

MINUTES OF MEETING –January 13, 2020

**GREATER PEORIA MASS TRANSIT DISTRICT
2105 N.E. Jefferson Avenue, Peoria, Illinois 61603**

DATE: Monday, January 13, 2020

PLACE: *Greater Peoria Mass Transit District Offices*

TRUSTEES PRESENT:

Art Bell- Chair

Jennifer Lee -Vice Chair

Maxine Wortham-Treasurer

Sharon McBride– Secretary

Joan Krupa-Trustee

OTHERS PRESENT:

Doug Roelfs General Manager

Nick Standefer Assistant General Manager Maintenance

Angel Marinich Assistant General Manager Operations

William Wombacher CityLink Counsel

Christine Feng CityLink, Chief Financial Officer

Martha Howarter CityLink, Director of Federal Programs

Andrew Dwyer CityLink, Director of Mobility

Ken Boddie CityLink, Director of Operations

Desiree Carlson CityLink, Executive Assistant & Board Support

Emily Watson CityLink, Director of Marketing

Shannon Williams CityLink, Director of Human Resources

Steve Green CityLink, Director of Safety & Security

Ron Cox ATU416 President

Chad Betts MV Transportation

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The regular meeting of the Greater Peoria Mass Transit District Board of Trustees was called to order by Chair Art Bell on Monday, January 13, 2020 at 5:30 PM.

1. Roll Call was taken by General Manager Doug Roelfs, and he reported that a legal quorum was met with all 5 members of the Board present.

2. Pledge of Allegiance:

Angel Marinich, Assistant General Manager, led the Pledge of Allegiance

3. Receipt and Reading of Minutes:

Chair Art Bell presented to the Board the minutes of the regular meeting of December 9, 2019. **Trustee Lee made the motion to approve, and Trustee Wortham seconded the motion. Motion Passed.**

4. Receipt and Reading of Communications:

There were no communications for this meeting

5. Report of Officers:

There was no report of officers

6. Report of Standing Committees:

There was no report of standing committees

7. Report of General Manager

- Moving forward with the A & E design which will be discussed later
- Submitted RFP- actually applying for 2 electric buses, and what we will be using for the local match will be bus advertising, so there will not be any out of pocket expense. It will be revenue lost for what we could have received from bus advertising. What we will do is promote the 3 companies that put the settlement together.

Trustee McBride asked what the “Avail” project was, and GM Roelfs explained that Avail had bought out Fleetnet, and Avail will be part of the AVL (automated vehicle locator, automatic voice announcements, etc), and they will be in Peoria to complete some assessments.

8. Report of the CityLift General Manager: Chad Betts presented the following to the Board for December, 2019

- On Time Performance 96.84%
- Productivity 2.05
- Ridership 11,530 with 1 denial (client refused offered time)
- Vehicle Billing Hours 5,620.53
- Vehicle accidents: 0 preventable, 0 non-preventable
- Incidents 10
- Workplace injuries 1 employee with a twisted back, who is now doing better

Full staffed in administration (managers, supervisors, administrative assistant) we have hired a HR/payroll clerk which we hired from within.

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As far as operators, we have 47 operators with 4 additional in training for a total of 51 active.

Safety and Training covered defensive driving and safety stand down, ie, holiday/winter safety Management activities included:

- 12/2 interviews for HR/payroll clerk
- 12/3 HSTP meeting
- 12/4 monthly regional safety meeting
- 12/5 working relationship building meeting with managers
- 12/5 interviews for HR/payroll clerk
- 12/9 Board meeting
- 12/11 ADA meeting
- 12/19 budget meeting

Trustee Lee inquired as to what constituted an “incident”. Chad Betts explained that it could be something such as a passenger seizure or even an altercation on a vehicle. These are tracked monthly so GPMTD can view these situations.

9. Report of the CountyLink General Manager: Chad Betts presented the following to the Board for December, 2019

- On Time Performance 90.52%
- Productivity 1.83
- Ridership 1,659 with 0 denials
- Vehicle Billing Hours:Rural 768.05
- Vehicle Billing Hours:Urban: 141.40
- Vehicle accidents: 0
- Incidents: 3
- Workplace injuries 0

Fully staffed, hired a payroll clerk, also assisting with 212 doing fares.

