

**CONNECT TRANSIT
BOARD OF TRUSTEES
PROCEEDINGS OF NOVEMBER 28, 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 November 28, 2017 at 4:30 p.m.

TRUSTEES PRESENT: Mike McCurdy, Chairman
 Ryan Whitehouse, Vice Chairman
 John Bowman
 Judy Buchanan
 John Thomas

TRUSTEES ABSENT: Lauren Lacy, Secretary
 Jennifer McDade

CITY MANAGERS: Steve Rasmussen, Interim City of Bloomington Manager

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

The meeting was called to order by the Chairman at 4:33 p.m. Roll call was taken.

PUBLIC COMMENTS

Karen Green addressed the Board. She read a written letter that was provided to the Board prior to the meeting. She stated her son Jeffrey Connolly was a regular Connect Mobility rider until the fixed route service area was reduced. Her son Jeffrey relied on Connect Mobility to go to and from his job.

She met with Isaac Thorne and Martin Glaze to request extending premium service an additional .2 miles. She respectfully requested that the Board add the extension of premium service by .2 miles to the January Connect Transit Board Agenda to be discussed.

RECONITION OF LAREN LACEY

Chairman Mike McCurdy thanked Lauren Lacey for her service on the board of Trustees. Lauren is moving outside of the Bloomington city limits and is stepping down from the Board of Trustees.

CONSENT AGENDA

1. Approval of Minutes of Previous Meeting of October 28, 2017

2. Disbursements for Month of October, 2017
3. Financial Report for Month of October, 2017
4. Capital and Self-Insurance Reserve Fund Balances for month of October, 2017
5. Monthly Statistical Report for month of October, 2017
6. Federal Report for Connect Transit – Prepared by Cardinal Infrastructure

Trustee John Bowman had a question about the disbursement for Lewis, Yockey, and Brown, Inc. General Manager Isaac Thorne responded that these invoices were for site plans to install shelters.

Trustee John Thomas had a question about the Olive route and the boardings per hour. General Manager Isaac Thorne responded that the Olive route has good ridership at Northbrook Estates and Walmart but the between those two points the ridership is minimal. Changes to the route will be reviewed to increase ridership.

Trustee John Thomas had a question about the Silver route that recently started and how customers are adjusting to the new route. General Manager Isaac Thorne responded that the Silver route has been very successful. Customers gave positive feedback about the route in the community engagement and education sessions.

Trustee Judy Buchanan had a question about advertising revenue being down. General Manager Isaac Thorne responded that advertising revenue is down as we are expecting Uber Display to outfit five buses with rear LED displays for advertising. Also working with a few companies in the community to purchase full bus wraps and others are looking to purchase \$10,000 of advertising over the next year.

Trustee Buchanan had a question about on-time performance of the routes and what contributed to these increases. General Manager Isaac Thorne responded that our on-time performance is down this month due to road construction on streets in Downtown Bloomington. The on-time performance is up this year and last year due to adding fixed stops.

Trustee Buchanan asked a question about preventable accidents and how this has made a dramatic change and improvement, what is the reason for this change. General Manager Isaac Thorne responded that Safety and Training Director Dave White would answer that question. Safety and Training Director Dave White responded that last year Connect had an increase in preventable accidents due to the route changes. Operators are now more comfortable with the routes and we have seen an improvement on preventable accidents.

Chairman Mike McCurdy asked a question about ridership over the course of this fiscal year. General Manager Isaac Thorne responded customers are more comfortable with the route changes since making the route changes. Holding the education and outreach

sessions, customer are more educated on how the system works and are taking transit more than they did in the past. Ridership is up 10.4% year-to-date.

Motion by Trustee Judy Buchanan, seconded by Trustee John Bowman that the Consent Agenda be approved.

AYE: All

NAY: None

Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

Recommendation of IFB 17-07 for Oakland Building Demolition

Isaac Thorne, General Manager introduced this item. He stated Connect Transit received two bids for the demolition of the Oakland building and staff is recommending Stark Excavation be awarded the bid at a cost of \$146,000.

Trustee John Thomas asked if the diesel tanks have been removed and if lawn maintenance will be required.

General Manager Isaac Thorne responded that the tanks have been removed and Connect doesn't want to be responsible for maintaining the lawn. All of the concrete will be removed and crushed rock will be poured at the location.

Chairman McCurdy asked if having crushed rock would help or hurt our ability to sell the property in the future. General Manager Isaac Thorne responded that what we have been told is removing the concrete parking lot would help sell the location. Potential buyers would not have to spend the additional money to remove the concrete parking lot. It would look more attractive to have grass but there is an added maintenance cost.

Chairman McCurdy asked what the next step in selling the property, would Connect hire someone to sell the property. General Manager Isaac Thorne responded that Connect would hire someone to sell the property. We have not been successful in the past trying to sell the property and no potential buyers made an offer for the appraised property value. Connect will also have to request approval from the Federal Transit Administration on offers made below the appraised value.

