MINUTES OF MEETING –April 11, 2018

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

DATE: Monday, April 11, 2018
PLACE: ***Greater Peoria Mass Transit District Offices***

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

OTHERS PRESENT:

Doug Roelfs	General Manager, First Transit
John Anderson	Assistant General Manager, First Transit
Bill Wombacher	CityLink Legal Counsel
Christine Feng	CityLink, Chief Financial Officer
Steve Green	CityLink, Director of Safety & Security
Ken Boddie	CityLink, Director of Operations
Andrew Dwyer	CityLink, Director of Mobility
Shannon Williams	CityLink, Director of Human Resources
Mike Brockway	CityLink, Director of Maintenance
Martha Howarter	CityLink, Director of Federal Programs
Emily Watson	CityLink, Director of Marketing & Public Relations
Desiree Carlson	CityLink, Executive Assistant & Board Support
Ron Cox	President, ATU416
Angel Marinich	MV Transportation, General Manager
Hannah Martin	TCRPC
Monica Orr	ATU Local 416
Alison Osborn	CountyLink
Betty Whitehurst	CountyLink
Amanda Deweese	CityLift
Bruce Estes	MV Transportation
Reggie Hobson	MV Transportation
Chanice Hobson	MV Transportation
Edwin Brown	CityLift
Ben Boland	CityLift
M.C.Reed	CityLift
Donnie Torrence	CityLift
Edna Adams	CityLift
Quentin Jamison	CityLift
Pat Davis	CityLift
Mary Maran	CityLift

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The regular meeting of the Greater Peoria Mass Transit District Board of Trustees was called to order by Chair Maxine Wortham on Monday, April 9 at 5:30 PM.

1.Roll Call was taken by General Manager Doug Roelfs, and he reported that a legal quorum was met with all members of the Board present.

2.Pledge of Allegiance
John Anderson, Assistant General Manager, led the Pledge of Allegiance.

3.Receipt and Approval of Minutes
Chair Wortham presented to the Board the minutes of the regular meeting of March 12, 2018. **Trustee Lee made the motion to approve the minutes and Trustee Bell seconded the motion. Motion Passed.**

4. Receipt and Reading of Communications:
General Manager Doug Roelfs reported from the City/County Health Department that they are very appreciative of the donated bus passes Marketing gave them. They realize that transportation is a huge barrier for some of their clients. The second item is a plaque presented to GPMTD from the B20 Club, the BioDiesel club and the National Lung Association to GPMTD for all we do to be a "green" company. Trustee Lee spoke about Joe Alexander regarding questions Trustee Lee had from citizen Valerie Timms, and she was happy with the answers she was given for Ms Timms. Trustee McBride handed out her report of the APTA Legislative conference to members of the Board. The legislative group started out with a general meeting. People from DOT encouraged people to talk with their legislators, and the topic of infrastructure was discussed and was an ongoing discussion. The timing is bad in that the appropriations had not been approved yet, and there were no solid, specific money details presented. The thought that kept recurring was "where public transportation goes, community grows". Maxine discussed her participation as well and many of the meetings she attended were confidential as part of the Executive Committee. Maxine and Sharon both thanked the Board for the opportunity to attend the legislative conference.

5.Report of Officers:
No report of officers this month

6.Report of Standing Committees:
The Program Development Committee met, and they recommend the Board approve CityLink's participation in the Susan G. Komen "Race for the Cure" on Saturday, May 12, 2018 under the umbrella of our Community Service work. **Trustee Bell made the motion to provide shuttle service on that date, and Trustee Lee seconded the motion. Motion Passed.** The second request of the Program Development Committee to the Board asks for approval to provide bus shuttles for the Honor Flight Program on June 5, 2018 which also falls under our Community Service guidelines. **Trustee Bell made the motion to approve use of CityLink buses to shuttle welcoming groups to the Airport and back to Cefcu for the country's military members coming back from the Honor Flight in Washington DC. Trustee Lee seconded the motion. Motion Passed.**

7. Report of the General Manager:

General Manager Doug Roelfs gave the following report to the Board:

- Ridership was up somewhat over last year's March numbers. We had approximately 1000 more riders this year
- John, Emily, Ken and Mike are going to start an initial revision on CityLink's Mission Statement and then present that to the Program Development Committee.
- Have had ongoing discussions with Semonis group about wellness fairs and employee reward programs which will help in reducing healthcare costs
- Comprehensive Operational Analysis: We will redefine our immediate needs. The last time we had one completed was 2009, and we need to see what resulted from that analysis and see what issues are still relevant. We want to see what we can possibly do in-house, what Tri County can assist with and also what First Transit can possibly do. Another part of that is the Automatic Passenger Counters, and they will give us better information as to when our customers are departing and getting on the buses. That will greatly help with analysis of our routes.
- The Northside Transfer Center—is it really in line with what we want to achieve with our passengers. Maybe a Super Stop would be better, but we may want to start over with this project and review in its entirety
- Shannon provided some draft copies of employee surveys to hand out to the Board. Eventually a committee will be formed to see what we want in the way of an employee survey
- The passenger survey . . .we will look at past surveys, and the Program Development Committee will be completing this
- Plans to reach out to Morton, Washington and Bartonville to see if there is any interest for transportation. Has spoken to various individuals, but will pursue that at a later date
- Spoke to a transit agency in California that is using Uber/Taxi service for first mile last mile. Doug has tried to work with taxis in a previous location. One other thing we are looking at is a multiple transit pass that would work for multiple forms of transit.
- We have been awarded $3.6 million for rebuilding a maintenance facility. These monies fall short of what we asked for/need, but we will see what other funds are available.
- Another project we are currently working on is request for qualifications for an Architect/Engineer. Once we have them on board, we can better determine what we want to do with the existing maintenance facility and how we can put another project together if our $30 million project is realistic or we have to pare it back and see what else we can do.

