of all witnesses
- Complete Accident Report and submit to supervisor or dispatcher on-duty

Operations Supervisors are responsible for conducting on-scene investigations of accidents and incidents. Depending on the severity and the nature of the event, various mechanisms will be used for preserving transient evidence. These may include digital photography, bus video, field sketches, interviews, and observations.

- **Investigation**

An attempt is made to complete the investigation of most accidents within three days. Operations Supervisors are required to complete an Accident/Incident Report. Operators are required to complete an Accident Information Report. The Supervisor is required to file the report and attach all relevant media for use by the Director of Operations and the CSO.

A Report of Injury Form must be completed if an employee suffers an injury or illness as a result of an accident or incident.

Accident Review Process

Accidents and Incidents are classified as Preventable or Non-Preventable by the Operations Manager. Root cause analysis is conducted by the accident committee made up of management, union and outside safety and/or insurance professionals.

Preventable accidents are defined as those accidents that could have been reasonably avoided if the operator had followed all defensive driving techniques as established by RMTD Operator Manual and the collective bargaining agreement.

After reviewing all related documents and evidence, the investigating CSO with help from department supervisors makes a determination of whether the accident was preventable.

If the driver files an appeal with the conclusion of the Operations Manager's investigation the accident will be reviewed by the Accident Committee. The committee meets as needed to review accidents. The Committee follows all policies, procedures, and definitions as established in the RMTD Operator Manual and collective bargaining agreement. Examples of investigations may include reviews of accident and injury reports, vehicle condition reports, witness statements, employee interviews, accident scene sketches, bus videos, physical evidence, brake test reports, training manuals, and accident site visits. The decision of the Committee is final.

Hazard Resolution

The primary purpose of the Accident Investigation process is to determine the cause(s) of accidents so that they may be prevented or mitigated in the future. To this end, it is crucial that all relevant departments be appropriately involved in the Process. A serious attempt is made to use lessons learned through the investigatory process to incorporate hazard resolutions into future procedures, designs, construction, modifications, training, and procurements.

Follow-up

Follow-up in the form of corrective actions is the responsibility of the employee's director. The responsibility may be delegated to the employee's manager, supervisor or CSO.

Any disciplinary action will be assessed using the Collective Bargaining Agreement procedures and/or the Administrative Handbook. Disciplinary consequences for accidents may include warnings, suspensions, and discharge. The RMTD Human Resources is involved in all disciplinary actions.

Training will be provided, in most cases, for employees who have been involved in two preventable accidents within one year. Training and re-training are not disciplinary in nature.

Additional analysis is conducted by the Safety Committee made up of representation from the following departments:

- ◆ Operations
- ◆ Maintenance
- ◆ Human Resources
- ◆ ATU and IBEW (union)
- ◆ RMTD Board
- ◆ Safety Advocate from Loss Prevention

The committee meets every month to review accidents, incidents a safety events to determine root cause and identify trends. They determine if modifications are needed to service policies, procedures, processes or training programs.

Internal Reporting

The Operations Supervisor is responsible for ensuring that all accident reports are completed and filed with the Safety and Training Manager. Operations will advise on the history of the employee if a pattern of safety events is evident.

Documentation

Transit Operations, Human Resources and CSO maintain the accident investigation documentation.

Performance Measures

Through a series of performance measures relative to operations, maintenance, and safety, RMTD can monitor the system's safety by identifying trends and gaps in policies, procedures, training, and monitoring efforts. The following performance measures are on a daily, monthly, and quarterly basis.

Maintenance

- ◆ **Preventive Maintenance On-time Inspection Percentage** – determines the effectiveness of the maintenance department to ensure all inspections are conducted per manufacturing and RMTD mileage intervals.
- ◆ **Vehicles Removed from Revenue Service** – vehicles removed from service due to a mechanical defect developed while in service requiring immediate service either on-site of failure or once returned to the facility.
- ◆ **Annual Vehicle Condition Assessment** – through annual inspection, determines on a scale of 1-5 the overall condition of the asset. This performance measure is also used in annual updates of RMTD's Transit Asset Management Plan.

Operations

- ◆ **Customer Complaints Per Month** – tracks all customer complaints to identify areas of deficiency with vehicle, driver or other RMTD areas. Safety-related complaints are immediately routed to a supervisor on-duty or the CSO for investigation mitigation and response. Complaints may be a result of phone calls, website or RMTD public forums. Issue Trak software is used for intake and follow-up.
- ◆ **On-time Performance** – serves as an indicator to issues with time management, environmental factors, scheduling, and vehicle and driver performance.
- ◆ **On-board Surveys** – conducted periodically, allow RMTD to receive rider feedback about bus operator performance, customer service, and vehicle safety.

Safety

- ◆ **Safety Performance Measure: Fatalities** (total number of reportable fatalities and rate per total vehicle revenue miles by mode)
- ◆ **Safety Performance Measure: Injuries** (total number of reportable injuries and rate per total vehicle revenue miles by mode)
- ◆ **Safety Performance Measure: Safety Events** (total number of reportable events and rate per total vehicle revenue miles by mode)
- ◆ **Safety Performance Measure: System Reliability** (mean distance between major mechanical failures by mode)

Security

- ◆ RMTD uses a private security firm, Metro Enforcement to monitor safety and security on fixed routes, demand response, bus stops and at both Transit Centers to provide security for the system. The officers wear uniforms, and are armed. They help to monitor system safety and security and have the ability of immediate response if an event occurs.

Section 7. Safety Promotion

Operator Selection

Hiring Practices

Selecting applicants best suited to excel at the Bus Operator job requirements is critical to safe transit operations. The transit Bus Operator is directly responsible for the safety of not only the passengers, but also the pedestrians, bicyclists, drivers, and all others who share the road with the transit vehicle.

RMTD's hiring process includes the following components:

Applications

Applicants are sought through postings in traditional and culturally diverse media, referrals from current employees, posted local newspaper, RMTD website and applications filed by prospective candidates when there are no positions available. The applications are screened by key personnel in Human Resources and Transit Operations.

Interview

After application reviews, applicants are then interviewed by a panel comprised of an Operations Supervisor, an Operator/Instructor, and an HR or other administrative staff person. The interview process is designed to evaluate a candidate's strengths in customer service, the ability to simultaneously perform tasks, conflict resolution, and the ability to perform well under temporal and interpersonal pressure.

Driving Record

To be eligible for hire, a candidate must submit an acceptable driving RMTD tract dating back five years. This establishes 21 years as the de facto minimum age requirement for new hire Bus Operators.

Licensing

To be eligible for hire, a candidate must be able to earn a CDL with a Passenger and Air Brake Endorsement for both fixed route and paratransit.

Criminal Background Check

To be eligible for hire, a candidate must submit to a Criminal Background Check administered by the Illinois State Police with the Federal Bureau of Investigation. The results must meet all statutory and RMTD standards for the Bus Operator position.

Drug Testing

To be eligible for hire, a candidate must produce a negative result for a pre-employment Department of Transportation drug test.

Physical Capacities Testing

To be eligible for hire, a candidate must pass a Department of Transportation physical.

Training

There are formal training programs for Bus Operators, Demand Response Operators, Maintenance employees and Operations employees. These include training classes, manuals, RMTD Standard Operating Procedures, and on-the-job training.

The safety component of training is designed to make employees aware of the hazards associated with their jobs and the appropriate methods for controlling these hazards. The training is intended to motivate employees to work safely. Trainings fall into three main categories: (1) Initial, (2) Periodic, and (3) Remedial or Refresher. RMTD utilizes their announcement boards to highlight safety themes employees should understand and topics change often. Additional training programs are added to the schedule if a particular safety trend is noticed through analysis of safety data.

Initial Bus Operator Training

New Bus Operators receive an intensive 3-5-week training course that covers every aspect of their new job. Some components of the training are delivered in the classroom. The majority of learning occurs on the buses during off-route and on-route training. The training includes over 29 specialty areas as per TAPTCO and Taptco training curriculum. CDL operators receive the maximum training as they are cross trained in all routes.

On-route training provides real service experience with an Operator Instructor on the new operator's regularly scheduled work. The time the new employee operates the revenue route is increased daily. Each day the student receives a full review and debriefing from his or her instructor. Instructors communicate among one another regarding where additional training for new operators is required. Student rotation among the Operator Instructor group provides each student with experience across a variety of routes, vehicles, times of day, instructional styles, and driving conditions.

After the initial training, new Bus Operators receive additional support and training, including:

- Check-rides at the following intervals: one week, two months, four months, six months, and twelve months
- Four-Week Follow-up: Procedure and Policy Review
- Fall Bad Weather: Driving and Defensive Driving Course
- Refresher
- One-Year Follow-up: Debriefing with Operations Training Supervisor and safety review with Human Resources, Operations Management and CFO

Partial-day trainings are also scheduled on safe winter driving and whenever warranted by the addition of new equipment or a change in configuration. Paratransit and drivers for SMTD may receive additional training for transportation of persons with mobility devices and disabilities.

Initial Operation Supervisor Training

Transit Operations Supervisors begin their career path, almost exclusively, as Bus Operators who first work in the position of Temporary Supervisor. A Temporary Supervisor performs many functions of the full supervisory position and receives training in, but not limited to, the following areas:

- Drug & Alcohol (Policy and procedures for all types of FTA-mandated testing)

- Accident Investigation (based on the TSI model)
- Emergency Procedures
- Security Procedures
- On-the-job Injury Claims
- Blood Borne Pathogens
- Data Entry and Recordkeeping
- Harassment
- Cultural Diversity
- Coaching/Criticism/Discipline
- Dispatch Operations
- Field Operations
- First Aid and Defibrillator
- Basic Writing
- Conflict Resolution

In addition to their initial training, all Transit Operations Supervisors receive five full days of refresher and topical training annually.

Injury and Illness Prevention Training

Injury and Illness Prevention Training is directed toward achieving a safe working environment for all employees and reducing the chance of occupational-related injuries and illnesses. The majority of training, targets employees working in the Maintenance and Facilities Maintenance Departments because these employees have the greatest exposure to occupational hazards. The program is based on applicable Federal, State, and local safety codes and regulations. Some areas addressed in training include:

- Handling Hazardous Materials (Right to Know)
- Slips, Trips, and Falls
- Personal Protection Equipment
- Safety Data Sheets (MSDS) and Labels
- Forklift Safety
- Bloodborne Pathogens

- Hazardous Materials Storage
- Fall Protection
- Ergonomics
- Hazard Communication Program
- Fire extinguisher Training

Emergency Response Planning and Coordination

RMTD cross trains with first responder agencies including Fire, EMS and Police. The transit system is included in the local emergency management plan and is involved with drills and mass casualty exercises when conducted.

Mitigating and Monitoring the Safety Risk Associated with Assaults on Transit Workers.

In order to mitigate and monitor the safety risk of assaults on transit workers, with strategies like conducting comprehensive safety risk assessments, identifying high-risk areas and times, enhancing security measures like surveillance cameras and improved lighting, providing de-escalation training for operators, actively reporting incidents, involving labor unions in safety planning, and regularly monitoring assault data to assess the effectiveness of mitigation efforts.

RMTD has established the PTASP safety committee. With the safety risk management process flow, we have been able to instill an Authority-wide sense of ownership of the ASP, a dedicated system to report safety concerns, and reporting those concerns directly to management. RMTD has initiated corrective measures in the following areas below.

- Installing protective barriers, video surveillance, automatic vehicle location (AVL) systems, and overt or covert alarms on bus transit vehicles; (COMPLETED)
- Training safety-sensitive employees about how to de-escalate potentially violent situations, the important of reporting assaults, and the standard agency response to reports of assault; (IN PROCESS)
- Identifying no standing areas near the driver's compartment. (COMPLETED)
- Educating the public about reporting assaults by conducting public awareness campaigns. (PENDING)
- Providing support for transit workers by offering psychological support and post- incident counseling, responding to every report of assault or other serious incident, and involving transit workers in safety committees; (COMPLETED)
- Enforcing transit agency policy by posting passenger codes of conduct, suspending service for assailants, posting police officers on transit vehicles and property in high-risk areas, providing legal support for transit workers who file complaints, and collaborating with other

agencies and organizations to develop social safety plans and advocate for changes in state and local legislation to better address assaults against transit employees; (COMPLETED) and

- Collecting data regarding the number, location, times, and types of assaults as well as the number, type, and implementation times of each risk control strategy to enable the evaluation of the effectiveness of each strategy and the overall SMS in preventing transit worker assaults. (COMPLETED)

RMTD will continue to actively mitigate and monitor the safety risk of assaults on transit workers

Incentive Programs

RMTD maintains a culture of safety by acknowledging employees who have exhibited safe practices while on-duty. Both maintenance and operations employees are recognized quarterly and annually for their safety performance. Annual safety bonuses are provided for those employees meeting the criteria.

The transit agency sponsors a Health Fair in the Fall where employees participate in health risk assessments. Employees who complete the assessment receive 100 dollars for doing so. RMTD makes available an employee assistance hotline for employees struggling with physical or emotional situations.

System Modification Design Review and Approval

General Process

The RMTD bus system is regularly modified in response to operational experience, the addition of new types of service, and changes in service design and levels. RMTD's philosophy is to use appropriate new technologies to benefit the environment and the community it serves. The challenge is to review any proposed modification adequately before it is approved. Any proposed modification should be evaluated to ensure it is compatible with existing systems and does not introduce new hazards to the system or reduce the effectiveness of existing hazard controls.

Equipment modifications may be proposed by any employee of any department that uses the equipment. Changes may also occur from an analysis of reliability performance, historical data, and available improvements in equipment design and components.

Modification Design Review

A review of any modification in equipment design shall be made by the director and managers of the department responsible for the equipment. It is an informal practice to include Human Resources and Operations in the review of any change that might affect safety. The impact on the safety of all designs and specifications should be identified and evaluated before the change is approved. Some of the areas to be considered include but are not limited to:

- Hazardous Materials (handling and use)
- Motor Vehicle Safety

- Human Factor
- Occupational Health and Safety
- Materials Compatibility
- Fire Protection
- Lighting
- Braking systems
- Mirrors
- Warning Devices

Modifications must not be made before it is determined how they might affect the safety of the system, or any other systems. Other departments may evaluate a proposed change to determine its compatibility with other systems (e.g., hoists, fueling systems, communications systems). The evaluation may also include a review of applicable regulations, such as the Federal Motor Vehicle Safety Standards and Regulations and the U.S. Department of Labor's Occupational Safety and Health Act.

Testing may also be performed to evaluate the safety of a proposed modification. The testing of small changes may be minimal. For substantial modifications, extensive field testing, mock-ups, and structural evaluations may be employed.

Modification Design Approval

Final approval is generally made by either the Director of Operations or the Executive Director. When modifications are made by a bus manufacturer, the Maintenance Manager works with the manufacturer and contractual changes may be made. If changes are substantial, additional training will be provided for maintenance and operation staff by manufacturer representatives.

Monitoring

Once a modification is put in place, feedback from the operating department is solicited to evaluate the performance of the modification. Unsolicited input from the operating department and its employees (end users) is also encouraged. Depending on the nature of the modification, Human Resources, Planning and the Safety Committee may be involved for input.

Documentation

The Maintenance Department is responsible for documenting any vehicle modifications. Facilities Services is responsible for documenting any modifications made to a facility. Documentation may involve changing diagrams, schematics, manuals, service bulletins, service intervals, standard operating procedures, and Safety Data Sheets. The Safety and Training Manager is responsible for updating Safety Data Sheets based on input from product manufacturers.

Routes

Route modifications are designed by the Operations department. They may use a current Bus Operator to test routing and bus stop placement. This experience-based, real-world process is designed to protect the safety of the transit bus, transit passengers, other vehicles, and pedestrians.

The Operations Department informs the Executive Director and CSO of any proposed route modifications. The Operations Department can request that the Committee evaluate a specific proposal, or the Committee can choose to evaluate any proposed modifications.

Transit operations management may request a route modification it believes will improve operations. It may also choose to evaluate a modification that has been proposed by another department. Input from individual Bus Operators is encouraged through the Hazard Report Form, direct communication, and periodic surveying of Operators conducted by scheduling supervisors.

Finally, the Planning Department maintains a cooperative working relationship with the appropriate planning and road departments of all municipal levels of government within which RMTD operates.

Section 8. Definitions of Terms Used in the Safety Plan

RMTD incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

- **Accident** means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.
- **Accountable Executive** means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.
- **Collision:** A safety event involving undesired/unplanned contact between an RMTD vehicle and another vehicle, person, object, or animal.
- **Equivalent Authority** means an entity that carries out duties similar to that of a Board of Directors for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.
- **Event** means any Accident, Incident, or Occurrence.
- **Fatality:** Anyone involved in an incident, as defined by this SOP, who dies within 30 days of incident-related injuries shall be considered a "fatality." If an incident is evaluated to be suicide/attempted suicide.
- **First Knowledge:** An official notification from the employee, police, paramedics, hospital, or employee's family of the seriousness of an injury.

