

Connect Transit Board of Trustees
November 22, 2022, 4:30pm
351 Wylie Drive, Normal, IL 61761 – Board Room
Regular Session Minutes – Approved at 1/24/23 Meeting

Chairman Ryan Whitehouse called the meeting to order at 4:30 p.m.
Board Clerk, Janice Crago, recorded attendance via roll call.

Trustees Present: Trustee Judy Buchanan
Trustee Linda Foster (4:32)
Vice Chair Judy Hile
Secretary Tim McCue
Trustee Barbara Singer
Chairman Ryan Whitehouse

City Managers Present: None

Staff Present: David Braun, General Manager
Aubrey Staton, Marketing Manager
Brady Lange, Procurement Director
Charlie Busse, Maintenance Manager
Dave White, Safety and Training Director
Germaine Walls, Interim HR Manager
Jacob Smith, Transportation Planner
Janice Crago, Board Clerk
Pat Kuebrich, Finance Director
Shelly Perry, Operations Manager
Steve Stockton, IT Manager

Trustee Buchanan led the Pledge of Allegiance.
Chairman Whitehouse read the Connect Transit Mission Statement.

PUBLIC COMMENT:
None

CONSENT AGENDA:

- a. Approval of October 25, 2022, Regular Session Minutes
- b. Financial Information for October 2022
- c. Monthly Statistical Reports for October 2022
- d. Cardinal Infrastructure Federal Report
- e. Cornerstone – Illinois Weekly Update

Chairman Whitehouse separated the October 22 financials from the Consent Agenda before calling for a motion to approve the Consent Agenda.

Chairman Whitehouse called for a Motion to Approve the Consent Agenda minus the October 2022 financials.

Secretary McCue motioned; seconded by Trustee Buchanan.

Discussion:

David Braun, General Manager explained the percent of farebox recovery is low again this month. Some research into previous months showed this is due to the September library card zero-fare program being a resounding success, with over 20,000 fare free rides given, which lowers revenue while ridership maintains. In addition, in October the new Sapphire route launched fare free for one month, resulting in a growth in riders but no increase in revenue. We do anticipate the farebox recovery will increase when the promotions decrease, but the promotions are good for the community and the system. Mr. Braun noted the Connect Mobility ridership is up 41% and service hours are up 29%, with the hours not increasing as much as the ridership we can see we are providing the service in an efficient way at about 2.3 riders per hour, where most systems are at 1.6-2.0 riders per hour. Mr. Braun asked that the Trustees please note in the Cardinal report there are some key dates they may be interested in, key committee leaders in the new Congress, and the Department of Energy's Regional Clean Hydrogen Hubs Program and how the effects our 2028 bus replacements.

Chairman Whitehouse asked why our Connect Mobility efficiency number is higher than the average? Mr. Braun stated we are getting more people on a bus due to the software program we are using and the algorithm it uses, and the great staff that manages that system and makes changes where necessary.

Chairman Whitehouse asked how many Connect Mobility buses we have out on any given day and how many drivers that requires? Shelly Perry, Operations Manager, stated that during peak time the maximum number of Connect Mobility buses we have out is 16 and 31 fixed route buses. Mr. Braun shared that as the ridership for Connect Mobility continues to increase, we will need more buses and we are looking at alternatives for that, such as supplementing with Microtransit.

Chairman Whitehouse asked if the numbers are where Mr. Braun expected them to be in the FY23 budget? Mr. Braun explained they increased the budget 10% over the 2019 numbers and are right in line with where they planned to be at this point.

Rollcall vote:

AYE: Trustee Buchanan, Trustee Foster, Vice Chair Hile, Secretary McCue, Trustee Singer, Chairman Whitehouse

NAY: None

Consent Agenda minus the October 2022 financials was **approved**.

Chairman Whitehouse called for a motion to approve the October 2022 financials without the two expenses paid to Ryan Whitehouse (\$1,330.36 for the APTA conference and \$56.32 for meals at APTA).

