

CONNECT TRANSIT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
January 22, 2013

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 on January 22, 2013 at 4:30 p.m.

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

TRUSTEES ABSENT:

STAFF PRESENT: Andrew Johnson, General Manager
Roy Rickert, Operations Director
Isaac Thorne, Procurement Director
Michelle Ferguson, Human Resources Director
Carl Rokos, Maintenance Director
Trish Tilton, Administrative Assistant

OTHERS PRESENT: Jennifer Sicks, McLean County Regional Planning
David Calhoon, ATU Local 752
Brian Enata, ATU Local 752
Bonnie Johnson
Rita Davitt
Chelsea Davitt
Charles Smith
Cary Supalu

Call to Order

Chairman Judy Buchanan called the meeting to order at 4:30 p.m. and roll call was taken. Chairman Buchanan welcomed everyone and invited anyone wishing to make public comment to step forward to speak.

Public Comment

Chelsea Davitt introduced herself and stated she was a student at Illinois Wesleyan University where she has recently finished a class on geographic information systems. Geographic information system is software used for environmental studies and city planning. Ms. Davitt explained she wrote a paper using the software to research the current route system compared to the proposed route changes. Ms. Davitt did an analysis comparing the routes and distances people would have to walk, the population being served, and the median household income of the riders. Ms. Davitt explained currently 80.1% of the population is being served with the present routes and 68.9% of the population would be served with the proposed route restructuring. That is a difference of 11.2% riders. According to the American Public Transportation Association survey, the largest income group riding the bus makes between \$15,000 and \$49,999 and the middle class (\$50,000-\$99,999 median household income) make up 24.8% of the bus ridership. The proposed bus routes have longer distances to walk for this middle class rider. If these riders are not willing or able to walk the longer distance to get to the bus, that would cut out one fourth of all bus riders in Bloomington-Normal. Ms. Davitt also stated safety for the riders is a big concern noting that many of the new bus routes do not have any streetlights or sidewalks. The new routes would also have an increase of active railroad track crossings creating delays and safety issues. Ms. Davitt stated she would be happy to answer any questions or make any explanations.

Chairman Buchanan thanked Ms. Davitt for her report and asked if copies will be available for Trustee review. Mr. Andrew Johnson, General Manager, responded he was sent a digital version of Ms. Davitt's paper and he will be happy to forward it to the Trustees once he has time to review it. Mr. Johnson suggested the Board discuss the paper after everyone has had a chance to read it.

Approval of Minutes

Chairman Buchanan stated the Board did not have a meeting in December; therefore the minutes to be approved are from the November 27, 2012 meeting.

On a motion by Ms. Mary Caisley, and a second by Mr. Bill Wilson, the minutes for the November 27, 2012 meeting were approved as presented.

Mr. Mike McCurdy mentioned the order of the meeting changed to accommodate the auditors; however the minutes followed the order of the agenda. Ms. Trish Tilton, Administrative Assistant, replied the change in the order of the meeting was mentioned in the section covering the Audit Report and the minutes did follow the order of the agenda.

Items Removed From Consent Agenda

Consent Agenda

On a motion by Mr. McCurdy, and a second by Mr. John Bowman, the Trustees voted to approve the Consent Agenda as presented including the following items:

- 1. Review and Approve December and January Disbursements**
- 2. Review and Approve November and December Monthly and Year-to-Date Financial Statements**
- 3. Review and Receive November and December Capital and Self-Insurance Reserve Fund Balances**
- 4. Review and Receive November and December Monthly Ridership Report and Executive Summary**

Consent Agenda Discussion

Mr. McCurdy had questions on the multiple repairs for the fleet. Mr. Johnson responded the majority of the repairs are for engines and transmissions on the 2004 and 2005 Gillig 30' coaches. No mid-life overhauls were done on these buses. We are working with the Federal Transit Administration to get the State of Good Repair Grant in place to help pay for the engine overhauls. The grant should pay for a number of those capital expenses. In the meantime, as buses go down and we need to get them fixed right away, the money is coming out of the operating budget. We are watching that very closely. It may be necessary to do a budget amendment. Reviewing the December financial statements through the mid-point of our fiscal year we are still under budget on most every line item. We will be assessing this closely to determine if a budget amendment is necessary. Mr. Johnson added Mr. Carl Rokos, Maintenance Director, has advised him we will be losing a bus every other month due to these extensive repairs. That is what has been happening. Our fleet consists of 29 buses and 20 of those are the 2004 and 2005 Gilligs having the engine and transmission problems. Mr. Johnson continued the buses are maintained well and are safe, but the engines and transmissions last only so long. Going forward we will perform mid-life overhauls on all our buses.