- **Hazard** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment. **High-Visibility safety event:** A safety event, regardless of type and/or severity that generates widespread publicity and may warrant a formal investigation.
- **Injury safety event (not serious):** a safety event that causes any person involved in the safety event to require either medical treatment at the scene of the safety event or to be transported to a medical facility for treatment.
- **Injury safety event (serious):** All safety events in which (1) a pedestrian, customer on a vehicle, or occupant(s) of another vehicle sustains serious or potentially life-threatening injuries, as determined by on-site Emergency Medical Services (EMS) personnel, and (2) is subsequently transported and admitted to a medical facility.
- **Intersection:** A place where two roads or highway's meet. The space which is bounded by the far limit lines of each road.
- **Incident** means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.
- **Investigation** means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.
- **National Public Transportation Safety Plan** means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.
- **Occurrence** means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.
- **Operator** of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.
- **Performance** measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
- **Performance target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.
- **Public Transportation Agency Safety Plan** (or Agency Safety Plan) means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
- **Risk** means the composite of predicted severity and likelihood of the potential effect of a hazard.
- **Risk mitigation** means a method or methods to eliminate or reduce the effects of hazards.
- **Safety Assurance** means processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
- **Safety Event:** Any collision, derailment, or explosion involving a vehicle or any other loss-causing event involving the operation of such railroad equipment that results in a fatality or injury to a passenger or employee, or the emergency evacuation of persons (Ref. NTSB 49CFR540, modified

- **Safety Event Classification:** The type of safety event is identified as the first reportable event in the safety event sequence.
- **Safety Management Policy** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.
- **Safety Management System** means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.
- **Safety performance target** means a performance target related to safety management activities.
- **Safety Promotion** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
- **Safety risk assessment** means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
- **Safety Risk Management** means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
- **Serious injury** means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second or third-degree burns, or any burns affecting more than 5 percent of the body surface.
- **Transit agency** means an operator of a public transportation system.
- **Transit Asset Management Plan** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.
- **High-Visibility safety event:** A safety event, regardless of type and/or severity that generates widespread publicity and may warrant a formal investigation.
- **Injury safety event (not serious):** a safety event that causes any person involved in the safety event to require either medical treatment at the scene of the safety event or to be transported to a medical facility for treatment.
- **Injury safety event (serious):** All safety event s in which (1) a pedestrian, customer on a rail vehicle, or occupant(s) of another vehicle sustains serious or potentially life-threatening injuries, as determined by on-site Emergency Medical Services (EMS) personnel, and (2) is subsequently transported and admitted to a medical facility.
- **Intersection:** A place where two roads or highway's meet. The space which is bounded by the far limit lines of each road.
- **NTD – National Transit Database.**
- **Reportable safety event:** A safety event which meets the reporting requirements of General Order 164 or those of the National Transit Database

Section 9. Commonly Used Acronyms

Acronym	Word or Phrase
ADA	American's with Disabilities Act of 1990
ASP	Agency Safety Plan (also referred to as a PTASP in Part 673)
CFR	Code of Federal Regulations
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
IDOT	Illinois Department of Transportation
MPO	Metropolitan Planning Organization
Part 673	49 CFR Part 673 (Public Transportation Agency Safety Plan)
SMS	Safety Management System
U.S.C.	United States Code
VRM	Vehicle Revenue Miles

Section 10. Additional Information

This PTASP was developed from information in other RMTD documents, policies and procedures and manuals. Those documents are listed below:

- RMTD Employee Handbook
- Vehicle Maintenance Plan
- Facility Maintenance Plan
- Training Manual
- TAPTCO Operator Training Guide
- Taptco Video Collection
- Collective Bargaining Agreement
- Operator Handbook

Section 11. Hazard Reporting Form

HAZARD REPORTING FORM

Reporting Employee			Report # <input style="width: 50px;" type="text"/>
Date of Report			
Time of Hazard		Time Report Submitted	
Location of Hazard		Route/Manifest	
Supervisor Notified			

(Check all that apply)

Type of Hazard

Vehicle	<input type="checkbox"/>	Weather Related	<input type="checkbox"/>
Passenger	<input type="checkbox"/>	Road Condition	<input type="checkbox"/>
Facility	<input type="checkbox"/>	Security	<input type="checkbox"/>
Employee	<input type="checkbox"/>	Near Miss	<input type="checkbox"/>

Description of Hazard

Initial Action Taken to Mitigate Hazard

Initial Assessment of Hazard

	Level 1 - Immediate: A deficiency, threat, or hazard requiring immediate attention to mitigate risk either temporarily until further action can be taken or complete mitigation.
	Level 2 - Short Term: Action is needed within seven days to mitigate an identified deficiency, threat, or hazard. The deficiency, threat, or hazard does not pose immediate danger, but if no action is taken could elevate to an Immediate level risk.
	Level 3 - Long Term: A deficiency, threat or hazard has been identified but does not pose a threat currently, but could at a later time. Continued monitoring and awareness are required.

Likelihood of re-occurrence of this hazard (1-10)

Received by: _____

Date/Time _____/_____/_____

HAZARD MITIGATION

Investigating Supervisor			Title	
Date of Investigation			Time	

Additional Information

--

Assessment Classification (Circle) Level 1 Level 2 Level 3

Report #

Mitigation Action(s) Taken

--

Action(s) Designed to: Eliminate Control (Circle one)

Describe Communication of Action(s)

--

Follow-up

Date _____ Contact _____

Status of Action Taken

--

Is additional action needed? YES NO

Additional Action Taken

--

HAZARD CLASSIFICATION

				Report #	<input style="width: 100%;" type="text"/>
Category of Hazard					
Vehicle			Passenger		
Mechanical	<input style="width: 80%;" type="text"/>		Behavior	<input style="width: 80%;" type="text"/>	
Performance	<input style="width: 80%;" type="text"/>		Weapon	<input style="width: 80%;" type="text"/>	
Interior	<input style="width: 80%;" type="text"/>		Suspended from svc.	<input style="width: 80%;" type="text"/>	
Exterior	<input style="width: 80%;" type="text"/>		Medical Emergency	<input style="width: 80%;" type="text"/>	
Towed	<input style="width: 80%;" type="text"/>		Injury	<input style="width: 80%;" type="text"/>	
Repaired on scene	<input style="width: 80%;" type="text"/>		Death	<input style="width: 80%;" type="text"/>	
Safety equipment	<input style="width: 80%;" type="text"/>		Mobility Devise	<input style="width: 80%;" type="text"/>	
Lift/Ramp/Securemt	<input style="width: 80%;" type="text"/>				
See Pre-Trip	<input style="width: 80%;" type="text"/>				
Facility			Facility		
Safety Equipment	<input style="width: 80%;" type="text"/>		Shelter	<input style="width: 80%;" type="text"/>	
Security Systems	<input style="width: 80%;" type="text"/>		Fueling	<input style="width: 80%;" type="text"/>	
Plumbing	<input style="width: 80%;" type="text"/>		Hazardous Materials	<input style="width: 80%;" type="text"/>	
Electrical	<input style="width: 80%;" type="text"/>		Fencing/Gate	<input style="width: 80%;" type="text"/>	
Foundation	<input style="width: 80%;" type="text"/>		Passenger Amenities	<input style="width: 80%;" type="text"/>	
Parking	<input style="width: 80%;" type="text"/>				
Equipment	<input style="width: 80%;" type="text"/>		Employee		
HVAC/Heat	<input style="width: 80%;" type="text"/>		Behavior	<input style="width: 80%;" type="text"/>	
Roof	<input style="width: 80%;" type="text"/>		Theft	<input style="width: 80%;" type="text"/>	
Storage	<input style="width: 80%;" type="text"/>		Endangering Others	<input style="width: 80%;" type="text"/>	
Computer/Data	<input style="width: 80%;" type="text"/>		Property Abuse	<input style="width: 80%;" type="text"/>	
Farebox/Vault	<input style="width: 80%;" type="text"/>		Illegal Activity	<input style="width: 80%;" type="text"/>	
				Chief Safety Officer Initials	<input style="width: 100%;" type="text"/>

Section 12. Bloodborne Pathogens

Purpose

The purpose of this written program is to ensure that all employees with potential exposure to bloodborne pathogens and other body fluids understand the hazards associated with their exposure and the corrective actions necessary to protect them from injury and illness in accordance with 29 CFR 1910.1030.

This document serves as a policy for the development, implementation, and maintenance of programs for BBP (bloodborne pathogens), First Aid / CPR, and AED requirements for the Rockford Mass Transit District.

There are no jobs with responsibilities that present inherent exposure to bloodborne pathogens in the Rockford Mass Transit District. The jobs we've identified in this plan have collateral duties that may expose employees to potentially infectious materials. This procedure pertains to all employees that have the potential for exposure to BBP's in work-related situations.

The purpose of this Exposure Control Plan (EXPOSURE CONTROL PLAN) is to outline the protective measures we will take to eliminate or minimize Rockford Mass Transit District employee exposure incidents.

Scope

This program applies to all Rockford Mass Transit District employees, who through our exposure determination may incur occupational exposure to blood or other potentially infectious materials.

The extent of employee exposure shall be limited through the use of engineering controls and personal protective equipment. This document is designed to provide a formal procedure for identifying and controlling all potential BBP exposures.

This program has been developed in accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030.

Responsibilities

Plan Administrator:

The Safety Manager has overall responsibility for maintaining the exposure control program. Any questions concerning the plan should be addressed to the Safety Manager. Safety is responsible for the following:

- Evaluating new tasks or procedures that may require the use of new safer medical devices;
- Evaluating new safer medical devices available on the market;

- Soliciting input from employees on the selection and use of safer medical devices.
- Reviewing this plan on an ongoing basis, and/or at least annually.
- Only trained and authorized employees shall be allowed to respond to situations that pose an occupational risk of exposure.

Exposure Determination

The Rockford Mass Transit District has conducted an exposure determination for all job classifications that may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment).

- It has been determined by The Rockford Mass Transit District that persons working in the following job classifications may have occupational exposure to hazards of bloodborne pathogens or other potentially infectious materials:

Job Classification	Tasks with Potential Risk
Management/Supervisors	CPR/First Aid response, Contact with customers.
First Responders/First Aid Providers	CPR/First Aid response, Contact with customers.
Drivers	CPR/First Aid response, Contact with customers.
Security	CPR/First Aid response, Contact with customers.
Custodial	Picking up and disposing of trash, Cleaning of Vehicles.

- These job classifications define the jobs which some of the employees have been assigned certain tasks where there is potential for occupational exposure.
- Those employees in these job classifications not assigned and trained to perform these tasks safely to our exposure control program, shall not perform those tasks listed.
- Employees who are covered by the Bloodborne Pathogen Standard will receive an explanation of the exposure control program during their initial training session. It shall also be reviewed in their annual refresher training.
- All employees have the opportunity to review this plan at any time during their work shifts by contacting their supervisor or Safety Manager.

Exposure Control Procedures

Universal Precautions In all circumstances, Universal Precautions, as recommended or defined by the Centers for Disease Control (CDC) and/or the Occupational Safety and Health Administration (OSHA), will be observed in order to prevent contact with blood and other potentially infectious materials, unless they interfere with the proper delivery of healthcare or would create a significant risk to the personal safety of the worker.

All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. These precautions and practices include the following four areas:

- Personal hygiene,
- Engineering and work practice controls,
- Personal protective equipment (PPE),
- Equipment cleaning and disinfecting.

While the concept of “Universal Precaution” is generally accepted as prudent and effective, a more complete worker protection program is required to ensure maximum protection. The approach for the safe handling of infectious agents involves the use of a combination of strategies.

Engineering Controls

Wherever possible, engineering controls will be utilized to reduce potential exposure. The Safety Manager will be responsible for inspection and maintenance of these controls. Records will be maintained for frequency of inspection and repairs.

- Sharps Containers: Sharps containers shall be used to make sure contaminated “sharps” (needles, blades, etc.) cannot injure other workers.
- Labels: The Safety Manager shall ensure that biohazard labels shall be affixed to containers of regulated waste containing blood or other potentially infectious materials.
- The universal biohazard symbol shall be used. The label shall be fluorescent orange or orange red.
- Engineering and work practice controls will be used to eliminate and/or minimize potential exposure. When potential exposure remains, PPE shall be used;
- Machine Guarding: The elimination of sharp, edges, pinch points, run-in points, and other standard practices to minimize worker injury is an ongoing and active process. Through the

elimination of items that can cause physical injury, workers will be protected from unnecessary exposure to bloodborne pathogens.

- Hand-washing Facilities: Hand-washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. These facilities are readily accessible after incurring exposure.
- Hand-washing facilities and sanitizer stations are located throughout the facility.
- For handling regulated waste: The Rockford Mass Transit District will provide containers sufficient to contain regulated wastes, other than those regulated by the Bloodborne Pathogens rule, capable of resisting punctures and labeled as a biohazard (as appropriate).
- The waste shall be placed in containers which are closeable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping. The waste must be labeled or color coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
- Note: Disposal of all regulated waste shall be in accordance with applicable United States, state and local regulations.

Work Practices Controls

- Employees shall wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment and after hand contact with blood or other potentially infectious materials.
- All PPE must be removed immediately upon leaving the work area or as soon as possible if overtly contaminated and placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.
- Used needles and other sharps may not be sheared, bent, broken, re-capped, or re-sheathed by hand. Used needles may not be removed from disposable syringes. Recapping is permitted only if no other alternative is feasible and must be done using an approved mechanical device or one-handed technique.
- Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a potential for occupational exposure.
- Food and drink shall not be stored in areas of possible contamination.

- All procedures involving the cleaning/removal of blood or other potentially infectious materials will be done in a manner which minimized splashing, spraying, and aerosolization of these substances.
- If conditions are such that hand washing facilities are not available, antiseptic hand cleaners are to be used. Because this is an interim measure, employees are to wash hands at the first available opportunity.
- Exposed employees wash hands and exposed skin as soon as possible after exposure; and contaminated materials are properly disposed of as Red Bag Waste/bio-hazard waste.
- Supervisors shall ensure that after the removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.
- Supervisors shall ensure that if employees incur exposure to their skin or mucous membranes then those areas shall be washed or flushed with water as soon as feasible following contact.
- Decontamination will be accomplished by following the procedure for blood contamination cleanup. This process describes the cleanup activities to follow when any blood or human bodily fluids are found.
- Only trained employees shall be allowed to undertake decontamination activities.

Personal Protective Equipment

- All PPE used at this facility will be provided without cost to employees.
- PPE will be based on the anticipated exposure to blood or other potentially infectious materials.
- The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
- The Safety Manager shall ensure that appropriate PPE in the appropriate sizes is readily accessible at the work site or is issued without cost to employees.
- Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

- The Safety Manager shall ensure that all contaminated PPE will be disposed of by the employer at no cost to the employees.
- The Supervisor shall ensure that all garments which are penetrated by blood shall be removed immediately or as soon as feasible.
- All PPE will be removed prior to leaving the work area. When PPE is removed, it shall be placed in an appropriately designated area or container for disposal.
- Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes; when performing vascular access procedures and when handling or touching contaminated items or surfaces.
- Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for re use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibits other signs of deterioration or when their ability to function as a barrier is compromised.
- Additional PPE selections may be necessary to ensure employee safety in regards to bloodborne pathogens in certain workplace situations.

Employee Communication and Training

The Rockford Mass Transit District shall assure that all employees with the potential for exposure to blood or other infectious materials understand the associated hazards and are trained to minimize their exposure.

To accomplish these requirements The Rockford Mass Transit District shall ensure that a competent person, who shall include but is not limited to the following, conducts training:

- Ensure that signs and labels conform to 1910.1030;
- Provide training at no cost to the employee;
- Conduct training prior to any potential exposure;
- Conduct training at least annually or as conditions change;

- Provide warning signs and labels; and
- Utilize current training aids.
- Ensure training is understood.

Employee training shall include:

- A review of 1910.1030;
- Discussions of bloodborne diseases;
- Modes of transmission;
- Review of the exposure control plan;
- Recognition of tasks that may involve exposure;
- Procedures for handling contaminated waste;
- Right to have the HEP B vaccination;
- Procedure for recording an incident;
- Post exposure evaluation; and
- First Aid / CPR and AED

Hepatitis B Vaccination

Employees who have the potential for occupational exposure shall be provided, at no cost, the hepatitis B vaccine and vaccination series along with the following information:

- Efficacy of the vaccine;
- Safety of the vaccine;
- Method of administration;
- Benefits associated with vaccination; and
- Acknowledgement of free vaccine and vaccination.

A hepatitis B prescreening program shall not be a prerequisite for receiving the vaccination.

