

**CONNECT TRANSIT
BOARD OF TRUSTEES
PROCEEDINGS OF JANUARY 24, 2017**

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 January 24, 2017 at 4:30 p.m.

TRUSTEES PRESENT: Mike McCurdy, Vice-Chairman
 Ryan Whitehouse, Secretary
 John Bowman
 Judy Buchanan
 Lauren Lacey
 Jennifer McDade
 John Thomas

CITY MANAGERS: David Hales, Bloomington City Manager

STAFF PRESENT: Andrew Johnson, General Manager
 Julie Beer, Executive Assistant
 Jeff Douglas, Maintenance Manager

The meeting was called to order by the Chairman at 4:33 p.m. Roll call was taken.

PUBLIC COMMENTS

Scott Stiemling addressed the Board. He invited the Town of Normal and City of Bloomington Councils, and the Connect Transit Board of Trustees to take the bus when it is zero degrees outside and the bus is running late. He stated he understood the City of Bloomington licenses all cab companies for both municipalities. He believed that cab fare should be kept affordable so there is an alternative to riding the bus during inclement weather.

CONSENT AGENDA

1. Approval of Minutes of Previous Work Session Meeting of November 15, 2016, Regular Board Meeting of November 22, 2016, Executive Session Meeting of September 27, 2016 and Executive Session Meeting of October 17, 2016
2. Disbursements for Months of November and December, 2016
3. Financial Report for Months of November and December, 2016
4. Capital and Self Insurance Reserve Fund Balances for Months of November and December, 2016
5. Monthly Statistical Report for Months of November and December, 2016

Town of Normal Manager Mark Peterson arrived at 4:43 p.m.

Trustee Judy Buchanan questioned the sewer work that had been conducted at the Oakland Avenue building and the status of same.

Andrew Johnson, General Manager responded the sewer work involved repairs due to a water main break. Part of the water main was located on the Oakland Avenue property; therefore Connect Transit was responsible for the cost of repair. He stated staff continues to actively market the property and is considering demolishing the building in an attempt to make the location more attractive to a buyer. Preliminary results of a recently conducted asbestos study showed asbestos in floor tiles only. Final results are forthcoming. The underground storage tanks had been removed previously. It was his hope that the building would be sold in 2017.

Trustee John Bowman questioned how the voice announcements affected the State of Good Repair. Jeff Douglas, Maintenance Manager responded the recent installation of the Syncromatics Automatic Vehicle Location Service (AVL) software has caused some issues with the speakers on the buses. Staff is currently working to resolve this issue.

Regarding customer service, Trustee John Bowman questioned if abandoned telephone calls were being tracked. Mr. Johnson responded that abandoned telephone calls are tracked for National Transit Database and Americans with Disabilities Act compliance, but the information is not included in the monthly reports provided to the Board.

Motion by Trustee Judy Buchanan, Seconded by Trustee Jennifer McDade that the Consent Agenda be approved.

AYE: All

NAY: None

Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

Amendment to By-Laws

Andrew Johnson, General Manager introduced this item. He provided an overview of the proposed amendments. All of the proposed amendments were reviewed by Connect Transit's legal counsel prior to being presented to the Board.

Trustee John Bowman noted an issue concerning the Ex-Officio Trustee alternates had been raised. It was his belief the issue could be resolved by an amendment to the By-Laws as opposed to a change to the Intergovernmental Agreement between the Town of Normal and the City of Bloomington. He believed it to be a Board of Trustees matter, and the Board could determine who would be qualified to attend meetings in place of the City Managers.

Vice Chairman Mike McCurdy stated the Intergovernmental Agreement delegates the City Managers as the Ex-Officio Trustees, with no clause for an alternate. Trustee John Bowman agreed, noting that the Board of Trustees could allow an alternate to be present in place of the City Managers if it so chose.

David Hales, City of Bloomington Manager stated it was not his intent to permanently assign an alternate to attend Board meetings. He would only send the Assistant City Manager in his place if he were unable to attend himself. It would be up to the Board of Trustees to determine how to treat an alternate sent in lieu of the City Manager.

Trustee John Bowman questioned the need for a succession clause. Trustee Jennifer McDade stated the proposed language somewhat creates a succession clause. The proposed language allows the Board to elect any of the Trustees to fill a vacancy.

Secretary Ryan Whitehouse stated his preference that the Vice Chairman automatically assume the role if the Chairman's seat were to become vacant. The Vice Chairman's seat would then be filled by electing one of the remaining Trustees to that position. The only office that would have a succession would be the Chairman.

Trustee Jennifer McDade suggested that Section 5 of the By-Laws add a clause that the agendas and packets will be distributed "electronically or otherwise".

Vice Chairman Mike McCurdy stated this item would need to be laid over until a future meeting in order for staff to research and prepare the additional proposed amendments.

