ROCKFORD MASS TRANSIT DISTRICT

# Board of Trustees Board Meeting #1014 Minutes
# Wednesday, May 27, 2026 at 3:30 p.m.

RMTD East Side Transfer Center
725 N Lyford Road
Rockford, IL 61107

*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
Cedrick Ketton – Fixed Route Operations Manager
Erin Jenkins – Executive Assistant & Assistant Board Secretary
Drex McCalvin – Safety & Training Manager
George Orth – Fleet Maintenance Manager
Paula Hughes – Grants & Procurement Manager
Orlando Toatley – Marketing & Communications Manager
Lawrence Tennial – Facilities Maintenance Manager
Tak Chow – IT

## GUEST(S)/PUBLIC SPEAKERS PRESENT:
Jeffrey DiBenedeto, DiBenedetto & Associates
Brent Ward, UMB Bank
Attorney Jim Pirages, AGHL Law Office

## 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 May 27, 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 April 27, 2026 RMTD Board of Trustees Meeting were reviewed. The Secretary/Treasurer asked for and received a motion to approve the Minutes of April 27, 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 recognized and congratulated the Grants & Procurement Manager, Paula Hughes, who is celebrating 29 years with RMTD. The Executive Director thanked her for her years of service with RMTD.

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

E-2 FINANCE

(a) Payment of Bills:

- AGHL Law Office/Service rendered through March 31 & April 30, 2026
- Williams & McCarthy/Service rendered through April 24, 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 $3,578,744.09 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 $3,578,744.09. With no further discussion, the motion was seconded by the Vice Chairman. The motion passed by a unanimous voice vote.

(b) Approval of Increased Monthly Pension Funding

The Executive Director stated due to additional eligible pension participants retiring since the last request of change, RMTD is requesting approval from the Board that the monthly pension funding for retiree distributions, processed by Jeff DiBenedetto of DiBenedetto & Associates, be increased from $165,000 to $185,000 a month effective immediately.

The Secretary/Treasurer asked for and received a motion to increase the monthly pension funding for retiree distributions, processed by DiBenedetto & Associates, be increased from $165,000 to $185,000 a month effective immediately. 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 May 19, 2026 and Pension Investment Statement for month ending April 30 2026 – *Presented by Jeffrey DiBenedetto*
Mr. Jeffrey DiBenedetto presented the Pension Portfolio Review Summary for period through May 19, 2026 to the Board of Trustees for their review and highlighted some of the areas. The RMTD Pension Trust Statement of Account Summary for month ending April 30, 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 April 2026
- Demand Response Ridership Statistics for April 2026
- The Deputy Executive Director/Director of Operations presented the Fixed Route Ridership Statistics Report for April 2026 along with the Demand Response Ridership Statistics for April 2026 and highlighted the ridership statistics. A Discussion ensued regarding Summer/Fall 2026 service changes update. He stated Staff scheduled a public hearing on May 19, 2026 from 3-5PM at the East Side Transfer Center on both service change implementations. He provided an update on new hire training.

(b) Vehicle Maintenance Report
- The Deputy Executive Director/Director of Operations presented the Fixed Route and Paratransit/Demand Response Vehicle Maintenance statistics for April 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 been busy servicing and preparing snow equipment for summer storage and installing bus stop signs.

(d) Projects Report
- Facility Expansion Projects Updates
The Deputy Executive Director/Director of Operations stated Phase one work is wrapping up with the installation of the automatic garage door sensors along with the pedestrian warning system. Work is continuing on the bus battery chargers with commissioning of those units set for early June. RMTD is hoping to be running Fixed Route Operations out of the new space in early June. The Phase two work is progressing quickly and is currently ahead of schedule. We have attached the monthly report from CCS for your review.
- Shelters
The Deputy Executive Director/Director of Operations stated the shelters that the Board recently approved for purchase have been ordered and will arrive mid-summer. The shelters ComEd is purchasing are close to being ordered and should arrive in October.

E-4 HUMAN RESOURCES

(a) RMTD Claims History for April, 2026
The RMTD claims history for April 2026 for the Board of Trustees' review.

E-5 MARKETING

(a) Monthly Marketing Overview
The Marketing & Communications Manager provided a Marketing update to the Board of Trustees.

