

MINUTES OF MEETING –December 14, 2020

**GREATER PEORIA MASS TRANSIT DISTRICT
2105 N.E. Jefferson Avenue, Peoria, Illinois 61603**

DATE: Monday, December 14, 2020

PLACE: *Greater Peoria Mass Transit District Offices*

TRUSTEES PRESENT:

Art Bell- Chair
Jennifer Lee -Vice Chair
Maxine Wortham-Treasurer
Sharon McBride– Secretary
Joan Krupa-Trustee

OTHERS PRESENT:

Doug Roelfs	General Manager
Nick Standefer	Assistant General Manager Maintenance (via phone)
William Wombacher	CityLink Counsel (via phone)
Christine Feng	CityLink, Chief Financial Officer (via phone)
Ken Boddie	CityLink, Director of Operations (via phone)
Jason Culberson	CityLnk, Director of Safety & Training (via phone)
Jamie Arbogast	CityLink, Director of Procurement (via phone)
Andrew Dwyer	CityLink, Director of Mobility (via phone)
Desiree Carlson	CityLink, Executive Assistant & Board Support (via phone)
Emily Watson	CityLink, Director of Marketing (via phone)
Shannon Williams	CityLink, Director of Human Resources (via phone)
Steve Green	CityLink, Director of Safety & Security (via phone)
Reema Abi Akar	Tri County (via phone)
Quentin Scherr	STL (in person)
Angel Marinich	Transdev (via phone)
Darrell Russell	Transdev (via phone)
Lance Randle	Transdev (via phone)

*Maisha
in attendance
minutes approved
w/da da correct*

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The regular meeting of the Greater Peoria Mass Transit District Board of Trustees was called to order by Chair Art Bell on Monday, December 14 at 5:30 PM.

1. Roll Call

Was taken by General Manager Doug Roelfs, and he reported that a legal quorum was met with Board Chair Bell attending in person and the other 4 members of the Board calling in (due to restrictions regarding social distancing during the Coronavirus pandemic)

2. Pledge of Allegiance:

General Manager Doug Roelfs led the Pledge of Allegiance

3. Receipt and Reading of Minutes:

Chair Art Bell presented to the Board the minutes of the regular meeting of November 9, 2020 **Trustee Lee made the motion to approve, and Trustee Wortham seconded the motion. Roll Call Taken. Motion Passed.**

	<u>Aye</u>	<u>Nay</u>	<u>Absent at Vote</u>	<u>Abstain</u>
Art Bell, Chair	X			
Jennifer Lee, Vice Chair	X			
Maxine Wortham, Treasurer	X			
Sharon McBride, Secretary	X			
Joan Krupa, Trustee	X			

4. Receipt and Reading of Communications:

There were no communications

5. Report of Officers:

There was no report of officers

6. Report of Standing Committees:

Trustee McBride gave a wrap up report on Stuff A Bus 2020. It was our first virtual one. We reached \$17,393 in monetary donations to be used for non-perishable foods. Trustee McBride thanked all for their participation.

7. Report of General Manager:

The AVAIL system is now on the buses, and staff is working to get any issues resolved. And, the driver barriers are being installed as well on the buses. We received an award from APTA and it is a “proud partner in the health and safety commitments program”, following official guidelines from public health officials, etc. We will receive an official copy from APTA. We are looking at possibly adding a 3rd story to the new Admin Bldg.

Nick Standefer, AGM, gave all an update on some upcoming plans. The driver barriers should be completed by the end of this week. We will also begin collecting fares on January 4, 2021 and we are planning to open the TC as well. There has been an extensive “to do” list to complete before that is done. We shall have signage for passengers, expectations about occupancy and social distancing. The upstairs area will be controlled by fobs. There will also be temperature monitors before passengers are allowed in. Angel’s old office will be a “secondary” break room for our

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drivers. We are allowed to have 25 individuals in the lobby as of now. We will have someone keeping track of the number of people inside. There will be a particular door for our drivers to use, and we shall have the portable bathrooms removed as the TC will be opened. If there are any questions about this opening, please contact Nick. The opening regarding fares will be a “soft” opening, allowing individuals to get used to the idea for a few days that they will have to start purchasing fares again and not making them leave the buses

8. Report of the CityLift General Manager: Andrew Dwyer, Director of Mobility at CityLink, presented the following to the Board for November, 2020 (since Transdev is now our provider as of December 1, 2020)

- On Time Performance 98.62%
- Productivity 1.50
- Ridership 5072, 0 denials
- Vehicle Billing Hours 3,392.00
- Vehicle accidents: 0 preventable, 1 non-preventable
- Incidents 0
- Workplace injuries 0

Had more than enough operators to provide service, performed some closing activities, and worked with Transdev to transition the service.

9. Report of the CountyLink General Manager: Andrew Dwyer, Director of Mobility at CityLink presented the following to the Board for November, 2020 (since Transdev is now our provider as of December 1, 2020)

- On Time Performance 92.61%
- Productivity 1.40
- Ridership 609 with 0 denials
- Vehicle Billing Hours:Rural 393.93
- Vehicle Billing Hours:Urban: 42.60
- Vehicle accidents: 0
- Incidents: 0
- Workplace injuries 0

More than enough staff to provide service, also worked on some closing activities and worked with Transdev to transition the service.

