



## ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #1008 Minutes  
Monday, December 8, 2025 at 3:30 p.m.

RMTD Conference Room  
201 N Winnebago St  
Rockford, IL 61103

\*The RMTD Board of Trustees Meeting was conducted in person and also live streamed on Zoom and recorded. Live streaming, recorded meeting(s) information and additional RMTD Board Meeting materials can be found on RMTD's website at:

<https://rmtd.org/about-us/rmtd-board-meetings-members>

### ROLL CALL:

#### BOARD OF TRUSTEES:

Herbert L. Johnson - Board of Trustees, Chairman (*Absent*)  
Ricardo Montoya Picazo - 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  
Xavier Whitford - Comptroller  
Orlando Toatley - Marketing & Communications Manager  
Cedrick Ketton - Fixed Route Operations Manager  
Troy Volanti - Paratransit Operations Manager  
Erin Jenkins - Executive Assistant & Assistant Board Secretary  
George Orth - Vehicle Maintenance Manager  
Lawrence Tennial - Facilities Manager  
Tricia Reed - Finance & Procurement Specialist  
Tak Chow - IT

#### GUEST(S)/PUBLIC SPEAKERS PRESENT:

Jodi Dobson, Baker Tilly  
Dyanna Walker

#### CALL TO ORDER:

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

#### APPROVAL OF AGENDA:

The Vice Chairman asked for and received a motion to approve the agenda for December 8, 2025. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

### APPROVAL OF MINUTES:

The Minutes of the October 27, 2025 RMTD Board of Trustees Meeting were reviewed. The Secretary/Treasurer asked for and received a motion to approve the Minutes of October 27, 2025. With no further discussion, the motion was seconded by the Vice Chairman. The motion passed by a unanimous voice vote.

### A-COMMUNICATIONS:

No Report

### B-MATTERS BY THE PUBLIC:

(a) Dyanna Walker

Dyanna Walker introduced herself to the Board of Trustees. Ms. Walker expressed her disappointment and concerns regarding the scheduling of her recent Paratransit rides. Ms. Walker explained a couple of incidents that she experienced. Ms. Walker noted that she is meeting with the Paratransit Operations Manager after the Board Meeting to discuss it further. Ms. Walker thanked the Board of Trustees for the opportunity to address her concerns.

### 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 provided a brief overview of Local, State & Federal government affairs updates.

#### E-2 FINANCE

(a) Payment of Bills:

- AGHL Law Office/Service rendered through September 30 & October 31, 2025
- Williams & McCarthy/Service rendered through October 29, 2025

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

- Approval of Accounts Payable Invoices

The Accounts Payable Invoices totaling \$2,085,792.93 were presented for the Board of Trustees' review and approval.

The Secretary/Treasurer asked for and received a motion to authorize the payment of the accounts payable invoices totaling \$2,085,792.93. With no further discussion, the motion was seconded by the Vice Chairman. The motion passed by a unanimous voice vote.

(b) Approval of Unaudited Financial Statements for October, 2025

The unaudited Financial Statements for October, 2025 were presented for the Board's review. The Comptroller provided a brief financial summary for October that was also included in the board packet. The Secretary/Treasurer asked for and received a motion to approve the unaudited financial statements for October, 2025. The motion was seconded by the Vice Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(c) Pension Portfolio Review through November, 2025 and Pension Investment Statement(s) for month ending October 31, 2025

The Executive Director presented the Pension Portfolio Review Summary for period through November 2025 to the Board of Trustees for their review. The RMTD Pension Trust Statement of Account Summary for month ending October 31, 2025 was also presented to the Board of Trustees for their review.

E-3 OPERATIONS, MAINTENANCE & FACILITIES

(a) Operations Report

- Fixed Route Ridership Statistics for October 2025
- Demand Response Ridership Statistics for October 2025

The Deputy Executive Director/Director of Operations presented the Fixed Route Ridership Statistics Report for October 2025 along with the Demand Response Ridership Statistics for October 2025 and highlighted the ridership statistics.

