

**CONNECT TRANSIT
BOARD OF TRUSTEES
PROCEEDINGS OF JUNE 27, 2017**

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 June 27, 2017 at 4:30 p.m.

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

TRUSTEES ABSENT: Lauren Lacey
 Jennifer McDade

CITY MANAGERS: Mark Peterson, Town of Normal Manager

STAFF PRESENT: Isaac Thorne, Interim General Manager
 Julie Beer, Executive Assistant

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

Motion by Trustee Judy Buchanan, seconded by Trustee John Thomas to allow City of Bloomington Assistant City Manager, Steve Rasmussen to participate in the meeting.

AYE: All

NAY: None

Motion carried.

PUBLIC COMMENTS

None.

YEARS OF SERVICE AWARDS

Vice Chairman Mike McCurdy stated there were two (2) Years of Service Awards to present. He noted that the honorees were not in attendance to receive their service awards. He announced the service awards to Thom Larson, for ten (10) years of service, and to Marietta Adams-Hunt for five (5) years of service. He thanked them for their contribution and dedication to Connect Transit.

CONSENT AGENDA

1. Approval of Minutes of Previous Meeting of May 30, 2017

2. Disbursements for Month of May, 2017
3. Financial Report for Month of May, 2017
4. Capital and Self Insurance Reserve Fund Balances for month of May, 2017
5. Monthly Statistical Report for month of May, 2017
6. Federal Report for Connect Transit – Prepared by Cardinal Infrastructure

Interim General Manager Isaac Thorne noted that the Sunday Service Report was inaccurate. A corrected report would be forwarded to the Board the following day.

Trustee John Bowman questioned the dwell time on some routes, noting that it is not productive. He questioned if Connect Transit was providing the correct service at the correct time.

Interim General Manager Isaac Thorne responded that the dwell time issues will be corrected.

Motion by Trustee Judy Buchanan, seconded by Trustee John Thomas that the Consent Agenda be approved.

AYE: All

NAY: None

Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

Appointment to Community Transportation Advisory Committee

Interim General Manager Isaac Thorne introduced this item. He stated this appointment of Jeremy Studebaker is replacing Eric Bush, whom resigned his seat. Mr. Bush recommended Mr. Studebaker as his replacement. Staff interviewed Mr. Studebaker and believes him to be a good fit for CTAC. He recommended approval of the appointment.

Secretary Ryan Whitehouse questioned the most recent CTAC activities. Mr. Thorne responded the group has met to discuss the premium service proposal, the route restructure and budget constraints.

Trustee Judy Buchanan requested that an update be provided to the Board. Mr. Thorne agreed. A CTAC meeting update will be provided to the Board on a quarterly basis.

Motion by Trustee Judy Buchanan, seconded by Trustee John Bowman that the appointment be approved.

Recommendation – 2021 Strategic Plan

Isaac Thorne, Interim General Manager introduced this item. He stated the 2021 Strategic Plan is now in its final form and recommended Board approval.

Motion by Trustee John Thomas, seconded by Trustee Judy Buchanan that the 2021 Strategic Plan be approved.

AYE: All

NAY: None

Motion carried.

(The Connect Transit 2021 Strategic Plan is on file at the Connect Transit office.)

Strategic Plan – One Year Objectives

YEAR ONE OBJECTIVES (not in order of importance):

1. *Design or adjust proposed system routes to ensure alignment with and performance toward transit objectives.*

The Comprehensive Operational Analysis conducted by Nelson\Nygaard included stakeholder input that favored more frequent bus service. The route network design created by Nelson\Nygaard and unanimously approved by the Connect Transit board included more frequent service as well as coverage routes. Additionally, Nelson\Nygaard used five guiding principles to design the bus network that Connect Transit will closely imitate when making route proposal recommendations.

The Mclean County Long Range Transportation Plan is developed on the “foundation of sustainable development characterized by careful use of resources, conservation of land, compact neighborhood design, and the use of alternative transportation modes”. Staff will create a five year transportation service plan that will be in conjunction with Mclean County Regional Planning Commission Long Range Transportation Plan to determine where additional service such as frequency will be in a five year time frame. Staff will focus on service enhancements that will provide a more frequent bus service network. This will also give the community an understanding of where the frequent bus service will be located and what the bus system network will look like in five years based on population growth, housing and business development, etc.