Chairman Buchanan asked about the status of the used California buses. Mr. Johnson stated he just received the contract for that purchase from San Mateo, California today. Once the contract is reviewed it will be signed and returned to them and we can get a trucking company ready to start taking those buses off site and back to our garage. By spring they should be running and taking the strain off our existing fleet.

Mr. McCurdy had a question about the Heart Technologies computer and server fee in the disbursement list. Is there an ongoing problem or is this our monthly fee? Mr. Johnson responded Heart is our IT provider and that is our monthly fee. Heart provides

our server and manages our technology, internet, and any problems. Mr. Johnson continued we are taking a look at our IT relationship. With all the new technology we are adding lately it has become more complex. We are assessing our needs and where we need to go from here.

Mr. Bowman had a question about the disbursements for Express Employment Professionals related to the Dispatch area. Mr. Bowman asked if we are fully staffed in Dispatch now. Mr. Johnson responded that disbursement item is not for Dispatch Replacements. What we did with those positions was to run a pilot program for customer service representatives which would answer phones, take paratransit reservations, and get the dispatchers off the phones so they can pay attention to what is going on out in the street with our GPS system. They are not replacing dispatch, rather expanding the scope of the transportation department. We are coming to the end of that pilot project and we will determine whether we will bring any customer service people on board permanently. The temporary employees can apply for the positions should we decide that is the direction we need to go.

Old Business

1. Review and Approve Tire Lease RFP #12-05

Mr. Johnson stated many transits are now using tire lease programs to save money on tires. A tire lease eliminates the disposal costs and worry of constantly deciding where the tires are coming from. This will help us manage tires and we will always be sure to have an ample supply at a fixed rate. There has been a dramatic increase in the cost of tires. The tires we have been using have increased from \$265.00 to \$384.00 each. This contract will allow us to use a better tire for transit, which will run between \$450.00 and \$550.00 each. Mr. Johnson reported we hit several road blocks trying to put this agreement together mainly due to the price of tires increasing so much and the fact that the bigger suppliers such as Michelin and Bridgestone prefer to deal with larger transit systems in larger metropolitan areas. This means they have to set up local distributors for us. Mr. Johnson continued Mr. Isaac Thorne, Procurement Director, put a great deal of work in this RFP. Bridgestone came up with 101 questions and there were many legal issues to deal with. This lease will ensure we will have a consistent reliable source of tires for the next three years at a locked-in price. This will save the Transit money as compared to purchasing the tires on the open market. We will begin to use Michelin tires, Michelin will manage the inventory, and when the tires are worn to a certain degree, Michelin will haul them away. Mr. Johnson recommends the Board approve this contract agreement.

Mr. Bill Wilson asked about how the price was determined. Mr. Johnson responded the price is based on mileage, on how many miles the buses will run. We can lock in that price which will be \$84,000.00 a year. With the lease agreement we will be

able to budget more effectively. There is a good possibility of a 200% increase in the price of tires over the next year. This locks in a price and also ensures we will get good quality tires every time.

Chairman Buchanan inquired if this requires us to purchase a certain number of tires. Mr. Johnson responded the number of tires is inconsequential. When we buy new buses they will bring more new tires. The contract is for three years.

Mr. Ryan Whitehouse asked about the mileage. This contract is based on our current route mileage. We are working on possible new routes. Will the difference in the route mileage effect anything with the lease contract? Mr. Johnson stated the previous route restructure proposal covered roughly the same amount of miles as the current routes. Mr. Johnson continued if we were to change service hours, or add Sunday service, that would change the price on the contract.

Mr. McCurdy asked if there was a projected cost savings. Mr. Thorne responded taking what it would cost to purchase the tires compared to the cost to lease the tires there is roughly a \$41,000.00 savings with the lease.

