



## **NOTICE**

# **MEETING DATE CHANGE**

**Due to the Christmas Holiday, the Regular Board Meeting of the Connect Transit Board of**

**Trustees will held on December 9, 2014**

**At the Connect Transit Facility located at 351 Wylie Drive, Normal, IL 61761**

**At 4:30 P.M.**



# AGENDA

## Meeting of the Connect Transit Board of Trustees

December 9, 2014

4:30 P.M.

**Board Room  
Connect Transit Operations Facility  
351 Wylie Drive, Normal, IL 61761**

- A. Call to Order
- B. Roll Call
- C. Public Comments
- D. Consent Agenda
  - 1. Approval of Minutes of Previous Meeting of November 18, 2014 and Executive Session Minutes of October 28, 2014.
- E. Old Business
  - 1. Approval of the Establishment of a Community Transportation Advisory Committee
- F. New Business
- G. General Manager's Report
  - 1. Strategic Plan Update – October 2014
- H. Trustee's Comments
- I. Executive Session – cite section
- J. Adjournment

## CONNECT TRANSIT

### COMMUNITY TRANSPORTATION ADVISORY COMMITTEE

#### **Purpose**

The purpose of the Community Transportation Advisory Committee (CTAC) is to:

1. Increase public participation in the functions of Connect Transit
2. Ensure accountability of the organizations actions
3. Act as an educational arm of the organization to reach out to the public
4. Act as a focused, educated forum for public input and feedback to the organization
5. Explore emerging public transportation issues
6. Represent a wide range of stakeholders and transit service employees

#### **Mission Statement**

It is the mission of the Connect Transit Community Transportation Advisory Committee to advocate for public transit and to serve as a resource to the Connect Transit General Manager and Executive staff in accomplishing Connect Transit's mission and goals.

#### **Goals**

To serve as a community resource to Connect Transit's General Manager and Executive staff and to function as Connect Transit's *eyes and ears*, and look for ways to make riding public transportation a better experience for all.

#### **By-Laws**

Article 1. Composition.

Selection of the members of the CTAC shall be through an application process, followed by an appointment by the General Manager. The CTAC shall be composed of no more than 20 members. The CTAC shall serve in an advisory capacity to the General Manager and Executive staff. It is understood that any actions or recommendations of the CTAC are strictly advisory.

The General Manager shall have the power to appoint or remove any members of the CTAC. A member of the CTAC may represent more than one interest, (i.e. para transit rider and citizen of Bloomington.)

It is in the best interest of Connect Transit that the membership of the CTAC reflects a diverse and wide representation. In that regard, the membership may include, *but shall not be limited to*, representatives of the following interests, groups or areas:

Representative Interest:

Citizens representing the City of Bloomington and the Town of Normal

Citizens representing transit users (regular users or commuters, disabled users, etc.)

Mental Health Community

Business/Economic Development Organizations

Major Employers

Private for-profit senior/disabled provider

Public sector senior/disabled provider

Medical Community staff

Educational Community/Parent Organizations

School District staff

Ethnic Community Organizations

Financial Community

Other Community Based Organizations

Law Enforcement

Recreational/Bicycling/Pedestrian Advocate

Student, High School

Student, Post-Secondary

Article 2. Powers and Duties.

The CTAC, under or at the direction of the General Manager, may be authorized and empowered to act as a research and fact-finding agency of Connect Transit, and shall maintain appropriate confidentiality in regard to issues shared by staff or Board of Trustees. Any actions or recommendations of this committee are strictly advisory. To that end, it may undertake such surveys, analysis, research and reports as may be generally authorized or requested by the General Manager. In addition, the CTAC is further empowered as follows:

- a. To review significant policy decisions under consideration by Connect Transit including major service changes, fare policy, budget adoption or changes, the development of public and customer facilities, major service policy changes, and such other issues or concerns that may impact the public and customer relations of Connect Transit and to make recommendations to the General Manager or Executive staff upon these issues and concerns;

