



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #1011 Minutes
Thursday, March 26, 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 (*Absent*)
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
Lawrence Tennial - Facilities Manager
Paula Hughes - Grants & Procurement Manager
Tak Chow - IT

GUEST(S)/PUBLIC SPEAKERS PRESENT:

Jeffrey DiBenedetto, DiBenedetto & Associates
John Mack, R1PC
Attorney Jim Pirages, AGHL Law Office

CALL TO ORDER:

The Chairman called the meeting to order at approximately 3:32 p.m.

APPROVAL OF AGENDA:

The Chairman asked for and received a motion to approve the agenda for March 26, 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 February 23, 2026 RMTD Board of Trustees Meeting were reviewed. The Secretary/Treasurer asked for and received a motion to approve the Minutes of February 23, 2026. With no further discussion, the motion was seconded by the 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 acknowledged RMTD employees who are retiring in the month of March, 2026. The Executive Director thanked the employees for their continued dedicated service to RMTD and our community.

E-2 FINANCE

(a) Payment of Bills:

- AGHL Law Office/Service rendered through February 28, 2026
 - Williams & McCarthy/Service rendered through February 20, 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 \$1,732,479.30 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 \$1,732,479.30. With no further discussion, the motion was seconded by the Chairman. The motion passed by a unanimous voice vote.

- Schwab Actuarial Services

The Schwab Actuarial Services invoice dated March 3, 2026 was presented for the Board of Trustees review and approval in the amount of \$11,190.00. The Executive Director asked for the Board's approval to pay the invoice amount of \$11,190.00 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 \$11,190.00 with funds from

the pension account. The motion was seconded by the Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(b) Approval of RMTD Fiscal Year 2027 Proposed Operations Budget

The Comptroller presented the FY2027 proposed Operations Budget for the Board's review and approval. She noted that since the Draft FY27 Budget was presented in February, additional updates have been made to the budget. A discussion ensued providing the Board with a summary of the changes.

The Comptroller reported that prior to this Board meeting, there was a public hearing regarding the RMTD Fiscal Year 2027 Budget.

The Board Secretary/Treasurer asked for and received a motion to approve the RMTD Fiscal Year 2027 Budget as presented. The motion was seconded by the Chairman. With no further discussion, the motion passed by a unanimous voice vote.

1. Approval of Resolution No. R-26-01 – IDOT FY27 DOAP Agreement

The Comptroller presented Resolution R-26-01 and stated the resolution is authorizing the submittal and signing authority be made for the Executive Director on behalf of RMTD. The Secretary/Treasurer asked for and received a motion to approve Resolution No. R-26-01 – IDOT FY27 Downstate Operating Assistance Program Agreement (DOAP) and to authorize the Executive Director to sign the FY27 DOAP Agreement on behalf of RMTD. The motion was seconded by the Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(c) Approval of Unaudited Financial Statements for January 2026

The unaudited Financial Statements for January 2026 were presented for the Board's review.

The Chairman asked for and received a motion to approve the unaudited financial statements for January 2026. The motion was seconded by the Secretary/Treasurer. With no further discussion, the motion passed by a unanimous voice vote.

(d) Community Foundation Funds

The Comptroller stated RMTD currently maintains two funds with the Community Foundation of Northern Illinois:

Agency Endowment Fund: This fund generates an annual return of 4% based on the 12- quarter average, with earnings available to Rockford Mass Transit District (RMTD) upon request for grant purposes. As of December 31, 2025, the balance of the Agency Endowment Fund stands at \$136,912.25.

Operating and Capital Fund: This is an agency-pooled passthrough fund, allowing for withdrawals of up to the entire fund balance as necessary, while also earning investment income. The balance of the Operating and Capital Fund as of December 31, 2026, is \$76,796.89. Historically, the primary purpose of this fund has been to cover reimbursement requests for farebox revenue related to transportation services requested by local government partners, as well as to support programs and projects related to shelter development.

She stated in terms of fund management, the available balance for such requests has been approximately \$4,000 annually. This allocation is carefully monitored to ensure that the fund's equity is not adversely affected by excessive withdrawals. Should requests exceed this threshold, there is a risk of depleting the fund's equity, which could compromise its ability to meet future financial obligations or support ongoing projects.

Therefore, prudent fiscal management is critical to maintaining the fund's long-term sustainability and operational effectiveness.

She stated although these funds are now included in RMTD's annual statement of net position, it is important to provide the Board with an annual update on the status and balances of each fund.

(e) Pension Portfolio Review through March 18, 2026 and Pension Investment Statement(s) for month ending February 28 2026

Mr. Jeff DiBenedetto presented the Pension Portfolio Review Summary for period through March 18, 2026 to the Board of Trustees for their review. The RMTD Pension Trust Statement of Account Summary for month(s) ending February 28, 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 February 2026
- Demand Response Ridership Statistics for February 2026

The Deputy Executive Director/Director of Operations presented the Fixed Route Ridership Statistics Report for February 2026 along with the Demand Response Ridership Statistics for February 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 February 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 a considerable amount of time preparing for phase two of the construction project.

(d) Projects Report

- Facility Expansion Projects Updates

The Deputy Executive Director/Director of Operations stated work continues to move along well and RMTD is expected to receive our Temporary Certificate of Occupancy on March 20th. He stated preparations for phase two work have also begun. The February report from RMTD's owner's representative, CCS, which includes progress photos, is included in the Board packet.

