

# GREATER PEORIA MASS TRANSIT DISTRICT

## MINUTES OF MEETING

**DATE:** May 3, 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
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
Sammie Hoskins	CityLink
Tom Smith	CityLink
Dennis Kaufman	CityLink
Ryan Granata	TCRPC
Vincent Caldara	MV Transportation
Mark Nash	MV Transportation
Ron Cox	ATU 416
John Williams	CityLink

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The regular meeting of the Greater Peoria Mass Transit District Board of Trustees was called to order on May 3, 2010 at 5:30 PM.

1. **Roll Call** was taken by General Manager, Tom Lucek, and he reported that all were present.
2. **Nominating Committee** Trustee Don Shay asked if there were any nominations. Trustee Art Bell nominated Trustee Don Shay as Chairman, Trustee Sharon McBride as Treasurer, Trustee James Polk as Vice-Chairman and Trustee Art Bell as Secretary. Trustee Don Shay asked if there were any more nominations three times.

3. **Board of Trustees Annual Election of Officers** A motion was made by Trustee James Polk to close nominations and elect the officers and seconded by Trustee Maxine Wortham. **Motion Passed.** Trustee Art Bell recommended that Trustee Maxine Wortham serve as chair of the Program Development Committee and that Trustee James Polk serve as chair of the ADA Committee. A motion was made by Trustee Sharon McBride to approve these recommendations and seconded by Trustee James Polk. **Motion Passed.**

4. **Pledge of Allegiance:** General Manager, Tom Lucek, led the Pledge of Allegiance.

5. **Receipt and Reading of Minutes:** A motion was made by Trustee Art Bell to approve the Board Minutes from April 12, 2010 and seconded by Trustee Sharon McBride. **Motion Passed.**

6. **Receipt and Reading of Communication:** Trustee Sharon McBride presented information from the 40<sup>th</sup> Anniversary Planning Committee. Committee Members included Trustee Sharon McBride, Alice Nobles Arn (Sales and Marketing Director), Wendell Cochran (Scheduling Supervisor), Christine Feng (Finance Director), Jennifer Fredericksen (Advertising Sales and Marketing Assistant), Dennis Kaufman (Bus Operator), Sue Smith (Bus Operator), John Stokowski (Program Development Director) and Bobby Wheeler (Scheduling Supervisor). Generous gifts by sponsors of \$6900.00 was given to offset the cost of the Leadership Luncheon, the Employee Day and various promotional items by: ABC Muncie Reclamation, Agland FS Inc, Busey Bank, First Transit Inc, Gillig LLC, JMP Radio Group LLC, MV Transportation, Southern Bus & Mobility and Wayne Printing. There were also two banners donated that will be used in the West Peoria 4<sup>th</sup> of July Parade. Trustee Sharon McBride then listed the events that will occur throughout this year to celebrate the anniversary. These include: May 4 - Community Leadership Luncheon—sponsored by CityLink vendors, May 4 - 40 cent rides for passengers all day, May 4 - Live News from the Spirit of Peoria. May 5 - Give-a-ways to passengers, May 7 - Free Downtown Trolley Rides—Balloon give-a-way 10:00 a.m. 2:00 p.m., May 16 - Employees Celebration at the Transit Center including tasty appetizers and cake, One free \$40.00 Metro CityLink bus pass to be given every month through the end of 2010, a jingle about the 40<sup>th</sup> Anniversary on radio and TV was created by ADCO Advertising Agency, 40 Peoria Chief's tickets were purchased for employees in cooperation with Peoria Area Chamber Step up with Project Pack the Place, Green Polo shirts with the 40<sup>th</sup> Anniversary logo for employees and the Board, 40<sup>th</sup> Anniversary magnet for car or refrigerator for employees and the Board, 40<sup>th</sup> Anniversary cups for employees and luncheon attendees and the Board and 40<sup>th</sup> Anniversary mirrors for passengers and employees and the Board. Trustee Sharon McBride thanked the committee for all of their hard work. Trustee Sharon McBride then presented a painting by former employee Don Collins which will be hung at the Transit Center. Diana Collins, Don Collins' wife, shared the story behind the painting.

