

**Connect Transit Board of Trustees**  
**March 22, 2022, 4:30pm**  
**351 Wylie Drive, Normal, IL 61761 – Board Room**  
**Regular Session Minutes – Approved at 4/26/22 Meeting**

**Trustees Present:** Trustee Judy Buchanan  
Trustee Linda Foster  
Vice-Chair Julie Hile  
Trustee Tim McCue  
Trustee Mandava Rao  
Trustee Barbara Singer  
Chairman Ryan Whitehouse

**City Managers Present:** City Manager Pam Reece, Normal  
Deputy City Manager Billy Tyus, Bloomington

**Staff Present:** David Braun, General Manager  
Brady Lange, Procurement Director (Remote)  
Charlie Busse, Maintenance Manager  
Dave White, Safety and Training Director  
Germaine Walls, Interim HR Manager  
Pat Kuebrich, Finance Director  
Shelly Perry, Operations Manager  
Steve Stockton, IT Manager  
Janice Crago, Board Clerk

Chairman Ryan Whitehouse called the meeting to order at 4:30 p.m. and read the Connect Transit Mission Statement.

Board Clerk, Janice Crago, recorded attendance via roll call.

Trustee Buchanan led the Board in the Pledge of Allegiance.

**PUBLIC COMMENT:**

There were no public comments.

**CONSENT AGENDA:**

- a. Approval of February 22, 2022, Regular Session Minutes
- b. Approval of February 22, 2022, Executive Session Minutes
- c. Financial Information for February 2022
- d. Monthly Statistical Reports for February 2022
- e. Cardinal Infrastructure Federal Report
- f. Cornerstone – Illinois Weekly Update

**Chairman Whitehouse called for a Motion to Approve the Consent Agenda.**

Trustee Rao motioned; seconded by Trustee Buchanan.

**Discussion:**

David Braun, General Manager, shared that the Financial and Statistical Reports reflected payment of the Proterra electric buses debt, and a car rental reimbursement because the rental agency continued to charge even after the car was returned. Mr. Braun shared the negative balance they see in Accounts Receivable is due to IDOT paying us ahead of time and getting credited to our Accounts Receivable. He also shared that at this time we have spent approximate 64.79% of our total budget and would normally expect to be at 66%. While we don't anticipate that to change too much, although we do have staff pay increases coming up.

**Rollcall vote:**

AYE: Trustee Buchanan, Trustee Foster, Vice Chair Hile, Trustee McCue, Trustee Rao, Trustee Singer, Chairman Whitehouse

NAY: None.

Consent Agenda was **approved**.

**NEW BUSINESS:**

- a. **Recommendation to authorize the General Manager to award a contract for purchase and installation of eight (8) electric bus charging dispensers from Proterra, Inc.**

**Chairman Whitehouse called for a motion to authorize the General Manager to award a contract for purchase and installation of eight (8) electric bus charging dispensers from Proterra, Inc.**

Trustee Singer motioned; seconded by Trustee Foster.

**Discussion:**

Mr. Braun shared that in September 2021, the Board of Trustees awarded a contract to Proterra for the purchase of eight (8) 40' battery electric buses. Due to various supply chain related delays a price for the necessary infrastructure to charge the buses was not available at the time of the award. Proterra's Energy Solutions team will provide and install all the necessary charging infrastructure required to charge eight (8) buses. This infrastructure includes eight (8) energy dispensers, necessary conduit, and wiring for the dispensers. There are no chargers included in this contract because in July 2021 the Board of Trustees approved a change order to the original Proterra contract to replace multiple chargers with a single large charging unit. This change has greatly reduced the cost of this contract as well as future infrastructure contracts as our fleet of electric buses expands. The total cost of this contract is \$232,096.00, that will be funded entirely by awards from an FTA 5339 Bus and Bus facilities competitive grant application, as well as IDOT Rebuild Illinois capital grant funds.

Vice Chair Hile stated she appreciates the staff keeping an eye on costs, especially in what amounts to better technology.