- Fiber Installation

The Deputy Executive Director/Director of Operations stated fiber installation has been completed and switched all our systems over to it.

- Telephone System

The Deputy Executive Director/Director of Operations stated training has occurred and phones were installed on March 23, 2026.

E-4 HUMAN RESOURCES

(a) RMTD Claims History for February, 2026

The RMTD claims history for February 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 February 2026

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

E-8 OTHER BUSINESS

(a) Award of Copiers

The Comptroller stated RMTD would like to replace three copiers (Ricoh MPC8003, Ricoh MPC5055SP, and Ricoh MPC4504) used by the administrative staff. The current copiers are all over eight years old, break down often, and replacement parts will soon be obsolete. All three copiers are fully depreciated.

After sending specifications out to multiple companies, RMTD received the two quotes:

IMPACT Networking: \$29,773.89

Marco: \$36,972.19

She noted both companies also offered service contracts, and both companies met specifications. Therefore, the Finance Department recommends that the award goes to IMPACT Networking because they came in at the lowest cost.

This project will be funded utilizing 100% Federal Capital funds. No local funds will be needed.

The Chairman asked for and received a motion to award the three replacement copiers to IMPACT Networking in the amount of \$29,773.89. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

(b) Award of Enterprise Resource Planning (ERP) System

The Comptroller reminded the Board that in February 2024, the Board of Trustees approved an intergovernmental agreement (IGA) for RMTD to participate in a project with the Champaign-Urbana Mass Transit District (C-U MTD), Connect Transit (Connect), and Rock Island County Metropolitan Mass Transit District (MetroLink) to utilize the Government Finance Officers Association (GFOA) as an outside resource to assist with preparing requirements, facilitation of a RFP process, building organizational readiness, and working to ensure implementation success for the replacement of each agency's Enterprise Resource Planning (ERP) System.

She noted since the spring of 2024, RMTD staff have worked with C-U MTD, Connect, and MetroLink, and used the guidance of GFOA to release a Request for Proposals (RFP) solicitation to identify qualified, responsive and responsible firms to replace the current ERP system provided by Avail Technologies.

She stated proposals were due on Tuesday, May 6, 2025, and ten (10) proposals were received. The solicitation list contained over 200 contacts. RMTD staff alongside the other three agencies and GFOA completed an extensive evaluation process, participated in demonstrations and had discovery meetings with two of the proposers, Tyler Technologies, Inc and Crowe, LLP, who were both identified as qualified, responsive and responsible proposers. RMTD, Connect and MetroLINK selected Tyler Technologies, Inc., which submitted the lowest project implementation and annual software cost proposal.

She stated based on the ERP System proposal submitted, Staff is recommending proceeding with a five-year agreement with Tyler Technologies for ERP Financial System Implementation and Software Services. The total cost of the first-year of the agreement is \$588,741, which includes one-time professional services fees of \$519,046 and annual software service fees of \$69,695. The total cost of year two through five of the agreement is \$278,780, which includes fixed annual software service fees of \$69,695 per year. The annual cost of the agreement will be funded with operating funds. The cost of the first year of the agreement has been incorporated into RMTD's Fiscal Year 2027 Operating Budget.

Staff is requesting Board approval to sign contract and issue a purchase order for a total cost of \$867,521 dollars for a 5-year agreement with Tyler Technologies for ERP Financial System Implementation and Software Services.

The Chairman asked for and received a motion to approve to sign and issue a purchase order for a total cost of \$867,521 for a 5-year agreement with Tyler Technologies for ERP Financial System Implementation and Software Services. The motion was seconded by the Secretary/Treasurer. With no further discussion, the motion passed by a unanimous voice vote.

(c) Award of Tire Equipment

The Deputy Executive Director/Director of Operations stated the RMTD Board previously approved a federal capital grant application for several projects, including funding for new tire equipment to replace equipment in the current vehicle maintenance area that is 20 years old.

He noted the tire equipment to be replaced is specifically a machine to dismount/mount our paratransit tires and a spin balancer that will balance both paratransit and fixed route tires. The equipment is being purchased now so it can be installed in the new tire room being constructed as part of phase 2A of the facility expansion project.

Staff solicited bids for both pieces of equipment.

Energi Tech:	\$28,676.30
All Tire Supply:	\$29,418.99
Tire Supply Network:	\$29,904.00

He stated Energi Tech was the lowest priced, responsive and responsible bid in the amount of 28,676.30 dollars.

Staff recommends issuing a purchase order to Energi Tech in the amount of \$28,676.30 for the purchase of tire equipment. Federal funds will be utilized for this purchase. No local funds will be needed.

Staff requests the Board approve the award for the purchase of tire equipment to Energi Tech in the amount of \$28,676.30.

The Chairman asked for and received a motion to approve the award for the purchase of the tire equipment to Energi Tech in the amount of \$28,676.30. The motion was seconded by the Secretary/Treasurer. With no further discussion, the motion passed by a unanimous voice vote

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

At approximately 4:03 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 Chairman. The motion passed by a unanimous voice vote.

At approximately 4:23 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, April 27, 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 4:24 p.m.

Respectfully submitted,

Erin Jenkins

Erin Jenkins
Rockford Mass Transit District, Assistant Secretary