An employee who initially declines the hepatitis B vaccination shall be allowed to receive the vaccination at a later date if the employee decides to seek the vaccination series.

Employees who decline to accept the vaccination shall be required to sign the Hepatitis B Vaccine Acceptance or Declination.

If a routine booster dose(s) of the hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) shall be made available.

Exposure Incident Evaluations

- An exposure incident is specific eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious materials that results from the performance of an employee's duties. Should an employee be exposed to a potentially infectious material (via needle stick, splash, etc.) postexposure evaluations will be provided.
- Employees should immediately report exposure incidents or suspected exposure incidents to the Safety Manager. The exposed employee must be immediately directed to a licensed health care professional for testing and medical evaluation. This allows for timely medical evaluation and follow-up by a licensed health care professional as well as for timely testing of the source individual's blood for HIV and HBV.
- All exposure incidents shall be investigated and documented. The findings of the documented investigation must be sent with the exposed employee to the treating health care professional.

The Safety Manager shall investigate and document the incident. When evaluating an exposure incident, thorough assessment and confidentiality are critical issues. All reports must be treated with strict confidence.

- The written documentation shall include: the route of exposure and circumstances under which exposure occurred, HBV and HIV antibody status of the source patient(s) (if known), the employees involved, and consent to test the blood of all involved in the incident.
- If the source patient can be determined, permission is obtained and, where it is not prohibited by law, collection and testing of the source patient's blood to determine the presence of HIV or HBV infection shall be done as soon as possible after the exposure incident.
- If consent is not obtained The Rockford Mass Transit District must show that legally required consent could not be obtained.
- If the source is known to be infectious for HBV or HIV, testing need not be repeated to determine the known infectivity.

- All samples will be preserved for at least 90 days.

Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow up. The attending physician or licensed health care professional will be provided the following information:

- A copy of the OSHA regulation "Bloodborne Pathogens" and its appendices;
- A description of the affected employee's duties as they relate to the employee's occupational exposure;
- Results of the source individual's blood testing, if available;
- All employee medical records, including vaccination records, relevant to the treatment of the employee.

The attending physician will provide a written opinion to The Rockford Mass Transit District concerning the following:

- Specific findings or diagnoses which are related to the employee's exposure.
- A statement that the employee has been informed of the results of the medical evaluation and that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
- Any other findings and diagnoses shall remain confidential.

For each evaluation under this section, the company will obtain and provide the employee with a copy of the attending physician's written opinion within 15 days of the completion of the evaluation.

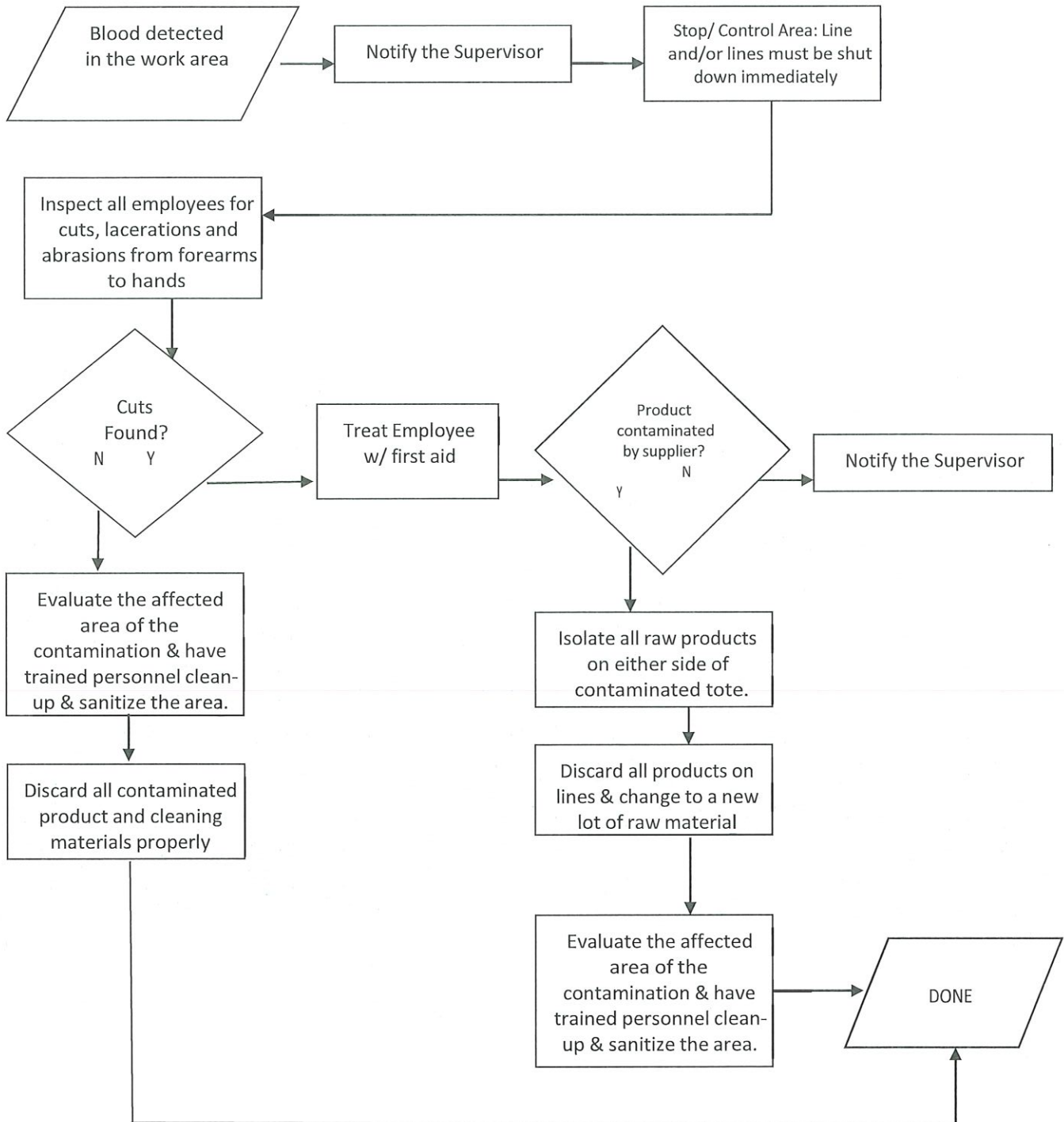
Sharps Injury Log

A sharps injury log shall be maintained by RMTD for the recording of percutaneous injuries from contaminated sharps. The information shall be recorded and maintained in such a manner as to protect the confidentiality of the injured employee. The sharps injury log shall contain, at a minimum:

- The type and brand of device involved in the incident if available;
- The work area or vehicle ID where the exposure incident occurred; and
- An explanation of how the incident occurred.

All entries on the sharp's injury log will be recorded in a manner that maintains the confidentiality of the injured employee.

Procedure For Blood Contamination Clean-Up Flow Chart



OSHA Bloodborne Pathogen Hepatitis B Vaccination & Declination Form

For Completion by the Employee:	
Employee Name	
Employee Number #	
Department	
Date of Hire (for new employees)	

I have participated in training provided by the Rockford Mass Transit District that addresses the OSHA regulations on bloodborne pathogens, universal precautions and the Hepatitis B vaccine. Further, I understand that RMTD will offer the Hepatitis B vaccine to me at no cost.

At this time, my decision regarding the Hepatitis B vaccination is as indicated:

Yes, I wish to receive the vaccination. I understand and commit to the full series of 3 injections.

_____	_____
Employee Signature	Date

For Completion by the Provider Administering the Hepatitis B Vaccine:	
Dept. or Provider Administering the Vaccine:	
Employee Name	
Date of 1 st Shot	
Date of 2 nd Shot	
Date of 3 rd Shot	

Hepatitis B Vaccine Declination Statement

Employee Waiver of Immunization

No, I do not need to receive the vaccination because I am presently vaccinated for the HBV. (If known, please enter the date of your vaccination: _____) Please sign below.

No, I do not want to receive the vaccination. I understand that I may change my mind and receive the vaccine at a later date. (You must sign the declination statement below if you choose not to have the vaccination) I understand that due to my occupational exposure to blood and other potentially infectious materials, I may be at risk of acquiring HBV infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. I also understand that if in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at that time, at no charge to me.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Employee Signature	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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Exposure Incident Investigation Form

Date of Incident: _____ Time of Incident: _____ Location: _____

Person(s) Involved: _____

Engineering Controls and Work Practices Involved: _____

If Applicable, Description of the Device/Sharp: _____

Record all percutaneous injuries from contaminated sharps on the Sharps Injury Log, Appendix D
Circumstances (what was occurring at the time of the incident):

How was the incident caused: (accident, equipment malfunction, etc.) List any tool, machine, or
equipment involved: _____

Personal protective equipment being used at the time of the incident:

Actions taken (decontamination, clean-up, reporting, etc.) _____

Recommendations for avoiding repetition of incident: _____

Investigated by: _____

Rockford BRT Corridor Selection & Development Plan

November 2024



Prepared for:



Prepared by:



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Executive Summary

This report is the result of a Bus Rapid Transit (BRT) Corridor Analysis initiated by the Region 1 Planning Council (R1PC) and the Rockford Mass Transit District (RMTD). The study focused on the feasibility and potential to implement bus rapid transit in the Rockford area. The technical scope included a review of peer agency best practices, identification and scoring of potential BRT corridors, and cost projections.

The key outcome is a BRT strategy and roadmap for the region to implement BRT service. There are several compelling reasons to consider BRT in Rockford:

Bus Rapid Transit (BRT) is a form of transit that creates a high-quality rider experience similar to rail service, but using rubber-tire vehicles.

BRT uses various technologies to achieve a fast, reliable, convenient and efficient service at a relatively low cost. Chapter 1 describes BRT features in more detail.

- **Increased transit ridership** – BRT has tremendous potential to attract new riders who may not have considered public transit previously. It offers customers a faster, more reliable, and more comfortable trip compared with traditional bus service. For example, after the Cleveland RTA implemented their HealthLine BRT system, ridership increased 48% in its first year. In Minneapolis, the BRT on Snelling Avenue yielded a one-third ridership increase in its first two years. Attracting new riders will be particularly important following ridership losses from COVID-19.
- **Economic development** – BRT investments can help spur economic development by improving access for workers, residents, and customers. Many communities have pursued redevelopment or transit-oriented development adjacent to BRT stations – in Cleveland, the HealthLine is credited with sparking \$5.8 billion in transit-oriented development.
- **Equity benefits** – BRT corridors have the potential to connect all members of the Rockford community, especially historically disadvantaged groups. For example, BRT would enhance mobility for low-income workers who are overrepresented among transit riders.
- **Reduced emissions and congestion** – More transit ridership means fewer auto trips, which improves traffic conditions and air quality for everyone.
- **Rockford has demand for increased transit** – One finding of RMTD’s recent Comprehensive Mobility Analysis was that its service levels are about 20% lower than comparable peer agencies. Based on available funding, most routes operate hourly service, even where population and employment patterns indicate greater demand.



Figure 1. A rendering of a BRT station in Montgomery County, MD, featuring a vertical marker, real-time information, ticket vending machine, and near-level boarding. Source: ZGF.com

The project team conducted a detailed process of identifying and scoring various potential BRT corridors based on factors such as ridership demand, operational feasibility, social equity, and connectivity. Based on the findings of that process and feedback from RMTD and R1PC, agreement was reached on two key recommendations regarding corridor selection. Other more specific recommendations are included throughout this plan.

- **RMTD should advance the East State Corridor as its first BRT line.** This corridor received the highest overall score in the evaluation process, and particularly strong ratings for demand potential, social equity, and connectivity. It is an important regional corridor that links numerous medical and commercial destinations. Specifically, we recommend beginning with the western half of this corridor between Downtown Rockford and Rockford University. The western half has a stronger overall market, requires fewer design changes to ensure walkability, and may be more affordable for potential funding partners.
- **RMTD should further study the Riverside/Rockton/Kishwaukee Corridor and the North Main/Kishwaukee Corridor as candidates for its second BRT line.** This would create a north-south line to complement East State's east-west orientation, forming a network that respects geographic equity considerations. Both of these corridors scored relatively well in the evaluation process, with Riverside/Rockton/Kishwaukee rated second-highest.



Figure 2. Diagram of East State Street, which is proposed as RMTD’s first BRT corridor. We recommend beginning with the western portion shown with a solid line.

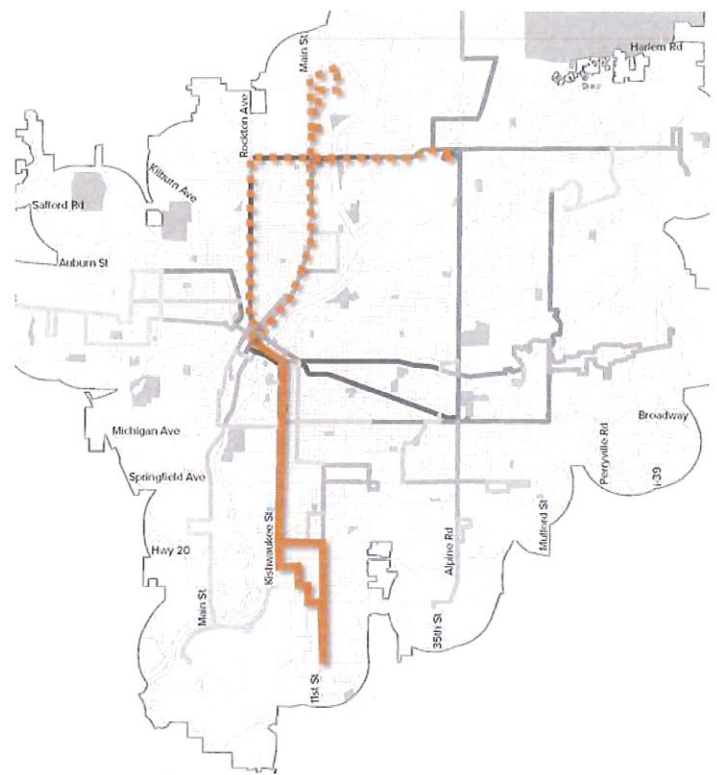


Figure 3. Diagram of the potential second BRT corridor. The dashed lines indicate two potential options for the northern portion of the corridor.

This plan includes projections of BRT capital and operating costs under various scenarios. Cost projections for the recommended initial BRT corridor, East State between Downtown and Rockford University, have a wide range of uncertainty at this stage of planning. The capital cost of infrastructure for this corridor is estimated between \$39.9m to \$77.2m and the added operating cost of BRT service is estimated between \$1.9m and \$6.4m annually, depending on scheduling choices. Of course, the range of uncertainty will be reduced as additional planning and design work is completed.

Potential roadmaps for the BRT development process were also created as part of this project. The steps leading to a fully-funded project depend in part on what funding sources are pursued. The final chapter of this plan describes these funding options and recommends early engagement with FTA and IDOT to confirm the most viable funding strategy.

RMTD and R1PC believe that bus rapid transit can be a transformative step forward for public transit in the Rockford region, but we recognize that it will only become a reality with the support of a broad coalition. We look forward to working with a wide range of stakeholders as BRT concepts are refined and detailed project designs are developed.

1. Introduction:

The Value of BRT for Rockford

What is BRT?

Bus Rapid Transit (BRT) is a form of transit that creates a high-quality rider experience similar to rail, but using rubber-tire vehicles. This mode can utilize various features to achieve a fast, reliable, convenient and efficient service at a relatively low cost:

- High frequency service, to ensure short wait times and a convenient customer experience. Peak BRT service typically operates every 15 minutes or better.
- Traffic signal priority (TSP), which allows buses to communicate with traffic signals to reduce delays at red lights.
- Enhanced stations that are spaced farther apart than typical bus stops. The longer spacing between stops helps to speed up trips by reducing the time spent making stops. BRT stations also provide a range of customer amenities.
- A distinct branding of the BRT service, to help customers recognize the special service.
- Near-level boarding, in which station platforms are raised above standard sidewalk height to make it easier and quicker for customers to board the bus (especially those with disabilities).
- Off-board fare collection, which can eliminate delays from customers paying fares at each stop.
- Bus-priority lanes that allow buses to bypass delays from auto traffic. This may include bus-only lanes as well as queue jump lanes that prioritize buses through congested intersections.

The various features listed above have the potential to make BRT a game-changing solution for bus operators like RMTD. BRT can enhance the role of transit in a community, attracting new



Figure 4. Photos of BRT stations used by The Rapid in Grand Rapids (top) and by STA in Spokane (bottom)

riders who may not have previously considered transit. New riders may also use services that connect with the BRT and build the constituency for transit, helping advance broader goals of sustainability, equity, and economic development.

