

**CONNECT TRANSIT
BOARD OF TRUSTEES
PROCEEDINGS OF JANUARY 26, 2016**

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 26, 2016 at 4:30 p.m.

TRUSTEES PRESENT: Bill Wilson, Chairman
 Mike McCurdy, Vice-Chairman
 Ryan Whitehouse, Secretary
 John Bowman
 Judy Buchanan
 John Thomas

TRUSTEES ABSENT: Jennifer McDade

CITY MANAGERS: David Hales, City of Bloomington, City Manager

STAFF PRESENT: Andrew Johnson, General Manager
 Julie Beer, Executive Assistant
 Melissa Chrisman, Marketing and Business Development Manager
 Martin Glaze, Interim Transportation Operations Manager
 Isaac Thorne, Chief Operating Officer

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

PUBLIC COMMENTS

None.

CONSENT AGENDA

1. Approval of Minutes of Previous Strategic Plan Work Session of November 7, 2015, Regular Board Meeting of November 24, 2015, Executive Session Minutes of October 27, 2015 and Executive Session Minutes of November 7, 2015
2. Disbursements for Month of November and December, 2015
3. Financial Reports for Month of November and December, 2015
4. Capital and Self Insurance Reserve Fund Balances for months of November and December, 2015
5. FY 2016 Second Quarter Ridership Data and Trends

Motion by Trustee Judy Buchanan, Seconded by Vice Chairman Mike McCurdy that the Consent Agenda be approved.

AYE: All

NAY: None

Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

Universal Access Agreement with the Town of Normal

Andrew Johnson, General Manager introduced this item. The Town of Normal had been participating in a pilot program in which the Town of Normal's employees may ride Connect Transit's fixed route service, with the Town of Normal paying the full fare. As a result, the Town of Normal has opted to enter into a Universal Access Agreement with Connect Transit. The Town of Normal will reimburse Connect Transit the full fare for its employees riding Connect Transit's fixed route service from November 1, 2015 until October 31, 2016.

Chairman Bill Wilson questioned if fare reimbursement would change based on any increase to the fare structure. Melissa Chrisman, Marketing and Business Development Manager responded that for the duration of the Universal Access Agreement, the fare reimbursement would not increase with any increase to the fare structure.

Motion by Vice Chairman Mike McCurdy, seconded by Trustee Judy Buchanan that the Universal Access Agreement between the Town of Normal and Connect Transit be approved.

AYE: All

NAY: None

Motion carried.

City of Bloomington City Manager, David Hales stated that he would like to explore a Universal Access Agreement pilot program for the City of Bloomington employees. Melissa Chrisman, Marketing and Business Development Manager stated that she would be in contact with him regarding same.

UNIVERSAL ACCESS SERVICE AGREEMENT

Whereas, Town of Normal at 11 Uptown Circle, Normal, Illinois and Bloomington- Normal Public Transit System (Connect Transit) at 351 Wylie Drive, Normal, Illinois have agreed that benefits accrue to both parties in providing a means by which Town of Normal may provide for fare prepayment for Town of Normal employees utilizing the fixed route buses of Bloomington-Normal Public Transit System and,

Whereas, Town of Normal and Connect Transit have agreed to terms which will allow Town of Normal employees to use the fixed route services of the Connect Transit without the requirement to pay the posted fare.

Now therefore, the parties make this Universal Access Service Agreement the "Agreement" as follows:

CONTRACTING PARTIES: Bloomington-Normal Public Transit System "Connect Transit"

AND

Town of Normal

UNIVERSAL ACCESS AGREEMENT TERM: November 1, 2015 to October 31, 2016
(inclusive)

UNIVERSAL ACCESS SCOPE:

During the period of the Universal Access term, Connect Transit will provide regularly scheduled fixed route services to the general public. Members of the general public are required to pay the posted fare when boarding the bus. Under this Agreement, employees of the Town of Normal will be allowed to board and ride any and all of the Connect Transit fixed route service offerings with no fare payment after proper display of their valid, current Town of Normal employee identification card. Connect Transit and Town of Normal will mutually determine a method by which the validity of identification cards can be verified.

