

CONNECT TRANSIT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
November 26, 2013

The regular meeting of the Board of Trustees of Connect Transit was held at the Connect Transit Board Room #135, Normal, Illinois on November 26, 2013 at 4:30 p.m.

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

TRUSTEES ABSENT:

CITY MANAGERS: David Hales, City of Bloomington

STAFF PRESENT: Andrew Johnson, General Manager
Jenifer Clark, Human Resources Director
Tom Crouch, Maintenance Director
Patrick Kuebrich, Finance Director
Jennifer Sorenson, Community Relations Manager
Steve Stockton, Information Technology Director
Isaac Thorne, Procurement Director
Trish Tilton, Administrative Assistant

OTHERS PRESENT: David R. Calhoon, Vice-President ATU 752
Vincent Radcliffe, Rider, CEFT Member
Jennifer Sicks, McLean County Regional Planning
Rachel Wells, Pantagraph
Mitchell R. Schluter, Martin, Hood, Friese & Associates
Anthony Pendleton, Martin, Hood, Friese & Associates

Call to Order

Ms. Judy Buchanan, Chairman, called the meeting to order at 4:35 p.m. Roll call was taken.

Public Comments

Mr. Vincent Radcliffe introduced himself and stated he is a member of the Committee to Ensure Fair Transit (CEFT) and lives at 710 West Orlando in Normal. Mr. Radcliffe stated he was attending the meeting as a replacement for Mr. Charles Smith of CEFT who was unable to attend. Mr. Radcliffe stated the addition of the Green A Heartland Express has been a great success. Mr. Radcliffe thanked the Board and Mr. Andrew Johnson, General Manager, for the addition of that route.

Chairman Buchanan thanked Mr. Radcliffe for his comments and stated the Trustees are always happy to hear positive feedback.

Approval of Minutes of Previous Regular Meeting October 22, 2013

Chairman Buchanan noted and requested the records show that on page nine of the minutes it was referenced in two instances the Work Session would allow for discussion of the goals for the General Manager. This issue was not on the Work Session Agenda because the Trustees decided during one of the Strategic Planning sessions it would be better to discuss the goals for the General Manager following completion of the Strategic Planning process.

On a motion by Mr. Mike McCurdy, and a second by Mr. Bill Wilson, the Trustees voted to approve the minutes of the October 22, 2013 regular meeting as presented.

Items Removed from Consent Agenda

Consent Agenda

Mr. McCurdy announced he will abstain to vote on any items that deal specifically with WGLT Radio Station.

On a motion by Mr. John Bowman, and a second by Ms. Felicia Shaw, the Board voted to approve the consent agenda as presented, including the following items:

- 1. Review and Approve November Disbursements**
- 2. Review and Receive October Financial Reports**
- 3. Review and Receive October Capital and Self-Insurance Reserve Fund Balances**
- 4. Review and Receive October Monthly Statistical Report**
- 5. Review and Approve Recommendation Regarding Annual Performance Review and Compensation for the General Manager**

Consent Agenda Discussion

Mr. McCurdy inquired about the holiday gift card item on the disbursement list. Mr. Johnson responded every year the transit system provides gift cards for each employee around the holidays. Mr. Johnson stated in the past the system would provide Visa Gift Cards, but this year an additional \$3.00 charge was added on to the cost of the gift card as the activation fee. Connect Transit decided to go with a local store gift card.

Mr. Bowman commented he thought it was interesting Connect Transit is now sponsoring a hockey team. Mr. Johnson responded the system is doing grass roots community outreach. Mr. McCurdy asked what team was being sponsored. Mr. Johnson stated it is a youth league. The system is putting its logo on their jerseys and talking with the parents. Mr. Johnson wants Connect Transit to connect with kids early on so they realize Connect Transit is an alternative mode of transportation.

As he looked at the Luminator disbursement item, Mr. McCurdy remarked he has noticed the new destination signs on the buses and stated it is great to have all the buses uniform.

