



AGENDA

Meeting of the Connect Transit Board of Trustees

September 26, 2017

4:30 P.M.

Board Room

**Connect Transit Operations Facility
351 Wylie Drive, Normal, IL 61761**

- A. Call to Order
- B. Roll Call
- C. Public Comments
- D. Consent Agenda
 - 1. Approval of Minutes of Previous Meeting of August 22, 2017, Executive Session of July 25, 2017 and Labor Relations Ad Hoc Committee of July 18, 2017
 - 2. Disbursements for Month of August, 2017
 - 3. Financial Report for Month of July 2017, and August 2017
 - 4. Capital and Self Insurance Reserve Fund Balances for month of July 2017, and August 2017
 - 5. Federal Report for Connect Transit – Prepared by Cardinal Infrastructure
- E. Old Business
 - 1. Performance Measures
- F. New Business
 - 1. Selection of Connect Transit General Manager
 - 2. Recommendation for Authorized Signatories
 - 3. Illinois Downstate Operating Assistance Grant Agreement
 - 4. Recommendation for LED Displays RFP
 - 5. Recommendation for the Purchase of Heavy Duty Buses
 - 6. Presentation – BN Advantage
- G. General Manager's Report



- H. Trustee's Comments
- I. Executive Session – cite section
- J. Adjournment



July 2017

Financial and Statistical Reports

Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2018	Period 1	Division: 98 Operating Profit/Loss		As of: 07/31/2017	
		July - 2017	Jul-2017 Thru Jul-2017 Year To Date	Jul-2017	Approved Budget
Operating Revenue					
Passenger Fares	\$53,537.96	8.49%	\$53,537.96	8.49%	\$630,850.00
ISU Contract Fare	\$44,583.33	8.33%	\$44,583.33	8.33%	\$535,000.00
Other Contract Fares	\$6,708.33	8.39%	\$6,708.33	8.39%	\$80,000.00
Advertising Revenue	\$6,075.00	2.13%	\$6,075.00	2.13%	\$285,000.00
Miscellaneous Revenue	\$135.30	6.77%	\$135.30	6.77%	\$2,000.00
Total Operating Revenue	\$111,039.92	7.24%	\$111,039.92	7.24%	\$1,532,850.00
Operating Expenses					
Operators Wages	\$445,417.02	8.12%	\$445,417.02	8.12%	\$5,487,225.00
Maintenance Wages	\$82,168.16	6.41%	\$82,168.16	6.41%	\$1,281,200.00
Administration Wages	\$57,326.06	5.60%	\$57,326.06	5.60%	\$1,023,100.00
Employer Payroll Tax Expense	\$44,410.84	7.01%	\$44,410.84	7.01%	\$633,853.00
Retirement Plan	\$20,746.98	5.33%	\$20,746.98	5.33%	\$389,577.00
Group Insurance	\$121,209.92	6.59%	\$121,209.92	6.59%	\$1,839,036.00
Uniform Expense	\$1,353.16	3.87%	\$1,353.16	3.87%	\$34,984.00
Professional Services	\$16,939.34	8.11%	\$16,939.34	8.11%	\$208,936.00
Outside Repair-Labor	\$415.00	0.37%	\$415.00	0.37%	\$111,770.00
Contract Maintenance Services	\$561.28	0.46%	\$561.28	0.46%	\$121,100.00
Custodial Services	\$622.06	4.01%	\$622.06	4.01%	\$15,500.00
Employee Recruiting/Testing/Temp Help	\$931.81	4.44%	\$931.81	4.44%	\$21,000.00
Fuel	\$50,555.14	4.55%	\$50,555.14	4.55%	\$1,111,995.00
Lubricants	\$1,538.57	3.64%	\$1,538.57	3.64%	\$42,251.00
Tires	\$7,200.00	7.92%	\$7,200.00	7.92%	\$90,856.00
Bus Repair Parts	\$10,798.66	5.56%	\$10,798.66	5.56%	\$194,050.00
Other Materials & Supplies	\$2,664.08	4.67%	\$2,664.08	4.67%	\$57,000.00
Shelters/Signs/Shop Tools	\$125.96	1.68%	\$125.96	1.68%	\$7,500.00
Computer and Office Supplies	\$2,469.44	1.70%	\$2,469.44	1.70%	\$145,500.00
Utilities	\$8,289.67	5.96%	\$8,289.67	5.96%	\$139,100.00
Corporate Insurance	\$18,801.03	6.78%	\$18,801.03	6.78%	\$277,100.00
Dues/Subscriptions/Fees	\$21,134.16	44.03%	\$21,134.16	44.03%	\$48,004.00
Printing/Marketing/Training	\$6,656.15	2.48%	\$6,656.15	2.48%	\$268,000.00
Total Operating Expenses	\$922,334.49	6.81%	\$922,334.49	6.81%	\$13,548,637.00
Operating Assistance					
Operating Deficit	(\$811,294.57)	6.75%	(\$811,294.57)	6.75%	(\$12,015,787.00)
City of Bloomington Operating Assistance	\$50,833.33	8.33%	\$50,833.33	8.33%	\$610,000.00
Town of Normal Operating Assistance	\$32,500.00	8.33%	\$32,500.00	8.33%	\$390,000.00
Illinois Downstate Operating Assistance	\$598,197.00	6.79%	\$598,197.00	6.79%	\$8,806,614.05
FTA 5307 Operating Assistance	\$127,243.00	5.76%	\$127,243.00	5.76%	\$2,209,172.95
Total Operating Assistance	\$808,773.33	6.73%	\$808,773.33	6.73%	\$12,015,787.00

Connect Transit
Local Capital and Self-Insurance Fund Balance
July 2017

<u>Local Capital</u>	<u>Commerce Bank - Cash Balance</u>	
07/01/17	Beginning Balance	\$ 1,062,055.40
07/31/17	Additions - Interest Income	\$ 135.30
07/31/17	Ending Balance	<u>\$ 1,062,190.70</u>
Total Reserve Capital Account		<u><u>\$ 1,062,190.70</u></u>

Breakdown of Local Funding in Local Capital #2 (Earmarked Funds):

	<u>FY18 Received</u> <u>7/31/2017</u>	<u>FY18 Receivable</u> <u>7/31/2017</u>
Bloomington	\$ -	\$ 142,262.53
Normal	\$ 36,747.08	\$ -
Total YTD	<u>\$ 36,747.08</u>	<u>\$ 142,262.53</u>

<u>Local Capital Reserve Fund Balance - Account Value</u>		
<u>7/31/2017</u>	Cash Balance	\$ 1,062,190.70
<u>7/31/2017</u>	Loans to Operating	\$ 2,980,249.22
<u>7/31/2017</u>	Reserve fund for underground storage tank (Cap. I)	\$ (40,000.00)
<u>7/31/2017</u>	Ending Balance	<u>\$ 4,002,439.92</u>



Aug 2017

Financial and Statistical Reports



**Connect Transit
Cash Disbursement Report
August 2017**

Name	Check Number	Date	Amount	Description
4Imprint	00038501	25-Aug-17	\$736.67	Advertising- Promotion
A.T.U. - C.O.P.E.	00038397	04-Aug-17	\$157.90	Payroll Deduction
Airgas USA, LLC	00038398	04-Aug-17	\$120.26	Welding Supplies
Airgas USA, LLC	00038502	25-Aug-17	\$159.45	Welding Supplies
Ally Financial	00038434	10-Aug-17	\$196.08	Lease
Amalgamated Transit Union Local 752	00038399	04-Aug-17	\$6,386.00	Payroll Deduction
Amalgamated Transit Union Local 752	00038464	18-Aug-17	\$150.00	Payroll Deduction
Amazon Capital Service	00038465	18-Aug-17	\$27.88	Computer Hardware
Amazon Capital Service	00038503	25-Aug-17	\$55.79	Office Supplies and Computer Hardware
Assurance Agency, Ltd.	00038400	04-Aug-17	\$111,367.00	Insurance
Barker Motor Co.	00038401	04-Aug-17	\$293.72	Bus Parts
BASIC	00038435	10-Aug-17	\$100.00	Consulting
Blue Cross and Blue Shield of Illinois	00038402	04-Aug-17	\$89,267.88	Insurance
Brink's Incorporated	00038466	18-Aug-17	\$131.98	Consulting
Cardinal Infrastructure	00038504	25-Aug-17	\$6,000.00	Consulting
Carle	00038403	04-Aug-17	\$110.00	Pre-Employment Physicals
Central Illinois Trucks Inc.	00038436	10-Aug-17	\$383.16	Bus Parts
Central Illinois Trucks Inc.	00038467	18-Aug-17	\$274.18	Bus Parts
Central States Bus Sales	00038505	25-Aug-17	\$5,950.04	Bus Parts
Charles Slone	00038404	04-Aug-17	\$21.00	Uniform Reimbursement
ChemStation of Indiana	00038405	04-Aug-17	\$981.15	Garage Supplies
City of Bloomington	00038437	10-Aug-17	\$534.24	Utilites
City of Bloomington	00038468	18-Aug-17	\$91.35	Utilites
Clark Baird Smith, LLP	00038506	25-Aug-17	\$153.75	Legal Service
Clarke Power Services, Inc	00038406	04-Aug-17	\$1,650.83	Safety/ Training
CliftonLarsonAllen LLP	00038469	18-Aug-17	\$1,300.00	Audit Services
Comcast	00038407	04-Aug-17	\$99.95	Internet
Commerce Bank HSA	00038408	04-Aug-17	\$788.00	Health Savings Account Contribuitons
Cummins Crosspoint	00038409	04-Aug-17	\$415.00	Bus Parts
Dish Network	00038507	25-Aug-17	\$92.02	Television Service
Eagle Automotive	00038470	18-Aug-17	\$545.14	Bus Parts
East St. Hardware and Tools	00038508	25-Aug-17	\$104.13	Shop Tools
Evergreen FS	00038410	04-Aug-17	\$12,505.91	Fuel
Evergreen FS	00038438	10-Aug-17	\$13,119.21	Fuel
Evergreen FS	00038471	18-Aug-17	\$25,013.16	Fuel
Fastenal Company	00038439	10-Aug-17	\$18.68	Bus Parts
Fastenal Company	00038472	18-Aug-17	\$69.27	Bus Parts
Fastenal Company	00038509	25-Aug-17	\$127.96	Bus Parts
Fasteners Etc.	00038440	10-Aug-17	\$75.60	Maintenance Supplies
Fasteners Etc.	00038473	18-Aug-17	\$153.35	Maintenance Supplies
Fasteners Etc.	00038510	25-Aug-17	\$39.32	Maintenance Supplies
Frontier	00038474	18-Aug-17	\$994.85	Telephone
Gary Bachman	00038441	10-Aug-17	\$21.74	Uniform Reimbursement
Gateway Truck & Refrigeration	00038411	04-Aug-17	\$279.04	Bus Parts
Genfare	00038475	18-Aug-17	\$28,500.00	Fareboxes
Genfare	00038511	25-Aug-17	\$2,260.00	Software and Hardware
GFI Digital	00038476	18-Aug-17	\$184.09	Copier Lease
Gillig LLC	00038442	10-Aug-17	\$2,219.08	Bus Parts
Gillig LLC	00038477	18-Aug-17	\$1,509.64	Bus Parts
Gillig LLC	00038512	25-Aug-17	\$1,922.08	Bus Parts
Great Plains Media	00038513	25-Aug-17	\$1,400.00	Radio Advertising
Henson Disposal	00038443	10-Aug-17	\$208.06	Garage Overhead
Heritage Machine & Welding, Inc.	00038478	18-Aug-17	\$282.56	Bus Parts



