

**CONNECT TRANSIT
BOARD OF TRUSTEES
MINUTES OF MAY 22, 2018**

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 May 22, 2018 at 4:30 p.m.

TRUSTEES PRESENT: Chairman Mike McCurdy
Vice Chairman Ryan Whitehouse
Trustee John Thomas
Trustee John Bowman (late arrival 4:39 p.m.)
Trustee Monica Bullington

TRUSTEES; CITY MANAGERS ABSENT: Trustee Judy Buchanan
Trustee Jennifer McDade
City of Bloomington Interim City Manager, Steve Rasmussen
Town of Normal City Manager, Pamela Reece

STAFF PRESENT: General Manager Isaac Thorne

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

PUBLIC COMMENTS

No public comments.

CONSENT AGENDA

1. Approval of Minutes of previous Regular Meeting of April 24, 2018;
2. Disbursements for month of April, 2018;
3. Financial Report for month of April, 2018;
4. Capital and Self Insurance Reserve Fund Balances for month of April, 2018;
5. Monthly Statistical Report for month of April, 2018; and
6. Cardinal Infrastructure Federal Report.

Motion by Trustee John Thomas was made to approve the *Consent Agenda* of the April 24, 2018 Regular Board Meeting. Motion was seconded by Trustee Monica Bullington.

AYE: All

NAY: None

Motion carried and the *Consent Agenda* of the April 24, 2018 Board of Trustees meeting was approved.

OLD BUSINESS

None.

NEW BUSINESS

Recommendation of FY 2019 Property and Casualty Insurance Renewal

General Manager Isaac Thorne presented this *Recommendation* by stating that Connect experienced large uninsured motorist claims in 2014-2016. By switching from *United Heartland* to *Travelers Insurance*, Connect will experience an increase of \$51,000 the first year; keeping in mind that it will also see a decrease of \$66,000 on its Worker's Compensation premium.

Keith Dobrolinsky, Connect's insurance broker, was also in attendance to answer any questions from the Board. Mr. Dobrolinsky stated that Connect had two (2) uninsured and underinsured motorist losses, plus some other types of losses in its portfolio that is rolled into the *Traveler's* pricing.

Trustee John Bowman made the Motion which was seconded by Trustee John Thomas approving the *Recommendation of FY 2019 Property and Casualty Insurance Renewal* by the Board.

AYE: All

NAY: None.

Motion carried and the *Recommendation of FY 2019 Property and Casualty Insurance Renewal* was approved by the Board.

Recommendation of FY 2019 Health Insurance, Life/AD&D, and Short Term Disability Renewal

General Manager Isaac Thorne presented the *Recommendation of FY 2019 Health Insurance, Life/AD&D, and Short Term Disability Renewal* and stated that *United Heartland* quoted a very high renewal and BCBS came in at a very low option. This year was Connect's first full year with BCBS so we are pleased with only a 5.5% increase. Staff is expecting a small increase in *Life and Short-term Disability* insurance.

Trustee John Thomas made the Motion which was seconded by Trustee Monica Bullington approving the *Recommendation of FY 2019 Health Insurance, Life/AD&D, and Short Term Disability Renewal* by the Board.

AYE: All

NAY: None.

Motion carried and the *Recommendation of FY 2019 Health Insurance, Life/AD&D, and Short Term Disability Renewal Property and Casualty Insurance Renewal* was approved by the Board.

Recommendation of Connect Transit Mobility No-Show and Late Cancellation Policy

General Manager Isaac Thorne presented the *Recommendation of Connect Transit Mobility No-Show and Late Cancellation Policy*. Connect sent out informative letters to its *Connect Mobility* customers regarding the proposed Policy and held engagement sessions for the public which have now been completed. Martin Glaze, Operations Manager, summarized the new Policy again for the Board. He added that only five (5) public comments were received from the public sessions from our riders of which were mostly general questions. The June rollout is a "soft" rollout whereby letters to *Connect Mobility* customers would be sent out again prior to the official rollout on July 1st.

Trustee John Bowman made the Motion which was seconded by Trustee John Thomas approving the *Recommendation of Connect Transit Mobility No-Show and Late Cancellation Policy* by the Board.

