

**CONNECT TRANSIT  
BOARD OF TRUSTEES  
PROCEEDINGS OF SEPTEMBER 1, 2015**

The regular meeting of the Board of Trustees of Connect Transit was held at Uptown Station, 4<sup>th</sup> Floor, Room 409, Normal, IL on September 1, 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:

STAFF PRESENT:            Andrew Johnson, General Manager  
                                 Melissa Chrisman, Marketing and Business Development Manager  
                                 Isaac Thorne, Procurement Director  
                                 Julie Phillips, Executive Assistant

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

**PUBLIC COMMENTS**

None.

**CONSENT AGENDA**

1. Approval of Minutes of the Previous Meeting of July 28, 2015
2. Disbursements for Month of August, 2015
3. Financial Report for Month of July, 2015
4. Capital and Self Insurance Reserve Fund Balances for month of July, 2015
5. Monthly Statistical Report for month of July, 2015

Vice Chairman Mike McCurdy questioned if individual route statistics would be eliminated from the Monthly Statistical Report. Andrew Johnson, General Manager stated the individual route information would be eliminated from the report that appears in the Board packet each month. Though the packet report itself needed additional refining, the individual route information would now be found on Connect Transit's website.

Isaac Thorne, Procurement Director addressed the Board. He stated staff's goal is to provide better reporting to the Board; the Monthly Statistical Report that is in the September Board packet includes four (4) categories with the intent of providing the Board with a better understanding of the day to day operations, allow the opportunity to understand Connect Transit's strengths and

weaknesses and better understand where improvements can be made in service and efficiency. Future reports will include categories for staff goals.

Mr. Johnson stated the intent is not to remove detail, but to provide the Board with a quicker snapshot of the pulse of the system.

Trustee John Bowman questioned several line items reported in the August Disbursements report. Each item was addressed by Mr. Johnson and/or Isaac Thorne, Procurement Director.

Motion by Vice Chairman Mike McCurdy, Seconded by Trustee Judy Buchanan that the Consent Agenda be approved.

AYE: All

NAY: None

Motion carried.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

### Illinois Downstate Operating Assistance Grant

Andrew Johnson, General Manager introduced this item. The Illinois Downstate Operating Assistance Grant provides 65% of Connect Transit's operating expenses. Although the State of Illinois has not approved a budget, Connect Transit has an ongoing appropriation for down State operating assistance. This grant is no different from years past. Staff respectfully requests that the Grant be approved.

Mr. Johnson noted the State of Illinois statute still states down State transit agencies are provided a 10% funding increase each year. Connect Transit receives more funding than requested; more than it can use because it does not have a local funding component. \$1.5 million is left on the table annually because there is no local operating support. The grant as it stands keeps the system fully funded to provide the current level of service.

Motion by Trustee Judy Buchanan, Seconded by Vice Chairman Mike McCurdy that the Illinois Downstate Operating Assistance Grant Agreement for fiscal year 2016 be approved, the necessary documents executed, and the Resolution adopted.

AYE: All

NAY: None

Motion carried.

(Illinois Downstate Operating Assistance Grant Agreement, supporting documents and Resolution are on file in the Connect Transit offices.)

Amendment to By-Laws

Andrew Johnson, General Manager introduced this item. He stated this revision was requested by the Board at the previous July Board meeting. The current By-Laws provide the procedure to allow remote participation at Board of Trustee meetings provided that the necessary qualifications are met. However, there is a provision disallowing remote participation at Board of Trustees Executive Sessions. This revision simply strikes the sentence disallowing remote participation at Board of Trustees Executive Sessions.

Chairman Bill Wilson stressed the importance of attending Board meetings.

Motion by Vice Chairman Mike McCurdy, Seconded by Trustee Judy Buchanan that that the Amended By-Laws be approved.

