

**CONNECT TRANSIT
BOARD OF TRUSTEES
PROCEEDINGS OF MAY 26, 2015**

The meeting of the Board of Trustees Advocacy Committee of Connect Transit was held at Uptown Station, 4th Floor, Room 409, Normal, IL on May 26, 2015 at 4:30 p.m.

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

TRUSTEES ABSENT:

CITY MANAGERS:

STAFF PRESENT: Andrew Johnson, General Manager
 Julie Phillips, Executive Assistant - Labor Relations

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

PUBLIC COMMENTS

Marilyn Evans addressed the Board. She stated that she is dependent upon the Connect Transit's Mobility Services. She does not have a cell phone. There have been instances when Connect Transit has left voicemail messages on her home telephone but she was already waiting outside for the Mobility bus, or the Mobility bus is waiting for her and she was not finished with an appointment. She is wheelchair bound and is not able to move around quickly. She is curious if dispatchers and drivers are made aware of each individual's special needs and if scheduling is coordinated with those special needs. She is concerned, due to her special needs and not having a cell phone, that she might miss her bus due to a lack of communication.

Andrew Johnson, General Manager, responded that someone from Connect Transit's Operations Department would be in contact with her.

CONSENT AGENDA

1. Approval of Minutes of Previous Annual Meeting of April 28, 2015 and Regular Board Meeting of April 28, 2015
2. Disbursements for Month of May, 2015
3. Financial Report for Month of April, 2015
4. Capital and Self Insurance Reserve Fund Balances for month of April, 2015
5. Monthly Statistical Report for month of April, 2015

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

AYE: All

NAY: None

Motion carried.

Vice Chairman Mike McCurdy inquired if a statistical ridership report would be prepared for the end of the fiscal year. Andrew Johnson, General Manager responded that a committee had been convened to look into the reporting metrics and would prepare a report. A new report would include commentary, variances and analysis and be presented quarterly. Additionally, a year-end report would be presented at the end of the current fiscal year. Quarterly reports will continue into the new fiscal year.

Town of Normal Manager Mark Peterson arrived at 4:36 p.m.

OLD BUSINESS

None.

NEW BUSINESS

Property and Casualty Insurance Renewal for FY 2015/2016

Andrew Johnson, General Manager introduced this item. He requested that Isaac Thorne, Procurement Director explain the renewal coverages. Mr. Thorne advised that there were no changes in the property and casualty coverages at renewal with the exception of the Workman's Compensation premium. There is a 10% increase in premium. This is a result of hiring additional employees.

Motion by Trustee Judy Buchanan, Seconded by Vice Chairman Mike McCurdy that the Property and Casualty Insurance be renewed, effective July 1, 2015 through June 30, 2016 and the General Manager be authorized to execute the necessary documents.

AYE: All

NAY: None

Motion carried.

Employee Health Insurance Renewal

Andrew Johnson, General Manager introduced this item. He stated that in the last year Connect Transit has had a higher than normal experience rate with four (4) catastrophic claims and an overall usage rate much higher than in previous years. (In all, 117% of premium collected was spent on claims. The resulting renewal premium on the existing policy was projected to be 41% higher than the current year. In light of the substantial increase, staff worked with the current insurance broker to put together some alternative proposals. General Manager Johnson requested that Jenifer Clark, Human Resources Director explain the proposals.

Ms. Clark addressed the Board. She stated that there are two (2) options that employees could choose from. The first option is a Health Savings Account plan which features a high deductible but decreases the monthly premium the employee must pay.

Connect Transit would make a \$1,050 deposit into each employee's account annually, half being deposited July 1, and the second half deposited on January 1 of each year.

The second option is very similar to the existing health plan. The proposed plan has a \$1,000 individual deductible and \$3,000 family deductible, and pays 80% of services after the deductible has been met.

Mr. Johnson noted that the total premium cost increase to Connect Transit for either option will be no more than 7%. Ms. Clark stated that while the existing plan premium cost to Connect Transit would have increased by 41%, only 10% had been budgeted for an increase.

Connect Transit's carrier would be onsite in June to assist employees with questions and enrollment.

Vice Chairman Mike McCurdy questioned limitations on the Health Savings Account. Ms. Clark responded that qualified expenses are listed. She also noted that the Health Savings Account is portable, meaning that the employee can take the account with them if they leave Connect Transit.

