

MINUTES OF MEETING –April 13, 2020

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

DATE: Monday, April 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

Christine Feng

Chief Financial Officer

Desiree Carlson

CityLink, Executive Assistant & Board Support

Quentin Scherr

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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, April 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 Board Chair Bell attending in person and the other 4 members of the Board calling in.

2. Pledge of Allegiance:

Doug Roelfs, 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 March 9, 2020. **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:

- It seems now that much time is spent in conference calls with varying agencies and associations regarding what is going on with the Coronavirus Pandemic and how agencies are doing business these days. CityLink has been responsive quickly and setting examples with such directives as using the rear doors of our buses for entry, giving our employees 2 weeks of flex time at the beginning of the crisis as it unfolded. It also really helped that our Board approved these directives.

Trustee Wortham posed this question to General Manager Roelfs: “Doug how do you keep the workforce, the passengers and himself safe, healthy and happy”? General Manager Roelfs said it was a team of his Directors and his Operators Everyone has done a great job of stepping up at this time. Trustee Wortham stated that she commends the employees at GPMTD.

Trustee Lee also stated she had seen so many favorable comments on social media and elsewhere about our website. She wanted to also commend the Leadership Team.

8. Report of the Interim CityLift General Manager: Brian Hiatt presented the following to the Board for March, 2020

- On Time Performance 94.57%
- Productivity 1.82
- Ridership 8,097, 3 denials
- Vehicle Billing Hours 4445.95

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- Vehicle accidents: 1 preventable;0 non-preventable
- Incidents 0
- Workplace injury 0

We are not fully staffed in Administration (Managers, Supervisors, Administrative Assistant)

As far as Operators, we have 50 with 3 additional in training

A new Dispatch Manager was hired today, and MV is still searching for a Manager for CityLift/CountyLink

CityLift is trying to do “Essential workers” shuttles, and right now they are taking grocery workers, and then they will take medical workers and other industries if possible.

The safety meeting covered right turns and pedestrians, fatigue management and wellness, Covid-19

Management activities:

- Held Labor and CBA training with Brian’s Management team with Patrick Dumbholdt, MV Director of Labor on March 5, 2020
- March 10, 2020 started the conversation on getting phones switched over to a web-based system
- March 12, 2020 had emergency meeting with Mark Collins and the Midwest Team on the Covid-19
- March 13, 2020 had another emergency meeting with all Illinois divisions about the Covid-19
- March 16, 2020 started daily conversations with Senior leadership team on Covid-19
- March 27, 2020 held a manager’s meeting to make sure everyone was still on the same page with Covid-19
- March 30, 2020 switched all phones completely over to a web-based phone system

9.Report of the CountyLink General Manager: Brian Hiatt presented the following to the Board for March, 2020

- On Time Performance 89.88% (will be fully staffed on all routes next week)
- Productivity 1.98
- Ridership 1,017, with 1 denial
- Vehicle Billing Hours:Rural 415.19
- Vehicle Billing Hours:Urban: 99.01
- Vehicle accidents: 0
- Incidents: 1
- Workplace injuries 0

Andy has been giving daily updates, and both services are coming back

CountyLink is not fully staffed in administration (General Manager, Assistant General Manager, Safety Manager, Road Supervisor, Dispatcher)

8 Operators are available (6 full time, 2 part time)

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Safety & Training-right turns & pedestrians, fatigue management and wellness, COVID-19

Management activities:

- Held labor and CBA training with management team with Patrick Dumbholdt, Labor Director, March 5
- March 10, started conversation to get phones switched over to a web based system
- March 12, conducted emergency meeting with Mark Collins and Midwest team on COVID-19
- March 13, had another emergency meeting with all Illinois divisions about COVID-19
- March 16, started daily conversations with Senior leadership on COVID-19
- March 27 held manager's meeting to make sure all on same page with COVID-19
- March 30, switched all phones over to web based phone system

10.Public Comments:

There were no public comments

11.Old Business:

There was no old business

12.New Business:

A.Ordinance 20-05 Public Transportation-Doug Roelfs

This is a document that basically allows us to perform as a public transit agency, and gives the General Manager the authority to apply for grants and sign for them through the Illinois Department of Transportation. **Trustee Krupa made the motion to approve, and Trustee Wortham seconded the motion. Motion Passed.**

B.Resolution 20-34 Acceptance of the Special Warranty-Doug Roelfs

This particular program is for the 5311 program which is the funding for the Rural program. This is stating that we will treat our employees "fair and equitable" with the funding we receive. **Trustee Lee made the motion to approve, and Trustee McBride seconded the motion. Motion Passed.**

C.Resolution 20-35 Authorizing One (1) year contract extension with First Transit Professional Transit Management Services-Christine Feng

