

**CONNECT TRANSIT  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING – AUGUST 28, 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 August 28, 2018 at 4:30 p.m.

TRUSTEES PRESENT: Chairman Mike McCurdy  
Secretary John Bowman  
Trustee Monica Bullington  
Trustee Julie Hile  
Trustee John Thomas – late arrival

TRUSTEES ABSENT: Vice Chairman Ryan Whitehouse  
Trustee Judy Buchanan

CITY MANAGERS: Bloomington City Manager, Tim Gleason, represented by Steve Rasmussen,  
Former Interim Manager of the City of Bloomington  
Town of Normal Manager Pam Reese – absent

STAFF PRESENT: General Manager Isaac Thorne  
Human Resources Director Julie Dockham  
Finance Director Patrick Kuebrich  
IT Manager Steve Stockton  
Marketing Manager Jeff Holtke  
Procurement Specialist Cassie Mosier

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

Chairman McCurdy asked for a Motion to allow Steve Rasmussen the former Bloomington Interim City Manager to participate in the Board meeting as a representative of Bloomington City Manager Tim Gleason. Motion made by Trustee John Bowman and seconded by Trustee Monica Bullington.

AYE: All

NAY: None

Motion carried and the Board approved Steve Rasmussen as former Bloomington Interim City Manager to participate in the Board meeting as the representative of Bloomington City Manager Tim Gleason.

Chairman McCurdy then asked for a *Motion to Allow Trustee Ryan Whitehouse to Participate in the Board Meeting via Telephone*. Trustee Julie Hile moved to allow Trustee Ryan Whitehouse to participate in the Board Meeting via telephone and the *Motion*, seconded by Trustee Monica Bullington.

AYE: All

NAY: None

*Motion* carried and the Board approved the *Motion to Allow Trustee Ryan Whitehouse to Participate in the Board Meeting via Telephone*.

#### **PUBLIC COMMENTS**

There were no public comments.

#### **CONSENT AGENDA**

1. Approval of Minutes of Work Session Meeting of July 17, 2018 and Regular Meeting of July 24, 2018
2. Disbursements for the Month of July 2018
3. Financial Report for June and July 2018
4. Capital and Self Insurance Reserve Fund Balances for Months of June and July 2018
5. Monthly Statistical Report for month July 2018
6. Cardinal Infrastructure Federal Report

The Chairman called for a *Motion to Approve the Consent Agenda*. Trustee Monica Bullington moved to approve the *Consent Agenda*, seconded by Trustee Julie Hile.

#### **DISCUSSION**

The General Manager noted that ridership was up 6.5% (which included *Connect Mobility* ridership). He stated that last fall *Connect* saw increases in ridership every month until the beginning of the new year when ridership began to decrease (January through April).

Trustee John Bowman asked if *Connect* has a "deviation standard" regarding year-end budget numbers and stated that some of the numbers as to training, were significantly higher. General Manager Isaac Thorne responded there is no "deviation standard" but added that the approved budget was much higher than *Connect's* actual expenditures.

General Manager Thorne continued by stating that fuel prices will most likely rise. The General Manager stated that *Connect* buys fuel six (6) months in advance and uses on average 27,000 gallons a month and added that *Connect* has purchased fuel through May of 2019. *Connect* has the capability to store 21,000 gallons on-site which insulates it from market fluctuations.

Chairman McCurdy asked if there were any further comments or questions regarding the *Consent Agenda*. There being no additional questions or comments regarding the *Consent Agenda*, the Board voted to approve the *Consent Agenda*.

AYE: All

NAY: None

Motion carried and the *Consent Agenda* was approved by the Board.

## OLD BUSINESS

None.

## NEW BUSINESS

### Connect Transit Board of Trustees' Handbook

The General Manager provided the Board with a copy of the contents of the proposed Handbook which included certain items the Board recommended adding in the Board's July Work Session; such as: Media Protocol; Connect Transit Funding; Selection of General Manager; *Freedom of Information Act*; *Open Meetings Act*; and the *Economic Interest Statement*. General Manager Thorne requested further discussion or comment and approval of the Handbook.