Motion by Trustee John Bowman, Seconded by Trustee Jennifer McDade that the Amendment to the By-Laws be postponed until a future meeting.

AYE: All

NAY: None

Motion carried.

Resolution Establishing Reimbursement for Travel Expenses

Andrew Johnson, General Manager introduced this item. He stated a law was put into effect in July, 2016 which requires units of government to regulate travel, meals and lodging for its officers, employees and board members. This law adds transparency and accountability. Connect Transit's legal counsel has drafted the proposed Resolution. It sets the limits for what Connect Transit's travel expenses are, and any expenses that exceed those limits must be approved by the Board. He recommended that the Board adopt the Resolution.

Vice Chairman Mike McCurdy questioned when expenses would exceed the limits. Secretary Ryan Whitehouse provided an example from his workplace, a scenario when travel was estimated to include 2 nights at a hotel, but weather or other unforeseen circumstances caused travel time to be extended and additional nights in a hotel were needed.

Trustee John Bowman stated he had received clarification from State of Illinois Representative Dan Brady's office that the purpose of the Act was to increase transparency and accountability. He believed Connect Transit's policy is sound and exceeds what is in the Statute.

**RESOLUTION No. 2017-1 OF
BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM
IN COMPLIANCE WITH PUBLIC ACT 099-0604,
THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT**

WHEREAS, on July 22, 2016, Illinois Governor signed into law Public Act 099-0604, the Local Government Travel Expense Control Act, which requires non-home rule units of local government to place certain regulations on the travel, meal, and lodging expenses of its officers, employees, and board members;

WHEREAS, pursuant to Ordinance No. 2012-12 / 5434, *An Ordinance Amending the Operating Structure of Bloomington Normal Public Transit System*, the Town of Normal and City of Bloomington, by intergovernmental agreement, continue to operate an intergovernmental agency known as the Bloomington-Normal Public Transit System (hereafter "BNPTS");

WHEREAS, pursuant to Ordinance No. 2012-12 / 5434, *An Ordinance Amending the Operating Structure of Bloomington Normal Public Transit System*, BNPTS is considered to be a unit of local government; and

WHEREAS, BNPTS desires to comply with Public Act 099-0604, the Local Government Travel Expense Control Act and adopt a resolution regulating the travel, meal, and lodging expenses of its officers, employees, and members of the Board or the Corporate Authorities.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE BLOOMINGTON NORMAL PUBLIC TRANSIT SYSTEM, AS FOLLOWS:

SECTION ONE: DEFINITIONS. As used herein the following terms shall have the following meaning:

- A. "Board" means the Board of Trustees of the Bloomington Normal Public Transit System.
- B. "Corporate Authorities" means (1) the Board of Trustees of the Town of Normal, and (2) the City Council of the City of Bloomington.
- C. "Entertainment expense" includes, but is not limited to, the following: shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement.
- D. "Travel" means any expenditure directly incident to official travel by employees and officers of a local public agency or by wards or charges of a local public agency involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

SECTION TWO: Effective on the effective date of Public Act 099-0604 or January 1, 2017, whichever date is sooner, BNPTS will not reimburse any member of the Board or Corporate Authorities, employee, or officer for any entertainment expense, unless such entertainment expense is ancillary to the purpose of the program or event.

SECTION THREE: Effective 60 days after the effective date of Public Act 099-0604 or March 2, 2017, whichever date is sooner, the following expenses for travel, meals, and lodging may only be approved by roll call vote at an open meeting of the Board:

- A. Expenses incurred by any officer or employee that exceed the maximum allowed under Section 5 of this Resolution because of emergency or other extraordinary circumstances; and
- B. Any expenses incurred by any member of the Board or Corporate Authorities.

SECTION FOUR: Effective 60 days after the effective date of Public Act 099-0604 or March 2, 2017, whichever date is sooner, prior to the payment of travel, meal and lodging expenses the following minimum documentation must be submitted to BNPTS by the officer, employee, or member of the Board or Corporate Authorities:

- A. An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- B. The name of the individual who is requesting or received the travel, meal, or lodging expense;
- C. The job title or office of the individual who is requesting or received the travel, meal, or lodging expense; and
- D. The date or dates and nature of the official business in which the travel, meal, or lodging expense will be or was expended.

The information listed above must be submitted by the officer, employee, or member of the Board or Corporate Authorities to the Board on BNPTS' Submission Form for Travel, Meal, and Lodging Expenses, attached hereto as "Exhibit A."

Pursuant to Section 3 above, if the expenses for travel, meals, and lodging (1) are incurred by any officer or employee and exceed the maximum allowed under Section 5 of this Resolution because of emergency or other extraordinary circumstances; or (2) are incurred by any member of the Board or Corporate Authorities, prior to any payment being issued, such expenses must also be approved by the Board at the next open meeting of the Board.