CHANGES:

Any changes to the Agreement will be enacted upon mutual agreement of the parties, and will be modified by amendment to this Agreement. Such amendment (if any) may be agreed to by the parties without prejudice to any other terms of the Agreement.

OBLIGATIONS OF THE PARTIES

Connect Transit SHALL in its sole discretion and business judgment:

1. Provide buses for the regularly scheduled fixed route bus service offered to the general public on routes and schedules as determined from time to time by Connect Transit and generally announced to the public.
2. Provide vehicle drivers to meet the schedule and service commitment defined above under paragraph 1.

3. Maintain and service all vehicles provided under paragraph 1.
4. Provide, during regular Connect Transit office hours, in-house telephone information services to callers who seek information about Universal Access services.
5. Accept Town of Normal issued employee identification cards, valid during the contract period, as pre-paid fares which entitle the bearer to whom the card was issued to ride Connect Transit fixed route services without fare payment. Persons who do not display a current employee identification card will be charged the general public posted fare.
6. Comply with all applicable laws and policies in the conduct of its business and in the performance of its obligations under this Agreement.
7. Exercise supervisory responsibility over employees of Connect Transit in the performance of its obligations under this Agreement.

UNIVERSAL ACCESS SERVICE AGREEMENT PRICE:

Universal Access charges will be based on actual ridership per month at a cost of \$1.00 per ride.

CONTRACT PAYMENT TERMS

Invoices will be sent monthly at the beginning of each month following universal access by Town of Normal employees. Payment will be due 30 days after the invoice date.

OTHER MATTERS

Assignment: This Agreement shall not be assigned or delegated without the written consent of either party.

Relationship of Parties: Connect Transit is for all purposes an independent contractor and shall not be considered an employee or agent of Town of Normal.

Binding Effect: This Agreement is binding upon the parties hereto and their successors and assigns.

Equal Employment: The parties represent to one another that each is an equal opportunity employer and agrees to abide by any applicable Federal and State rules and regulations concerning the same.

Force Majeure: This Agreement may be suspended or terminated when performance, by either party, becomes impossible or commercially frustrated due to events beyond the control of the party.

Venue: The parties hereby irrevocably and unconditionally submit to the exclusive jurisdiction of any State of Illinois court sitting in Bloomington/Normal, Illinois over any suit, action or proceeding at law or in equity arising out of or relating to this Agreement regardless of whether a party is a plaintiff or defendant in such suit, action or proceeding. The parties hereby irrevocably and unconditionally waive (i) any objection to the laying of venue of any such suit, action or proceeding brought in any such court and any claim that any such suit, action or proceeding brought in any such court has been brought in an inconvenient forum and (ii) any right a party has to a trial by jury in any action or proceeding arising out of or relating to this Agreement. Each party agrees that a final judgment in any such suit, action or proceeding brought in any such court shall be conclusive and binding upon it and may be enforced in any other court to whose jurisdiction such party is or may be subject by suit upon such judgment.

Choice of Law: This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Illinois, regardless of and without reference to principles of conflicts of law.

Entire Agreement: This Agreement puts an end to all negotiations between the parties and constitutes the entire agreement between the parties.

SIGNATURE FORM

This Agreement is made and concluded by and between Town of Normal and Bloomington-Normal Public Transit System and each party's successors and assigns.

For and in consideration of the payments and agreements herein provided for to be made and performed the parties agree to furnish all labor, equipment, services, materials, and other means to do all work necessary to perform the duties and responsibilities to one another as set forth and all in accordance with this Agreement.

Town of Normal agrees to pay Connect Transit for services rendered and work performed by Connect Transit in accordance with this Agreement subject to any additions or deductions as provided in said Agreement and to make payments on account thereof as provided in said Agreement.

This Agreement and all the covenants shall inure to the benefit and be binding upon the parties and their successors and assigns. Neither party shall have the right to assign, transfer, or sublet its interest or obligations hereunder without the written consent of the other party.