Mr. McCurdy noticed the ridership on the Teal J is picking up and asked if it is possible to find out what the ridership is on just the new southern leg of that route in order to determine if the route is gaining any new riders on the old or new parts of that route. Mr. Johnson responded we do have a way to determine those numbers and he will pass that request on to Mr. Roy Rickert, Operations Director, to get the data. Mr. Bowman added he has seen ridership increasing on the southern leg of the route with increased boardings along GE Road. Mr. McCurdy stated he is looking at boardings per revenue hour. Mr. Johnson stated that ridership is up almost 30% on the Teal J. Mr. Johnson reported lately there is more corporate interest in what has been done and what can be done to that route. Mr. Johnson stated the ridership goal is to get in the double digits for rides per revenue hour. In this short period, this is a very positive result. By this time next year, should this increase be maintained, the ridership should be where the system thinks it needs it to be. Overall, the routes numbers are down. Mr. McCurdy commented it could be because gasoline prices have dropped and typically when fuel prices are down then ridership is down. Another factor in the ridership numbers could be the numerous Heartland Community College IDs which have expired recently, as well as the drop in Heartland's enrollment.

Mr. Bowman commented the metrics chart on page 24 of the Board Packet indicates the cost per customer ride is up \$1.00 compared to this same time last year. Mr. Johnson responded it is still early in the year and the system has experienced extra major expenses with engine rebuilds and transmission failures. This number should even out over the year.

Mr. McCurdy inquired if the system is seeing any decreases in fuel costs, noting things like the addition of new positions were paid for with the savings experienced from decreased

fuel costs. Mr. Isaac Thorne, Procurement Director, responded the fuel savings are not as good this year as they were last year. Last year Connect Transit saved \$17,000.00 and this year the system has only saved \$10,000.00. Mr. Thorne continued this year the locked in contract price dropped considerably. As the fiscal year progresses, it should all even out.

Old Business

Mr. Johnson stated there is no old business.

New Business

1. FY 2013 Audit Report by Martin, Hood, Friese, & Associates

Chairman Buchanan welcomed Mr. Mitchell R. Schluter and Mr. Anthony Pendleton both of Martin, Hood, Friese & Associates. Mr. Schluter began discussing the Financial Statements and Supplementary Information section of the audit report. The Independent Auditors' Report indicates a clean opinion this year, meaning the financial statements are proper in accordance with accounting principles and the system's accounting records support the financial statement numbers that were audited.

Mr. Schluter encouraged the Trustees to read Management's Discussion and Analysis section. This section is written by management and provides management's perspective on the performance of the system in the current year and its financial condition at year-end. Mr. David Hales, Bloomington City Manager, noted both the state and federal operating assistance increased in the fiscal year, however there is no explanation or background. Mr. Johnson explained the federal assistance will fluctuate depending on the 5307 funding allocation and how it is utilized between capital expenses and operating. In terms of state assistance there is a statutory 10% annual increase and just recently the state has given funding over and above what has been requested to avoid future budget amendments. Connect Transit routinely gets extra money from the state, which is not spent unless deemed necessary. Connect Transit feels it is not financially responsible to spend all the money the system gets unless the system is able to sustain what the funds are being used for from year to year. Currently the funding level is beyond what is being requested and the system received more money than what was requested.

Mr. Schluter explained the funding is driven by operating expense reimbursement. In FY2013 it went up by roughly \$1.2 million dollars, which directly drives the expense reimbursement. Mr. Schluter reiterated the funding is driven by the operating expense reimbursement, within the scope of the operating assistance grant. Mr. Schluter referred the Trustees to page 22 in the report which shows the

sixty-five percent of eligible expenses as well as the maximum contract amount. There is room in the contract, but whichever amount is lower that is the amount the system has access to. Mr. Johnson added the system is only reimbursed for what is spent. Mr. Schluter explained the final estimated operating grant amounts from FTA and IDOT are subject to review and approval of the eligible expenses by IDOT. The receivable amounts are based on eligible expenses as calculated by management. Mr. Johnson stated the payments are received from the state in three months' to one month's time frame.

Mr. Schluter reported that property and equipment stayed relatively stable because of the over \$1.4 million worth of vehicles and equipment purchased over the last year which off-set the \$1.3 million in depreciation.

Mr. Schluter noted the accounts payables went up in this year's report due to extensive engine overhauls, fuel purchases, and rebranding expenses, left over from last year.

Mr. Schluter pointed out the non-operating revenue section in Exhibit B. This went up about \$1.4 million. This is made up of the operating assistant grant. The Federal Capital Grants money went from \$189,916 to \$1,299,435.

