

GREATER PEORIA MASS TRANSIT DISTRICT

MINUTES OF MEETING

DATE: March 9, 2009

PLACE: Transit District Offices

TRUSTEES PRESENT:

Don Shay – Chair
James Polk – Vice Chair
Sharon McBride – Treasurer
Arthur Bell - Secretary
Maxine Wortham – Trustee (*Present by Teleconference*)

OTHERS PRESENT:

Tom Lucek – First Transit (*Present by Teleconference*)
Rick Tieken – First Transit
John Stokowski – CityLink
Christine Feng – CityLink
Carina Johnson – CityLink
John L. Anderson – CityLink
Venessa McMillion – CityLink
Alice Nobles Arn – CityLink
Karl Stone – CityLink
Ron Cox – ATU 416 President (*Present by Teleconference*)
Mark Nash – MV Transportation
Vincent Caldera – MV Transportation
Paulette Hurd – Clifton Gunderson
Helen Barrick – Clifton Gunderson
General Parker – Parker for Peoria
Rachael Parker – City of Peoria
Kathleen Hillard - Passenger
Roger Sparks – MACD & Passenger

The regular meeting of the Greater Peoria Mass Transit District Board of Trustees was called to order on March 9, 2009 at 5:30 PM.

1. **Roll Call** was taken by AGM of Maintenance, Rick Tieken, and was reported that all were present.
2. **Pledge of Allegiance:** Rick Tieken, AGM of Maintenance, 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 February 9, 2009 seconded by Trustee James Polk. **Motion Passed.**

4. **Receipt and Reading of Communication:** None.

5. **Report of Officers:** None.

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

7. **Report of General Manager:**

Program Development

- Connetics Transportation Group the firm that is conducting the Comprehensive Operational Analysis (COA) is planning to be in Peoria March 16th and 17th to meet with GPMTD staff in order to discuss their proposed route and bus interlining recommendations. Connetics will present their final report to the Board at the May 4th 2009 Annual meeting.
- Staff has completed preparing the documentation required for the desk review phase of the Triennial Review process and I plan to submit this information to the FTA reviewer on March 10, 2009. The information is due March 13, 2009. The Triennial Review concentrates on all twenty three (23) areas. These areas include Legal, Financial, Maintenance, Procurement, Disadvantage Business Enterprise, By America, Civil Rights, Charter Bus, Safety/Security, Drug & Alcohol Testing and EEO. GPMTD's Triennial is scheduled for May 19th & 20th 2009.
- Program Development staff submitted the Fiscal Year 2009 grant to the Federal Transit Administration. The grant contains funding for preventative maintenance, planning and the tire lease contract. The grant should be approved within the next ninety (90) days
- Program Development staff in conjunction with the Director of Finance has begun developing the State operating grant. This grant funds sixty-five (65) percent of the District's expenses for Fiscal Year 2010 (July 1, 2009 – June 30, 2010). The application is due to the Illinois Department of Transportation by April 1, 2009.
- John Stokowski has developed a new Procurement Policy and Procedural Manual. The updated Manual is based on the FTA new Circular 4220.1F. The new Procurement Manual increases the thresholds in spending levels. The General Manager authority increases from \$10,000 to \$15,000, Maintenance Department from \$5,000 to \$7,500 and petty cash from \$100 to \$250. All procurements over \$15,000 will require Board approval and contract execution by the Chairman.

Safety and Security

- CityLink will be participating in the PALM moon walk again this year.

Human Resources

- Joni Baldwin has been hired as a part time Staff Assistant in Maintenance 2-19-09.
- A Master Technician has been selected for the Maintenance department to replace John Anderson.

Finance

- Informational earning and benefit statements of calendar year 2008 have been sent to Citylink's employees on Feb. 20,2009
- FY 2008 Treasurer Report has been filed with Peoria County and legal public notice has been placed through Peoria Journal Star on Feb. 27, 2009.
- FY 2008 Financial Annual Report has been prepared and submitted to State of Illinois, Office of Comptroller.