Vice Chair Hile motioned; seconded by Trustee Singer.

Discussion:

None

Rollcall vote:

AYE: Trustee Buchanan, Trustee Foster, Vice Chair Hile, Secretary McCue, Trustee Singer, Chairman Whitehouse

NAY: None

October 2022 financials without the two expenses paid to Ryan Whitehouse (\$1,330.36 for the APTA conference and \$56.32 for meals at APTA) were **approved**.

Chairman Whitehouse called for a motion to approve the two expenses paid to Ryan Whitehouse (\$1,330.36 for the APTA conference and \$56.32 for meals at APTA).

Trustee Foster motioned; seconded by Vice Chair Hile.

Discussion:

None

Rollcall vote:

AYE: Trustee Buchanan, Trustee Foster, Vice Chair Hile, Secretary McCue, Trustee Singer

NAY: None

ABSTAIN: Chairman Whitehouse

The two expenses paid to Ryan Whitehouse (\$1,330.36 for the APTA conference and \$56.32 for meals at APTA) were **approved**.

NEW BUSINESS:

e. First Month Analysis of Sapphire Route – Informational Item

Memo with graphs and charts shared in meeting packet

Discussion:

Mr. Braun shared we have had one month of service on the new Sapphire route, and Jacob Smith, Transportation Planner, will give an update on the service.

Mr. Smith stated from October 10 to November 11, the Sapphire route saw 5,159 boardings with a 7-day average of 1,000 riders. This places the Sapphire as our 12th most productive route of our 16 total routes. Twenty-five percent of the boardings are happening at Rivian, but less are alighting at Rivian. The Bloomington Walmart is the main hub with 26% boardings and 23% alightings. It is of note that ridership is currently weighted towards the afternoon, as compared to morning. There is not an immediately apparent reason for this weighting, but it will be interesting to examine over time as we aim to provide the most efficient and effective service.

Finally, when planning the Sapphire Route, there were questions of effect on the Lime, and comparison to the Lime Express. From first observations, ridership on the Lime continues to trend upward, indicating that ridership on the Sapphire may be new ridership, and initially dismissing the concern that ridership had simply moved from one route to the other. When comparing the Lime Express to the Sapphire, we compared the average Lime Express ridership during October over three years to the Sapphire ridership during the same period in 2022. In total, ridership appears to have increased by 9.71% with the Sapphire and Lime as compared to the Lime Express and Lime, and the Sapphire is producing 2.27 times the ridership than the Lime Express did on average.

In final summary, it is great to see that the Sapphire Route initially appears to have a net positive effect on ridership, and it will be interesting to track over time. Mr. Smith plans to continue monitoring the route and will be preparing extended updates over the next year as we determine the best future for the route and for the system.

Trustee Buchanan stated the media has been reporting that Rivian will be reducing their number of employees, and do we know if they have don't that yet? Mr. Smith stated he does not know that but that when he does ride the bus for observation purposes, they do still seem to be hiring.

Vice Chair Hile asked if we have done any route awareness marketing other than the initial marketing? Aubrey Staton, Marketing Manager, stated we have been out to Rivian three times teaching them how to ride the route and where to board, done social media postings, and press releases. Ms. Staton shared we have tried to set up times to go back out to Rivian but those have not been scheduled yet.

Trustee Foster asked if anyone at Rivian is working as our spokesperson? Ms. Staton shared that we do have their Commute Director working with us to help spread information.

