

**CONNECT TRANSIT
BOARD OF TRUSTEES
PROCEEDINGS OF APRIL 22, 2014**

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 April 22, 2014 at 4:30 p.m.

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

TRUSTEES ABSENT: John Bowman

CITY MANAGERS: Town of Normal Manager Mark Peterson

STAFF PRESENT: Andrew Johnson, General Manager
 Kyle Boehm, Planner
 Pat Kuebrich, Finance Director
 Roy Rickert, Transit Operations Director
 Jennifer Sorenson, Community Relations Manager
 Isaac Thorne, Procurement Director
 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

None.

Trustee John Bowman arrived at 4:32 p.m.

CONSENT AGENDA

1. Approval of Minutes of Previous Executive Session of May 28, 2013, Executive Session of February, 25, 2014, Work Session of March 18, 2014, Annual Meeting of March 18, 2014 and Regular Meeting of March 18, 2014
2. Disbursements for Month of March, 2014
3. Financial Report for Months of February and March, 2014
4. Capital and Self Insurance Reserve Fund Balances for months of February and March, 2014
5. Monthly Statistical Report for month of March, 2014

Motion by Secretary Mike McCurdy, seconded by Trustee Felicia Shaw that the Consent Agenda items be approved as presented.

AYE: All

NAY: None

Motion carried.

OLD BUSINESS

1. 2014 General Manager's Goals - Final Version

Andrew Johnson, General Manager explained that this document incorporated the changes that the Board had requested at the previous March 18, 2014 meeting. Mr. Johnson provided a brief overview of the 2014 General Manager's Goals to include the requested changes.

Motion by Trustee John Bowman, seconded by Trustee Felicia Shaw that the 2014 General Manager's Goals - Final Version be approved as presented.

AYE: All

NAY: None

Motion carried.

NEW BUSINESS

1. Amendment to By-Laws.

Andrew Johnson, General Manager reminded the Board that the last update to the By-Laws occurred in May of 2013. Additional housekeeping items needed to be addressed as well as an action required to authorize Connect Transit employees to sign checks for payment in connection with Connect Transit's day to day business. A resolution had been prepared authorizing Andrew Johnson, General Manager, Roy Rickert, Transit Operations Director and/or Dave White, Safety and Training Director to sign checks for payments.

**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.

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 ó 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 fixed by Resolution of the Trustees from time to time, with the latest Resolution 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. All Trustees and employees of the System shall be bonded in an amount to be determined by the Trustees 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.

RESOLUTIONS

19. The Trustees shall act by resolution adopted on any matter of business coming before them not specifically covered by the ordinances creating the System. Such resolution shall in form be as follows:

“On motion duly made and seconded, the Trustees did adopt the following resolution. BE IT RESOLVED...” (here insert the action adopted).

Any action taken by the Trustees prior to the adoption of the form of the resolution herein as ratified, confirmed and approved by the Trustees as if same had been adopted in the form prescribed herein.

The foregoing By-Laws were approved unanimously by the Trustees at a meeting held on the 22nd Day of April, 2014 and are still in full force and effect.

DATED THIS 22nd DAY OF April 2014.

Judy Buchanan
Chairman

ATTEST:

Mike McCurdy
Secretary

RESOLUTION GRANTING AUTHORITY TO SIGN CHECKS, DRAFTS OR ORDERS OF PAYMENT OF MONEY ON BEHALF OF BLOOMINGTON NORMAL PUBLIC TRANSIT SYSTEM D/B/A CONNECT TRANSIT IN CONNECTION WITH THE DAY TO DAY BUSINESS TRANSACTIONS

WHEREAS the Board of Trustees for Bloomington Normal Public Transit System, d/b/a Connect Transit (Connect Transit) has power as stated in its By-Laws, to grant authority to certain employees of Connect Transit to sign checks, drafts or orders of money on behalf of Connect Transit in connection with the day-to-day business transactions and operations.