Marketing

- Preliminary meetings on this year's *Sun & Fun* passes-discussing possibilities of making this a more effective program for CityLink.
- Preparing for *Peoria Chamber of Commerce Business Showcase* which will be held later this month.
- Participated in APTA Webinar on *Preparing to Receive Economic Stimulus Funds*.
- Attended *Public Relations Association* meeting on *Marketing and the Law*.
- Attended *WTS* meeting on *How We are Surviving in the Changing Economic Climate*.
- Presentation to a Marketing class at Robert Morris College –by direct questions and answers of e-mail from students.
- Facilitated the Weekend-fun bus passes for March Madness.

Union issues

- We have 2 unfair labor practice complaints against us involving two employees.
- A grievance filed by a driver will be arbitrated 2/25/09 @1:00 PM.
- The grievance filed by a terminated employee is still pending arbitration.
- I will be chairing the next L/M meeting on Monday 3/23/09 @ 4:15 PM.

Maintenance

- Cleanup and improvements in janitorial duties at Admin and TC
- New propane fueled scrubber being delivered to the TC
- Federal-Pacific electrical boxes (3) in north shop area are a fire hazard
- Finalizing bid specs for paratransit and full size busses with alt. fuel options.

Special Services

- Gary Howell and John Williams met with Brian Balough and Mark Nash from MV Transportation to identify IT needs and RouteMatch software.
- John Williams was in Pekin on Friday March 6th and will return on March 13th at Senator Koehlers office to take ID's for Illinois ride free program

FIRST TRANSIT

- Richard J Tieken was hired as the AGM maintenance effective February 16th.
- Harry Beaver finished his assignment on February 24th.
- Tim Omick, became our Interim AGM Operations starting February 24th.

GM Activities

- I will take my last vacation days on March 20th & 27th.
- I will be speaking to the Friends of Transit on March 16th.
- I will be participating in the mock negotiations with the IFT on March 26th.
- I am working with Patricia Tomlin, CPA, to prepare a new travel policy which should be ready for approval at the April Board meeting.
We are planning a Jerome Lilly day on Sunday, April 19th so that employees can attend. Monday April 20th would have been his 55th birthday and we will hold our passenger appreciation

8. Old Business: None.

*A motion was made by James Polk and seconded by Sharon McBride to allow Trustee Maxine Wortham be present via teleconference. **Motioned Passed.**

9. New Business:

a. CPA Audit Report – Helen Barrick presented the 2008 Financial Report which consisted of an Audit Report and the Auditor’s Responsibility Letter. The Statement of Net Assets as of June 30, 2008 shows a strong cash position at year end. The Cash and Purchase Agreement shows \$5,705.00, Restricted Assets - \$1,399,000.00 and Certificate of Deposits – \$250,900.00. The Statement of Revenues Expenses & changes of Net Assets (Income Statement) shows Operating Revenues are \$2,389,000.00 versus \$2,184,000.00 (9% increase). Special Services went up from \$121,000.00 to \$226,000.00 due to penalties from the Paratransit provider from July to January. East Peoria & Pekin Mass Transit Districts increased \$108,000 (28%) due to service being provided the entire year. The Operating Expenses consisted of \$16,199,000.00 compared to \$14,564,000.00. The main increases were Salaries & Fringe Benefits and Fuel and Lubricants increasing from \$1,455,000.00 to \$2,071,000.00. The Depreciation went from \$1,464,000.00 to \$1,497,000.00 because no capital has been acquired in the last few years and the fixed assets are aging. Non-Operating Revenues increased from \$12,846,000.00 to \$14,760,000.00. The outcome was an Overall Net Loss of \$513,000.00. The Statement of Cash Flow was very positive with an increase of \$1,353,000.00. Clifton Gunderson assisted with the financial statement preparation and is required to disclose this information. They are also required to implement the Risk Assessment Procedures. A motion by Trustee Sharon McBride was made to accept the report and seconded by Trustee Art Bell. **Motion Passed.**