Chairman Whitehouse stated this report is intriguing and he would be interested in following this information because of how it varies from day to day. He went on to suggest that in time we survey the riders to find out if we can cut back on days or times or increase at specific times. Ms. Staton suggested that maybe Rivian's A/B/C schedule has a big impact on the ridership. Mr. Braun shared that the report reflected a 4% ridership at 4am but that we don't have a 4am route and these are riders who are getting on at Walmart to ride Uptown so they can transfer onto another route, this is an added benefit to the route. Chairman Whitehouse stated he would like to know what 4% means, that in the future he would like the reports to reflect both percentages and actual numbers so they have that at hand when they are asked.

a. **Temporary Weekend Service Reduction-Informational Item**

Memo shared in meeting packet with full proposed new schedule

Discussion:

Mr. Braun shared that we are currently down 23 Operators, with seven Operators scheduled to be on vacation each week during the week of December, an average of four absences per day, and additional holiday requests for time off or call offs all affecting our day-to-day service. Our workforce continues to be overburdened because of our lack of Bus Operators and our challenges attracting and keeping Operators. Our overtime rate is currently 15% when typically, it is in the 5-8% range. We have been recruiting constantly since summer. Our results have not been favorable with only one Bus Operator remaining from our September class, and one from our October class. Raising the starting wage has improved the number of people applying, but our challenging schedule and drug-free workplace continue to reduce the numbers that remain after hiring. Mr. Braun explained that our only recourse is to look for other reductions in service that can save hours and reduce our need for Operators to cover all the hours of service. Shelly Perry, Operations Manager; Dave White, Safety and Training Director, and Jacob Smith, Transportation Planner put their heads together to determine a way to reduce service with the least impact on our passengers. They noticed that some weekend routes do not carry many people until later in the morning, and some stop carrying passengers later in the day. After an analysis of ridership and hours, they developed a plan that will provide a core service throughout the City and Town and save 101 hours on weekends, the equivalent of 12 eight-hour shifts. Changes are shown in the meeting packet and presentation shared on screen and will go into effect December 11, 2022.

Mr. Braun further explained the reason he asked that the Sapphire Route Performance Data agenda item be moved to report prior to this item is because we chose not to change that route in this reduction. It is a core service route that we need to give a chance to grow, become a consistent route, and have a steady basis for comparison, so we opted not to change it after much consideration.

Trustee McCue asked if we have looked at ways to readjust or reallocate Connect Mobility resources or services to mitigate the fixed route problems we are experiencing? Mr. Braun shared that Microtransit will be a great way to help with the issue once have the program in place but unfortunately, we aren't there yet. Mr. Braun stated that Trustee McCue's idea is a good one to consider and they will look into it. He also shared that the team will be meeting on December 1 to look into creative ways to begin returning to full service.

Trustee Foster thanked Mr. Braun for his report and highlighting the details. She shared her confusion in understanding if the reduction is because of ridership or the driver shortage. Mr. Braun clarified that this reduction in weekend service is due to the driver shortage, and we chose what to reduce based on ridership. Trustee Foster asked that we look at all the options and how it will affect our riders, because even if the data shows only one rider affected, to that one rider it is everything.

Trustee Buchanan asked what kind of communication we will be sharing to get this information out since the change will be taking place in three weeks? Mr. Braun shared that while handouts don't typically work, we will be issuing a press release, posting it on our website, sharing radio communications and doing interviews, social media communications, infotainment updates, hanging posters on the buses, and drivers will also tell the riders as they board.

Trustee Buchanan stated this is going to be a challenge for some of our riders and wants to make sure the people who are not checking their social media accounts or our website are made aware. Mr. Braun acknowledged that this going to be a big adjustment and inconvenience for some people in the community and we don't take this lightly. He also stated the driver shortage is being experienced by systems across the country due to the requirements of the job preventing people from applying and even if they apply and get hired, many don't stay due to either the actual driving of such a long bus, scheduling, or other reasons.

Vice Chair Hile stated she appreciate the creative thinking going into the planning of the reduced routes. Ms. Hile stated she appreciates that we are well into exploring the Microtransit option because the service can help stabilize our system. Ms. Hile explained that anyone working today can appreciate the fight for talent and the struggle with these issues. She shared her commitment in protecting our current Operators from fatigue and quality of life issues. Mr. Braun stated that in today's staff meeting we talked about not only the burnout being experienced, but the safety issues that comes along with the fatigue and those dangers.