All documentation submitted under this Section are public records subject to disclosure within the meaning of the Illinois *Freedom of Information Act*, 5 ILCS 140/1, et seq.

SECTION FIVE: Effective 180 days after the effective date of Public Act 099-0604 or June 30, 2017, whichever date is sooner, the following regulations apply to the reimbursement of all travel, meal, and lodging expenses of officers and employees:

- A. The following constitute "official business" for which travel, meal, and lodging expenses are allowed:
 - a. attendance at approved educational seminars, classes, or conferences which are related to the operations of BNPTS;
 - b. attendance at meetings, hearings, trials, depositions, and the like related to a lawsuit, administrative agency charge, grievance, or other legal proceedings for which the individual is attending on behalf of BNPTS;
 - c. activities related to the operations of BNPTS which are required to maintain licenses, certificates, and similar credentials;
 - d. expenses related to the acquisition or sale of equipment, supplies, and services on behalf of BNPTS;
 - e. expenses related to the negotiation and execution of contracts, including collective bargaining agreements and intergovernmental agreements;
 - f. expenses related to recruitment of candidates for employment;
 - g. expenses related to industry association committees and leadership; and
 - h. any other activities carried out pursuant to official job duties with the approval of the Board.
- B. Transportation expenses per day shall be reimbursed at the actual cost of the train, bus, taxi, or economy air fare. The maximum allowable reimbursement for use of a personal automobile shall be the then current rate per mile allowed by the Internal Revenue Service.
- C. Lodging expenses shall be reimbursed at the single occupancy rate of the conference hotel or comparable hotel.
- D. 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.

SECTION SIX: Any statutory reference contained herein shall include any and all amendments thereto and replacements thereof.

SECTION SEVEN: This Resolution shall be in full force and effect upon its passage.

PASSED BY THE BOARD OF TRUSTEES OF THE BLOOMINGTON NORMAL PUBLIC TRANSIT SYSTEM, ILLINOIS, THIS 24TH DAY OF JANUARY, 2017.

MIKE McCURDY
VICE CHAIRMAN

ATTEST:

RYAN WHITEHOUSE, SECRETARY

Under Public Act 099-0604, the Local Government Travel Expense Control Act, the Board of Trustees of the Bloomington-Normal Public Transit System (“Board”) adopted a resolution regulating and setting maximum allowable reimbursement for travel, meal, and lodging expenses of its officers, employees, and members of the Board or Corporate Authorities on official business, as those terms are defined in Resolution No. 2017-1.

Pursuant to Resolution No. 2017-1,

- A. The maximum allowable reimbursement for travel expenses per day is the actual cost of the train, bus, taxi, or economy air fare. The maximum allowable reimbursement for use a personal automobile shall be the then current rate per mile allowed by the Internal Revenue Service.
- B. The maximum allowable reimbursement for meal expenses per day is the actual cost of the meal, up to a maximum of \$20.00 per person per meal for breakfast or lunch, or \$35.00 per person per meal for dinner.
- C. The maximum allowable reimbursement for lodging shall be the single occupancy rate of the conference hotel or comparable hotel.

If your travel, meal and lodging expenses for official business of Bloomington Normal Public Transit System exceed that Maximum Allowable Reimbursement, your expenses will not be paid or reimbursed until approval by the Board at the next open meeting of the Board.

1. First and last name of the individual who is requesting or received the travel, meal, or lodging expense: _____

First Name	Middle Initial	Last Name
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2. The job title of the individual who is requesting or received the travel, meal, or lodging expense: _____
3. Have expenses been incurred? Yes No (check).
 - a. If no, please submit with this form an estimate of the cost of travel, meals, or lodging;
 - b. If yes, please submit with this form a receipt of the cost of the travel, meals, or lodging.
 - c. The total amount of your expenses is: \$_____.
4. The date or dates of the official business in which the travel, meal, or lodging expense will be or was expended: _____.
5. The nature of the official business in which the travel, meal, or lodging expense will be or was expended: _____.
6. If your expenses exceed the maximum amounts specified above, explain the emergency or extraordinary circumstances that required the expense:
 _____.

Signature of Individual Submitting Form

Date

Printed Name of Individual Submitting Form

FOR OFFICE USE ONLY

If travel, meal and lodging expenses for official business of Bloomington Normal Public Transit System exceed that Maximum Allowable Reimbursement:

EXPENSES APPROVED BY BOARD: Yes No, Date: _____

Motion by Trustee John Bowman, Seconded by Trustee Lauren Lacey that the Resolution be adopted.

AYE: All

NAY: None

Motion carried.

Vice Chairman Mike McCurdy questioned Trustee John Bowman's need to contact State Representative Dan Brady's office regarding this matter, and if he had coordinated his efforts with Connect Transit staff. Trustee Bowman responded that he had not coordinated with Connect Transit's staff and he believed being an independent fact finder is part of his role as Trustee. It was his job to collect accurate information. In this case, he had questions for the legislature about the intent of the legislation.