Mr. Schluter commented the system is very close in Operating Activities to what was reported last year. The report indicates the operations are funded mainly through the Assistant Grants. The report also includes the Federal Capital Grant Proceeds, Local Subsidies, and Purchases of Property and Equipment. The overall increase in cash and cash equivalents was \$103,160. This amount reconciles with the Cash and Cash Equivalents, End of Year.

Mr. Schluter continued there were no findings noted in the prior year for the Downstate Operating Assistant Grant. Also, there were no findings in the schedule of Auditor Assurances Applicable to the Downstate Operating Assistant Grant.

Mr. Schluter noted there are two more schedules added for information only. One is the Schedule of Computation of Amount Due Illinois State University and the other is Various Statistical Data over the Last Ten Fiscal Years on boardings and miles driven.

The Report of Federal Financial Assistance indicates there are no deficiencies in internal control and no instances on noncompliance. Mr. Schluter remarked this is the fourth consecutive year with no findings and management should be commended for that good report and should be proud of this.

The next opinion is specifically related to compliance on Major Federal Programs. The report states compliance in all material respects that could have a direct and

material effect on each of its major federal programs for the year ended June 30, 2013. Mr. Schluter reported no deficiencies in internal control over compliance. This is a clean opinion related to compliance with federal awards and major programs. Mr. Schluter explained even though Connect Transit has two CFDA Numbers they are considered one cluster and are tested as one major program. Mr. Schluter continued the financial statements are clean; there were no material weaknesses or significant deficiency in internal control over financial reporting. The audit did not disclose any instances of noncompliance to material to the financial statements or disclose a material weakness or significant deficiency in internal control over the major federal awards. Since there are no findings in the past three years, Bloomington-Normal Public Transit System qualifies as a low risk auditee.

Mr. Schluter indicated there are two letters with the audit. One is addressed to the Board of Trustees. The letter states that the numbers are not exact, but can be estimates. The most sensitive estimate affecting the system's financial statements was the amount of expenses eligible for reimbursement under the system's state and federal operating grants. This estimate impacts the reported amount of the receivable from or payable to the state and federal grantors in the financial statements. The State of Illinois always has a clause in its grants that says the state can disagree with something and take the grant away.

Mr. Schluter reported there were no difficulties encountered in performing the audit and there were no disagreements with management. There were no consultations with other independent accountants and there were no other audit issues. Corrected and uncorrected misstatements were not encountered or caught during the audit that management was unaware of.

The last letter is addressed to the General Manager and the Board of Trustees and is referred to as our "Best Practices Memo". Mr. Schluter explained this memorandum discloses suggestions of best practices for certain matters that are opportunities for strengthening internal controls and operating efficiency. These issues have been discussed with management along the course of the audit. Mr. Schluter suggested the management and the Trustees read over the suggestions and decide how to proceed from there on the recommendations and policies.

Mr. Schluter asked for questions and thanked the Board for their time. Mr. Schluter commended management, Mr. Johnson, and Mr. Patrick Kuebrich, Finance Director, for a job well done especially considering all the changes in the past year with new software, inventory, and personnel changes. This report could have been presented last month since all the reports were completed and ready, but management decided to keep it on the original time schedule. That fact says a great deal for management to be on top of all the reporting and maintaining the system as well. Again, Mr. Schluter complimented management on an exceptional job and stated it was a pleasure to work with this team.

Mr. Johnson praised Mr. Kuebrich on his excellent and hard work in getting the audit done especially considering all the turmoil of the past year. Chairman Buchanan thanked Mr. Kuebrich and congratulated him on an excellent job.

The Trustees accepted the FY 2013 Audit Report by Martin, Hood, Friese, & Associates and thanked Mr. Schluter for the report.

2. Review and Approve Recommendation for Bus Passenger Information Display System at Uptown Station

Mr. Johnson explained the transit system has been working on a project to get Bus Passenger Information Display System (PIDS) hardware and software at Uptown Station. This is a joint project with the Town of Normal and is being funded on Connect Transit's share with \$100,000 received from the New Freedom Grant from the Federal Transit Administration through the Illinois Department of Transportation.