**Connect Transit
Cash Disbursement Report
August 2017**

Name	Check Number	Date	Amount	Description
ICMA- Retirement Trust 457	ACH	03-Aug-17	\$24,131.43	Payroll Deduction
ICMA- Retirement Trust 457	ACH	17-Aug-17	\$24,306.50	Payroll Deduction
ICMA- Retirement Trust 457	ACH	31-Aug-17	\$24,384.02	Payroll Deduction
Illinois Department of Revenue	00038412	04-Aug-17	\$12,182.63	Payroll Deduction
Illinois Department of Revenue	00038479	18-Aug-17	\$11,896.48	Payroll Deduction
Illinois State Disbursement Unit	00038413	04-Aug-17	\$1,466.64	Payroll Deduction
Illinois State Disbursement Unit	00038480	18-Aug-17	\$1,466.64	Payroll Deduction
IWIN	00038414	04-Aug-17	\$80.00	Employee Physicals
IWIN	00038444	10-Aug-17	\$60.00	Employee Physicals
Jason Garmon	00038415	04-Aug-17	\$513.05	Tool & uniform Reimbursement
John A. Dash & Associates, Inc	00038514	25-Aug-17	\$275.00	Dues & Subscriptions
John Born	00038481	18-Aug-17	\$98.09	Uniform Reimbursement
Kathleen Cooley	00038445	10-Aug-17	\$111.98	Uniform Reimbursement
Kay Lanter	00038482	18-Aug-17	\$32.61	Uniform Reimbursement
Ken's Oil Service, Inc	00038416	04-Aug-17	\$1,443.05	Oil, Anitfreeze
Ken's Oil Service, Inc	00038446	10-Aug-17	\$349.53	Oil, Anitfreeze
Ken's Oil Service, Inc	00038483	18-Aug-17	\$529.76	Oil, Anitfreeze
Martin Glaze	00038484	18-Aug-17	\$135.25	Travel Reimbursement
Marty Eckert	00038417	04-Aug-17	\$21.74	Uniform Reimbursement
Miller Janitor Supply	00038485	18-Aug-17	\$278.46	Maintenance Supplies
Miller Janitor Supply	00038515	25-Aug-17	\$281.96	Maintenance Supplies
Minerva Promotions	00038447	10-Aug-17	\$455.00	Uniforms
Minerva Promotions	00038486	18-Aug-17	\$363.00	Uniforms
Minerva Promotions	00038516	25-Aug-17	\$1,476.00	Uniforms
Morris Avenue Garage	00038418	04-Aug-17	\$225.00	Vehicle Inspection
Morris Avenue Garage	00038517	25-Aug-17	\$300.00	Vehicle Inspection
Motion Industries, Inc.	00038518	25-Aug-17	\$104.08	Bus Parts
Mutual of Omaha	00038419	04-Aug-17	\$13,754.31	Life, AD&D, STD & LTD -
Napa Auto Parts	00038487	18-Aug-17	\$759.28	Bus Parts
Neuhoff Media	00038488	18-Aug-17	\$260.00	Advertising- Media
Neuhoff Media	00038519	25-Aug-17	\$1,352.00	Advertising- Media
Oberlander Alarm Systems, Inc.	00038420	04-Aug-17	\$207.00	Security Alarm Service Fee
Oberlander Alarm Systems, Inc.	00038520	25-Aug-17	\$207.00	Security Alarm Service Fee
OCC Outdoors	00038489	18-Aug-17	\$203.69	Bus Shelters, Benches, & Signs
Oklahoma Centralized Support Registry	00038421	04-Aug-17	\$23.07	Payroll Deduction
Oklahoma Centralized Support Registry	00038490	18-Aug-17	\$23.07	Payroll Deduction
Orkin Pest Control	00038521	25-Aug-17	\$555.25	Pest Control
Patrick Kuebrich	00038422	04-Aug-17	\$72.87	Travel Reimbursement
Payroll	ACH	03-Aug-17	\$183,984.21	
Payroll	ACH	17-Aug-17	\$187,391.77	
Payroll	ACH	31-Aug-17	\$191,624.79	
Petty Cash	00038491	18-Aug-17	\$1.00	Reimbursement
Piercy Auto Body	00038492	18-Aug-17	\$1,953.00	Outside Repair Service
PJ HOERR	00038522	25-Aug-17	\$12,290.50	Propane Fueling Station
Ricoh USA, Inc	00038423	04-Aug-17	\$501.05	Copier
Ricoh USA, Inc	00038493	18-Aug-17	\$538.56	Copier
Rogers Supply Company Inc.	00038424	04-Aug-17	\$557.69	Garage Overhead
Rogers Supply Company Inc.	00038494	18-Aug-17	\$557.69	Garage Overhead
Screen Vision Media	00038425	04-Aug-17	\$700.00	Advertising
Screen Vision Media	00038523	25-Aug-17	\$700.00	Advertising
Secretary of State	00038453	10-Aug-17	\$103.00	Vehicle Registration
Secretary of State	00038454	10-Aug-17	\$103.00	Vehicle Registration
Secretary of State	00038455	10-Aug-17	\$103.00	Vehicle Registration



**Connect Transit
Cash Disbursement Report
August 2017**

Name	Check Number	Date	Amount	Description
Secretary of State	00038456	10-Aug-17	\$103.00	Vehicle Registration
Secretary of State	00038457	10-Aug-17	\$103.00	Vehicle Registration
Secretary of State	00038458	10-Aug-17	\$103.00	Vehicle Registration
Secretary of State	00038459	10-Aug-17	\$103.00	Vehicle Registration
Secretary of State	00038460	10-Aug-17	\$103.00	Vehicle Registration
Secretary of State	00038461	10-Aug-17	\$103.00	Vehicle Registration
Secretary of State	00038462	10-Aug-17	\$103.00	Vehicle Registration
Secretary of State	00038463	10-Aug-17	\$103.00	Vehicle Registration
Southtown Wrecker Service, Inc.,	00038524	25-Aug-17	\$205.00	Towing
Staples	00038495	18-Aug-17	\$35.32	Office Supplies
STL Business & Technology Solutions, Inc	00038525	25-Aug-17	\$425.00	Software & Tech Support
TeVoert Auto Repair	00038496	18-Aug-17	\$632.62	Bus Parts
The Aftermarket Parts Company LLC	00038426	04-Aug-17	\$750.10	Bus Parts
The Aftermarket Parts Company LLC	00038448	10-Aug-17	\$3,349.59	Bus Parts
The Aftermarket Parts Company LLC	00038497	18-Aug-17	\$1,051.24	Bus Parts
The Aftermarket Parts Company LLC	00038526	25-Aug-17	\$201.28	Bus Parts
The Copy Shop	00038427	04-Aug-17	\$144.20	Printing
The Pantagraph	00038428	04-Aug-17	\$160.84	Dues & Subscriptions
The Pantagraph	00038449	10-Aug-17	\$244.32	Dues & Subscriptions
Thermo King Quad Cities, Inc.	00038498	18-Aug-17	\$526.17	Bus Parts
Thermo King Quad Cities, Inc.	00038527	25-Aug-17	\$526.17	Bus Parts
Town of Normal	00038450	10-Aug-17	\$839.96	Utilites
UniFirst Corporation	00038429	04-Aug-17	\$195.45	Cleaning Uniforms & Rugs
UniFirst Corporation	00038451	10-Aug-17	\$239.55	Cleaning Uniforms & Rugs
UniFirst Corporation	00038499	18-Aug-17	\$195.45	Cleaning Uniforms & Rugs
UniFirst Corporation	00038528	25-Aug-17	\$195.45	Cleaning Uniforms & Rugs
United Rentals (North America), Inc	00038529	25-Aug-17	\$474.45	Rental
United States Treasury	ACH	08-Aug-17	\$72,085.93	Federal Tax Payment
United States Treasury	ACH	22-Aug-17	\$70,169.24	Federal Tax Payment
Verizon Wireless	00038452	10-Aug-17	\$619.84	Mobile Data Terminals for SS
Visa - Commerce Bank	00038430	04-Aug-17	\$224.25	Legal
Visa - Commerce Bank	00038430	04-Aug-17	\$681.81	Advertising- Employment
Visa - Commerce Bank	00038430	04-Aug-17	(\$254.95)	Bus Parts
Visa - Commerce Bank	00038430	04-Aug-17	\$30.96	Bus Shelters, Benches, Signs
Visa - Commerce Bank	00038430	04-Aug-17	\$739.10	Office Supplies
Visa - Commerce Bank	00038430	04-Aug-17	\$297.46	Computer Software
Visa - Commerce Bank	00038430	04-Aug-17	\$554.31	Shipping/Handling
Visa - Commerce Bank	00038430	04-Aug-17	\$3,254.89	Travel & Meetings
Visa - Commerce Bank	00038430	04-Aug-17	\$483.73	Safety/Training
Vision Service Plan (IL)	00038431	04-Aug-17	\$137.30	Vision Insurance
WGLT	00038530	25-Aug-17	\$450.00	Radio Advertising
Wm. Masters, Inc	00038500	18-Aug-17	\$852.16	Building Maintenance
		Total	\$1,186,585.04	