FOR: Bloomington-Normal Public Transit System

BY: _____

Attest:

Bill Wilson, Chairman, Board of Trustees
Board of Trustees

Mike McCurdy, Vice Chairman,

FOR: Town of Normal

BY: _____

Authorized Signatory

Typed or Printed Name of Authorized Signatory

Prevailing Wage Ordinance

Andrew Johnson, General Manager, introduced this item. Connect Transit had received an inquiry through the Freedom of Information Act for information regarding the bus stop sign installation project. As a result of the inquiry, staff learned that Connect Transit should adopt a formal Prevailing Wage Ordinance. Mr. Johnson noted that it has always been the practice of Connect Transit to pay Prevailing Wage for any public works project it has undertaken. The passage of this Prevailing Wage Ordinance formalizes and establishes Connect Transit's procedure as a public body.

Motion by Trustee Judy Buchanan, seconded by Trustee Johns Bowman that the Ordinance be passed.

AYE: All

NAY: None

Motion carried.

ORDINANCE NO. 2016-01

AN ORDINANCE ADOPTING PREVAILING WAGE RATES
TO BE PAID TO LABORERS, MECHANICS AND OTHER WORKERS
PERFORMING CONSTRUCTION OF PUBLIC WORKS
BY CONNECT TRANSIT

WHEREAS, the State of Illinois has enacted the Prevailing Wage Act, approved June 26, 1941, as amended, being 820 ILCS 130/0.01 through 130/12 (the "Act"); and

WHEREAS, the Act requires that during the month of June of each calendar year that any public body undertaking any public works shall investigate and ascertain the prevailing rate of wages, as defined in said Act, in the "locality" for laborers, mechanics and other workers performing construction of public works for such public body.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF CONNECT TRANSIT, as follows:

Section 1: To the extent and as required by the Act, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of Connect Transit is hereby ascertained to be the same as the prevailing rate of wages for construction work in McLean County as determined by the Department of Labor of the State of Illinois (the "Department") as of June 1, 2015, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department shall supersede the Department's June determination and apply to any and all public works construction undertaken by Connect Transit. The definition of any terms appearing in this Ordinance which are also used in the Act shall be the same as in the Act.

Section 2: Nothing herein contained is intended to apply nor shall be construed to apply said prevailing rate of wages as herein ascertained to any work or employment performed on behalf of Connect Transit except public works construction to the extent required by the Act.

Section 3: If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance.

Section 4: All Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 5: The Board Clerk shall publicly post or keep available for inspection by any interested party in the main office of Connect Transit this determination of prevailing rate of wages. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

Section 6: By July 15th, the Board Clerk shall file a certified copy of this Ordinance with the Illinois Department of Labor.

Section 7: Within thirty (30) days after filing a certified copy of this Ordinance with the Department of Labor, the Board Clerk shall cause to be published in a newspaper of general circulation within the area a notice that this determination is effective and constitutes the determination of this public body.

Section 8: The Board Clerk shall mail a copy of this Ordinance to any employer, and to any association of employers and to any person or association of employees who have filed

their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

Section 9: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED this 26th day of January, 2016.

BOARD CHAIRMAN, CONNECT TRANSIT

ATTEST:

BOARD CLERK

Additions to Connect Transit's Title VI Program

Andrew Johnson, General Manager introduced this item. He stated that this is an addition to Connect Transit's Title VI Program. Title VI is part of the Federal Civil Rights Act. Connect Transit, as a recipient of federal funds is required to have a Title VI program; periodically Connect Transit's Title VI program needs updating, based on compliance recommendations received from the Federal Transit Administration, (FTA). Staff recommended Board approval of the addition of the Public Participation Plan to ensure Connect Transit compliance with the Federal Civil Rights Act, Title VI program.

Motion by Trustee John Thomas, seconded by Trustee Judy Buchanan the additions and updates to Connect Transit's Title VI program be approved in accordance with Federal Transit Administration's (FTA) Title VI Program Circular.

AYE: All

NAY: None

Motion carried.

Public Participation Plan

Connect Transit is committed to being excellent stewards of transit and community partners within the Bloomington-Normal Community. In accordance with this commitment, Connect Transit has implemented a pro-active public participation policy that solicits the input from the Bloomington-Normal area on a regular basis.

Prior to any change in policy or service, including but not limited to fare increases and a decrease in service hours, Connect Transit will host at least two (2) "listening sessions" to present the idea to the public. The listening sessions provide the public an opportunity to offer questions, comments, or voice concerns about the proposed changes.