Mr. Johnson continued there will be three 32" vertical mounted informational displays that will show estimated time of arrival in the bus lane. Two 55" horizontal mounted informational displays will have split screen showing the dynamic map of all routes and estimated time of arrival. One 55" horizontal mounted informational display inside of Uptown Station will be repurposed to display split screen estimated time of arrival. All of the external mounted information displays will have push-button text-to-speech capabilities. Installation would be in mid January. The funding for Connect Transit's portion is already in place.

Mr. Johnson stated Connect Transit issued a Request for Quotes and received three quotes for this project. International Display Systems was chosen as the most logical and economical quote. None of the responses received for the RRQ were from local businesses. The RFQ was on the Transit web site and made available to local firms.

Mr. Bowman was concerned the displays in the bus lane area will project out into the narrow walkway. Mr. Johnson stated the displays will not project out but will be mounted flush on the pillars and will be equipped with protective coatings or covers to prevent vandalism.

Mr. Wilson expressed concern with choosing the lowest quote of the three quotes received: Redmond Group at \$163,498.28, JM Fiber Optics Inc. at \$135,500.00, and International Display Systems at \$94,470.00. Mr. Wilson is concerned that there was such a big range in prices and how it is possible for International Display Systems to do the same job at such a lower price. Mr. Johnson explained most of the infrastructure was done at Uptown Station by this firm and their product will be easily added on to what is already in place. This is the reason they could give such a low bid compared to the competitors.

Mr. Bowman inquired if the equipment will be able to withstand the extreme temperatures out in the bus lane. Mr. Johnson responded the equipment is made to withstand such outdoor temperature extremes. This equipment comes with a one year warranty and there should be quick resolution on maintenance issues.

Mr. McCurdy asked about vandalism. Mr. Johnson stated this equipment will come encased and vandalism proof. Mr. John Thomas added the area is already equipped with video monitoring cameras to help prevent vandalism.

Mr. McCurdy inquired if the monitors will allow for customer interaction and be ADA compatible for the visually impaired. Mr. Johnson stated they will be ADA compatible as far as size of the images projected and location and height of display, however there is no verbal component.

Ms. Shaw inquired about the expected lifetime of this equipment since it only comes with a one year warranty. Mr. Johnson commented the actual display life is probably along the lines of a television which should be a good five years. Mr. Johnson added after five years it may be time to update the equipment with newer, better technology. Connect Transit may be able to get the sight impaired verbal component at that time.

Mr. McCurdy asked about the possibility of expanding this type of display system at the other transfer centers. Mr. Johnson responded that would be a completely new project requiring another bid process and at that time it could be possible to utilize 5307 funds to pay for that undertaking.

Mr. Thorne added the external monitors will have push-button text-to-speech capabilities when installed.

Mr. Johnson stated the Town of Normal is sharing in this project. Connect Transit is purchasing the equipment and the Town is providing funds for the installation. Mr. Bowman inquired if the bid for \$94,470.00 is just for the equipment. Mr. Johnson responded the bid amount is only for the equipment, Connect Transit's portion of the project.

On a motion by Mr. Wilson, and a second by Mr. McCurdy, the Board voted to approve the recommendation to authorize the General Manager to execute a firm-fixed price contract in the amount of \$94,470.00 with International Display Systems for the Bus Passenger Information Display System at Uptown Station.

3. Review and Approve Recommendation for Show Bus Vehicle Lease

Mr. Johnson stated Connect Transit has requested multiple times IDOT give the transit system permission to permanently assign a 2005 Chevrolet Uplander minivan currently leased by SHOW Bus to the organization. The transit system has not been successful with that request so we will continue with the lease agreement, which is renewed annually. Liability remains with SHOW Bus, the amount on the lease remains one dollar, and the terms of the lease remain the same.

On a motion by Mr. Thomas, and a second by Mr. Bowman, the Trustees voted to approve the recommendation for the Show Bus Vehicle Lease.

4. Review and Approve Recommendation for Cancellation of Contract with Heart Technologies for Convenience

Mr. Johnson stated Connect Transit signed a three year contract with Heart Technologies which expires in May of 2014. Heart Technologies provides a server and hosted email exchange as well as trouble shooting and maintenance for Connect Transit at a cost of \$2,140.80 each month. The system now has hired a full time Information Technology Manager, which makes redundant the services Heart is providing. Mr. Johnson added Connect Transit can provide technology services in house now and therefore have more control and respond better to assessed needs.