- b. To support the efforts of the General Manager and Connect Transit to increase public understanding and confidence in the benefits of public transportation. To increase recognition of the link of public transportation to the economic vitality and congestion relief of the community;
- c. To support and help facilitate the efforts of the General Manager and Connect Transit to improve communication with community and local business leaders concerning the impact of Connect Transit programs;
- d. To review ridership and customer service programs in order to identify and recommend practices and technologies that increase ridership and improve customer services;
- e. To provide a forum for the discussion of local public transportation issues and to foster a better understanding of the issues between users and non-users of the system;
- f. The CTAC is an advisory group and, therefore, it is strictly understood that all actions and recommendations by the CTAC are not binding and do not constitute an action or obligation of the Connect Transit Board of Trustees or of any Connect Transit employees. In this capacity the CTAC is not authorized to act as an agent of Connect Transit, or to contract or incur any obligations on behalf of Connect Transit.

#### Article 3. Term of Office.

1. The term of office of each person appointed to membership on said Committee shall be two (2) years, with consideration available for additional terms.
2. Committee members representing any of the Chamber of Commerce and the Bloomington-Normal Convention and Visitors Bureau shall serve at the discretion of the appointing organization except as provided in the paragraph 3, below.
3. The General Manager shall reserve the right to appoint or remove any members of the CTAC at any time deemed essential to maintain integrity of overall CTAC function, and may also exercise said power to remove any CTAC member at the end of individual terms.

#### Article 4. Vacancies.

Vacancies that occur other than through the expiration of a term may be filled for the unexpired term. Nominations for appointment to the Committee may be proposed by a Nominating Committee or other group as appropriate, and shall be submitted to the Connect Transit General Manager for consideration of appointment.

#### Article 5. Conflicts of Interest

Any member of the CTAC having an interest in any matter being considered by the Committee which would tend to prejudice his or her action shall so publicly indicate and refrain from the deliberations on such matter.

#### Article 5. Compensation.

Members of the CTAC shall serve without compensation except reimbursement for such expenses that must be approved by the General Manager in advance.

## Transportation passes

Community Transportation Advisory Committee members shall be issued fare transportation passes for individual use during the term of appointment as a member of the Committee for use on all services at all times.

Such issuance shall serve as a principal means by which Committee members enlighten/inform themselves in connection with their duties and responsibilities to Connect Transit.

## Misuse of Transportation Privileges

Persons other than authorized users are prohibited from using CTAC fare transportation passes. Misuse of transportation privileges will result in termination of such privileges for the current year and will be cause for removal from the CTAC. Misuse or unauthorized use of transportation privileges exceeding a single incident may result in termination of privileges permanently.

## Loss of Fare Transportation Pass

One replacement pass will be issued per calendar year for a lost or destroyed fare transportation pass. Additional replacement pass will be charged a fee of \$10.00. No replacement pass will be issued for any pass loss or destruction which occurs more than twice in a calendar year.

## Article 6. Meetings

The Community Transportation Advisory Committee will meet bi-monthly at the Connect Transit facility located at 351 Wylie Drive, Normal, IL 61761 on the third Wednesday of the month at 3:00 p.m. Special meetings may be held upon a favorable majority of the committee, or by call of the chairperson not less than forty-eight (48) hours before the time set for such meeting.

It is the responsibility of a CTAC member to inform the Chair when they cannot attend a regular meeting. Unexcused absence from three regular meetings in a twelve month period shall constitute resignation from the CTAC.

At each regular meeting of the CTAC, the Chair or designee shall report the names of any members asking to be excused and those members shall be considered excused. Any member whose absence was considered unexcused may ask for reconsideration at the next CTAC meeting. Such requests shall not be unreasonably denied.

The CTAC shall comply with the requirements of the State of Illinois Open Meetings Act.

The CTAC shall keep written records of its meetings, transactions, findings and determinations, which records shall be public records.

## Officers

Chair. The Chair of the Community Transportation Advisory Committee shall be appointed by the General Manager from Connect Transit's staff. The Chair or designee shall call the meeting to order at the appointed time, preside at all meetings, announce the business before the committee and preserve order

and decorum. In the absence of, or by the direction of the Chair, the Chair's designee shall perform all duties of the Chair.

