

MINUTES OF MEETING –December 9, 2019

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

DATE: Monday, December 9, 2019

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 Promponas	Senior Vice President, First Transit
Jarod Varner	Regional Vice President, First Transit
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
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
Jamie Arbogast	CityLink, Director of Procurement
Ron Cox	ATU416 President
Chad Betts	MV Transportation
Brian Hiatt	MV Transportation
Chad Lucas	Sikich
Randy Janssen	Truck Centers
Jane Bell	Citizen
Chris Mitchell	bus passenger
Eva Monroe	CityLift

MINUTES OF MEETING –December 9, 2019

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

The regular meeting of the Greater Peoria Mass Transit District Board of Trustees was called to order by Chair Art Bell on Monday, December 9, 2019 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 November 11, 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:

Trustee McBride reported on the Stuff a Bus wrap up for the 2019 campaign. The total weight this year was 7.5 tons of food. Peoria Rivermen and Peoria Mustangs hockey teams assisted with the unloading of the bus. Employees of GPMTD including the ATU416, retiree Dennis Kaufman and the Mustangs and Rivermen helped place the food items on the various tables. Friendship House, WMBD, Kroger, and Cumulus Radio also assisted with this effort. Trustee McBride stated that it shows truly how generous our community is. Trustee Krupa stated that as a point of information, we had a service request to transport children to a Bradley game. Unfortunately, we had to deny this request.

7. Report of General Manager

- Steve Green has been promoted to Director of Maintenance
- GPMTD welcomes back Jamie Arbogast in the position of Director of Procurement
- The demolition of the wash bay has begun, and will be in conjunction with a new project beginning next summer
- We are going to apply for a battery electric bus as part of a settlement from the “Edwards clean air” settlement. We shall apply for a bus and charging station. Another grant Jamie will be applying for is the “mobility for all” grant which is also due in January
- The City Manager of Washington, IL has also spoken to us about service.

MINUTES OF MEETING –December 9, 2019

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

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

Chad Betts first wanted to report the fact that one of the CityLift employees, Eva Monroe, ranks 8th out of 10,000 employees as far as no drive cam incident since 2012. We are all very proud of her accomplishment. The average person goes about 189 days without a coachable drive cam incident, while Eva has gone 2500 days without one.

- On Time Performance 96.93%
- Productivity 1.98
- Ridership 11,560 with 1 denial (client refused offered time)
- Vehicle Billing Hours 5,842.73
- Vehicle accidents: 0 preventable, 1 non-preventable
- Incidents 10
- Workplace injuries 2, 1 knee twist and 1 muscle strain

Trustee Krupa also inquired as to the names of the other 2 drivers that are in the top 100: they are Daniel Kelly #68, and Shamise Hobson is ranked #74.

We are not fully staffed in Administration: We are looking for a Human Resource/payroll clerk. We did hire a road supervisor from within. We have 45 operators with 2 in training for a total of 47 active.

Our Safety directive for the month was Adverse weather/Fire Drills

Management Activities:

- 11/1 Union Negotiations
- 11/6 Regional Safety Meeting
- 11/8 4th quarter budget improvement meeting
- 11/11 Union negotiation meeting/GPMTD Board meeting
- 11/14 Midwest Staff Meeting
- 11/18 Union Negotiation Meeting
- 11/20 Manager's meeting

9.Report of the CountyLink General Manager: Brian Hiatt presented the following to the Board for November, 2019

- On Time Performance 93.13%
- Productivity 1.77
- Ridership 1,702 with 0 denials
- Vehicle Billing Hours:Rural 814.11
- Vehicle Billing Hours:Urban: 146.71
- Vehicle accidents: 0
- Incidents: 2
- Workplace injuries 0

All meetings were the same as CityLift report

MINUTES OF MEETING –December 9, 2019

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

10.Public Comments:

Chris Mitchell wanted to speak to the courtesy and the assistance that the drivers provide to her. Trustee Lee wanted to thank Chris for all she does for the ADA committee as well.

11.Old Business:

There was no old business

12.New Business:

A.Chad Lucas from Sikich came to give an overview of our audit. The audit report is a comprehensive annual financial report that GPMTD submits to the government finance officers association for the certificate of achievement program. GPMTD goes above and beyond the basic requirements of Finance reporting. The “unmodified opinion” included in the audit states that based on testing, all the items included in the financial statements are fairly presented. The Financial statements were unusual this year, the first being the statement of revenues, including the transfer of assets and operations related to CountyLink; secondly, the changes that occurred to the retirees retirement plan. Chad stated there were no difficulties completing the audit, and there were no disagreements with management.

B. Board dates were published and approved, with May 4, 1970 celebrating 50 years of the District. May 6, we shall have a celebration from 4:30-7:00 PM. There is a change for October, as Board may be attending APTA, and that date will be October 5, 2020.

C.Resolution 20-22 Award recommendation for purchase of wrecker tow truck from Truck Centers, Inc., in an amount not to exceed \$391,724-Steve Green

We received 2 responsive and responsible bids for the above, and at this point we need to replace our current truck purchased in 1991. We are asking the Board for approval to purchase the wrecker tow truck from Truck Centers., Inc., for an amount not to exceed \$391,724. **Trustee Lee made the motion to approve, and Trustee Krupa 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			

D.Recommendation 20-23 Recommendation to proceed with negotiations for architectural and engineering-building design and renovations with Muller & Muller, Ltd-Nick Standefer

For the past year we have been working on design for the new maintenance bldg and existing buildings., and out of 8 firms, Muller & Muller was selected by the evaluation committee. This particular firm has a long history with the transportation industry. We are asking the Board to allow General Manager Doug Roelfs to enter into negotiations with Muller & Muller for the 70% design.

MINUTES OF MEETING –December 9, 2019

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

Trustee Lee made a motion to approve, and Trustee Wortham seconded the motion. Motion Passed.

E. Recommendation to approve updated DBE policy-Angel Marinich

The current policy was simply to finesse some old information included such as changing the AGM to Angel, correcting some spelling errors, and grammar and punctuation. **Trustee Wortham made a motion to approve, and Trustee Krupa seconded the motion. Motion passed.**

F.Presentation of preliminary timeline for comprehensive operational analysis-Angel Marinich

Angel stated that we are having a meeting next week to establish a timeline. In January we will start implementation planning meetings and reaching out to leaders in the areas affected. We will hold public meetings in February, in March implement some marketing and more of a public outreach plan and April, May and June, ongoing outreach. In July we hope to bring to the Board feedback from what we have found and give our recommendation. In August, drivers will begin to bid on pieces of work, and hopefully, in September, implementation will begin.

G.Financial Report-November 2019 Board Bills approval-Christine Feng

Christine Feng, Chief Financial Officer, recommended that the Board approve the November 2019 operating expenses of \$2,206,310.55. **Trustee Lee made the motion to approve the Board Bills, 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			

Future Board meetings will be held Monday, January 13, 2020 and Monday, February 10, 2020 at 5:30 PM at the CityLink Administration Bldg.

By: Sharon L McBride
Sharon McBride, Secretary