AYE: All

NAY: None

Motion carried

# **BY-LAWS OF BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM**

## **OFFICES**

1. The office of the System shall be located at 351 Wylie Drive, Normal, Illinois. The System may also have other offices in the City of Bloomington or the Town of Normal in the State of Illinois, at such other places as the Trustees may from time to time designate.

## **SEAL**

2. The System shall have, and does adopt, a Seal, which, shall be affixed to official documents executed in the course of System business.

## **TRUSTEES**

3. The property and business of the System shall be managed and controlled by its Board of Trustees, seven (7) in numbers. The Trustees shall hold office "in accordance with the ordinances adopted by the two cities and until their successors are elected and qualified".

## **POWER OF TRUSTEES**

4. The Trustees shall have, in addition to such powers as are hereinafter expressly conferred upon them all such powers as may be exercised by the System subject to the provisions of the laws of the federal government and the State of Illinois, and the ordinances providing for the creation of the System.

The Trustees shall have the powers as prescribed in the ordinance, "Section Four, Board of Trustees", items "A through I" as attached.

## MEETINGS OF THE TRUSTEES

5. An annual meeting of the Trustees shall be held each year on the same date and at the same place as the regular monthly meeting of the Trustees in March, and it shall immediately precede the Trustees' meeting. Any business may be transacted at the annual meeting, but one purpose shall be the election of officers for the next ensuing year which will end on the last day of June. No prior notice of such meeting shall be required to be given to the Trustees.

Regular meetings of the Trustees shall be held monthly at the office of the System, with the hour and the day of the month to be fixed by Resolution/Vote of the Trustees.

If the date of the regular meeting comes on a legal holiday the Board of Trustees shall determine the meeting date.

Special meetings of the Trustees may be called by the Chairman on two days' notice, in writing, or verbally to all Trustees, and shall be called by the Chairman in like manner on the written request of two Trustees.

Regular meetings and Special meetings may be held at an alternative site other than the office of the System with sufficient advance notice as required by law.

For any meeting, attendance by four (4) or more of the Trustees holding office shall constitute a quorum, but a smaller number may adjourn from time to time without further notice until a quorum is secured.

Action may be taken by the Trustees only upon a vote of four (4) of the Trustees casting affirmative votes.

If a quorum of the members of the Board of Trustees is physically present as required by the State of Illinois Section 2.01 of 5 ILCS 120/Open Meetings Act, a majority of the Board of Trustees may allow by motion and vote, a Trustee to attend the meeting by other means if the Trustee is prevented from physically attending because of: (1) personal illness or disability; (2) employment purposes or the business of the public body; or (3) a family or other emergency. "Other means" is by video or audio conference.

If a Trustee wishes to attend a meeting by other means, the Trustee must notify the recording secretary or designee of the Board before the meeting unless advance notice is impractical.

A majority of the Board of Trustees may allow a member to attend a meeting by other means only in accordance with and to the extent allowed by rules adopted by the Board of Trustees.

An agenda shall be distributed to all Trustees for regular meetings at least 24 hours before the time of the meeting.

The agenda shall be prepared from the office of the General Manager and shall contain the language and background of each of the proposals to be discussed at the regular meeting.

## **ORDER OF BUSINESS**

6. At the regular meetings of the Trustees of the system, the following shall be the order of business:

- Call to Order
- Public Comment
- Consent Agenda (to include disbursements, financial and operational reports, approval of meeting minutes, and items considered to be routine in nature as appropriate and enacted by one motion. There will be no separate discussion of these items unless a Trustee or citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in New Business.)
- Old Business
- New Business
- General Manager Report
- Trustee Comments/Announcements
- Executive Session – cite section
- Adjournment

The Trustees shall adopt, by resolution, rules of procedure for meetings of the Trustees and such rule of procedure shall be followed by the Trustees. In the absence of such resolution, Roberts Rules of Order shall prevail. Resolutions shall be voted on by voice vote unless any of the Trustees present at such meeting call for a roll call. Upon a Trustee calling for a roll call, the vote shall be taken and recorded by the Secretary by name with the Trustees voting in alphabetical order.