As BRT has proliferated across the United States, different agencies have implemented the concept in different ways tailored to their local needs. Many BRT corridors don't include every feature listed above, based on constraints of budgets, roadway authorities, and other context. Similarly, some agencies have pursued additional improvements alongside BRT to help it succeed. These might include land use planning in areas where redevelopment is appropriate, or improvements to the pedestrian network in areas where it may be challenging to walk to or from a transit stop.

Experience from RMTD's Peer Agencies

While BRT may be most common in the largest US cities, there is certainly precedent for BRT in mid-sized cities similar to Rockford. To understand the state of BRT within similar contexts, eight peer cities with BRT lines were identified as illustrated in the map below. The peers were selected based on having a population under 500,000, having similar transit propensity to Rockford, and avoiding special cases such as college towns or busways/tunnels.

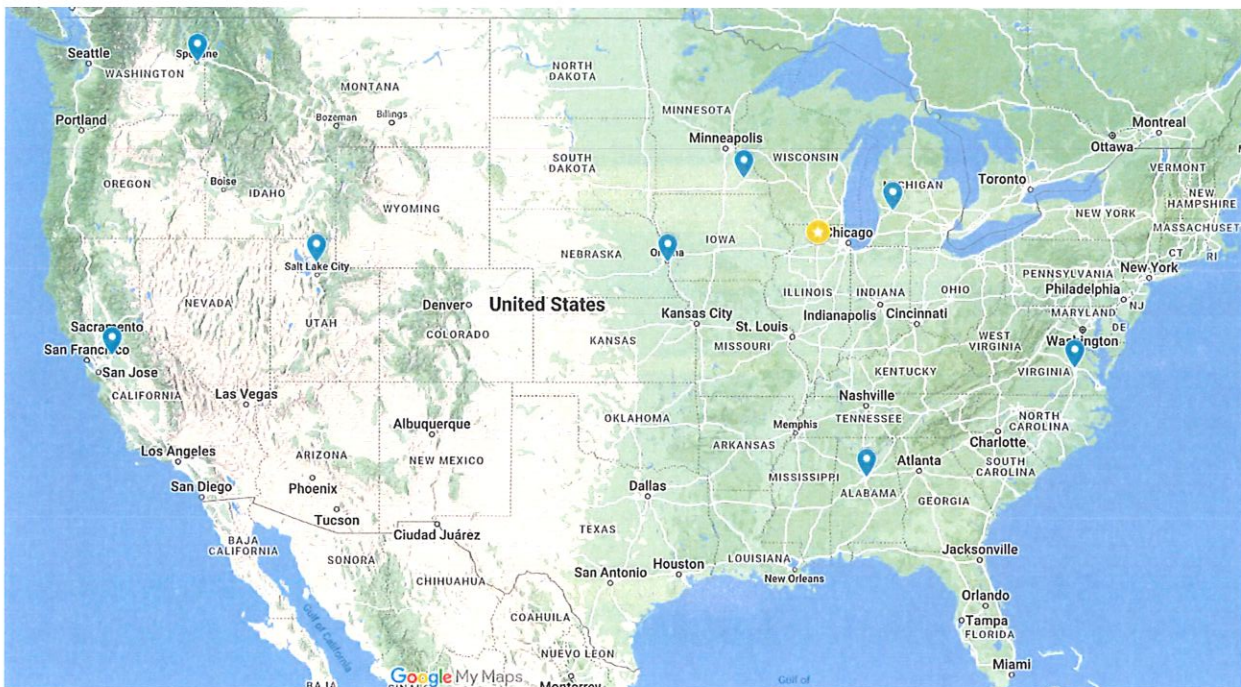


Figure 5. Map of Eight Peers with BRT (Marked in Blue)

The BRT infrastructure features used by the peer systems were generally quite consistent, as summarized below:

- All peers used traffic signal priority (TSP).
- All peers improved pedestrian connections as part of their BRT deployment.
- All peers applied a distinct branding to the BRT service.
- All peers but one used near-level boarding.
- All peers but one included some bus-priority right-of-way (e.g. queue jumps or bus lanes).
- About half of the peers included offboard ticket vending machines.

A typology of different levels of BRT infrastructure is also shown in Table 1, illustrating areas where variation among the peers is more common. The table includes estimated capital costs per mile for each category, based on the peers, but please note that these costs may be influenced by numerous factors in addition to the actual infrastructure designs.

Table 1. Typology of BRT Capital Infrastructure Based on Peer Agencies

Feature (capital)	High Intensity	Medium Intensity	Low Intensity
Traffic signal priority	✓	✓	✓
Improved pedestrian connections	✓	✓	✓
Distinct branding	✓	✓	✓
Near-level boarding	✓	X	X
Bus operating right-of-way	Dedicated lanes (most of corridor)	Dedicated lanes (limited segment)	Mixed traffic
Offboard ticket vending machines	✓ (Unless free)	X	X
Station amenities	Benches, shelter, vertical marker, real-time information, bike parking, emergency phone	Benches, shelter, vertical marker, real-time information	Benches, shelter
Capital cost per mile (2024 dollars)	\$16-24 million	\$8-16 million	\$4-8 million

The BRT schedules operated by peer systems showed a variety of approaches, based on the specific markets being served and other factors. Table 2 shows a typology of BRT service levels that reflects the range of schedules used by peer systems. (Of course, the level of service on a BRT corridor does not necessarily match the level of infrastructure.) When considering BRT service levels, please note that projects funded by the FTA Small Starts program as Corridor Based BRT must meet certain minimum service requirements; the Low Intensity category below does not meet those minimums.

Table 2. Typology of BRT Service Based on Peer Agencies

Feature (operational)	High Intensity	Medium Intensity	Low Intensity*
Peak weekday headways	< 10 min	10 min	15 min
Off-peak weekday headways	10 min	15 min	30 min
Weekend headways	15 min	15 min	30 min
Weekday service span	4:30am – 12am	5am – 11pm	6am – 10pm
Weekend service span	5am – 12am	6am – 11pm	8am – 10pm

** Note that Low Intensity falls short of FTA’s minimum BRT definition.*

The peer analysis also includes additional details on topics such as vehicle type, station spacing, station amenities, ridership, fare policy, and funding sources. For example, it found that the peers were evenly split between standard 40’ buses and articulated 60’ buses, and that half of the peers used battery-electric buses for their BRT. The review also showed that most of the peer agencies funded their BRT using the FTA Small Starts program. The remainder used funding from the TIGER/BUILD/RAISE program. This peer review provided useful context for the selection and planning of BRT corridors for RMTD.

2. Corridor Identification & Screening

Analysis Approach

The objective of the corridor screening process was to identify the top corridor(s) for a Rockford BRT route that maximizes transit efficiency, improves accessibility, and supports sustainable transit-oriented development. The methodology described below was utilized to systematically screen potential corridors and select the most suitable ones for implementing a successful BRT route that meets Rockford's and the RMTD's needs.

The following goals of BRT were considered throughout the analysis:

- Improve travel time and reliability
- Increase transit ridership
- Enhance connectivity
- Promote equitable access
- Support economic development
- Minimize environmental impact

To focus on corridors that currently experience significant ridership demand, routes were first filtered to those that experience more than 100 average daily riders. Routes were then segmented based on high-level right-of-way characteristics to reflect areas with differing roadway design context. Roadway direction (whether a roadway is one-way or two-way), the direction of bus travel, major intersections, and similar land uses were also considered to designate shorter segments of each corridor. This analysis presented 74 initial segments that would proceed to the next level of evaluation.

The scoring system was designed to quantitatively demonstrate how each corridor segment performs under demographic, employment, transportation, equity, land use, and infrastructure considerations. The scoring system was influenced by the evaluation criteria listed below and had weights assigned to each category and individual criterion. Once scored, the corridor segments were ranked accordingly. The evaluation criteria, weights of each category, and general characteristics measured were as follows:

Demand Potential (40%): The overall potential demand for BRT service considered factors associated with demographics, ridership, employment, economic development potential and locations that spur increased transit ridership.

- Current population and employment densities
- Existing transit ridership and potential for growth
- Major trip generators along the corridor
- Transit-supportive land uses
- Potential to spur economic development

Social and Equity Impact (25%): The social and equity impact considered factors associated with environmental justice variables, and how well the corridors served disadvantaged communities.

- Serving low-income and other disadvantaged residents
- Serving low-income employment locations
- Public support and community acceptance
- Environmental justice factors
- Average transit travel times

Operational Feasibility (20%): Operational feasibility considered factors associated with the physical environment needed to operate a successful BRT line.

- Roadway width and right-of-way availability for BRT infrastructure
- Traffic conditions and potential impact on general traffic

Connectivity and Integration (15%): Connectivity and integration factors examined how well corridors fit into the overall RMTD network and how well connected to the pedestrian network corridors were.

- Integration with the existing RMTD network
- Potential for future expansions and improvements
- Availability of sidewalks and pedestrian facilities

In all, 25 variables were factored into the scoring of each corridor segment. Each of the variables in Table 3 is a proxy for the demand of BRT service, the likelihood of transit usage, the opportunity for increased transit service and the corridor’s viability of supporting BRT service.

The analysis used a variety of data sources, such as transit ridership, roadway data and demographic statistics. Census demographic data was analyzed at the block group level (the most granular geographic level available) and characteristics were applied to the route segments that traveled through respective Census block groups. If a route segment travelled through multiple Census block groups, the characteristics would be averaged. Corridor segments often accommodated multiple routes and multiple streets. Some variables, such as, “Public Support and Community Acceptance”, and “Potential to Spur Economic Development” were evaluated qualitatively through conversations with RMTD staff, reasonable judgement and assessment.

Table 3: Corridor Analysis Weighting by Category and Criteria

Demand Potential	Weight
Transit Ridership	25%
Employment Density	15%
Density of Service Sector Jobs	10%
Population Density	10%
Access to Trip Generators	10%
Transit-Supportive Land Uses	6%
% Zero Vehicle Households	5%
% Households Under \$40k	4%
Poverty Density	4%
Minority Density	3%
% Unemployed	2%
Under 25 Density	2%
Over 64 Density	2%
Potential to Spur Economic Development	2%
Operational Feasibility	Weight
Roadway Width and ROW Availability	50%
Traffic Conditions (AADT)	50%
Social and Equity Impact	Weight
Serving Low-Income and Disadvantaged Residents	25%
Serving Low-Income Employment Locations	25%
Air Quality (NO ₂ , PM _{2.5} , and CO)	20%
Access to Healthcare Facilities (within ¼ mile of corridor)	15%
Average Transit Travel Time	10%
Public Support and Community Acceptance	5%
Connectivity and Integration	Weight
Integration with Existing RMTD Network	50%
Potential for Future Expansions and Improvements	25%
Sidewalk and Pedestrian Network	25%

Scoring Results

Following the analysis described above, all 74 segments were assigned a score (1 being the lowest, and 10 the highest) for each criterion and category. The highest overall score was 7.56 and the lowest overall score was 2.11. The mean overall score was 5.11. A map illustrating the scores of all segments is available in Figure 6 on the next page. The five highest ranked segments were as follows:

1. East State Street from 6th Street to Lynmar Court
2. Charles Street from East State Street to Alpine Road
3. Rockton Avenue from Van Wie Avenue to Halsted Road
4. Mulberry Street from Court Street to Church Street/Church Street from Mulberry Street to Chestnut Street/Chestnut Street from Mulberry Street to Kishwaukee Street
5. Riverside Boulevard from Rockton Avenue to 2nd Street

The maps in Figures 4 through 7 illustrate how each corridor segment performed in the categories of Demand Potential, Operational Feasibility, Social Equity and Connectivity Integration. In general, connections to the Downtown Transit Center, high ridership, employment and residential density, and sidewalk availability, among others, contributed to high segment scores.

As illustrated in Figure 7, demand potential is very high in downtown, as demonstrated by high average daily ridership. The eastern edge of East State Street and Rockton Avenue also scored very high under demand potential. Segments that deviate from the main route arterial, and tails/termini of routes generally scored lower than the trunk of the route, particularly in final aggregate and demand potential scores.

As shown in Figure 8, social and equity impact scores are generally higher north of Broadway. Segments on Rockton Avenue, East State Street and Charles Streets, had the highest social equity scores in the analysis. These segments, notably along Rockton Avenue, had more low-wage job earners, poorer air quality, and longer transit travel times compared to other segments in the analysis. The analysis also shows relatively high social and equity impact scores on several major arterials on the northeast side of the service area, including, Riverside Boulevard, Alpine Road, and Mulford Street.

Figure 9 indicates higher operational feasibility on wide roadways with high traffic volumes. Segments through the downtown received lower operational feasibility scores because roadways typically have fewer and narrower lanes. The highest traffic counts in the analysis were found on Riverside Boulevard, Alpine Road and East State Street. Each of these corridor segments have at least four lanes of travel. Segments with very high operational feasibility scores tended to have lower demand potential and connectivity and integrations scores than segments with lower operational feasibility scores.

Figure 10 illustrates the connectivity and integration scores of corridor segments. Predictably, segments through the downtown received very high scores as a result of access to the Downtown

Transit Center. Segments that serve transfer centers and more route connections also received high scores.

Scoring results reveal much about the RMTD service area—including who routes serve, what land uses are most common along route corridors, and how easy it is to access routes along corridors.