Chairman Whitehouse commented that when he hears Microtransit is the solution he wants to know why we are talking about expanding services and putting new buses on the road until we have enough workforce to cover what we have now? Chairman Whitehouse challenged everyone to think strategically as a system and as a Board because he doesn't see the rational thought of getting more buses if we don't have enough staff to cover what we already have. Mr. Braun explained that the drivers for Microtransit are a different type of applicant because they don't have to be 21, nor do they need to have a CDL, and they can be groomed into a career as a Bus Operator. Chairman Whitehouse said he understands the difference, but his thought is that we will be able to get those younger drivers but if we don't the buses to get the fixed route buses to them, then what good are we doing? Chairman Whitehouse will leave that to the team's expertise.

Chairman Whitehouse asked if we could push the effective date one more week to allow for more time to get the announcement out to the public due to the major changes involved and if Marketing could also do

handouts on the buses just in case it reaches a few people? Mr. Braun agreed to both, moving the effective date to December 18 and handouts on the bus.

Chairman Whitehouse stated that while this is an informational item and does not need a vote, the Board agrees that this is the only path forward at this time

b. Discussion of Delaying Completion Better Bus Stops Campaign – Informational Item

Memo shared in meeting packet

Discussion:

Mr. Braun explained that we are looking at our new service and having a planning study done in the spring because the nature of our service has changed. The COVID virus had an impact on more than health, businesses have shut down or people are working from home, so ridership patterns have changed. The planning study might realign some of the routes to pick up areas of growth that we are not currently serving. Mr. Braun stated that rather than pushing forward with the Better Bus Stops Campaign we would like to put it on pause and come back to the Board at the January Board of Trustees meeting with a plan to recommend which stops we will continue with; it is a very important issue for people with disabilities to get to a stop. The plan will also include the stops we will not invest in because they might not survive a review due to low ridership. To date, we have invested \$1,045,202 on improved stops and \$219,982 on stops that have been engineered, but not yet completed. Finally, Mr. Braun hopes to have a revised timeline to share for when the route analysis will be completed, route adjustments will be shared with the public, recommended to the Board and City Councils for approval, and when the Better Bus Stops Campaign will be re-initiated.

Chairman Whitehouse asked to make sure he and everyone else understands correctly that the Better Bus Stops Campaign is still a priority for Connect Transit, something that we still want to proceed with. However, since COVID patterns and routes have changed. As a result, instead of investing money in point A, the better investment may now be point B and you want time to reevaluate this and come back with a plan to still move forward with the campaign? Mr. Braun agreed that Chairman Whitehouse understood correctly.

Vice Chair Hile expressed her desire to get the messaging right because it has been a very hot topic in the community. She also shared she takes a considerable amount of pride in the progress we have made on this commitment, but she understands that we do not want to build stops where we do not need them. Mr. Braun agrees that this is a commitment we do intend to follow through with, we only want to take a step back and review to make sure we are making good decisions and feels it is our fiduciary responsibility to do so. Mr. Braun shared we will bring the results of the review for approval at our next meeting.

Trustee Foster asked if this has any impact on the grant and the funds that were allocated for it? Mr. Braun stated only half a million were put towards this, and we will still have those funds to put towards the program. He pointed out that we have already spent over that amount on the program, and we are not going to jeopardize our federal funding.

Vice Chair Hile asked that we frame this pause and review as one that better serves the ridership. Ms. Hile also asked that when we put this message out there, we reinforce where our current stops are, showing the gains we have made.

Chairman Whitehouse asked that we run the messaging plan by the Board's Marketing and Communication's Committee to see if they have any ideas.

c. **Authorize the General Manager to execute a contract with Proterra for the purchase of five 40-foot battery electric buses from the options as part of the original contract.**

Chairman Whitehouse called for a motion to authorize the General Manager to execute a contract with Proterra for the purchase of five 40-foot battery electric buses from the options as part of the original contract.

Trustee Buchanan motioned; seconded by Trustee Singer.