WHEREAS the Board of Trustees of Connect Transit has selected two (2) Connect Transit employees, and one (1) alternate to be authorized to sign checks, drafts or orders of payment on behalf of Connect Transit in connection with the day-to-day business transactions and operations.

NOW THEREFORE BE IT RESOLVED THAT the following persons namely, Andrew Johnson, David White, and Roy Rickert be authorized to sign checks, drafts or orders of payment on behalf of Connect Transit in connection with the day-to-day business transactions and operations.

Name of Authorized Signatory	Designation	Signature
Andrew Johnson	General Manager	
David White	Safety and Training Director	
Roy Rickert	Transit Operations Director	

ADOPTED this 22nd Day of April, 2014

Judy Buchanan
Chairman

ATTEST:

Mike McCurdy
Secretary

Motion by Vice Chairman Bill Wilson, seconded by Secretary Mike McCurdy that the amendment to the By-Laws be approved and the Resolution adopted.

AYE: All

NAY: None

Motion carried.

2. Cash Farm Lease.

Mr. Johnson stated that Connect Transit has five (5) acres of tillable land and annually approves a Cash Farm Lease. Mr. Patrick Kuebrich, Finance Director researched the current condition of Connect Transit's tillable acreage and the current farm lease rates and determined that \$200 per acre is appropriate. Connect Transit has been leasing its tillable acres to Mr. Mark Thompson for the last several years.

Trustee Ryan Whitehouse stated that Connect Transit should consider a multiyear contract in the future.

Motion by Vice Chairman Bill Wilson, seconded by Secretary Mike McCurdy Cash Farm Lease with Mr. Mark Thompson be approved.

AYE: All

NAY: None

Motion carried.

3. Illinois State University Universal Access Agreement.

Mr. Johnson stated that Illinois State University (ISU) had requested that Connect Transit enter into a multiyear agreement for Universal Access. Staff did not agree, until the new fare collection system has been purchased and implemented. Staff believes that it is important that Connect Transit have the most accurate ridership information possible before entering into a multiyear agreement with ISU. Staff will continue to forge new relationships with the leadership of ISU and will consider a multiyear agreement in the future.

Motion by Trustee John Bowman, seconded by Trustee Felicia Shaw that the Illinois State University Access Agreement be approved.

AYE: All

NAY: None

Motion carried.

4. Recommendation for Insurance Brokerage Services.

Mr. Johnson introduced this item. Staff had requested proposals for insurance brokerage services in order to consolidate all of Connect Transit's coverages into one broker. The proposals were evaluated based on experience, scope of work and cost. Assurance Agency was the broker that scored best on those three areas. The key features of this service is that the property and casualty and employee benefits insurance are consolidated into one broker; all brokerage fees are net commission and a quarterly utilization report for employee benefits will be provided.

Motion by Secretary Mike McCurdy, seconded by Trustee John Thomas that the General Manager be authorized to execute the five (5) year firm fixed price contract not to exceed \$167,500 with Assurance Agency for Insurance Brokerage Services.

AYE: All

NAY: None

Motion carried.

5. Recommendation for Financial Auditing Services.

Mr. Johnson stated that four (4) proposals had been received for auditing services. CliftonLarsenAllen was the selected vendor. All of the proposals were evaluated based on experience, scope of work and cost with a single audit focus. The previous firm that provided auditing service, Martin Hood and Freese, also submitted a proposal. Staff believed that it was important to switch auditing firms with each new contract, and though Martin Hood and Freese were competitive, they did not score the best during the evaluation process. Mr. Mark Peterson, Town of Normal Manager stated that it is always a good idea to select a different firm to perform auditing services with each contract renewal.

Motion by Trustee John Thomas, seconded by Vice Chairman Bill Wilson that the General Manager be authorized to execute a five (5) year firm fixed price contract not to exceed \$109,500 with CliftonLarsenAllen, LLC for Financial Auditing Services.

AYE: All

NAY: None

Motion carried.