The Chairman informed the Board that the Media Protocol portion of the Handbook had been updated since the distribution of the advance packet to the Board Members and at that time an updated copy was distributed to the Board for review before the floor was opened to discussion or a vote.

There was no further discussion.

The Chairman then called for a *Motion to Approve the Connect Transit Board of Trustees Handbook* including the amended Media Protocol. Trustee Monica Bullington made the *Motion*, seconded by Trustee John Bowman.

AYE: All

NAY: None

Motion carried and the *Connect Transit Board of Trustees Handbook* was approved by the Board.

### Strategic Plan Goals – Fiscal Year 2019

The General Manager stated that goals were previously presented to the Board in its July Work Session and that some will be carried over from FY 2018 into FY 2019 which included:

- Short-Range Transportation Plan – Connect has partnered with the McLean County Regional Planning and plan to have a Recommendation to bring to the Board in November or December of this year.
- Downtown Transfer Center – This is a long-term goal until funded; many steps will need to be completed in moving forward with this project.
- Fare Restructure – Connect is delaying a fare restructure until it ensures that all revenue streams are evaluated as a part of the *Ad Hoc Budget Committee* discussions. A fare restructure Recommendation will be provided by the third or fourth quarter of this fiscal year (also part of Connect's discussions for the 2020 Budget).

Vice Chairman Ryan Whitehouse joined the Board Meeting via telephone conference.

Chairman McCurdy acknowledged Vice Chairman Whitehouse via telephone conference informing the Vice Chairman that the Board had voted and approved his attendance via telephone.

Chairman McCurdy called for a *Motion to Approve Strategic Plan Goals for FY 2019*.

Trustee Monica Bullington moved to approve the *Strategic Plan Goals for FY 2019*, seconded by Trustee John Bowman.

Chairman McCurdy asked for questions or comments regarding the *Strategic Plan Goals for FY 2019*.

Trustee Julie Hile commented that she was glad to see that the fare restructuring will be carried over.

There were no further comments and the Board voted on the *Motion*.

AYE: All

NAY: None

Motion carried and the *Strategic Plan Goals for FY 2019* was approved by the Board.

## **GENERAL MANAGER'S REPORT**

### 1. Approved Contracts by General Manager

General Manager Isaac Thorne reported that the Connect Staff issued two (2) formal procurements: (i) Printer/Copier Lease by RFP Request for Proposal); and (ii) Shelter, Bench and Concrete Pads by IFB (Invitation for Bid).

- (i) Connect received two (2) printer/copier lease Invitation for Bids. Connect Staff awarded *Watts Copier* a three (3) year lease in the amount of \$15,288, plus the cost of copies. The award will not exceed \$30,000 over a period of three (3) years. Connect will save \$3,600/annually over the previous contract.
- (ii) Connect received two (2) bids for shelter, bench and concrete pads. Connect Staff awarded *J.G. Stewart* a contract amount of \$34,227 for bus stop improvements at fifteen (15) locations in which most of the improvements will be complete in the next thirty (30) days. Connect has pushed very hard to get benches and shelters in the community before cold weather.

The General Manager updated the Board on the infrastructure improvements at the *Walmart* in Normal. Walmart has approved the site plan and is reviewing the *Easement Agreement*.

### 2. Customer Training Program

General Manager Thorne stated that Connect Staff has been working on a Customer Training Program to decrease barriers and attract potential Connect Transit customers. The Program will include classroom training on the system map; where to stand to catch a bus; how to pay the fare; *Schedule 101* or group training will be available and will give individuals the opportunity to experience a trip on the bus; boarding

and exiting; fare payment; navigation assistance. Help videos will be placed on the Connect Transit website and a public outreach coordinator will be hired to help with the training program and Marketing Department. The customer training program will be discussed with CTAC at the September meeting which is scheduled for September 11<sup>th</sup>.

A question was posed by Chairman McCurdy to define "potential customer" which General Manager Thorne responded that some individuals in the community are intimidated by public transit but want to "try" transit. He added that Connect is also focusing on the training of potential riders of *Connect Mobility* who also do not know how to ride transit. The program is designed for riders of both types of transit who express interest in public transit.

