

**CONNECT TRANSIT
BOARD OF TRUSTEES
PROCEEDINGS OF JANUARY 27 2015**

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 27, 2015 at 4:30 p.m.

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

TRUSTEES ABSENT:

CITY MANAGERS: Bloomington City Manager, David Hales and Town of Normal
 Manager, Mark Peterson

STAFF PRESENT: Andrew Johnson, General Manager
 Isaac Thorne, Procurement Director
 Carol Rokos, Maintenance Director
 Kyle Boehm, Planner
 Julie Phillips, Executive Assistant - Labor Relations

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

PUBLIC COMMENTS

Patricia Marton addressed the Board. She stated that she has been a bus rider for many years. She uses the Blue E Route the most. She has lived on Grove Street for many years, and the bus used to pass in front of her house for many of those years. She hoped that the Board would consider adding Grove Street back to the fixed route structure. She questioned if a bus stop would be included on Greenbriar Dr., and if the system would begin operating seven (7) days a week. Ms. Marton stated that she was grateful for the audio/video systems on the buses.

CONSENT AGENDA

1. Approval of Minutes of Previous Meeting of December 9, 2014
2. Disbursements for Months of November and December, 2014, and January 2015
3. Financial Report for Months of November and December, 2014
4. Capital and Self Insurance Reserve Fund Balances for months of November and December, 2014
5. Monthly Statistical Report for months of November and December, 2014

Motion by Vice Chairman Mike McCurdy, seconded by Trustee Judy Buchanan that the Consent Agenda items be approved as presented.

AYE: All

NAY: None

Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

Recommendation for Heavy Duty Bus RFP 14-02

Andrew Johnson, General Manager introduced this item. He requested that Isaac Thorne, Procurement Director provide the Board with additional information regarding the project and recommendation. Mr. Thorne addressed the Board. He stated that two proposals were received. Three (3) transit agencies made up the evaluation team and evaluated the proposals. The scoring was very tight between the two proposals. The evaluation team recommends that the RFP be awarded to New Flyer of America, Inc. Mr. Thorne stated that in addition to the Board awarding the RFP, concurrence on the award from the Illinois Department of Transportation (IDOT) was necessary.

Trustee Judy Buchanan noted that the existing fleet was comprised of GILLIG, Inc. buses. Mr. Thorne affirmed and stated that New Flyer, Inc. has been in business for many years. There are only two major bus manufacturers in the United States, GILLIG, Inc. and New Flyer, Inc. Mr. Johnson stated that the evaluations were very tight and that the final determination was based on price.

Secretary John Bowman questioned if the New Flyer buses offered any changes or additional amenities than what the current fleet offers. Andrew Johnson, General Manager responded that the new buses will be nicer, brighter and will have GPS system capabilities. Mr. Johnson noted that coincidentally, Connect Transit was currently piloting USB ports on the existing fleet, and the new buses could potentially have the same amenity.

Motion by Vice Chairman Mike McCurdy, Seconded by Trustee Judy Buchanan that a firm fixed price contract for Heavy Duty Bus RFP 14-02 be awarded to New Flyer of America, Inc. for the manufacturing and delivery of a minimum of fourteen (14) and maximum of thirty (30) buses during the five (5) year contract term, contingent upon IDOT concurrence, and the General Manager be authorized to execute the necessary documents.

AYE: All

NAY: None

Motion carried.

Recommendation for Bus DVR and Cameral System

Andrew Johnson, General Manager stated that this purchase would allow the system to retrofit some of the older buses in the fleet that do not currently have cameras and audio recorders. Isaac Thorne, Procurement Director addressed the Board. He stated that a pilot program to try out the camera system had been conducted prior to selecting the Gatekeeper Systems, Inc. cameras. Mr. Johnson added that this purchase would ensure that all of the buses in the fleet were consistent with video/audio capabilities.

Motion by Trustee John Thomas, Seconded by Trustee Felicia Shaw that the Digital Video Recording System and Cameras be purchased from Gatekeeper Systems, Inc. in the amount of \$16,859.19, and the General Manager be authorized to issue a Purchase Order for same.

AYE: All

NAY: None

Motion carried.

Recommendation for Comprehensive Operational Analysis RFP 14-05

Andrew Johnson, General Manager, introduced this item. He requested that Isaac Thorne, Procurement Director explain the project and the recommendation. Mr. Thorne addressed the Board. He stated that Connect Transit has been awarded an IDOT Technical Studies Grant to fund this project. This project will provide the agency with information regarding the system's strengths and weaknesses.

