ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #1018 Minutes
Monday, September 28, 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
Heather Kimes, Human Resources Manager
Laura Nilson, Accounting Manager
Erin Jenkins - Executive Assistant & Assistant Board Secretary
Tak Chow – IT

GUEST(S)/PUBLIC SPEAKERS PRESENT:
Miranda Leininger, Marsh McLennan Agency
Attorney Jim Pirages, AGHL Law Office
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 September 28, 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 August 24, 2026, RMTD Board of Trustees Meeting were reviewed. The Secretary/Treasurer asked for and received a motion to approve the Minutes of August 24, 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:

None

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 welcomed two new administrative hires – Laura Nilson, Accounting Manager, and Heather Kimes, Human Resources Manager.

The Executive Director reminded the Board of Trustees that the FTA was on site from August 25-26, 2026 conducting a Triennial Review of RMTD and the exit conference was on September 2. The Executive Director stated there was only one minor finding that was associated with RMTD's 5310 program plan. He noted RMTD has been trying to get the program plan updated and relies on a new IGA with IDOT and it simply got delayed resulting in RMTD receiving the finding. The draft triennial report will be submitted to RMTD on October 2, 2026 and the final report will be submitted on November 6, 2026. Thereafter, the Executive Director added RMTD will submit its final corrective action to the finding to complete the process.

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

E-2 FINANCE

(a) Payment of Bills:
- AGHL Law Office/Service rendered through July 31 & August 31, 2026
- Williams & McCarthy/Service rendered through August 28, 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 $1,289,027.45 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 $1,289,027.45. 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 July 2026

The Unaudited Financial Statements for July 2026 were presented for the Board's review. The Secretary/Treasurer asked for and received a motion to approve the unaudited financial statements for July 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 September 23, 2026 and Pension Investment Statement for month ending August 31, 2026

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

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

He provided an update on new hire training.

(b) Vehicle Maintenance Report

- The Deputy Director/Director of Operations presented

the Fixed Route and Paratransit/Demand Response Vehicle Maintenance statistics for August 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 RMTD's bus shelters shipped as of September 21 so staff will start to install them as soon as RMTD receives them. He added the bus shelter at the RVC Downtown Campus will be installed the week of September 28, 2026.

(d) Projects Report

- Facility Expansion Projects Updates

The Deputy Executive Director/Director of Operations stated Phase two is still progressing well. RMTD is still on target for Phase two to be finished by the end of the year, which would allow RMTD to start to move staff into that space after the new year. He noted the CSC's report for July is included in the board packet.

E-4 HUMAN RESOURCES

(a) RMTD Claims History for August, 2026
The RMTD claims history for August 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.

(b) Approval of Special Service Request
The Marketing & Communications Manager presented the following Special Service Request for Board approval:

- Stroll on State (Event Date: November 28, 2026)

The Board reviewed the Special Service Request from GoRockord (Stroll on State) for shuttle service on Saturday, November 28, 2026. The Secretary/Treasurer asked for and received a motion to approve the special service request from GoRockford (Stroll on State) for shuttle service on November 28, 2026. The motion was seconded by the Chairman. With no further discussion, the motion passed by a unanimous voice vote.

E-6 GRANTS

No Report

E-7 SAFETY & TRAINING

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

(b) Approval of RMTD's Agency Safety Plan (PTASP) Program 2026 Annual Review & Updates
The Safety & Training Manager reminded the RMTD Board of Trustees that as part of the adopted Agency Safety Plan's (ASP) requirements, a review of the plan must be conducted annually.
As per FTA guidance, following the annual review and adoption of the ASP by the Agency's Safety Committee, any changes to the plan must be communicated and adopted by the Accountable Executive and Board of Trustees.
The Safety & Training Manager presented and reviewed the revisions to the plan. He noted that on July 30, 2026, the RMTD Union Labor Management Safety Committee met and recommend the RMTD Board of Trustees adopt the presented revisions of the Agency Safety Plan as written.
The Board Chairman asked for and received a motion to adopt and approve RMTD's Agency Safety Plan (PTASP) Program 2026 Annual Review as written for the 2027 Fiscal Year as presented. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

