



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #1010 Minutes
Monday, February 23, 2026 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
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
Cedrick Ketton - Fixed Route Operations Manager
Troy Volanti - Paratransit Operations Manager
Erin Jenkins - Executive Assistant & Assistant Board Secretary
George Orth - Vehicle Maintenance Manager
Drex McCalvin - Safety & Training Manager
Paula Hughes - Grants & Procurement Manager
Tak Chow - IT

GUEST(S)/PUBLIC SPEAKERS PRESENT:

Brandon Rucker, R1PC
Anushka Chipade, R1PC
Attorney Jim Pirages, AGHL Law Office
Anna Owens
Andrew Owens

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 February 23, 2026. 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 January 26, 2026 RMTD Board of Trustees Meeting and the February 9, 2026 Board Planning Session were reviewed. The Secretary/Treasurer asked for and received a motion to approve the Minutes of January 26 and February 9, 2026. 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:

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 thanked the Board of Trustees for their time and productive discussion during the Planning Session that took place on February 9, 2026.

E-2 FINANCE

(a) Payment of Bills:

- AGHL Law Office/Service rendered through January 31, 2026

- Williams & McCarthy/Service rendered through January 16, 2026

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

- Approval of Accounts Payable Invoices

The Accounts Payable Invoices totaling \$1,851,845.84 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 \$1,851,845.84. With no further discussion, the motion was seconded by the Vice Chairman. The motion passed by a unanimous voice vote.

(b) 2026 Annual Pension Valuation Report, Presented by Mr. Brett Schwab of SAS

Mr. Brett Schwab presented the 2025/2026 RMTD Annual Actuarial Valuation Report regarding RMTD Defined Benefit Pension Plans and Post-Employment Medical Benefits. Mr. Schwab provided a brief overview explaining the Annual Actuarial Valuation process and the steps performed to determine the required annual cash contribution and financial reporting. He briefly described the summary of plan provisions.

Mr. Schwab reviewed Funded Status and Future Contributions. Mr. Schwab reviewed the Valuation Results detail as well as a Summary of Changes. Mr. Brett Schwab recommended the 2025/2026 plan year cash contribution be to contribute the minimum amount of \$840,000. A discussion ensued on the recommended annual pension funding contribution for RMTD Fiscal Year ending 6/30/2026.

(c) Approval of Annual Pension Contribution for the 2025/2026 Plan Year (FY End 2026)

As a result, from the discussion above in E-2 (b), the Comptroller stated in the fiscal year 2026 RMTD Budget approved by the Board last year, \$1.75 million was estimated as the contribution to the pension plans for the 2024/2025 plan year. The Comptroller stated staff recommends proceeding with the budgeted contribution amount of \$1.25 million for the 2025/2026 plan year whereas contributing half (\$625,000) now and the other half (\$625,000) by the end of the fiscal year 6/30/26 (or upon receipt of the June 2026 DOAP reimbursement from IDOT). The Secretary/Treasurer asked for and received a motion to approve the contribution of \$1.25 million to RMTD's Pension Fund with contributing half the amount now and the other half by the end of this fiscal year 6/30/26 (or upon receipt of the June 2026 DOAP reimbursement from IDOT). With no further discussion, the motion was seconded by the Vice Chairman. The motion passed by a unanimous voice vote.

(d) Review of Fiscal Year 2027 Draft Operations Budget

The Comptroller presented the RMTD Fiscal Year 2027 Draft Operations Budget for the Board's review. The Comptroller provided an overview of the FY2027 Draft Operations Budget. A summary was provided to the Board of Trustees to outline the main assumptions/projections used in the development of the FY27 budget and provided a comparison to the FY26 budgeted expenses and revenues. The Comptroller indicated the final budget will be presented to the Board for approval at the March 26, 2026 Board Meeting. She added this will not only allow time for the Board to review the draft budget and have discussions for the next 30 days, it will also allow the public the opportunity to comment as well. She noted there will be a Public Hearing prior to the next Board meeting on March 26, 2026 as well. The Comptroller noted she is available to the Board within the next 30 days should they have any questions and/or comments in regards to the draft Fiscal Year 2027 budget.

