

MINUTES OF MEETING –June 8, 2020

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

DATE: Monday, June 8, 2020

PLACE: *Greater Peoria Mass Transit District Offices*

TRUSTEES PRESENT:

Art Bell- Chair (in person)

Jennifer Lee -Vice Chair (via phone)

Maxine Wortham-Treasurer (via phone)

Sharon McBride– Secretary (via phone)

Joan Krupa-Trustee (via phone)

OTHERS PRESENT:

Doug Roelfs	General Manager
Angel Marinich	Assistant General Manager
Nick Standefer	Assistant General Manager (via phone)
Christine Feng	Chief Financial Officer
William Wombacher	CityLink Counsel (via phone)
Jason Culberson	CityLink, Director of Safety & Training
Emily Watson	CityLink, Director of Marketing
Shannon Williams	CityLink, Director of Human Resources
Ken Boddie	CityLink, Director of Operations & Security
Desiree Carlson	CityLink, Executive Assistant & Board Support
Steve Green	CityLink, Director of Maintenance
Andrew Dwyer	CityLink, Director of Mobility (via phone)
Brian Hiatt	MV Transportation, General Manager (CityLift & CountyLink)
Mick Johnson	MV Transportation, Assistant General Manager (CityLift & CountyLink)
Quentin Scherr	STL

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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, June 8, 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 (due to restrictions regarding social distancing due to the Coronavirus pandemic).

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 Annual meeting of May 4, 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:

Trustee McBride discussed plans for the GPMTD 50th anniversary that have been affected by the COVID-19 pandemic, namely the Open House originally scheduled for May 6, 2020 and now cancelled. We hope to reschedule the event for the fall of 2020. The Chamber Business Before Hours was also cancelled by the Peoria Chamber of Commerce. The IPTA Fall Conference (scheduled to be in Peoria) has been cancelled this year, with Peoria hosting next year tentatively September 13-15, 2021. The 50th anniversary video series features different facets of CityLink and a variety of management staff from CityLink, CountyLink and CityLift passengers and transit advocates from around the community. They are posted every other month on the CityLink website, the You Tube channel and social media pages in the following order: July will be the Ethanol project, September expanded services, and November will be “feel good” stories. Then the 50th Anniversary media advertising, advertisements have been placed for May and June on the local media outlets including the Journal Star, WTVP program guide, Peoria Magazines and the Direct Mail booklet. On radio, Cumulus, Midwest Communications, and Advanced Media Partner stations and on all three of the local TV stations. Emily does want to get some nice outside photos of our current Board at a later time.

Trustee Krupa also had a report from the Program Development Committee. We have postponed the public meetings on the COA until the tentative service changes are decided. Then after that, we shall have communications with our vendor Nelson/Nygaard how we want to move forward. Secondly, we have denied a Community Service request to use a bus to take individuals to the downtown Farmers Market for the summer. After discussion we realized that our fixed route service goes to that area on a regular basis, plus the request would border on charter service. Thirdly, just to inform the Board which had approved the Komen “More than Pink” walk for May, the walk has been rescheduled for October and we shall participate then instead.

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Trustee McBride also mentioned that the 50th anniversary of the West Peoria Fourth of July parade will be postponed until 2021 due to the current situation with COVID-19

7. Report of General Manager:

- A by-product of dealing with the Covid-19 situation is looking at some Capital projects, and one is making sure our buses are cleaner and disinfected
- We are also adding some barriers for the driver's protection, and when those are all in place, we shall begin collecting fares again; most likely this will be in October. After we get our driver's input, we shall move forward on fare collection
- The above will be funded by the monies we received from the CARES Act
- We are also looking at the wheelchair securements from Quantum. This will make it possible for a passenger to be secured safely without driver's actually securing them and touching the wheelchair and/or the passenger. These will most likely be on the July Board agenda
- We have had some exciting news on the Reauthorization that is moving forward—the INVEST in America program. Both the Bus Coalition and APTA have been working on getting our funding increased from the decrease we had from MAP21 and the FastAct. The announcements said our 5307 funds could go up 250%, 5339b, our bus and bus facility money, and our grants money could see some substantial increases. Everyone seems excited at this prospect, and we are planning to do a lot of pushing with our legislators.
- Wash Bay project is completed and is up and running. The next phase we are working on is the new building, which could be an attachment to the current Admin building. In the next month or two, we should have some detailed designs.
- Participated in a congratulatory video for CWTC, one of our community partners. They are celebrating 60 years this year.
- Trustee McBride asked about ridership numbers: our average daily ridership is about 3700 for May, down from 7200. But in the last few days the daily rides are up to about 5200, and for the weekend it is about 1200-1800 rides per day. The average daily ridership in your report includes the weekend. Once CWTC and EP!C come back to full working hours, there will also be an increase. Also, since we increased our ridership time to 10:00 PM up from 8:45 as the last line up, we have also seen an increase. And when the civil unrest subsides, we shall probably go back to full service as long as we have ample time to get our buses cleaned. Update: As a matter of fact, we shall go back to full service on June 29, 2020. Overall, we have been down about 40%, where many other agencies are down 60-80%.