Trustee Don Shay recognized Christine Feng, Finance Director, for passing the Illinois CPA test. Trustee Don Shay also presented a letter from Federal Transit Administrator Peter Rogoff. The letter thanked Trustee Don Say for his letter of support for Greater Peoria Mass Transit District's application for the U.S. Department of Transportation Bus and Bus Facility Liability Initiative Program. Trustee Don Shay added that GPMTD has requested federal funding on three matters. General Manager Tom Lucek believes that this letter is a response to the letter given to Transportation Secretary Ray LaHood when he was speaking in Peoria. There is a possibility of receiving money from a State of Good Repair Grant; however, GPMTD is one of 260 applicants for this grant.

7. **Report of Officers:** None

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

9. **Report of General Manager:**

**Program Development**

- Gillig has officially moved up the scheduled production start date for CityLink's twenty-one (21) low floor transit coaches to February 15, 2011. The original start date was April 25, 2011.
- We met with representatives of the City Of Pekin regarding a proposed parking deck within Pekin's CDB. The proposed facility could include a mass transit component.
- Sent out (RFP) for a new Voice Communication System. There was a pre-proposal meeting was held on April 29th and proposals are due May 20. The new Voice Communication System will provide greater flexibility in its capacity to interface with current technology like VOIP.
- Met with representatives from Peoria County and IDOT regarding the development of a (RFP) for a third-party contractor to operate its rural transportation program.
- Program Development staff is coordinating with the Peoria Historical Society on this year's Seasonal Routes. The Routes are scheduled to begin June 3, 2010 and will operate through October 30, 2010 on Thursdays at 10:30am; Fridays 10:30pm and Saturdays at 10:30am and 1:00pm.
- Program Development staff have been meeting weekly with the Operations Department to evaluate the recommendations of the (COA) completed by Connetics. Route recommendations concerning #1 University are completed and will go into effect for the June "operator's pick".

**IT**

- Gary has established FleetNet training for staff all of this week and next week.

**Finance**

- ECHO draws of \$ 482,824 for the FY 2009 planning grant received from FTA on 04-19-2010.
- On April 16, Christine and I have met with Helen Barrick to discuss the FY 2010 annual audit plan. The audit timetable agreement has been set. Our goal is to complete the FY 2010 annual audit before October 31, 2010.
- Christine Feng has attended the 5th annual healthcare conference for employers in Chicago held by Illinois Chamber of Commerce on April 22, 2010.
- Last batch of \$ 812,985 ECHO draws has been processed through FTA for the rest of Paratransit Vans purchases.
- All 31 Paratransit vans have been received and the total costs of \$2,218,709.00 have been paid to Southern bus and Mobility Company. The funding sources for those vehicles are: \$1,918,895.00 (86.5%) from FTA assistance; \$54,200.00 (2.43%) from Tri-County assistance; \$245,614.00 (11.07%) from local funding.

**Marketing**

- Jennifer Fredericksen is participating in the Social Media for Business provided by Peoria Area Chamber.
- Events for the 40th Anniversary Celebrations continue to take priority. We have \$6900.00 in sponsorships.
- New advertisers or renewals this month are:
- Grand Tour of Homes, K & A Rental Properties, Brian Monge – Realtor, Methodist College of Nurses, Identity Salon & Day Spa, Peoria Area Speech & Hearing Association (PASHA) and explorepeoria.com

- Meeting on Stuff-a-bus. The committee has some new ideas to implement. Details to follow.

**Union issues**

- Ron will be chairing the next L/M meeting on Monday May 24th.

