

GREATER PEORIA MASS TRANSIT DISTRICT

MINUTES OF MEETING

DATE: March 8, 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
Alice Nobles, Arn	CityLink
Sheila Saletzki	CityLink
Jennifer Fredericksen	Citylink
Gary Howell	CityLink
Sammie Hoskins	CityLink
Vincent Caldara	MV Transportation
Ron Cox	ATU 416
John Williams	Citylink
Sandy Evans	Citylink
Kathleen Hillard	Bus Passenger
Terry Rohlbus	TCRPC
Ryan Granata	TCRPC

The regular meeting of the Greater Peoria Mass Transit District Board of Trustees was called to order on March 8, 2010 at 4:00 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 Don Shay to approve the Board Minutes from February 8, 2010 and seconded by Trustee Art Bell. **Motion Passed.**

4. **Receipt and Reading of Communication:** Letter from the Illinois Supreme Court stating we had been approved as friends of the court for claim #108888. Someone is suing the CTA as a result of slipping on ice at a transit center. This is trying to clarify the responsibilities of the transit district.

5. **Report of Officers:** None

6. **Report of Standing Committees:** Trustee, Sharon McBride stated that the MPO, PPUATS, has approved its long range transportation plan.

7. **Report of General Manager:**

Program Development

- GPMTD along with the City of Peoria, Peoria County and the Peoria Housing Authority are hosting a Government Purchasing Diversity Fair at ICC on March 17, 2010. The Fair is free and will focus on the requirements for doing business with government for a DBE, MBE, & WBE.
- Completed a draft of the Title VI Civil Rights Plan. The Plan is due to the FTA by May 2010.
- Met with a representative from Methodist Hospital regarding bus service to their new medical office building near the intersection of Route 6 and North Allen Road. Initially plans were to starting service to the new complex to coincide with the June “pick” however staff is working on an alternative plan that would allow service to begin the end of March to coincide with the opening of the facility in April.
- Met and presented to the owner of the property adjacent to our visitor’s parking lot an offer based on the recent \$54K appraisal of his property. The owner wants at least \$125K so no deal is possible at this time.
- Staff is working on this round of JARC AND New Freedom request. Projects include for JARC; Saturday service to ICC, hourly between Pekin and Peoria, service to Bartonville and extended hours on the two Pekin routes in the AM and PM. The New Freedom project consists of ADA paratransit service on Sundays and GPS equipment.

Finance

- We are in the process of paying \$673,585.00 to Southern Bus and Mobility Company for the first 10 vehicles.
- The auction for 28 used vehicles (21 Paratransit Vans, 1 support car and 6 buses) will be held on April 10, 2010.

Marketing

- Alice attended an APTA Marketing & Communications Workshop Conference Feb. 21-24 in Ft. Lauderdale, Fl. And witnessed the great performance by our CSR Sandra Evans.
- A slide presentation has been compiled by Alice and Jennifer – it will be presented at the annual Area Chambers Business Showcase March 23 and 24 and also later at the TC as part of the 40th anniversary celebration.
- The CityLink 40th anniversary :30 jingle has been on radio stations for one week and will continue as the 40th anniversary year continues. For the next two weeks there will be the :60 jingle with copy pertaining to IHSA March Madness. Messages will change with the jingle in the background throughout the year.
- All of the GPMTD board members, a few community leaders, First Transit Management and some CityLink employees now have a 40th anniversary sign on a bus. These will be rotated throughout the year.

- The first Sun & Fun pass meeting for 2010 was held. The program will be the same as last year due to the huge success.
- The annual Area Chambers Business Showcase will be March 23 and 24. The Business After Hours is March 23. The all day event is March 24.

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.
- Arbitration has been requested for three more items; Supervisors sign up, a maintenance employee who lost 2&1/4 days pay and an operator who was terminated.
- The next L/M meeting will be held on Monday March 22nd with Ron Cox as Chair.

Maintenance

- New para-transit vans are arriving on a weekly basis, currently we have sixteen (16) on property (number projected on March 03)
- Working on a safety program with ARMS to promote a safety culture and work towards a safer workplace.
- Several staff are scheduled for a ten (10) hour OSHA Safety Training program. These staff member will be conducting regular safety meetings in the shop with maintenance personnel.
- Crime stoppers would like to install and maintain two (2) monitors in the lobby of the TC. They will provide updated information on most wanted, recent crimes and current Amber alerts.

Operations

- Employer's Association – Shewan will attend a session on Employee Handbooks on March 11th

Safety

- Received notice from the FTA that we were selected to for a Drug and Alcohol Audit April 7-9. Several members of the FTA and a consulting team will be on property on those dates to conduct the audit.
- In conjunction with John Anderson, we started a maintenance department safety committee. This committee will assist in reducing hazards in the maintenance shop and identify possible risks.
- On March 10th Tom Smith will be attending the H1N1 flu seminar hosted by TSI in Danville, IL.

First Transit

- CityLink was awarded the Silver Safety award for FY 09.
- A Board retreat is being considered for sometime in May of this year.

