



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #1016 Minutes
Thursday, July 23, 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
Xavier Whitford - Comptroller
Cedrick Ketton - Fixed Route Operations Manager
Troy Volanti - Paratransit Operations Manager
Drex McCalvin - Safety & Training Manager
Lawrence Tennial - Facilities Maintenance Manager
Orlando Toatley - Marketing & Communications Manager
Erin Jenkins - Executive Assistant & Assistant Board Secretary
Tak Chow - IT

GUEST(S)/PUBLIC SPEAKERS PRESENT:

None

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 July 23, 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 June 29, 2026, RMTD Board of Trustees Meeting were reviewed. The Vice Chairman asked for and received a motion to approve the Minutes of June 29, 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

No Report

E-2 FINANCE

(a) Payment of Bills:

- AGHL Law Office/Service rendered through June 30, 2026

- Williams & McCarthy/Service rendered through June 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 \$1,491,703.48 were presented for the Board of Trustees' review and approval.

The Vice Chairman asked for and received a motion to authorize the payment of the accounts payable invoices totaling \$1,491,703.48. 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 May 2026

The Unaudited Financial Statements for May 2026 were presented for the Board's review. The Vice Chairman asked for and received a motion to approve the unaudited financial statements for May 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 30 & July 17, 2026 and Pension Investment Statement for month ending June 30, 2026

The Executive Director presented the Pension Portfolio Review Summary for period through June 30 & July 17, 2026 to the Board of Trustees for their review. The RMTD Pension Trust Statement of Account Summary for month ending June 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 June 2026
- Demand Response Ridership Statistics for June 2026

The Deputy Executive Director/Director of Operations presented the Fixed Route Ridership Statistics Report for June 2026 and noted they are in draft form with preliminary numbers. He stated updated/final numbers will be presented next month. Demand Response Statistics Report was presented as well.

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 Director/Director of Operations stated there is no statistical report this month. He stated inspections were performed per the maintenance plan on both the Fixed Route and Paratransit vehicles. He stated vehicle availability remains good.

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

- The Deputy Executive Director/Director of Operations stated Staff have 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 Phase two is still progressing quite well. He stated the tire shop is close to being done and once that happens, RMTD will vacate the current tire shop so contractors can start the remodel of that space. He stated the bus wash install work has started so RMTD is fueling buses in a temporary tank located at RMTD's body shop up the street. He noted the CSC's report for May is included in the board packet.

E-4 HUMAN RESOURCES

(a) RMTD Claims History for June, 2026

The RMTD claims history for June 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 June 2026

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

E-8 OTHER BUSINESS

(a) Award of Ride On Floor Scrubber

The Deputy Executive Director & Director of Operations stated RMTD has the need to purchase a new ride on floor scrubber. He stated RMTD's current floor scrubber is nearing end of life and has become expensive to maintain.

He stated staff solicited two quotes for the scrubber, both the same model.

Factory Cleaning Equipment: \$99,535.00

Tennant Company: \$95,374.89

For this scrubber, RMTD will utilize Federal grant funding. No local funds will be needed for this vehicle.

He stated RMTD is requesting that the RMTD Board of Trustees approve awarding a purchase order to Tennant Company in the amount of \$95,374.89 for the purchase of the scrubber. The Vice Chairman asked for and received a motion to approve the award a purchase order to Tennant Company in the amount of \$95,374.89 for the purchase of the scrubber. With no further discussion, the motion was seconded by the Chairman. The motion passed by a unanimous voice vote.

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

At approximately 3:47 p.m., the Vice Chairman asked for and received a motion to enter into Executive Session to discuss pending 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.

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, August 24, 2026 at 3:30 PM. The Board Meeting will be held at the RMTD Administration Building at 201 N Winnebago Road, Rockford, IL 61103.

F-ORDER OF ADJOURNMENT

A motion was made and received to adjourn. The motion was seconded and passed. The Board Meeting adjourned at 4:00 p.m.

Respectfully submitted,

Erin Jenkins

Erin Jenkins
Rockford Mass Transit District, Assistant Secretary