**Rollcall vote:**

AYE: Trustee Buchanan, Trustee Foster, Vice Chair Hile, Trustee McCue, Trustee Rao, Trustee Singer, Chairman Whitehouse

NAY: None

Recommendation to authorize the General Manager to award a contract for purchase and installation of eight (8) electric bus charging dispensers from Proterra, Inc. was **approved**.

**b. Recommendation to authorize the General Manager to award a contract for the purchase of two Dell servers from a State of Illinois contract.**

**Chairman Whitehouse called for a motion to authorize the General Manager to award a contract for purchase of two Dell servers from a State of Illinois contract.**

Vice-Chair Hile motioned; seconded by Trustee McCue.

**Discussion:**

Mr. Braun shared that our current servers are eight years old. Steve Stockton, IT Manager, stated they are tight on space and memory. Mr. Stockton said they have done everything possible to make the current servers last as long as they can. Mr. Braun shared in December of 2013 Connect Transit purchased two Dell PowerEdge 720XD servers. Since that time Connect Transit has utilized these servers for file storage and software systems vital to operating services. Typical useful life of a server is five (5) years and in order to extend the useful life, Connect Transit staff upgraded some internal components of the servers four (4) years ago.

The current server configuration barely meets the required specifications for most new software. Frequently we must backup or remove data due to the space limitation of our current hardware. Extra space is needed because Connect Transit's data needs (video, photo, ridership, accounting, and employee) have grown exponentially in the past eight (8) years. The servers also provide many more functions than they were used for when purchased. In 2013 they were used for four (4) SQL databases and file storage, they now have over 25 SQL databases, house our internal web server, door access systems, Genfare fare collection software, virus and update servers, print servers, video archive storage, network file server and more. The number of users has more than doubled and as a result the access speed has slowed down. We have been fortunate that more hardware hasn't failed in the past two (2) years. We have had two (2) hard drives fail out of sixteen (16), however there is concern that that failure rate will increase with age. The total cost of this contract is \$65,636.80, which will be funded by 65% DOAP Debt Service and 35% FTA 5307 CARES funding. This purchase is contingent upon concurrence from IDOT that is currently being reviewed. By utilizing a contract from the State of Illinois Department of Innovation and Technology, Connect Transit will save 40% or \$26,000 off MSRP for this hardware.

**Rollcall vote:**

AYE: Trustee Buchanan, Trustee Foster, Vice Chair Hile, Trustee McCue, Trustee Rao, Trustee Singer, Chairman Whitehouse

NAY: None

Recommendation to authorize the General Manager to award a contract for purchase of two Dell servers from a State of Illinois contract was **approved**.

**CHAIRMAN'S REPORT:**

Chairman Whitehouse noted the introduction of Trustee Singer was done in between the Annual Meeting and Regular Session meeting but welcomed her again. Mr. Whitehouse shared he has spoken with everyone on the Board about the working group committees, and while he won't be announcing the committee appointments tonight, he feels he has everyone where they will be comfortable and will announce the committees next month.

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

### **Better Bus Stops:**

Mr. Braun shared the Better Bus Stops Campaign will make all 463 Connect Transit bus stops ADA accessible throughout both the City of Bloomington and Town of Normal by 2024. Chairman Whitehouse shared we started this campaign in 2018 and plan to accomplish all that we possibly can by 2024 with this campaign. Connect Transit has completed construction on 181 stops, 45 of those stops have shelters, 43 have benches, and 93 have pads. [The complete report was shared with the Board in the meeting packet.]

Vice Chair Hile shared that this project has been made more challenging by our desire to meet answer the Connect to the Future request to meet the needs of riders all the way to the borders.

### **Recruiting and Training:**

Mr. Braun shared we are in the process of recruiting for a Procurement Assistant, Customer Service Rep., Custodian, Operations Supervisor, Bus Operators, Maintenance Supervisor, Mechanic, and Service Technician. We have also begun Sexual Harassment training for our staff, all Mechanics and Service Techs have completed Lock Out/Tag Out Training, and APC Counter Training for four Mechanics; Two Operations staff have completed Introduction to Paratransit Management and Operations.

Trustee Foster commented that it is good to see Connect Transit investing in training for the employees and asked if there is any diversity and inclusion training done for the drivers for their interactions with the public? Germaine Walls stated she is looking into training of this type for all staff in the upcoming year.

