

**CONNECT TRANSIT  
BOARD OF TRUSTEES  
PROCEEDINGS OF OCTOBER 28, 2014**

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 October 28, 2014 at 4:30 p.m.

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

TRUSTEES ABSENT:           Felicia Shaw  
                                  Ryan Whitehouse

CITY MANAGERS:            Town of Normal Manager, Mark Peterson

STAFF PRESENT:            Andrew Johnson, General Manager  
                                  Kyle Boehm, Planner  
                                  Roy Rickert, Director of Transit Operations  
                                  Julie Phillips, Executive Assistant - Labor Relations

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

**PUBLIC COMMENTS**

Chairman Bill Wilson stated that per Connect Transit's Public Comment Policy, the Board would allow up to five (5) individuals to speak for a maximum amount of time of three (3) minutes each. The Board would not engage in conversation with those making comments at the Board meeting.

Ms. Shirley Craig addressed the Board. She stated that Connect Transit should continue to allow buses to pick up riders at particular corners, especially in inclement weather. Often times the sidewalks are not clear enough for pedestrian traffic. This is a common problem with snow removal operations from city streets. The plows pile the snow on the sidewalks and pedestrians are forced into the streets.

Trustee Felicia Shaw arrived at 4:32 p.m.

Andrew Johnson, General Manager stated that the new Fixed Stop Locations would not be implemented until spring of 2015; however, Ms. Craig's concerns would be taken into consideration.

**CONSENT AGENDA**

1. Approval of Minutes of Previous Meeting of September 23, 2014
2. Disbursements for Month of October, 2014
3. Financial Report for Month of September, 2014
4. Capital and Self Insurance Reserve Fund Balances for month of September, 2014
5. Monthly Statistical Report for month of September, 2014

## 6. First Quarter FY 15 Statistical Report

Motion by Trustee Judy Buchanan, seconded by Secretary John Bowman that the Consent Agenda items be approved as presented.

AYE: All

NAY: None

Motion carried.

### **OLD BUSINESS**

None.

### **GENERAL MANAGER'S REPORT**

Andrew Johnson, General Manager, addressed the Board. Connect Transit has experienced an 11% ridership increase in the first quarter of its fiscal year. Connect Transit is on track to becoming a system that transports 3 million riders per year and is also within budget.

Regarding the Bus Procurement, the evaluations are currently being conducted. Staff hopes to stay on schedule and have a recommendation for the Board at the November meeting.

The Request for Proposals (RFP) for a Comprehensive Operational Analysis has received concurrence from the State of Illinois and staff hopes to release the RFP in the following week.

Mr. Johnson stated that he has received notice from the State of Illinois that Connect Transit's Triennial Review will begin and is due December 19, 2014. The onsite review will be conducted during the first half of 2015.

Several staff and Board members had attended the 2014 American Public Transportation Association (APTA) Expo and Conference in Houston, TX earlier in the month. Additionally, the Town of Normal Mayor Koos attended and participated in a Roundtable discussion. It was a very good experience for all those who attended.

Mr. Johnson provided the Board with a Business Development update. Advertising to fully wrap the first Connect Transit bus has been sold and is currently in the process of being wrapped. It will be put back into service in the next day or two. Connect Transit stands to earn \$51,000 per year on a two year contract and up to \$150,000 total in revenue when including matching funds from the State.

Lastly, the November Board meeting would be moved from November 25, 2014 to November 18, 2014 at the regular time due to the Thanksgiving Holiday.

Chairman Bill Wilson addressed the Board. He wanted to make a comment prior to going into New Business. Regarding the recent Ladders of Opportunity Grant that was awarded to Connect Transit in the amount of \$2.04 million, Chairman Wilson read a formal statement and thanked staff for all of their hard work in obtaining the grant award, with special thanks to Isaac Thorne, Procurement Director and Melissa Chrisman, Business Development Manager who worked together to write the successful grant application.

## **NEW BUSINESS**

### Fixed Stop Locations – Presentation – Sam Schwartz Engineering

Kyle Boehm, Planner, introduced Mr. Joe Iacobucci, Director of Transit for Sam Schwartz Engineering. Mr. Iacobucci addressed the Board. He provided the Board with information about the purpose of the project, the project team and the project process. Finally he informed the Board of the benefits of a Fixed-Stop Service to Connect transit which included improved system performance and reliability, improved customer satisfaction, marketing opportunities and maximizing safety which would allow for pedestrian and bicycle improvements, ADA accommodations and traffic safety treatments.

Discussion among the Board of Trustees centered on funding for the fixed stop locations, the distance between each stop, shelters and how information regarding the change from the current flag down system to a fixed stop location system will be disseminated.

Chairman Bill Wilson thanked Mr. Iacobucci for the presentation.

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

AYE: All

NAY: None

Motion carried.

Time: 5:24 p.m.

Motion by Trustee Felicia Shaw, seconded by Secretary John Bowman to return to Regular Session.

AYE: All

NAY: None

Motion carried.

Time: 7:06 p.m.

### Approval of any actions resulting from the Executive Session

Motion by Vice Chairman Mike McCurdy, seconded by Trustee Judy Buchanan that the Executive Session Minutes of April 23, 2013 and April 22, 2014 be released.

AYE: All

NAY: None

Motion carried.

## Performance Review and Compensation for the General Manager

Chairman Bill Wilson read the following statement:

"Per provisions included in the contract of Andrew Johnson, the Connect Transit General Manager, the Trustees have completed their annual assessment of the General Manager. Areas considered included the strengths, challenges, limitations, improvements and organizational goals for the General Manager. It is acknowledged that the General Manager has brought strong administrative and operational skills to the job. The past year has presented extraordinary challenges to which the General Manager was presented with significant and serious operational and organizational issues to resolve. The consistent response of the General Manager to the challenges was exceptional and resulted in successful resolution and ability of the system to improve.

The Manager has been directed to perform in multiple areas with significant challenges that have resulted in an extraordinary year of progress, success and challenging opportunities for Connect Transit. Connect Transit is being recognized and valued measurably more for its improved level of service through its staff, equipment and technology advances. Successful completion of labor contract, positive efforts in community relations and positioning for future procurement of buses are all indicators of an ever improving public transit system in Bloomington/Normal.

Andrew's attitude and desire to make Connect Transit one of the best small systems in the country is showing amazing results.

Consideration for salary adjustment is based on both industry data as well as assessing the size, structure & responsibilities of the operation. Following this assessment and discussion of the Connect Transit General Manager for 2013-14 year, the Trustees made the following recommendation and approval:

The annual base salary for the General Manager will be increased to \$132,000, retroactive to August 8<sup>th</sup>, 2014"

Motion by Trustee John Thomas, seconded by Vice Chairman Mike McCurdy that Andrew Johnson, General Manager's salary be increased to \$132,000 annually, retroactive to August 8, 2014.

AYE: All

NAY: None

Motion carried.

### **TRUSTEE'S COMMENTS**

Vice Chairman Mike McCurdy stated that he attended the APTA Expo in Houston, TX. He participated in the Bicycle Tour and a variety of sessions.

Chairman Bill Wilson stated that he attended the APTA Expo as well. He believed all of the sessions were valuable and were driving people to become champions for public transit.

**ADJOURNMENT**

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

AYE: All

NAY: None

Motion carried.

Time: 7:17 p.m.

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John Bowman, Secretary