



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #1015 Minutes
Monday, June 29, 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 (*Absent*)

STAFF:

Michael Stubbe – Executive Director
Dan Engelkes – Deputy Executive Director & Director of Operations
Cedrick Ketton – Fixed Route Operations Manager
Troy Volanti – Paratransit Operations Manager
Drex McCalvin – Safety & Training Manager
Orlando Toatley – Marketing & Communications Manager
Tak Chow – IT

GUEST(S)/PUBLIC SPEAKERS PRESENT:

Sonya Freeman, ATU Local 1333/RMTD Paratransit Operator
Erica Vines, ATU Local 1333/RMTD Paratransit Operator
Michael Cassidy, Zephyr Government Strategies
Jeremy Duffee, Zephyr Government Strategies

CALL TO ORDER:

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

APPROVAL OF AGENDA:

The Executive Director requested that E-8 (b) be removed from the agenda. With E-8 (b) being removed from the agenda, the Chairman asked for and received a motion to approve the agenda for June 29, 2026. With no further discussion, the motion was seconded by the Vice Chairman. The motion passed by a unanimous voice vote.

APPROVAL OF MINUTES:

The Minutes of May 27, 2026, RMTD Board of Trustees Meeting were reviewed. The Vice Chairman asked for and received a motion to approve the Minutes of May 27, 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:

- (a) Dyanna Walker

Note: Dyanna Walker was not present and therefore did not address the RMTD Board of Trustees.

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 review of State & Federal Legislative updates. The executive Director introduced Mr. Michael Cassidy, RMTD's Lobbyist from Zephyr Government Strategies. Mr. Cassidy provided an overview of his role as a Lobbyist. Mr. Cassidy stated he appreciates the opportunity to represent RMTD.

E-2 FINANCE

- (a) Payment of Bills:

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

- Williams & McCarthy/Service rendered through May 22, 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 \$2,410,609.87 were presented for the Board of Trustees' review and approval.

The Executive Director noted that the payment application from Scandrol Construction Co. for May 2026 includes payment of a Delay Claim (PCO #039) in the amount of \$168,771.69. He stated the change order does not individually require Board action since it is deducted from the allowance line item from the previously approved Scandrol Construction contract amount awarded.

The Executive Director stated as the Board may recall, when construction activities began on the RMTD Expansion and Renovation Project, the project experienced a series of unforeseen site conditions and related design modifications that collectively impacted the project schedule during the early phases of construction. In response, Scandrol Construction Co. submitted Potential Change Order (PCO) #039 requesting compensation associated with extended project duration and delay-related costs during the period between November 26, 2024 and April 2, 2025. The delay claim generally stems from several significant issues encountered during construction, including:

Unsuitable subsurface soil conditions identified in November 2024;

Previously unknown sanitary sewer elevation conflicts along Court Street;

Discovery of an active fiber optic line that conflicted with planned site work and required redesign and relocation;

Underground plumbing invert elevation conflicts associated with existing conditions and slab coordination issues.

Based on the documentation provided by the contractor, the architect's concurrence, and CCS's independent cost review, the project team determined that the delay claim was generally supported by the documented unforeseen site conditions, associated design revisions, and resulting extended duration impacts experienced during construction.

Approval of the May 2026 Payment of Bills, inclusive of Delay Claim (PCO #039) in the amount of \$168,771.69, formally recognizes the additional costs incurred because of the project delays and allows the project team to continue progressing toward successful completion of the facility improvements.

The Vice Chairman asked for and received a motion to authorize the payment of the accounts payable invoices totaling \$2,410,609.87. With no further discussion, the motion was seconded by the Chairman. The motion passed by a unanimous voice vote.