### **COVID and Vaccination Update:**

Mr. Braun shared we reinstated rear door boarding procedures and fares on February 28, 2022 and that 91 employees have shared their vaccination records (67%).

Trustee Singer asked if we will be following the mask mandate extension that the airlines are following. Chairman Whitehouse explained we do fall under TSA and follow the same federal guidelines that the airlines follow.

Mr. Braun took a moment to point out the photo directory left at their seats, so the Board knows who he is referring to in his weekly report.

### **Statement of Economic Interest:**

Mr. Braun reminded everyone their SEI is due May 2 and provided verbatim what assets do and do not consist of. Should anyone need clarification or assistance, questions should be sent to David Braun, who will compile and send them to Mr. Mahrt, Connect Transit attorney. Chairman Whitehouse stated the questions in this year's SEI are a concern in Springfield and could possibly be walked back, major organizations in Illinois are asking for clarification from the Secretary of State's Office.

Vice Chair Hile asked for confirmation that there is the possibility some of the questions could be walked back. Chairman Whitehouse confirmed that is what he has heard, even the sponsor of the bill did not intend the questions to be this intense.

**MSRPC Grant:**

McLean County Regional Planning Commission is applying for a grant to implement the McLean County GoSafe plan. The grant will be used for outreach and marketing efforts to implement the plan and they have asked us to sponsor a local share. Mr. Braun stated we would possibly commit to \$15,000-\$20,000. Vice Chair Hile stated the GoSafe goal is zero transportation related deaths by 2030, we currently sustain 12-15 per year.

**One-Voice Project:**

Mr. Braun attended the One-Voice Project for the EDC. We supported three projects: one to support Heartland Community College's expansion electric vehicle program, one for the water reclamation district, and a small connector road at the airport.

Vice Chair Hile asked if HCC funding connects with any of our electric vehicle talent needs for our company? Mr. Braun stated he did speak with them, and they are interested in working with us to integrate our needs into their curriculum.

**EXECUTIVE SESSION:**

ILCS 12/2(c)(5) – Property Acquisition

**Chairman Whitehouse called for a motion to adjourn Regular Session and move into an Executive Session.**

Vice Chair Hile motioned; seconded Trustee Buchanan.

**Rollcall vote:**

AYE: Trustee Buchanan, Trustee Foster, Vice Chair Hile, Trustee McCue, Trustee Rao, Trustee Singer, Chairman Whitehouse

NAY: None

**Motion carried, and the Board of Trustees adjourned Regular Session and moved into Executive Session at 5:12 p.m.**

**REGULAR SESSION RE-OPENED:**

Chairman Whitehouse called Regular Session back to order at 5:38pm and Board Clerk, Janice Crago, called roll.

**Trustees Present:**

Trustee Judy Buchanan  
Trustee Linda Foster  
Vice-Chair Julie Hile  
Trustee Tim McCue  
Trustee Mandava Rao  
Trustee Barbara Singer  
Chairman Ryan Whitehouse

**City Managers Present:**

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**TRUSTEE'S COMMENTS:**

Trustee Foster congratulated the newly elected officers and welcomed Trustee Singer. She also expressed her appreciation with the movement of the Board over the last few months, moving them in an important direction for the community.

Trustee Buchanan expressed her thanks for the energy the Board has and her appreciation that the decisions we are making are being put into action.

Vice Chair Hile thanked David Braun and staff for the continuous improvement in the organization, and David Braun for making the One-Voice trip.

**ADJOURNMENT:**

**Chairman Whitehouse called for a Motion to Adjourn.**

Trustee Foster motioned; seconded by Trustee McCue.

**Rollcall vote:**

AYE: Trustee Buchanan, Trustee Foster, Vice Chair Hile, Trustee McCue, Trustee Rao, Trustee Singer, Chairman Whitehouse

NAY: None

Motion to adjourn the Board of Trustees meeting was **approved**; meeting adjourned at 5:42p.m.

  
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Trustee Judy Buchanan, Board Secretary

  
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Janice Crago, Board Clerk

[SEAL]