E-6 GRANTS

(a) Approval of Resolution No. R-26-02 – FTA 5307 Grant Amendment
The Grants & Procurement Manager presented Resolution No. R-26-02 requesting authorization for the filing and execution of this amendment for FTA 5307 Funds. She noted this grant amendment #3 provides $3,282,537 of Section 5307 FY 21 Lapsing Funds. The funds will be utilized for Preventative Maintenance, ADA and operating assistance, including security. She noted the local share of $1,213,884 for the preventative maintenance, ADA and Operating (security) will be provided through State of Illinois Downstate Assistance program (DOAP).
The Vice Chairman asked for and received a motion to approve Resolution No. R-26-02 FTA 5307 Grant Amendment. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

E-7 SAFETY & TRAINING

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

E-8 OTHER BUSINESS

(a) Award of Stop Loss Carrier Renewal
The Director of Human Resources & Administration stated RMTD's Stop Loss Carrier coverage with Gerber Life Insurance expires on June 30, 2026. As such, Staff coordinated with our broker, CoyleKiley Insurance Agency, Inc., to go out to market for the annual renewal.
She stated, through their marketing efforts, CoyleKiley received competitive quotes from the following three carriers for the renewal: Gerber Life Insurance (current provider), SL Management Partners, and IOA Re. Attached is the marketing summary as well as a spreadsheet highlighting the coverages for each of the three carrier's quotes.
She noted of the three quotes received, Gerber quoted the lowest annual fixed cost at $591,889, as well as a lower attachment point than what they currently have in place. Gerber's Maximum Total Plan Cost for the upcoming plan year also represents a decrease from the current total.

She noted, as a result of the lowest fixed costs quoted, RMTD's familiarity with Gerber, as well as the continuation of the current $150,000 laser coverage for one individual (along with a no new laser provision for all others), it is CoyleKiley's recommendation that RMTD remain with Gerber as their stop-loss carrier. CoyleKiley also noted the continuity with Gerber could bode well for future marketing efforts, as carriers are often more likely to get aggressive and present their best offers when they see a consistent relationship between the group and stop-loss carrier.

Therefore, Staff recommends and requests the Board approve continuing Stop Loss Carrier coverage with Gerber Life Insurance for the term July 1, 2026 through June 30, 2027.

The Vice Chairman asked for and received a motion to approve the award of Stop Loss Carrier coverage with Gerber Life Insurance for the term July 1, 2026 through June 30, 2027. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

(b) Award of Audit Services

The Executive Director stated as the contract with the Rockford Mass Transit District's previous auditors has expired, the District solicited bids for Audit Services. Funds for these services have already been allocated in the FY 2027 operating budget.

RMTD received the following three (3) bids:

| Firm | Bid Amount |
|---|---|
| Sikich LLC | $140,000.00 |
| Baker Tilly | $137,200.00 |
| CliftonLarsonAllen LLP | $150,885.00 |

A review committee evaluated all submitted proposals and determined that Baker Tilly was the most responsible and responsive proposer, receiving the highest overall evaluation score. e.

Accordingly, staff requests approval to award the Audit Services contract to Baker Tilly in the total amount of $137,200.00 for three years of audit services (FY26 - $44,000; FY27 - $45,700; FY28 - $47,500).

The Vice Chairman asked for and received a motion to award the Audit Services contract to Baker Tilly in the total amount of $137,200 for three years of audit services (FY26 - $44,000; FY27 - $45,700; FY28 - $47,500). With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

(c) Award of One Medium Duty Paratransit Vehicle

The Deputy Director/Director of Operations stated RMTD can purchase one medium-duty paratransit vehicle from State of Illinois Contract #23-416CMS-BOSS4-P-60604 to replace one current medium-duty paratransit vehicle that has exceeded its useful life and has been costly to maintain.

He stated Midwest Transit Equipment, Inc. is an authorized vendor for medium duty vehicles under the State of Illinois contract. The base price for this type of vehicle is $125,534. With the addition of the following necessary options, the total cost of the vehicle increases to $131,408: rear rubberized suspension system, marine grade plywood floor, upgraded suspension ride driver seat, additional wheelchair securement system, additional under seat belt storage system and engine immobilizer (required option).

He noted RMTD can utilize Federal Transit Administration (FTA) 5310 grant (IL-2019-015) for 100% of the funding of the vehicle. No local funds will be needed for this vehicle.

Staff is recommending and requesting that the RMTD Board of Trustees approve the award to Midwest Transit Equipment, Inc. for the acquisition of one medium-duty vehicle in the amount of $131,408.

The Secretary/Treasurer asked for and received a motion to award Midwest Transit Equipment, Inc for the acquisition of one medium-duty vehicle in the amount of $131.408. With no further discussion, the motion was seconded by the Vice Chairman. The motion passed by a unanimous voice vote.

(d) Award of Fitness Room Equipment

The Executive Director stated RMTD has local capital funds available to purchase equipment to furnish the fitness area in our new expansion area. This area is an area that can be utilized by all employees.