GM Activities

- Next week I will be attending the APTA Legislative Conference returning to Peoria after office hours on Wednesday night the 17th.
- I will be taking some of the staff with me to attend the RTAC conference in Springfield on March 31st & April 1st.
- I signed a lease with Dingleline for \$1,800.00 to use the old Peoria Roofing property for storage of old vehicles up to a week after the auction on April 10th.
- Bloomington Transit received a \$22 Million TIGER grant for a new terminal and they are now asking us for help in purchasing two Gillig buses with our options.
- I will be answering phones for the WCBU membership drive on March 26th from 6 to 9 AM.
- The Chamber of Commerce Energy Purchasing Cooperative for natural gas may be ready in November.

- I serve on the ITE Transit Council Executive Committee and have just been appointed to serve on their ethics committee.

8. **Old Business:** None

9. **New Business:**

A. Settlement of Worker's Compensation Claim #919 in the amount of \$18,987.99:

Legal Retainer, William Wombacher, requested the approval of the settlement amount of \$18,987.99. A motion was made by Trustee Maxine Wortham to approve and seconded by Trustee James Polk. **Motion Passed. Roll Call.**

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

B. Settlement of Worker's Compensation Claim #247 in the amount of \$13,335.75:

Legal Retainer, William Wombacher, requested the approval of the settlement amount of \$13,335.75. A motion was made by Trustee Maxine Wortham to approve and seconded by Trustee James Polk. **Motion Passed. Roll Call Taken.**

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

C. Resolution #10-25 Purchase And Prepare Ten Coaches from Duluth Transit: John Stokowki, Program Development Director, requested approval for the purchase and preparation of the ten (10) coaches for service from Duluth Transit for \$105,044.16. This includes \$49,999.90 to initially purchase the coaches from Duluth and \$55,044.26 to prepare the coaches for service. A motion was made by Trustee Maxine Wortham to approve and seconded by Trustee Art Bell. **Motion Passed. Roll Call Taken**

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

D. Resolution 10-26 Claims Administration Workers' Compensation Insurance: John Stokowski, Program Development Director, requested approval for a contract award for Claim Administration of Workers' Compensation to Gallagher Basset Services for \$23,877.00. A motion was made by Trustee James Polk to approve and seconded by Trustee Art Bell. **Motion Passed. Roll Call Taken.**

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

E. 10-27 Mass Transit Service City of Pekin: John Stokowski, Program Development Director, requested approval for an Intergovernmental Agreement between the Greater Peoria Mass Transit District and the City of Pekin for the provision of operating public transit service to Pekin. Under this new contract hours will be expanded by one (1) hour in the pm period to coincide with the Peoria to Pekin route's schedule. This extended service will be funded through a Job Access Reverse Commute (JARC) grant. The new contract will also provide for a separate ADA bus instead of the current route deviation system. A motion was made by Trustee Maxine Wortham to approve and seconded by Trustee Art Bell. **Motion Passed.**

F. 10-28 Recommendation to Adopt Employee Handbook: Shewan Harris, assistant general manager of operations, requested approval for a new employee handbook to provide the basic requirements of being an employee of the Greater Peoria Mass Transit District by defining proper procedures and acceptable on-the-job conduct. This will wait until next month, April, to be approved.

G. 10-29 Agreement With the Tri-County Regional Planning Commission to Complete Marketing for the Bartonville Transit Service: John Stokowski, Program Development Director, requested approval to enter an agreement with the Tri-County Regional Planning Commission to use the JARC funds from FY 2009 to market the Bartonville transit service to the citizens of the Village of Bartonville if GPMTD's application to continue the Bartonville transit service is approved by the HSTP Committee and PPUATS. For Federal Fiscal Year 2010, the Commission has been designated to receive \$159,036 in JARC funds for the Peoria/Pekin Urbanized Area. GPMTD was allocated by the Commission \$13,500 in Fiscal Year 2009 for marketing the Bartonville transit service. A motion was made by Trustee James Polk to approve and seconded by Trustee Art Bell. **Motion Passed.**

H. February 2010 Financial Report: Christine Feng, Director of Finance, requested approval for the February 2010 Financial Report. The total operating expenses for February were \$1,493,922.27 which represents 7.26 % of the 2010 annual budget. This percentage is 1.07% less than the monthly budget projection. The major expenses are: MV Transportation payment: \$148,587.74 (9.95%), Payroll expenses: \$568,683.74 (38.07%), Fuel Expense: \$92,621.64 (6.20%), Health Insurance Expenses: \$316,990.35 (21.22%), and IMRF: \$86,775.09 (5.81%). These significant disbursements are 81.25% of the total monthly operating expenses.

A motion was made by Trustee Art Bell to approve and seconded by Trustee Sharon McBride. **Motion Passed. Roll Call Taken.**

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

10. Public Comment:

A passenger had a question about a sign on the bus stating that passengers should renew their half fare ID. She wanted to see if this applied to the no fare ID as well. John Williams, Paratransit Coordinator, stated that she could make an appointment with himself or come to the Transit Center and the designated times to get her ID renewed.

Reminder of Future Meetings:

Future board meetings will be held April 12, 2010 and May 3, 2010 at the Administration Office, 5:30 PM.

The meeting was adjourned at 5:30 P.M.

Arthur Bell, Secretary
Board of Trustees