

**CONNECT TRANSIT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING - JUNE 26, 2018**

The regular meeting of the Board of Trustees of Connect Transit was held at the Connect Transit Board Room #135, 351 Wylie Drive, Normal, Illinois 61761 on June 26, 2018 at 4:30 p.m.

TRUSTEES PRESENT: Chairman Mike McCurdy
Vice Chairman Ryan Whitehouse
Trustee John Thomas
Trustee John Bowman
Trustee Monica Bullington
Trustee Judy Buchanan

CITY MANAGERS: City of Bloomington Interim City Manager, Steve Rasmussen
Town of Normal City Manager, Pamela Reece

STAFF PRESENT: General Manager Isaac Thorne

The meeting was called to order by Chairman Mike McCurdy at 4:30 p.m. Roll call was taken.

PUBLIC COMMENTS

No public comments.

CONSENT AGENDA

1. Approval of Minutes of previous Regular Meeting May 22, 2018 and Special Board Meeting June 13, 2018
2. Disbursements for Month of May 2018
3. Financial Report for Month of May 2018
4. Capital and Self Insurance Reserve Fund Balances for month of May 2018
5. Monthly Statistical Report for month of May 2018
6. Cardinal Infrastructure Federal Report

Motion by Trustee John Bowman was made to approve the *Consent Agenda* of the May 22, 2018 Regular Board Meeting and Special Board Meeting June 13, 2018. Motion was seconded by Trustee Monica Bullington.

AYE: All

NAY: None

Motion carried and the *Consent Agendas* of the May 22, 2018 Regular Board Meeting and Special Board Meeting June 13, 2018 were approved.

OLD BUSINESS

None.

NEW BUSINESS

Trustee Travel Expense – Vice Chairman Ryan Whitehouse

General Manager Isaac Thorne recommended to the Trustees that Trustee Ryan Whitehouse’s travel expense be approved for reimbursement in the amount of \$1,299.49:

Atlanta Hotel:	\$322.80
Delta Flight:	\$622.60
DC Hotel:	\$334.09
Lunch:	\$20.00

By rollcall vote the Board of Trustees approved Trustee Ryan Whitehouse’s travel expense for reimbursement in the amount of \$1,299.49.

AYE: Chairman Mike McCurdy
Trustee John Thomas
Trustee John Bowman
Trustee Monica Bullington
Trustee Judy Buchanan

ABSTAINED: Trustee Ryan Whitehouse

Motion carried and Trustee Ryan Whitehouse’s travel expense was approved by the Board of Trustees for reimbursement in the amount of \$1,299.49.

Recommendation of State Lobbyist RFP 18-04

General Manager Isaac Thorne presented the *Recommendation of State Lobbyist RFP 18-04*. This is a three (3) year contract with *Cornerstone Government Affairs*. Connect issued a RFP and received four (4) responses. Cassie Mosier, *Connect Transit’s Procurement Specialist*, set up an *Evaluation Committee* of three (3) Connect Transit’s staff members to go through

evaluations and other requirements. Connect interviewed all four (4) in the space of two (2) weeks and then scored each proposal. *Cornerstone* came out with the highest score.

Trustee Ryan Whitehouse made the Motion which was seconded by Trustee Judy Buchanan approving the *Recommendation of State Lobbyist RFP 18-04* by the Board.

AYE: All

NAY: None.

Motion carried and the *Recommendation of State Lobbyist RFP 18-04* was approved by the Board.

Recommendation of Prevailing Wage Ordinance 18-02

General Manager Isaac Thorne presented the *Recommendation of Prevailing Wage Ordinance 18-02*. Approval of this *Ordinance* by the Board on an annual basis is a statute requirement in the State of Illinois.

Trustee Judy Buchanan made the Motion which was seconded by Trustee John Thomas thereby approving the *Recommendation of Prevailing Wage Ordinance 18-02* by the Board.

AYE: All

NAY: None

Motion carried and the *Recommendation of Prevailing Wage Ordinance 18-02* was approved by the Board.

Recommendation of McLean County Regional Planning Commission Annual Special Planning Services Agreement

General Manager Isaac Thorne presented the *Recommendation of McLean County Regional Planning Commission Annual Special Planning Services Agreement* which was previously brought to the Board for discussion in a prior Board meeting. This Contract will allow Connect Transit to work closely together with MCRPC on a short-range transit plan and make recommendations on the current and future bus network. If approved, Connect will not hire a Transit Planner. The Agreement will allow Connect to save \$10,000-\$15,000 in the next fiscal year. This service agreement will assist Connect in transit planning trends and will aid in ascertaining information to which Connect does not have access.

DISCUSSION

Discussion amongst the Board Members was positive. The cost effectiveness and assistance Connect will gain by entering into the Agreement were favorable.

Trustee John Bowman made the Motion which was seconded by Trustee Judy Buchanan approving the *Recommendation of McLean County Regional Planning Commission Annual Special Planning Services Agreement* by the Board.