We have 8 operators (6 full time, 2 part time), and we are short 2 part time drivers, 1 full time driver and currently have two drivers off on medical

Safety and training included Defensive driving & recap, and an 11 month review

Brian’s Management activities included:

- 12/3 HSTP meeting
- 12/2 meeting with Andrew Dwyer
- 12/9 GPMTD Board meeting
- 12/11 conference call with Andrew Dwyer
- 12/18 Midwest Safety action plan for 2020 meeting
- 12/19 Midwest GM meeting
- 12/21 all employee Christmas party at Landmark

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Trustee Krupa made mention of the fact that longtime ADA advocate Roger Sparks has died. The GPMTD sends their deepest condolences to Roger’s family and friends at this difficult time.

10.Public Comments:

There were no public comments

11.Old Business:

There was no old business

12.New Business:

A.Resolution 20-24 Updated Title VI Policy-Angel Marinich

This is simply implementing some updates from the 2017 policy. There were some typos, and we added some new information about public participation. Some updates on some contact info were included and updates on makeup of the minority representation on the ADA Committee and the PDC Committee. **A motion was made by Trustee McBride to accept the new changes and updated policy, and Trustee Lee seconded the Motion. Motion Passed.**

B.Resolution 20-25 Purchase of Architectural & Engineering Building Design and Renovation Services contract to Muller and Muller in an amount not to exceed \$151,538-Doug Roelfs

We have changed the firm on our Maintenance building design, and to get them up to speed, they need some money and time to review what we have done so far. This is a little “seed” money to get them started before they proceed further. Most of this money would have been spent in the process anyway, but this will help them move forward. This money will enable them to get a fresh idea on the direction of the building design. They will begin on this in the next week or two. **Trustee Wortham made the motion to approve, and Trustee McBride seconded the Motion. Roll Call Taken. Motion Passed.**

	<u>Aye</u>	<u>Nay</u>	<u>Absent at Vote</u>	<u>Abstain</u>
Art Bell, Chair	X			
Jennifer Lee, Vice Chair	X			
Maxine Wortham, Treasurer	X			
Sharon McBride, Secretary	X			
Joan Krupa, Trustee	X			

C.Recommendation 20-26 Enter into revenue contract with Burlington Trailways-Andrew Dwyer

We are asking you to allow our General Manager to enter into negotiations and ultimately a contract with Burlington Trailways for a revenue contract that would consist of rental space and commission based on ticket sales. **Trustee Krupa made the motion to approve, and Trustee Wortham seconded the motion. Motion Passed.**

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D.Approval of Workers Comp Case #WC3244 in an amount not to exceed \$42,207.30-Nick Standefer

We are asking the Board to approve the not to exceed amount of \$42,207.30. **Trustee Lee made the motion to approve, and Trustee Wortham seconded the Motion. Roll Call Taken. Motion Passed.**

	<u>Aye</u>	<u>Nay</u>	<u>Absent at Vote</u>	<u>Abstain</u>
Art Bell, Chair	X			
Jennifer Lee, Vice Chair	X			
Maxine Wortham, Treasurer	X			
Sharon McBride, Secretary	X			
Joan Krupa, Trustee	X			

E.Approval of Workers Comp Case WC#18165 in an amount not to exceed \$50,000 for the petitioner and \$42,545.07 for outstanding medical bills-Nick Standefer

We are asking the Board to approve the not to exceed amount of \$50,000 for petitioner as well as the \$42,545.07 for outstanding medical bills.

Trustee Lee made the motion to approve, and Trustee McBride seconded the motion. Roll Call Taken. Motion Passed.

	<u>Aye</u>	<u>Nay</u>	<u>Absent at Vote</u>	<u>Abstain</u>
Art Bell, Chair	X			
Jennifer Lee, Vice Chair	X			
Maxine Wortham, Treasurer	X			
Sharon McBride, Secretary	X			
Joan Krupa, Trustee	X			

F.Financial Report-December 2019 Board Bills approval-Christine Feng

Christine Feng, Chief Financial Officer, recommended that the Board approve the December 2019 operating expenses of \$2,746,684.49. **Trustee Lee made the motion to approve the Board Bills, and Trustee Wortham seconded the motion. Roll Call Taken. Motion Passed.**

	<u>Aye</u>	<u>Nay</u>	<u>Absent at Vote</u>	<u>Abstain</u>
Art Bell, Chair	X			
Jennifer Lee, Vice Chair	X			
Maxine Wortham, Treasurer	X			
Sharon McBride, Secretary	X			
Joan Krupa, Trustee	X			

Future Board meetings will be held Monday, February 10, 2020 and Monday, March 9, 2020 at 5:30 PM at the CityLink Administration Bldg.

By: Sharon R McBride
Sharon McBride, Secretary