Discussion:

Brady Lange, Procurement Director, stated that in September of 2019, the Connect Transit Board of Trustees approved a recommendation that Proterra be awarded a five-year contract to supply battery electric buses, which included a guarantee of contracts for 12 vehicles and options to purchase five additional. The first four buses have been in service for nearly a year, and staff has been encouraged by the performance of the vehicles. We anticipate the delivery of four vehicles in December 2022 and four in January of 2023 to complete the original order of 12 vehicles. Infrastructure upgrades that allow us to charge up to 12 buses simultaneously are also complete.

We have been working with Proterra engineers to configure the five buses we are purchasing as agreed upon options in this contract. The buses will be Proterra's latest 40-foot ZX5 MAX vehicles providing 675 kWh of energy storage onboard. Other than incremental technology improvements, the buses will be nearly identical to the eight vehicles due to be delivered later this year except for one key component. Through technology improvements, Proterra has developed an improved drivetrain configuration called ProDrive 2.0, which has delivered increased energy efficiency and range. In a departure from previous configurations, staff has made the decision to adopt the ProDrive 2.0 drivetrain resulting in a \$40,000 per bus savings.

We will also be installing ten additional DC charging dispensers for these buses and for future deliveries. Only five dispensers are needed for this contract, but staff has chosen to install enough dispensers for this order of buses, as well as the next order of five buses that will be delivered in the fall of 2024 thereby saving future mobilization costs associated with completing this infrastructure work. In addition, having additional dispensers provides redundancy in the event that we experience charging equipment maintenance issues. The original contract with Proterra included 12 buses with options for five additional vehicles. This recommendation is for a contract to exercise the five option vehicles that were included. The initial contract provided a total cost for each bus for the first 12 vehicles. Consistent with industry standards, the price for vehicles purchased on the option contract would reflect increases (or decreases) based on Producer Price Index for Truck and Bus Bodies (PPI 413). The PPI for Trucks and Bus Bodies has risen 21.55% since the execution of the original contract. The total contract price for the buses in this agreement will be \$6,365,228, which is an increase of \$217,045 per vehicle. The charging infrastructure included in this agreement will cost \$382,945 for a total cost of \$6,748,173. Connect Transit will utilize IDOT Rebuild Illinois Capital Grant funding which was awarded through a competitive process for this purchase.

Maintaining a standardized fleet with only a few types of buses allows us to reduce inventory costs and improve the efficiency of maintenance, which is a financial benefit that is not easily quantified. Based on our discussion with other vendors, seeking competitive pricing through an RFP process would not have decreased the costs and would have taken more time and likely increased costs given current inflation rates.

Trustee Buchanan asked what the length of the 12 buses already in progress and the five additional being requested? Mr. Lange stated the four already in service are 35-foot vehicles, the eight that are coming will be 40-foot vehicles, with additional battery size. The five he is requesting now will also be 40-foot vehicles.

Trustee Buchanan asked if it is still possible to get the 35-foot buses? Mr. Lange stated it is possible to purchase those buses, but there is not a substantial cost difference however, the battery difference is worth the cost, and having the largest possible battery makes choosing which bus goes on each route much easier and eliminates switch outs.

Chairman Whitehouse asked if diesel buses prices are also increasing in cost as much as the electric buses? Mr. Lange stated that he suspects they would have the same PPI number because it is not specific to electric vehicles, it is for buses and bus bodies.

Chairman Whitehouse stated our system is fortunate to have grants to support these purchases and he doesn't know how other systems would be able to afford to keep up with the increase in prices, without grants it couldn't be done. Mr. Lange shared that when our team attends conferences the same conversations are held; the price escalations for capital projects and bus purchases, and systems being unable to complete projects.

Trustee Foster asked if the difference in lengths of the buses changes the seating capacity? Mr. Lange said he is unsure; at maximum it would offer six additional seats.