Mr. Johnson continued the system may terminate for convenience the remaining contract with Heart Technologies. The contract will not be terminated until Connect Transit has its server room completed and servers installed and running. The estimated date of termination is January 13, 2014.

The contract for IT services with Heart Technologies is paid out of the operating budget. It is estimated \$9,806.00 will be saved by terminating the contract with Heart on January 13, 2014 and a minimum annualized amount of \$25,690.00 will be saved by Connect Transit going forward.

Mr. Bowman inquired if the server is housed on site what provisions have been made to avoid a catastrophic occurrence. Mr. Steve Stockton, Information Technology Director, responded there will be two virtual servers, which is a server inside a server. The servers will be taken to a different facility and be backed up to the cloud. One of the locations will be in the garage area and the system will also back up to Barracuda or an off-site back-up, thus eliminating the physical transportation of the hard drive off-site, it will be done instantaneously with Barracuda. The Barracuda backup system is basically an automated backup system that stores data offsite or in the "Cloud". The computer in the garage will perform a backup of our SQL and e-mail servers nightly. It will perform a full backup

on Sunday and an incremental back-up every other day of the week. Backups are only part of our redundancy as each server has dual power supplies, storage is in a RAID5 array, and our SQL databases will be replicated to a virtual machine on the other server.

Mr. Stockton showed a display of the current server situation and explained the new proposed configuration to the Trustees. There will be two separate servers in the server room. One will handle the system emails and have an internal web virtual machine and a terminal services machine. Terminal services will allow employees to take a laptop or tablet out of the office and still have access to all their files just as if the machine was at the office. The other machine will have the land controller which will house the active directory users. Currently the system is using server based authentication. The system's entire user ID's are on a server and don't have any extra security level requirements. This machine will allow dissemination of software to all the machines, so Windows updates or virus protection can be done nightly to all the machines at once and it will be easily trackable. Mr. Stockton continued there will be storage space on this machine which is four times greater than what is currently available. Connect Transit is currently using two thirds of the space available and it is important to keep at least half of the storage space available. This will house the Fleetnet server. Connect Transit phones run through the current network.

On a motion by Ms. Shaw, and a second by Mr. McCurdy, the Board voted to approve the recommendation for Cancellation of the Contract with Heart Technologies for convenience.

5. Review and Approve Recommendation for Network Server Software and Hardware

Mr. Johnson stated this recommendation will provide the hardware and software needed to make the transition for Connect Transit's servers and IT provisions once the contract with Heart Technologies is terminated. Connect Transit will need to purchase network servers and software. Staff has received multiple quotes on server hardware and software. The lowest quote provided for the software was \$8,386.54 by CDW and the lowest quote on the servers was provided by Dell Computers on the State of Illinois contract for \$9,089.42. The server software and hardware will be purchased using local capital funds.

On a motion by Mr. Wilson, and a second by Mr. Bowman, the Trustees voted to approve the recommendation for Network Server Software and Hardware to the respective vendors in an amount not to exceed \$17,475.96.

General Manager's Report

1. Union Contract Negotiation Update

Mr. Johnson stated union negotiations have begun. There were two days this month when union and management met. The next dates are scheduled for December 12th and 13th. Mr. Johnson said there is a long way to go; however, counter offers are occurring. Good progress is being made and everyone is willing to discuss issues. No economic issues have been discussed up to this point. Mr. Johnson stated more information will be forthcoming and surely some executive sessions will be necessary when a contract is closer to being presented for vote.

2. Holiday Express

Mr. Johnson commented Connect Transit is trying a new service this year. The Children's Christmas Party for unemployed and underemployed families co-sponsored by the Bloomington-Normal Trades & Labor Assembly and the McLean County Chamber of Commerce helped to spur this service. Connect Transit was approached to provide transportation to the party for the children and their families on December 14th. Staff decided to take it a step further and run a shopping shuttle only on Saturdays during the holiday season and see what kind of response it would receive.

