

GREATER PEORIA MASS TRANSIT DISTRICT

MINUTES OF MEETING

DATE: January 11, 2010

PLACE: Greater Peoria Mass Transit District Offices

TRUSTEES PRESENT:

Don Shay – Chair
James Polk – Vice Chair
Sharon McBride – Treasurer
Arthur Bell - Secretary
Maxine Wortham – Trustee

OTHERS PRESENT:

William Wombacher	Legal Counsel
Tom Lucek	First Transit
Rick Tieken	First Transit
Shewan Harris	First Transit
John Stokowski	CityLink
Christine Feng	CityLink
John L. Anderson	CityLink
Karl Stone	CityLink
Tom Smith	CityLink
Jennifer Frederickson	CityLink
Alice Nobles, Arn	CityLink
Sandy Evans	CityLink
Stephanie Ottara	CityLink
Sheila Saletzki	CityLink
Curt Calligan	CityLink
Bill Metts	CityLink
Gary Howell	CityLink
Vincent Caldara	MV Transportation
Mark Nash	MV Transportation
Gary Childs	Journal Star
Jackie Jackson	Bus Rider
Terry Kohlbus	TCRPC
Ryan Granata	TCRPC
Helen Barrick	Clifton Gunderson
Ron Cox	ATU 416
Mike Bell	ATU 416
Sharon Cox	Visitor

The regular meeting of the Greater Peoria Mass Transit District Board of Trustees was called to order on January 11, 2010 at 5:30 PM.

1. **Roll Call** was taken by General Manager, Tom Lucek, and he reported that all were present.
2. **Pledge of Allegiance:** Assistant General Manager of Operations, Shewan Harris, led the Pledge of Allegiance.
3. **Receipt and Reading of Minutes:** A motion was made by Trustee Art Bell to approve the Board Minutes from December 14, 2009 and seconded by Trustee Sharon McBride. **Motion Passed.**
4. **Receipt and Reading of Communication:** Tom Lucek stated he will be presenting a Power Point Presentation on 1/19/10 to the Peoria Heights City Council
5. **Report of Officers:** None
6. **Report of Standing Committees:** None
7. **Report of General Manager:**

Program Development

- Developed a proposal for the City of Pekin in which a separate demand response vehicle will be used for ADA paratransit trips instead of the current route deviation service. Also proposing to expand service by one (1) hour until 5:40pm. This extended service will be funded through a JARC Grant for one year. If approved these two improvements will go into effect March 1, 2010.
- Coordinating the execution of a contract between the Greater Peoria Mass Transit District and Gillig LLC for the purchase of twenty-one (21) 35-ft low floor transit coaches.
- Submitted the special quarterly report for the ARRA Stimulus Grant, and the report to the U.S. House of Representatives Committee on Transportation and Infrastructure, Congressman James Oberstar Chairman. The FTA's 1512 Report regarding job creation will be submitted after the conclusion of a webinar on 1/11/10.
- Began the process of acquiring price quotes from Actuarial Firms to do a study like the one completed by Pinnacle a couple of years ago of our Self Insurance Reserve Fund.
- Coordinating with Operations in the development of a RFP for sensitivity training for GPMTD's employees.

Finance

- FY 2009 Treasurer Report has been filed with Peoria County and legal public notice has been placed through Peoria Journal Star on December, 24, 2009.
- FY 2009 Annual Financial Report has been prepared and submitted to Office of Comptroller, State of Illinois.
- Based on extension of Union contract, GPMTD union employees have received COLA increase of 9 cents effective on January 1, 2010.

Special Services

- John Williams met with Mr. Polk to discuss development of the ADA committee
- John Williams will be a panel member on the "Count me in" Census forum on Tuesday Jan 12th at Friendship house.

Marketing

- New advertisers this month were: Meister for U.S. Senate and Jackson-Hewitt Tax Service.
- Coat Give-a-way at the Transit Center Jan. 16, 2010 1-3 p.m. in conjunction with *All About My Father's Business*.
- Stuff-a-Bus 2009 wrap up will be Wed. January 13, 2010.
- Jan. 23 & 24, 2010 will be GreenFest at Northwoods Mall. This is in conjunction with Regent Broadcasting. CityLink will have a table at that location on both days.

Union issues

- We now have 2 unfair labor practice complaints filed against us; but, no hearing has yet been scheduled.
- Arbitration has been requested for the termination of a Maintenance employee who lost his CDL; but, no arbitrator has yet been selected.
- The next L/M meeting will be held on Monday January 25th with Ron Cox as Chair.

Maintenance

- Later this month John Anderson and a mechanic will be going to the Turtle Top plant where they are building our new para-transit vans to inspect the first seven vans that have been completed. T-Top will start construction of the last vans in our order on or no later than January 18, 2010.
- Employees have been working hard, sometimes around the clock removing the snow from the sidewalks and the parking lots at both of our facilities.
- We have been making every effort to keep heat issues at a minimum on both CityLink and CityLift vehicles during this extremely cold weather.
- To help protect the health of our employees and the public all of our vehicles continue to be disinfected every day.
- Several items noted in a recent elevator inspection are being addressed with Thyssen Krupp Elevator. We are currently under contract until April 1.