(b) Vehicle Maintenance Report

- The Deputy Executive Director/Director of Operations presented the Fixed Route and Paratransit/Demand Response Vehicle Maintenance statistics for October 2025. He stated the overall vehicle availability remains good for both Fixed Route and Demand Response.

(c) Facilities Report (201 N. Winnebago/625 Mulberry/DTTC/ESTC)

- The Deputy Executive Director/Director of Operations stated Staff continued to work on bus stop signs related to the service changes along with service change literature placed in shelters. He also noted final prep on snow equipment was done.

(d) Projects Report

- Facility Expansion Projects Updates

The Deputy Executive Director/Director of Operations stated things continue to move along quite well. He noted there is a big delay at this point is the battery electric chargers which will end up being delivered in stages starting early February and all will be on site by first week of March. He added included in the Board packet is the October report from the owner's representative CCS, which includes progress photos as well.

- Paratransit/Demand Response Software (TripSpark) Projects Updates

The Deputy Executive Director/Director of Operations stated BCCA is still working through getting staff trained so they have not gone live yet with TripSpark. He noted 320 rides were booked through the portal for RMTD rides.

- Telephone System Replacement Project

The Deputy Executive Director/Director of Operations stated weekly meetings are being held for the phone project. He added it is expected to take approximately eight weeks to complete.

E-4 HUMAN RESOURCES

(a) RMTD Claims History for October, 2025

The RMTD claims history for October 2025 for the Board of Trustees' review.

E-5 MARKETING

(a) Monthly Marketing Overview

The Marketing & Communications Manager provided an update to the Board of Trustees.

E-6 GRANTS

No Report

E-7 SAFETY & TRAINING

(a) Safety & Training Update Report for October & November 2025

The Executive Director presented a Safety & Training update Report from October & November 2025 to the Board of Trustees for their review.

E-8 OTHER BUSINESS

(a) Award of 8 Fareboxes

The Executive Director stated RMTD has identified funds that would allow us to purchase eight Fast Fare Fareboxes to replace older Odyssey Fareboxes installed on eight buses in the fleet. He stated these are the same fareboxes as the seven replacement fareboxes approved for purchase by the Board earlier this year and that these are also the same fareboxes that have been installed as part of our most recent bus purchases.

The Executive Director stated the purchase of the eight replacement fareboxes will result in RMTD having only eight older Odyssey Fareboxes remaining in operation which are currently installed on its 2013 fleet of buses. The fareboxes will be replaced with new equipment when funding for the replacement of eight buses becomes available.

The Executive Director stated RMTD staff will install the equipment.

The Executive Director stated RMTD has Federal 5339 funds that will be used for the purchase. No local funds needed.

Quotes are as follows:

Genfare      \$145,424.00

Gillig Corp   \$173,800.00

Staff recommends and requests the Board approve issuing a PO to Genfare in the amount of \$145,424.00.

The Vice Chairman asked for and received a motion to approve issuing a PO to Genfare in the amount of \$145,424.00. The motion was seconded by the Secretary/Treasurer. With no further discussion, the motion passed by a unanimous voice vote.

(b) Approval to Participate in the ComEd Rebate Program

The Executive Director stated staff has been exploring the opportunity to participate in the ComEd Business & Public Sector EV Make-Ready Rebate Program as part of the Facility Expansion and Renovation Project. Under the program, ComEd offers rebates to cover electrical infrastructure on both the utility and customer side of the meter. Examples of project expenses eligible for the rebate program are as follows: permit coordination, panel/breaker work, transformer work, conduit/wiring and equipment procurement (e.g., switchgear) and associated labor costs. These items are all state funded as part of our project.

The Executive Director stated the federally funded equipment associated with the EV charger, such as the charger itself, station installation, modules, and mounting hardware are among the item's ineligible for the rebate program.

