

GREATER PEORIA MASS TRANSIT DISTRICT

MINUTES OF MEETING

DATE: April 12, 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
W. Eric Turner	City Council
John Stokowski	CityLink
Christine Feng	CityLink
John L Anderson	CityLink
Alice Nobles, Arn	CityLink
Sheila Saletzki	CityLink
Jennifer Fredericksen	Citylink
Gary Howell	CityLink
Aaron Frei	CityLink
Sammie Hoskins	CityLink
Vincent Caldara	MV Transportation
Mark Nash	MV Transportation
Ron Cox	ATU 416
John Williams	CityLink
Sandy Evans	CityLink
Karl Stone	CityLink
Kathleen Hillard	Bus Passenger
Roger Sparks	Bus Passenger

The regular meeting of the Greater Peoria Mass Transit District Board of Trustees was called to order on April 12, 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:** Trustee Sharon McBride asked that Terry Kohlbus's name be spelled correctly. A motion was made by Trustee Art Bell to approve the Board Minutes from March 8, 2010 and seconded by Trustee Maxine Wortham. **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. We received a letter from Illinois Federation Teachers (IFT) thanking us for financially sponsoring Regina Polk labor negotiation session for high school students. It raised more money than it cost to put on. They will contribute the money back to DePaul University. A letter from Secretary of State Jessie White stated we have renewed our service trademark for another 5 year period. Renewal is good for 2010- 2015.

5. **Report of Officers:** Trustee, Maxine Wortham gives brief report on meeting in Washington D.C. (1) ENO Summit, theme was on Media matters. (2) Legislative conference held on March 14-16, 2010 at J.W Marriott. Meeting about Expiration of Safety-Lu and all the multiple short term extensions they are doing. It's been made very clear that won't get through this year. Report also about \$8 billion awarded for high speed rail projects with one in Bloomington, \$1million award set for Tiger grants this year, and transportation, road, climate warming, and energy independence. Report highlight session what's ahead in transit and new opportunities for 2010, how do we expand the transit collation partnering with other people when talking about the authority and debates that will come along. There were a couple of influential legislators such as Oberstar and John Mica who push through transportation legislation. Also met with Secretary LaHood in his office, Aaron Shock at the Capital, and Senator Roland Burris.

6. **Report of Standing Committees:** Trustee, James Polk, had an ADA meeting on April 6, 2010 with John William (Director of Special Services). Fruitful meeting about people that are getting older and with disabilities, we as an organization (Citylink) want to accommodate all that. By looking at possibly doing more education for those who don't understand or know what Citylink has. Also for those who don't know how to use the bus or afraid of using the bus we are looking at developing some type of strategy and program to help people to see Citylink as a friendly body. Trustee Maxine Wortham, memo from the Program Development Committee is attached a copy of Greater Mass Transit District Title VI program report update. The Title VI submission is in accordance with Title VI program update requirement pertaining to urbanized area of population of 200,000 or greater.

7. **Report of General Manager:**

Program Development

- 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 was also submitted prior to April 10, 2010.
- Working in conjunction with the IT Department in developing a Request for Proposals (RFP) for a new Voice Communication System. The present system is of 2001 vintage and is limited in its capacity to interface with current technology.
- The FTA has issued new guidelines in Circular 9030.1D to provide guidance to grantees when preparing Section 5307 capital, planning and operating grant applications. The effective date of the new Circular is May 1, 2010 and supersedes FTA Circular 9030.1C.

IT

- Paratransit line has been setup for Pekin; 1-877-808-5438.

Finance

- We received our 3rd Quarter assistance of \$ 2,438,455.29 from IDOT in March.
- The FY 2011 Grant application has also been submitted to IDOT with in an amount not to exceed \$13,842,666.00 on March 30, 2010.
- Based on extension of Union contract, GPMTD union employees have received COLA increase of 9 cents effective on April 1, 2010. Administrative employees will get an increase May 1.
- Two ECHO draws of \$ 431,721 and \$ 674,189 have been processed through FTA for purchase of 21 Paratransit Vans.
- Auction held for Old vehicles on April 10, 2010, resulting in over \$37,000. All but 6 vans sold.
- District has implemented new credit card processing in the actual machines and on-line processing through e-payment of IL Fund from State Treasurer's Office.

Marketing

- Jennifer Fredericksen and Joe Alexander marketed CityLink at the Peoria Rivermen Hockey game on March 21 – it was Green Action Day.
- Jennifer Fredericksen delivered tickets for March Madness to 15 area hotels and returned to pick up money and remaining tickets. There were more hotels participating than last year.
- Jennifer Fredericksen, Bill Metts and Alice set up a booth at The Business Showcase. This event put CityLink's name before new area business people. The Power Point presentation of the 40 years of GPMTD and the bean bag toss was well received. Many attendees stopped to look at the history. Many attendees entered our drawing for complimentary CityLink bus advertising. People who didn't win were sent a letter to introduce ways to advertise with CityLink.
- The CityLink 40th anniversary: 30/:60 jingles continue on radio stations through April. Currently we are promoting this month the Passenger Appreciation /Jerome Lilly Day. Because of the Duke win CityLink recently won 150 free spots on JMP Media stations plus a box at the Chief's game for one night.
- Produced special Earth Day advertising featuring celebrities which can now be seen on the outside and inside of the buses. A similar ad will be in a special section of the PJS later this month. On April 24 Earth Day Festival at Forest Park Nature Center will have Joe Alexander and Sandra Evans marketing CityLink.
- The invitations for the 40th Anniversary employee's celebration and the Leadership Luncheon have been sent. Alice solicited sponsorship help to provide extra money for these events.
- On April 9 and April 10 CityLink partnered with the local Census Committee, U.S. Post Office and the City of Peoria to give free rides to passengers who took their census form and envelope to the post office. On April 10, a tent was set-up close at WTVP – TV station. Representatives were on hand to assist passengers who needed additional help. After receiving help from the Census committee on that day, the passenger was given a free pass to return home.