He stated the equipment includes two treadmills, one elliptical, one stationary bike, a rowing machine, a functional trainer, dumbbell rack, and performance rack which includes equipment for stretching and floor work.

He noted Staff did compile bids between two firms. Those quotes are listed below.

Direct Fitness Solutions: $29,135.00
Top Fitness: $44,099.00

Staff is recommending and requesting board approval to issue a purchase order to Direct Fitness Solutions in the amount of $29,135.00 with the cost to be paid out of local capital funds.

The Vice Chairman asked for and received a motion to issue a purchase order to Direct Fitness Solutions in the amount of $29,135.00. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

(e) Approval of Change Order for Facility Expansion Project

The Executive Director reminded the Board of Trustees that 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.

On August 13, 2024, the Board approved the award of the Base Bid to Scandroli Construction using all state capital funds. On October 22, 2024, the Board also approved an F1 change order which included two other bid alternates (E1 and E2) for Electric Bus Charging Installation work and Generator with install for a total $1,134,000.

He stated there are now State funds available to fund additional alternate items from the construction bid package beyond the Base Bid and Change Order F1. Specifically, Staff identified the East Exterior Wall Improvements (Alternate No. A1) and the South+ (south) east Exterior Wall Improvements (Alternate No. A2). Scandroli's prices, for A1 and A2 above, have now increased due to rise in prices since the 11/22/24 bid as well as costs for requested extra labor and materials for additional exterior wall painting to the existing building. Scandroli's A1 and A2 total cost of $510,000 for A1 and A2 has increased by $50,000, so this change order will total $560,000.

RMTD shows the list of the bid prices for the base bid plus alternates E1, E2 and A1, A2 outlined below.

The increased Scandoli's cost is listed in red. Even with the increase of $50,000, Scandroli's prices are still the lowest, totaling $31,271,000 which is still $158,600 less than the next lowest price.

| | *Base Bid plus Alternates A1, A2, E1 and E2* |
|---|---|
| *Scandroli* | ~~*$31,221,000*~~ *$31,271,000* |
| *Stenstrom* | *$32,256,000* |
| *Ringland-Johnson* | *$31,429,600* |
| *Sjostrom* | *$34,052,315* |
| *Larson & Larson* | *$32,739,176* |

He stated that no local funds will be required as a match for this funding.

RMTD staff is requesting the Board's approval to award Change Order #109 for $560,000 to IFB-23-03 Renovation and Expansion of Mulberry Street Project to Scandroli Construction for Alternate No.'s A1 East Exterior Wall Improvements and A2 South+ (south) east Exterior Wall Improvements, plus extra work related to the additional roof painting to the existing building, contingent on IDOT's concurrence. The total of Scandroli Construction contract awarded to date is currently $31,513,638.59 which includes the State original award of $29,577,000, State Change Orders of $802,638.59, and Federal Change Orders of $1,134,000.00. Adding this total to the above State Change Order A1 and A2's for $560,000, the Scandroli contract will total $32,073,638.59.
The Vice Chairman asked for and received a motion to award Change Order $109 for $560,000 to IFB-23-03 Renovation and Expansion of Mulberry Street Project to Scandroli Construction for Alternate No.'s A1 East Exterior Wall Improvements and A2 South+ (south) east Exterior Wall Improvements, plus extra work related to the additional roof painting to the existing building, contingent on IDOT's concurrence. The total of Scandroli Construction contract awarded to date is currently $31,513,638.59 which includes the State original award of $29,577,000, State Change Orders of $802,638.59, and Federal Change Orders of $1,134,000.00. Adding this total to the above State Change Order A1 and A2's for $560,000, the Scandroli contract will total $32,073,638.59. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

(f) Approval of Proposed Fiscal Year 2027 Service Changes

*Note: The minutes reflect FY2027 Service Changes (it was a typo that the agenda stated FY2026).

The Executive Director presented a summary of service changes Staff proposes to implement for Fiscal Year 2027. The proposed changes will be implemented in two phases. The service changes in the first phase will go into effect on July 5, 2026 with the start of the fixed route bus operator summer pick and will include minor route and schedule changes.
He stated the second phase will go into effect in October 11, 2026 with the start of the fixed route bus operator fall pick and will include service frequency increases on Weekday Daytime #12 Charles and #16/17 City Loop (Downtown to Rockford Career College) routes, along with new Weekday Evening, early Saturday morning and Sunday service in Loves Park.

He added the proposed fiscal year 2027 service changes are a continuation of RMTD's efforts to improve access to employment, education and grocery stores/food sources in neighborhoods throughout the community.

He noted these changes are consistent with the goals and strategies in the Board adopted Comprehensive Mobility Plan. The changes were also included as part of the Board adopted Fiscal Year 2027 Budget.