GPMTD has an original 5 year professional management service contract with First Transit, and this original contract expires on July 31, 2020. The District issued a professional management service IFP in February 2020, however due to the current state of emergency, the District decided not to pursue the IFP, and the Board of Trustees directed Legal Counsel for the District to negotiate a one (1) year contract extension with First Transit Corp. The new one year contract extension will be in an amount not to exceed \$545,005 for the period 8/1/2020-7/31/2021. Staff recommends the Board of Trustees approve the one (1) year contract extension. **Trustee Wortham made the motion to approve, and Trustee Krupa seconded the motion. Roll call Taken. Motion Passed**

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	<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.Resolution 20-36 Authorization of Establishment of an Employment policy for Compensation during the COVID-19 Pandemic-Doug Roelfs

This came about from IDOT who needed some type of approval for our DOAP funding for employee time off because of the COVID-19. Then the Family First Act came and then the CARES Act came in, and basically all the funding was in place to cover all the time off everyone was given. General Manager Roelfs initially gave time off, and then the CARES act took effect. **Trustee McBride made the motion to establish the policy, and Trustee Wortham seconded the motion. Motion Passed.**

E.Resolution 20-37 Approving Reasonable Modification Procedures and Modification Accommodation additions and Request form-Doug Roelfs

We had a 5311 review last fall, and it was found that a policy needed some modification. It makes it possible for an individual to request special accommodation if they are not able to board a bus. It makes it possible for a bus driver to be empowered to pick up passengers safely at bus stops. **Trustee Lee made the motion to approve, and Trustee McBride seconded the motion. Motion Passed.**

F.Resolution 20-38 Authorizing Execution and Amendment of Section 5311 Grant Agreement-Doug Roelfs

This authorizes the General Manager to provide information and to sign for the 5311 grant money (approx. \$147,000 for the program) and possibly more from the CARES Act. **Trustee McBride made the motion to authorize the General Manager, and Trustee Wortham seconded the motion. Motion Passed.**

G.Resolution 20-39 Authorizing and Equal Employment Opportunity (EEO) Policy-Doug Roelfs

This is again from the 5311 review. In the EEO Policy, we have to have a designated person as our EEO officer. Nick Standefer is our designated EEO officer, and this will be ready for the Triennial Review next year. **Trustee Lee made the motion to approve, and Trustee Krupa seconded the motion to authorize the EEO policy. Motion Passed.**

H.Resolution 20-40 Authorization to pay Zeller Electric in an amount not to exceed \$30,353.60 for LED lights at the Transit Center-Doug Roelfs

This started out as a lighting project and it has grown. Canopy lighting was replaced at the TC as well as any neon lights which couldn't be replaced. So now there is new and improved LED lighting, and our electricity costs will go down as well. We are asking for authorization to pay. **Trustee McBride made the motion to approve, and Trustee Wortham seconded the motion. Roll Call Taken. Motion Passed.**

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	<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			

I.Resolution 20-41 Award Recommendation to DMI, Inc., for the Purchase and Installation of a new HVAC system for Myah’s Daycare in an amount not to exceed \$54,900-Doug Roelfs
Approx. 80% of this will be funded through 5307 funds, and approx. 20% or more of local funds, and we are asking for the Board’s approval in the amount not to exceed \$54,900. **Trustee McBride 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			

J.Resolution 20-42 Authorization to apply for IDOT Capital Assistance Grant in an amount not to exceed \$2,200,000 for Operator Simulators-Doug Roelfs
Jason, our new Safety Manager has put together an application for new bus simulators that we can use as a regional training center. He has spoken to other Districts. Also, we can use this part of the application in our 5339 when we apply for the new building funds. That may help our regionalism on our building grant as well. **Trustee Wortham made the motion to approve the authorization to apply for IDOT Capital grant, and Trustee Lee seconded the motion. Motion Passed.**

K.Resolution 20-43 Award Recommendation to Stratus Networks for VoIP and Internet service in an amount not to exceed \$150,660 for a 3 year contract with 2 – one year options-Doug Roelfs
We are asking the Board to approve the award to Stratus Networks for our new phone and internet service in an amount not to exceed \$150,660 for a 3 year contract. **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			

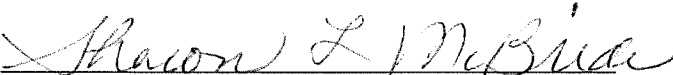
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L. Financial Report-March 2020 Board Bills approval- Chief Financial Officer Christine Feng recommended that the Board approve the March 2020 operating expenses of \$2,706,226.30. Trustee McBride made the motion to approve the Board Bills, and Trustee Lee 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, May 4, 2020 and Monday, June 8, 2020 at 5:30 PM at the CityLink Administration Bldg.

By: 
Sharon McBride, Secretary