Four (4) proposals had been received. All of the proposals were very close in the technical category. Kyle Boehm, Planner, addressed the Board. He stated that in addition to the three (3) scored categories, the firm Nelson/Nygaard was the strongest of the four proposers in regard to working with and involving the public as part of the project. Their company offered a website for the Operational Analysis that included a number of interactive tools, and in addition, utilize social media.

Mark Peterson, Town of Normal Manager commented that he is familiar with Nelson/Nygaard. The firm is very highly regarded.

Vice Chairman Mike McCurdy questioned if the results of this project would be folded into a future strategic plan. Mr. Johnson affirmed.

Motion by Trustee Judy Buchanan, Seconded by Secretary John Bowman that the Comprehensive Operational Analysis project be awarded to Nelson/Nygaard Consulting Associates, Inc. for a cost plus fixed fee contract amount not to exceed \$147,191, contingent upon IDOT Concurrence and the General Manager be authorized to execute the necessary documents.

AYE: All

NAY: None

Motion carried.

GENERAL MANAGER'S REPORT

Andrew Johnson, General Manager, stated that the first Fixed Stop project open house was held on January 21, 2015 at Uptown Station in Normal. The next open house would be held on January 29th at the City of Bloomington, City Hall. The open houses are a good opportunity for the public to review the plan. Most of the feedback that has been received has been positive. He hoped that the Fixed Stop location project would be completed by late May of 2015.

The Triennial Review pre-site review documents have been submitted to the Federal Transit Authority (FTA). The FTA has ramped up their scrutiny of transit agencies. Staff would update policies as necessary. He expected a good final review.

Mr. Johnson had presented the City of Bloomington with a state of the system address the previous night. The presentation was well received and he received positive comments and feedback.

Finally, Mr. Johnson stated that he would be scheduling budget work sessions with the Board in the near future.

Strategic Plan Update

Strategic Plan Update – January 2015

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

- Bloomington-Normal Economic Development Council selected Connect Transit's transfer point facility project as a main focus of its One Voice trip to Washington DC.
- Connect Transit submitted a proposal to Sen. Bill Brady for a \$750,000 state grant to be used for transfer point infrastructure.

Expanded Services

- Met with Uber to discuss potential partnerships such as a guaranteed ride home program that will complement current transit service.

Awareness and Education

- Participated in the McLean County Chamber of Commerce's CommUniversity event and won "Rookie of the Year" prize.
- Attended APTA Annual Meeting and EXPO and support Town of Normal Mayor Chris Koos, who was a featured speaker at the conference.
- General Manager was a featured speaker on APTA's Innovative Workforce Development webinar, discussing the Connect Transit Front Line Supervisor Training Program created by the Human Resources and Transportation departments.

Key Relationships/Partnerships

- General Manager and Procurement Director traveled to Washington DC to meet with our Congressional delegation and attend the Washington Post's America Answers transportation seminar.
- Staff successfully completed and submitted all necessary information to the FTA for its upcoming Triennial Review. This included answering hundreds of questions and providing documentation of every aspect of Connect Transit operations.

Mr. Johnson provided the Board with an update on the progress toward the goals set forth in the Strategic Plan.

Vice Chairman Mike McCurdy questioned whether Uber would be coming to the community. Mr. Johnson responded that Uber was very interested in coming to the community but needed clear licensing answers. David Hales, City of Bloomington City Manager agreed and stated that the company was looking to the State Legislature for exemption from local licensing requirements.

Additional discussion centered on Key Relationships/Partnerships.

David Hales, City of Bloomington City Manager left at 5:27 p.m.

TRUSTEE'S COMMENTS

Trustee Ryan Whitehouse questioned how the current fuel cost has affected the budget. Mr. Johnson responded that Connect Transit has contracted for fuel and fuel purchases are under budget. Staff tries to use the spot market to purchase fuel however and whenever possible.

Mark Peterson, Town of Normal Manager questioned the status of the Public Information displays at Uptown Station. Isaac Thorne, Procurement Director stated his belief that the displays were currently working.

Vice Chairman Mike McCurdy questioned if the Google Transit feature on Connect Transit's website was working properly. Mr. Johnson stated that if the feature was not working properly by January 30, 2015 the feature would be removed from the website until it was working properly.

Trustee Felicia Shaw stated that she has submitted her resignation from the Connect Transit Board of Trustees. Her resignation was effective April 1, 2015. It had been her pleasure to serve the Board and she would continue to advocate for the system. She had learned a lot during her service to the Board and thanked everyone for their service.

ADJOURNMENT

Motion by Trustee Judy Buchanan, seconded by Trustee Felicia Shaw to adjourn.

Time: 5:41 p.m.

AYE: All

NAY: None

Motion carried.

John Bowman, Secretary