## **OFFICERS OF THE SYSTEM**

7. The Officers of the System shall be a Chairman, a Vice Chairman, a Secretary, and such other officers as may from time to time be chosen by the Trustees.

No Trustee shall hold more than one office at any given time. The officers of the System shall hold office until their successors are chosen and qualified in their stead.

## **CHAIRMAN**

8. The Chairman shall be the principal officer of the Board of Trustees. It shall be his/her duty to preside at all meetings of the Trustees, to request that the General Manager execute all orders and resolutions of the Trustees, and to execute contracts, agreements, deeds, bonds, mortgages, and other obligations and instruments in the name of the System, as directed by the Board. The Chairman shall be a Citizen Trustee.

## **VICE-CHAIRMAN**

9. The Vice-Chairman shall be vested with all the powers and required to perform all the duties of the Chairman in his/her absence or disability and shall perform such other duties as may be prescribed by the Board of Trustees.

## **CHAIRMAN PRO-TEM**

10. In the absence of the Chairman and the Vice Chairman, the Trustees may appoint from their own number a Chairman ProTem.

## **SECRETARY**

11. The Secretary, or his/her designee, shall attend all meetings of the System. He shall record or cause to be recorded all of the proceedings of such meetings in a manner kept for that purpose. He shall perform such other duties as shall be assigned to him by the Chairman or the Board of Trustees. He shall also have or delegate custody of the official Seal.

The Secretary shall attest to the execution of all contracts, agreements, deeds, mortgages, or other obligations and instruments in the name of the System, and shall affix the seal thereto when authorized by the Trustees.

## **GENERAL MANAGER**

12. The General Manager shall be the Chief Executive of the System, in charge of day to day administrative operations, exercising the duties and powers assigned to him by the Trustees, in addition to each of the following:
  - a. to have general and active management of the business of the System.
  - b. to see that all orders and resolutions of the Trustees are carried into effect.
  - c. to hire agents, clerks, assistants, factors, employees, and to dismiss them at his discretion, to fix their duties and emoluments, and to change them from time to time and to require security as the General Manager may deem proper.
  - d. to exercise or to confer on any employee of the System, the power of selecting, discharging, or suspending employees of the System.
  - e. to negotiate or to confer on any employee or agent of the System, the power to negotiate collective bargaining agreements on behalf of the System provided, any such collective bargaining agreement shall be subject to final approval by the Trustees.
  - f. to invest or cause to be invested the funds of the System.
  - g. to keep or cause to be kept the accounts of receipts and disbursements of the System.

## **DUTIES OF OFFICERS MAY BE DELEGATED**

13. In the case of the absence or disability of any officer of the System, or for any other reason deemed sufficient by a majority of the Trustees, the Trustees may delegate his/her powers or duties to any other officer or to any Trustee for the time being.

## **FISCAL YEAR**

14. The fiscal year of the System shall end on the last day of June in each year, or on such other date as may be fixed by Resolution of the Trustees.

## **CHECKS**

15. All checks, drafts or orders for the payment of money shall be signed by any two (2) authorized persons from a list of employees approved by the Trustees from time to time, with the latest Board approved list of employees to be effective and to replace any or all prior authorizations. No checks shall be signed in blank.

(#15 may be revised dependent upon recommendations from auditors and to reflect current protocols.)

## **NOTICES**

16. Notice required to be given under the provisions of these by-laws to any Trustee or officer shall be construed to mean personal notice, but may be given in writing by depositing the same in a post office or letter box in a postpaid, sealed wrapper, addressed to such Trustee or officer at such address as appears on the books of the System, and such notice shall be deemed to be given at the time when the same shall be thus mailed. Any Trustee or officer may waive, in writing, any notice required to be given under these by-laws, whether before or after the time stated therein.

## **BOND**

17. The General Manager shall determine which employees of the System shall be bonded in an amount to be determined by the General Manager for the faithful performance of their duties which involve the handling of monies belonging to the System. The cost of such bond shall be paid by the System.