Strategic Plan Goal 1, Strategy 2, Action 1

2. Explore fare restructuring

Staff will procure a consulting firm to review and make recommendation regarding the current fare structure. Connect Transit has not raised the one way fare for fixed route transit in ten years. This will be a comprehensive review of fares and passes with a recommended fare structure over a five year time period.

Strategic Plan Goal 1, Strategy 4, Action 2

3. Conduct periodic customer surveys, interviews or focus groups, to obtain suggestions and feedback, and gauge satisfaction.

Staff will conduct rider and customer satisfaction surveys to establish a baseline for future surveys assessing the performance and reliability of Connect services. Connect Transit Advisory Committee and stakeholder interviews will be used for suggestions and feedback on five year transportation plan, fare restructuring, and service delivery.

Strategic Plan Goal 2, Strategy 2, Action 5

4. Formalize routine data analysis, reporting and metrics to monitor and evaluate system performance.

Staff will seek board direction in formalizing the monthly board reports with proper reporting and metrics to monitor and evaluate the system performance.

Strategic Plan Goal 3, Strategy 2, Action 1

5. Create a marketing and communications plan that amplifies the value of the transit system to the general public, and demonstrates its return on investment in social, economic and environmental terms.

Staff will create marketing and communications plan that builds awareness of the public transit for all stakeholders in the community and its return on investment.

Strategic Plan Goal 4, Strategy 2, Action 2

6. Emphasize the value of transit accessibility in land use development.

Staff will emphasize the need and value for transit accessibility in land use development. During last year's community engagement sessions customers frequently talked about the lack of sidewalks and infrastructure. Staff will also conduct an accessibility review to prioritize improved pedestrian connections, bus stops pads, shelters, and signage.

Strategic Plan Goal 5, Strategy 3, Action 2.

Isaac Thorne, Interim General Manager introduced this item. He stated all of the items within the 2021 Strategic Plan are very important. There are six (6) items that he would like to focus on over the next year. He provided the Board with an overview of the items.

Mark Peterson, Town of Normal Manager, questioned the need and cost to hire a consulting firm to conduct a fare restructures study. He believed that there is a formula that could be used in order to conduct an analysis in house. He agreed that the fare structure should be considered. He did not believe it necessary to spend a lot of money hiring a consulting firm.

Mr. Thorne continued the overview. He noted periodic customer satisfaction surveys would be conducted. Other items include creating a 3 to 5 year marketing plan, in an effort to reach non-riders.

Motion by Trustee Judy Buchanan, seconded by Trustee John Thomas that the 2021 Strategic Plan Year One Objectives be approved.

AYE: All

NAY: None

Motion carried.

Recommendation – Universal Access Agreement – Heartland Community College

Isaac Thorne, Interim General Manager introduced this item. This is the annual renewal of the Universal Access Agreement with Heartland Community College. Staff recommended approval of this agreement.

Motion by Trustee John Bowman, seconded by Trustee Judy Buchanan that the Universal Access Agreement with Heartland Community College be approved.

AYE: All

NAY: None

Motion carried.

Prevailing Wage Ordinance

Isaac Thorne, Interim General Manager introduced this item. Annually, Connect Transit is required to pass an ordinance as a part of normal procedure.

**ORDINANCE NO. 2017-01
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 5, 2017, 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 27th day of June, 2017.

Mike McCurdy
BOARD CHAIRMAN, CONNECT TRANSIT

ATTEST:

Julie Beer
BOARD CLERK

Motion by Trustee John Thomas, seconded by Trustee Judy Buchanan that the Ordinance be passed.

AYE: All

NAY: None

Motion carried.