Mr. Johnson explained the Holiday Express route will operate on Saturdays only from November 30th through December 28th from 8:20 am until 4:50 pm. Buses will leave Uptown Normal at :20 and :50 after the hour, arriving 10 minutes later at College Hills, 10 minutes after that at Eastland mall, and 10 minutes after that in Downtown Bloomington. Buses running from Bloomington to Normal leave East Front Street at :20 and :50 after the hour. It is only 10 minutes to Eastland mall, another 10 minutes to College hills, and another 10 minutes to Uptown Normal. The Holiday Express service is free and no transfers are issued. Mr. Johnson stated the system is seeking corporate sponsorship as well as involvement from the shopping malls. The anticipated forfeiture of revenue is only about \$300.00 to \$400.00. This is a pilot program to see what Connect Transit can do on short notice to help fill the community's needs. The Holiday Express will sponsor the Chamber's Children's Christmas Party at Bloomington High School on the 14th, transport people on the bus to do their holiday shopping, and promote Connect Transit and the local merchants.

Ms. Jennifer Sorenson, Community Relations Director, commented Connect Transit is promoting the Holiday Express on all the buses, in fliers, and in several press releases expanding into coming the weeks. Hopefully next year we will obtain some more sponsorship and we can expand on this year's pilot. Only the Holiday Express is free. All the other fixed routes require a paid fare.

Mr. Thomas inquired if the system has an email list of customers who wish to follow what is going on at Connect Transit. Ms. Sorenson will check to see if someone has an email list and investigate setting one up. Mr. Stockton added that a newsletter sign-up would be great to include on our new website. Mr. McCurdy noted that Facebook and Twitter would help promote activities as well.

3. Bus Shelter Update

Mr. Johnson reported Connect Transit has been targeting areas in need of shelters. A shelter was recently set up at Lincoln Towers and the concrete will be poured soon for a new shelter at Phoenix Towers. He said Trustees may recall there has been considerable concern from Phoenix Towers' residents about the fact the buses are no longer going into the driveway. The facility is owned by a New York corporation and it has taken some time to get approvals to site the shelter. The system is ready to pour concrete next week, weather permitting, and will set up the shelter once it has cured.

Chairman Buchanan inquired if anything can be done to help residents navigate the slope between the building and the bus stop. Mr. Johnson responded staff will be monitoring closely to see how well the facility is keeping the area cleared of snow and ice. Connect Transit is also investigating the possibility of putting in a concrete pad on the other side of the sidewalk which would allow our lifts to deploy easier directly in front of the shelter. Staff will be in contact with the city to be sure proper procedure is followed.

Chairman Buchanan asked if anything has been done at Angler's Manor. Mr. Johnson responded Angler's management has not spoken to staff. Connect Transit staff has shown up twice only to be turned away. The response received from Angler's was that either the person to speak with is not at the facility or Connect Transit staff arrived at a bad time. Mr. Johnson stated staff is trying and will continue to try to talk to Angler's management.

Mr. Ryan Whitehouse inquired if Phoenix Towers offered to pay for the shelter. Mr. Johnson responded the Phoenix Towers management has not offered to pay for the shelter. Connect Transit is paying for it.

Mr. McCurdy asked if the shelters are new or repurposed shelters. Mr. Johnson stated these recent shelters are repurposed old shelters Connect Transit already had on hand. The system will have to purchase new shelters soon.

Mr. Bowman commented State Farm may have some smoking shelters on hand that they may wish to get rid of.

Mr. Wilson inquired about the shelter at the Meijer's store. Mr. Johnson stated no one is sure what the purpose is of that shelter at Meijer's. Staff will contact Meijer's about that shelter.

Mr. McCurdy inquired what Connect Transit is looking for with the new shelters. Mr. Johnson replied the new shelters will be compatible with the old ones, be aesthetically pleasing, offer protection from the elements, and go along with the new branding. Connect Transit will be looking into the possibilities of solar panels to provide lighting and even an electrical hook-up to provide next bus times and bus locators. The shelters need to support advertising. Mr. Johnson stated the trade shows gave some good design choices.

Mr. McCurdy stated he was contacted by a Bloomington resident who lives on Kreitzer Street. That resident was concerned about some bus signs and benches along Grove Street in places where the Connect Transit bus no longer goes. The resident sees people stopping there waiting for a bus. Mr. Johnson will see the sign is removed; however the bench does not belong to the Connect Transit. Perhaps the neighborhood had the bench installed.