## **AMENDMENTS OF BY-LAWS**

18. These by-laws may be amended, repealed, or added to at any regular meeting of the Trustees, or at any special meeting called for that purpose, by affirmative vote of four (4) of the Trustees, provided, however, that notices of the proposed changes in these by-laws shall be given the Trustees at least three days prior to the meeting at which they are to be considered.

The foregoing By-Laws were approved unanimously by the Trustees at a meeting held on the 26<sup>th</sup> Day of May, 2015 and are still in full force and effect.

DATED THIS 1st DAY OF September, 2015.

\_\_\_\_\_  
Chairman

ATTEST:

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Secretary

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

Andrew Johnson, General Manager stated Connect Transit has received five (5) new buses. There will be a press conference and ribbon cutting on September 4, 2015. The new buses are currently being prepared for service.

Mr. Johnson requested Melissa Chrisman, Business and Development Manager provide the Board with an update on the upcoming Illinois Public Transportation Association's fall conference being hosted by Connect Transit. The conference will be held at the Marriott in Uptown Normal the week of September 7, 2015.

Ms. Chrisman addressed the Board. She stated a copy of the agenda has been sent to the Board. The conference would begin with a golf outing on Wednesday, there will be tours and dinner and the remaining conference includes a variety of learning and networking activities.

Mr. Johnson thanked Melissa and all of the Connect Transit staff members that have worked to make this event happen.

Mr. Johnson reminded the Board that Illinois State University's Communication University (CommU) would be held on Saturday, September 12, 2015. Ms. Chrisman stated tailgating would begin at 6 p.m.

Mr. Johnson stated Connect Transit is a sponsor of the Bike BloNo's Light the Night event that will be held in Uptown Station on Thursday, September 3, 2015. He invited the Board to visit any and all of these events.

### **TRUSTEE'S COMMENTS**

Trustee Judy Buchanan stated she had attended the Chamber of Commerce Breakfast which included a presentation regarding Connect Transit's Comprehensive Operational Analysis. She

commended Andrew Johnson, General Manager and Kyle Boehm, Planner for their presentation. It was well prepared and presented.

Trustee John Thomas noted many people in attendance at the B/N Advantage presentation. He questioned any comments regarding same by Mr. Johnson.

Mr. Johnson stated a lot of work has been put into putting the B/N Advantage program together. Connect Transit will have representatives on the steering committee and on task forces. There is information regarding B/N Advantage on the Chamber of Commerce website and the Economic Development Council's website. Mr. Johnson stated it was nice to have Connect Transit acknowledged as part of the community's economic development package.

Secretary Ryan Whitehouse echoed Trustee Buchanan's comments. He questioned where Connect Transit stands regarding the Town of Normal and the City of Bloomington's sales tax increase proposal. Vice Chairman Mike McCurdy responded the Town of Normal and the City of Bloomington are not aligned regarding where any additional sales tax revenue dollars will be spent.

Andrew Johnson, General Manager stated Connect Transit would continue its public outreach efforts. Aligning of the two municipalities regarding public transit is tricky. It is important Connect Transit continues to push the idea of the value of public transportation in the community.

Chairman Bill Wilson agreed. It was important to recognize the public transportation needs of the community and the local funding component of any municipal sales tax increase.

There were no additional Trustee comments.

## **ADJOURNMENT**

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

AYE: All

NAY: None

Motion carried.

Time: 5:23 p.m.

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

## **Approval of Settlement Agreement**

Motion by Vice Chairman Mike McCurdy, seconded by Trustee Judy Buchanan that the Settlement Agreement with Mick Ferrell in the amount of \$55,000 be approved.

AYE: All

NAY: None

Motion carried.

Motion by Vice Chairman Mike McCurdy, seconded by Trustee John Thomas that the meeting be adjourned.

Time: 5:45 p.m.

AYE: All

NAY: None

Motion carried.

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Ryan Whitehouse, Secretary