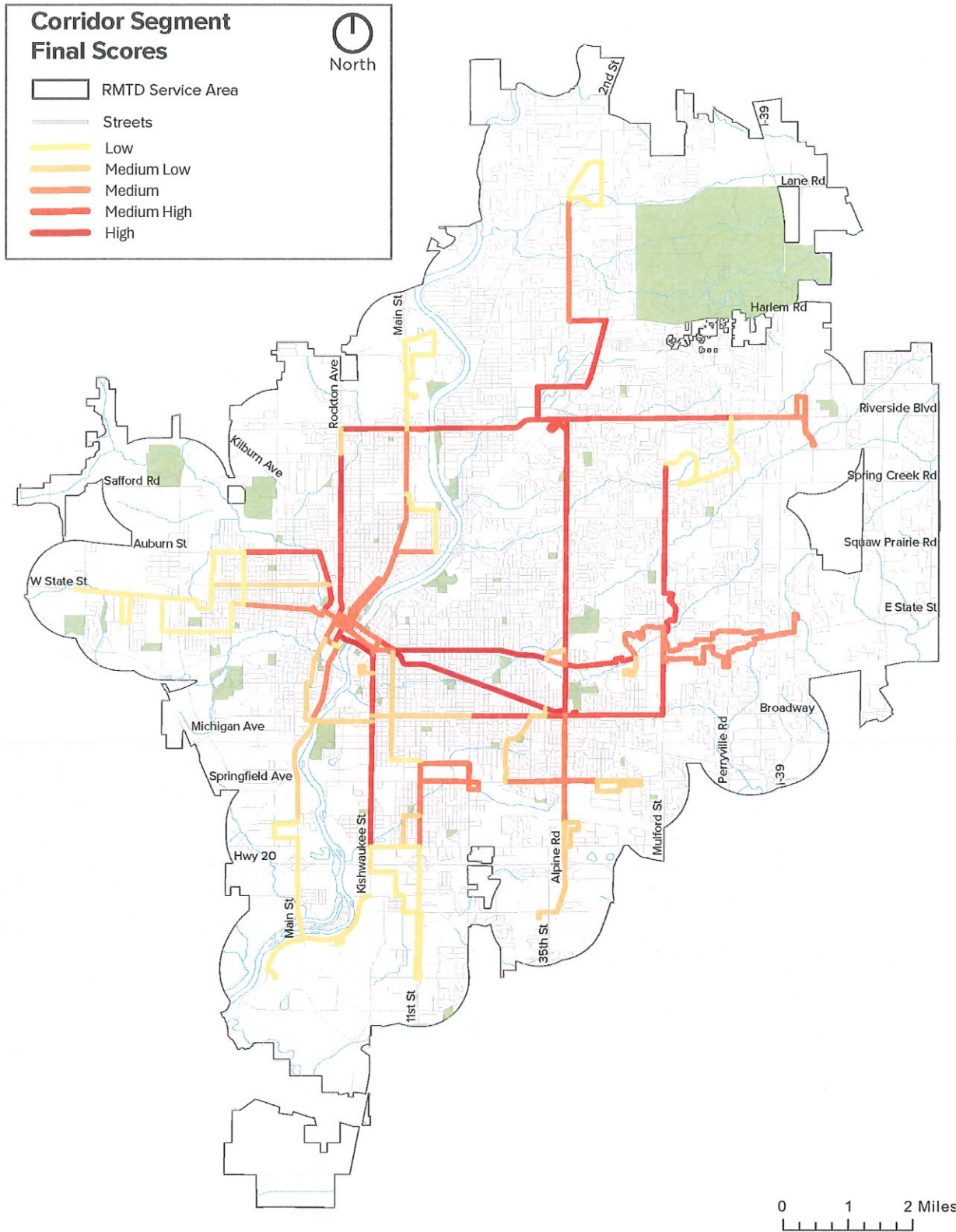


Figure 6: Corridor Segments Final Scores

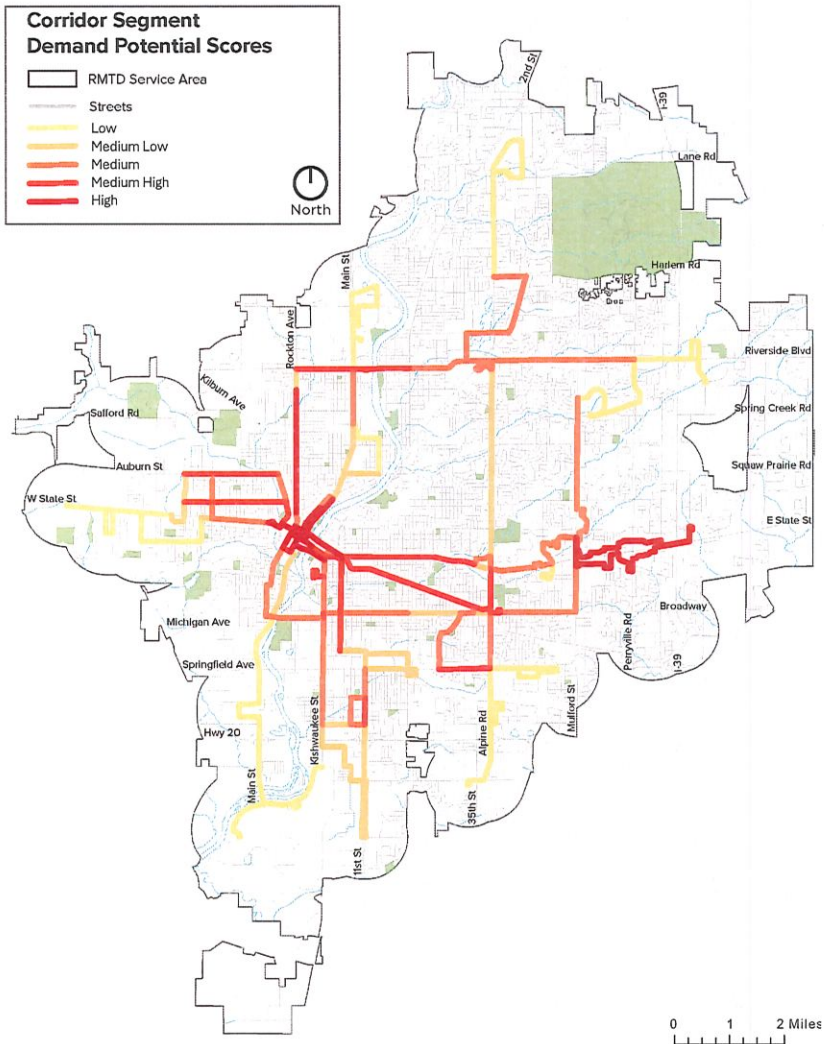


Figure 7. Corridor Segments Demand Potential Scores

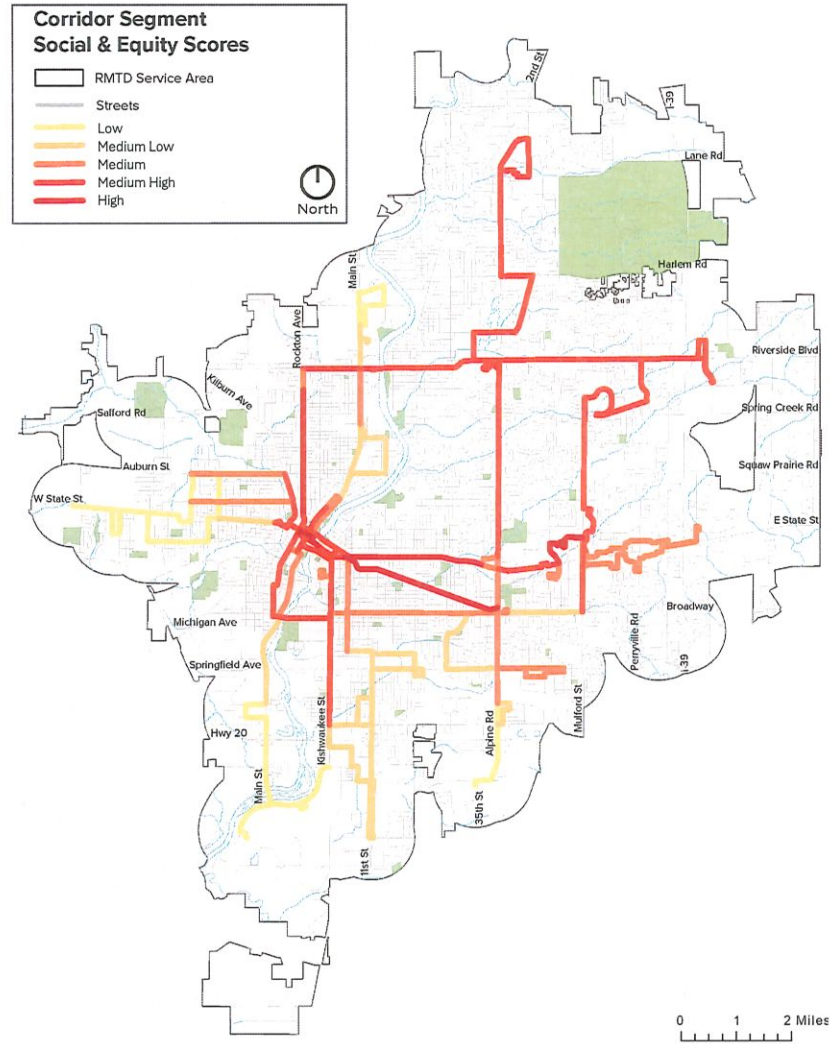


Figure 8. Corridor Segments Social and Equity Impact Scores

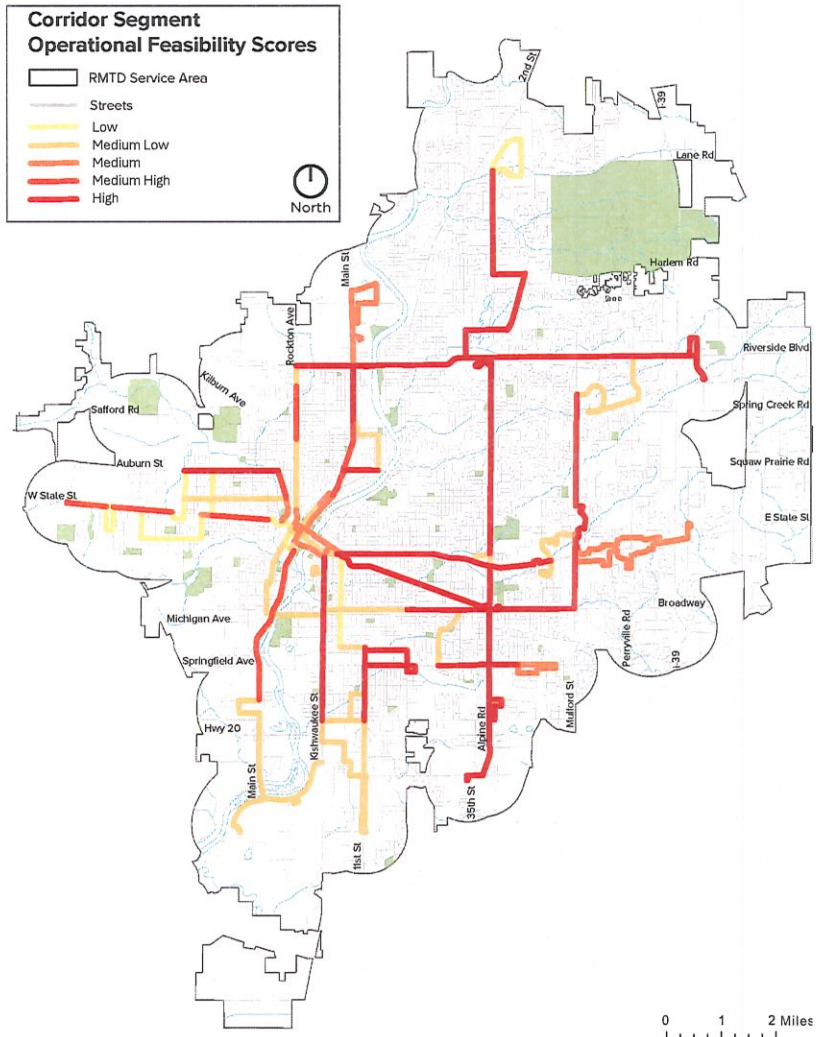


Figure 9. Corridor Segments Operational Feasibility Scores

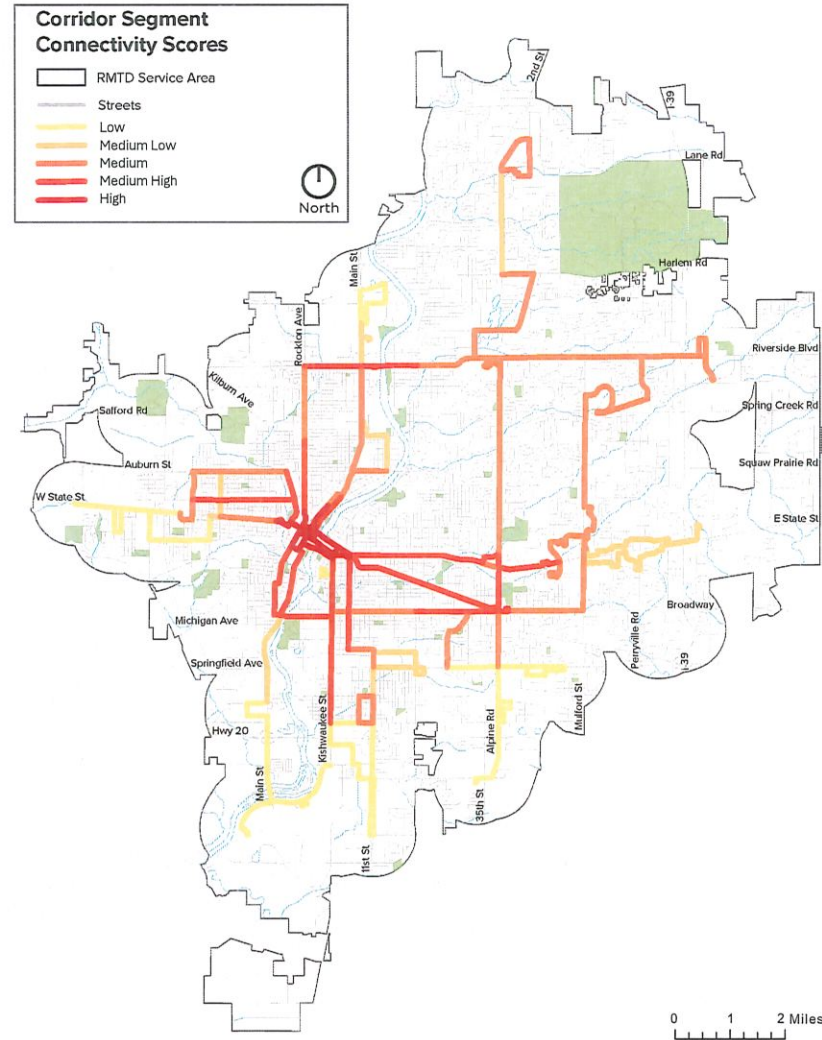


Figure 10. Corridor Segments Network Connectivity Integration Scores

Following the analysis at the segment level, individual segments were combined to more clearly reflect logical corridors that could be viable for BRT service. The candidate corridors were selected to emphasize strong markets and to link multiple parts of the service area with significant origin-destination travel flows. (Origin-destination patterns were evaluated using Replica travel data as well as RMTD transfer data.) Some low-scoring deviations on existing routes were also excluded from BRT corridors, as they did not demonstrate a high viability for BRT service.

Scoring results distilled the analysis to the five highest scoring corridors, as shown in Table 4. Corridor names reflect the route(s) that currently operate on that roadway. All but one corridor (East State) reflects a combination of multiple route patterns currently operating.

Table 4: Relative Results for Five Highest Scoring Corridors Including North Main/Kishwaukee Corridor

Corridor	Final Score	Demand Potential	Operations	Social Equity	Connectivity
East State	High	High	Low	High	High
Riverside / Rockton / Kishwaukee	High	Medium	Medium	High	High
North Main / Kishwaukee	Medium	Low	Medium	Medium	High
School / Charles	Medium	High	High	Medium	Low
N. Main / 7 th / 11 th	Low	Medium	Low	Low	Medium

Note that ratings are relative to the other top corridors (all are strong overall)

East State Street (Route 11)

Corridor Characteristics:

- 7.5 miles one-way
- Weekday ridership: 720
- Connects downtown, medical centers, educational destinations, grocery stores, auto-oriented retail, the Hard Rock Casino, and the East Side Transfer Center
- Not through-routed because existing route is relatively long
- Primarily IDOT jurisdiction

The East State Street corridor provides numerous connections to key community destinations, retail, grocery stores, downtown, and transit-supportive land uses, and experiences consistently high average daily ridership. As a result, the corridor received the highest overall score in the analysis. The corridor received a high demand potential score on its far east end segment, which operates through the surface parking lots in front of retailers like Target and Sam's Club. This score was driven by access to trip generators, transit-supportive land uses, service jobs and very high ridership. The segment between 6th Street and Lynmar Court was the highest scoring segment in the analysis. This segment received a high social equity score, influenced by the concentration of low-wage jobs and service to the Saint Anthony Hospital. The corridor's high operational feasibility score can be attributed to East State's right-of-way availability (two to four travel lanes in each direction and approximately 95 feet of roadway through most of the corridor) and high traffic counts (more than 11,000 vehicles per day on average). The lowest scoring segments were on route deviations to Morsey Drive/Alpine Road and around the Saint Anthony Hospital.

This corridor has a rather different character on its west and east halves (dividing it near Rockford University.) As Figure 11 and Figure 12 illustrate, the west portion is relatively dense and walkable while the east portion serves more auto-oriented destinations that may present challenges for pedestrians. As a result, the routing on the east portion makes more deviations to take customers directly to big-box stores and other destinations. It may be possible to remove some of these deviations, such as the one on Arnold Avenue, with the introduction of BRT – however, to fully streamline the routing would be difficult given the eastern land use patterns. Indeed, new deviations have recently been added to the route to serve the new Hard Rock Casino (not included in this analysis).