Connect will handle this program in-house and is in the process of hiring two (2) interns for the Marketing Department and will also hire a Public Outreach Coordinator.

### 3. Bus Advertising Revenue

General Manager Thorne reported that Connect Staff has set a goal of \$100,000 in advertising revenue for FY 2019. The General Manager commended Connect's Marketing Manager, Jeff Holtke, for securing \$70,000 in contract revenue for FY 2018.

The General Manager reported that Connect Staff has a procurement for a vendor to sell advertising on the *Connect Mobility* buses and Staff should have a Recommendation for the Board by the next meeting.

As the final point of the General Manager's Report, General Manager Thorne requested that the September Board Meeting be moved to October 2, 2018, which will allow Connect Staff members to attend the APTA Annual Conference which occurs during the regularly scheduled Board Meeting of September 24.

Upon request by Chairman McCurdy, General Manager Thorne updated the Board on the status of the *Better Bus Stops Campaign*. The General Manager stated that Congressman Rodney Davis, together with many members of the community, Members of the Chamber, the EDC, Town of Bloomington Assistant Manager, Steve Rasmussen, the Board's Chairman and Vice Chairman: Mike McCurdy and Ryan Whitehouse all joined Connect Transit for Connect's ribbon-cutting to launch the *Better Bus Stops Campaign*.

Steve Rasmussen, Interim Manager of the City of Bloomington commented regarding the *Better Bus Stops Campaign* that most comments received by his office are focused on the desire for more and better bus stops.

### **TRUSTEE'S COMMENTS**

Chairman Mike McCurdy discussed amongst the Board Members and then confirmed that the September Board Meeting will be rescheduled to October 2, 2018.

Chairman Mike McCurdy commented to the Board that Trustee John Thomas, the longest-serving Connect Transit Trustee, will be resigning his Trusteeship to the Board and that his last meeting will be in October. The Chairman conveyed the Board's appreciation for his service on the Board for ten (10) years.

There were no further comments from the Trustees.

Chairman Mike McCurdy asked for a *Motion* to move into Executive Session to discuss: (i) Collective Bargaining (ILCS 120/2 (c)(2); and (ii) Personnel Matters (ILCS 120/2 (c)(1).

Trustee John Thomas moved that the Board of Trustees move into Executive Session, seconded by Trustee John Bowman.

AYE: All

NAY: None

Motion carried. The Board of Trustees moved into Executive Session at 4:54 p.m.

Chairman Mike McCurdy requested another Rollcall as the Board moved back into Regular Session at 6:00 p.m.

TRUSTEES PRESENT: Chairman Mike McCurdy  
Vice Chairman Ryan Whitehouse (via telephone conference)  
Secretary John Bowman  
Trustee Judy Buchanan  
Trustee Monica Bullington  
Trustee Julie Hile  
Trustee John Thomas

CITY MANAGERS: Bloomington City Manager, Tim Gleason, represented by Steve Rasmussen,  
Former Interim Manager of the City of Bloomington  
Town of Normal Manager Pam Reese

STAFF PRESENT: General Manager Isaac Thorne

Chairman Mike McCurdy stated that there was one more action to be taken in Regular Session and stated that the Board is requesting a postponement of the *Annual Performance Review and Compensation for the General Manager* until October 2, 2018.

Trustee Judy Buchanan moved to postpone the *Annual Performance Review and Compensation for the General Manager* until October 2, 2018, seconded by Trustee Monica Bullington.

AYE: All

NAY: None

Motion carried. The Board approved the postponement of the *Annual Performance Review and Compensation for the General Manager* to October 2, 2018.

Chairman Mike McCurdy then asked for a motion to Adjourn.

Trustee Judy Buchanan moved to adjourn regular meeting, seconded by Trustee Monica Bullington.

AYE: All

NAY: None

Meeting adjourned at 6:01 p.m.

*Jill Bower*  
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Jill Bower – Board Clerk

*John Bowman / Jill Bower*  
\_\_\_\_\_  
Secretary John Bowman  
*w/permission*