(e) Approval of Unaudited Financial Statements for December 2025

The unaudited Financial Statements for December 2025 were presented for the Board's review.

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

(f) Pension Portfolio Review through February 17, 2026 and Pension Investment Statement(s) for month ending January 31 2026

The Executive Director presented the Pension Portfolio Review Summary for period through February 17, 2026 to the Board of Trustees for their review. The RMTD Pension Trust Statement of Account Summary for month(s) ending January, 2026, was also presented to the Board of Trustees for their review.

E-3 OPERATIONS, MAINTENANCE & FACILITIES

(a) Operations Report

- Fixed Route Ridership Statistics for January 2026
- Demand Response Ridership Statistics for January 2026

The Deputy Executive Director/Director of Operations presented the Fixed Route Ridership Statistics Report for January 2026 along with the Demand Response Ridership Statistics for January 2026 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 January 2026. He stated inspections have been performed per the maintenance plan on both Fixed Route & Paratransit vehicles and vehicle availability remains good for both Fixed Route and Paratransit vehicles.

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

- The Deputy Executive Director/Director of Operations stated Staff have spent time on keeping up with preventive maintenance of facilities and some bus stop signs.

(d) Projects Report

- Facility Expansion Projects Updates

The Deputy Executive Director/Director of Operations stated things continue to move along well. He stated cabinet installs have begun, and the backup generator was set on the roof this month. He stated preparations for phase two work have also begun. The January report from the owner's representative CCS, includes progress photos.

- Fiber Installation

The Deputy Executive Director/Director of Operations stated fiber installation started the first week of this month. He stated testing of the system is going on and RMD hopes to switch over the phone system to it the first week of March.

- Telephone System

The Deputy Executive Director/Director of Operations stated the data drops that were required for the project were completed the week of the 9th. He stated the system use training will be scheduled soon. He added once the fiber install is completed, RMTD will set a date for equipment set up and switching over to the new system.

E-4 HUMAN RESOURCES

(a) RMTD Claims History for January, 2026

The RMTD claims history for January 2026 for the Board of Trustees' review.

E-5 MARKETING

(a) Monthly Marketing Overview

The Executive Director provided an update to the Board of Trustees.

E-6 GRANTS

No Report

E-7 SAFETY & TRAINING

(a) Safety & Training Update Report for January 2026

The Executive Director presented a Safety & Training update Report from January 2026 to the Board of Trustees for their review.

E-8 OTHER BUSINESS

(a) Award of Digital Marketing Service Contract

The Executive Director stated the marketing department would like to acquire services to help promote RMTD's free GED/Post-secondary education pass program, which we are calling the EDU-RIDE program. He stated after reviewing ridership data from the past year in this category, along with conversations with community organizations, RMTD believes that more awareness for this program is needed.

Over the past few weeks, the Executive Director stated the Marketing & Communications Manager received quotes from two digital media agencies that can perform a four-month digital campaign providing creative social media, onsite content collection, digital assets, and a strategic targeted campaign. He noted Narratent Digital Marketing agency came in with the lowest price at \$35,400.00 while being able to provide all needed aspects. The second quote was received from Townsquare media for \$9,620.00 per month totaling \$38,480.00.

He stated the additional promotion will provide more awareness to a free pass program that is supported by the City of Rockford.

The total cost of the four-month contract will be \$35,400.00. The funds for this project will be used out of the annual Advertising/Promotion-D/R budget that is set for \$165,000 of which only \$7,227 dollars have been used this fiscal year.

Staff agrees to use Narratent Services to help promote RMTD free pass program. Staff requests the Board approve the digital media campaign four-month contract from Narratent Digital Marketing Agency.

The Vice Chairman asked for and received a motion to award the 4-month Digital Marketing Service Contract to Narratent Digital Marketing Agency in the amount of \$35,400. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

(b) Award of Service Truck

The RMTD has \$127,482 of Federal Funds designated for the purchase of a new service truck.

Staff reached out to Sourcewell to see who in the area has a Sourcewell contract that would meet our needs. Sourcewell is a government agency that acts as a cooperative for government agencies to purchase equipment through. This process meets all procurement guidelines and saves staff resources.