Figure 11. Photos of the West Portion of Route 11



Figure 12. Photos of the East Portion of Route 11

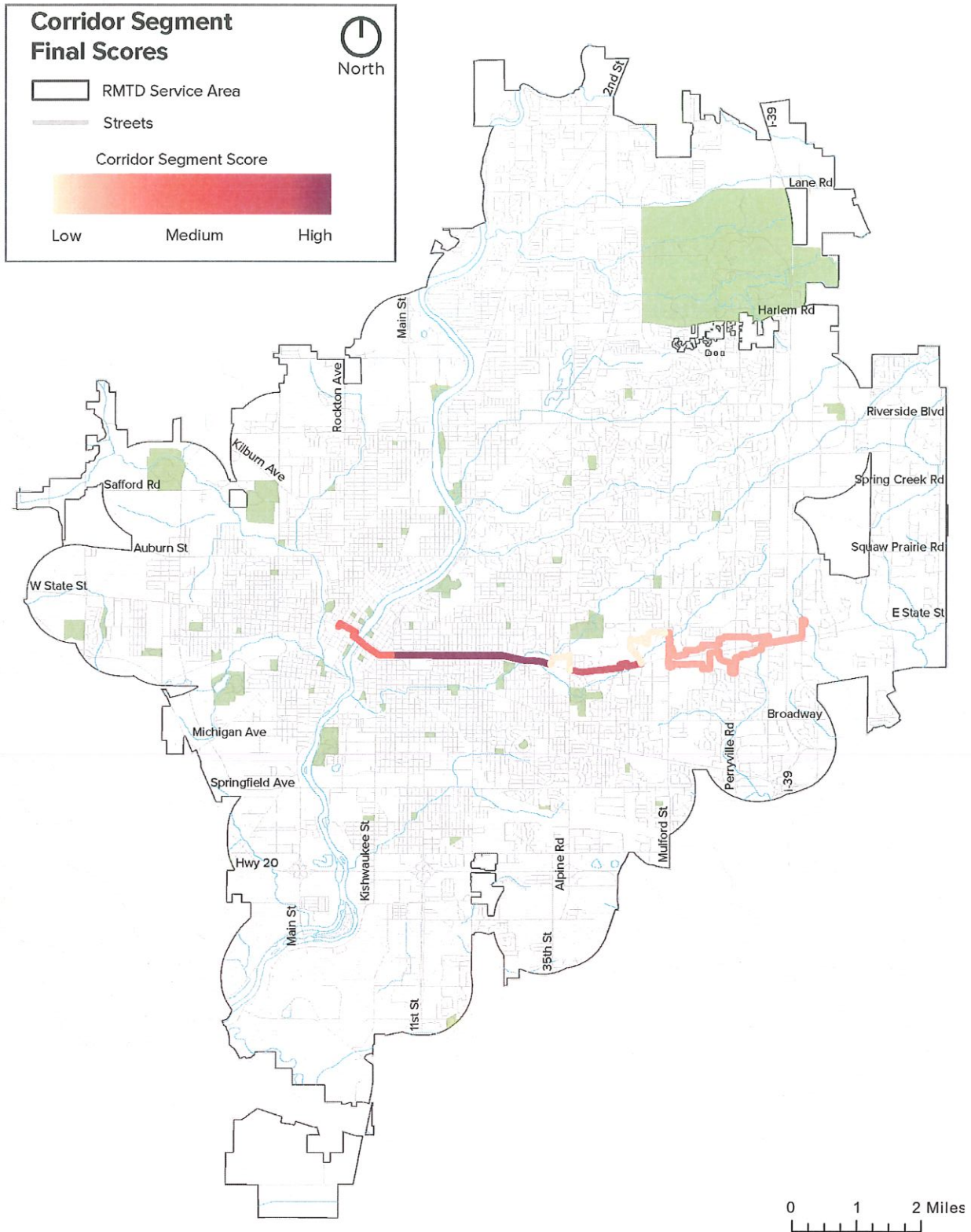


Figure 13: East State Street Corridor Final Scores by Segment

East Riverside Boulevard/Rockton Avenue/Kishwaukee Street (Routes 16/17 & 15)

Corridor Characteristics:

- 13.5 miles one-way
- Weekday ridership: 520
- Connects industrial employers east of airport, urban neighborhoods, senior housing, downtown, medical centers, and big box retail
- Kishwaukee linked to Rockton/Riverside based on land uses
- Mix of Rockford, Loves Park, and IDOT jurisdiction

The East Riverside Boulevard/Rockton Avenue/Kishwaukee Street corridor combines route patterns of Route 16/17-City Loop and Route 15-Kishwaukee. Segments along Rockton Avenue scored very high, driven by access to trip generators like the Javon Bea Hospital and schools, high population density (8.0 people per acre compared to 5.3 people per acre across the entire analysis), and high social equity scores (particularly between Locust Street and Van Wie Avenue). Riverside Boulevard benefits from strong ridership, driving a relatively high demand potential score on that segment. The southern tail of the corridor, which deviates off of Kishwaukee Street, received one of the lowest scores in the entire analysis, driven by poor demand potential, low connectivity, and operational feasibility. There may be an opportunity to modify the alignment of this segment to serve the growing concentration of jobs around Rockford Airport.

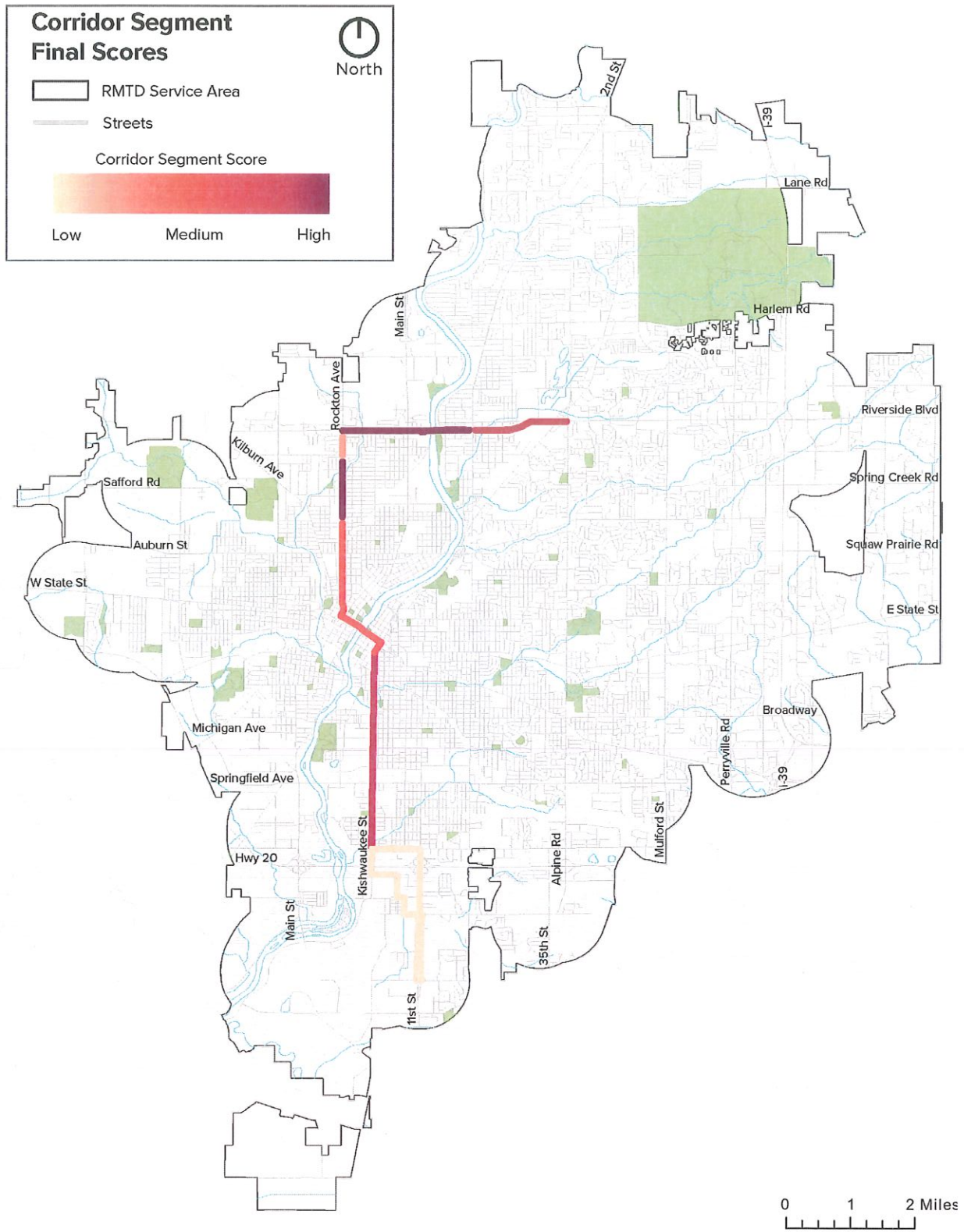


Figure 14: East Riverside/Rockton/Kishwaukee Corridor Final Scores by Segment

North Main Street/Kishwaukee Street (Routes 4 & 15)

Note that this was not initially considered as a corridor, but it was added following feedback at a September 2024 workshop. It was analyzed using the same methodology as the other corridors.

Corridor Characteristics:

- 12.6 miles one-way
- Weekday ridership: 480
- Connects industrial employers east of airport, urban neighborhoods, senior housing, downtown, commercial districts, and an Amazon logistics facility
- Kishwaukee linked to North Main based on high ridership productivity
- Mix of Rockford and IDOT jurisdiction

This corridor combines the North Main Street and Kishwaukee Street corridors, as suggested by RMTD. As seen in other corridors, segments in the downtown scored relatively well as a result of a high number of transfers (via the Downtown Transit Center), strong walkability, and job density. The segment on Jefferson Street crossing the river reflects this pattern, receiving the second-highest score along the corridor and a relatively high demand potential score. Segments along North Main Street scored lower than anticipated, potentially due to very low job density (1.3 jobs per acre compared to 4.1 jobs per acre across the entire analysis) and poor access to trip generators. The north and south tails of the corridor experience very low ridership and received lower scores than the corridor overall, however, alignment of the southern tail could be modified to serve the growing concentration of jobs around Rockford Airport.

Overall, the North Main/Kishwaukee corridor performed very well in the connectivity and integration category, relatively well in operational feasibility and social and equity impact, and relatively poorly in demand potential, when compared to the other top performing corridors. It should also be noted that Rockford plans to convert the portion of North Main that is currently one-way to allow two-way travel, which would allow RMTD to simplify service on the corridor.

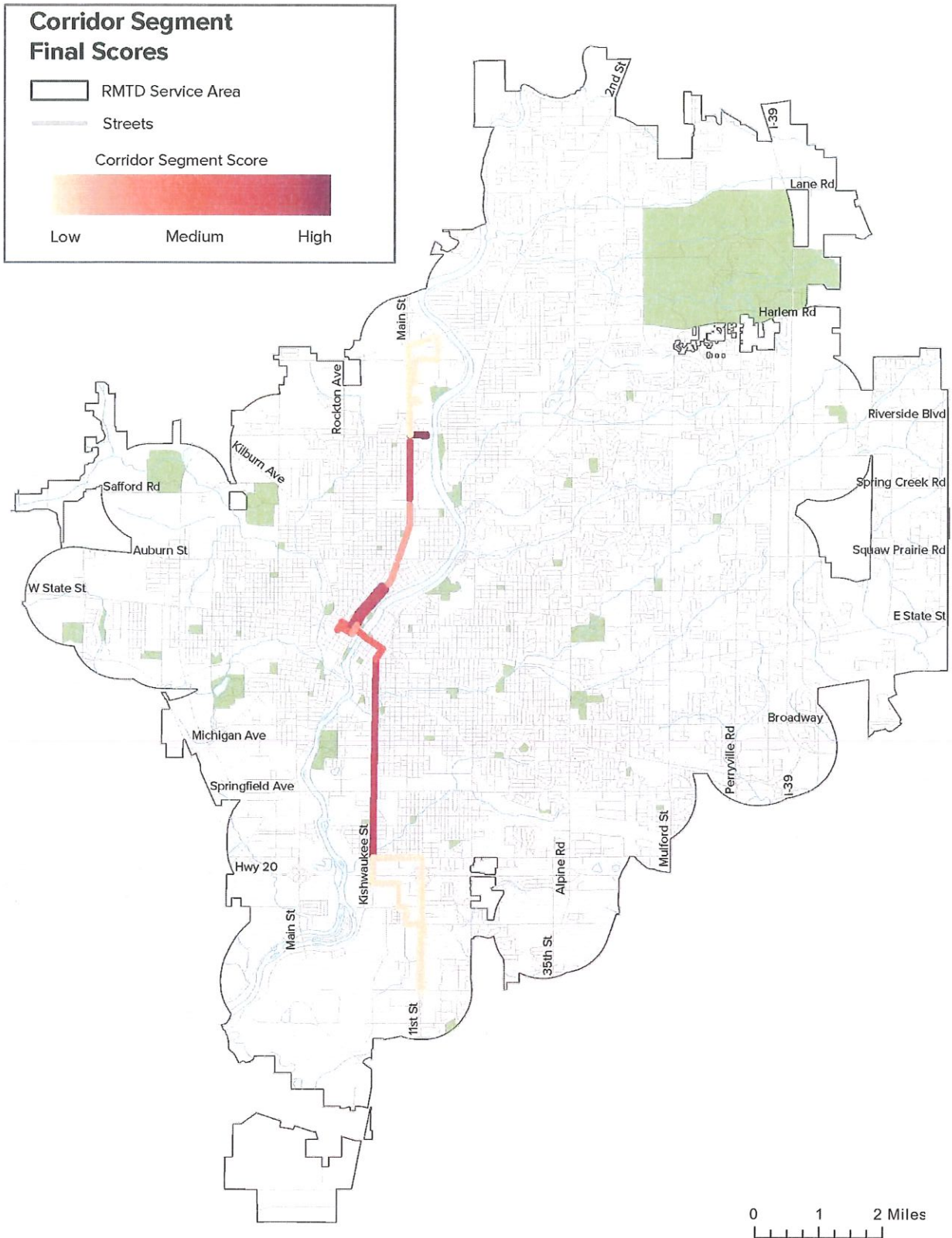


Figure 15. North Main/Kishwaukee Corridor Final Scores by Segment

School Street/Charles Street (Routes 12 & 2)

Corridor Characteristics:

- 8 miles one-way
- Weekday ridership: 390
- Connects urban neighborhoods, grocery stores, medical centers, downtown, and educational destinations
- Charles linked to School Street based on trip patterns
- Primarily Rockford jurisdiction

The School Street/Charles Street corridor combines route patterns of Route 12-Charles Street and Route 2-School. This pairing creates a crosstown connection, combining two routes that terminate at the Downtown Transit Center. The corridor received a high overall score on Charles Street between School Street and Alpine Road, driven by the highest social equity score in the analysis and relatively high operational feasibility throughout Charles Street. The segment through downtown had the second highest boardings per mile in the system (254 boardings per mile), contributing to a relatively high demand potential score for the corridor. The turnaround routing via Alpine Road, Harrison Avenue and Ohio Parkway at the corridor's southeast end adds 3.4 miles and scored relatively low, driven by poor connectivity to other routes and low ridership. The western segment connecting Auburn Street and School Street received the lowest total score of the corridor.

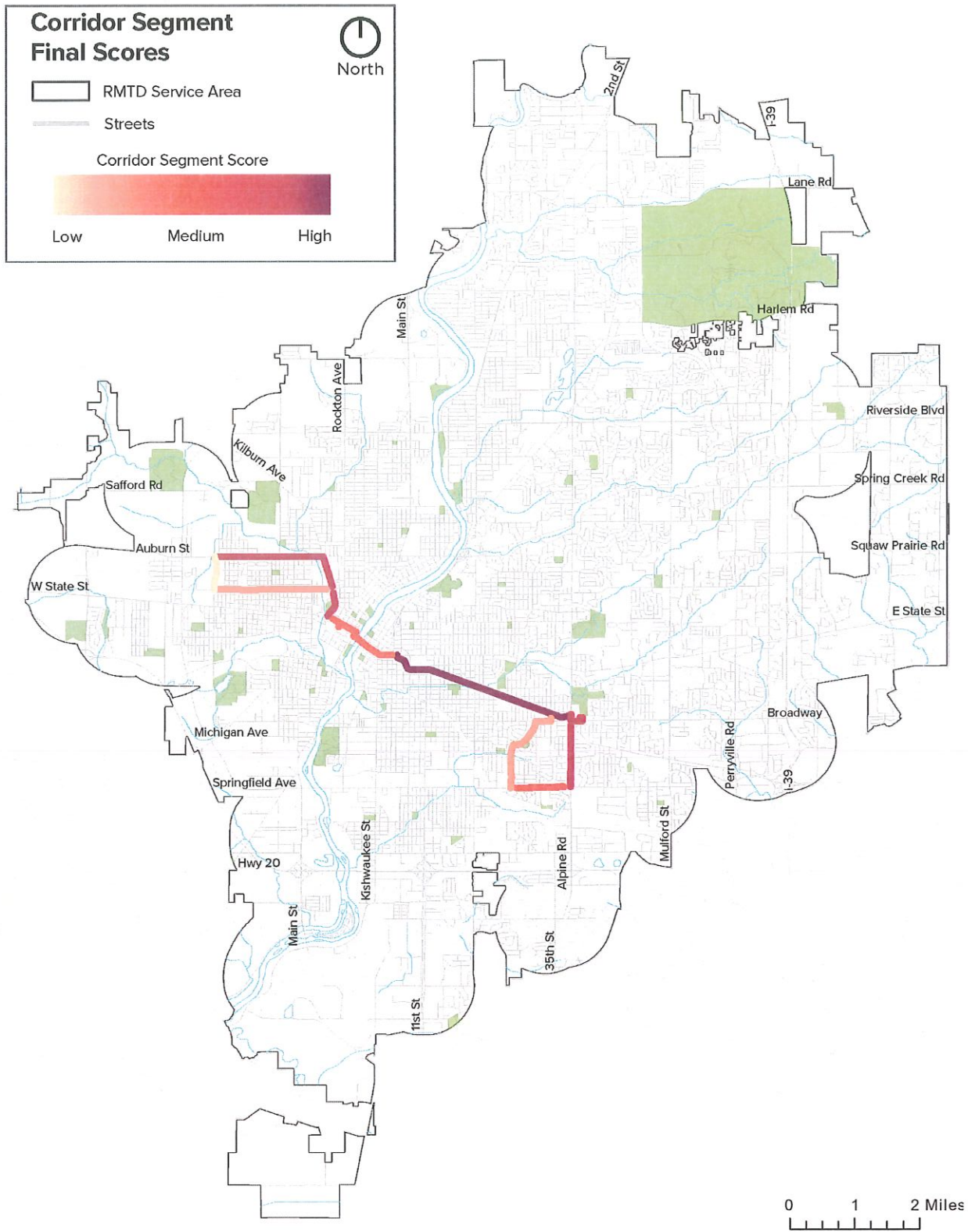


Figure 16: School/Charles Corridor Final Scores by Segment

North Main Street/7th Street/11th Street (Routes 14 & 4)

Corridor Characteristics:

- 11 miles one-way
- Weekday ridership: 520
- Connects urban neighborhoods, senior housing, grocery stores, downtown, commercial districts, and an Amazon logistics facility
- 7th Street/11th Street linked to North Main based on trip patterns
- Mix of IDOT jurisdiction and Rockford jurisdiction

The North Main Street/7th Street/11th Street corridor combines route patterns of Route 14-7th Street and Route 4-North Main, providing a north-south corridor from Bauer Parkway to Sandy Hallow Road. We assume that the low-ridership deviation from North Main via Auburn Street, Cumberland Street, and Fulton Avenue would be streamlined to support BRT service. As seen in other corridors, segments in the downtown scored relatively well as a result of a high number of transfers, strong walkability, and job density. The segment on Jefferson Street as it crosses the river reflects this pattern, receiving the second-highest score along the corridor and a relatively high demand potential score. Segments along North Main Street scored lower than anticipated, potentially due to very low job density (1.3 jobs per acre compared to 4.1 jobs per acre across the entire analysis) and poor access to trip generators. The north and south tails of the corridor experience very low ridership and received lower scores than the corridor overall.