The listening sessions are marketed on Connect Transit buses, social media, website, and distributed via press release to media outlets and community partners that include those listed below.

The locations of the listening sessions are targeted to offer at least one opportunity in Bloomington or one opportunity in Normal. In some cases, if the proposed change affects a particular area, the listening session may be held in a nearby facility, such as an elementary school or other public building. The goal of the listening sessions is to solicit as much input as possible from concerned parties, while also allowing for an open dialogue of why the recommendations are being made. The location of each listening session, being set either in Bloomington or Normal or in a specific area, provides the opportunity for transit access to the forums, but also allows the affected populations, including LEP and minority populations, to participate more easily than at other locations.

Once feedback has been gathered, Connect Transit may use the input to shape or change the recommended item. Feedback gathered in the listening sessions will also be distributed to Connect Transit's Board of Trustees prior to any hearing regarding a fare increase or decrease in service hours, as required by Connect Transit's Procedure's for Public Comment on Fare Increase and Major Service Changes.

If any policy or service change may affect the community, Connect Transit will also reach out to the business community, nonprofit and community organizations, area universities and colleges, and other governmental agencies in order to communicate the changes and answer any concerns. Relationships and exchanges with organizations that are new or ongoing include, but are not limited:

- City of Bloomington
- Town of Normal
- McLean County
- McLean County Regional Planning
- McLean County School District Unit 5
- Bloomington School District 87
- Illinois State University
- Illinois Wesleyan University
- Heartland College

- Lincoln College –Normal
- State Farm
- Country
- YMCA/YWCA McLean County
- Mid Central Community Action
- Salvation Army
- United Way
- Life Center for Independent Living

Monitoring of Subrecipients

Connect Transit does not have any subrecipients.

Title VI Equity Analysis

No Title VI Equity Analysis has been completed as Connect Transit has not determined the site or location of facilities since the last Title VI submission.

Americans with Disability Act (ADA) Eligibility Policy

Andrew Johnson, General Manager reminded the Board that it had previously approved an agreement with LifeCil to conduct eligibility screening for all of Connect Transit’s Mobility customers. This policy was written through the collaboration of Connect Transit staff and LifeCil. It is straightforward and outlines how LifeCil will determine eligibility. An appeals panel has been selected.

Secretary Ryan Whitehouse questioned if visitors from other communities would be eligible to use the service. Martin Glaze, Interim Operations Manager responded that a temporary identification card would be issued to the visitor.

Mr. Glaze stated that the policy is brand new and could be adjusted as necessary. Mr. Johnson agreed. Exceptions could be made as well. The timelines and deadlines in the policy are not necessarily firm, but a guideline to assist with the application process.

David Hales, City of Bloomington, City Manager questioned the cost to determine eligibility for the seven hundred (700) active Connect Mobility users. Mr. Martin responded that the cost is built into the existing contract with LifeCil, at \$140,000 for three (3) years.

Motion by Vice Chairman, Mike McCurdy, seconded by Trustee John Thomas that the ADA Eligibility Policy be approved.

AYE: All

NAY: None

Motion carried.

Proposed Connect Transit Paratransit Eligibility Policy

Overview

Connect Transit provides fixed-route bus services within Bloomington and Normal. The Americans with Disabilities Act (ADA) states that fixed-route bus service should be fully accessible and should be the primary means of public transportation for everyone, including people with disabilities. In compliance with the ADA, Connect Transit also provides a complimentary paratransit option, called Connect Mobility, for eligible individuals with disabilities.

To be eligible for Connect Mobility services, an individual must be certified as eligible for paratransit services. He/she must have a disability and not have the functional capability to independently ride, get on or off fixed-route buses, or must be unable to travel to or from a bus stop. More details are provided below.

Connect Mobility provides services in the same area and during the same days and times as Connect Transit's fixed-route buses, but are provided based on ride reservations. Their companions, personal care attendants, and service animals are also allowed to ride with them.

Connect Transit has updated its paratransit eligibility policies and practices to ensure that all persons utilizing Connect Mobility services are ADA eligible for paratransit services and to ensure that all those who need paratransit services will be able to receive them.