Mr. Rokos estimates we are going through one tire a year for each tire on every bus. Mr. Rokos added we are seeing more and more recap tires failing, because of the poor quality of the recaps. The lease will bring all new tires so it will eliminate the problems with recaps. The bulk of the money we are spending now is mostly on rear recapped tires.

Mr. Bowman added he calculated the difference between leasing and purchasing tires and it comes to \$533.40 per tire leased versus \$657.36 purchased.

Ms. Caisley inquired of Mr. Johnson when he expects he'll be asking the Board to amend the budget. Mr. Johnson responded if we are going to do a budget amendment he expects it would be by the next Board meeting and he would expect to have notification to the Trustees far in advance of that. Mr. Johnson continued we just closed out December last week and we are reviewing those numbers to project where we think we are going to be. We are taking into consideration the maintenance situation regarding the engines and transmissions as well as the customer service situation in transportation. The customer service positions were added to free up and allow the dispatchers to tend to the pressing issues of buses, drivers, and customer situations out on the street especially with buses running late. We will be evaluating how much that will cost to continue and see if there is enough room in the budget to continue, based on current projections, or whether we need to adjust the budget. We are under budget in most categories in the budget, and we are half way through the fiscal year. Mr. Johnson wants to have the budget amended only if it is truly necessary.

On a motion by Mr. Wilson, and a second by Mr. McCurdy, the Trustees voted unanimously to approve the three year tire lease proposal RFP #12-05 with Michelin Fleet Solutions.

New Business

1. Review and Approve Recommendation for Award of Sedan Vehicles RFP #12-11

Mr. Johnson reported the State of Illinois contract for vehicles has expired and a new contract has not been issued. This makes the procurement process very involved and detailed. It is difficult to find the vehicles on your own and get comparable bids. Every vehicle is different. We sent out the RFP two different times and finally did get one bid. That was for three Chevrolet Malibu Sedans. These will be used by staff for road supervision, driver relief, and other trips we need to make. Currently we have old Ford Taurus Sedans and one Chevrolet Mini Van that are being used. The Malibu's would replace a couple of those older vehicles. We will probably keep one or two of the old vehicles. This purchase would be funded by Federal Transit Administration. This is one of those grants where the FTA took very old money, which should have lapsed, and allowed us to convert it to buy these vehicles. The vehicles will be purchased with 80% Federal funding and 20% local capital. We can purchase three Chevy Malibu's for \$74,965.50. The local share amount that Connect has to pay is \$14,993.10. Once we receive the vehicles we will put Connect Transit Graphics on them and they will be very visible in the community.

Chairman Buchanan asked about the \$81,446.00 total FTA grant amount for support vehicles. Mr. Johnson stated the Transit would also like to purchase a new service truck to replace the 1993 we are currently using. Mr. Johnson added we also would like to purchase a generator for the building.

Mr. John Thomas asked if there was rationale of sedans over minivans. Mr. Johnson responded that we have two service trucks if we need to move items and we have a minivan already. We just need the sedans to move people around. These are not revenue service vehicles. The sedans should be the right size for our current needs. Mr. Johnson continued the sedan will work well as a street supervision vehicle. One of our current fleet vehicles just had the transmission go out on it.

Mr. McCurdy mentioned he would like to see the electric vehicles kept on the table as an option in the future. He continued this is a sustainable transportation organization and electric vehicles would be a perfect fit, except for snow or ice situations. Mr. McCurdy realizes there are some infrastructure issues to deal with up front, but he would like to keep these electric vehicles on our list. Mr. Johnson stated we will certainly keep that in mind.

On a motion by Mr. Thomas, and a second by Mr. McCurdy, the Trustees voted to approve the award of the Sedan Vehicles RFP #12-11 to Miles Chevrolet.

Mr. Bowman asked which dealerships were approached for the RFP. Mr. Thorne replied; Ray Dennison in Pekin, Leman Chevy City, Dennison in Bloomington, Uftring, Rebbec, Baum, and Miles.

Ms. Caisley asked if businesses did not apply due to the lengthy paperwork. Mr. Johnson responded yes and we would like to hold some workshops for vendors who are often put off by the amount of paperwork involved with our RFP. The workshops would give vendors a better understanding of the regulations and what the benefits are when doing business with us. Hopefully that will be put in place soon. Sometimes the RFPs are over 30 pages long. We need some better competition. Mr. Johnson thanked Mr. Thorne for all the extra work and effort he had to put in on this RFP.

