



## ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #1017 Minutes  
Monday, August 24, 2026, at 3:30 p.m.

RMTD  
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  
Xavier Whitford - Comptroller  
Cedrick Ketton - Fixed Route Operations Manager  
Troy Volanti - Paratransit Operations Manager  
Drex McCalvin - Safety & Training Manager  
Lawrence Tennial - Facilities Maintenance Manager  
George Orth - Maintenance Manager  
Orlando Toatley - Marketing & Communications Manager  
Paula Hughes - Grants & Procurement Manager  
Erin Jenkins - Executive Assistant & Assistant Board Secretary  
Tak Chow - IT

#### GUEST(S)/PUBLIC SPEAKERS PRESENT:

Jeffrey DiBenedetto, DiBenedetto & Associates  
Jennifer Smith, Family Peace Center  
John Mack, R1PC

#### 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 August 24, 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 July 23, 2026, RMTD Board of Trustees Meeting were reviewed. The Secretary/Treasurer asked for and received a motion to approve the Minutes of July 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:**

Jennifer Smith

Jennifer Smith, Director of Development for the Family Peace Center, thanked the RMTD Board of Trustees and RMTD staff for supporting the Family Peace Center through an in-kind contribution of bus passes made through the Northern Illinois Community Foundation. Ms. Smith thanked RMTD for being a good community partner and all RMTD does to provide transportation to those who need help.

**C-REPORTS OF STANDING COMMITTEES:**

No Report

**D-RECONSIDERATION OF OLD BUSINESS:**

No Report

**E-CONSIDERATION OF NEW BUSINESS:**

**E-1 EXECUTIVE DIRECTOR**

- (a) The Executive Director acknowledged Susan Campbell, Director of Human Resources & Administration, and noted that she has decided to move on to another opportunity. He stated RMTD wanted to extend their deepest appreciation for her contribution to the District for the last 11 years. He added she has been amazing to work with, and he and the Staff will miss her greatly.

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

The Executive Director stated the FTA will be on site from August 25-26, 2026 conducting a Triennial Review of RMTD and the exit conference will be on September 2. He added he will update the Board on the outcome.

## E-2 FINANCE

(a) Payment of Bills:

- AGHL Law Office/Service rendered through July 31, 2026
- Williams & McCarthy/Service rendered through July 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 \$1,266,742.03 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 \$1,266,742.03. 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 June 2026

The Unaudited Financial Statements for June 2026 were presented for the Board's review. The Secretary/Treasurer asked for and received a motion to approve the unaudited financial statements for June 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 August 18, 2026 and Pension Investment

Statement for month ending July 31, 2026 - Presented by Mr. Jeffrey DiBenedetto  
Mr. DiBenedetto presented the Pension Portfolio Review Summary for period through August 18, 2026 to the Board of Trustees for their review. The RMTD Pension Trust Statement of Account Summary for month ending July 31, 2026, was also presented to the Board of Trustees for their review.

## E-3 OPERATIONS, MAINTENANCE & FACILITIES

(a) Operations Report

- Fixed Route Updated Ridership Statistics for June 2026 & Fixed Route Ridership Statistics for July 2026
- Demand Response Ridership Statistics for July 2026

The Deputy Executive Director/Director of Operations presented the updated Fixed Route Ridership Statistics Report for June 2026 and July 2026. Demand Response Statistics Report for July 2026 was presented as well.

He provided an update on new hire training.

The Executive Director provided an update on planned Fall service changes. He recommended a Spring implementation on service changes due to staffing. The Board of Trustees was in agreement on the Spring implementation of service changes recommendation.

(b) Vehicle Maintenance Report

- The Deputy Director/Director of Operations presented the Fixed Route and Paratransit/Demand Response Vehicle Maintenance statistics for June & July 2026. He stated inspections have been performed per the maintenance plan on both the 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 spending much of their time on bus stop sign installations and rearranging current office spaces for a new hire. He stated staff will be installing a bus stop shelter at the new downtown RVC campus in the next couple of weeks.
- (d) Projects Report
  - Facility Expansion Projects Updates

The Deputy Executive Director/Director of Operations stated Phase two is still progressing quite well. He stated RMTD is averaging about twenty contractors here on a daily basis and that the contractor is still projecting phase two being completed by the end of 2026. He noted the CSC's report for July is included in the board packet.

#### E-4 HUMAN RESOURCES

- (a) RMTD Claims History for July, 2026

The RMTD claims history for July 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-26-03 - Authorizing & Execution Illinois CVP Grant Application

The Executive Director presented Resolution No. R-26-03 and stated the resolution is authorizing the submittal and execution of the application for Consolidated Vehicle Procurement Grant (CVP). He stated RMTD is submitting this application to replace a Super Duty with 2 Medium Duty and a minimum of 3 additional Medium Duty for a total of five (5) medium-duty replacement paratransit vehicles for a total of \$650,000. The Secretary/Treasurer asked for and received a motion to approve Resolution No. R-26-03. With no further discussion, the motion was seconded and passed.

#### E-7 SAFETY & TRAINING

- (a) Safety & Training Update Report for July 2026

The Executive Director presented a Safety & Training Report from July 2026 and FY26 Agency Safety Plan Performance Totals to the Board of Trustees for their review.

#### E-8 OTHER BUSINESS

- (a) Award of Actuarial Services

The Executive Director stated the contract with the Rockford Mass Transit District's previous actuary has expired.

As a result, the District solicited competitive proposals for professional actuarial services for a three-year contract, with an option to extend for an additional two years. The District received five (5) proposals, which were evaluated by a review committee based on the established evaluation criteria. The proposals received were as follows:

| Proposer            | Annual Cost | Fee Structure                          |
|---------------------|-------------|----------------------------------------|
| Brett Schwab        | \$21,500    | No annual increase                     |
| Foster & Foster     | \$21,000    | Rate guaranteed for one year only      |
| Lauterbach & Amen   | \$25,600    | Rate guaranteed for one year only      |
| Nyhart              | \$22,800    | Annual increases of approximately 3-4% |
| Firethorn Actuarial | \$24,000    | No annual increase                     |

Although Foster & Foster submitted the lowest initial annual cost, its proposed rate is guaranteed for only one year. Brett Schwab's proposal provides a fixed annual cost of \$21,500 with no annual increases, providing the District with greater cost certainty over the three-year contract term.

Following its review, the committee determined that Brett Schwab was the most responsible and responsive proposer and received the highest overall evaluation score. A copy of the Evaluation Criteria Summary is attached for the Board's reference.

Funding for actuarial services has been included in the District's FY 2027 Operating Budget. The proposed annual contract amount is \$21,500, resulting in a total cost of \$64,500 over the initial three-year term, with no annual increases. The contract may be extended for an additional two years, subject to mutual agreement and applicable District approval.

Staff requests that the Board of Trustees approve the award of the Actuarial Services Contract to Brett Schwab at \$21,500 per year for an initial three-year term, with an option to extend the contract for an additional two years, subject to the terms and conditions of the contract.

The Secretary/Treasurer asked for and received a motion to approve the award the Actuarial Services Contract to Brett Schwab at \$21,000 per year for an initial three-year term with an option to extend the contract for an additional two years, subject to the terms and conditions of the contract. 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 4:14 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, September 28, 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 4:29 p.m.

Respectfully submitted,

*Erin Jenkins*

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Erin Jenkins  
Rockford Mass Transit District, Assistant Secretary