E-8 OTHER BUSINESS

(a) Approval of EEO/Title VI Officer

The Executive Director stated due to the recent departure of Susan Campbell, who served as RMTD's EEO/Title VI Officer, RMTD must designate a new staff member to fill the role. He stated that Heather Kimes, Human Resources Manager, has been selected to fill the role of RMTD's EEO/Title VI Officer moving forward.
He stated staff requests the Board to approve the designation of Heather Kimes, Human Resources Manager, as RMTD's EEO/Title VI Officer.
He added following Board approval, the District will update the contact information on associated postings to reflect the changes. The Secretary/Treasurer asked for and received a motion to designate Heather Kimes. Human Resources Manager as RMTD EEO/Title VI Officer. The motion was seconded by the Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(b) Approval of Insurance Renewal 2026/2027 – *Presented by Marsh McLennan Agency*

The Deputy Director/Director of Operations introduced Ms. Miranda Leininger of Marsh McLennen Agency. RMTD's insurance policies expire October 1, 2026 and RMTD's insurance brokers have been working on renewals and recommendations. Ms. Leininger of Marsh McLennan presented their findings for insurance renewals for the 2026-2027 year. Ms. Leininger provided an executive summary and discussed some highlights in the presentation. A discussion ensued regarding the premium summary. The total cost of the renewal year is $1,275,299 -RMTD budgeted $1,725,540 for the year.
Staff concurs with Marsh McLennan Insurance's recommendation to renew coverages as presented with a renewal premium of $1,275,299.
The Secretary/Treasurer asked for and received a motion to approve and accept Marsh McLennan Agency Insurance's Renewal Proposal as presented with a renewal premium of $1,275,299 effective for October 1, 2026 - October 1, 2027. The motion was seconded by the Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(c) Approval of Security Services Contract Extension

The Executive Director stated the current contract for security services with Metro Enforcement is scheduled to expire on October 31, 2026. RMTD previously issued a request for proposals (RFP) for security service on July 07, 2026, with a closing date on August 18, 2026. Several proposals were received by RMTD, which staff is in the process of evaluating. In order to allow for additional time for staff to evaluate the proposals and complete the procurement process, staff is requesting approval to extend the existing contract with Metro Enforcement on a month-to-month basis or a maximum of two (2) additional months.
The extension would maintain the current terms, conditions, and rates of the existing agreement. This short-term extension will provide uninterrupted security coverage while the District completes the solicitation and selection process for a new contract.
Staff recommended that the Board approve a contract extension with Metro Enforcement on a month-to-month basis for a maximum of two (2) additional months through December 31, 2026**,** subject to the existing contract terms and conditions.

The Secretary/Treasurer asked for and received a motion to approve the security services contract extension with Metro Enforcement on a month-to month basis for a maximum of 2 additional months through December 31, 2026. The motion was seconded by the Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(d) Approval of Resolution No. R-26-04 - 2027/2029 Rockford Mass Transit District Title VI Program and Environmental Justice Assessment

The Executive Director presented Resolution No. R-26-04 – the 2027/2029 RMTD Title VI Program and Environmental Justice Assessment. The Executive Director stated FTA requires agencies to update their program plan every three (3) years. The Executive Director stated RMTD staff have been working with R1PC and noted there were not many changes to the existing plan although a few maps still need to be updated prior to submitting. The Executive Director stated the contents meet the requirements and criteria of the plan.

The Secretary/Treasurer asked for and received a motion to approve Resolution Number R-26-04 -2027/2029 RMTD Title VI Program and Environmental Justice Assessment as noted with the updates. The motion was seconded by the Chairman. With no further discussion, the motion passed by a unanimous voice vote.

(e) 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 Secretary/Treasurer asked for and received a motion to enter into Executive Session to discuss pending collective bargaining matters pursuant to 5 ILCS120/2(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, October 26, 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 4:45 p.m.

Respectfully submitted,

Erin Jenkins

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Erin Jenkins
Rockford Mass Transit District, Assistant Secretary