2. Review and Approve Authorizing Resolution for Illinois Department of Transportation Technical Studies Grant

Mr. Johnson stated IDOT has come out with a Technical Studies Grant Program. This would allow us to use IDOT funding to study areas where we would not have the technical expertise on staff. In this case we are looking at operational efficiency including service needs and placement of bus stops and shelters. There are many technical issues that accompany that process; locating the proper sites for each stop and shelter, making sure they are ADA compliant, and finding the safest places for bus stops. It is a very large task and we do not have a planning staff that can handle a task such as this. We will have to outsource the expertise and get a consultant. This money will pay for that. This will authorize the General Manager to direct staff to make an application for these grant funds. This gives permission to apply for the grant. We will be asking for \$150,000.00. We are very hopeful the State will look upon our application favorably and give us the ability to get a consultant for this project.

Mr. Thorne states the grant is ready to go and with your approval tonight we can submit it tomorrow. The State is indicating it may be only a few weeks to find out if our application will be accepted and approved for funds.

Ms. Caisley asked if this project will work in conjunction with the new bus routes. Mr. Johnson stated the new routes will have to be approved first and then we will have to go through a procurement process to get a consultant. Mr. Johnson mentioned that the listening sessions will no doubt bring up suggestions for bus stops, benches, and shelters and we can give all that information to the consultant. IDOT will be very helpful to pay for all this technical study.

Mr. McCurdy asked how staff arrived at the requested \$150,000.00 amount for this study. Mr. Johnson responded the amount came with some help and suggestions from IDOT guiding us to be sure to ask for enough money. Mr. McCurdy asked if the shelters on North Avenue can be removed and repurposed because people are still waiting at them thinking it is a proper bus stop. Mr. Johnson stated he has spoken with ISU about this, and he will talk to them again. The shelters belong to ISU and are at the old transfer center. Mr. McCurdy inquired if it is possible to remove them and store them somewhere until it is determined where they should be relocated. Mr. Johnson will bring this up at the quarter end meeting with ISU.

On a motion by Mr. McCurdy, and a second by Mr. Wilson, the Board voted to approve the Authorizing Resolution for Illinois Department of Transportation Technical Studies Grant.

General Manager's Report

1. Study Group

Mr. Johnson reported the Study Group met just recently and they have had very good discussion on a wide range of topics ranging from funding, education, marketing, and increasing ridership. Mr. Johnson stated the discussion finally concluded the Group needs to wrap all those topics around the basic question of why we are here, which is determining whether a local funding source for transit is feasible. We had a very good discussion including other local funding sources such as private deals with local business, more universal access, and a tax referendum. We are going to schedule another meeting and have a real push to get everyone in the room and have a more in-depth discussion to see if it is feasible to have a local funding source. The Group may come to the conclusion that it is not feasible, which then gives the Board and staff an idea on how to move forward if we encounter funding cuts at the state and federal level. This is a touchy subject, but the real purpose of the Group is to determine what direction to take should our normal funding sources fall short.

Chairman Buchanan inquired if other local funding options were discussed in addition to the tax option. Mr. Johnson stated several primary options were put on the table; full blown referendum for a dedicated transit tax, modifying the City of Bloomington and Town of Normal sales tax, which they evidently have room for, getting more funding from the city and town just out of general revenue. They discussed working out deals with private business in exchange for service that is tailored to an extent (but still available to the public) to that business, without negatively impacting the rest of the public. It was mentioned that the YMCA is currently exploring getting sales tax funding for acquiring a new facility and has been talking to the City of Bloomington about that possibility. Mr.

Johnson stressed the Board needs to understand that no matter what is decided or recommended, the Transit will survive and move on. It may not look exactly the same as it is today. If the business community is not on board with this and is not promoting it, it is not going to happen. The community needs to state that they want the tax first. It won't happen if the community is not behind it completely.

Chairman Buchanan appreciates that the Study Group is focused. We are fortunate to have a representative group of community leaders engaged in the process. We are grateful to Mr. Johnson and our consultant for their leadership and look forward to receiving their recommendations.