AYE: All

NAY: None.

Motion carried and the *Recommendation of Connect Transit Mobility No-Show and Late Cancellation Policy* was approved by the Board.

Recommendation of Eastview Church Service Contract

General Manager Isaac Thorne presented the *Recommendation of Eastview Church Service Contract*. *Eastview Church* has approached staff with a request to extend the *Eastview Church* bus service for another fifteen (15) weeks. This service will be paid for entirely by *Eastview Church*. Connect

Transit is not subsidizing this service. *Eastview* carries 100% of the cost of the 15-week extended service.

Trustee John Thomas made the Motion which was seconded by Trustee Monica Bullington approving the *Recommendation of Eastview Church Service Contract* by the Board.

AYE: All

NAY: None.

Motion carried and the *Recommendation of Eastview Church Service Contract* was approved by the Board.

Recommendation for Approval of Resolution for IDOT Section 5305 Funding

General Manager Isaac Thorne presented the *Recommendation for Approval of Resolution for IDOT Section 5305 Funding* to the Board stating that *IDOT* awarded *Connect* a \$250,000 *Section 5305 Planning Grant* to perform a Feasibility Study and a Site Analysis for a Downtown Transfer Center. *IDOT* requires that a *Resolution* be heard and approved by the Board. If the Board approves the *Resolution of IDOT Section 5305 Funding*, we will be able to issue the RFP for the Study later on in June or the first part of July.

Trustee Ryan Whitehouse made the Motion which was seconded by Trustee John Bowman approving the *Recommendation for Approval of Resolution for IDOT Section 5305 Funding* by the Board.

AYE: All

NAY: None.

Motion carried and the *Recommendation for Approval of Resolution for IDOT Section 5305 Funding* was approved by the Board.

Recommendation for Approval of Resolution for the IDOT Central Vehicle Procurement Program for the Purchase of Six (6) Connect Mobility Buses

General Manager Isaac Thorne presented the *Recommendation for Approval of Resolution for the IDOT Central Vehicle Procurement Program for the Purchase of Six (6) Connect Mobility Buses*. These six (6) buses will replace *Connect's* 2012 para-transit vehicles and it is likely we will take delivery (if we are awarded) in September or October of 2019.

DISCUSSION

In answer to a question raised during discussion, General Manager Isaac Thorne summarized the condition of the current *Connect Mobility* fleet by stating that Connect has two (2) 2010 vehicles that were awarded under IDOT called the "Azure" vehicles which were hybrids. Azure folded shortly after Connect received those buses. IDOT allowed agencies to convert those back to diesel buses. The buses that are the youngest are the 2012's and 2017's. The rest of our fleet has close to 225,000 miles. The 2012 buses are close to 200,000 miles right now.

Trustee John Thomas made the Motion which was seconded by Trustee Monica Bullington approving the *Recommendation for Approval for the IDOT Central Vehicle Procurement Program for the Purchase of Six (6) Connect Mobility Buses* by the Board.

AYE: All

NAY: None.

Motion carried and the *Recommendation for Approval of Resolution for the IDOT Central Vehicle Procurement Program for the Purchase of Six (6) Connect Mobility Buses* was approved by the Board.

GENERAL MANAGER'S REPORT

Later Service Hours

We would like to start public engagement sessions about our proposal for later service hours. This proposal was brought to the Board for discussion last month. We would like to start those sessions this week lasting through the middle of June. General Manager Thorne requested the Board to call a *Special Meeting* on June 12, 13 or 14 so that the Board can meet and vote on the *Recommendation*. This will give staff the necessary time to make the adjustments before the August effective date. The one change is a decrease in the "frequency" on the TAN and BROWN and we also want to add "later service hours." This does not necessitate a public hearing, but a Board-approved vote.

The Board agreed upon Wednesday, June 13, at 4:30 pm for a *Special Meeting* to hear the *Resolution* and vote for Board approval.