**Maintenance**

- Schwartz Electric has started the repairs to the lighted CityLink signs at the Transit Center.
- Para-transit van order is complete. The last vehicle was delivered on 04/28/10.
- Working on an RFP for a new bus wash system.
- Working on an RFP for lubricants and infrastructure
- Working on a safety program with ARMS to promote a safety culture and work towards a safer workplace.
- We are going to roll out Phase 2 of the “No Idle Policy”
  1. Phase Two: Monday May 10, “No Idle Policy” will go into effect at all locations and include all vehicles, including during layover at the TC. A separate note has been added for para-transit vehicles
- During a DCFS inspection, it was noted that mixing valves need to be installed on sinks accessible to infants and toddlers. The plumber has been contacted.

**Operation**

- Shewan Harris will be attending a TSI training session for drivers on June 14th to the 17th.

**First Transit**

- John Woodford agreed to be a Sponsor for our 40th
- Rick Dunning, SVP, will be here tomorrow with several Central Office staff to participate in our 40th anniversary.
- John Woodford is at the APTA meeting with Shewan Harris in Cleveland and will attend the June Board Meeting.

**GM Activities**

- I met with Dr. Fox on Thursday April 29<sup>th</sup> and our administrative employees will receive a 5.29% increase May 1.
- An employee meeting will be held during May to issue the new handbooks and review the compensation study which will lead to some increases June 1.
- I met with Helen Barrick on the 16<sup>th</sup> of April to discuss the current audit.
- Meetings will be set up during May with Sharon McBride our Treasurer and then Bill Wombacher.
- The proposed budget will be presented at the June Board Meeting and approved at the July Board Meeting.
- We are nominating Lynn Costic for an award at the YWCA luncheon.
- We are looking into alternatives for providing service to the new OSF facilities and the ICC north campus.
- We may be holding another auction in June to sell off two trolleys and the old buses being replaced with the ten buses from Duluth.
- I will be attending the APTA small ops summer planning session in Chicago June 3<sup>rd</sup> & 4<sup>th</sup>.
- The next IPTRMA Board meeting that Bill Wombacher and I will attend will be held in Champaign on May 19<sup>th</sup>.

10. **Old Business:** None

11. **New Business:**

**A. Resolution 10-32 Approval of the Title VI Program Plan**

John Stokowski, Program Development Director, requested to approve the 2010 Title VI Program Report. A motion was made by Trustee James Polk to approve and seconded by Trustee Maxine Wortham. **Motion Passed.**

**B. Resolution 10-33 Approval of A Contract Between the Greater Peoria Mass Transit District and the Tri-County Regional Planning Commission for Transit Marketing Service in the Village of Bartonville**

John Stokowski, Program Development Director, requested to approve the contract between Greater Peoria Mass Transit District and the Tri-County Regional Planning Commission for transit marketing service in the Village of Bartonville. A motion was made by Trustee Art Bell to approve and seconded by Trustee James Polk. **Motion Passed.**

**C. Resolution 10-34 Approval to Purchase GFI Data System Software** John Stokowski, Program Development Director, requested to approve the contract between the Greater Peoria Mass Transit District (GPMTD) and GFI for Data System Software application to manage the information collected by its fareboxes as sole source of procurement. A motion was made by Trustee Sharon McBride to approve and seconded by Trustee Maxine Wortham. **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. April 2010 Financial Report-Board Bills Approval** Christine Feng, Director of Finance, requested approval for the April 2010 Financial Report. As of April 28, 2010, total operating expenses are \$1,795,455.15 which represents 8.72% of the 2010 annual budget. This percentage is 0.39% more than the monthly budget projection. The major expenses for April are: (1) Employee health insurance expenses: \$397,983.56 (22.17%) (2) Payroll expenses: \$717,823.91 (39.98%) (3) Fuel expenses: \$99,010.33 (5.51%) (4) IMRF: \$86,997.23 (4.85%) (5) MV Transportation payment: \$148,570.16 (8.27%). These significant disbursements are 80.78% of total monthly operating expenses. A motion was made by Trustee Sharon McBride to approve and seconded by Trustee Maxine Wortham. **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		

12. **Public Comment:** None

**Reminder of Future Meetings:**

Future board meetings will be held June 14, 2010 and July 12, 2010 at the Administration Office, 5:30 PM.

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

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Arthur Bell, Secretary  
Board of Trustees