

**CONNECT TRANSIT
BOARD OF TRUSTEES
PROCEEDINGS OF SEPTEMBER 26, 2017**

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 September 26, 2017 at 4:30 p.m.

TRUSTEES PRESENT: Mike McCurdy, Chairman
 Lauren Lacey, Secretary
 Judy Buchanan
 John Thomas

TRUSTEES ABSENT: Ryan Whitehouse, Vice Chairman
 John Bowman
 Jennifer McDade

CITY MANAGERS: Town of Normal Manager, Mark Peterson

STAFF PRESENT: Isaac Thorne, Interim General Manager
 Julie Beer, Executive Assistant

The meeting was called to order by the Chairman at 4:32 p.m. Roll call was taken.

Motion by Trustee John Thomas, seconded by Trustee Judy Buchanan to allow City of Bloomington, Assistant City Manager, Steve Rasmussen to participate in the meeting.

AYE: All

NAY: None

Motion carried.

PUBLIC COMMENTS

Leon Kaeb addressed the Board. He stated that he is a regular passenger on the Purple, Blue, and Red routes. He stated he was pleased with the new routes, especially the Purple route, however, there are some areas served by the Purple route that are ailing; particularly around the mall. He suggested placing a bus stop at Fairway and Empire as an improvement.

Vice Chairman Ryan Whitehouse arrived at 4:35 p.m.

Mr. Kaeb noted the recent interest in construction of a new library and transit center in Downtown Bloomington at the Market Street garage location. He advised against this project.

Chairman Mike McCurdy thanked Mr. Kaeb for his comments.

CONSENT AGENDA

1. Approval of Minutes of Previous Meeting of August 22, 2017, Executive Session of July 25, 2017 and Labor Relations Ad Hoc Committee of July 18, 2017
2. Disbursements for Month of August, 2017
3. Financial Report for Month of July 2017, and August 2017
4. Capital and Self-Insurance Reserve Fund Balances for month of July 2017, and August 2017
5. Federal Report for Connect Transit – Prepared by Cardinal Infrastructure

Motion by Secretary Lauren Lacy, seconded by Trustee Judy Buchanan that the Consent Agenda be approved.

AYE: All

NAY: None

Motion carried.

OLD BUSINESS

Performance Measures

Interim General Manager Isaac Thorne reintroduced this item. Some proposed performance measures had been provided to the Board. He had requested Board feedback on the types of information to be included in the reports.

Vice Chairman Ryan Whitehouse stated he was pleased with the proposed reports and format. Trustee Judy Buchanan agreed. The format is easy to follow.

Town of Normal Manager, Mark Peterson suggested that a text box be added to the reports to explain any noticeably relevant changes.

Trustee John Thomas stated his preference that the reports include national trend information.

Vice Chairman Ryan Whitehouse stated this item did not need voted on. The Board was satisfied with the reports and the format presented. The reports could be tweaked as needed in the future.

No action taken.

City of Bloomington Assistant City Manager, Steve Rasmussen left the meeting at 4:46 p.m.

NEW BUSINESS

Selection of Connect Transit General Manager

Chairman Mike McCurdy introduced this item. The general consensus among the Board at the previous Executive Session was to select Isaac Thorne as the new General Manager of Connect Transit.

Vice Chairman Ryan Whitehouse stated he has spoken to a number of community leaders in the past few weeks. He noted Connect Transit's image in the community has improved. He was impressed with Mr. Thorne's professionalism on a recent trip to Washington, D.C.

Chairman Mike McCurdy concurred.

Trustee Judy Buchanan concurred.

Town of Normal Manager, Mark Peterson has been impressed with Mr. Thorne's performance. He congratulated him.

Motion by Vice Chairman Ryan Whitehouse, seconded by Trustee Judy Buchanan that Isaac Thorne, be selected as the new Connect Transit General Manager.

AYE: All

NAY: None

Motion carried.

Recommendation for Authorized Signatories

Isaac Thorne, General Manager, introduced this item. Connect Transit has had many changes in its personnel. Two (2) signatories are required on Connect Transit's checks. Naming three (3) signatories helps ensure that there are sufficient individuals to sign checks in the event one or the other is out of the office.

Motion by Trustee John Thomas, seconded by Trustee Judy Buchanan that David White, Safety and Training Director, Martin Glaze, Operations Manager, and Steven Stockton, IT Manager be authorized signatories for all of Connect Transit's bank accounts.

AYE: All

NAY: None

Motion carried.

Recommendation for LED Displays RFP

Isaac Thorne, General Manager, introduced this item. Staff had issued and received proposals for digital displays. Uber Displays was selected to provide digital signage for Connect Transit. This would be a five (5) year contract.

Motion by Trustee Judy Buchanan, seconded by Secretary Lauren Lacy that a contract be awarded to Uber Displays to provide Connect Transit with digital signage. The period of the contract will have a base period of five (5) years.

AYE: All

NAY: None

Motion carried.

Recommendation for the Purchase of Heavy Duty Buses

Isaac Thorne, General Manager stated the Board had approved a five (5) year contract with New Flyer in 2015 for the purchase of new buses. Connect Transit has funds to purchase ten (10) new buses without spending any local funds. The funds for this purchase will come from the Federal Transportation Administration's 5307 Grant Program. He recommended approval of this purchase.

Motion by Trustee John Bowman, seconded by Trustee Judy Buchanan that the General Manager be authorized to purchase heavy duty buses under the Heavy Duty Bus Contract RFP 14-02 with New Flyer of America, Inc. to manufacture and deliver ten (10) buses.

AYE: All

NAY: None

Motion carried.

Presentation – BN Advantage

Zack Dietmeier, Director of Marketing and Communications of the Bloomington-Normal Economic Development Council addressed the Board. He provided an overview of the BN Advantage program. BN Advantage is a community strategy, based around collaboration. There are several organizations involved with BN Advantage.

Secretary Lauren Lacy left the meeting at 5:29 p.m.

GENERAL MANAGER'S REPORT

Isaac Thorne, General Manager thanked the Board for the support of the Low or No Emissions Grant application. He thanked Vice Chairman Ryan Whitehouse for reaching out to Congressional Offices.

Staff continues working to install bus shelters at various locations within the community. Permits and easements are being sought. He would keep the Board updated as this project progresses.

TRUSTEE'S COMMENTS

Vice Chairman Ryan Whitehouse congratulated staff for receiving the Low or No Emissions Grant. The relationships with Cardinal Infrastructure has paid off, the relationships with Connect Transit is strong. It was money well spent.

Chairman Mike McCurdy echoed Vice Chairman Whitehouse. He also congratulated Marketing Manager, Jeff Holtke for his success in increasing Connect Transit's social media presence. He is continuing to build Connect Transit's audience.

Chairman McCurdy stated he wanted to continue the community discussion regarding the Downtown Bloomington/Bus Transfer Station concept. He would be working along with General Manager, Isaac Thorne to ensure that this discussion continues.

ADJOURNMENT

Motion by Trustee Judy Buchanan, Seconded by Trustee John Thomas to adjourn.

AYE: All

NAY: None

Motion carried.

Time: 5:49 p.m.

Julie Beer, Executive Assistant