

**CONNECT TRANSIT
BOARD OF TRUSTEES
PROCEEDINGS OF JULY 28, 2015**

The regular meeting of the Board of Trustees of Connect Transit was held at Uptown Station, 4th Floor, Room 409, Normal, IL on July 28, 2015 at 4:30 p.m.

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

TRUSTEES ABSENT:

CITY MANAGERS: David Hales, Bloomington City Manager

STAFF PRESENT: Andrew Johnson, General Manager
 Jenifer Clark, Human Resources Director
 Isaac Thorne, Procurement Director
 Julie Phillips, Executive Assistant - Labor Relations

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

PUBLIC COMMENTS

Marilyn Evans addressed the Board. She stated there are rumors circulating that Connect Transit did not plan to notify the public in advance of when the new fixed stop locations would take effect.

Mark Peterson, Town of Normal Manager arrived at 4:33 p.m.

Andrew Johnson, General Manager stated there was no validity to the rumors circulating. There would be plenty of advance notice of when the fixed stop locations would take effect. The signs would be posted, and there would be an educational period before the switch to the fixed stop system.

CONSENT AGENDA

1. Approval of Minutes of Previous Meeting of June 30, 2015
2. Disbursements for Month of July, 2015
3. Financial Report for Month of June, 2015
4. Capital and Self Insurance Reserve Fund Balances for month of June, 2015
5. Monthly Statistical Report for month of June, 2015
6. Fourth Quarter and Fiscal Year Statistical Reports
7. FY 2015 Fourth Quarter Ridership Data and Trends

Motion by Trustee John Bowman, Seconded by Trustee Judy Buchanan that the Consent Agenda be approved.

AYE: All

NAY: None

Motion carried.

OLD BUSINESS

Andrew Johnson, General Manager stated there was no old business; however, at the June 30, 2015 Board meeting the Board directed staff to reconsider the radio advertising agreement. As a result, this item now appears as new business on the agenda for this evening's meeting.

NEW BUSINESS

Radio Advertising Agreements

Andrew Johnson, General Manager requested that Melissa Chrisman, Marketing and Business Development Manager introduce this item. Ms. Chrisman addressed the Board. She stated that as the Board requested at the June 30, 2015 Board meeting, staff reconsidered the radio advertising agreement. As a result, staff determined the best approach to reach the most diverse groups within the community would be to split the advertising dollars between two (2) radio stations, Great Plains Media and Connoisseur Media. Ms. Chrisman provided an overview of the agreements and details of the advertising each station would provide. She stated these radio agreements are good investments and the total spent is still below what was spent in the previous year for radio advertising.

Andrew Johnson, General Manager stated the staff may conduct a ridership survey to inquire if they are hearing the radio advertising and their opinion.

Motion by Vice Chairman Mike McCurdy, Seconded by Trustee Judy Buchanan that the Agreements with Great Plains Media and Connoisseur Media, for the period from August 2015 through July 2016, in a total contracts amount not to exceed \$29,150 be approved 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 a Strategic Plan review Work Session would be scheduled in the very near future and provided an overview of the quarterly update.

Strategic Plan Update – July 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 are listed below:

Funding

- Submitted USDOT TIGER application for the proposed Downtown Bloomington Transfer Center.

Expanded Services

- DoubleMap bus tracking app has been updated to reflect the new fixed stop system. All stop locations are now represented by dots along with estimated bus arrival times. There are also twice as many ADA announcement points as before.
- The passenger information displays at Uptown Station have been fine-tuned and now provide more accurate bus arrival times as well as its directional destination.

Awareness and Education

- Representatives from staff and board attended the Center for Transportation Excellence Transit Initiatives and Communities Conference to learn more about creating successful local funding initiatives.

Key Relationships/Partnerships

- Connect Transit Community Transportation Advisory Committee had two meetings, including one to provide input on the Comprehensive Operational Analysis.
- Participated in “Stand Up for Transportation Day”, organizing numerous events throughout the community, including a bus driving event for elected officials and their staff.
- Conducted rider surveys and listening sessions for the Comprehensive Operational Analysis.

Vice Chairman Mike McCurdy questioned if the ride-alongs with local elected officials should be included in the Strategic Plan update. Mr. Johnson affirmed and stated he had inadvertently left the information out of the update. Connect Transit staff and some Board members had participated in ride-alongs with two newly elected Council members and two (2) more were scheduled in the upcoming weeks. He stated additional future ride-alongs would be scheduled with State Legislators.

Vice Chairman McCurdy thanked Mr. Johnson and the Connect Transit staff for the new ridership data and trends report. He questioned if Connect Transit was dependent on student ridership. Mr. Johnson responded the total student ridership is 40%. The system would like to accentuate transit and jobs, but in order to increase choice riders, frequency and convenience would need to increase, which requires additional funding.

Mr. Johnson updated the Board regarding the State of Illinois’s budget. There would not be any cuts to public transit funding in the current budget year; however, Capital funds were still in limbo. He was unsure how long the budget stalemate would continue. Connect Transit remains vigilant.

Mr. Johnson reminded the Board that its new buses would be arriving very soon. There are a few small details still being worked out on them. He hoped the first bus would be arriving in the next week.

Mr. Johnson informed the Board that Connect Transit had reached an agreement with the Amalgamated Transit Union (ATU) for using a Connect Transit bus in the upcoming Labor Day Parade. It is the hope that one of the new buses would be used.

Mr. Johnson stated the McLean County Chamber of Commerce and the Bloomington/Normal Economic Development Council (EDC) has joined together to create B/N Advantage, which will provide a solid pitch for businesses to come into the Bloomington/Normal community. Connect Transit has pushed hard to be a part of this process. The Chamber of Commerce and EDC would be presenting its final product on August 25, 2015 at Heartland Community College. He encouraged the Trustees to attend.

Finally, Mr. Johnson informed the Board the Federal Transit Administration had conducted Connect Transit's Triennial Review. He was very proud to inform them there was only one (1) finding. The Connect Transit system was almost perfect in compliance. He believed this Triennial Review is the best review the system has ever had and he could not be more proud of the Connect Transit staff and system.

TRUSTEE'S COMMENTS

Vice Chairman Mike McCurdy questioned when the Connect Transit facility remodel would be complete. Andrew Johnson, General Manager stated the administrative office was nearly complete. The Board room would be painted and a new conference table would be installed. He stated the August meeting would be held again at Uptown Station in Normal. He believed the Board would be very happy with the finished spaces.

Vice Chairman Mike McCurdy thanked Gabe Goldsmith, Public Outreach Coordinator for visiting the WGLT Radio Station and introducing himself.

Secretary Ryan Whitehouse stated the recent By-Law revision included allowing remote participation at the Board meetings. He noted the change did not include allowing remote participation in Executive Session. He stated he travels frequently for his job and would like to be allowed to participate in both Regular and Executive sessions if he is unable to attend due to business reasons, or any other reason allowed under the Open Meetings Act.

Andrew Johnson, General manager stated a By-Law revision would be presented at the August meeting to allow remote participation in both Regular and Executive sessions.

ADJOURNMENT

Motion by Vice Chairman Mike McCurdy, Seconded by Trustee John Bowman to adjourn to Executive Session.

AYE: All

NAY: None

Motion carried.

Time: 5:15 p.m.

Motion by Trustee Judy Buchanan, seconded by Vice Chairman Mike McCurdy to return to Regular Session.

Time: 6:29 p.m.

AYE: All

NAY: None

Motion carried.

Ryan Whitehouse, Secretary