(b) Approval of Unaudited Financial Statements for April 2026

The unaudited Financial Statements for April 2026 were presented for the Board's review. The Vice Chairman asked for and received a motion to approve the unaudited financial statements for April 2026. The motion was seconded by the Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(c) Pension Portfolio Review through June 23, 2026 and Pension Investment Statement for month ending May 31, 2026

The Executive Director presented the Pension Portfolio Review Summary for period through June 23, 2026 to the Board of Trustees for their review. The RMTD Pension Trust Statement of Account Summary for month ending May 31, 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 May 2026
- Demand Response Ridership Statistics for May 2026

The Deputy Executive Director/Director of Operations presented the Fixed Route Ridership Statistics Report for May 2026 along with the Demand Response

Ridership Statistics for May 2026 and highlighted the ridership statistics. He stated the new schedule books are at the printers and should be ready for the service changes starting July 5, 2026. 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 May 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 has been spending a majority of their time on bus stop sign installations and moving equipment for the move to the new space.

(d) Projects Report

- Facility Expansion Projects Updates

The Deputy Executive Director/Director of Operations stated Fixed route staff moved into the new space on June 24th. He noted the transition has gone fairly smooth with a few small issues to work through. He noted charger commissioning will be done on June 29th. He noted RMTD has a small issue holding up being able to store the battery electric buses in the expansion area, but the contractors are working to rectify that. He added phase two work is progressing well and is ahead of schedule. He noted the CSC's report for May is included in the board packet.

- Mobility Management Study Update

The Deputy Executive Director/Director of Operations stated presented a list of outreach activities to date along with next steps for the study. He noted that staff has provided a slide deck of overview information presented to the Community Advisory Forum at a recent meeting. SRF, RMTD, R1PC Project kick-off meeting March 26th Stakeholder meetings such as with R1PC MPO Alternative Transportation Selection Committee / Mobility Management Study Advisory group meeting kick-off May 13th Region 1 HSTP Transportation Committee meeting May 28th (5 county regional transit - provide feedback & conduit to constituent groups) R1PC Community Advisory Forum meeting June 25th (provide feedback & conduit to constituent groups). He noted the next steps: June-July: Identify high-priority mobility management activities August-September: Develop draft recommendations December 2026: Draft and Final report 2027 and beyond: Implementation.

E-4 HUMAN RESOURCES

(a) RMTD Claims History for May, 2026

The RMTD claims history for May 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
No Report

E-7 SAFETY & TRAINING

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

E-8 OTHER BUSINESS

- (a) Award of Ford Explorer for Non-Revenue Operations Support
The Deputy Executive Director & Director of Operations stated RMTD has the opportunity to purchase a Ford Explorer from a Sourcewell contract that has been awarded to Sutton Ford. This vehicle will be used for non-revenue operations support functions, including the shuttling of fixed route operators between the 201 N. Winnebago reporting location and fixed route operator relief locations that don't start or end downtown.
The base price for this type of vehicle is \$38,553.80. I upgraded the floor mats at a cost of 158.40 which brings the final cost to 38,712.20.
For this vehicle, RMTD will utilize our Federal Transit Administration (FTA) 5307 grant (IL-2024-028) to provide 100% of the funding. No local funds will be needed for this vehicle. RMTD requests that the RMTD Board of Trustees approve awarding a purchase order to Sutton Ford in the amount of \$38,712.20 for the purchase of one Ford Explorer.
The Vice Chairman asked for and received a motion to approve the award a purchase order to Sutton Ford in the amount of \$38,712.20 for the purchase of one Ford Explorer. With no further discussion, the motion was seconded by the Chairman. The motion passed by a unanimous voice vote.
- (b) Award of 2026/2027 Diesel Fuel Contract
Removed from the Agenda.
- (c) 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 Vice Chairman asked for and received a motion to enter into Executive Session to discuss pending litigation matters pursuant to 5 ILCS120/2(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.

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, July 23, 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 4:10 p.m.

Respectfully submitted,

Erin Jenkins

Erin Jenkins
Rockford Mass Transit District, Assistant Secretary