Rollcall vote:

AYE: Trustee Buchanan, Trustee Foster, Vice Chair Hile, Secretary McCue, Trustee Singer, Chairman Whitehouse

NAY: None

The motion to authorize the General Manager to execute a contract with Proterra for the purchase of five 40-foot battery electric buses from the options as part of the original contract was **approved**.

- d. Approve updating the Bloomington-Normal Public Transit System Resolution No. 2017-1 with a modification in the reimbursement method, to be further identified as Resolution No. 2023-02.**

Chairman Whitehouse called for a motion to approve updating the Bloomington-Normal Public Transit System Resolution No. 2017-1 with a modification in the reimbursement method, to be further identified as Resolution No. 2023-02.

Trustee Foster motioned; seconded by Secretary McCue.

Discussion:

Mr. Braun explained that in 2017, the Connect Transit Board of Trustees approved Resolution No. 2017-1 to comply with Public Act 099-0604, the Local Government Travel Expense Control Act. The Connect Transit resolution specifies reimbursement by meal as \$20 for breakfast, \$20 for lunch and \$35 for dinner. Mr. Braun stated after recent travels with staff members they discovered the price of meals has increased, making it hard to stay within the set meal parameters and so he recommends changing the reimbursement rate to no more than \$75 per person per day for meals. There are circumstances in high-cost cities where the reimbursement rates for specific meals is not sufficient, given the downtown location of many of our conferences and meetings. Finding lower cost meals in some of these areas requires travel by taxi or TNC, which increases the total cost of the meal, rather than reducing it, and is not a practical use of funds. With this recommendation, we will continue to reimburse actual expenses only and will not reimburse the purchase of alcoholic beverages.

The specific language change is as follows:

From:

“Meals and other travel related expenses will be reimbursed for actual costs. Meals will be reimbursed up to a maximum of \$20.00 per person per meal for breakfast or lunch, and \$35.00 per person per meal for dinner. Records for such costs must be maintained”.

To:

“Meals and other travel related expenses will be reimbursed for actual costs. Meals will be reimbursed up to a maximum of \$75.00 per person per day. Records for such costs must be maintained.”

Rollcall vote:

AYE: Trustee Buchanan, Trustee Foster, Vice Chair Hile, Secretary McCue, Trustee Singer, Chairman Whitehouse

NAY: None

The motion to approve updating the Bloomington-Normal Public Transit System Resolution No. 2017-1 with a modification in the reimbursement method, to be further identified as Resolution No. 2023-02. was **approved.**

f. Connect Transit Ambassador Program Recruitment – Informational Item

Discussion:

Aubrey Staton, Marketing Manager, shared that during June’s Board meeting, the Connect Transit Ambassador (CTA) Program was approved to replace the existing Connect Transit Advisory Council.

Since the approval of the program, we have had very few applications. We ran a Facebook ad campaign, conducted personal outreach, and advertised in our GetConnected community newsletter to try and increase the number of applicants since the program was approved. We have had little response from any of those activities. What we have seen success with, in other endeavors, is a “boots on the ground” approach with personalized invitations and interactions.

We are asking each board member to recommend two individuals that we can send this invitation to. I do want to thank District 87 and Trustee Foster for providing us with potential Ambassadors. I know how important this program is to the Board and look forward to getting it started with your help.

Trustee Buchanan thanked Ms. Staton for her diligence in this and encouraged each Board member to invite two people be part of this, as it is the only way the program will be successful.

CHAIRMAN’S REPORT:

Chairman Whitehouse stated that at each Trustees seat they would find a printout of the 2023 Board of Trustees meeting calendar and that the electronic calendar invites will be sent to everyone’s Connect email address. Chairman Whitehouse shared his appreciation for Connect attending the Veteran’s Day event in Downtown Bloomington and seeing our staff working with Veteran’s to get their Star Pass applications processed and passes printed on the spot.