Angel Marinich spoke about the transition from MV to Transdev, and she feels the start up has been successful. Training is ongoing with the new software, and it is going well. The partnership with MV for the transition went well with vehicles and employees. Thanks to Doug, Andy, and Nick for all of their support.

10. Public Comments:

There were no public comments

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11. Old Business:

There was no old business

To thank Trustee Joan Krupa for all of her work on the GPMTD Board of Trustees, a crystal sculpture was presented to her by Chair Bell and General Manager Doug Roelfs. She wished everyone the best of good health and continued great service in 2021.

12. New Business:

A. Resolution 21-20 Authorization to designate new DBE Liaison Officer as Nick Standefer-Doug Roelfs

General Manager Roelfs stated that GPMTD needs to establish and designate a new DBE Liaison Officer, and General Manager Roelfs is recommending the Board approve Nick Standefer, Assistant General Manager, as that DBE Officer to perform all aspects of that position. **Trustee Lee made the motion to approve, and Trustee McBride seconded the motion. Roll Call Taken. Motion Passed.**

	<u>Aye</u>	<u>Nay</u>	<u>Absent at Vote</u>	<u>Abstain</u>
Art Bell, Chair	X			
Jennifer Lee, Vice Chair	X			
Maxine Wortham, Treasurer	X			
Sharon McBride, Secretary	X			
Joan Krupa, Trustee	X			

B. Resolution 21-22 Approval of “Safety Policies and Procedures”-Jason Culberson

To create a standardized set of safety policies and procedures for all employees at GPMTD to use, and staff recommends approval of the “safety policies and procedures”. **Trustee Krupa made the motion to approve, and Trustee Wortham seconded the motion. Roll Call Taken. Motion Passed.**

	<u>Aye</u>	<u>Nay</u>	<u>Absent at Vote</u>	<u>Abstain</u>
Art Bell, Chair	X			
Jennifer Lee, Vice Chair	X			
Maxine Wortham, Treasurer	X			
Sharon McBride, Secretary	X			
Joan Krupa, Trustee	X			

C. Resolution 21-23 Memorandum of Understanding to provide public service announcements that are compliant with the District’s Advertising Policy-Emily Watson

This is authorization for GPMTD to provide free space to the Peoria City/County Health Department for PSA’s on our buses. They will provide the signage which will be approved before it is placed on our buses in order to make sure it fits into our advertising guidelines. This will be for the entire calendar year 2021. Staff recommends approving the request by the Health Department in their Memorandum of Understanding. **Trustee McBride made the motion to approve, and Trustee Krupa seconded the motion. Roll Call Taken. Motion Passed.**

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	<u>Aye</u>	<u>Nay</u>	<u>Absent at Vote</u>	<u>Abstain</u>
Art Bell, Chair	X			
Jennifer Lee, Vice Chair	X			
Maxine Wortham, Treasurer	X			
Sharon McBride, Secretary	X			
Joan Krupa, Trustee	X			

D.Approval of Workers Comp settlement in an amount not to exceed \$26,003.50-Jason Culberson

Information has previously been sent to the Board regarding the details of the above-mentioned settlement, and it is requested and recommended that the Board approve the settlement in an amount not to exceed \$26,003.50. **Trustee Lee made the motion to approve, and Trustee Wortham seconded the motion. Roll Call Taken. Motion Passed.**

	<u>Aye</u>	<u>Nay</u>	<u>Absent at Vote</u>	<u>Abstain</u>
Art Bell, Chair	X			
Jennifer Lee, Vice Chair	X			
Maxine Wortham, Treasurer	X			
Sharon McBride, Secretary	X			
Joan Krupa, Trustee	X			

E.Presentation of the 2021 Organizational Chart-Doug Roelfs

The organizational chart will be in effect January 1, 2021. We now have 1 Assistant General Manager, and some of the departments have been re-organized. Doug is now the EEOC Officer, and Nick Standefer is the DBE Officer. Planning and Operations have also been combined. The paratransit manager will have Customer Service members, and Safety and Training will manage the Security officers.

F.Financial Report-November 2020 Board Bills approval-Christine Feng

Christine Feng, Chief Financial Officer, recommended that the Board approve the November 2020 operating expenses of \$2,196,800.88. It is recommended the Board approve the disbursement of \$2,196,800.88. **Trustee Wortham made the motion to approve the Board Bills, and Trustee Lee seconded the motion. Roll Call Taken. Motion Passed.**

	<u>Aye</u>	<u>Nay</u>	<u>Absent at Vote</u>	<u>Abstain</u>
Art Bell, Chair	X			
Jennifer Lee, Vice Chair	X			
Maxine Wortham, Treasurer	X			
Sharon McBride, Secretary	X			
Joan Krupa, Trustee	X			

Future Board meetings will be held Monday, January 11, 2021 and Monday, February 8, 2021. The GPMTD Board wished all a great holiday season.

By: Sharon L McBride
Sharon McBride, Secretary