

**CONNECT TRANSIT
BOARD OF TRUSTEES
PROCEEDINGS OF MARCH 24, 2015**

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 March 24, 2015 at 4:30 p.m.

TRUSTEES PRESENT: Bill Wilson, Chairman
 Mike McCurdy, Vice-Chairman
 John Bowman, Secretary
 Judy Buchanan
 Felicia Shaw
 John Thomas

TRUSTEES ABSENT: Ryan Whitehouse

CITY MANAGERS:

STAFF PRESENT: Andrew Johnson, General Manager
 Patrick Kuebrich, Finance Director
 Roy Rickert, Transit Operations Director
 Isaac Thorne, Procurement Director
 Julie Phillips, Executive Assistant - Labor Relations

The meeting was called to order by the Chairman at 4:31 p.m. Roll call was taken.

PUBLIC COMMENTS

None.

CONSENT AGENDA

1. Approval of Minutes of Previous Meeting of February 24, 2015
2. Disbursements for Month of March, 2015
3. Financial Report for Month of February, 2015
4. Capital and Self Insurance Reserve Fund Balances for month of February, 2015
5. Monthly Statistical Report for month of February, 2015

General Manager Andrew Johnson clarified several questions regarding expenses in the various line items within the Disbursements for Month of March, 2015 and the Financial Report for Month of February, 2015.

Secretary John Bowman noted a misspelling in line item 505 of the balance sheet.

Trustee John Thomas questioned the ridership statistics on the Green Line. Roy Rickert, Transit Operations Director addressed the Board.

He stated that the Automatic Passenger Counters included the Late Night Green, should have been included in the Night Ride statistical report. The reports were corrected which resulted in the decrease shown on the report. This change allows for more accurate reporting.

Motion by Vice Chairman Mike McCurdy, seconded by Trustee Judy Buchanan that the Consent Agenda be approved.

AYE: All

NAY: None

Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

Illinois State Universal Access Agreement

Chairman Bill Wilson stated that after the discussion held at the March 19, 2015 Budget Work Session and the funding cuts proposed in Governor Rauner over until the April 28, 2015 Regular Board Meeting. He recommended that staff review the agreement and look at building a reopener into it in order to consider fares if necessary. Andrew Johnson, General Manager agreed. He stated that there is the potential for an across the board fare increase before the end of the budget year. Fares have not been increased since 2007. It was important that the Universal Access Agreement include a reopener clause in the event of a fare increase.

Motion by Vice Chairman Mike McCurdy, seconded by Trustee Judy Buchanan that the Illinois State Universal Access Agreement be laid over until the April 28, 2015 Regular Board Meeting.

AYE: All

NAY: None

Motion carried.

Award of RFP for New Office space Remodel

Andrew Johnson, General Manager introduced this item. He stated that proposals had been received and that staff was recommending award of a contract. He requested that Isaac Thorne, Procurement Director provide the details of the award.

Mr. Thorne addressed the Board. He stated that the project included a conference room, four (4) office spaces and space for work stations. The finished room would be a total of approximately 2,000 square feet and would ease office overcrowding. Mr. Johnson noted that the remodeled space would include cubicle space workstations for those who did not require an office.

Chairman Bill Wilson questioned if there would be any structural changes to the existing facility in relation to the remodel project. Mr. Johnson responded that the existing Board Room closet would become part of the newly remodeled office space.

Motion by Trustee Judy Buchanan, seconded by Secretary John Bowman that the fixed fee contract be awarded to CAD Construction, Inc. for the construction of New Administration Office Space in an amount not to exceed \$171,970, and the General Manager be authorized to execute the necessary documents.

AYE: All

NAY: None

Motion carried.

Property and Casualty Insurance Extension to July 1, 2015

Andrew Johnson, General Manager requested that Isaac Thorne, Procurement Director introduce this item. Mr. Thorne addressed the Board. He stated that this item was an extension of the existing Property and Casualty Insurance policy to July 1, 2015. There was a slight increase in premium to extend the policy to July 1; however, it would bring this policy in line with all other policy renewals. Mr. Johnson stated that having all policies renewing concurrently allowed for better budgeting.

Motion by Trustee John Thomas, seconded by Vice Chairman Mike McCurdy that the Property and Casualty Insurance policy be renewed effective April 1, 2015 to July 1, 2015 and the General Manager be authorized to execute the necessary documents.

AYE: All

NAY: None

Motion carried.