General Manager's Goals

Mr. Johnson stated these goals were discussed at the special meeting on January 12th. Mr. Johnson listed the goals as follows:

- **Successfully negotiate modifications to the existing labor agreement.**

These negotiations are currently in progress

- **Assist Study Group in providing a recommendation on local funding feasibility by the end of 2013.**

This was just discussed in the meeting.

- **Complete the Route Restructuring by September 2013.**

Mr. Johnson stated we are moving forward with the plan that he detailed to the Trustees in November.

- **Scheduling Listening Sessions.**

These sessions will give the community an opportunity to discuss any aspect of the transit system that they wish to discuss, and possibly open our eyes to other issues we were not thinking about. Chairman Buchanan asked what will the format be for these listening sessions and do we have dates and locations? Mr. Johnson replied the dates and locations will be scheduled this week. It is difficult to find facilities that can or are willing to host these sessions. Ms. Trish Tilton, Administrative Assistant, has come up with a good list of locations where we could go, attempting to hit all sides of the communities, north, south, east, and west.

Mr. Ryan Whitehouse asked as a form of courtesy, is there a way to share the possible dates with the Board Members before they are scheduled? Mr. Whitehouse thinks it is important for Board members to be in attendance and he was not able to attend one of the public hearings due to a work commitment. Before we finalize the dates and times if the list could be sent out to the Trustees first and if only one Trustee can attend on a particular date then he suggests another date be selected. Mr. Whitehouse continued he thinks the Board needs to be represented. Mr. Johnson stressed we are planning on doing six listening sessions and it is not realistic for the Board to make all of them. There should be several Trustees in attendance at each session. Ms. Tilton added the only dates ISU has available are January 29th and February 12th.

Chairman Buchanan asked how these sessions would be promoted. Mr. Johnson responded we will be going through community groups, doing advertisements, posting it on all the buses, and getting representatives from all stake holders of transit service to be there. The Trustees decided the February 12th date for ISU would work best. Chairman Buchanan noted that not every Trustee will be available to attend all the sessions. Mr. Johnson stated these sessions are not public hearings. They are more informal. We will be recording everything and keeping track. Chairman Buchanan agrees with Mr. Johnson, and offered that it is important for the Board to have a presence. The route restructuring proposal, and all the work put into it, is really going to be a very substantial proposal for the Board to be considering, probably the most substantial and critical votes we as Trustees will have to make in our tenure, considering it has never been done before.

Ms. Tilton stated the first Listening Session would be at ISU Bone Student Center, in the Old Main Room on Tuesday, February 12th from 3:00 pm to 5:00 pm. Mr. Johnson stated after the listening sessions a revised route restructuring proposal will be presented. Then we will have open houses where we will clearly detail everything we are changing. We will have interactive question and answer time and make sure all the questions are answered. We will likely get input during the open houses which may require us to rethink and modify other things. We may have to repeat the open houses with the modifications. Then we will have more public hearings and a vote.

Mr. Bowman brought up the fact that the Connect Transit web site is not very sophisticated and not easily navigated. Has any thought been given to putting a special page on the web site which addresses the issues brought up at the public hearings or these listening sessions? Chairman Buchanan asked if the transcriptions from the public hearings are posted on the web site. Mr. Johnson responded they are on the web site. Mr. Johnson

continued there was a problem trying to truly convey the differences between existing routes and the proposed routes because it is completely eliminating the old routes and creating completely new routes. It is difficult to adequately convey that on a pdf file on the web. We are trying to find a better way to do it. We are also trying to get the website redone. Our goal is to have a new web site in place by the beginning of the fall semester. The changes in website require huge amounts of input from staff and it is a lengthy process. Getting a new web site is a priority. We recognize the current site is less than adequate.

- **Seek out opportunities for expansion of universal access agreements.**

Mr. Johnson stated the last contracts with educational partners resulted in increased revenue. We are looking for additional opportunities as well. We have also been in contact with Illinois Wesleyan University about universal access. We have also had discussions with possible corporate partners as well.