Washington, DC Trip

Vice Chairman Ryan Whitehouse and General Manager Isaac Thorne recently traveled to D.C. to meet with the Congressional Delegation. They also met with the *Federal Transit Administration* and debriefed them on Connect's unsuccessful *Bus and Bus Facilities Application*. Overall, the feedback received from the *FTA* regarding the Grant Application was positive. Connect received six (6) highly recommends; however, Connect was not awarded the *Bus and Bus Facilities Grant* because it had already been awarded the *Low or No Emissions Grant*. In the "*Notice of Funding Opportunities*" there is a small section that says the *FTA* has the discretion to not award funding if you want another discretionary Grant. Unfortunately, *Low or No Emissions* was the first Grant opportunity Connect applied for and was successful and therefore Connect did not qualify for the *Bus and Bus Facilities Grant*.

Vice Chairman Ryan Whitehouse and General Manager Isaac Thorne also met with the Congressional Delegation to let them know that Connect will be applying again this year and would like their support on our Grant Application. We are looking for funding for twelve (12) more fixed route buses. The *Bus and Bus Facilities Notice of Funding Opportunity* has not been announced yet and we are expecting that announcement in the next 2-4 weeks.

Under the FY2018 appropriations, there will be about \$33M more funding on *Low or No Emissions Grant* and the *Bus and Bus Facilities Grant* went up to about \$140M. Since Connect is highly recommended by six (6) different individuals, General Manager Thorne believes that if Connect applies for the *Bus and Bus Facilities Grant*, it will give us a much better opportunity for more funding. For *Low or No Emissions* last year most agencies received about \$1.5M which was what Connect Transit received. Under *Bus and Bus Facilities* most recipients received \$3.6M.

General Manager Thorne publicly recognized and thanked Cassie Mosier, Connect's *Procurement Specialist* for her work on the *Bus and Bus Facilities Grant* last year.

Community Connect Transit Blog

Connect's Marketing Manager, Jeff Holtke, has put a lot of work into our *Community Connect Transit Blog*. He has created content such as Customer Testimonials; videos and stories that will be launching on June 1. Our IT Manager, Steve Stockton, is launching our Metrics Reporting which Steve has done a lot of work on as well. The community will now be able to review Metrics that we often refer to in the Board Meetings and it is interactive. The Blog will be a huge plus for the community and goes back to our *Strategic Plan* in building our audience to make sure people know where to go to get

Connect's information. The Board will receive an email on June 1 when we launch with an actual link so you can look at it.

TRUSTEE'S COMMENTS

Trustee Ryan Whitehouse commented on the recent D.C. trip he attended with General Manager Isaac Thorne. Trustee Whitehouse praised Anja Graves and her team at *Cardinal Infrastructure*. He publically thanked our elected official, Congressman LaHood, for taking time to speak with him and General Manager Thorne.

Chairman Mike McCurdy followed Vice Chairman Whitehouse's comment by adding that Congressman LaHood asks informed questions about this system which is based on the information that this system brings to Washington.

Chairman McCurdy added that the Board will begin to look at revising the *Bylaws* with an expectation of bringing drafts to the Board in July. General Manager Isaac Thorne stated that his thoughts are to schedule a Work Session as we are going to need time to actually review, get feedback and then bring it back in August if the Board feels it's ready.

Chairman McCurdy added that a few years back the Board started work on a *Board Member Handbook*. The Chairman has asked the Staff to take a look at peer institutions and agencies to see what they have in terms of Board Handbooks and we will be getting a *Recommendation* on a finished product that the Board will be able to look at; edit; amend; and bounce back to Staff for a rewrite and a vote on sometime in August or September. This will give the Board Members guidance as they perform their volunteer responsibilities as a Board Member and which should also help new Board Members.

EXECUTIVE SESSION – 5 ILCA 120/(c)(21) – Review of Closed Session Minutes

Trustee John Bowman moved that the Board enter into Executive Session, seconded by Trustee John Thomas.

AYE: All

NAY: None

Motion carried. The Board then entered into Executive Session to carry out the required review of *Executive Session Minutes*.

ADJOURNMENT

Motion to adjourn Regular Session by Trustee Ryan Whitehouse and seconded by Trustee John Bowman.

AYE: All

NAY: None

Motion carried.

Meeting adjourned at 5:28 p.m.




MICHAEL MCCURDY, CHAIRMAN