6. FY 2015 Proposed Budget.

Mr. Johnson introduced this item. A Work Session had been held previously presenting a variety of budget scenarios. The budget total is expected to be \$10,450,000. Highlights include an increase in cash fares and a substantial increase in advertising revenue. A new Maintenance Supervisor, one full time and one part time Custodian position is proposed, but all other administrative positions are currently filled for the whole year. Additional increases include increased health insurance premiums and uniform expenses. The increase in health insurance premiums are in relation to the Affordable Care Act. Staff will continue to seek alternative quotes in order to keep prices down. Uniform expenses are increasing to expedite the phase in of new uniforms. Mr. Johnson further explained that some of the line items of previous budgets have been shifted to more appropriate line items. The goal is to bring this system in line with other systems of Connect Transit's size. As always, staff at Connect Transit is intent to control cost and be proper stewards of taxpayer dollars.

Motion by Secretary Mike McCurdy, seconded by Trustee Felicia Shaw that the Fiscal Year 2015 Proposed Budget in the amount of \$10,450,000 be approved.

AYE: All

NAY: None

Motion carried.

GENERAL MANAGER'S REPORT

Andrew Johnson, General Manager introduced the new Transportation Planner, Kyle Boehm. He comes to Connect Transit from the Minneapolis/St. Paul Minnesota area. Connect Transit is very happy to have Mr. Boehm on board. The Board welcomed Mr. Boehm.

Mr. Johnson provided the Board with a Strategic Plan update. The next review would be in July 2014. Mr. Johnson provided the Board with an overview of the items that have been in the works since January that pertain to the four main goals of the Strategic Plan. Regarding funding, staff has been working on an application for a Federal Transit Authority Transportation Investment Generating Economic Recovery (TIGER) grant. These funds will assist with the Front Street transfer station project.

In terms of Expanded Services, a Request for Proposals (RFP) will soon be released for a firm to perform a comprehensive operational analysis of how Connect Transit operates and where it could perform service expansion.

In relation to Awareness and Education, the new website is in its final stages. It is anticipated that the new website will be fully operational within the 2nd quarter of the year. The Community Relations Manager, Jennifer Sorenson has greatly increased Connect Transit's presence on social media outlets. Additionally, Connect Transit has hosted a field trip for a Cub Scout Troop.

Staff has been working with the elderly and disabled to build upon the goal of improving key relationships. A partnership has been developed. Staff and these groups are now meeting regularly and those meetings have been very fruitful. Additionally, staff attended the American Public Transit Association's (APTA) Legislative Conference in March. Many key relationships were forged and/or strengthened by attendance at the conference.

TRUSTEE'S COMMENTS

Chairperson Judy Buchanan stated that the Board of Trustees's term expiration dates have been updated on the website. Trustees Bill Wilson and Felicia Shaw's terms would expire in June of 2014. Both municipalities have been contacted regarding their reappointments.

Chairperson Buchanan congratulated Trustee Felicia Shaw for her nomination for the 2014 Women of Distinction award.

Secretary Mike McCurdy stated that he would continue his work toward building and improving key relationships by continuing bus ride alongs with key community leaders and that he had attended the APTA Universities conference.

ADJOURNMENT

Motion by Trustee John Bowman, seconded by Secretary Mike McCurdy to adjourn to Executive Session.

Time: 6:05 p.m.

AYE: All

NAY: None

Motion by Trustee John Thomas, seconded by Secretary Mike McCurdy to adjourn the Executive Session and return to Regular Session.

Time: 6:25 p.m.

AYE: All

NAY: None

Motion carried.

Chairperson Judy Buchanan stated that the Board of Trustees had reviewed closed Executive Session Minutes and that none would be released at this time. Another review would take place within the next six (6) months.

Motion by Secretary Mike McCurdy, seconded by Trustee Felicia Shaw that existing Executive Session Minutes would remain closed.

AYE: All

NAY: None

Motion carried.

Motion by Trustee John Bowman, seconded by Trustee Felicia Shaw that the meeting be adjourned.

Time: 6:26 p.m.

AYE: All

NAY: None

Motion carried.

Secretary Mike McCurdy