Proposed July 2026 Service Changes - Minor route & schedule changes

#1 W State (Monday-Saturday) Minor schedule adjustments

#3 Huffman (Monday – Saturday) Minor schedule adjustments

#4 Main (Monday-Friday Daytime): trips departing DTTC at :45 after the hour will operate the north loop after departing North Towne via Riverside, N. Main, River Bluff Nursing Home, Shepard Trail, Elmwood, Rockton, Riverside and then return to North Towne on the Inbound trip.

#5 Clifton (Monday-Friday Daytime): minor route & schedule adjustments for limited trips to serve Lowe's Distribution

#6 Kilburn (Monday-Saturday) Minor Schedule adjustments; Weekdays 1 additional trip at 5:45 pm.

#13 & #22 (Monday-Friday Daytime): schedule adjustments for limited trips to Perfetti,

#16/17 (Monday-Saturday Daytime): minor schedule/route change for trips to serve Sportscore 2 & YMCA

#11 (Monday-Friday Daytime): schedule change to include the 6:15pm departure from DTTC as part of the Daytime schedule instead of the #32 Weekday Evening schedule.

11L E State Limited/12L Charles St Limited (Monday – Saturday) & 22L N 2nd Limited (weekday): elimination of midday trips.

#19 Cherryvale/Harrison (Monday-Saturday) minor schedule adjustments; bi-directional at Harrison/20th St Aldi.

#34/44 (Weekday Evening/Sunday Daytime): minor schedule/route change for trips to serve to Aldi's – Harrison/20th

#36/46 (Weekday Evening/Sunday Daytime): minor schedule/route change for trips to serve Sportscore 2 & YMCA

Proposed October 2026 Service Changes – Service frequency increases & new service

#12 Charles (Monday-Friday Daytime): Increase frequency to 30 min service

#16/17 Loop (Monday-Friday Daytime): Increase frequency to 30 min service between DTTC and Rockford Career College.

#22 Limited service (Weekday Evening/Early Saturday Morning/Sunday Daytime): New limited route service operating along existing #20 and #22 routes between Landstrom and Harlem Road in Loves Park only.

RMTD Staff is recommending the Board approve the proposed with the July 2026 changes effective July 05, 2026 and the October 2026 changes effective October 11, 2026.

The Vice Chairman asked for and received a motion to approve the proposed service changes with the July 2026 changes effective July 05, 2026 and the October 2026 changes effective October 11, 2026. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

(g) Approval of Workers Compensation Insurance Renewal 2026/2027

The Deputy Director/Director of Operations stated RMTD's Workers' Compensation Insurance policy with Illinois Public Risk Fund (IPRF) expires June 30, 2026. As such, Staff coordinated with RMTD's broker, Marsh McLennan, to go out to market for the annual renewal.

The Deputy Director/Director of Operations stated the District budgeted $1,139,235 for Fiscal Year 2027 for workers' compensation insurance coverage. Renewal rates with the incumbent carrier IPRF came back at $859,887, which is a 3 percent reduction from the current $885,149 premium cost.

Staff recommends awarding the issuance of a PO to bind coverage with IPRF for the term July 1, 2026 through June 30, 2027.

The Vice Chairman asked for and received a motion to issue a purchase order to bind Workers Compensation Insurance coverage with IPRF for the term July 1, 2026 through June 30, 2027. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

(h) Approval authorizing line of credit loan agreement of up to $1,500,000 with UMB Bank, for the purpose of providing sufficient funds to the District in connection with operation of the transit system of the Districts

RMTD's line of credit is up for renewal for $1,500,000. The agreement before them is for a three (3) year term with UMB Bank. The documents have been reviewed.

The Vice Chairman asked for and received a motion to approve RMTD enter into a credit loan agreement of up to $1,500,000 with UMB Bank for a Three-Year (3) term. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

*The documents were presented then signed by the RMTD Board of Trustees; Herbert Johnson, Chairman; Ricardo Montoya Picazo, Vice Chairman and Ashley Sarver, Secretary/Treasurer.*

(i) Executive Session to discuss pending litigation matter(s) pursuant to 5 ILCS 120/2(c)(11) 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 pending litigation matters pursuant to 5 ILCS 120/2(c)(11) 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 4:53 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, June 29, 2026 at 3:30 PM. The Board Meeting will be held at the East Side Transfer Center at 725 N Lyford Road.

## F-ORDER OF ADJOURNMENT

A motion was made and received to adjourn. The motion was seconded and passed. The Board Meeting adjourned at 4:54 p.m.

Respectfully submitted,

*Erin Jenkins*

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Erin Jenkins
Rockford Mass Transit District, Assistant Secretary