Bloomington Normal Public Transit
Balance Sheet

Fiscal Year: 2018 Period 2 August - 2017 Division: 99 Board Reports As of: 08/31/2017

Assets

Current Assets

Checking and Savings	\$4,557,532.97
Accounts Receivable	\$4,989,486.59
Inventory Asset - Fuel	\$24,521.69
Inventory Asset - Parts	\$183,376.72
Inventory Asset - Tires	\$0.00
Other Current Assets	\$269,039.45

Total Current Assets \$10,023,957.42

Fixed Assets \$17,317,312.26

Total Assets \$27,341,269.68

Liabilites & Equity

Liabilities

Accounts Payable	\$264,597.51
Payroll Liabilities	\$932,240.93
Contracts	\$0.00
Due to Illinois Funds Account	\$2,980,249.22
Deferred Revenue	\$129,992.46
Deficit Funding Advance	\$0.00

Total Liabilities \$4,307,080.12

EQUITY

Fixed Asset Equity	\$12,483,532.77
Unreserved Fund Equity	\$6,750,412.62
Underground Petroleum Storage	\$20,000.00

Total Equity \$19,253,945.39

Retained Earnings \$3,780,244.17

Total Liabilities & Equity \$27,341,269.68

Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2018	Period 2	Division: 98 Operating Profit/Loss		As of: 08/31/2017	
		August - 2017	Jul-2017 Thru Aug-2017 Year To Date	Year To Date	Approved Budget
Operating Revenue					
Passenger Fares		\$56,156.20	\$109,694.16	17.39%	\$630,850.00
ISU Contract Fare		\$44,583.33	\$89,166.66	16.67%	\$535,000.00
Other Contract Fares		\$6,708.33	\$13,416.66	16.77%	\$80,000.00
Advertising Revenue		\$5,635.00	\$11,710.00	4.11%	\$285,000.00
Miscellaneous Revenue		\$155.32	\$290.62	14.53%	\$2,000.00
Total Operating Revenue		\$113,238.18	\$224,278.10	14.63%	\$1,532,850.00
Operating Expenses					
Operators Wages		\$492,922.04	\$938,339.06	17.10%	\$5,487,225.00
Maintenance Wages		\$89,572.90	\$171,741.06	13.40%	\$1,281,200.00
Administration Wages		\$61,141.24	\$118,467.30	11.58%	\$1,023,100.00
Employer Payroll Tax Expense		\$49,838.28	\$94,249.12	14.87%	\$633,853.00
Retirement Plan		\$26,397.34	\$47,144.32	12.10%	\$389,577.00
Group Insurance		\$89,357.00	\$210,566.92	11.45%	\$1,839,036.00
Uniform Expense		\$3,034.44	\$4,387.60	12.54%	\$34,984.00
Professional Services		\$14,995.60	\$31,934.94	15.28%	\$208,936.00
Outside Repair-Labor		\$6,621.59	\$7,036.59	6.30%	\$111,770.00
Contract Maintenance Services		\$3,420.56	\$3,981.84	3.29%	\$121,100.00
Custodial Services		\$1,525.56	\$2,147.62	13.86%	\$15,500.00
Employee Recruiting/Testing/Temp Help		\$23.22	\$955.03	4.55%	\$21,000.00
Fuel		\$45,980.70	\$96,535.84	8.68%	\$1,111,995.00
Lubricants		\$1,128.07	\$2,666.64	6.31%	\$42,251.00
Tires		\$7,200.00	\$14,400.00	15.85%	\$90,856.00
Bus Repair Parts		\$13,566.10	\$24,364.76	12.56%	\$194,050.00
Other Materials & Supplies		\$2,355.90	\$5,019.98	8.81%	\$57,000.00
Shelters/Signs/Shop Tools		\$185.00	\$310.96	4.15%	\$7,500.00
Computer and Office Supplies		\$3,456.08	\$5,925.52	4.07%	\$145,500.00
Utilities		(\$641.25)	\$7,648.42	5.50%	\$139,100.00
Corporate Insurance		\$18,801.03	\$37,602.06	13.57%	\$277,100.00
Dues/Subscriptions/Fees		\$1,988.00	\$23,122.16	48.17%	\$48,004.00
Printing/Marketing/Training		\$28,501.95	\$35,158.10	13.12%	\$268,000.00
Total Operating Expenses		\$961,371.35	\$1,883,705.84	13.90%	\$13,548,637.00
Operating Assistance					
Operating Deficit		(\$848,133.17)	(\$1,659,427.74)	13.81%	(\$12,015,787.00)
City of Bloomington Operating Assistance		\$50,833.33	\$101,666.66	16.67%	\$610,000.00
Town of Normal Operating Assistance		\$32,500.00	\$65,000.00	16.67%	\$390,000.00
Illinois Downstate Operating Assistance		\$617,091.00	\$1,215,288.00	13.80%	\$8,806,614.05
FTA 5307 Operating Assistance		\$133,701.00	\$260,944.00	11.81%	\$2,209,172.95
Total Operating Assistance		\$834,125.33	\$1,642,898.66	13.67%	\$12,015,787.00

Connect Transit
Local Capital and Self-Insurance Fund Balance
August 2017

<u>Local Capital</u>	<u>Commerce Bank - Cash Balance</u>	
08/01/17	Beginning Balance	\$ 1,062,190.70
08/31/17	Additions - Interest Income	\$ 135.32
08/31/17	Ending Balance	<u>\$ 1,062,326.02</u>
Total Reserve Capital Account		<u><u>\$ 1,062,326.02</u></u>

Breakdown of Local Funding in Local Capital #2 (Earmarked Funds):

	<u>FY18 Received</u> <u>8/31/2017</u>	<u>FY18 Receivable</u> <u>8/31/2017</u>
Bloomington	\$ 94,841.66	
Normal	\$ 77,233.32	\$ -
Total YTD	<u>\$ 172,074.98</u>	<u>\$ -</u>

<u>Local Capital Reserve Fund Balance - Account Value</u>		
<u>8/31/2017</u>	Cash Balance	\$ 1,062,326.02
<u>8/31/2017</u>	Loans to Operating	\$ 2,980,249.22
<u>8/31/2017</u>	Reserve fund for underground storage tank (Cap. I)	\$ (40,000.00)
<u>8/31/2017</u>	Ending Balance	<u>\$ 4,002,575.24</u>

Federal Report for Connect Transit
Prepared by Cardinal Infrastructure
September 21, 2017

Low-No Bus Program Grant Award

The Federal Transit Administration (FTA) announced \$55 million in grant selections through the Low or No Emission (Low-No) Vehicle program, which funds the development of transit buses and infrastructure that use advanced fuel technologies. Fifty-one projects in 39 states will receive a share of the funding. Connect Transit received the second highest amount awarded, \$1.45 million in funding. The notice states: "Connect Transit will receive funding to replace diesel buses used in fixed route service with zero-emission, 40-foot, battery electric buses. Connect will install solar power panels at an existing maintenance facility to support the electric bus deployment and reduce the costs associated with charging the buses."

Appropriations

The House voted 211-198 today to pass the \$1.23 trillion omnibus spending package. The bill would appropriate \$621.5 billion for defense and \$511 billion for non-defense discretionary spending, including \$1.57 billion for the border wall. The legislation now moves to the Senate where Democrats object to its funding levels and various policy riders, and have secured the votes necessary to block it. Based on reports by the Office of Management and Budget, the bill violates spending caps and therefore, were it to become law, would trigger across-the-board spending cuts (AKA sequester).

Following its passage, House Speaker Paul Ryan said, "This is a big day in the House of Representatives...we achieved conservative victories for the president's agenda and for our agenda." Ryan noted that there is still "a lot of work to do" before Congress enacts a spending bill into law. House Appropriations Chairman Rodney Frelinghuysen said, "Over the past week the House has debated hundreds of amendments in this appropriations legislation. Combined with the thousands of member requests included in the base text, these bills are truly representative of our shared American values." Ranking Member Lowey criticized the passage of the bill as "inadequate and partisan" and encouraged congressional leaders and the White House to work toward a bipartisan agreement on FY18 spending levels.

