

# GREATER PEORIA MASS TRANSIT DISTRICT

## MINUTES OF MEETING

**DATE:** May 4, 2009

**PLACE:** Transit District Offices

**TRUSTEES PRESENT:**

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

**OTHERS PRESENT:**

Tom Lucek – First Transit  
Rick Tieken – First Transit  
Shewan Harris – First Transit  
John Stokowski – CityLink  
Christine Feng – CityLink  
Tom Smith – Cityink  
John L. Anderson – CityLink  
Venessa McMillion – CityLink  
Alice Nobles Arn – CityLink  
Joe Alexander - Citylink  
Gary Howell – CityLink  
Vincent Caldera – MV Transportation  
W. Eric Turner – City Council (Liaison)  
Bob Innis – Innis Consulting Group  
Tim Crobons – Connectics Transportation Group  
Roger Sparks – MACD & Passenger

---

The Annual meeting of the Greater Peoria Mass Transit District Board of Trustees was called to order on May 4, 2009 at 5:30 PM.

1. **Roll Call** was taken by General Manager, Tom Lucek, and he reported that all were present.
2. **Nominating Committee:** Don Shay asked for any nominations (3 Times). **None Given.**
3. **Board of Trustees Annual Election of Officers:** Art Bell made a motion to move to keep the Board as it currently is: Don Shay – Chairman, James Polk – Vice Chairman, Sharon McBride – Treasurer, Arthur Bell – Secretary, and Maxine Wortham – Trustee & Program Development Chair. Trustee Maxine Wortham seconded motion. **Motion Approved.**

4. **Pledge of Allegiance:** Assistant General Manager of Operations, Shewan Harris, led the Pledge of Allegiance.

5. **Receipt and Reading of Minutes:** A motion was made by Trustee James Polk to approve the Board Minutes from April 13, 2009 seconded by Trustee Art Bell. **Motion Passed.**

6. **Receipt and Reading of Communication:** Tom Lucek held final meeting with Roger Sparks and David Watkins. Workable wheelchair lifts are no longer an issue and will be properly maintained on a regular basis. Roger Sparks thanked the Board and praised the maintenance department for their efforts and complying with the America's Disability Act.

7. **Report of Officers:** None.

8. **Report of Standing Committees:** None.

9. **Report of General Manager:**

**Program Development**

- Completed a questionnaire from Congressman Aaron Schock's office regarding the Highway Bill Reauthorization request. In order for the Congressman to assist us and to comply with the U.S. House Committee on Transportation and Infrastructure's guidelines GPMTD was requested to submit a questionnaire and cover letter. The questionnaire requested \$9,180,000 for new transit coaches. \$24,800,000 for the construction of a new maintenance/operations facility and \$4,500,000 for a second Transit Center located on the North side of Peoria. As part of this effort, GPMTD also submitted a letter to Congressman Schock proving local support and identifying local funding equal to at least 20 percent of the total estimated cost.
- Developing an RFP for a long term contract for the purchase of fuel. Such a contract would help protect GPMTD from upside risk over a specified period of time.
- Completed an Operational Plan focusing on potential solutions for relocating the staging of buses away from the Northwoods Mall's front door. The south parking lot adjacent to I-74 will be utilized for bus layovers. The plan was given to the Mall Management.
- Submitted the ARRA grant to the Federal Transit Administration. The grant contains \$4,203,803 in funding for eight (8) large fixed route coaches and twenty (20) smaller buses use for demand response paratransit service. The funds need to be obligated in an executed grant by September 1, 2009.

**Safety and Security**

- Tom Smith is taking on the responsibilities of the Director of Operations and Safety.
- Rick Tieken is taking over the Security functions.
- Tom Smith & Rick Tieken are preparing for the H1N1 Flu virus.

**Human Resources**

- The HR Specialist position was posted internally and will now be advertised in the Sunday newspaper 5/03/09.
- Three part time drivers graduated from training on Friday, 5/1/09.
- Bob Motteler, maintenance employee retired 5/02/09.
- Roscoe Davis Jr., driver, retired 4/29/09.
- Shewan Harris held the Employee Appreciation Day on Friday, April 24, 2009.

**IT**

- Comcast was selected to provide internet access for the office.
- FLEETNET was in Peoria the week of April 13<sup>th</sup> to start their software upgrade and will return in July for training.

**Marketing**

- Finalizing the *Sun & Fun* bus passes. Students will have photo I.D.'s this summer.
- Advertising on or in buses sold to *Peoria County Health Department, Brian Monge (Jim Maloof Realtors), Peoria Area Speech-Language-Hearing Association (PASHA), Regent Broadcasting, Melissa Stevenson (NewCastle Realty), Central Illinois Right to Life, Conrad Studios* and *Children's Home*.
- Worked on *Jerome Lilly Days* with other committee members: Over 300 people attended the event on Sunday, April 19. Over 11,000 free rides were provided passengers in honor of Jerome Lilly for *Passenger Appreciation Day*.
- Attended a *Peoria Friendship House* luncheon to better understand how CityLink can help not only with the *Stuff – a – Bus* program, but other needs for the community that Friendship House provides.
- Did a presentation along with John Williams to *Peoria High School's* orthopedic students regarding riding the bus.
- Attended a seminar at WEEK-TV studios on marketing techniques.

#### **Union issues**

- We still have 2 unfair labor practice complaints against us involving two employees.
- The grievance filed by a terminated employee will be arbitrated by Elisabeth Simon.
- I will be chairing the next L/M meeting on Monday 5/18/09 @ 4:15 PM.
- Gerry Meehan, FMCS, trained 8 potential L/M members on Wednesday, 4/29/09 at CityLink.

