

GREATER PEORIA MASS TRANSIT DISTRICT

MINUTES OF MEETING

DATE: July 13, 2009

PLACE: Greater Peoria Mass Transit District Offices

TRUSTEES PRESENT:

Don Shay – Chair
James Polk – Vice Chair (*via teleconference*)
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 (*via teleconference*)
John Woodford – First Transit
John Stokowski – CityLink
Christine Feng – CityLink
John L. Anderson – CityLink
Venessa McMillion – CityLink
Alice Nobles Arn – CityLink
Gary Howell – CityLink
Ron Cox – ATU 416
John Born – ATU 416
Mark Nash – MV Transportation
Vincent Caldera – MV Transportation
Carl Cannon – Peoria Park District Youth Outreach
Tony Jenkins – Peoria Park District Youth Outreach
Anthony Williams – Peoria Park District Youth Outreach
Jordan Cealey – Peoria Park District Youth Outreach
Roger Sparks – MACD & Passenger

Public Hearing Fiscal Year 2010 Budget:

1. **Roll Call** was taken by General Manager, Tom Lucek, and he reported that all were present.
2. Chairman Don Shay made announcement of the Public Hearing FY 2010 Budget - 3 times. The FY 2010 Budget has been advertised and Chairman Don Shay asked 3 times if there were any comments from the public. Hearing none, meeting was adjourned. (A transcript of the hearing is on file.)

The regular meeting of the Greater Peoria Mass Transit District Board of Trustees was called to order on July 13, 2009 at 5:33 PM.

1. **Roll Call** was taken by General Manager, Tom Lucek, and he reported that all were present.

*A Motion was made by Trustee Art Bell to approve Trustee James Polk attending Board Meeting remotely and seconded by Trustee Maxine Wortham. **Motion Passed.**

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 June 8, 2009 seconded by Trustee Sharon McBride. **Motion Passed.**

4. **Receipt and Reading of Communication:** Carl Cannon, Peoria Park District Youth Outreach representative, gave out praise and thanks to the CityLink Board of Trustees as well as the Management Staff he worked with to make this year's community events fair better. Some events were closed down last year due to the misbehaviors of young residents of the community. This year behavior guidelines and a dress code were enforced at the events as well as riding on the bus. There were no incidents, tickets, or arrests reported as well as a positive turnout at the venues.

5. **Report of Officers:** Trustee Sharon McBride was pleased to hear CityLink's name announced at an opening event she was invited to at the Heart of Illinois Fair.

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

7. **Report of General Manager:**

Program Development

- An IFB was issued for thirty-one (31) paratransit vehicles. We are requesting options and pricing for (a) gasoline, (b) diesel, (c) hybrid equivalent engines. This project is funded in part through the ARRA. A pre-bid meeting was conducted on July 8, 2009. Bids are due August 17, 2009.
- The IFB for up to twenty-one (21) large 35-foot low floor transit coaches will be sent out on July 20, 2009. As part of this bid GPMTD is requesting pricing for hybrid engines. Pre-bid is scheduled for 8/12/09 with bids due 9/22/09.
- Proposals are due on July 23, 2009 for a fuel contract. GPMTD is requesting contract proposals from vendors including price to provide fuel, biodiesel (at least 20% blends) or B20 and unleaded gasoline.

Safety and Operations

- Attended a Small Business Safety Management seminar in Peoria hosted by the Illinois/Iowa Safety Council.
- Started the interview process for the next operator training class to begin August 10th 2009.
- Worked on the transition from Comet to Fleet Net for Automated Dispatching and Timekeeping procedures.

Finance

- Christine attended the 103rd GFOA annual conference from 6/25/09 through 7/1/09 in Seattle.
- CityLink made \$6,667.60 from the annual auction which was held on June 27, 2009.
- \$1,650,128.14 tax levies distribution from Peoria County, \$839,203.00 from FTA grant and \$2,510,937.40 of 4th Q DOAP from IDOT has been received in June 2009.
- July 1, 2009, the COLA was 11 cents putting our top Operator rate at \$22.79.

