



ROCKFORD MASS TRANSIT DISTRICT  
BOARD OF TRUSTEES BOARD MEETING #998  
Monday, January 27, 2025 at 3:30 p.m.  
Administrative Offices at 520 Mulberry Street; 2<sup>nd</sup> Floor; Rockford, IL 61101

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

<https://zoom.us/j/94936474186?pwd=TDc0QzZqS2c3UDJPL0d5K0J6Y3lOUT09>

Meeting ID: 949 3647 4186  
Passcode: 796088

\*Live Streaming information can also be found on RMTD's website at [www.RMTD.org](http://www.RMTD.org)

## AGENDA

CALL TO ORDER

ROLL CALL

NEW STAFF APPOINTMENTS

APPROVAL OF MINUTES: Board of Trustees Meeting #997 (December 9, 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
  - AGHL Law/Services Rendered through November 30, 2024
  - Approval of Accounts Payable Invoices
- b) Approval of Unaudited Financial Statements for November & December, 2024
- c) Pension Portfolio Review for period through December 31, 2024 and January 21, 2025; and Pension Investment Statement(s) for month ending November 30 & December 31, 2024 - Presented by Jeffrey DiBenedetto

E-3 OPERATIONS, MAINTENANCE & FACILITIES

- a) Operations Report
  - Fixed Route Ridership Statistics for November & December 2024
  - Paratransit/Demand Response Ridership Statistics for November & December 2024
- b) Vehicle Maintenance Report
  - Fixed Route and Paratransit/Demand Response Vehicle Maintenance Statistics for December 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 November & December, 2024

E-5 MARKETING

- a) Free Pass Program Outreach Update

E-6 GRANTS

No Report

E-7 SAFETY & TRAINING

- a) Safety & Training Update Report for December, 2024

E-8 OTHER BUSINESS

- a) Approval of RMTD's Administrative Employee Manual
- b) 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, February 24, 2025 at 3:30 PM

F-ORDER OF ADJOURNMENT