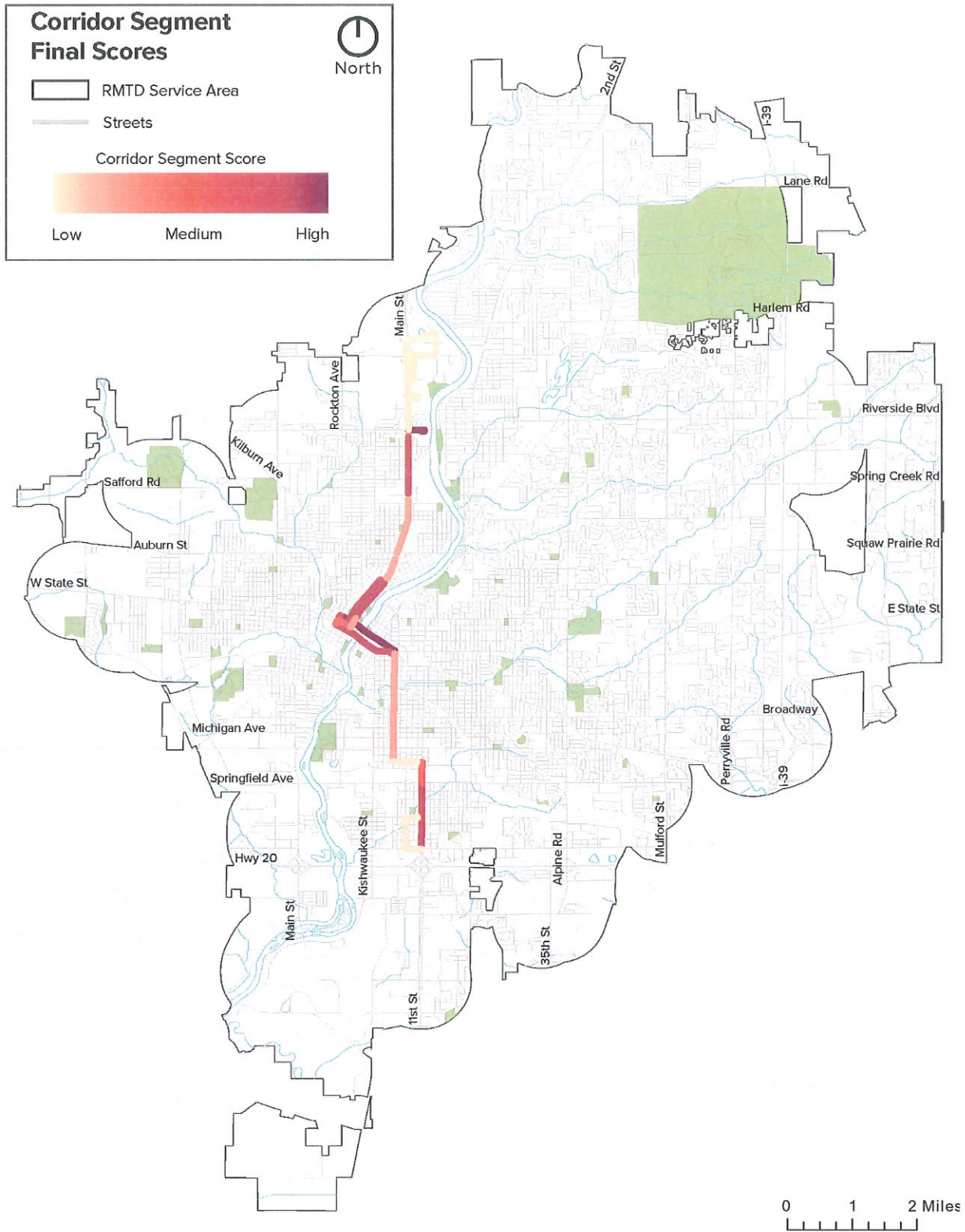


Figure 17: North Main/7th/11th Corridor Final Scores by Segment

Corridor Selections

The consulting team hosted a workshop with RMTD staff in September 2024 to review and discuss the candidate corridors outlined above. As part of the workshop, staff from R1PC and RMTD participated in anonymous polling and were asked to indicate which route(s) and corridor(s) they felt had the greatest potential for BRT service. The results of the polling exercises are shown in Figure 18 and Figure 19.

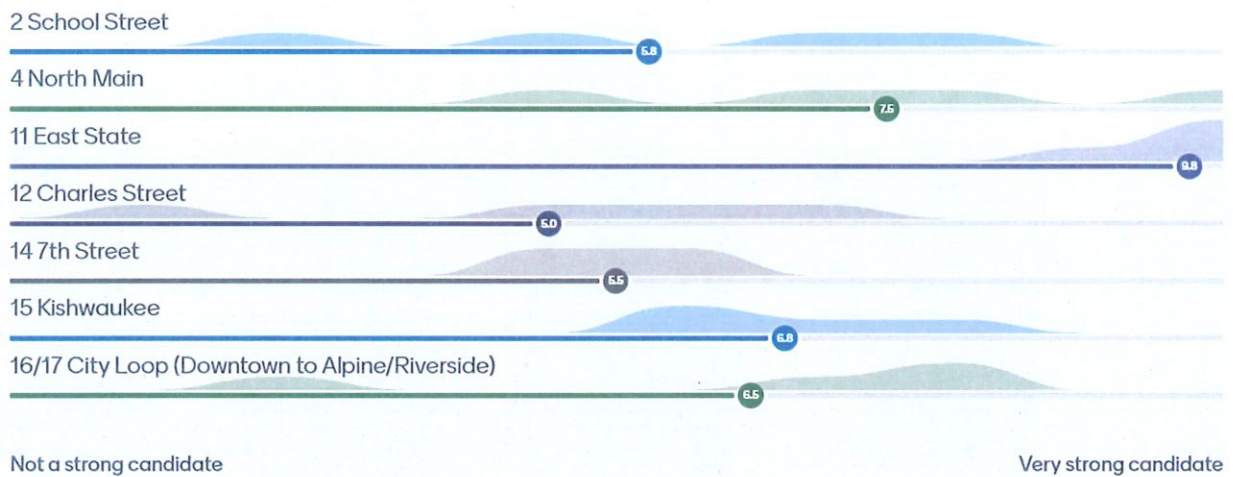


Figure 18. Polling Results for the Question: "Do you view the following routes as strong candidates for BRT?"

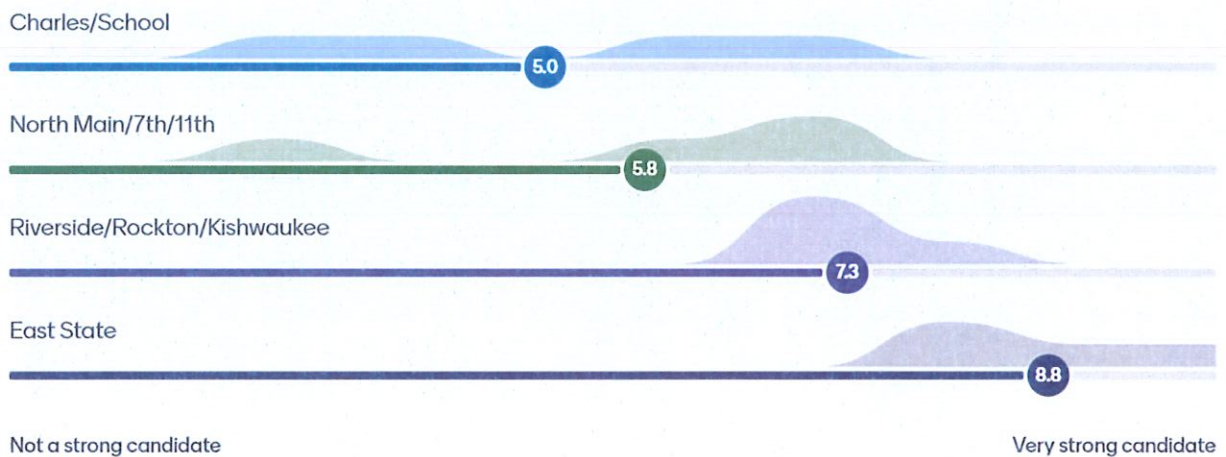


Figure 19: Polling Results for the Question: "Do you view the following corridors as strong candidates for BRT?"
Note that this poll was conducted before the North Main/Kishwaukee corridor was added as a candidate.

The East State corridor was recommended for selection as Rockford’s first BRT corridor, based on the results of the scoring process that demonstrated numerous likely benefits for the community. The workshop feedback reinforced these results, confirming that Route 11 and the East State Street corridor have the most support as a strong candidate for BRT service.

The workshop feedback also provided valuable perspective on the other potential corridors that might be successful as a second BRT line. There was agreement that a well-rated north-south corridor (either Riverside/Rockton/Kishwaukee or North Main/Kishwaukee) could effectively supplement the east-west State Street BRT and expand BRT access to more of the community. Riverside/Rockton/Kishwaukee received the second-highest overall corridor rating, with especially strong scores for Connectivity and Social Equity. North Main/Kishwaukee had a Medium overall score but scored well on Connectivity; in addition, North Main serves the most passengers per hour in the RMTD system.

Potential Downtown Rockford Alignments

The September 2024 workshop also addressed the potential routings of BRT in Downtown Rockford to cross the Rock River. Current bus routes use two different alternatives: The one-way pair of Chestnut Street eastbound and Jefferson Street westbound, or the bidirectional State Street. These alternatives are illustrated in Figure 20. The pair of one-way streets has the advantage of providing quicker travel to and from the Downtown Transit Center. However, State Street improves customer convenience by allowing riders to follow the same path in both directions, and it also has more destinations (such as a retail district) immediately along the corridor. Based on these considerations, it was also agreed that future BRT routing through downtown should use State Street. In addition, it was noted that future downtown routing could serve the planned intercity rail station near Church Street and Cedar Street.



Figure 20: Downtown Routing Alternatives

3. Estimated Operating & Capital Needs

Potential Operating Plans

For the selected BRT corridors, operating plans were developed that significantly enhance service levels while also respecting each corridor’s market demand. Current productivity levels (passengers per hour of service operated) were evaluated to determine how much more service can likely be added to each market while maintaining an appropriate level of efficiency. The resulting BRT service level recommendations are summarized in the table below. As discussed in Chapter 1, Low service typology calls for 15-minute peak headways and 30 minute off-peak/weekend headways, while the Medium service typology calls for 10 minute peak headways and 15 minute off-peak/weekend headways.

Table 5. The level of BRT service that is recommended for each selected corridor.

Corridor	Recommended BRT Service
Route 11 with BRT on West Half	Medium or Low
Route 11 with BRT on Full Length	Low
Riverside/Rockton/Kishwaukee	Low
North Main/Kishwaukee	Low

Specific Options for Route 11

Note that the Route 11 East State corridor has rather different characteristics on its west half compared with its east half. The west half is quite urban and walkable, while the east half has more spread-out destinations and auto-oriented design. In response to this context, RMTD has designed Route 11 to follow State Street on its west half but to operate primarily via access roads and parking lots between big-box retailers on its east half; eastbound trips circulate south of State Street while westbound trips circulate north of State Street. Unsurprisingly, the route’s current ridership is approximately twice as high on the west half as on the east half, despite the same level of service being offered.

This raises the question of how BRT service might operate on such a corridor. Should BRT be focused on the higher-ridership west half of the route? If BRT also serves the east half of the route, how can it ensure a convenient rider experience despite the complex one-way routing? Several potential operating concepts for the East State corridor were developed for evaluation, as summarized in the table below.

Table 6. Operating scenarios evaluated for Route 11 Corridor. The BRT scenarios show peak service under the Medium typology.

Operating Scenario	Simplified Diagram (Showing headways)	Notes
Current service		Uses 4 buses
1. BRT only on west half of route (short turns at Rockford University)		Uses 8 buses
2. BRT with one-way pattern on east end (keep current pattern)		Uses 12 buses
3. BRT with two-way pattern on east end (using alternating trips)		Uses 12 buses
4. BRT only on west half, with a circulator or feeder connection		Uses 6 buses plus circulator, adds a transfer
5. BRT on full route, with a circulator or feeder connection		Uses 12 buses plus circulator, adds a transfer

Scenario 1 would increase frequency only on the west half of Route 11, using short turns at Rockford University. This helps control operating costs and it targets BRT investments efficiently for the area where demand is strongest. Unfortunately, it would not benefit the east half of the route.

Scenario 2 would increase frequency on the entire length of Route 11, following the current service pattern. This requires a relatively high operational investment. It also maintains one-way routing on the east half of the route, which may be inconvenient for some riders.

Scenario 3 would increase frequency on the entire length of Route 11, similar to Scenario 2. However, on the east half of the route this scenario creates bidirectional service by alternating trips that operate north and south of State Street. In practice it may be challenging to make the routing truly bidirectional if some bus maneuvers are difficult to complete in both directions. Like Scenario 2, this approach will require a relatively high operational investment.

Scenarios 4 and 5 consider creating a separate circulator service to serve the first and last mile needs on the east half of the route. This would allow BRT service to stay on State Street, either for the west half of the route or for the entire route. Operational investments may be relatively low or relatively high depending on this choice. The main downside to this approach is that it would force some riders to make a transfer onto the separate circulator service, which could be inconvenient and reduce ridership.

Based on the advantages and disadvantages discussed above, two preferred scenarios were selected to use in estimating operational cost. Scenario 1 is used for scenarios with BRT focused on the west half of the route, while Scenarios 2 or 3 (equivalent from a cost standpoint) are used for scenarios with BRT along the entire route.

Operating Cost Estimates

Operating costs¹ were developed to determine the expected financial impact when adopting BRT services. These costs can vary by the level and type of service offered. A common metric to measure expenses is the operating cost per revenue hour. This is determined by taking the total operating costs over a period of time and dividing it by the revenue hours that service provided in the same period. The BRT operating cost estimates in this report utilized the existing cost per revenue hour, \$165.43 in current (2024) US dollars², provided by RMTD to estimate the cost of service in the current schedule. To estimate the additional cost of maintaining BRT infrastructure, an 8% premium was applied to RMTD's provided cost per revenue hour.³ By calculating both the existing and potential BRT costs, we can determine the impact of changes in service.

To calculate the current schedule's annual operating costs, routing, span, headways, and cycle times were reviewed. In addition, separate night and Sunday services were also considered to account for the potential removal of duplicative services. For the Route 11 corridor plan, Route 42 and Route 32 were included in the existing service costs since all potential BRT service levels would cover these days and hours and serve the same destinations. Route 42 is the Sunday East State route and Route 32 is the Weeknight East State route. While the other BRT corridors also are served by evening and Sunday routes, these routes continue beyond the BRT corridor and thus were not included as part of the existing service that would be replaced.

For each potential BRT operating plan, new revenue hour and cost totals were calculated for each of the three BRT service levels (shown in Table 2). Compared to the existing schedule, the BRT parameters have longer service spans, additional days of service, separate peak headways, and higher frequency. In addition, an hourly underlying service was estimated since many agencies utilize this type of service to maintain service to local stops. The cost analysis estimates a typical year with 255 weekdays, 52 Saturdays, 52 Sundays, and 7 holidays with no service. Comparing the outcomes of the BRT cost estimates with the current schedule's cost, we can see the net operating cost impact. The four operating plans considered are summarized in Table 7.