Human Resources

- Dawn Dillon and Christopher Ripka were promoted to PT Bus Operators effective 6/4/09.
- Stephanie O'Hara from AAA Employment (DBE) was hired as a part time CSR effective 6/9/09.
- Brian Koppenhoeffter was hired for the Mechanic position effective 6/15/09.
- Jared Stein-Roe was hired for the Utility position effective 6/22/09.
- Daniel Lattimore was promoted to the PT Foreman position effective 7/1/09.

IT

- Have researched and found a mail archiving system called Baracuda that will allow for CityLink to keep, retrieve, and preserve e-mails to fit within the guidelines of Homeland security mail retention.

Marketing

- On June 10, 2009 PARC held a benefit fare & Eddy Smith was our representative.
- Alice gave a presentation to METCO youth on how to ride the bus and being independent.
- Sun & Fun passes update: 1681 photo Sun & Fun passes were given to students. At the beginning 25 people were denied passes due to expulsions or ineligible because of grade level. This arrangement is dramatically helping CityLink since District #150 has a list of qualified students. They also provided 49 non-district passes. The I.T. department for District #150 has done a tremendous job of coordinating this promotion.
- Sales are complete and the 2010 calendar has been sent to the designer.
- Our green themed "I'm Riding" ads have started again on WMBD/WYZZ/CIProud.com, WEEK-TV and WHOI-TV.

Union issues

- We still have 1 unfair labor practice complaint filed against us which we have responded to; but, no hearing has yet been scheduled.
- The grievance filed by a terminated employee was arbitrated by Elisabeth Simon on Tuesday, June 23rd; but, her ruling is not expected until September.
- I will be chairing the next L/M meeting but no date has yet been selected.
- Election of Officers for the ATU Local # 416 was held June 17th resulting in John Born & Dave Jones replacing Karl Stone & Mike Moore.

Maintenance

- DCEO rebate of \$4613.72 has been processed. We should receive it any day.
- A/C issues on buses are being worked on daily. Some buses have been sent to outside vendors for repairs.
- On 06/24/09 it was learned that 11 wheelchair lift cores are missing. According to Lift-U, they should have been returned. An investigation is underway.

Special Services

- John Williams & I met with IPMR to identify an expedited process for determining ADA paratransit eligibility.
- Shewan Harris and John Williams met with MV and asked them to submit a written contingency plan in the case of vehicle breakdown or lack of vehicles available for pull out.

FIRST TRANSIT

- Board Retreat is scheduled for Saturday, September 26, 2009.
- John Woodford plans to attend the July Board Meeting and be in the offices on Tuesday July 14th.

GM Activities

- I am on the Transit committee of TFIC and Gov Quinn is expected to sign the State Capital bill 7/13/09.
- I will be on vacation 7/15/09 through 7/21/09 for a Family reunion cruise from Galveston, TX to Cozumal, Shewan will be in charge during my absence.
- I will attend the IPTA Board Meeting to meet the new Executive Director in Oakbrook on July 21st.
- Christine and I will meet with Helen Barrick tomorrow and again on July 31st to coordinate our audits for CityLink and IPTRMA.
- We are meeting with Washington Officials at their request to explore servicing the City of Washington.
- I will be attending the FTA Civil Rights Training August 5 – 7 in Cleveland, OH.
- I am making arrangements to attend the APTA Annual Meeting in Orlando, Florida along with Sharon McBride, Maxine Wortham and Art Bell

8. **Old Business:** None.