Private Investment Project Procedures

FTA has published a notice of proposed rulemaking (NPRM) to implement Section 20013(b)(1) of MAP-21 that would propose procedures to encourage private sector involvement in public transportation capital projects. The NPRM sets us a process for project sponsors to seek exemptions from DOT requirements, except those mandated by statute. Comments are due September 29, 2017. The NPRM states that FTA anticipates using the lessons learned from these experimental procedures to develop more effective approaches to including private participation and investment in project planning, project development, finance, design, construction, maintenance, and operations."

Health Care Access Design Challenge

The National Center for Mobility Management (NCMM), in partnership with FTA, is seeking proposals for the 2017 Health Care Access Design Challenge. NCMM will select up to seven communities to receive grants of up to \$30,000 each and technical assistance in support of the selected proposals. The application deadline is Thursday, October 5, 2017 at 9:00 p.m. Eastern Time. The goal of the Challenge to improve health outcomes by helping communities plan more effective access to health care services in a way that aligns with transportation and health care sector goals. NCMM will provide support to

communities to design ready-to-launch health care transportation solutions that improve will access in each of the challenge areas once implemented.

TIGER

The U.S. Department of Transportation (USDOT) issued a Notice of Funding Opportunity (NOFO) for the FY 17 Transportation Investment Generating Economic Recovery (TIGER) Discretionary Grant Program. The purpose of the TIGER Program is to provide support for projects that will have significant impact on the nation, a metropolitan area, or a region. USDOT will award approximately \$500 million in total program funding through grants ranging from \$5-\$25 million, with the exception that their award floor is \$1 million for projects located in rural areas. Eligible projects are road or bridge projects eligible under title 23, United States Code; public transportation projects eligible under chapter 53 of title 49, United States Code; passenger and freight rail transportation projects; port infrastructure investments; and intermodal projects. Eligible applicants are units of state, local, and tribal government, including transit agencies and Metropolitan Planning Organizations (MPOs). The application deadline is Monday, October 16, 2017 at 8:00 p.m. Eastern Daylight Time (EDT).

Local Hiring Preference

The Trump Administration is ending an Obama-era regulatory initiative, discontinuing a plan that allows cities to set aside work for local residents on federally funded public works projects. The proposed rule is based on a pilot program created in 2015 and set to expire in 2022. US DOT announced the rule would not take effect as planned; however, proposed extensions to the pilot program remains under review. The Obama administration put the pilot program in place as a trial for a limited number of cities to test whether or not local or economic preference in hiring would increase construction costs or reduce competition in the contract bidding process. This action should not affect the statutory preference given to veterans for jobs in the construction of transit projects.

Tax Reform

President Trump began to outline specifics for an emerging Republican tax overhaul plan expected take shape as Congress returns from August recess. The President discussed several policy principles, including a simplified tax code, removing loopholes and complexity, providing more jobs and higher wages, and tax relief for middle class families. Trump also unveiled his new economic model, "The American Model" which will focus on "hiring and growth...raising wages...and rebuilding American cities and communities," according to the President.

Ahead of Trump's remarks, Senate Minority Leader Schumer (D-NY) outlined Democratic objectives for a tax code rewrite: that it cut "not one penny" in taxes for the top one percent and not burden the middle class; that it move through regular order; and that it not add to the deficit. Schumer said, "this is going to be one of the biggest fights of the next three, four months, and Democrats are ready for it." Republicans plan to use the reconciliation process to move the tax bill through Congress, which would only require 51 votes for Senate passage (making it immune from a filibuster).

Infrastructure Advisory Council

The White House ended plans to create an infrastructure advisory council, in conjunction with a decision to disband other advisory councils. Members of several advisory councils to the President have come under pressure not to participate because of the controversy surrounding the President's recent remarks concerning the Charlottesville, Virginia incident. The White House said, "The President's Advisory Council on Infrastructure, which was still being formed, will not move forward." Trump had signed an EO to start setting up the council last month.

Homeland Security Infrastructure Council

Several members of President Trump's National Infrastructure Advisory Council (NIAC) have resigned. The NIAC sits under the Department of Homeland Security and advises the President and the Secretary of Homeland Security on the security of critical infrastructure. The resignation letter sent to the President states, "The moral infrastructure of our Nation is the foundation on which our physical infrastructure is built. The Administration's actions undermine that foundation...Additionally, your decision to withdraw from the Paris Agreement, your intent to revoke flood-risk building standards, and your many other actions to ignore the pressing threat of climate change to our critical infrastructure also point to your disregard for the security of American communities."

Autonomous Vehicles

The House passed substantive autonomous vehicle (AV) regulatory legislation, the SELF DRIVE Act (H.R. 294), by voice vote. A key component of the bill clarifies the State and Federal roles and preempts local control for certain areas related to AVs. The bill clarifies that the National Highway Traffic Safety Administration (NHTSA) will be responsible for regulating the safety of design, construction, and performance of autonomous vehicles. In addition, it outlines that States will continue to control vehicle registration, licensing, driving education and training, insurance, law enforcement, crash investigations, safety and emissions inspections, congestion management of vehicles on their streets, and traffic laws and regulations. The bill would also establish a Highly Automated Vehicle Advisory Council within NHTSA to gather information on developing technical advice, best practices, and recommendations.

Letter on Regulatory Task Force

Democrats on the House Oversight and Government Reform Committee sent a letter to Office of Management and Budget Director Mick Mulvaney to have questions answered concerning the Administration's regulatory reform task forces. These task forces were created by an executive order and charged with cutting regulations throughout federal departments and agencies. Signatories to the letter are asking Mulvaney provide answers to nine questions, including: a description of every task force created by the executive order; a list of the members of each task force; all communications on task force participation by non-governmental entities; and an explanation for why some agencies have denied FOIA requests that asked who sits on the task forces.

Federal Environmental Review

The White House Council on Environmental Quality (CEQ) published an initial list of actions it will take to enhance and modernize the environmental review and authorization process for infrastructure projects. This list includes implementation of "One Federal Decision", refer projects that qualify for designation as high priority projects, simplify and accelerate the NEPA process for infrastructure projects (including infrastructure specific guidance to be compiled in a NEPA practitioners' handbook for infrastructure project proposals). CEQ will convene an inter-agency working group, to identify impediments and identify agencies that require an action plan to address the identified impediments for effective and efficient environmental review.

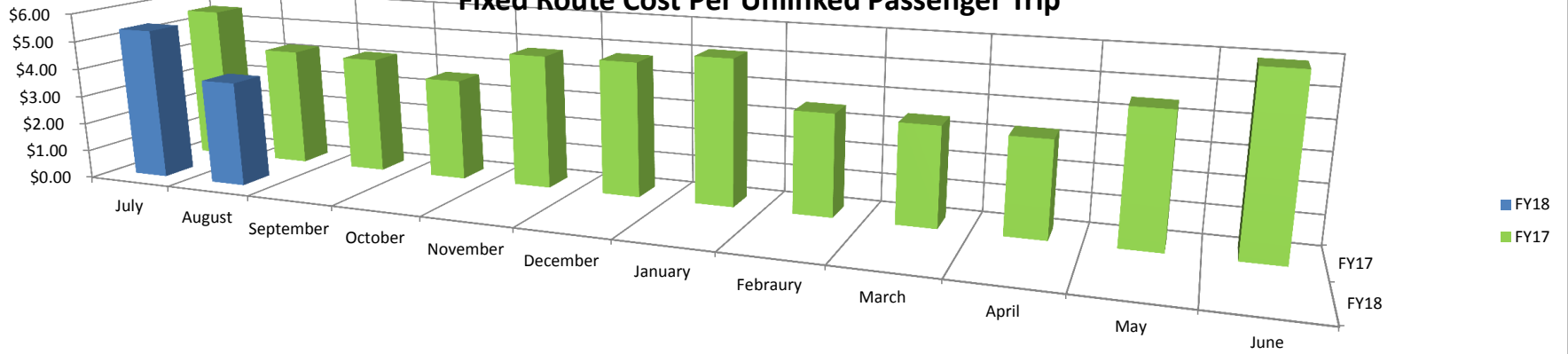
Administrative Personnel

USDOT has formally announced the appointment of Jane Williams as the new FTA Deputy Administrator. Prior to joining FTA, Williams was the Director of the Washington Area Transit Office in the Maryland Department of Transportation. In that role, she worked closely with the leadership of the Maryland Transit Administration and the Washington Metropolitan Area Transit Authority (WMATA). She

previously served in the Executive Branch at the Department of Energy and Department of Labor under President Reagan and the Department of Interior under President George H.W. Bush. She also served as a Senior Legislative Advisor in the office of Congressman Andy Harris.