- **Increase level of political advocacy at the State and Federal levels.**

Mr. Johnson stated the best way to get funding is to keep our political leaders informed on how valuable our service is to the community. This requires being in Springfield and Washington, D.C. and working the local districts as well. We have discussed strategies with Mr. Whitehouse to put that in place

- **Work closer with City, Town, and County planners to ensure transit-friendly development in the community.**

Mr. Johnson explained we have had many instances of developers building and developing areas and then hoping transit can serve the area after the fact. We are working with regional planning and with the City and Town to have a seat at the table to discuss these issues before it is too late. If developers want transit there, here are the things you need to do and incorporate in your plan. We will continue to work closer with these planners.

- **Increase transit system outreach to the local business community.**

Mr. Johnson continued the Transit will not do well if business is not behind us. We need to work on partnership opportunities with local business and make them aware of the benefits of Transit.

- **Expand channels of internal communication with staff and the Board.**

Mr. Johnson stated a number of good ideas came up during the working session about providing more regular updates to the Board. We did not have a December Board meeting due to the holidays, but we still need to have communication to the Board to keep the Trustees informed. Also, with staff, our Human Resources Director, Ms. Michelle Ferguson, has started a news letter and we are also going to be having listening sessions with our employees as well, on a quarterly basis. This will be an opportunity to hear what employees have to say about the Transit, how we can make it better, how we can fix things, or what is good about it. This will make management staff fully accessible to everyone.

Mr. Bowman added he was looking through the Transit Personnel Manual and he inquired if there is a mechanism for anonymous reporting or confidential reporting on issues. He continued he knows for sexual harassment and other forms of harassment it is clearly stated. Mr. Bowman asked if there was an ethics hotline or even whistle blower option for employees. Ms. Ferguson responded there are steps for harassment issues and discipline actions, other than that, no we don't. Mr. Bowman asked if there was an ethics hotline or anything. Ms. Ferguson responded no there is nothing in place for those issues.

2. IDOT Capital Grant Application Status

Mr. Johnson stated we are requesting approximately \$2 million dollars to purchase new buses and other equipment. The status of the grant is it is being reviewed by the State now. We do not have a definitive date on when any decision may be made. We have not been asked for any letters of support from any elected officials. We are keeping the elected officials up to date on the progress so they can supply those letters should we be asked. We hope to hear from the State soon.

3. Labor Contract Status

Mr. Johnson reported negotiations with the labor union are on-going. There were meetings last week, which presented some constructive requests. The progress is good and moving quickly. Another meeting will be scheduled soon. Mr. Johnson feels it will be concluding soon.

Correspondence and Media

Chairman Buchanan noted the positive correspondence found in the packet including Cardinal Court and Stuff-the-Bus.

Trustee Comments

1. Ad Hoc Committees

Chairman Buchanan stated three committees of the Trustees would be formed. A Political Advocacy committee would be comprised of Mr. McCurdy and Mr. Whitehouse. The Strategic Plan committee would consist of Mr. Thomas and Mr. Bowman. The 2013-2014 Leadership Committee would include Ms. Caisley and Mr. Wilson.

2. Advocacy Efforts

The Political Advocacy efforts have had a jumpstart with Mr. Johnson and Chairman Buchanan making trips to Washington, D.C. and visiting with elected officials when they were able to be in town. Chairman Buchanan stressed it is very important to reach out to these lawmakers. We are anticipating a visit from a member of Senator Kirk's office on February 7th to visit and have a tour of our Transit Facility. We are also looking forward to a visit from congressman Schock in February. We are hopeful Congressman Davis, who is on the Transportation Committee, will stop by as well sometime. Senator Durbin is planning to send a member of his staff to visit our facility soon.

Mr. Whitehouse believes it is money well spent to get at least the General Manager out to D.C. to get the political attention on our needs and goals and securing our relationship with our leaders. Mr. Whitehouse stated last year there were two to three Peoria Transit Board Members on the Congressman Schock D.C. trip. Contact with our political leaders is a very important relationship to secure and maintain especially during these financially tight times. Mr. Whitehouse stated when he is in Washington he reminds lawmakers he is with the Transit, but Mr. Whitehouse believes they see him as a representative of his professional job first and Transit secondly. Mr. Whitehouse asked the Board to consider in the Budget an increase for such advocacy with political leaders as it will be extremely important.

Chairman Buchanan stated Mr. McCurdy, Mr. Whitehouse, and Mr. Johnson will keep the Board informed of visits and activity. These visits will happen any time during the day. We will be careful of the attendance so, if needed, a special meeting notice can be posted within the timeline.