IT

- Have entered into discussion with the City of Peoria for possible intergovernmental agreement of use of the City's Fiber Lines. This would provide a better, cost efficient, way of transferring data, video, and voice between the Transit Center & Admin bldg. This would eliminate the old T1 lines that are costly and not as efficient. Continued discussions with the City will be at the end of January.
- Have found several suppliers willing to decrease the cost of personal printer cartridges by as much as 20%. Working now with John Stokowski for a possible contract of 1 year for 1 supplier for all toner needs and keeping cost in line for the entire Citylink group.
- Have renewed the Licensing for the Trend Micro Security software we use on our computer system at a reduced cost from current provider of services STL/BTS.
- Video cameras were repaired in the shop, and additional cameras were installed in the Admin bldg for safety and security purposes.

Operations

- Working with Advocates for Access to train disabled persons the safest routing options to the Mall area.
- Held our first Training Class Graduation. It was received well by the new Bus Operators.

- Team Captains have been elected for the Safety Teams. They are Kristi Hanson, Valerie Wilson, Bryan Welsh, Lonnie Seidel, Pat Kelly, Terry Whaley, Toney Woods, Andre Givens, and Jack Woo.

Safety

- Hosted the IPTRMA safety meeting on December 16th, Operator distraction especially cell phone usage and how to deter was the main focus along with reporting requirements of incidents/accidents. We will attempt to track and benchmark from different properties in the risk pool.
- Attending an NTD webinar to discuss and understand the requirements for major and minor accident reporting.

First Transit

- John Woodford, RVP, is planning to attend the February Board Meeting.
- Rick Tieken visited Turtle Top and the build is going very well. A few issues have come up, but all are being addressed by the company and build specs are being followed

GM Activities

- IPTA
- APTA
- IPTRMA
- Vacation
- Mail
- District#150
- Fox Lawson
- Chamber CO-OP

8. **Old Business:** None

9. **New Business:**

CPA Audit Report – Helen Barrick presented the 2009 Financial Report which consisted of an Audit Report and the Auditor’s Responsibility Letter. The Statement of Net Assets as of June 30, 2009 shows a strong cash position at year end. The Cash and Purchase Agreement shows \$5,283,000, Cash and Purchase Agreement in Restricted Assets - \$980,000 and Certificate of Deposits – \$414,000. The Statement of Revenues Expenses & changes of Net Assets (Income Statement) shows Operating Revenues are \$2,612,000 versus \$2,389,000 (9% increase). Special Services went up from \$226,000 to \$443,000 due to penalties from the Paratransit. East Peoria & Pekin Mass Transit Districts increased \$75,000 (14%). The Operating Expenses consisted of \$19,551,000 compared to \$16,199,000 in FY 2008. The main increase was Salaries & Fringe Benefits from \$9,492,000 to \$12,156,000. Non-Operating Revenues increased from \$14,760,000 to \$18,501,000. The outcome was an Overall Net Gain of \$389,000. The Statement of Cash Flow with a decrease of \$840,000. Auditors are also required to implement the Risk Assessment Procedures. The Board thanked Helen for working very hard and getting the report released before the end of the year. Helen complimented Tom and Christine and to call if any questions. A motion by Trustee Sharon McBride was made to accept the report and seconded by Trustee Art Bell. **Motion Passed.**

Elimination of Service to Bartonville: Making recommendations for additional funds for service to Bartonville if funds are available. There would be a communication with the citizens of Bartonville should the service be discontinued. No Board action was needed.

Resolution 10-19 Contract Award Recommendation for Excess Self-Insurance Worker's Compensation: A motion by Treasurer Sharon McBride was made to accept the report and seconded by Secretary Art Bell . **Motion Passed. Roll Call Vote.**

	<u>Aye</u>	<u>Nay</u>	<u>Absent at Vote</u>	<u>Abstain</u>
Sharon McBride - Treasurer	X			
Don Shay - Chairman	X			
James Polk – Vice Chair	X			
Maxine Wortham – Trustee	X			
Art Bell – Secretary	X			

December 2009 Financial Report-Board Bills Approval: A motion by Secretary Art Bell was made to accept the report and seconded by Trustee Maxine Wortham. **Motion Passed. Roll Call Vote.**

	<u>Aye</u>	<u>Nay</u>	<u>Absent at Vote</u>	<u>Abstain</u>
Sharon McBride - Treasurer	X			
Don Shay - Chairman	X			
James Polk – Vice Chair	X			
Maxine Wortham – Trustee	X			
Art Bell – Secretary	X			

Report of Concerns by Local ATU #416:

Ron Cox, the president of ATU Local #416 has read the attached letters. He addressed his concerns to the Board.

10. Public Comment:

Kathleen Howard would like CityLink to consider the seniors and Disabled on the Northwoods mall route.

Reminder of Future Meetings:

March 8, 2010 and April 12, 2010 at the Administration Office, 5:30 PM.

The meeting was adjourned at 6:30 P.M.

Arthur Bell, Secretary
Board of Trustees