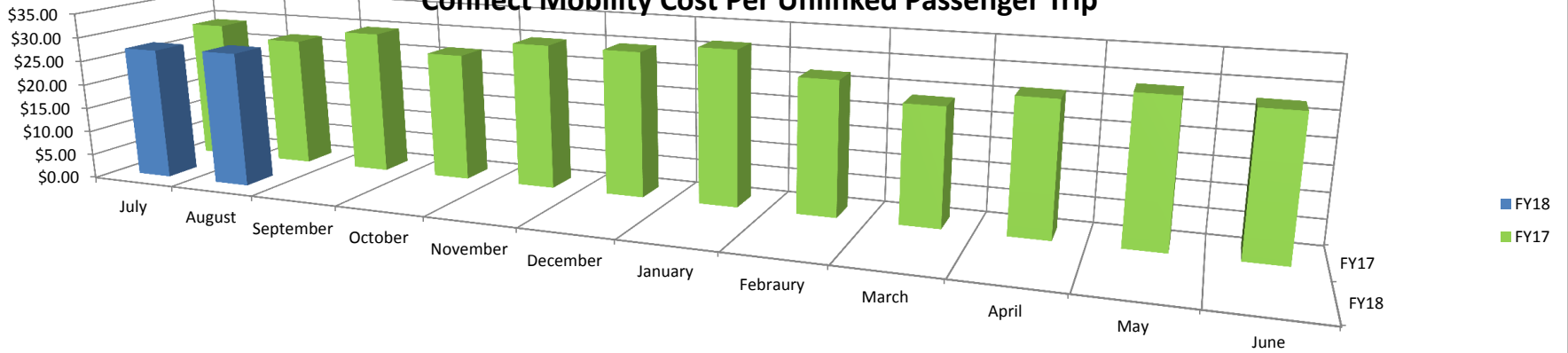
Paul Trombino has been nominated for FHWA Administrator. Trombino served as the Iowa Department of Transportation from 2011 to 2016. Trombino currently is president of McClure Engineering Company, a civil engineering company focused on transportation, aviation, water, and structures projects. Prior to that he was the president of the American Association of State Highway Transportation Officials and vice chair of the Transportation Research Board Executive Committee.

Fixed Route Cost Per Unlinked Passenger Trip



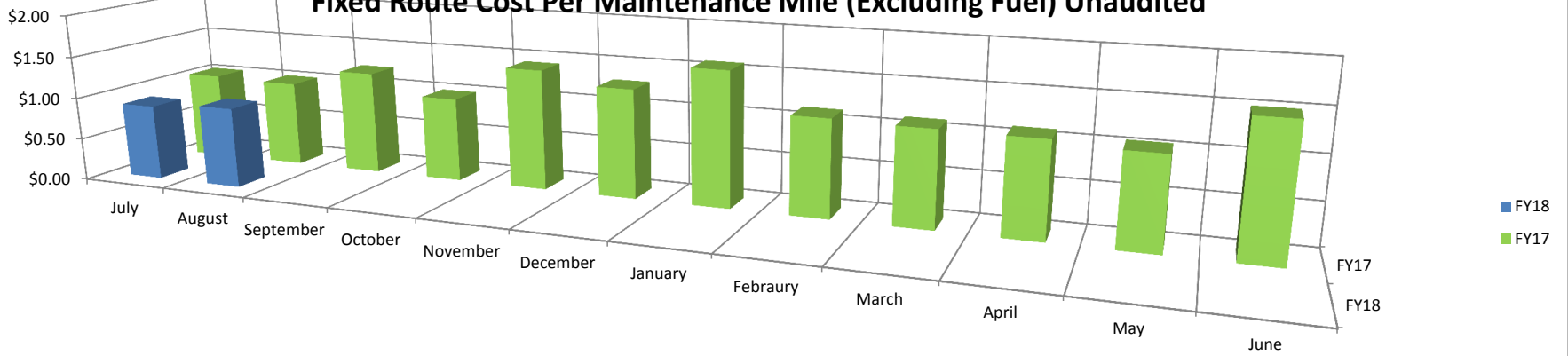
	July	August	September	October	November	December	January	February	March	April	May	June
FY18	\$5.36	\$3.71										
FY17	\$5.53	\$4.21	\$4.14	\$3.60	\$4.72	\$4.74	\$5.10	\$3.52	\$3.41	\$3.27	\$4.48	\$5.92

Connect Mobility Cost Per Unlinked Passenger Trip



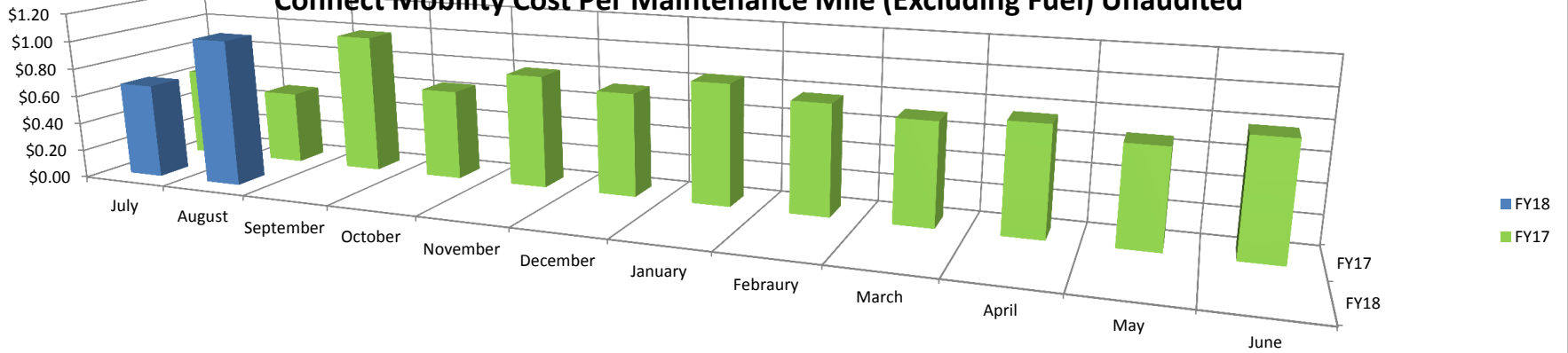
	July	August	September	October	November	December	January	February	March	April	May	June
FY18	\$27.17	\$27.77										
FY17	\$29.22	\$26.90	\$29.71	\$26.40	\$29.76	\$29.71	\$31.47	\$26.99	\$23.50	\$26.44	\$28.57	\$27.44

Fixed Route Cost Per Maintenance Mile (Excluding Fuel) Unaudited



	July	August	September	October	November	December	January	February	March	April	May	June
FY18	\$0.89	\$0.95										
FY17	\$1.04	\$1.02	\$1.23	\$1.00	\$1.43	\$1.29	\$1.59	\$1.14	\$1.12	\$1.11	\$1.06	\$1.51

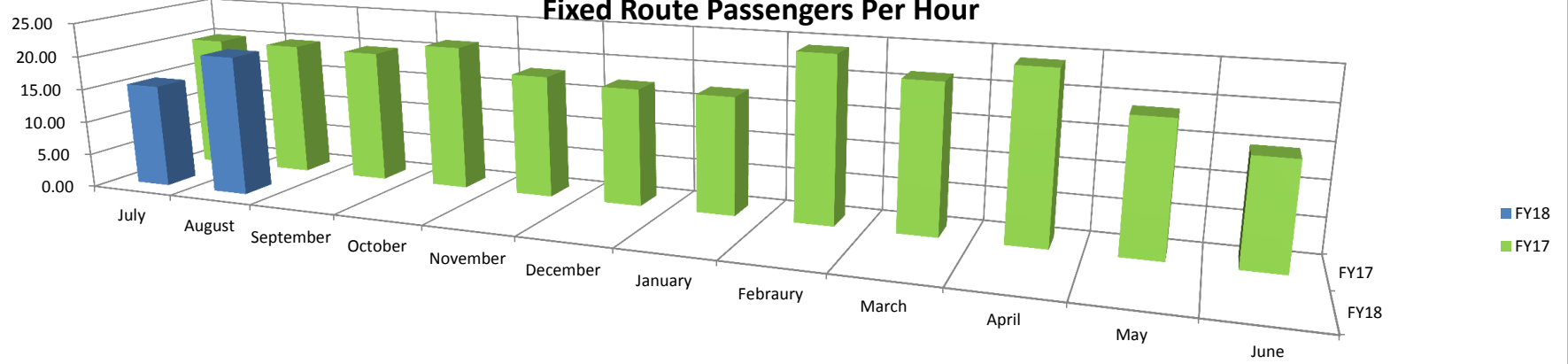
Connect Mobility Cost Per Maintenance Mile (Excluding Fuel) Unaudited



	July	August	September	October	November	December	January	February	March	April	May	June
FY18	\$0.67	\$1.04										
FY17	\$0.63	\$0.52	\$0.99	\$0.64	\$0.80	\$0.73	\$0.85	\$0.77	\$0.71	\$0.75	\$0.67	\$0.78