Recommendation – Approval of a Resolution for the IDOT Central Vehicle Procurement Program for the Purchase of Four (4) Connect Mobility Buses and One (1) Van

Isaac Thorne, Interim General Manager introduced this item. This Resolution is a part of a grant application to the Illinois Department of Transportation for free vehicles. This grant application is to receive four (4) Connect Mobility buses and one (1) van. Staff recommends that the Resolution be adopted.

Motion by Trustee Judy Buchanan, seconded by Trustee John Thomas that the Resolution be adopted.

AYE: All

NAY: None

Motion carried.

(Resolution is on file at the Connect Transit's office.)

Uber Display Pilot Program

Interim General Manager, Isaac Thorne introduced this item. He stated it is an exciting project and described them to the Board. The Display Boards include a lot of unique features. They include the option of providing free Wi-Fi service on the buses. He was excited to begin the pilot program. Staff recommended approval of this pilot program.

Trustee John Bowman questioned if the Board would need to review Connect Transit's advertising policy to reflect the potential agreement with Uber Displays. Mr. Thorne affirmed, the Board would need to review the advertising policy.

City of Bloomington Assistant City Manager, Steve Rasmussen stated the Bloomington City Council was in favor of this project.

Trustee Judy Buchanan stated the estimated revenue from this project is \$150,000 annually.

Vice Chairman Mike McCurdy stated the displays also have the option of showing Amber Alerts, Weather Warnings, etc. He questioned the length of the pilot project. Mr. Thorne responded that the pilot project would last for 3 months. The point is to attract advertisers. At the end of the pilot project, a one year agreement will be considered.

Trustee John Bowman questioned any conflict with the full bus wrap advertising option. Mr. Thorne stated the displays would still be placed on the wrapped buses, however, they would not display any competitor advertising from that of the wrapped bus.

Motion by Trustee Judy Buchanan, seconded by John Thomas that a three (3) month pilot program with Uber Displays be approved.

AYE: All

NAY: None

Motion carried.

GENERAL MANAGER'S REPORT

Isaac Thorne, Interim General Manager addressed the board. He had been meeting with some area legislators. Connect Transit is still owed the fourth quarter payment from the State of Illinois. Connect Transit's remaining funds will keep it in operation until mid - October. He informed the Board that there is current legislation that has been introduced that would reduce the overall funding for downstate transit systems. This would prove to be catastrophic to Connect Transit and other downstate systems.

Connect Transit has applied for Federal funds for four (4) electric buses and solar panels for the maintenance department. The grant application was submitted the day before. He did not expect a notice of award until October.

Connect Transit recently purchased eleven (11) used buses to help relieve its capital problem. They're all 2003/2004 buses. This purchase is a Band-Aid, with the hope that they will help Connect Transit for a few more years.

Trustee Judy Buchanan noted she had seen a press release announcing the YWCA's Medivan Program would be discontinued. Mr. Thorne affirmed.

TRUSTEE'S COMMENTS

City of Bloomington Assistant City Manager Steve Rasmussen addressed the Board. He stated he had been interviewed on the radio earlier in the day. He encouraged Connect Transit staff and/or Trustees to provide information to the radio station concerning Connect Transit's operations and funding.

Town of Normal Manager Mark Peterson agreed. It is important to speak of the benefits of public transit.

Trustee John Bowman stated increased ridership would increase revenue. He stated one of the most disheartening things about the Comprehensive Operational Analysis is the refusal to enhance or optimize the system. He believed there were additional opportunities to bring more riders into the system.

Trustee Ryan Whitehouse stated there may be times when discussion concerning ridership and coverage would be needed, however, he believed increasing ridership and revenue to be the goal of the entire Connect Transit Board, and staff.

Vice Chairman Mike McCurdy stated the conversation had been held previously. The Board made a clear choice that frequency was the most important goal at this time. As a rule the Board should rely on the recommendations by Connect Transit staff.

Interim General Manager Isaac Thorne stated he had not discussed the Tan Route with Trustee John Bowman. He would be glad to do so. Vice Chairman Mike McCurdy stated staff needs to be sure to keep the lines of communication open.

ADJOURNMENT

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

Time: 5:56 p.m.

AYE: All

NAY: None

Motion carried.

Julie Beer, Executive Assistant