Ms. Clark stated that Health Alliance was the only health insurance carrier that would provide a quote for Connect Transit. Mr. Johnson commended the members of the Amalgamated Transit Union for their work with management staff to come up more cost effective health care options that were agreeable to all.

Motion by Secretary John Bowman, Seconded by Trustee Judy Buchanan that the contract with Connect Transit's current provider, Health Alliance be approved with an employee choice one of two plans: Health Alliance POS 1000 Rx7 NS1 or Health Alliance POS HRA 2600 Rx12 NS3.

AYE: All

NAY: None

Motion carried.

Architectural and Engineering Farebox Vault Room

Andrew Johnson, General Manager introduced this item. He stated that the Wylie Drive facility was built without growth consideration. A small counting room was built for fare counting. Connect Transit is currently in the process of purchasing a new electronic fare collection system that will require much larger fare vaults and a larger facility to manage them.

Staff proposes to construct a new Farebox Vault Room on the northwest corner of the existing maintenance shop. Request for Qualifications (RFQ) for architectural and engineering services were solicited and only one proposal was received.

This project is a fairly simple solution to satisfying Connect Transit's needs, and the construction will be in line with the new electronic fare collection system implementation.

Motion by Vice Chairman Mike McCurdy, Seconded by Secretary John Bowman that the firm fixed cost fee contract with Shive-Hattery, Inc. for the Architectural and Engineering Farebox Vault Room be approved in an amount not exceed \$19,700 and the General Manager be authorized to execute the necessary documents.

AYE: All

NAY: None

Motion carried.

Replacement Engine and Transmission for a 2010 Low Floor Bus

Mr. Johnson stated that this purchase is a planned engine and transmission replacement for a 2010 Low Floor Bus. This vehicle is close to its mid-life in mileage. It is typical to replace engines and transmissions at mid-life to ensure an additional 5 to 6 years of use.

He stated that Connect Transit did not have a scheduled maintenance plan previously with the bulk of its fleet. Repairs were performed on an emergency basis. The Board would begin to see scheduled repairs such as this engine and transmission replacement for the 2010 Low Floor Bus more frequently. The 2011 buses in the fleet will begin needing the same repairs, and in approximately 5 to 6 years for the upcoming new buses that are being purchased.

Motion by Secretary John Bowman, Seconded by Trustee Judy Buchanan that a replacement engine and transmission for the 2010 low-floor bus be purchased from Cummins Crosspoint LLC., in an amount not exceed \$45,814 and a Purchase Order be issued for same.

AYE: All

NAY: None

Motion carried.

FY16-FY18 Disadvantaged Business Enterprise Program

Andrew Johnson, General Manager, introduced this item. A Disadvantaged Business Enterprise, (DBE) Program is required by the Federal Transit Administration, (FTA), in order to accept Federal money. Each agency is required to set a goal for DBE participation. There are not many DBE's in Central Illinois, and Connect Transit has had difficulty attracting DBE's with its purchases. Connect Transit staff has performed outreach to DBE's throughout the State, which has resulted in slight increases, but still maintains a low participation rate goal. Connect Transit is required to provide the FTA with regular updates on DBE participation rates. General Manager Johnson anticipates that if awarded TIGER Grant funds, there will be increased DBE participation with the proposed Downtown Bloomington Transfer Center Project. Staff recommends that the Board approves the FY16-FY18 DBE Program and allow it to be submitted to the FTA.

Motion by Secretary John Bowman, Seconded by Trustee John Thomas that the FY 2016 - FY2018 Disadvantage Business Enterprise (DBE) Program and Goal be approved.

AYE: All

NAY: None

Motion carried.

FY16-FY20 Transportation Improvement Program

Mr. Johnson stated that the Transportation Improvement Program (TIP) is filed with its Regional Planning Commission, which is its Metropolitan Planning Organization. The TIP includes all of Connect Transit's capital projects for the FY16 through FY20. Projects in the coming year include the purchase of the buses, bus shelters, and if awarded TIGER Grant funds, the proposed Downtown Bloomington Transfer Center Project.

The Federal Transit Administration reviews the TIP to determine competitiveness and eligibility for project funding. Staff recommends that the Board approve the FY16-FY20 Transportation Improvement Program and allow it to be submitted to the FTA.