Appointments to Community Transportation Advisory Committee

Andrew Johnson, General Manager introduced this item. The Community Transportation Advisory Committee, (CTAC) is off to a good start. Staff is still reviewing applications and will continue to recruit members from a few areas. Staff would bring additional appointments to the Board for approval in the future.

Staff has included fifteen (15) applications for Board appointment to CTAC.

Motion by Trustee Judy Buchanan, seconded by Vice Chairman Mike McCurdy that the appointments be approved.

AYE: All

NAY: None

Motion carried.

GENERAL MANAGER'S REPORT

Andrew Johnson, General Manager requested that Melissa Chrisman, Business Development Manager inform the Board about Stand Up For Transportation Day.

Ms. Chrisman addressed the Board. April 9, 2015 is Stand Up for Transportation Day. It is a national day of advocacy. The American Public Transportation Association (APTA) has rallied transit agencies across the nation to come together in support of Congress passing long term transit funding. Staff has planned many activities. Both Bloomington and Normal have approved Proclamations in support of Stand Up for Transportation Day and pre-promotional videos of local leaders are in the works.

Vice Chairman Mike McCurdy questioned if Staff needed the Board affirmed and stated that she would be sure to email them a schedule of the events. Ms. Chrisman

Mr. Johnson informed the Board that the Public Information Displays (PIDS) at Uptown Station were now working. There were a few formatting issues that Staff was working to resolve.

Mr. Johnson informed the Board that Isaac Thorne, Procurement Director and Carl Rokos, Maintenance Director would be travelling to Minnesota on March 25, 2015 to New Flyer, Inc. for a pre-production meeting to discuss the final specifications for the bus procurement.

Mr. Johnson informed the Board that discussion had been held with the City of Bloomington and McLean County regarding a transfer center in Downtown Bloomington. There is a potential transit oriented development. He keep the Board updated with any new information.

Mr. Johnson stated that the Center for Transportation Excellence is a nationwide organization that keeps tabs on public transportation initiatives, i.e. referendums, etc. They also provide educational opportunities on how to put those initiatives in place. Every two (2) years, the Center for Transportation Excellence hosts a conference called 2015. The conference is truly an A to Z training on how to conduct a transit initiative in a community. Mr. Johnson encouraged the Board and Staff to consider participating in the conference. He had a program available for review. He requested that the Board review the program and let him know if any of them were interested in attending.

TRUSTEE'S COMMENTS

Vice Chairman Mike McCurdy stated that he had represented Connect Transit for the Bloomington Planning Commission Bicycle Master Plan. The Bloomington Planning Commission voted 9 -0 to approve the Bicycle Master Plan and to recommend its approval by the Bloomington City Council.

Secretary John Bowman requested an update on the Illinois Public Transportation Association (IPTA) Fall Conference planning that would be hosted by Connect Transit. Andrew Johnson, General Manager responded that a planning committee is in place. The conference would be held September 9, 2015 through September 11, 2015 and the Uptown Marriott in Normal.

Roy Rickert, Transit Operations Director addressed the Board. He stated that the planning committee had been working out the various details for the IPTA Fall Conference. A golf outing has been planned. He would continue to keep the Board updated with plans. Secretary Bowman inquired about a Board of Trustees reception. Mr. Johnson stated that a Board of Trustees reception would be considered.

Secretary Bowman requested a Compressed Natural Gas (CNG) Fueling Station update. Mr. Johnson responded that funding is an issue. Connect Transit would be required to go into debt to build the fueling station. All initial funding and risk would be Connect Transit. The long term view is that building a CNG Fueling Station would be beneficial, however, in the short term view; Connect Transit is currently in a very uncertain funding situation.

Trustee Felicia Shaw stated that this would be her last meeting as a Trustee of the Board. She thanked the Board and Connect Transit staff for the opportunity to serve. It had been a true honor. She had learned from each and every one. She thanked everyone again and stated that she would continue to be engaged and support public transit.

ADJOURNMENT

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

AYE: All

NAY: None

Motion carried.

Time: 6:05 p.m.

Motion by Trustee John Thomas, seconded by Vice Chairman Mike McCurdy to return to Regular Session.

Time: 6:55 p.m.

AYE: All

NAY: None

Motion carried.

Motion by Trustee Judy Buchanan, seconded by Trustee Felicia Shaw to adjourn.

Time: 6:55 p.m.

AYE: All

NAY: None

Motion carried.

John Bowman, Secretary