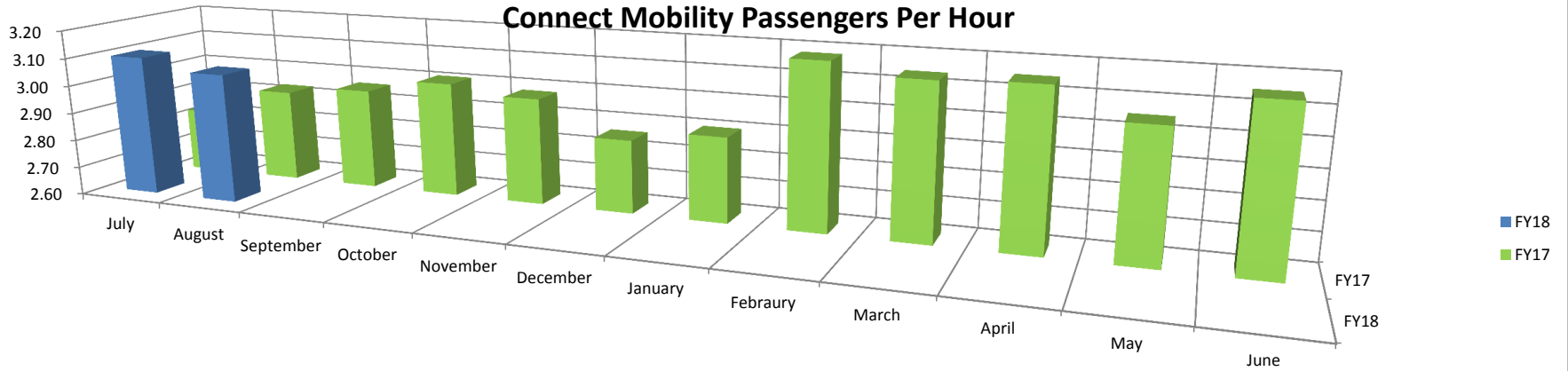
Operations Reports

Fixed Route Passengers Per Hour



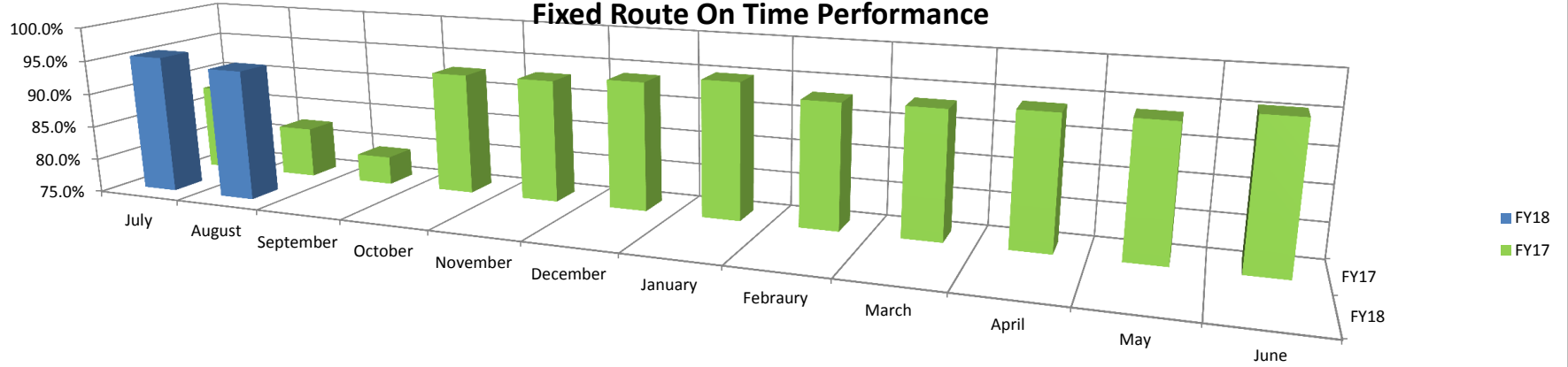
	July	August	September	October	November	December	January	February	March	April	May	June
FY18	15.34	20.67										
FY17	19.94	19.90	19.67	21.45	18.03	17.22	17.17	24.10	21.34	24.10	18.75	14.81

Connect Mobility Passengers Per Hour



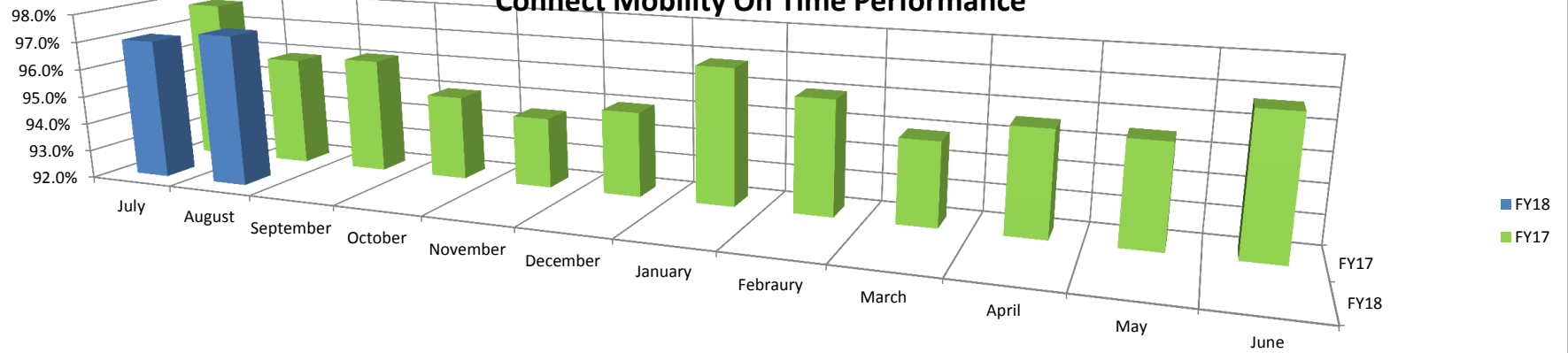
	July	August	September	October	November	December	January	February	March	April	May	June
FY18	3.10	3.06										
FY17	2.83	2.93	2.96	3.01	2.98	2.86	2.90	3.18	3.14	3.15	3.05	3.15

Fixed Route On Time Performance



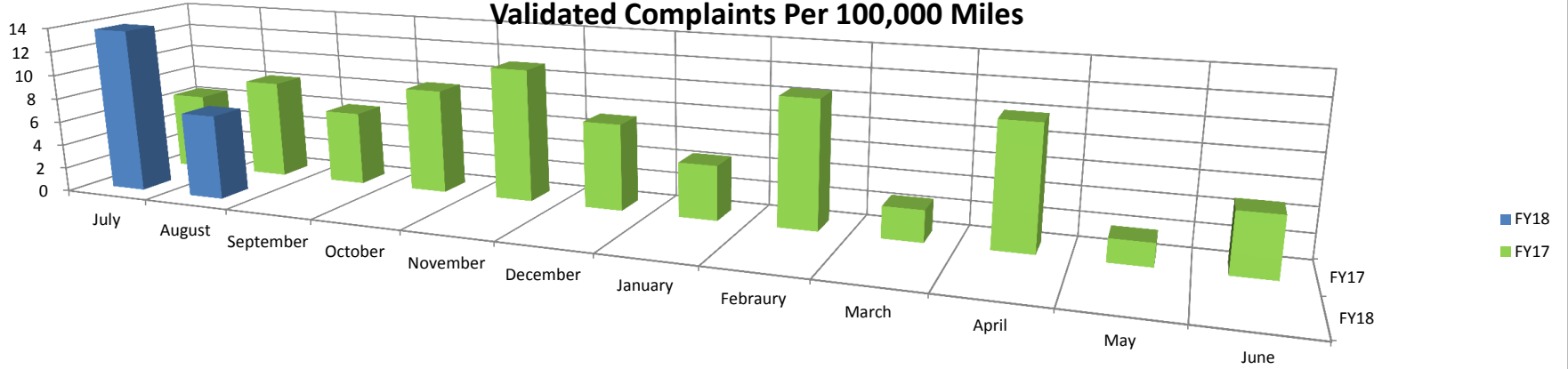
	July	August	September	October	November	December	January	February	March	April	May	June
FY18	95.4%	94.3%										
FY17	87.8%	82.5%	79.2%	93.0%	93.1%	93.9%	94.9%	93.1%	93.3%	93.9%	93.9%	95.5%

Connect Mobility On Time Performance



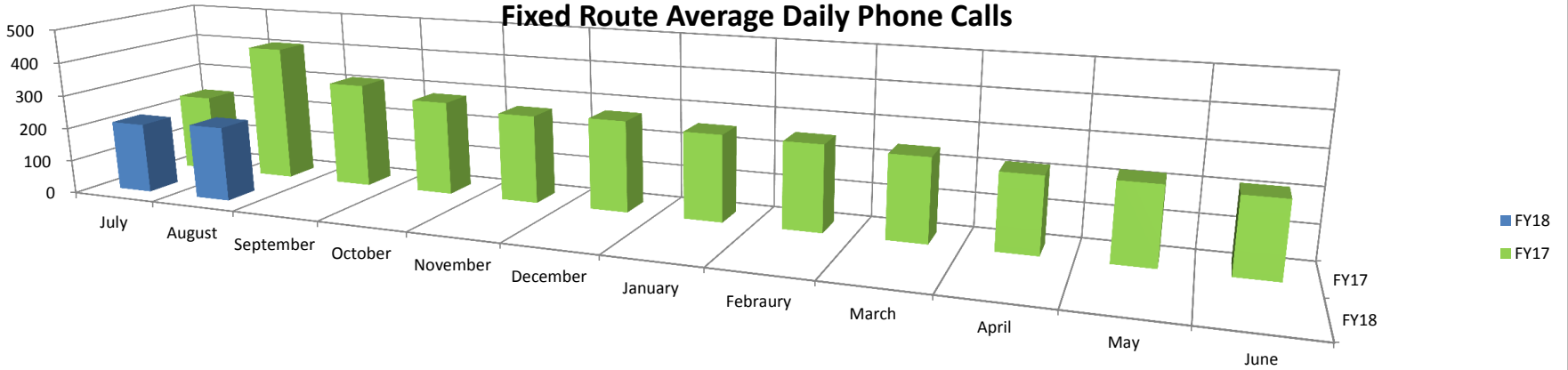
	July	August	September	October	November	December	January	February	March	April	May	June
FY18	97.0%	97.4%										
FY17	97.8%	95.9%	96.1%	95.0%	94.5%	95.0%	96.8%	96.0%	94.9%	95.6%	95.5%	96.7%