Mr. McCurdy also asked about new signs for the changes in stops on the Pink D route. Mr. Johnson responded the designer is working on new signs which will be bigger, meet all the ADA requirements, have more route stop time information, and a QR Code for riders to access on line actual time bus route information.

Mr. Whitehouse suggested Connect Transit put identifying numbers on each bus stop sign so if someone is from out of town they can call police or Connect Transit and state they are standing at specific bus stop sign number and be able to be quickly located. The number could also be used for inventory purposes. Mr. Johnson commented that was a very good suggestion.

4. Upcoming Projects

Mr. Johnson announced the RFP for a new website design was sent today. Responses should be in by the end of December. Connect Transit hopes to have a proposal for Board approval by early January so the implementation goal of the end of the first quarter of the year can be met.

Mr. Johnson stated Mr. Stockton is working on an internal intranet for the office which would allow employees to have access to personal work files at work. A computer will be set up in the drivers' lounge so employees can check their pay stubs, order uniforms, check work schedules, and check vacation schedules.

In addition several electronic bulletin boards will be placed in the office in the lobby area, and employee area break room. These boards will scroll constant office

memos, upcoming events, promotional items, bus updates, detours, interesting transit facts, and videos of commercials. These display boards will only be on this campus. Another large display board will be installed to enhance capabilities for supervisors and dispatchers to access bus information quickly and easily keep track of routes by having a large display in the dispatch area showing the entire route system on DoubleMap.

5. Strategic Planning Update

Mr. Johnson stated the next meeting is scheduled for December 14th. A meeting room has not been scheduled yet. This could be the last Strategic Meeting and is scheduled from 8:00 am to 12:00 noon. This meeting will be for all the Board Members and all the management staff. Mr. Johnson added there will be a staff only meeting prior to the December 14th meeting. At the staff meeting realistic goals will be discussed.

Mr. Johnson stated as soon as a meeting room is reserved he will inform the Board. It's difficult to find a room that allows outside food. If the facility provides the food then the price for the room goes up exponentially. It is also the holiday party season. The room needs to accommodate up to 20 people. Mr. Hales suggested the Den and Prairie Vista Golf Courses. Ms. Sorenson responded she has contacted both those places and they are both booked for the date needed.

Correspondence and Media

Chairman Buchanan noted several media articles included in the Board packet. Mr. McCurdy added radio station WJBC recently did a story on the bike racks on the buses. It was a news story that was picked up from a Bloomington City Council meeting when Bike Blo-No presented for the Bicycle Master Plan and Mr. McCurdy mentioned Connect Transit was looking at bike racks that would accommodate three bikes. WJBC followed up later with a radio news story on the bike racks.

Trustee Comments

Chairman Buchanan mentioned the December Regular Meeting for the Board is scheduled for December 24th and Chairman Buchanan would like to postpone that meeting and schedule the next meeting for Tuesday, January 7th because there are anticipated action items that will be needing attention before the regularly scheduled January meeting. That will make two meetings for January; January 7th and January 28th, both at 4:30 pm.

Chairman Buchanan congratulated Mr. McCurdy for being named recipient of the 21st annual McLean County Public Health Award for his efforts in furthering public health principles, practices, and services of McLean County in 2013. Mr. McCurdy was recognized for his direct involvement with the Good to Go program which encourages

healthy lifestyles and promotes the use of use of alternative sustainable transportation such as waking, bike-riding, car-pooling, or bus riding. Mr. McCurdy was surprised to be nominated and honored to win. Mr. McCurdy explained to attendees that taking the bus is really a multimodal trip, which begins with walking. People who take the bus routinely get an additional nineteen minutes of physical activity per week just getting to and from the bus stops.

Chairman Buchanan wished everyone a wonderful holiday!

On behalf of the Board, Chairman Buchanan congratulated Mr. Johnson on another great year at Connect Transit and wished him happy birthday as a greeting card was passed to him.

Request for Executive Session to Discuss Personnel Matters

There was no request for Executive Session to Discuss Personnel Matters.

Adjournment

There being no further public business, on a motion by Mr. Wilson, and a second by Ms. Shaw, the Trustees voted to adjourn the public meeting at 6:05 p.m.

Mike McCurdy, Secretary