Motion by Trustee Judy Buchanan, Seconded by Vice Chairman Mike McCurdy that the Transportation Improvement Program (TIP) FY2016 – FY2020 be approved.

AYE: All

NAY: None

Motion carried.

2015 By-Laws Update

Andrew Johnson, General Manager, introduced this item. The Board should have adopted a Resolution at its April meeting when it authorized check signors. Staff became aware of the error and after reviewing the Board of Trustee's By-Laws determined that there were other items that should be updated. The items to be updated include adopting a formal policy for remote participation, removing the bonding requirements and striking section 19.

Motion by Trustee Judy Buchanan, Seconded by Vice Chairman Mike McCurdy that the Amended By-Laws be approved.

AYE: All

NAY: None

Motion carried.

BY-LAWS OF BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM

OFFICES

1. The office of the System shall be located at 351 Wylie Drive, Normal, Illinois. The System may also have other offices in the City of Bloomington or the Town of Normal in the State of Illinois, at such other places as the Trustees may from time to time designate.

SEAL

2. The System shall have, and does adopt, a Seal, which, shall be affixed to official documents executed in the course of System business.

TRUSTEES

3. The property and business of the System shall be managed and controlled by its Board of Trustees, seven (7) in number. The Trustees shall hold office "in accordance with the ordinances adopted by the two cities and until their successors are elected and qualified".

POWER OF TRUSTEES

4. The Trustees shall have, in addition to such powers as are hereinafter expressly conferred upon them all such powers as may be exercised by the System subject to the provisions of the laws of the federal government and the State of Illinois, and the ordinances providing for the creation of the System.

The Trustees shall have the powers as prescribed in the ordinance, "Section Four, Board of Trustees", items "A through I" as attached.

MEETINGS OF THE TRUSTEES

5. An annual meeting of the Trustees shall be held each year on the same date and at the same place as the regular monthly meeting of the Trustees in March, and it shall immediately precede the Trustees' meeting. Any business may be transacted at the annual meeting, but one purpose shall be the election of officers for the next ensuing year which will end on the last day of June. No prior notice of such meeting shall be required to be given to the Trustees.

Regular meetings of the Trustees shall be held monthly at the office of the System, with the hour and the day of the month to be fixed by Resolution/Vote of the Trustees.

If the date of the regular meeting comes on a legal holiday the Board of Trustees shall determine the meeting date.

Special meetings of the Trustees may be called by the Chairman on two days' notice, in writing, or verbally to all Trustees, and shall be called by the Chairman in like manner on the written request of two Trustees.

Regular meetings and Special meetings may be held at an alternative site other than the office of the System with sufficient advance notice as required by law.

For any meeting, attendance by four (4) or more of the Trustees holding office shall constitute a quorum, but a smaller number may adjourn from time to time without further notice until a quorum is secured.

Action may be taken by the Trustees only upon a vote of four (4) of the Trustees casting affirmative votes.

If a quorum of the members of the Board of Trustees is physically present as required by the State of Illinois Section 2.01 of 5 ILCS 120/Open Meetings Act, a majority of the Board of Trustees may allow by motion and vote, a Trustee to attend the meeting by other means if the Trustee is prevented from physically attending because of: (1) personal illness or disability; (2) employment purposes or the business of the public body; or (3) a family or other emergency. "Other means" is by video or audio conference.

A Trustee(s) may not attend a closed meeting by other means.

If a Trustee wishes to attend a meeting by other means, the Trustee must notify the recording secretary or designee of the Board before the meeting unless advance notice is impractical.

A majority of the Board of Trustees may allow a member to attend a meeting by other means only in accordance with and to the extent allowed by rules adopted by the Board of Trustees.

An agenda shall be distributed to all Trustees for regular meetings at least 24 hours before the time of the meeting.

The agenda shall be prepared from the office of the General Manager and shall contain the language and background of each of the proposals to be discussed at the regular meeting.

ORDER OF BUSINESS

6. At the regular meetings of the Trustees of the system, the following shall be the order of business:

Call to Order

Public Comment

Consent Agenda (to include disbursements, financial and operational reports, approval of meeting minutes, and items considered to be routine in nature as appropriate and enacted by one motion. There will be no separate discussion of these items unless a Trustee or citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in New Business.)