Trustee Wortham said she wanted to thank everyone for their participation in the Board Retreat on March 27, 2018, and she would like to do this every two years. Trustee Krupa asked for a possible timeline of items for follow up.

8.Report of CityLift General Manager, Angel Marinich presented the following to the Board for February, 2018

- On time performance: 98.86%
- Productivity: 2.19

- Ridership was 12,894 with 25 denials (17 requests were refusals within the negotiation window, 1 was an abusive client, 1 safety issue, and 5 were unable to schedule as it was after closing)
- Vehicle billing hours are 5,885.63
- There was 1 vehicle accident (adverse hit mirror, minor damage to mirror)
- There were 2 incidents (two incidents of a passenger falling on the way to a bus)
- There were 2 workplace injuries (two injuries while assisting passengers)
- Fully staffed in administration
- Have 42 active operators and have 2 in training to achieve a total of 44
- Safety meeting focused on LLLC/right turns and pedestrians Haz Com and Lock Out Tag Out for the Maintenance Dept.
- Management activities for Angel included:
- 3/7 met with Andrew Dwyer and Brian Hiatt to discuss County billing and customer service
- 3/12 attended GPMTD Board meeting
- 3/13 met with new Transportation Coordinator for Central Illinois Agency on Aging, James Barrett to review CityLift and County Link programs
- 3/22 Met with MV, the Union and a mediator to discuss contract negotiations. No agreement was reached. The next meeting is scheduled for 5/18/2018
- 3/26 Attended Peoria County Board Infrastructure Committee meeting
- 3/28 Met with Andrew Dwyer for general service review
- 3/30 Andrew Dwyer, Brian Hiatt and I met with Senior World staff to discuss questions and concerns regarding service levels

9.Report of the CountyLink General Manager: Angel Marinich presented the following to the Board:

- On time performance was 95.29%
- Productivity: 1.90 (excellent for a rural county service)
- Ridership: 2,417 with 0 denials
- Vehicle billing hours: rural, 1,407.00
- Vehicle billing hours: urban, 347.34
- There were no accidents, incidents or injuries
- Fully staffed in administration;have 12 operators (7 full time, 5 part time)
- Safety and training was also LLLC/right turns and pedestrians Haz Com and Lock Out Tag Out for Maintenance

10.Public Comments:

Ron Cox , President of ATU416 brought in some letters from customers that he presented to the Board. Ron spoke about the issues on the phones and some of the difficulties now that CountyLink and CityLift have merged so to speak. Ron's other concern was regarding "first mile, last mile". He stated it costs more money and there is liability. He stated that it would be more cost effective to do it "in house". He said there was information available provided by the International of ATU416.

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11.Old Business:

Resolution 18-20 Sexual Harrassment Policy-Shannon Williams

In order for CityLink to be in compliance with a Public Act, 100-0554, CityLink was required to change the current Sexual Harrassment policy. Basically,our Sexual Harrassment Policy did not change much from the original, but we were required to have the 4 items listed in the Resolution 18-20. We are asking that the Board pass the resolution that includes the new requirements. **Trustee Krupa made the motion to approve and Trustee McBride seconded it. Motion Passed.**

12.Approval to Move the Annual Election of Officers Board Meeting from Monday, May 7, 2018 to Monday, May 14, 2018-Doug Roelfs

Due to the fact that one of the CityLink Trustees will not be able to attend, and it is the yearly election of officers, we are proposing moving the Annual Meeting and Election of Officers to Monday, May 14, 2018. **Trustee Bell made the motion to approve the change, and Trustee McBride seconded. Motion carried.**

13.Financial Report-March 2018 Board Bills Approval-Christine Feng

Christine Feng, Chief Financial Officer, recommended that the Board approve the March 2018 operating expenses of $2,271,026.23. **Trustee Bell made the motion to approve the Board Bills and Trustee Lee seconded. Roll Call Taken. Motion Passed.**

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

Future Board meetings will be held Monday, May 14, 2018 and Monday, June 11, 2018. The meeting was adjourned.

By: Sharon L McBride
Sharon McBride, Secretary to the Board of Trustees