**note Item 9d on agenda was voted on first at meeting.*

9. **New Business:**

a. Ordinance #10-01 Budget and Appropriation Ordinance for Fiscal Year 2010 –

Finance Director, Christine Feng requested approval of the FY 2010 Budget and Appropriation Ordinance. There have been no changes since the previous meeting. Total proposed appropriation for FY 2010 is \$33,059,105.00 which includes Operations totaling \$20,580,302.00 and Capital Project Expenditures totaling \$12,478,803.00. This was motioned by Trustee Sharon McBride and seconded by Trustee 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			

b. Resolution #10-02 Authorizing the Approval of Fiscal Year 2010 Prevailing Wage

Ordinance (PWO) - John Stokowski requested authorization to adopt the FY 2010 Prevailing Wage Ordinance. Part of the Prevailing Wage Act states local governments must adopt annually the Prevailing Wage Ordinance which requires the successful contractor to pay the prevailing wage rate for Peoria County for any construction or construction landscaping projects put out for bid. A list of current wage rates was provided. After approval the Ordinance will be sent to the Secretary of State’s Office as well as the Department of Labor for filing purposes. This was motioned by Trustee Art Bell and seconded by Trustee Maxine Wortham. **Motion passed.**

c. Resolution #10-03 Authorizing the Approval of a Contract Extension for Transit Management Services

– John Stokowski requested approval of a 5 year contract extension of Transit Management Services with First Transit Inc. The original contract with First Transit allowed for an option to extend the current contract for an additional 5 years. The extension will begin August 1, 2010 and shall follow the fee structure as outlined in the Amendment to the Management Agreement effective February 1, 2009. This allows for the following positions: General Manager, Assistant General Manager of Operations, and Assistant General Manager of Maintenance. This was motioned by Trustee Art Bell and seconded by Trustee Sharon McBride. **Motion passed.**

d. Resolution #10-04 Recommendation to Support Peoria Public School's Strive for Five Program – Alice Nobles Arn requested authorization to approve the Strive for Five punch passes effective July 13, 2009 to help support Peoria Public School's Strive for Five Program. The program asks that parents participate in Registration, Back to School Night, Parent/Teacher Conference Fall(November), Parent/Teacher Conference Spring (March), and find one time to volunteer. At registration the Strive for Five Punch Pass will be provided for those parents that need public transportation to and from their child's school. The loss of revenue would be a maximum of \$16,000.00. The vote was motioned by Trustee Maxine Wortham and seconded by Trustee Art Bell. **Motion passed.**

e. June 2009 Financial Report – Board Bills Approval - Christine Feng asked for approval of payment of invoices submitted. In June, the total monthly operating expenditures of \$2,014,970.75 represent 10.08% of the 2009 annual budget. This percentage is 1.75% more than the monthly projection of 8.33%. The significant expenditures for June are MV Transportation payment of \$147,541.30 (7.32%); Payroll expenses of \$541,311.31 (26.86%); Employee Health Insurance totaling \$279,968.92(13.89%); Fuel Expenses of \$106,604.43 (5.29%); and Risk Management Premium contribution totaling \$348,397.00 (17.29%). These significant expenditures are 71% of the total monthly operating expenditures. The vote was motioned by Trustee Maxine Wortham and seconded by Trustee 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			

12. **Public Comment:** *John Woodford*, Vice President – TM Services for First Transit Inc., thanked the Board for their expression of confidence in First Transit as well as giving the opportunity to work with CityLink Management and Staff. He's also proud to hear the positive feedback from the community about their projects with CityLink Management and Staff. It's been his pleasure working with CityLink the past two years and to overcome many obstacles they've faced together. He looks forward to working with CityLink the next five years.

Roger Sparks, MACD and passenger, thanked the Board and John Anderson along with the Maintenance Department for doing an excellent job and for being pro-active instead of reactive. He appreciates the ordering of parts from the Maintenance Department as well as the re-training of the bus drivers on how to appropriately seat-belt a wheelchair passenger.

Reminder of Future Meetings:

August 10, 2009 and September 14, 2009 at the Administration Office, 5:30 PM.

The meeting was adjourned at 6:26 P.M.

Arthur Bell, Secretary
Board of Trustees