The Executive Director stated based on the scope of our charging infrastructure for the Facility Expansion and Renovation Project, ComEd has confirmed RMTD would be eligible for a \$500,000 rebate if it applied. He added in order to receive the rebate, RMTD would need to submit project documentation and confirmation of equipment commissioning to ComEd.

Staff has reviewed participation in the ComEd Business & Public Sector EV Make-Ready Rebate Program with IDOT Transit Capital staff and has confirmed RMTD can participate in the program and apply the rebate towards the project costs. Any eligible project work will be requested and reimbursed by the State as the work is performed and when the rebate eventually comes to RMTD, it will subtract the \$500,000 (or amount received) from the next State reimbursement pay request.

After reviewing the ComEd program requirements and discussing with IDOT, Staff is recommending applying for the program to take advantage of the opportunity to add \$500,000 in additional funds to the overall project.

Staff requests Board approval to proceed with applying for a \$500,000 rebate through the ComEd Business & Public Sector EV Make-Ready Rebate Program and allocating funds received towards Facility Expansion and Renovation Project.

The Secretary/Treasurer asked for and received a motion to approve proceeding with applying for a \$500,000 rebate through the ComEd Business & Public Sector EV Make-Ready Rebate Program and allocating funds received towards RMTD Facility Expansion and Renovation Project. The motion was seconded by the Vice Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(c) Approval of RAISE Memorandum of Understanding Supplement

The Executive Director stated in July 2021, IDOT submitted an application to the U.S. Department of Transportation RAISE discretionary grant program for the Rockford Complete Streets Revitalization Project listing City of Rockford and RMTD as co-partners. He stated the application was successful and IDOT was awarded \$16,384,905. The Executive Director stated the Project followed the Complete Streets philosophy through the revitalization of Chestnut/Walnut Street in downtown Rockford consisting of a road diet, streetscaping enhancements, and

bicycle and pedestrian infrastructure improvements. The Project also included the procurement of two 35' Battery Electric Buses for RMTD to operate a downtown circulator route along the Chestnut/Walnut Street corridor from West State Street to East State Street.

The Executive Director as part of the application, the Board of Trustees approved Resolution R-21-06 expressing the commitment of local funds equal to 20% of local match from RMTD for the transit portion of the project. Based on the total award amount, \$1,912,395 in federal funds was allocated for purchase of two 35' Battery Electric Buses which required \$478,494 as local match from RMTD. Following the award, the commitment from the resolution was outlined in a Memorandum of Understanding (MOU) between the three partners in November 2022.

Since the original award, project costs have escalated requiring the increased costs to be covered by local matching funds from IDOT, City of Rockford and RMTD. As a result, a Supplemental Memorandum of Understanding (MOU) has been drafted to outline the specific additional financial commitments required from each of the partners to carry out the project.

The Executive Director stated as outlined in the Supplemental MOU, RMTD is responsible for the original \$478,099 local match and will dedicate an additional \$408,508 in local match for inflationary cost increases for purchase of the two buses.

Staff is requesting Board approval of the Supplemental MOU and RMTD's commitment of an additional \$408,508 in local funds for the transit portion of the project.

The Secretary/Treasurer asked for and received a motion to approve the Supplemental MOU and RMTD's commitment of an additional \$408,508 in local funds for the transit portion of the project and authorize the Executive Director to sign the MOU on behalf of RMTD. The motion was seconded by the Vice Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(d) Approval of Service Level Agreement for Bus Battery Charging Equipment (ChargePoint)

The Deputy Executive Director/Director of Operations stated the original warranty coverage for the ChargePoint charging equipment installed in the current facility's vehicle storage area expires on December 10, 2025. To maintain and have long-term coverage on the equipment, Staff reviewed options offered by ChargePoint for Service Level Agreements.

The Deputy Executive Director/Director of Operations stated ChargePoint offers two plan options for the current charging equipment - ChargePoint Assure and ChargePoint Assure Pro. After reviewing pricing and coverage for both, Staff is recommending the ChargePoint Assure plan, which covers parts and labor should something fail requiring repairs.