b. Resolution #09-30 Adoption of New Procurement Policies & Procedures Manual - John Stokowski asks for approval to accept a new Procurement Policies & Procedures Manual. Last year, FTA issued new Procurement policies under Circular 4220.1F. The manual looks at our ethics policies, procuring different items such as gifts and gratuities, disadvantaged businesses, informal and formal bidding. Thresholds are raised from \$10,000.00 to \$15,000.00 for formal bids; \$5000.00 to \$7500.00 for Maintenance bids; Petty cash was raised from \$100.00 to \$250.00. The manual also stipulates that Maintenance can go over the \$15,000.00 threshold for Fuel. Procedures on procuring Professional Services, Using a request for Proposal, engineering or architectural services are also included. Lastly, it states the responsibilities of the Program Development Director and other department heads as well as specific clauses and provisions. This was motioned by Trustee James Polk and seconded by Trustee Art Bell. **Motion passed.**

c. Resolution #09-31 Title VI Lawsuits/Complaints Procedures - John Stokowski asked for approval to accept Title VI Civil Rights Lawsuits and Complaints Procedures. This was also issued by the FTA Circular to ensure compliance with the Civil Rights Act of 1964. The process includes determine if it is a legitimate complaint in regards to Civil Rights, take complaint, and respond in writing to the alleging party in 5 working days. This was motioned by Trustee Art Bell and seconded by Trustee Sharon McBride. **Motion passed.**

d. Resolution #09-32 Code of Conduct - John Stokowski recommended approval of a Code of Conduct. It states no officer, employees, or agents of the Greater Peoria Mass Transit District engage in the award and administration of contracts supported by Federal funds. They are not allowed to accept bribes, favors, or any gratuities for potential contractors or subcontractors. This is updated based on the new Procurement Manual. This was motioned by Trustee Sharon McBride and seconded by Trustee James Polk. **Motion passed.**

e. Resolution #09-33 Award Recommendation – New Lighting Maintenance Facility
- John Stokowski asked for approval to recommend the approval of a contract with Oberlander

Electric to install lighting in the pit and hoist area for the maintenance facility. The new lighting project bid must be accepted by April 1st 2009 in order to receive a 10% discount. An additional 10% rebate from Ameren will be received if the job is completed by May 31, 2009. Two quotes were received on this project from Koener Electric for \$26,975.00 and another from Oberlander Electric for \$18,615.00. This was motioned by Trustee Sharon McBride and seconded by Trustee James Polk. **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			

f. Resolution #09-34 Award of Sole Source Procurement Firefly Energy - John Stokowski asked for approval of a sole source contract with Firefly Energy to purchase batteries for \$14,832.00 that would support nine buses. Several employees and board members attended a previous presentation and were in favor of this new technology. This was motioned by Trustee James Polk and seconded by Trustee Art Bell. **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			

g. Resolution #09-35 Purchase of Tire Inventory - John Stokowski seeked approval to proceed with the buyout of Goodyear tires due to a change in suppliers. Bridgestone/Firestone Tires Company was awarded a seven year contract as of January 1, 2009 and all existing tire inventory with Goodyear Tire must be paid out. The existing tire inventory is \$100,113.67 and will be owned instead of previously leased. This was motioned by Trustee Art Bell and seconded by Trustee James Polk. **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			

d. February 2009 Financial Report – Board Bills Approval - Christine Feng asked for approval of payment of invoices submitted. In February, the total monthly operating

expenditures of \$1,313,329.71 represent 6.57% of the 2009 annual budget. This percentage is 1.76% less than the monthly projection of 8.33%. A significant expenditure for February is MV Transportation payment of \$143,465.05 (10.92%) and Payroll expenses of \$552,383.26 (42.06%). Other significant expenditures included are Employee Health Insurance totaling \$122,544.91 (9.33%). These significant expenditures are 62.31% of the total monthly operating expenditures. The vote was motioned by Trustee Sharon McBride and seconded by Trustee Art Bell. **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			

10. **Public Comment:** None

Reminder of Future Meetings:

April 13, 2009 and May 4, 2009 at the Administration Office, 5:30 PM.

The meeting was adjourned.

Arthur Bell, Secretary
Board of Trustees