Vice Chairman Whitehouse, said what he doesn't want to see Connect sell the property to a developer at a discounted price, just to have the developer turn around and sell the property at a higher price. General Manager Isaac Thorne responded that he is comfortable with demolishing the building and then trying to sell the property at the appraised value.

Motion by Vice Chairman Ryan Whitehouse, seconded by Trustee Judy Buchanan that the Stark Excavation be approved, the necessary documents executed.

AYE: All

NAY: None

Motion carried.

Recommendation to Amend Connect Transit Substance Abuse Policy and Drug and Alcohol Testing Requirements

Isaac Thorne, General Manager, introduced this item. He stated staff is recommending the amendment of the Substance Abuse Policy and Drug and Alcohol Testing requirements to be in compliance with the Department of Transportation Drug and Alcohol regulations. Connect is adding four semi-synthetic opioids to the drug testing requirements.

Chairman McCurdy asked if this was an unfunded federal mandate, is there no additional federal funding for this requirement. General Manager Isaac Thorne responded it is a federal requirement and that it is a safety issue, but there would be no additional federal funding. The cost to drug test for the additional semi-synthetic opioids was minimal it would only cost an additional \$200 a year.

Trustee Judy Buchanan asked if page four of the policy was the only change to the existing policy. Safety and Training Director Dave White responded that it was the only change to the drug testing policy. Additional changes were administrative.

Chairman McCurdy asked if someone has a prescription how it interacts with the drug policy and ability to be an operator. Dave White, Safety and Training Director responded that any employee that goes for a drug test and the sample is positive the medical review officer will contact the employee directly. The medical review officer (MRO) will not contact us until they have talked to the employee, they will ask the employee has a prescription or why they have been taking a particular substance. If they have a prescription that will be given to the MRO and they will make sure it has been taken properly. If the prescription has been taken correctly it will be reported to us as a negative test result.

Motion by Trustee Judy Buchanan, seconded by Trustee John Thomas that the Amended Connect Transit Substance Abuse Policy and Drug and Alcohol Testing Requirements be approved

AYE: All

NAY: None

Motion carried.

Recommendation and Resolution for the Approval of Title VI Program

General Manager, Isaac Thorne introduced this item. He noted Connect Transit is required by the Federal Transit Administration to have a Title VI Program and resolution adopted every three years. This regulation is required by the Title VI of the Civil Rights Act of 1964. Connect is required to provide: Title VI Notice, Complaint procedures, investigation procedures, service standards, service policies, Public participation plan, Limited English Proficiency Plan, and Implementation Plan on Language Assistance.

Trustee Judy Buchanan asked if any Title VI complaints have been received in the last three years. General Manger, Isaac Thorne stated no that no complaints have been made regarding Title VI.

Motion by Trustee John Thomas, seconded by Trustee Judy Buchanan that the Title VI Program and Resolution be approved.

AYE: All

NAY: None

Motion carried.

(Connect Transit Title VI Program on file at Connect Transit's office.)

GENERAL MANAGER'S REPORT

Short Range Transit Plan

Isaac Thorne, General Manager stated staff will be conducting a short-range transit plan with the help of Mclean County Regional Planning. The short range transit plan is part of the strategic plan and one year objectives approved by the board. The short range plan will give the community an understanding of where the frequent bus service will be located and what the bus system network will look like in five years based on population growth, housing, and socioeconomic data. It will also require a rider survey and customer satisfaction survey be conducted. The customer satisfaction survey is also a one year

objective for the strategic plan. Staff will be able establish a baseline for future surveys assessing the performance and reliability of Connect services. The short range plan will also look at operation and capital costs over a five year period.

Chairman Mike McCurdy asked for more information about the customer satisfaction and rider surveys. Isaac Thorne, General Manager stated that rider survey was conducted in 2015 for the comprehensive operational analysis and would prefer to have this done every two years. As part of the rider survey customers an origin and destination study will also be completed and we will know the socioeconomic characteristics of current customers.

Shelter Update

Isaac Thorne, General Manager stated that three shelter pads should be completed in the next few weeks. I am still waiting on the easement from Advocate Bromenn. I have exchanged a license agreement with Walmart for locations in Normal and Bloomington. I don't believe those will get done this year but I believe that everything will be completed by the spring.

Upcoming Triennial Review

Isaac Thorne, General Manager stated Federal Transit Administration will be conducting its triennial review on Connect in 2018. I am still waiting to for the dates that they will be on site. Staff will be sending all the request documentation to the FTA in January and they will most likely be here in March or April. A few staff members will attend FTA triennial review workshop in December.

TRUSTEE'S COMMENTS

Interim City Manager, Steve Rasmussen wanted more information about the fixed stop study that was conducted to help educate individuals when he gets questions from citizens.

Chairman Mike McCurdy noted that Connect Transit was nominated for the Green Excellence award by the Mclean County Chamber of Commerce.

ADJOURNMENT

Motion by Trustee Judy Buchanan, Seconded by Vice Chairman Ryan Whitehouse to adjourn.

Time: 5:12 p.m.

AYE: All

NAY: None

Motion carried.