Staff recommend the ChargePoint Assure plan under a three-year Service Level Agreement for a total cost of \$98,910.00. The annual cost of plan is \$32,970.00 for the term of the agreement. The annual cost will be covered by operating funds. Staff requested Board approval to issue a purchase order to ChargePoint in the amount of \$98,910.00 for the Service Level Agreement for Bus Battery Charging Equipment.

The Vice Chairman asked for and received a motion to approve the issuing of a purchase order to ChargePoint in the amount of \$98,910.00 for the Service Level Agreement for Bus Battery Charging Equipment. The motion was seconded by the

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

(e) Approval of Service Level Agreement for Bus Battery Charging Equipment (Heliox)

The Deputy Executive Director/Director of Operations stated to maintain and have long-term coverage for the Heliox charging equipment the District has purchased for the expansion project, a Service Level Agreement is recommended for preventive and on-going maintenance of the equipment after installation and commissioning. He noted Heliox, through Gillig, offers three levels of coverage: Basic, Advanced and Premium.

The Basic plan only covers preventive maintenance - parts and labor for any repairs would not be covered.

The Advanced plan covers preventive maintenance as well as parts and labor should something fail requiring repairs. The plan coverage guarantees repairs within three days.

The Premium plan is the same as the Advanced plan, but the plan coverage guarantees repairs within one day.

Staff reviewed the three options and is recommending the Advanced plan. The plan is the best option for our needs based on cost, ratio of vehicles to chargers in the new vehicle storage area and availability of the charger equipment in the current vehicle storage area.

The Deputy Executive Director/Director of Operations stated the Service Level Agreement is a series of five one-year agreements, with a yearly fixed cost of \$157,200.00 for the Advanced plan during the term. The total cost over five years would be \$786,000.00. The annual cost will be covered by operating funds.

Staff requests Board approval to issue a purchase order to Gillig in the amount of \$786,000.00 for the Service Level Agreement for Bus Battery Charging Equipment. The Secretary/Treasurer asked for and received a motion to approve the issuing of a purchase order to Gillig in the amount of \$786,000.00 for the Service Level Agreement for Bus Battery Charging Equipment. The motion was seconded by the Vice Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(f) Award of Fiber Internet Services

The Deputy Executive Director/Director of Operations stated staff has been exploring advantages of switching from our current cable internet to fiber internet to support the District's various core systems including the fixed route CAD/AVL system (Clever), security camera systems the paratransit scheduling and dispatch system (TripSpark), ERP/EAM system for maintenance and finance (AVAIL), and payroll (Dayforce). The advantages of fiber internet include larger capacity to support systems, faster speeds and a more reliable environment.

The Deputy Executive Director/Director of Operations stated staff has determined now is the time to switch to fiber internet due to the significant increase to the demands on the current cable internet that will occur once the new phone system is installed, which functions on Voice Over Internet Protocol (VOIP).

The Deputy Executive Director/Director of Operations stated staff reviewed options in the local market and found Segra was the only one that could provide the full service needed to support our operational needs. Segra has no upfront cost, provides local servicing if issues arise and has existing fiber located at two locations

around our property simplifying installation. Additionally, Segra provides service to RPS 205 and Staff received a very positive recommendation from their Staff. Based on price plans offered by Segra, Staff is recommending proceeding with a five-year agreement with Segra for fiber internet. The monthly cost for service is \$1,650.00 and will remain fixed during the five-year term. The monthly cost will be covered by operating funds.

Staff is requesting Board approval to issue a purchase order for a total cost of \$99,000.00 dollars for a 5 year agreement with Segra for fiber internet service.