Old Business

New Business

General Manager Report

Trustee Comments/Announcements

Executive Session – cite section

Adjournment

The Trustees shall adopt, by resolution, rules of procedure for meetings of the Trustees and such rule of procedure shall be followed by the Trustees. In the absence of such resolution, Roberts Rules of Order shall prevail. Resolutions shall be voted on by voice vote unless any of the Trustees present at such meeting call for a roll call. Upon a Trustee calling for a roll call, the vote shall be taken and recorded by the Secretary by name with the Trustees voting in alphabetical order.

OFFICERS OF THE SYSTEM

7. The Officers of the System shall be a Chairman, a Vice Chairman, a Secretary, and such other officers as may from time to time be chosen by the Trustees.

No Trustee shall hold more than one office at any given time. The officers of the System shall hold office until their successors are chosen and qualified in their stead.

CHAIRMAN

8. The Chairman shall be the principal officer of the Board of Trustees. It shall be his/her duty to preside at all meetings of the Trustees, to request that the General Manager execute all orders and resolutions of the Trustees, and to execute contracts, agreements, deeds, bonds, mortgages, and other obligations and instruments in the name of the System, as directed by the Board. The Chairman shall be a Citizen Trustee.

VICE-CHAIRMAN

9. The Vice-Chairman shall be vested with all the powers and required to perform all the duties of the Chairman in his/her absence or disability and shall perform such other duties as may be prescribed by the Board of Trustees.

CHAIRMAN PRO-TEM

10. In the absence of the Chairman and the Vice Chairman, the Trustees may appoint from their own number a Chairman ProTem.

SECRETARY

11. The Secretary, or his/her designee, shall attend all meetings of the System. He shall record or cause to be recorded all of the proceedings of such meetings in a manner kept for that purpose. He shall perform such other duties as shall be assigned to him by the Chairman or the Board of Trustees. He shall also have or delegate custody of the official Seal.

The Secretary shall attest to the execution of all contracts, agreements, deeds, mortgages, or other obligations and instruments in the name of the System, and shall affix the seal thereto when authorized by the Trustees.

GENERAL MANAGER

12. The General Manager shall be the Chief Executive of the System, in charge of day to day administrative operations, exercising the duties and powers assigned to him by the Trustees, in addition to each of the following:
 - a. to have general and active management of the business of the System.
 - b. to see that all orders and resolutions of the Trustees are carried into effect.
 - c. to hire agents, clerks, assistants, factors, employees, and to dismiss them at his discretion, to fix their duties and emoluments, and to change them from time to time and to require security as the General Manager may deem proper.
 - d. to exercise or to confer on any employee of the System, the power of selecting, discharging, or suspending employees of the System.
 - e. to negotiate or to confer on any employee or agent of the System, the power to negotiate collective bargaining agreements on behalf of the System provided, any such collective bargaining agreement shall be subject to final approval by the Trustees.
 - f. to invest or cause to be invested the funds of the System.
 - g. to keep or cause to be kept the accounts of receipts and disbursements of the System.

DUTIES OF OFFICERS MAY BE DELEGATED

13. In the case of the absence or disability of any officer of the System, or for any other reason deemed sufficient by a majority of the Trustees, the Trustees may delegate his/her powers or duties to any other officer or to any Trustee for the time being.

FISCAL YEAR

14. The fiscal year of the System shall end on the last day of June in each year, or on such other date as may be fixed by Resolution of the Trustees.

CHECKS

15. All checks, drafts or orders for the payment of money shall be signed by any two (2) authorized persons from a list of employees approved by the Trustees from time to time, with the latest Board approved list of employees to be effective and to replace any or all prior authorizations. No checks shall be signed in blank.

(#15 may be revised dependent upon recommendations from auditors and to reflect current protocols.)

NOTICES

16. Notice required to be given under the provisions of these by-laws to any Trustee or officer shall be construed to mean personal notice, but may be given in writing by depositing the same in a post office or letter box in a postpaid, sealed wrapper, addressed to such Trustee or officer at such address as appears on the books of the System, and such notice shall be deemed to be given at the time when the same shall be thus mailed. Any Trustee or officer may waive, in writing, any notice required to be given under these by-laws, whether before or after the time stated therein.