Validated Complaints Per 100,000 Miles



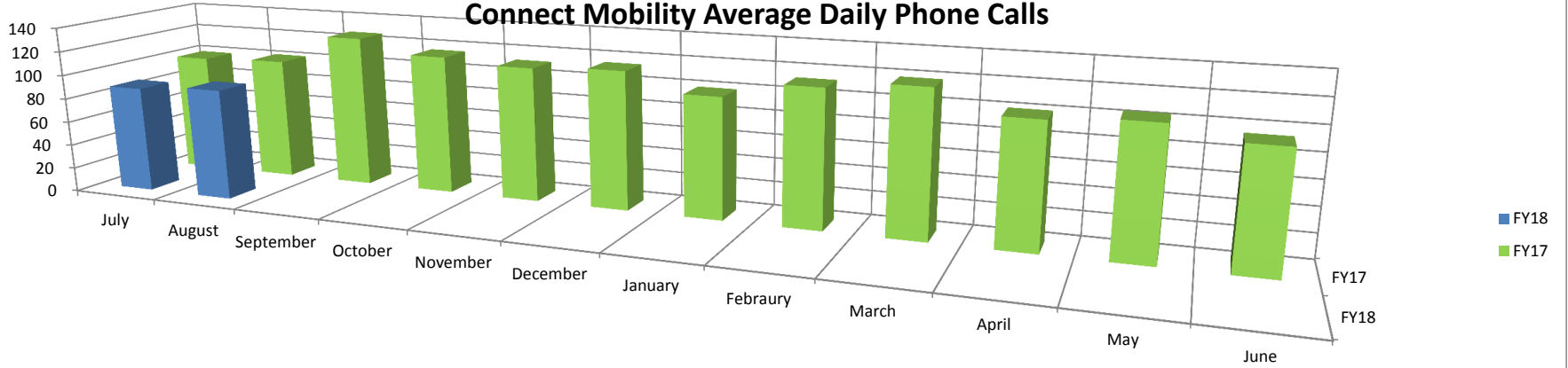
	July	August	September	October	November	December	January	February	March	April	May	June
FY18	14	7										
FY17	6	8	6	9	11	7	5	10	3	10	2	5

Fixed Route Average Daily Phone Calls



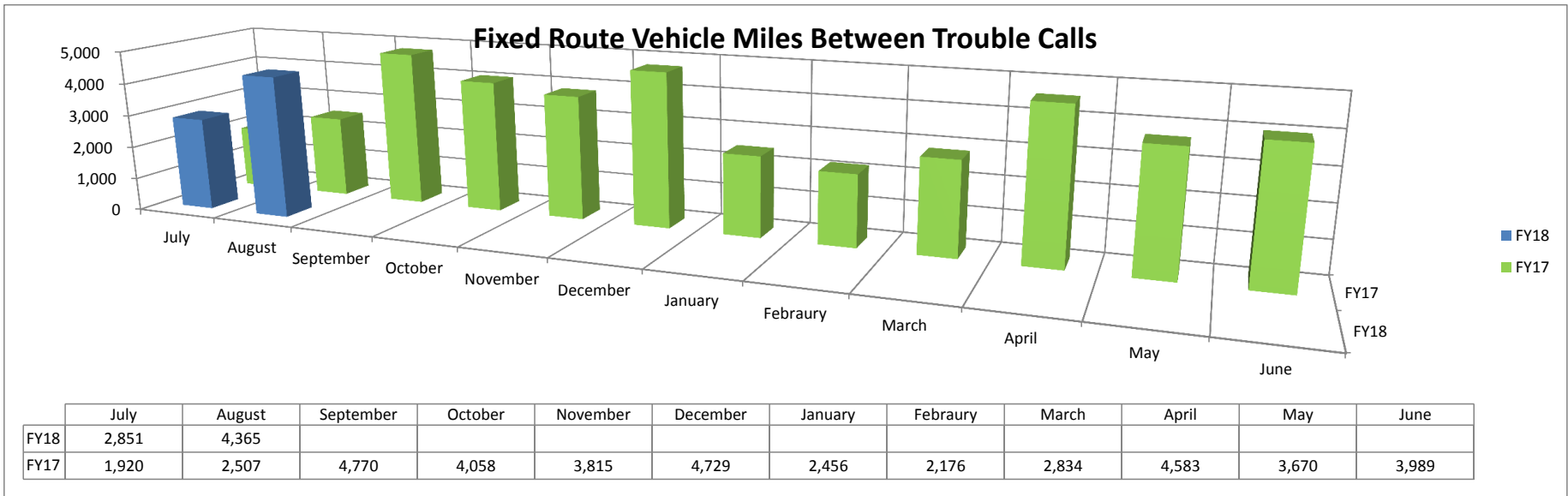
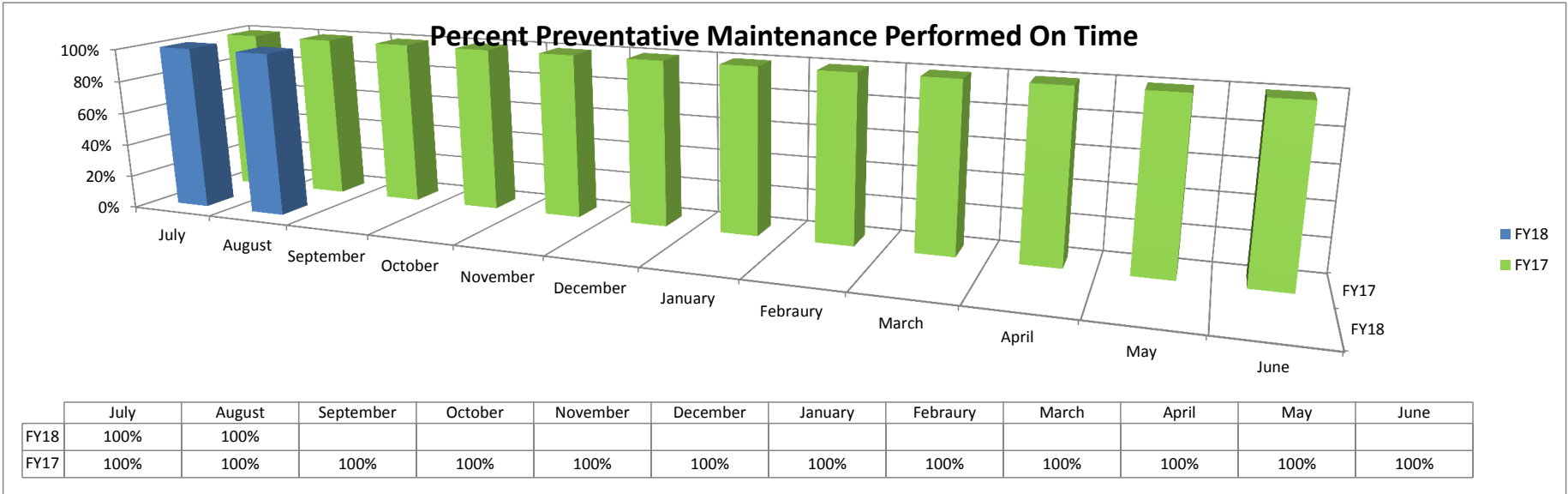
	July	August	September	October	November	December	January	February	March	April	May	June
FY18	209	222										
FY17	234	409	314	282	263	271	255	252	242	219	223	214

Connect Mobility Average Daily Phone Calls

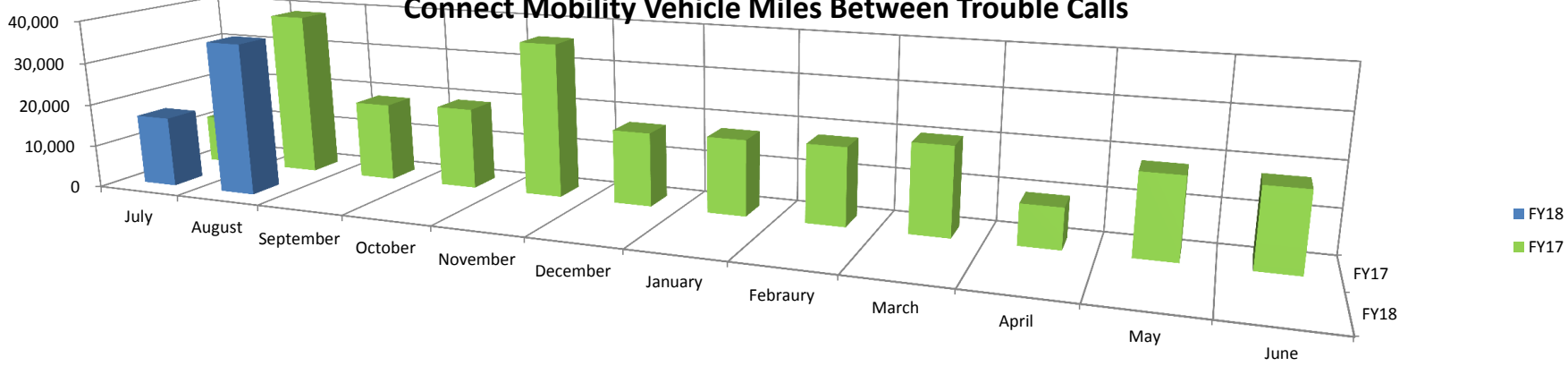


	July	August	September	October	November	December	January	February	March	April	May	June
FY18	88	92										
FY17	100	102	127	116	112	115	100	113	119	101	105	95

