

MINUTES OF MEETING –July 13, 2020

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

DATE: Monday, July 13, 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 (in person)

OTHERS PRESENT:

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

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

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1. Roll Call was taken by General Manager Doug Roelfs, and he reported that a legal quorum was met with Board Chair Bell and Trustee Krupa attending in person and the other 3 members of the Board calling in (due to restrictions regarding social distancing due to the Coronavirus pandemic).

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 June 8, 2020 meeting. **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			

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:

No report of standing committees

7. Report of General Manager:

Participate in weekly meeting with our architect for our new building, Muller & Muller, and now we will have the addition of the Building Committee to also participate. Sent a memo out to all employees June 29 regarding a positive test for Covid-19 from a Maintenance Employee and the protocols for all departments moving forward. Have participated in several APTA and Bus Coalition webinars. I also participated in a ZOOM meeting where Representative Cheri Bustos led a discussion regarding the reauthorization of Transportation funding. We have returned to full service as of June 29, 2020; back to normal times.

8. Report of CityLift: Doug Roelfs presented the following to the Board for June, 2020

- On Time Performance 95.55%
- Productivity 1.44
- Ridership 4724, 0 denials
- Vehicle Billing Hours 3,272.53
- Vehicle accidents: 0 preventable; 0 non-preventable
- Incidents 1
- Workplace injury 0

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We are not fully staffed in Administration (Managers, Supervisors, Administrative Assistant)
We have 50 operators; 11 furloughed

Safety meeting was from CDC how to stop the spread of germs, distancing; hygiene, mobility device securement and bloodborne pathogens

Management activities included: June 2 HSTP virtual meeting; June 3 Midwest Regional Safety Meeting, June 4 RFP pre-bid meeting; June 16 Local Management meeting; June 22, was introduced to a new type of dispatch training that we will be implementing sometime in July; weekly “Project Safer” meetings; Daily Covid-19 meetings with the Midwest Region.

9.Report of CountyLink: Doug Roelfs presented the following to the Board for June, 2020

- On Time Performance 94.15%
- Productivity 1.60
- Ridership 581, 0 denials
- Vehicle Billing Hours-Rural 295.46
- Vehicle Billing Hours-Urban 67.14
- Vehicle accidents: 0
- Incidents: 0
- Workplace injuries 0

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

We have 11 operators (9 full time, 2 part time), 5 furloughed and 2 on leave of absence

Safety Meeting was same as CityLift, and Management activities were also the same

10.Public Comments:

There were no public comments

11.Old Business:

There was no old business

12.New Business:

A. Ordinance 21-02 for the Levying and Assessing of Taxes for the Greater Peoria Mass Transit District for the fiscal year ending June 30, 2021-Doug Roelfs

Since we are all practicing social distancing due to the current state of affairs, General Manager Roelfs presented the Ordinance for the Levying and Assessing of Taxes for the District for the fiscal year ending June 30, 2021 to facilitate the annual operation of GPMTD for the period 7 1 2020 thru 6 30 2021 in the amount of \$5,699,584. Staff is recommending approval of the Ordinance 21-02. **Trustee Lee made a motion to approve the Ordinance for the Tax Levy, 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			

B.Resolution 21-03 Authorization to Purchase a new Crew Cab and chassis 4x4 Service Truck from Uftring Ford in an amount not to exceed \$39,010-Doug Roelfs

The District is in need of a new Utility vehicle that will eventually replace our 2009 one ton service truck at a later date. We received a single responsive and responsible bid from Uftring Ford, and staff is asking for approval to purchase the above mentioned vehicle in an amount not to exceed \$39,010. **Trustee McBride 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			

C.Resolution 21-04 Authorization to Purchase 1291 Seat Insert Replacements on 46 Gillig buses in an amount not to exceed \$153,629-Doug Roelfs

The District wishes to replace some cloth seats with hard shell seat inserts which are much easier to clean and maintain than cloth especially in these times of COVID-19. American Seating was deemed to be the sole source, and staff is requesting approval to purchase the seat replacement price not to exceed \$153,629. **Trustee Lee made the motion to approve, and Trustee Wortham seconded the motion. Trustee McBride asked about the time frame for delivery and was told by Director Steve Green it would be 6-8 weeks. 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. Resolution 21-05 Authorizing draft upon oral motion of Trustee Jennifer Lee and seconded by Trustee Maxine Wortham and on a roll call vote adopted by the Greater Peoria Mass Transit District to approve the Intergovernmental Agreement with the City of Pekin for Mass Transit Service in an amount not to exceed \$210,000 for the period July 1, 2020 through June 30, 2021. This will also allow Chair Bell to sign the Intergovernmental Agreement and for Secretary McBride to sign to attest.

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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			

E. Financial Report-May 2020 Board Bills approval-General Manager Doug Roelfs recommended that the Board approve the June 2020 operating expenses of \$2,439,116.46. Trustee Krupa 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			

The next meeting will be Monday, August 10, 2020 and Monday, September 14, 2020.

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

By: 
Sharon McBride, Secretary