GENERAL MANAGER’S REPORT:

Community:

Mr. Braun shared that Connect Transit continues to be involved in the community by attending events at the Veteran's Day at McLean County Museum of History with a mobile pass unit, the Bloomington Area Career Center Expo for eighth and tenth graders, and a presentation at the Normal Rotary. We also hosted a Job Fair Open House to recruit more employees by doing on the spot interviews and hiring. The event was advertised on social media and in the newspaper, but it was also advertised with flyers hung in churches, grocery stores, or anywhere people gather. We held a celebration of life for Dana Coon, a Bus Operator who passed away in October. Mr. Braun stated we also held some morale boosting activities for the staff, allowing them to dress up for Halloween and a pre-Thanksgiving potluck. We will be continuing our Stuff the Bus support again and Mr. Braun encouraged anyone who can volunteer to sign up.

Employee Development:

Mr. Braun shared that staff attended an Active Shooter training conducted by Dave White, not because we expect anything to happen but to be prepared in case it does because we live in a world where people are on edge. Toolbox Talks continues with Maintenance, but CPR/AED training remains on hold. Justin Allen, Safety and Training Coordinator, is attending Bus Collision Training as part of his Transit Safety and Security Program certification.

Recruiting:

Mr. Braun stated we have filled the positions for three Bus Operators, one Mechanic, and one Service Technician. However, we still need 23 Bus Operators, one Custodian, one Dispatcher, one Mechanic, and four Service Technicians.

Mr. Braun asked Trustees to please review the list of names he previously shared that he would like to include in the Dovetail interviews. He asked the Trustees to let him know if they had names to add or if they would like any removed. Chairman Whitehouse asked him to please resend the list.

EXECUTIVE SESSION:

- a. ILCS 120/2(c)(1) – Personnel Matters

Chairman Whitehouse called for a motion to adjourn Regular Session and move into an Executive Session.

Trustee Singer motioned; seconded by Trustee Buchanan.

Rollcall vote:

AYE: Trustee Buchanan, Trustee Foster, Vice Chair Hile, Secretary McCue, Trustee Singer, Chairman Whitehouse

NAY: None

Motion carried, and the Board of Trustees adjourned Regular Session and moved into Executive Session at 5:59 p.m.

REGULAR SESSION RE-OPENED:

Chairman Whitehouse called Regular Session back to order at 6:57 p.m. and Board Clerk, Janice Crago took attendance via roll call.

Trustees Present:

Trustee Judy Buchanan
Trustee Linda Foster
Vice Chair Judy Hile
Secretary Tim McCue

Chairman Ryan Whitehouse

City Managers Present: None

Staff Present: David Braun, General Manager
Aubrey Staton, Marketing Manager
Charlie Busse, Maintenance Manager
Germaine Walls, Interim HR Manager
Jacob Smith, Transportation Planner
Janice Crago, Board Clerk
Pat Kuebrich, Finance Director
Shelly Perry, Operations Manager
Steve Stockton, IT Manager

Chairman Whitehouse called for a motion to approve a 3.5% raise to the General Manager's annual salary.

Secretary McCue motioned; seconded by Trustee Foster.

Discussion:

None

Rollcall vote:

AYE: Trustee Buchanan, Trustee Foster, Vice Chair Hile, Secretary McCue, Chairman Whitehouse

NAY: None

Motion to approve a 3.5% raise to the General Manager's annual salary was **approved**.

TRUSTEE COMMENTS:

Trustee Foster congratulated Mr. Braun and wished everyone a happy Thanksgiving.

Chairman Whitehouse thanked the staff for a great year and wished everyone happy holidays.

ADJOURNMENT:

Chairman Whitehouse called for a Motion to Adjourn.

Trustee Foster motioned; seconded by Vice Chair Hile.

Rollcall vote:

AYE: Trustee Buchanan, Trustee Foster, Vice Chair Hile, Secretary McCue, Chairman Whitehouse

NAY: None

Motion to adjourn the Board of Trustees meeting was **approved**; meeting adjourned at 6:59 p.m.


Trustee Tim McCue, Board Secretary


Janice Crago, Board Clerk

[SEAL]