The Secretary/Treasurer asked for and received a motion to approve the issuing of a purchase order for a total cost of \$99,000.00 for a 5-year agreement with Segra for fiber internet service. The motion was seconded by the Vice Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(g) Approval of RMTD's Public Transportation Agency Safety Plan (PTASP) Update

The Executive Director stated the RMTD Labor-Management Safety Committee met on December 04, 2025, and reviewed the committee's meeting schedule among other topics. Following discussion on the frequency of meetings, the committee unanimously agreed that the Public Transportation Agency Safety Plan (PTASP) should be revised and updated to reflect the change on page 13 of the plan:

Current notation on meeting frequency:

*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.*

Revised notation on meeting frequency:

*Those opportunities include a minimum of quarterly safety meetings, annual employee meetings and training, department meetings, customer and employee surveys and an open-door policy with access to all management staff.*

The Executive Director stated based on the recommendation of the RMTD Labor-Management Safety Committee, Staff recommend the Board adopt the update to the Public Transportation Agency Safety Plan (PTASP).

The Vice Chairman asked for and received a motion to approve and adopt the update to the RMTD Public Transportation Agency Safety Plan (PTASP) as presented. The motion was seconded by the Secretary/Treasurer. With no further discussion, the motion passed by a unanimous voice vote.

(h) Approval of Change Order for Facility Expansion Project

The Executive Director stated Scandrol Construction, RMTD's contractor for the 520 Mulberry Expansion & Renovation Project, has submitted Change Order #76 to increase their contract award by \$182,627.42 for additional modifications to the Bus Wash portion of the project for previously unknown existing conditions. Please see attached.

The Executive Director stated the additional work associated with this change order is for two separate modifications. The first is additional saw cutting, concrete removal, and removal of unneeded under slab drainage piping, along with concrete replacement in those areas around the bus wash.

The second is for additional saw cutting, concrete removal and concrete replacement to the fuel islands at the entry to the bus wash to remove and replace the sumps underneath both fuel pumps with fiberglass sumps. This will bring the fuel system into compliance in advance of an EPA requirement in 2028. This is an adjustment to the scope of the bus wash portion of the project.

RMTD's contracted Owner's Representative (Randy Darnell, Project Manager CCS) and Architect (Joe Winkelman, Larson and Darby) have reviewed Change Order #76. Based on Larson and Darby's review, the proposed costs were determined to be generally reasonable for a change in this type of work. Please see attached. For this Change Order, RMTD will be utilizing additional 100% State of Illinois Capital Funds. No local funds will be needed.

IDOT's concurrence is required before awarding this Change Order.

The Executive Director stated staff is requesting the Board approve Change Order #76 to add \$182,627.42 to Scandroli Construction's contract award amount of \$30,021,512.47 pending concurrence from IDOT. This change will increase the contract award to Scandroli to \$30,204,139.89.

The Secretary/Treasurer asked for and received a motion to approve Change Order #76 to add \$182,627.42 to Scandroli Construction's contract award amount of \$30,021,512.47 pending concurrence from IDOT. The motion was seconded by the Vice Chairman. With no further discussion, the motion passed by a unanimous voice vote.

- (i) Executive Session to discuss semi-annual review of executive session meeting minutes pursuant to 5 ILCS 120/2(c)(21); collective bargaining matters pursuant to 5 ILCS 120/2(c)(2); and to discuss pending litigation matter(s) pursuant to 5 ILCS 120/2(c)(11) of the Illinois Open Meeting Act

At approximately 4:43 p.m., the Secretary/Treasurer asked for and received a motion to enter into Executive Session to discuss collective bargaining matters pursuant to 5 ILCS 120/2(c)(2); and to discuss pending litigation matter(s) pursuant to 5 ILCS 120/2(c)(11) of the Illinois Open Meetings Act. With no further discussion, the motion was seconded by the Vice Chairman. The motion passed by a unanimous voice vote.

At approximately 4:55 p.m., the Board of Trustees Meeting reconvened into General Session.

## E-9 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees Meeting is scheduled on Monday, January 26, 2026 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 4:56 p.m.

Respectfully submitted,

*Erin Jenkins*

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Erin Jenkins  
Rockford Mass Transit District, Assistant Secretary