This policy is based on U.S. Department of Transportation's ADA regulations, 49 CFR Subtitle A (10-1-07 Edition), Part 37 - Transportation Services for Individuals with Disabilities (ADA). Should any discrepancies be found between these policies and the above-referenced regulations, the regulations shall prevail.

Accessibility of Connect Mobility eligibility and training services

All information and forms related to Connect Mobility services will be available in accessible formats. Sign Language and foreign language interpreting and translation services and other disability accommodations are available upon request for completion of applications, eligibility certification appointments, appeals, bus orientation classes and fixed-route bus training.

Eligibility

In order to use Connect Mobility, a person must be certified as eligible. Eligibility is determined on a case-by-case basis. According to ADA regulations, eligibility is strictly limited to those who have specific limitations that prevent them from using accessible public transportation. Eligible individuals will fall under one of these three major categories:

1. CAN'T NAVIGATE THE SYSTEM INDEPENDENTLY (see Sect.37.123(e)(1)).
Example: Any individual who is unable as the result of a physical, visual or mental impairment, to independently board, ride or exit from any vehicle on the fixed-route bus system even if it is readily accessible to and usable by individuals with disabilities.
2. NEEDS AN ACCESSIBLE VEHICLE (see Sect. 37.123(e)(2)).

Example: Any person with a disability who could use accessible fixed-route transportation, but an accessible vehicle is not available on the route they need to travel or the bus stop is not accessible due to physical characteristics of the stop.

3. OBSTACLES PREVENT REACHING THE BUS (see Sect. 37.123(e)(3)).

Example: Any person with a specific disability that prevents traveling to or from a bus stop.

Visitor Policy

Out-of-town visitors are eligible to ride Connect Mobility if they are eligible to use the ADA paratransit services provided by their home transit system. Visitors must provide proof of ADA paratransit certification from their home system and proof of residence outside of Connect Mobility's service area. These individuals are eligible for temporary visitor status and do not need to apply for certification unless they will be using the service more than 21 days during the calendar year.

Application for Certification for Connect Mobility Services

Connect Mobility is provided for individuals whose disability or health condition prevents them from using the Connect Transit fixed-route services for some or all of their travel. Individuals who are interested in using Connect Mobility service must apply and be found eligible according to ADA guidelines. Both temporary and permanent disabilities may qualify an individual for ADA paratransit services.

To apply for Connect Mobility services, an individual will obtain an application form (which includes a Professional Release of Information form), and application instructions from Connect Transit's website, www.connect-transit.com or by calling (309) 828-9833. The completed application and Professional Release of Information form must be delivered or mailed to:

Paratransit Application
Connect Transit
351 Wylie Drive
Normal, IL 61761

When Connect Transit receives the completed application, it will be reviewed. Connect Transit will then contact the applicant's chosen professional to obtain verification of disability. Once the verification is received, an in-person interview will be arranged with the Transportation Specialist. This specialist is employed by LIFE Center for Independent Living (LIFE-CIL), which has been contracted by Connect Transit to determine eligibility under ADA guidelines.

The interview will usually take place within 7 to 10 days of receipt of the application. Upon request, round-trip transportation from and address within Connect Transit's service area to the interview site will be provided free of charge. Applicants must bring a photo ID or other proof of identity with them to the interview.

Applications are not considered complete until the professional verification has been received and the interview is completed. In most cases, applicants will receive a written determination of eligibility within 21 days of their eligibility interview.

If a decision is not made within the 21 days, Connect Mobility service will be provided until a final decision is made. Applicants will be notified of eligibility by letter and/or in another accessible format as requested.

If applicants are determined to be eligible for Connect Mobility Services for some or all of their trips, they will receive a Certification Letter and a Connect Mobility brochure with information about how to use the service.

Types of Eligibility

There are three types of eligibility:

- **Unconditional Eligibility** – The disability or health condition of the applicant always prevents them from using fixed-route buses and they qualify for ADA paratransit service for all of their trips.
- **Conditional Eligibility** – The applicant is able to use the fixed-route buses for some of their trips and qualify for ADA paratransit service for other trips when their disability or environmental barriers prevent the use of fixed route transit service.
- **Temporary Eligibility** – The applicant has a health condition or disability that temporarily prevents them from using the fixed-route buses.