Bonnell in Dixon, Illinois has the contract for trucks and related equipment. Staff gave them the chassis and options we wanted added to the vehicle. The main options are an under-hood air compressor, tommy lift gate, push bar for front bumper, and a power inverter.

Final price for the truck is \$126,834.08. Staff is recommending and requesting Board approval to issue a purchase order to Bonnell Industries in the amount of \$126,834.08.

The Vice Chairman asked for and received a motion to approve the issuance of a purchase order to Bonnell Industries in the amount of \$126,834.08 for a service truck. The motion was seconded by the Secretary/Treasurer. With no further discussion, the motion passed by a unanimous voice vote.

(c) Discussion and take action as needed on making Local Post-Secondary Education and Adult Education/GED Free Ride Program permanent

The Executive Director stated as you know, the Board previously approved implementing free rides for local post-secondary education and adult education/GED program participants in partnership with the City of Rockford commencing in January 2025. The Board originally approved the program as a one-year pilot.

He stated, since that time, RMTD Staff has been monitoring the progress of the free rides for local post-secondary education programs and adult education/GED program participants and has provided the Board with updates on monthly ridership since its implementation.

He stated, recently, the City of Rockford passed its 2026 budget. Within the budget the city has continued its support of the program by providing the same additional funding as last year to offset the loss of farebox revenue and local match associated with the program.

He stated, due to the funding commitment, as well as the overall positive impact of the program for local post-secondary education and adult education/GED participants, Staff requests the Board approve the permanent continuation of the Local Post-secondary Education and Adult Education/GED Free Ride Program. The Secretary/Treasurer asked for and received a motion to approve making the local post-secondary education and adult education/GED Free Ride Program permanent. The motion was seconded by the Vice Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(d) Award of Energy Supplier

The Deputy Executive Director/Director of Operations stated The RMTD recently solicited bids from electricity suppliers on a Per Kilowatt Hour basis for a term of three years starting April 01, 2026, through its energy broker Rock River Energy. For reference, RMTD's current supplier is AEP with an electricity rate of \$0.0773/Kilowatt Hour.

RMTD received bids for both Mixed Source Generated electricity and Renewable Sourced electricity. Mixed Source electricity can be generated by a multitude of sources including coal, natural gas, ethanol, nuclear, solar and wind. Renewable energy is generated solely by Solar, Wind, or Hydro.

Bids for mixed generated electricity ranged from \$0.07511 to \$0.08462/ Kilowatt Hour, with Aggressive Energy being the lowest supplier at \$0.07511/ Kilowatt Hour. The estimated cost for the lowest mixed generated electricity rate submitted would be \$296,602.15 dollars over the three-year term.

Bids for renewable generated electricity ranged from \$0.07861 to \$0.08456/ Kilowatt Hour with Aggressive Energy being the lowest supplier at \$0.07861/ Kilowatt Hour. The estimated cost for the lowest renewable generated electricity rate submitted would be \$310,364.68 dollars over the three-year term.

Taking into consideration the small cost difference between mixed generated and renewable generated electricity rates, staff is recommending the electricity supplier be awarded to Aggressive Energy for the renewable generated electricity rates noted above for a three-year term.

In approving the award, the Board authorizes the Executive Director to execute a contract with Aggressive Energy for the submitted rate through its energy broker Rock River Energy.

The Secretary/Treasurer asked for and received a motion to approve the electricity supplier be awarded to Aggressive Energy for the renewable generated electricity rate of \$0.07861/Kilowatt Hour for a term of three years (3) beginning April 1, 2026 and authorize the Executive Director to execute a contract with Aggressive Energy for the submitted rate through its energy broker, Rock River Energy. With no further discussion, the motion was seconded by the Vice Chairman. The motion passed by a unanimous voice vote.

- (e) Executive Session to discuss collective bargaining matters pursuant to 5 ILCS 120/2(c)(2) of the Illinois Open Meetings Act

At approximately 4:10 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) 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 4:36 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 Thursday, March 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 4:37 p.m.

Respectfully submitted,

Erin Jenkins

Erin Jenkins
Rockford Mass Transit District, Assistant Secretary