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

- | | |
|-------------------------|---------------------------------|
| • On Time Performance | 92.82% |
| • Productivity | 1.63 |
| • Ridership | 3,659 0 denials |
| • Vehicle Billing Hours | 2,242.30 |
| • Vehicle accidents: | 0 preventable;0 non-preventable |
| • Incidents | 0 |
| • Workplace injury | 0 |

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Our Safety meeting was on fixed objects, reference points, heat stress and COVID-19. Brian participates in a conference call weekly with other General Managers, Senior Directors, etc., talking about what is going on across the country. On May 15, Mick Johnson was hired as Assistant General Manager, and Brian Hiatt officially became the General Manager on May 16.

Trustee Lee asked about ridership going up, and Brian stated that he felt that as more businesses are opening up, passengers are getting braver about riding CityLift too.

Management activities were as follows in addition to above:

On a committee called Project Safer led by Senior Vice President Lisa Kelliher. Attended Regional Safety Action Plan on May 20, 2020. Mick Johnson is also on Operation Project Safer for the Operations side. Attended the paratransit software meeting held on May 28

9. Report of the CountyLink General Manager: Mick Johnson presented the following to the Board for May, 2020

- On Time Performance 94.93%
- Productivity 1.76
- Ridership 375 rides, 0 denials
- Vehicle Billing Hours-Rural 174.88
- Vehicle Billing Hours-Urban 38.24
- Vehicle accidents: 0
- Incidents: 0
- Workplace injuries 0

Still running slightly shorthanded.

Attended safety meeting and conference calls that Brian participated in, except as stated above, was involved more with the Operations side more so.

10. Public Comments:

There were no public comments

11. Old Business:

There was no old business

Chair Bell wanted to be sure it was documented that Trustee Maxine Wortham has been added as a member of the “conflict resolution” team for the Committee Appointments.

12. New Business:

A. Public Hearing for the Budget and Appropriation Ordinance for the 12 Month fiscal year ending June 2021-Christine Feng

Trustee Wortham made a motion to open the public hearing, and Trustee McBride seconded the Motion. Motion Passed.

Christine Feng, Chief Financial Officer proceeded to ask 3 times if there are any comments or input, and hearing nothing further from anyone, a motion was made to close the public hearing.

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Trustee Lee made the motion to close the public hearing, and Trustee Wortham seconded the motion. Motion Passed.

B.Budget Appropriation Ordinance for 12 month fiscal year ending 2021-Ordinance 21-01-Christine Feng

Christine Feng, Chief Financial Officer, proceeded to present the budget for the new fiscal year to the Board and gallery. The total budget information was included in the May 4 packet, and staff is asking the Board to approve the 2021 budget amount in the amount of \$39,475,000.00. We may have to adjust the budget not knowing what will happen in this year, and we have to come back to the Board at some point for approval. Staff recommends the Board approve the 2021 budget. **Trustee McBride made the motion to approve the budget, and Trustee Lee seconded the motion. Roll Call taken, and the motion to approve the budget was 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.Resolution 20-47 Recommendation of Renewal of Myah’s Daycare lease-Angel Marinich

We currently have a lease with Myahs Daycare in the Transit Center. We have a new 3 year lease; we would like to keep the first year lease the same as it is now (\$3200 per month) due to COVID-19 and other operating issues, and then in years 2 and 3 increase the amount to \$3500 per month. This new lease would expire June 30, 2023. We are asking the Board to approve the new lease. **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			

Trustee Wortham asked about the amount of people allowed at Myahs, and Angel responded that they are allowing only 50% capacity until the state of Illinois moves to a new phase.