Union issues

- I will be chairing the next L/M meeting on Monday April 26th.

Maintenance

- Schwartz Electric has been awarded the job to complete the repair of the lighted CityLink signs at the TC for a price not to exceed \$4,190.00. This will complete the repairs to the lights and they will be operational.
- New Para-transit vans are arriving on a weekly basis, currently we have twenty eight (28) on property.
- Working on a safety program with ARMS to promote a safety culture and work towards a safer workplace.
- We are going to roll out a “No Idle Policy” in two phases:
 - Phase One: Tuesday April 13, maintenance staff will no longer start buses for drivers.
 - Phase Two: Monday May 10, “No Idle Policy” will go into effect at all locations and include all vehicles during layover at the TC.

Operations

- Shewan Harris will be escorting Venessa and Marcia to the EA Administrative Assistant’s Luncheon on Tuesday April 20th.
- Shewan Harris will be attending the APTA International Rodeo in Cleveland, OH and will miss our Annual Board Meeting.
- Shewan and Tom Smith are presenting an employee training session on distracted driving and respect in the workplace.
- The first winners of the Safety Team challenge have been decided.
 - Green Team – Jack Woo Captain
 - Yellow Team – Terry Whaley Captain
 - Gray Team – Bryan Welsh Captain
 - FTA conducted a Drug and Alcohol Audit April 8th and 9th, and we need to comply with several finding within 90 days.

Special Services

- Held ADA advisory meeting on April 6th
- Represented CityLink in receiving a Proclamation from the Mayor for work on the Census committee.
- Created new rider’s guides for the Pekin paratransit service.

First Transit

- Shewan, Rick & I served coffee and donuts to employees on 4/6/10 to recognize them for winning the Silver Safety award for FY 09.
- John Woodford’s next visit will be in June and a Board retreat is being considered for this year.
- Rick Dunning, SVP, will be our featured speaker at our 40th anniversary celebration.

GM Activities

- We closed on the house at 2133 N E Jefferson Ave on 4/6/10 buying it for \$26,950.00 slightly less than the assessed and appraised value.
- We received a petition from 108 passengers on the ICC route complaining about the driver’s lack of courtesy and empathy.
- We are meeting with Semonis Insurance on April 13th to look into renewing our health ins. and should get briefed on the new Law.
- We have complied with an OSHA citation and are just waiting for a follow up inspection from them.
- I’m meeting with Helen Barrick on Friday at 8:30 AM.
- We will be hosting the next PALM Board Meeting on Friday April 16th.
- I will be attending the EA CEO seminar on Thursday April 22nd.
- The 2010 Moon Walk starts Friday April 16th and our registration fees were around \$600.00.

8. **Old Business:** None

9. **New Business:**

A. Resolution 10-30 Authorizing Permanent Jerome Lilly Day

The purpose of this summary is to recommend that the Greater Peoria Mass Transit District (GPMTD) offer a permanent annual free fare on Passenger Appreciation Day in honor of Jerome D. Lilly. A motion was made by Trustee James Polk to approve and seconded by Trustee Maxine Wortham. **Motion Passed.**

B. Resolution 10-31 Recommendation to Adopt Employee Handbook, Shewan

Harris, assistant general manager of operations, requested to approve the new Handbook which is intended 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. A motion was made by Trustee Sharon McBride to approve and seconded by Trustee Art Bell. **Motion Passed.**

C. March 2010 Financial Report-Board Bills Approval Christine Feng, Director of Finance, requested approval for the March 2010 Financial Report. In March, the total monthly operating expenses of \$1,511,879.32 represent 7.35% of the 2010 annual budget. This percentage is 0.98% less than the monthly budget. The major expenses for March are: (1). Risk Pool insurance premium and loss fund contribution: \$365,811.00 (24.20%) (2) Payroll expenses: \$561,302.28 (37.13%) (3) Fuel Expenses: \$137,934.40 (9.12%) (4) IMRF: \$88,953.03 (5.88%). These significant disbursements are 76.33% of total monthly operating expenses. A motion was made by Trustee Sharon McBride to approve and seconded by Trustee Art Bell. **Motion Passed. Roll Call Taken**

<u>Vote</u>	<u>Abstain</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent at</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:** None

Reminder of Future Meetings:

Future board meetings will be held May 3, 2010 and June 14, 2010 at the Administration Office, 5:30 PM.

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

Arthur Bell, Secretary

Board of Trustees