

**CONNECT TRANSIT  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING – NOVEMBER 27, 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 November 27, 2018 at 4:30 p.m.

TRUSTEES PRESENT: Chairman Mike McCurdy  
Vice Chairman Ryan Whitehouse  
Trustee John Bowman, Secretary  
Trustee Judy Buchanan  
Trustee Monica Bullington

TRUSTEES ABSENT: Trustee Julie Hile

CITY MANAGERS: Bloomington City Manager Tim Gleason  
Town of Normal Manager Pam Reece

STAFF PRESENT: General Manager Isaac Thorne  
Jeff Holtke, Marketing Manager  
Pat Kuebrich, Finance Director  
Steve Stockton, IT Manager  
Julie Dockham, HR Director  
Cassie Mosier, Procurement Specialist  
Martin Glaze, Interim Chief Operating Officer  
Brady Lange, Maintenance Manager  
Brandon Miles, Operations Supervisor  
Shelly Snider, Operations Supervisor

Chairman Mike McCurdy called the meeting to order at 4:34 p.m. Roll call was taken.

**PUBLIC COMMENTS**

There were no public comments.

**CONSENT AGENDA**

1. Approval of Minutes of Regular Meeting of October 23, 2018
2. Disbursements for the Month of October 2018
3. Financial Report for October 2018
4. Capital and Self Insurance Reserve Fund Balances for Month of October 2018
5. Monthly Statistical Report for month October 2018

Chairman McCurdy called for a *Motion to Approve the Consent Agenda*. Trustee Judy Buchanan moved to approve the *Consent Agenda*, seconded by Trustee John Bowman.

There was no discussion and 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**

*Recommendation for Employee Benefits Insurance Brokerage RFP 18-10*

General Manager Thorne informed the Board that the *Employee Benefits Broker Contract* will end in May of 2019 and that Staff issued an RFP and Connect received four (4) proposals. General Manager Thorne stated that Staff evaluated the proposals and recommended *Troxell* be awarded a five (5) year contract not to exceed \$96,250. General Manager Thorne stated that *Troxell* is well qualified to be Connect's Benefits Broker and has worked with *Blue Cross Blue Shield*. *Troxell* also has experience working with other transit agencies in this region. General Manager Thorne then asked the Board to approve a five (5) year contract with *Troxell* in an amount not to exceed \$96,250.

Trustee John Bowman moved to approve the *Recommendation for Employee Benefits Insurance Brokerage RFP 18-10*, seconded by Trustee Judy Buchanan.

**DISCUSSION**

Trustee Judy Buchanan inquired how this new rate compares with the previous rate.

General Manager Thorne stated that the rate is lower than the amount Connect had with the previous employee benefits broker.

There was no further discussion and the Board voted on the *Recommendation*.

AYE: All

NAY: None

Motion carried, and the *Recommendation for Employee Benefits Insurance Brokerage RFP 18-10* was approved by the Board.

**GENERAL MANAGER'S REPORT**

*Proposed Work Session*

General Manager Thorne asked to schedule a Work Session with the Board before its next regular meeting in January. He continued by stating the purpose of the Work Session will be to provide a proposed FY2020 budget which will include *Recommendations* on fare structure and route adjustments and individual meetings will be scheduled with General Manager Thorne and Board Members to answer any questions or concerns that they may have regarding the *Recommendations*. General Manager Thorne also stated that

after the Board's Work Session in January he will meet with CTAC regarding the *Recommendations* and discuss any concerns. General Manager Thorne added the Work Session will also discuss Standing Committees on the Board in addition to a discussion regarding changes to the By-Laws that need review and consideration by the Board.

#### Bus Stop Improvements – Walmart (Normal)

General Manager Thorne updated the Board by stating that an *Easement Agreement* has been fully executed and work will begin in early March of 2019.

#### Connect Mobility Vehicles

General Manager Thorne stated that Connect received another four (4) Connect Mobility vehicles through the IDOT Consolidated Vehicle Procurement Program. General Manager Thorne believes that IDOT "duplicated" Connect Transit's 2017 Application which in turn, awarded Connect with four (4) additional vehicles which will help with the aging Connect Mobility fleet.

Vice Chairman Ryan Whitehouse inquired if the new CM buses will replace existing buses. General Manager Thorne responded that Connect will be replacing a majority of the Connect Mobility fleet. To simplify, Connect will receive nine (9) new CM vehicles this year and five (5) new CM vehicles next year which will increase Connect's fleet from 17 to 20. Connect is currently using around 14 Connect Mobility buses during peak service.

Chairman McCurdy inquired whether this procurement would allow for propane vehicles. General Manager Thorne responded that in conversations with the State, it is not willing to change its specifications to allow for propane vehicles, so the new CM vehicles will all be gas-powered engines.

#### Stuff the Bus Event

General Manager Thorne reported that the event which benefits the *Children's Home and Aid Crisis Nursery Center* is going very well. Connect's Marketing Manager, Jeff Holtke, stated that Connect began the event at the Walmart stores in Normal and Bloomington and will be located at Kroger on College Avenue for two days and then back to the Walmart stores in Normal and Bloomington. Connect has received good coverage of the event from local radio stations and the Pantagraph.

#### **DISCUSSION**

The Trustees discussed a specific time for the Work Session in January and decided upon Tuesday, January 22, 2019 at 3:30 p.m., prior to the regular January Board Meeting.

#### **TRUSTEE'S COMMENTS**

Chairman McCurdy commended the Trustees and Connect Staff for enacting policies that allow us to see increases in ridership.

Trustee Judy Buchanan noted that Sunday ridership has also increased. General Manager Thorne commented that 2018 has shown that Sunday ridership year over year is up 42%.

Chairman McCurdy asked for a Motion to move into Executive Session for the required review of Closed Session Minutes. Trustee Judy Buchanan made the Motion to move into Executive Session, seconded by Trustee Monica Bullington.

AYE: All

NAY: None

Motion carried, and the Board of Trustees moved into Executive Session at 4:48 p.m.

At 5:00 p.m. the Board moved back into Regular Session and Chairman McCurdy asked for Rollcall.

TRUSTEES PRESENT: Chairman Mike McCurdy  
Vice Chairman Ryan Whitehouse  
Trustee John Bowman, Secretary  
Trustee Judy Buchanan  
Trustee Monica Bullington

TRUSTEES ABSENT: Trustee Julie Hile

CITY MANAGERS: Bloomington City Manager Tim Gleason  
Town of Normal Manager Pam Reece

STAFF PRESENT: General Manager Isaac Thorne

After review by the Board, Chairman Mike McCurdy asked the Board for a Motion to release the *Executive Session Proceedings of November 28, 2017 and May 22, 2018* for publication.

Trustee Judy Buchanan made the *Motion to Release the Executive Session Proceedings of November 28, 2017 and May 22, 2018* for publication, seconded by Monica Bullington.

AYE: All

NAY: None

Motion carried and the *Motion to release the Executive Session Proceedings of November 28, 2017 and May 22, 2018* for publication was approved by the Board.

### **ADJOURNMENT**

There being no further business or discussion, Chairman Mike McCurdy asked the Board for a *Motion to Adjourn*.

Vice Chairman Ryan Whitehouse made the *Motion to Adjourn*, seconded by Trustee John Bowman.

AYE: All

NAY: None

Motion carried and the Board of Trustees adjourned at 5:02 p.m.

  
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Jill Bower – Board Clerk

  
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Secretary - John Bowman