¹ Bus operator wages, vehicle maintenance, and fuel are the major categories of operating expenses. These expenses make up roughly 2/3 of public transit service expenses ([APTA 2022 Factbook](#))

² 65% of the current operating costs are covered by State Operating Assistance

³ This increase was determined based on National Transit Database (NTD) reports on existing BRT operating costs and a review of detailed past cost projects.

Table 7. Estimated Operating Cost Impacts for Final BRT Candidates

Corridor	Recommended BRT Service	Net Operating Cost Impact (No Underlying Service)	Net Operating Cost Impact (With Hourly Underlying Service)
Route 11 with BRT on West Half	Medium or Low	+\$4,341,000 or +\$1,948,000	+\$6,379,000 or +\$3,986,000
Route 11 with BRT on Full	Low	+\$2,502,000	+\$4,540,000
Riverside/Rockton/Kishwaukee	Low	+\$3,844,000	+\$5,712,000
North Main/Kishwaukee	Low	+\$3,364,000	+\$4,578,000

Note: Costs are in current dollars. Based on RMTD’s historical cost trends, we might expect operating costs to grow 15.8% in five years or 34.1% in ten years.

The net operating cost impacts represent an increase in revenue hours that ranges from 65% to 250% compared to the existing service. A large portion of the percentage and cost increases include new days of service and extended hours that were not previously served, in addition to the increased frequency. Recommended in this table are low BRT service for all options, except Route 11 with BRT on West Half, which has Medium BRT service recommended. As displayed in Table 2, low BRT service is defined by a peak headway of 15 minutes, off-peak and weekend headways of 30 minutes, weekday span of 6am – 10pm, and weekend span of 8am – 10 pm.

Fleet Requirements

For the various BRT operating plans under consideration, the vehicles required to operate service were calculated. The table below shows the fleet size results (excluding spares) for each potential corridor and each BRT service option. This analysis is based on current cycle times – the time for a bus to complete a round trip – divided by the desired peak headways. This approach may be conservative if buses are able to achieve time savings due to reduced time at stops and bus-priority measures.

Table 8. Estimated fleet requirements to operate different service options on the selected BRT corridors. Note that these figures do not include spares, but a 20% spare ratio is typically needed. Also note that vehicle costs are included in the subsequent capital cost estimates.

Corridor	Low Intensity BRT Service	Medium Intensity BRT Service	High Intensity BRT Service	Hourly Underlay Service
Route 11 with BRT on West Half	6	8	10	2
Route 11 with BRT on Full Length	8	12	16	2
Riverside / Rockton / Kishwaukee	10	15	20	2.5 (retain current service)
North Main / Kishwaukee	8	12	16	2 (retain current service)

Capital Cost Estimates

BRT capital costs were estimated for the selected corridors based on the ranges of capital costs experienced by peer agencies. Each BRT corridor was divided into smaller segments that were then assigned a BRT typology based on localized needs and likely infrastructure improvements. For example, areas with the strongest demand or needing significant pedestrian upgrades might be categorized as high intensity, while areas with low demand or constraints that limit improvements might be categorized as low intensity. The specific peer cost per mile ranges that were used are documented in Table 1.

The resulting capital cost estimates, after applying the peer costs per mile to each corridor segment, are shown in Table 9 below. These estimates show a wide range of potential costs based on the early stage of planning; more precise estimates should be developed with further corridor design and engineering.

Table 9. Estimated Capital Costs by Corridor & Typology

Corridor	Length	Estimate	Typologies Used
West Half of Route 11	5.0 mi	\$39.9m to \$77.2m	12% low, 81% medium, 7% high
Full Length of Route 11	9.8 mi	\$81.8m to \$148.9m	28% low, 53% medium, 19% high
Riverside/Rockton/ Kishwaukee	12.3 mi	\$91.7m to \$183.4m	14% low, 86% medium
North Main/ Kishwaukee	11.4 mi	\$76.0m to \$152.1m	33% low, 67% medium

Note: Costs are in current dollars. Based on the Producer Price Index for Nonresidential Construction, we might expect capital costs to grow 20% in five years or 45% in ten years.

Capital cost elements for BRT typically include enhanced station amenities, Intelligent Transportation Systems (ITS) applications, multimodal and pedestrian improvements, roadway improvements, and vehicle procurements. Station amenities can include benches, shelters, real-time bus tracking information, trash receptacles, bike parking, raised platforms, off-board fare collection, among many other options. ITS upgrades can include software and hardware that must be installed to allow buses to communicate with intersection infrastructure to allow for TSP and queue jumps. This can also provide necessary improvements to operations management systems, passenger information systems, or electronic fare collection for greater rider experience. Multimodal and pedestrian improvements can go beyond BRT stations to improve the pedestrian network connecting riders to each station, such as sidewalks, crosswalks, bike lanes, bike parking, and other complete streets concepts. Lastly, roadway improvements typically include street surfacing, intersection treatments, or road reconfiguration for priority bus lanes.

On Route 11, capital investments would likely include premium stations at the Downtown Transfer Center, UW Health SwedishAmerican Hospital, State & Lyman, Rockford University, and potentially OSF Saint Anthony Medical Center and East Side Transfer Center (among other locations). Pedestrian improvements will likely be needed on State Street between James Ave and Fairview Ave, between

Alpine Ave and Roxbury Rd, and east of I-90 – as well as numerous segments where the route deviates off of State Street. There also may be opportunities for targeted queue jump lanes on State between the Rockford University entrance and I-90.

For the potential second BRT corridor (Riverside/Rockton/Kishwaukee or North Main/Kishwaukee) a similar set of capital investments would be needed. Top-priority stations would likely include the Downtown Transfer Center, Kishwaukee & Broadway, and North Towne Mall – plus others depending on which corridor option is selected. Pedestrian improvements will likely be needed near the endpoints of routes, such as Kishwaukee south of Harrison, Riverside east of Heart, and Main north of Riverside.

4. Recommendations for BRT Development

Potential Funding Strategies

A variety of federal, state, and local funding sources are available to potentially support the capital and operating costs of a new BRT system. The list below summarizes some of the more prominent opportunities. RMTD should carefully develop a funding strategy, using the funding sources for which it is best positioned to meet project needs.

- **FTA Capital Investment Grants (CIG) Program** – RMTD could pursue funding for corridor-based BRT through the Small Starts Process. Small Starts can cover up to 80% of project costs. While the CIG program’s funding is inconsistent, it currently has significant resources from the 2021 Infrastructure Investment and Jobs Act. Restrictions of the program include the requirement to follow a special Project Development process and the requirement that BRT service meets certain minimum service levels. The minimum service requirements are similar to the Medium service typology identified in the review of peer agencies – as such, this source would only be appropriate to support investments on the west half of the Route 11 corridor.
- **USDOT Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Program** – RAISE can award grants of up to \$25 million for capital projects, including BRT. While it requires a benefit-cost analysis and other merit criteria, it does not restrict the service schedule, so any of RMTD’s BRT corridors would be eligible. This program began as the TIGER program in 2009, changing its name over the years.
- **FTA Bus & Bus Facilities Program** – This program provides funding that can be used to purchase buses and construct infrastructure such as BRT stations and charging facilities for battery-electric buses. The program has rules regarding spare ratios and vehicle testing. Its grants require a 20% local match. Note that this funding can be rather competitive as a source to support zero-emission fleet transitions.
- **Congressional Earmarks** – Working with federal elected officials to explore a congressionally directed spending request may be an option, particularly if the project is rejected for traditional funding sources but has a compelling benefit to constituents.
- **Discretionary Sources Administered by the Region 1 Planning Council** – R1PC administers several discretionary funding programs that could support RMTD as it pursues design and construction of a BRT corridor. First, the Carbon Reduction program could support BRT investments or design work; it has approximately \$600,000 worth of funding annually. The Transportation Alternatives Program could also potentially support pedestrian infrastructure improvements to facilitate access to BRT. The Surface Transportation Block Grant Program is typically used to support non-IDOT roadways, but some BRT investments would likely qualify.

- **IDOT Funding Sources** – While there is little precedent for IDOT funding BRT, several IDOT funding sources could in principle support a BRT project. Statewide Planning & Research funds could support further planning, program development, and outreach related to BRT corridors. IDOT’s PayGo (or “pay-as-you-go”) funds can support pedestrian safety investments, transit infrastructure, vehicles, and maintenance. IDOT’s next notice of funding opportunity (NOFO) is anticipated in Spring 2025.

Potential Roadmaps for BRT Development

As RMTD prepares to develop its first BRT corridor, there are several steps in the BRT development process that should be anticipated in the near term, medium term, and long term. Two high-level roadmaps of the process have been developed, showing what steps would be needed to advance the first BRT corridor as well as subsequent corridors. The potential roadmaps differ in whether RMTD focuses on FTA Small Starts funding or relies on a mix of other funding sources. At this early stage of planning it is difficult to judge which of the funding strategies is most viable; we recommend meeting with FTA and IDOT in the coming months to obtain their guidance on these potential approaches.

Small Starts Focus

RMTD could pursue funding through the FTA Small Starts process to develop corridor-based BRT on the west half of Route 11. Small Starts is part of the broader Capital Investment Grant (CIG) program. This approach may be appealing to RMTD because the program has significant funding available (though the pros and cons of potential funding sources are discussed further in the prior section.) The roadmap for this approach is shown in Table 10.

First, RMTD would apply to enter FTA’s Project Development process. The application would require basic project information, a schedule of project development activities, the anticipated cost of project development activities, and documentation of non-CIG funding committed to complete project development. Project development activities will include engineering and design, environmental reviews (NEPA), selecting a locally preferred alternative, adopting the locally preferred alternative into the Long Range Transportation Plan, and project analysis to address required evaluation criteria. Funding commitments from the project’s non-CIG funding partners should also be secured. While there is no time limit on Small Starts Project Development, a typical process may take three to five years.

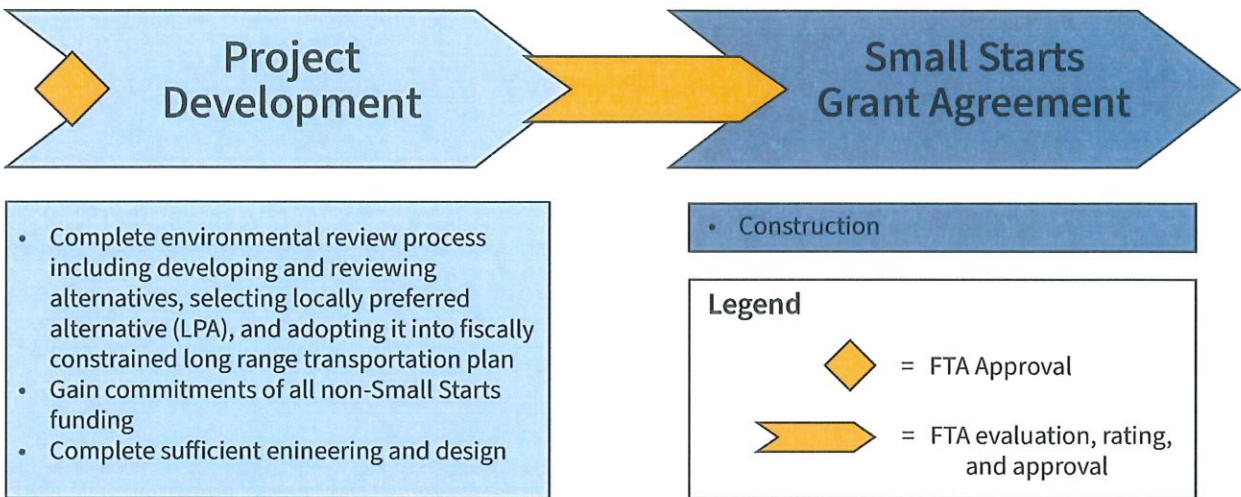


Figure 21. Diagram of the FTA Small Starts Process (Source: FTA)

Ultimately, FTA recommends Small Starts projects for funding in its Annual Report on Funding Recommendations. Its recommendations are based on project readiness, the availability of funds, and required evaluation criteria (requiring at least a Medium rating.) Sponsors of selected projects can then request a Construction Grant Agreement once they have finished securing non-CIG funding commitments, developing a firm and reliable cost, scope and schedule for the project, and meeting other FTA readiness requirements related to third party agreements, staffing, oversight, and state of good repair. FTA will require further information (addressing topics such as financing, project management, contracting, permitting, and state of good repair) for review and evaluation before negotiating the construction grant agreement.⁴

Mixed Funding Approach

A mixed funding approach would require many of the same steps to be completed that are needed for the Small Starts approach, but without the formal Project Development process required by FTA. The mixed funding approach could be used for any of RMTD’s selected BRT corridors. A range of funding sources could be assembled, as discussed in the prior section. The most prominent of the funding sources might be the RAISE program, based on the peer agencies’ funding experience. The roadmap for this approach is shown in Table 11.

In the near term, RMTD will need to complete the design, engineering, and costing of its selected BRT corridor. It should also undertake the NEPA environmental review process. These steps are necessary to advance the project, and they will also help inform RMTD’s grant funding strategy. Once the project is sufficiently developed to show readiness from a technical and environmental standpoint,

⁴ For further detail on the Small Starts process, please see the FTA’s “Capital Investment Grants Policy Guidance.”

commitments for local matching funds should be secured to solidify project readiness. This will likely require stakeholder engagement to build a coalition supporting the project.

Grant applications should be approached with a coordinated strategy that is cognizant of their various timelines and requirements. Benefit-cost analysis and study of other merit criteria will likely be needed to support the grant applications being pursued. There can be challenges related to the uncertainty and complexity of assembling funding from numerous sources, but these issues may be managed through project phasing, scope changes, negotiations with funding partners, and contingency funding solutions such as bonding or sponsorship.

Table 10. Draft Roadmap of BRT Development Using Small Starts Program

	Near Term (1-4 years)	Medium Term (5-9 years)	Long Term (10+ years)
Route 11 BRT	<ul style="list-style-type: none"> • Increase frequency on west half of Route 11 to every 15 min (adds two buses) • Apply to enter Project Development for BRT improvements on west half of Route 11 (with locally funding) • Complete project design and costing of preferred alternative • Obtain commitments for non-CIG funding and project adoption in metropolitan transportation plan • Complete NEPA environmental review 	<ul style="list-style-type: none"> • Submit a CIG Construction Grant Request • Complete BRT infrastructure investments on the west half of Route 11 (branded stations, pedestrian improvements, TSP) • Launch BRT level service on the west half of Route 11 	<ul style="list-style-type: none"> • Advocate for transit-supportive development patterns on the east half of Route 11 and streamline routing as a step towards expanded BRT.
TBD Second Corridor	<ul style="list-style-type: none"> • Increase frequency on the selected corridor to every 30 minutes (adds two buses) 	<ul style="list-style-type: none"> • Complete project design and costing of preferred alternative • Complete NEPA environmental review • Create grant strategy for BRT improvements on the selected corridor 	<ul style="list-style-type: none"> • Complete BRT infrastructure investments on the selected corridor (branded stations, pedestrian improvements, TSP) • Launch BRT level service on the selected corridor
Other Improvements	<ul style="list-style-type: none"> • Implement service changes to serve new passenger rail station (via Main-Cedar-Church) 		<ul style="list-style-type: none"> • Consider service improvements on the other top corridors: Charles, School, 7th/11th, Riverside/Rockton • Conduct updated analysis of BRT feasibility on other transit corridors

Table 11. Draft Roadmap of BRT Development Using Funding Sources Other than Small Starts

	Near Term (1-4 years)	Medium Term (5-9 years)	Long Term (10+ years)
Route 11 BRT	<ul style="list-style-type: none"> • Increase frequency on west half of Route 11 to every 15 min (adds two buses) • Complete project design and costing of preferred alternative • Complete NEPA environmental review • Create grant strategy for BRT improvements on the selected corridor 	<ul style="list-style-type: none"> • Complete BRT infrastructure investments on the west half of Route 11 (branded stations, pedestrian improvements, TSP) • Launch BRT level service on the west half of Route 11 	<ul style="list-style-type: none"> • Advocate for transit-supportive development patterns on the east half of Route 11 and streamline routing as a step towards expanded BRT.
TBD Second Corridor	<ul style="list-style-type: none"> • Increase frequency on the selected corridor to every 30 minutes (adds two buses) 	<ul style="list-style-type: none"> • Complete project design and costing of preferred alternative • Complete NEPA environmental review • Create grant strategy for BRT improvements on the selected corridor 	<ul style="list-style-type: none"> • Complete BRT infrastructure investments on the selected corridor (branded stations, pedestrian improvements, TSP) • Launch BRT level service on the selected corridor
Other Improvements	<ul style="list-style-type: none"> • Implement service changes to serve new passenger rail station (via Main-Cedar-Church) 		<ul style="list-style-type: none"> • Consider service improvements on the other top corridors: Charles, School, 7th/11th, Riverside/Rockton • Conduct updated analysis of BRT feasibility on other transit corridors