Eligibility Period

The time period for conditional and unconditional certification ranges from three to five years. Temporary certification is less than one year. Connect Mobility riders will need to re-apply for certification before their eligibility expires. Connect Transit will notify individuals when they need to begin the recertification process, or at least 30 days before their certification is set to expire.

Recertification of Connect Mobility Riders

Persons who were previously deemed eligible for Connect Mobility services will be required to submit a new application and follow the new applicant process for certification to continue receiving paratransit services.

Applicants due for recertification will be given 30 days to return their completed application. Connect Transit will make good-faith efforts to contact the applicant if their application has not been received in the 30 day period. If unable to reach the applicant, there may be a lapse in service until the recertification can be completed under the normal process outlined above. Active riders will be contacted in order to initiate the re-certification process.

Eligibility certifications and re-certifications will be conducted in the following priority order:

1. New applicants
2. Riders with temporary eligibility
3. Current active riders, in approximate alphabetical order.

Change of Location or Disability Status

It is the responsibility of the rider to notify Connect Transit if they have moved or if the status of their disability has changed in any way. The individual may then be requested to complete a new application, which also may include an interview to validate current eligibility status.

Learning How to Use Connect Mobility Services

Applicants who are certified eligible for Connect Mobility services are encouraged to participate in a free orientation class that explains how to use Connect Mobility services. Participants will learn how to schedule and cancel trips, how much rides cost, who can ride with you, as well as other topics of interest. These classes are provided by LIFE CIL through a contract with Connect Transit.

Learning How to Ride Fixed-Route Buses

Applicants who receive conditional eligibility or who are denied eligibility to use Connect Mobility services will be offered free training on how to ride fixed-route buses. This training will be provided by LIFE CIL through its contract with Connect Transit.

How to File an Appeal

An applicant may appeal a denial of eligibility or the category of certification given by making a written request for appeal within 60 calendar days of the written notification of determination. The appeal should tell why the applicant believes that he or she was incorrectly denied. More detailed information about how to prepare an appeal is included in the eligibility determination letter sent to each applicant. The request should specify any disability accommodations that are needed for the applicant to participate fully in the appeal hearing.

All requests for an appeal must be in writing and should be mailed to:

Connect Transit Chief Operating Officer
Paratransit Eligibility Appeals Committee
351 Wylie Drive
Normal, IL 61761

Upon receipt of an appeal request, Connect Transit will convene an appeals committee, whose members have been recommended by the General Manager and approved by the Board of Trustees of Connect Transit. This committee may include the General Manager or designee, an independent clinical professional, an ADA certified paratransit rider, and other community members. All committee members will have received training in ADA paratransit eligibility criteria and in Connect Transit's paratransit policies and procedures.

The hearing will be set within thirty days of the receipt of the appeal request. The person who is appealing and his or her advocates are entitled to attend the hearing. If the rider was previously eligible, Connect Mobility service will continue for the rider until a decision is communicated by the appeals committee.

The decision of the appeals committee will be given within thirty days of the hearing date, and will be provided in writing (and/or other accessible formats, as requested) to all parties. The

decision of the appeals committee shall be final. If a decision on the appeal is not made within thirty days of the completion of the appeal hearing, the applicant will be provided paratransit services on the presumption of eligibility until a final decision on the appeal is communicated.

Recommendation for Farebox Vault Room Construction RFP 15-17

Andrew Johnson, General Manager introduced this item. Connect Transit will be receiving a new farebox system. In order to service them properly, a new farebox vault room is necessary. The existing farebox count room is inadequate for the new fareboxes. The far northwest corner of the Maintenance Department shop will be restructured into a vault room. The new vaults are a lot larger than the existing vaults. The new vaults will be placed into the new vault room, where the data will be downloaded and the cash fare is automatically removed. There will no longer be any cash handling. Staff recommends that the agreement for the Vault Room Construction be approved.