Ms. Caisley asked if anyone was considering attending the One Voice Trip. Mr. Whitehouse responded that last year the topic was transportation and this year it will focus on agriculture. Mr. Whitehouse recommends the Economic Development Conference or Congressman Schock Fly-In instead. Mr.

Whitehouse feels for the Transit the Schock Fly-In would be of better value. The Fly-In should be in the fall, when Congress is in session. The dates have not been scheduled yet. It is not just for Congressman Schock, our Senators will come in also. Mr. Whitehouse will be on that trip representing the McLean County Chamber of Commerce.

Mr. Johnson announced he and Mr. Roy Rickert, Operations Director, will be in Washington, D.C. in March for the American Public Transportation Association Legislative Conference. It will be roughly one week before the One Voice Trip. We will be making the rounds on Capitol Hill and making a presence at that time. At that time the topics being discussed will all be transit specific.

3. Review of Board By-Laws

Chairman Buchanan reported that the By-Laws need to be updated. Copies of the By-Laws, with recommended changes, will be available for discussion at the February Board Meeting.

4. Correspondence

Chairman Buchanan announced the American Public Transportation Association will be having a meeting in Indianapolis in the spring and Chicago in the fall. No specific dates have been set. We will get the dates to the Trustees as soon as possible. These meetings will be a good opportunity for Trustees to attend and not overly tax the budget. Chairman Buchanan is hopeful several Trustees will be able to attend.

Chairman Buchanan announced she has a letter from Mayor Koos to read to the Board. The letter is from fellow Trustee Ms. Mary Caisley. Chairman Buchanan read the letter which stated after much consideration Ms. Caisley is submitting her resignation from the Board of Trustees effective upon the appointment and confirmation of her successor. The letter continued to state Ms. Caisley has appreciated the opportunities afforded to her to serve on the Board since mid 2005. Much advancement in public transit has taken place during those years including; high speed rail, the Multi-Modal Center, the expansion of Central Illinois Regional Airport. There is more work to be done. At this point the Board is entering into a new union contract, new bus routes are being mapped, and a Board planning session is scheduled. This is an appropriate time for a new member from Normal to start serving. During her tenure as Chairman of the Board of Trustees, Ms. Caisley acknowledges the tremendous co-operation from elected officials, city manager Mr. Mark Peterson, attorney Mr. Steve Mahrt, and the staff of the Town of Normal. Ms. Caisley has great appreciation for the support that these individuals gave to the Transit System and to her when there were many detours to maneuver in the administration of B-NPTS. At this time

the Transit System is under new leadership of Mr. Johnson and Chairman Buchanan and enthusiastic and educated new Board members and is in very good hands. Ms. Caisley ended the letter by stating her thanks for giving her the opportunity to serve the citizens of Normal and the larger community. Chairman Buchanan stated Mayor Koos received the letter late last year and the appointment process is in place. However, Ms. Caisley is not leaving just yet. Chairman Buchanan added we are losing a very valued, experienced, and loyal supporter and leader of B-NPTS. Chairman Buchanan added the appointee from Normal would be fulfilling an unexpired term which ends in June 2014. Several Trustees will have terms that will expire in June 2013 and we will be working with the city managers and Mayors on whether those Trustees will be re-appointed or new appointments will be made. Chairman Buchanan thanked Ms. Caisley for all her service and willingness to stay until a new appointee has been confirmed.

Mr. McCurdy shared that ISU sent out a very nice "tweet" and media correspondence about the Cardinal Court resolution for about 9,000 users. There was also a nice mention of this on the ISU Parking and Transportation web page. Mr. Johnson complemented Mr. Dave White, Safety and Training Director, and Mr. Rickert for all their hard work to ensure Cardinal Court got the service that ISU wanted.

Chairman Buchanan reported that before the end of the calendar year she and Mr. Johnson had a very productive meeting with the Vice-President of Finance and Planning for ISU. It was decided to meet on a quarterly basis. ISU acknowledged the discussions need to be two way and they hope to increase promotion of the availability of local transit among the campus community.

Request for Executive Session

Adjournment

On a motion by Mr. Bowman, and a second by Mr. Wilson, the Trustees voted to adjourn the meeting at 5:50 pm.

John M. Bowman, Secretary