Vice Chairman questioned if Trustee Bowman had consulted with Connect Transit staff regarding same. Trustee Bowman stated he had not. Vice Chairman McCurdy recommended that Trustees coordinate their efforts with Connect Transit's staff, in an effort to speak with one voice. Trustee John Bowman stated as a Connect Transit trustee he had an obligation to perform an independent due diligence. Vice Chairman Mike McCurdy responded he respectfully disagreed and believed Trustee Bowman to be edging into the day to day operations of the system.

Trustee Judy Buchanan stated she did not believe that Vice Chairman McCurdy meant that Trustees were not allowed to have conversations with elected officials, but suggesting a coordinated effort with Connect Transit staff. Vice Chairman McCurdy agreed.

Secretary Ryan Whitehouse stated there was no harm in using elected officials as a resource. Vice Chairman Mike McCurdy requested that Trustees at least let staff know when conducting independent research regarding agenda items, or allow staff the opportunity to assist in answering questions regarding Connect Transit business. He believed Trustee Bowman had overstepped his role as a Trustee. Trustee John Bowman respectfully disagreed.

GENERAL MANAGER'S REPORT

Andrew Johnson, General Manager stated he had received two pieces of good news. The first was national recognition that he requested Melissa Chrisman, Business Development and Marketing Manager to present.

Ms. Chrisman addressed the Board. She stated Connect Transit had won the American Public Transportation Association's (APTA) Ad-Wheel Award for the second time in two years. Connect Transit won first place for the Comprehensive Operational Analysis (COA) marketing and outreach campaign. The award would be presented to Connect Transit at the February APTA Marketing Workshop.

Vice Chairman Mike McCurdy stated regardless of the APTA Ad-Wheel Award, he congratulated Ms. Chrisman and all of Connect Transit's staff for a successful COA campaign. Mr. Johnson agreed and pointed out that all of Connect Transit's employees took part in making the COA campaign successful. He singled out Ms. Chrisman, however, she put a lot of effort into the ideas for the campaign.

Town of Normal Manager stated he was delighted that Connect Transit won this award. He was not surprised. It was an extraordinary campaign. He congratulated Connect Transit.

Andrew Johnson, General Manager, stated the second piece of good news was notification from the State of Illinois that it had released Connect Transit's second quarter funding. Staff had met with the new comptroller a couple weeks prior, and a good relationship with her has begun.

Staff would soon begin the budgeting process and some scenarios would be brought forward to the Board for consideration. Unfortunately, due to the State being behind on payments, capital funds are being depleted to pay for operational costs, which puts the system in a very tough situation regarding the fleet. The system currently has buses that will become necessary to retire within the next 3 to 5 years. The system may not be able to continue to provide the current level of service if those vehicles are not replaced.

Mr. Johnson stated that it had been reported that the Trump Administration might be leaning toward the Heritage Foundation transportation budgeting philosophy, which involves phasing out all public transportation funding and abolishing the Federal Transportation Administration. He was uncertain that this would be approved by Congress. Staff would be paying close attention to this issue and would be in contact with legislators.

Mr. Johnson informed the Board that staff were recruiting new Community Transportation Advisory Committee members as the previous group's terms had expired. A new group would be recommended for appointment soon.

New bus shelters have been installed in a few areas, most recently at the intersection of Rockingham and Northfield.

Mr. Johnson stated the Board may have heard the bad news that the system had lost a bus to fire. The bus operator, Sue Kaur, had done a fantastic job directing the passengers off the bus, and no one was injured. The bus itself was the oldest bus in the fleet, so it was not a huge loss. The fire originated in the rear brake area. Staff has checked all other vehicles in the fleet to ensure that there are no similar problems with them. He noted that in his career, bus fires are a very rare occurrence. This situation went as well as possible.

Secretary Ryan Whitehouse stated he would like for the bus operator, Sue Kaur to receive a formal recognition for handling the situation appropriately.

TRUSTEE'S COMMENTS

Vice Chairman Mike McCurdy requested the Board keep February 4, 2017 open for a Strategic Planning session. Staff was currently in the process of procuring a facilitator for the meeting. Trustee Judy Buchanan questioned if the session would be an all-day event. Vice Chairman McCurdy responded that it would most likely be a majority of a day.

Vice Chairman McCurdy reminded any Trustees that were unable to attend their individual meetings with staff regarding capital funding issues to reschedule them as soon as possible.

ADJOURNMENT

Motion by Trustee John Thomas, Seconded by Trustee Judy Buchanan to adjourn.

Time: 5:26 p.m.

AYE: All

NAY: None

Motion carried.

Julie Beer, Executive Assistant