#### **Maintenance**

- Oberlander Electric will replace (3) Federal Pacific Electrical boxes, install an outlet in IT Directors office and wire a security camera in the money room for \$3,300.00.
- All wheelchair lifts will be operational by Monday, 05/04/09 except for routine maintenance and parts failure.
- Ag-Land FS of Tremont sampled, tested and cleaned our fuel tanks at no cost to GPMTD. 132 gallons of contamination was removed from three diesel fuel tanks. A couple gallons of water were removed from the gasoline tank. Contaminates included bacterial growth mixed with rusty metal and dirt, water, poor quality Bio-diesel.
- Failed A/C unit at admin building will be replaced with a unit not currently being used.
- Scrubber being leased from Tennant for the TC is expected to arrive first week of May.
- Camera lenses were cleaned and sealed to provide better security at the TC.
- The two leased Paratransit vans will be returned to Rock Island this week.

#### **Special Services**

- John Williams spoke to two Boy Scout groups, one at St. Phils and the other St. Thomas.
- Agbara Bryson and Katherine Timmes of ICC asked him to speak to a group of students.
- He also spoke to a group of Parish Nurses about our programs.

#### **FIRST TRANSIT**

- The annual General Managers meeting has been indefinitely postponed due to the economy.
- Brad Thomas the new President has started a direct reporting system where KPI are reported and discussed weekly.

#### **GM Activities**

- CityLink will be supplying buses for the Easter Seals Wines & Polo fund raiser on June 20<sup>th</sup>.
- Looking into how we could provide bus passes for students who qualify for the Peoria Promise program at ICC.
- Buses will be provided for the Kommen Race for the Cure on Saturday May 9<sup>th</sup>.
- The FTA Triennial audit will take place here at CityLink on May 19<sup>th</sup> & 20<sup>th</sup>.

- I will be taking a Floating Holiday on Friday, May 22.
- I testified at an Illinois Senate Transportation Committee Hearing on behalf of all Downstate Transit Systems.
- Alice and I Met with representatives of Easter Seals and toured their facilities discovering ways that CityLink can help with the promotion of Easter Seals.
- John S & John W joined me in meeting with Senior World representatives to make sure that our services were OK.
- We are finalizing the bid specs for the vehicles to be purchased through the ARRA and we should be advertising prior to the June Board Meeting.
- Rick Tieken and I met with the Chamber of Commerce regarding the purchase of electricity through their co-op program.

10. **Old Business:** None.

11. **New Business:**

**a. COA Presentation from Connectics Transportation Group – Final Report –**

Program Development Chair, Maxine Wortham, introduced Tim Crobons with CTG, the consulting firm CityLink was under contract with to complete the Comprehensive Operational Analysis of the entire fixed route bus system. Trustee Wortham reported on two projects based on the study which includes staging of buses at the Northwood's Mall utilizing the S. Parking lot adjacent to I74. Buses will stage around a shelter located in the middle of this lot. All schedules and routing to the mall will remain the same. This plan is pending approval of Northwoods Mall Management. Additionally, beginning June 1, 2009 both North and South Pekin routes will service the Pekin Mall.

Tim Crobons proceeded with details of the COA, which consisted of a Board Presentation, Executive Summary, and Near Term Route Maps. Some recommendations made were new Circulator routes, modifying existing routes, and elimination of Route 3. Frequency improvements for the most productive routes, earlier Saturday Service, and new Sunday service were also included in the plan. A cost analysis was presented for each individual plan.

**b. 09-37 Substance Abuse Policy revision #1** – Shewan Harris presented the updated Substance Abuse Policy, which will be consistent with the FTA guidelines. The major change was to include Non-Safety Sensitive Employees be randomly drug screened to ensure a drug free workplace. The annual increase for testing is \$384.00. This was motioned by Trustee Sharon McBride and seconded by Trustee Maxine Wortham. **Motion passed.**

**c. 09-38 Authorization Signature Authority with Busey Bank and National City Bank** – John Stokowski asked for approval to authorize signature authority to newly appointed management personnel. Authorized Agents with GPMTD consist of Tom Lucek, General Manager; Shewan Harris, Assistant General Manager of Operations; Rick Tieken, Assistant General Manager of Maintenance; and Christine Feng, Director of Finance. Any bank transactions exceeding \$15,000.00 shall require two signatures. This was motioned by Trustee Art Bell and seconded by Trustee James Polk. **Motion passed.**

**d. April 2009 Financial Report – Board Bills Approval** - Christine Feng asked for approval of payment of invoices submitted. In April, the total monthly operating expenditures of \$1,715,592.42 represent 8.58% of the 2009 annual budget. This percentage is 0.25% more than the monthly projection of 8.33%. The significant expenditures for April are MV Transportation payment of \$150,826.32 (8.79%); Payroll expenses of \$688,111.65 (40.11%); Employee Health Insurance totaling \$204,355.61; and Fuel Expenses of \$157,614.78 (9.19%). These significant expenditures are 70% of the total monthly operating expenditures. The vote was motioned by Trustee Maxine Wortham and seconded by Trustee Sharon McBride. **Motion passed. Roll Call Vote Taken.**

	<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			

12. **Public Comment:** *Roger Sparks*, Passenger, has spoken to Linda Coates from Peoria Housing Authority about adding CityLink services to RiverWest Apartments and Cityscape Apartments. These housing units are ADA accessible, but people with disabilities do not want to move in, because of no available bus service.

**Reminder of Future Meetings:**

June 8, 2009 and July 13, 2009 at the Administration Office, 5:30 PM.

The meeting was adjourned.

\_\_\_\_\_  
 Arthur Bell, Secretary  
 Board of Trustees