D.Resolution 20-49 Authorization to proceed with Intelligent Transportation (ITS) Change Orders to authorize the Change Order in an amount not to exceed \$34,848 to Avail Technologies-Steve Green

We are seeking Board approval for a change order to our current Intelligent transportation system project. The current scheduling and route software/REMIX cannot support the ongoing ITS project. Trillium along with Remix aren’t able to work with AVAIL, therefore AVAIL is proposing a one time scheduling system set up including electronic import of all existing schedules. Staff is

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asking the Board to approve the change order not to exceed \$34,848. **Trustee McBride made the motion to approve, 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			

E.Resolution 20-50 Authorization to Purchase a Diesel Engine from Cummins Sales and Service in an amount not to exceed \$34,102.64-Steve Green

Our current spare engine will be installed in Bus 2205 leaving us no spares at all for the fleet, so we would like to have another engine in stock. Staff is recommending the Board purchase another remanufactured engine in an amount not to exceed \$34,102.64. **Trustee McBride made the motion to approve, 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			

F.Resolution 20-51 Update of Advertising Policy-Emily Watson

We have decided to take a look at our advertising policy that was brought to the Board in August 2017. We have decided to make a few changes as some things have changed since the original policy in 2017. We have added some language regarding potential advertising opportunities outside of our vehicles, ie, digital displays or anything at the Transit Center we may be able to advertise on. Since the laws have changed on cannabis, we have added some language prohibiting advertising for marijuana or cannabis products including any CBD or THC. We also added in some language about advertising that encourages people to refrain from using safety precautions, and the biggest and newest section is production and placement guidelines. We also put in language about the types of materials that we expect to be used on our buses and installation and removal from vehicles. Staff is recommending the Board approve the updated/revised policy.

Trustee Bell asked if we can prohibit legal production of cannabis advertising, and our legal Counsel said we already prohibit alcohol, tobacco, etc and we need to be consistent.

Trustee Lee asked about “anything causing offense on our bus advertising” . . do we have a protocol? Emily said we do not have a form, but they can certainly call our customer service dept. or fill out a complaint form that we do have on our website. **Trustee McBride made the motion to approve the updated advertising policy, and Trustee Wortham seconded the motion. Motion Passed.**

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G.Resolution 20-52 Contract renewal recommendation for the renewal of employee major medical insurance which includes specific reinsurance and aggregate reinsurance with Blue Cross/Blue Shield of Illinois-Shannon Williams

This resolution is for our annual renewal of our major medical insurance. Our consultant, First Mid Insurance Group is recommending that we renew our major medical again with Blue Cross/Blue Shield. And, the annual renewal rates that are on the Staff Summary represent a 1.8% decrease from last year's rates. The contract renewal dates are July 1, 2020 through June 30, 2021. Staff is recommending contract renewal with Blue Cross/Blue Shield. **Trustee Wortham made a motion to approve, and Trustee McBride seconded the motion. Motion Passed.**

H.Approval of Workers Comp case #010998-001141-WC in an amount not to exceed \$33,865.92-Jason Culberson

Staff is recommending approval of workers comp case 010998-001141-WC not to exceed \$33,862.92. **Trustee Lee made the motion to approve, and Trustee Wortham seconded the motion Roll Call Taken. Motion Passed.**

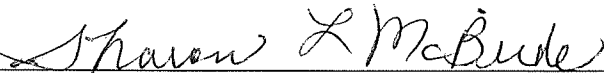
	<u>Aye</u>	<u>Nay</u>	<u>Absent at Vote</u>	<u>Abstain</u>
Art Bell, Chair	X			
Jennifer Lee, Vice Chair	X			
Maxine Wortham, Treasurer	X			
Sharon McBride, Secretary	X			
Joan Krupa, Trustee	X			

I.Financial Report-May 2020 Board Bills approval-Chief Financial Officer Christine Feng recommended that the Board approve the May 2020 operating expenses of \$2,284,774.59. 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			

The next meeting will be Monday, July 13, 2020 and Monday, August 10, 2020.

Trustee McBride made a motion to adjourn, and Trustee Wortham seconded the motion. The meeting was adjourned.

By: 
Sharon McBride, Secretary