Vice Chairman Mike McCurdy questioned if the vault room would resemble a bank vault. Isaac Thorne, Chief Operating Officer responded that it would not resemble a bank vault, but would be a secure room with electronic access. Security access will be very limited. The portable fareboxes will be placed inside the vault room where it will download its data and cash into a secure box. The secure box would then be picked up by armored car service and taken to the bank. An empty secure box would replace the box picked up by the armored car service.

Motion by Vice Chairman, Mike McCurdy, seconded by Secretary Ryan Whitehouse that a fixed fee contract with P.J. Hoerr be approved in an amount not to exceed \$132,552, for the Farebox Vault Room construction.

AYE: All

NAY: None

Motion carried.

Recommendation for Automatic Farebox Collection System RFP 15-12

Andrew Johnson, General Manager introduced this item. Staff was excited to bring this item before the Board. It had been a lengthy process. There was a very competitive Request for Proposals, (RFP) process. An evaluation team consisting of three (3) transit agencies reviewed and scored the proposals received. Genfare received the highest combined score. Genfare will provide a farebox system that will eliminate fare evasion and provide a vast amount of data on Connect Transit's ridership. The system will allow for mobile ticketing options and magnetic stripe cards. In addition, improved reporting will allow staff to review what fare media is used at each stop and what transfers are being made between bus routes. The new farebox collection system will be a real game changer for Connect Transit. Mr. Johnson stated that Isaac Thorne, Chief Operating Officer had prepared a presentation for the Board.

Mr. Thorne provided a Power Point presentation to the Board.

Trustee John Thomas questioned how an expired transfer would be handled with the new farebox system. Mr. Thorne responded that the farebox would inform the rider that the transfer had expired. It takes the dispute away from the driver.

Trustee John Thomas questioned if a person purchasing fare at the farebox could potentially delay the bus. Mr. Thorne responded that it could, and these issues would be addressed as they come up.

Chairman Bill Wilson questioned the effect on pricing for future new buses. Mr. Thorne responded that pricing has already been established within the contract for future new buses and also have the option to have it installed at the production plant where the buses are being built. Andrew Johnson, General Manager agreed and noted that as existing buses are retired, the fareboxes could be removed and installed in any new buses purchased.

Chairman Wilson noted that every rider would be accounted for. Trustee John Bowman questioned how the new farebox system would count juvenile (free fare) riders. Isaac Thorne, Chief Operating Officer responded that the farebox would record the juvenile rider as "free".

Trustee John Thomas noted that the new farebox system would account for every rider, where the rider was picked up and dropped off and where the rider transferred, etc. Mr. Johnson agreed and stated that there would be multiple cross checking systems in place. There would be many safeguards in place to ensure that the data received is accurate.

Mr. Johnson stated that this is a big step for the Connect Transit system and respectfully recommends that the Board approve the purchase of the Genfare Automatic Farebox Collection System.

Motion by Vice Chairman, Mike McCurdy, seconded by Trustee Judy Buchanan a firm fixed price contract in the amount of \$1,192,495 for an Automatic Fare box Collection System be awarded to Genfare, A Division of SPX Corporation for the manufacturing, delivery, and installation of fifty-three (53) fareboxes, hardware and software during the one (1) year contract term.

AYE: All

NAY: None

Motion carried.

(Power Point Presentation included as an attachment to Proceedings)

GENERAL MANAGER'S REPORT

Strategic Plan Update

Strategic Plan Update – January 2016

Following the adoption of the Connect Transit Strategic Plan, staff has been directed to provide quarterly updates on progress toward the goals set in the plan. Those goals and progress to date is listed below:

Funding

- General Manager and COO met with Congressional delegation to discuss surface transportation reauthorization and federal transit funding in Bloomington-Normal.
- Implemented internal committee to review fare structure and present recommendations to the Board of Trustees for discussion.
- Continued discussions with City and Town officials to include Connect Transit operating assistance in their FY2017 budgets.

Expanded Services

- Connect Transit hosted community listening sessions to receive input on the Comprehensive Operational Analysis recommendations.
- Staff met with Unit 5 and District 87 to discuss Comprehensive Operational Analysis recommendations.
- Staff met with Advocate BroMenn to discuss Comprehensive Operational Analysis recommendations.
- Staff met with Illinois State University to discuss Comprehensive Operational Analysis recommendations.
- Staff met with Town of Normal to discuss starting a community bikeshare program. Connect's Planner traveled with Town staff to Carmel, IN to learn about that community's established bikeshare program.