DRAFT

**Connect Transit**

**Community Transportation Advisory Committee Application**

Completing this form indicates your interest in being considered for appointment to the Connect Transit Community Transportation Advisory Committee (CTAC).

**Name** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Email Address** \_\_\_\_\_

\*\*\*\*\*

**Occupation** \_\_\_\_\_

(If retired, please indicate so and include your former occupation)

**Present Employer** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Business Phone** \_\_\_\_\_

**Preferred Mailing Address: Home** \_\_\_\_\_ **Business** \_\_\_\_\_ (Check only one)

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**STATISTICAL INFORMATION:**

**Age Group:** 18-34 \_\_\_\_\_ 35-60 \_\_\_\_\_ Over 60 \_\_\_\_\_

**Gender** \_\_\_\_\_ **Race** \_\_\_\_\_ **Community** \_\_\_\_\_

**\*\*Connect Transit operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the 1964 Civil Rights Act. To find out more about our nondiscrimination obligations or to file a complaint, please contact us at 309-829-1122.**

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**Explain why you are interested in serving on the Connect Transit Community Transportation Advisory Committee and how you feel you can contribute to the organization:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

Qualifications for appointment:

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Volunteer Experience and Other Community Involvement:

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\*Your Signature \_\_\_\_\_

\*Date \_\_\_\_\_

Please return this form to:

Mail

Email: [Jphillips@Connect-transit.com](mailto:Jphillips@Connect-transit.com)

Julie Phillips  
Connect Transit  
351 Wylie Dr.  
Normal, IL 61761

For questions, please call Julie Phillips at 309-829-1155

\*\*Connect Transit will maintain this form in its records for two years and the information is subject to disclosure under the Freedom of Information Act.



## **Strategic Plan Update – October 2014**

Following the adoption of the Connect Transit Strategic Plan, staff has been directed to provide quarterly updates on progress toward the goals set in the plan. Those goals and progress to date is listed below:

### **Funding**

- Connect Transit received an FTA Ladders of Opportunity grant for \$2.04 million to fund the purchase of 8 new heavy-duty buses.
- Launched bus advertising program with positive media attention.
- Launched the pilot employee pass program with Country Companies.
- Procurement Director formed and leads the Illinois Public Transportation Association Procurement Committee, made up of procurement personnel from around the state who work together to find innovative and cost effective ways to acquire and fund asset purchases.

### **Expanded Services**

- A request for proposals (RFP) for a comprehensive operational analysis (COA) of the transit system received state concurrence and was issued. Proposals will be due in the next quarter. The COA will review all current services and provide recommendations for improvements.
- Bus stop study completed and draft report received by staff for review.
- Implemented a Code of Conduct for Connect Transit employees to provide a framework of accountability and improve quality of service provided to the community.

### **Awareness and Education**

- Planning underway to have the transit system participate in the McLean County Chamber of Commerce's CommUniversity event.
- Connect Transit was featured as the lead story in the Town of Normal newsletter, which is distributed to all Normal residents.
- General Manager presented to the McLean County Chamber of Commerce Legislative Committee.
- General Manager delivered the keynote speech and discussed Connect Transit's successes at the Michigan Public Transit Association Annual Meeting.



- Executive Assistant implemented the first quarterly DELI (Dialogue, Engage, Lead and Innovate) Lunch with the General Manager, which brings front line employees together with senior management to discuss transit system issues in a relaxed setting.

### **Key Relationships/Partnerships**

- Staff and Trustees continued to perform bus ride-alongs with local elected officials.
- Became an active partner in the “Bring it on Bloomington” campaign to gather input from the community for the new City of Bloomington Comprehensive Plan.
- General Manager named to the City of Bloomington Comprehensive Plan Intergovernmental Cooperation Working Group.
- Confirmed that Connect Transit will host the 2015 Illinois Public Transportation Association Fall Conference.
- Met with the Convention & Visitors Bureau to build a relationship that ensures that public transportation is utilized as a selling point to attract visitors and special events.
- Business Development Manager named to the Leadership McLean County Class of 2015.