AYE: All

NAY: None.

Motion carried and the *Recommendation of McLean County Regional Planning Commission Annual Special Planning Services Agreement* was approved by the Board.

Appointment of CTAC Member

Last month two (2) CTAC members resigned due to new employment opportunities. General Manager Isaac Thorne presented the new *Appointment of a CTAC Member*: Elaina VonQualen to the *Connect Transit Advisory Committee*, who is currently the Director of *Host Home and Intermittent Programs* at *Marcfirst* and desires to serve on the *Committee*.

Trustee Ryan Whitehouse made the Motion which was seconded by Trustee Monica Bullington approving the *Appointment of CTAC Member* by the Board.

AYE: All

NAY: None.

Motion carried and the *Appointment of CTAC Member*, Elaina VonQualen, was approved by the Board.

GENERAL MANAGER'S REPORT

Strategic Plan Update General Manager Isaac Thorne stated that Connect wants to work closely with the MCRPC so that it can provide a frequent bus service network. This will also give the community an understanding where the frequent bus service will be located and what the bus service network will look like in five (5) years based on population growth, housing and business development.

Staff will make a recommendation regarding the current fare structure in the next 6-8 months. A *Recommendation*, if approved by the Board, would be applied in the FY 2020 budget. This will be a review of the fares and passes with a recommended fare structure in a 3-5 year time period.

Staff will conduct periodic Customer Surveys and interviews with focus groups to obtain suggestions feedback and gauge satisfaction. The staff recently completed the *Rider and Customer Service Satisfaction Surveys* in May of 2018. The surveys will establish a baseline for future surveys assessing performance and liability of Connect Services. The report of *Rider and Customer Service Satisfaction Surveys* will be provided to the Board at an upcoming Work Session. The Connect Transit Advisory Committee has also been sought for route and policy changes and staff will continue to request suggestions from CTAC on upcoming short-range transportation plan and fare restructure.

Staff sought the Board's direction in formalizing a monthly report which is part of the Board package now. Feedback from the Board allowed adjustments for metrics tracking.

Staff has built a marketing communications plan that builds on awareness of public transit for the community and its return on investment. The focus of the marketing plan is building Connect Transit's audience through social media. Connect has increased audience through Twitter, Facebook and Instagram on a monthly basis. Staff has also launched a new performance dashboard which is on the website.

Staff has conducted an accessibility review prioritizing and improving pedestrian connections, bus stops, pads, shelters and signage. The Board approved a three (3) year bus stop improvement plan for installing bus stops, shelters and benches. Over 17 bus stops will have infrastructure improvements such as shelters, benches and ADA compliant concrete pads to be installed in FY 2019.

Staff secured an *IDOT Section 5305 Planning Grant* to perform a feasibility and alternative site analysis and met with City Staff to discuss site locations to be reviewed for the study and the procurement solicitation will be issued in July 2018 to be conducted on three (3) or four (4) locations.

The Board of Trustees created an *Ad Hoc Budget Committee* to review existing revenue sources and begin the process of researching new and alternative revenue streams. The staff is working with the *Ad Hoc Budget Committee* and will continue to meet with them until the recommendations are determined by the *Committee*.

Federal Transit Administration Triennial Review: The Federal Transit Administration Triennial Review was completed last Thursday. The FTA reviews policies, process and compliance in 18 different areas such as *Title VI, ADA*, procurement, alcohol and drug testing. Typically an agency will have four or more deficiencies. Connect Transit had zero deficiencies. Connect's staff did a tremendous job and put a lot of work into this and Connect obtained an incredible Triennial Review.

The *Bus and Bus Facility Notice of Funding* opportunity was made available last Thursday and the Application is due on August 6th. A *Recommendation for Letters of Support* will be brought to the Board for the grant Application in July.

In July Connect will be seeking a Work Session to provide the results of the *Rider and Customer Satisfaction Survey*, as well as to discuss the *Board Handbook*. Connect also needs to update its Strategic Plan and goals for staff going into the Fiscal Year of 2019.

TRUSTEE'S COMMENTS

The Board requested another metrics number of the amount of revenue generated per route for comparison and also inquired as to when the *Ad Hoc Budget Committee* would report their findings to the Board.

Chairman McCurdy responded that the *Committee* will report to the Board at the time the *Universal Access Agreements* are negotiated so that there is a better picture of the need presented after new *Agreements* are executed. This will give the Board more facts and data to work with looking forward to FY 2020-2021.

The Board agreed upon 4:30 p.m. on Tuesday, July 17, 2018 at the Connect Transit Board Room to hold the *Work Session*.

ADJOURNMENT

Motion to adjourn Regular Session by Trustee John Thomas and seconded by Trustee John Bowman.

AYE: All

NAY: None

Motion carried.

Meeting adjourned at 5:12 p.m.

JOHN BOWMAN, SECRETARY

JILL SELLARDS BOWER, BOARD CLERK