Awareness and Education

- Implemented Dignity, Respect, and Ethics training for new Connect Transit hires.
- Connect Transit hosted community listening sessions to receive input on the new ADA certification eligibility process.
- Received the APTA 2015 Outstanding Public Transportation System Award at the APTA Annual Meeting.
- Hosted a community lunch event to celebrate the APTA Award. Along with local leaders, Congressman Darin LaHood and APTA CEO Michael Melaniphy were keynote speakers.
- Created new training materials and updated existing training materials in order to ensure that new employees are given the most up-to-date information regarding safety, vehicle operation, and customer service.
- Developed new safety-focused policies and guidelines for Connect Transit employee safety. This includes High Visibility Garments, Eye Protection, and creation of a new Traffic Flow pattern for vehicles being operated on-site.

- Continuing to engage individual employees and discuss the concept of a “Safety Culture.” This details how they are part of that culture, how their actions contribute to that culture, and how that culture helps provide safer service for our customers.

Key Relationships/Partnerships

- Connect Transit hosted the 13th annual Stuff the Bus event for the Children’s Home+Aid Crisis Nursery with record results.
- Management and the ATU 752 President met to discuss transit system operations, issues and ideas.
- Community Transportation Advisory Committee met during the quarter to ride the bus and learn about our challenges with transfer point infrastructure.
- Management and employees met for the DELI lunch with the General Manager.
- HR began visiting local technical schools to recruit new Maintenance personnel.
- Changed the Connect Transit EEO policy to include transgender language.

Andrew Johnson, General Manager introduced Jerry King, Connect Transit’s new Procurement Manager. Mr. King comes to Connect Transit with a multitude of procurement experience and we are very glad to have him.

Work Sessions would be held in February and March to discuss budget and the Comprehensive Operational Analysis. Julie Beer, Executive Assistant would be contacting all of the Trustees to determine potential dates for them.

Mr. Johnson reminded the Board that there had been discussion at the previous Strategic Plan Work Session regarding small Board Committees. He would like to begin planning those meetings. He would be in contact with the Trustees in the near future to discuss structure, etc.

Mr. Johnson noted the new wall hangings on the walls along the hallway. Gabe Goldsmith, Public Outreach Coordinator compiled several photographs of new images of Connect Transit buses and historical images and had them turned into wall hangings and installed

An Awards Case has been ordered that will be displayed in the front lobby. Connect Transit’s awards and trophies would be displayed in it. Mr. Johnson noted that there are a lot of great things happening with Connect Transit’s advertising program. He requested that Melissa Chrisman, Marketing and Business Development Manager explain what has been happening.

Melissa Chrisman, Marketing and Business Development Manager addressed the Board. She was excited to announce that Connect Transit has sold its second full bus wrap. Young America Realty has purchased a full wrap and it would be installed on the bus in the coming weeks. In addition, Young America Realty has signed another contract in the amount of \$18,000 to advertise their residential services on Connect Transit’s buses. Finally, Jimmy John’s has renewed their contract and have purchased the remaining supply of King Size ads.

Mr. Johnson thanked Ms. Chrisman for her update.

Vice Chairman Mike McCurdy stated that he appreciated the General Manager's report that Mr. Johnson had been emailing to the Board prior to the Board meetings.

TRUSTEE'S COMMENTS

Chairman Bill Wilson reminded the Board that the McLean County Chamber of Commerce Gala would be held the upcoming Saturday.

ADJOURNMENT

Motion by Trustee Judy Buchanan, Seconded by Vice Chairman Mike McCurdy to adjourn to Executive Session.

AYE: All

NAY: None

Motion carried.

Time: 6:27 p.m.

Motion by Trustee Judy Buchanan, seconded by Trustee John Thomas to adjourn Executive Session and return to Regular Session.

Time: 6:52 p.m.

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

AYE: All

NAY: None

Motion carried.

Time: 6:52 p.m.

Ryan Whitehouse, Secretary