BOND

17. The General Manager shall determine which employees of the System shall be bonded in an amount to be determined by the General Manager for the faithful performance of their duties which involve the handling of monies belonging to the System. The cost of such bond shall be paid by the System.

AMENDMENTS OF BY-LAWS

18. These by-laws may be amended, repealed, or added to at any regular meeting of the Trustees, or at any special meeting called for that purpose, by affirmative vote of four (4) of the Trustees, provided, however, that notices of the proposed changes in these by-laws shall be given the Trustees at least three days prior to the meeting at which they are to be considered.

The foregoing By-Laws were approved unanimously by the Trustees at a meeting held on the 26th Day of May, 2015 and are still in full force and effect.

DATED THIS 26th DAY OF May, 2015.

Chairman

ATTEST:

Secretary

Office Furnishings for Newly Remodeled Office Space

Andrew Johnson, General Manager stated that this purchase will furnish the newly remodeled office space and replace the deteriorated Board Room furniture. The new Board Room furniture will be set in a horseshoe shape that will be more amenable for the Trustees while holding their meetings. It will be easier for them to see each other, staff and citizens in attendance.

Three (3) quotes were received: Widmer, Henricksen's and Resource 1. Secretary John Bowman questioned the need for a formal bidding process. Mr. Johnson responded that local funds are being used for the purchase and standard procurement procedures utilized.

Motion by Vice Chairman Mike McCurdy, Seconded by Secretary John Bowman that a contract with Resource One for furniture for the new office space be approved in an amount not to exceed \$50,000 and the General Manager be authorized to execute the necessary documents.

AYE: All

NAY: None

Motion carried.

GENERAL MANAGER'S REPORT

Andrew Johnson, General Manager stated that the Community Transportation Advisory Committee, (CTAC) met for the first time on May 20, 2015. It was well attended. Topics covered during the meeting included the Comprehensive Operational Analysis, (COA) project, and the budget. There would be a special meeting on June 17, 2015 for the COA consultants to interact with the CTAC members. Additional future meetings would include topics such as Transit 101. Staff would continue to keep the Board updated with what is happening with the CTAC meetings and welcomed them to attend and observe CTAC meetings at their pleasure.

Mr. Johnson informed the Board that the State of Illinois Legislature has prepared an out of balance budget to advance to the Governor, who is likely to veto it. At this point the Illinois Legislature is not looking at cutting public transit funding.

The statutory 10% public transit funding increase is included with the proposed budget. Staff would continue to monitor the budget situation and will keep the Board up to date.

Mr. Johnson stated that the City of Bloomington was holding a Work Session regarding the TIGER Grant application that Connect Transit would be submitting in partnership with McLean County. The City of Bloomington would be adopting a Resolution of Support for Connect Transit's TIGER Grant application. It was possible that staff would know the status of the TIGER Grant application by the end of summer.

Mr. Johnson informed the Board that a New Flyer Excelsior Bus would be at the Wylie Drive facility for viewing. There would be some small differences in how the Connect Transit buses would be built, but the overall look would be the same. He welcomed them to visit the facility and view the bus.

TRUSTEE'S COMMENTS

Secretary John Bowman questioned the Board involvement in the Illinois Public Transportation Association's fall conference. Mr. Johnson responded that the Board was welcome to attend, however all of the details are still being planned. The conference dates are September 9, 2015 through September 11, 2015. He would keep them updated with the conference details.

Trustee Judy Buchanan questioned if there would be program track for Board of Trustee members at the fall conference. Mr. Johnson responded that there would not.

Vice Chairman Mike McCurdy questioned the dates of the Comprehensive Operational Analysis Listening Sessions. Mr. Johnson responded that one would be held on June 16, 2015 at the United Way in Downtown Bloomington, and on June 18, 2015 at Normal Public Library. Both Listening Sessions would be held from 6:30 to 8:30 p.m. There was also a link on Connect Transit's website for additional information.

Chairman Bill Wilson stated that he was excited to have had read an article in the Pantagraph regarding the proposed Downtown Bloomington Transfer Station.

ADJOURNMENT

Motion by Trustee John Bowman, seconded by Trustee Felicia Shaw to return adjourn.

Time: 5:34 p.m.

AYE: All

NAY: None

Motion carried.

John Bowman, Secretary