Maintenance Reports

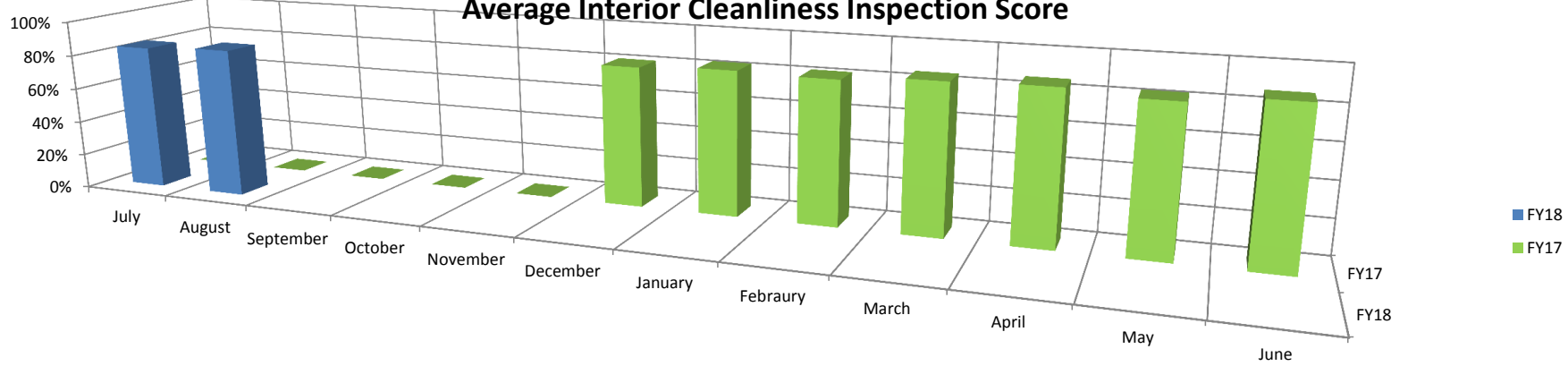


Connect Mobility Vehicle Miles Between Trouble Calls



	July	August	September	October	November	December	January	February	March	April	May	June
FY18	16,494	35,689										
FY17	11,305	38,538	18,412	19,076	36,034	17,130	17,517	17,926	20,231	9,202	18,200	17,624

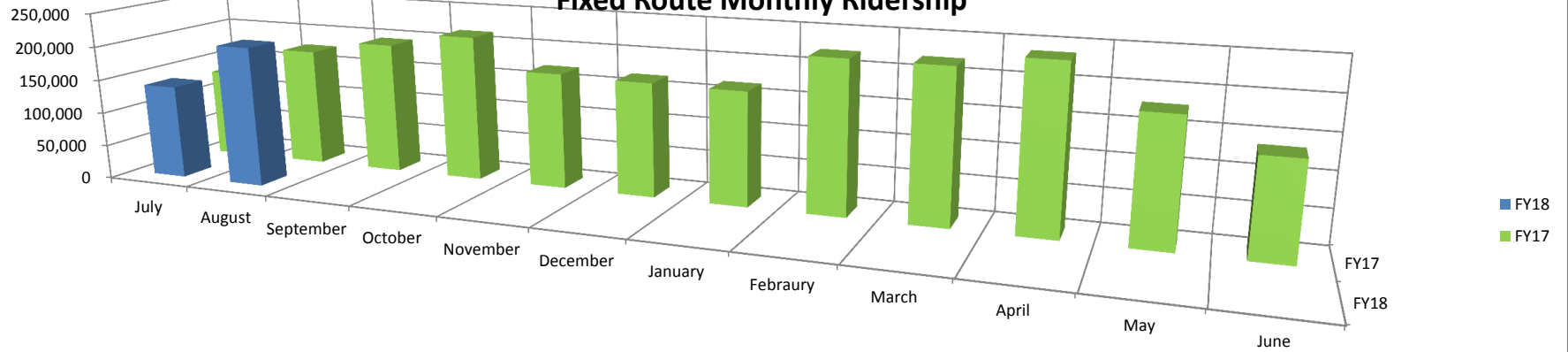
Average Interior Cleanliness Inspection Score



	July	August	September	October	November	December	January	February	March	April	May	June
FY18	84%	86%										
FY17	0%	0%	0%	0%	0%	81%	83%	82%	85%	86%	83%	87%

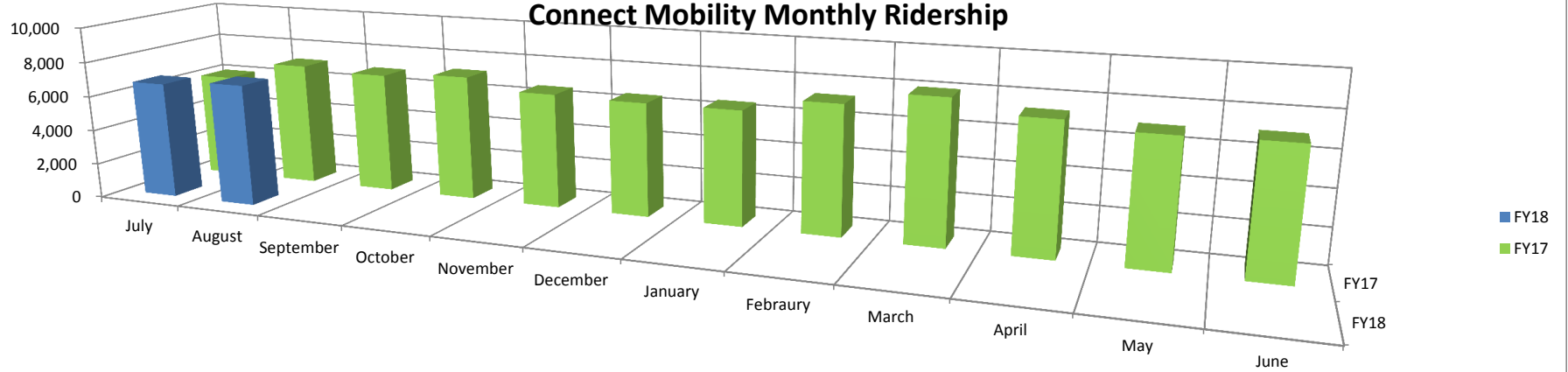
Ridership Reports

Fixed Route Monthly Ridership



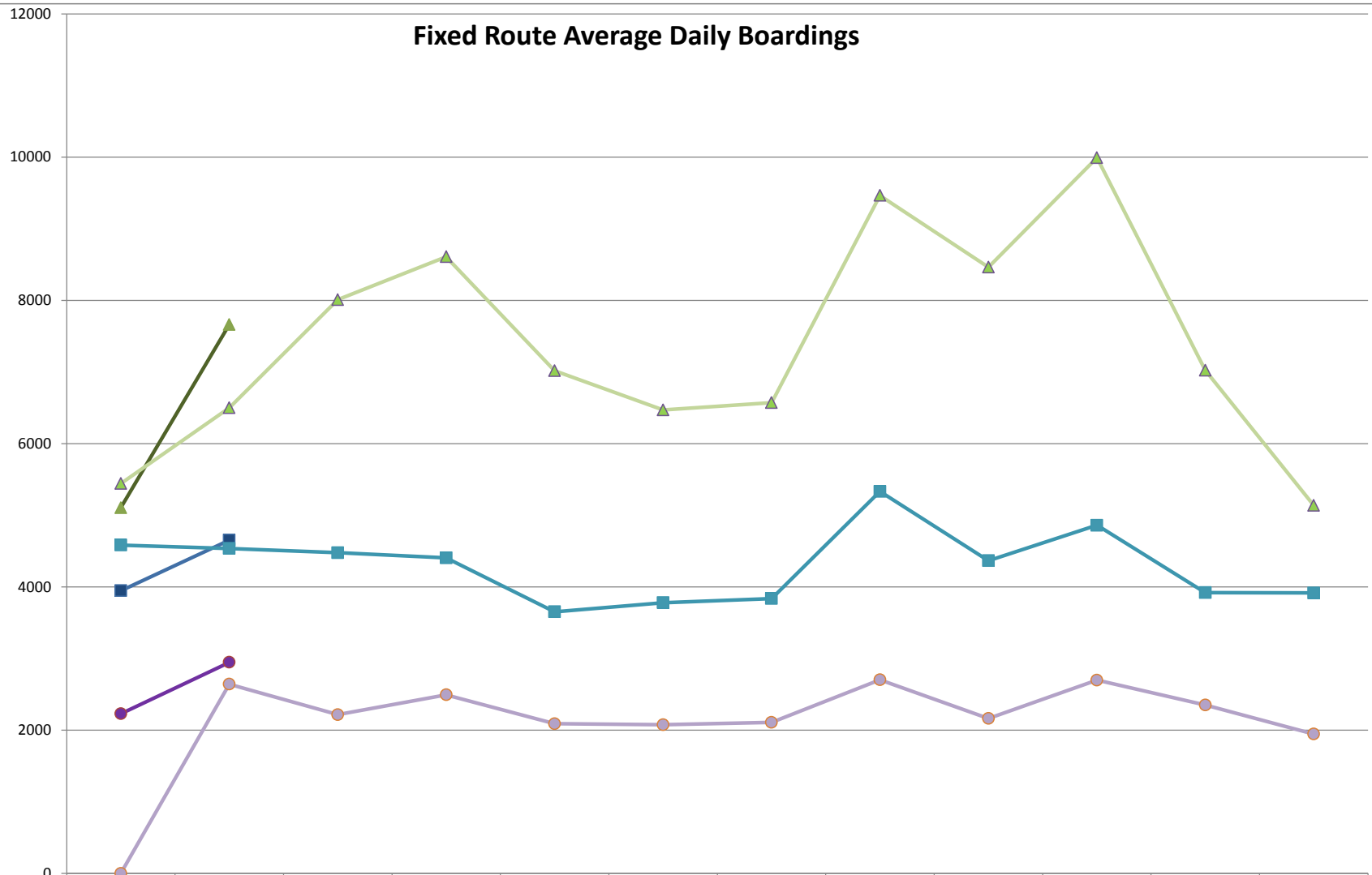
	July	August	September	October	November	December	January	February	March	April	May	June
FY18	138,075	206,628										
FY17	131,750	175,700	194,961	215,279	170,351	167,469	166,215	221,420	220,804	237,610	179,628	136,454

Connect Mobility Monthly Ridership



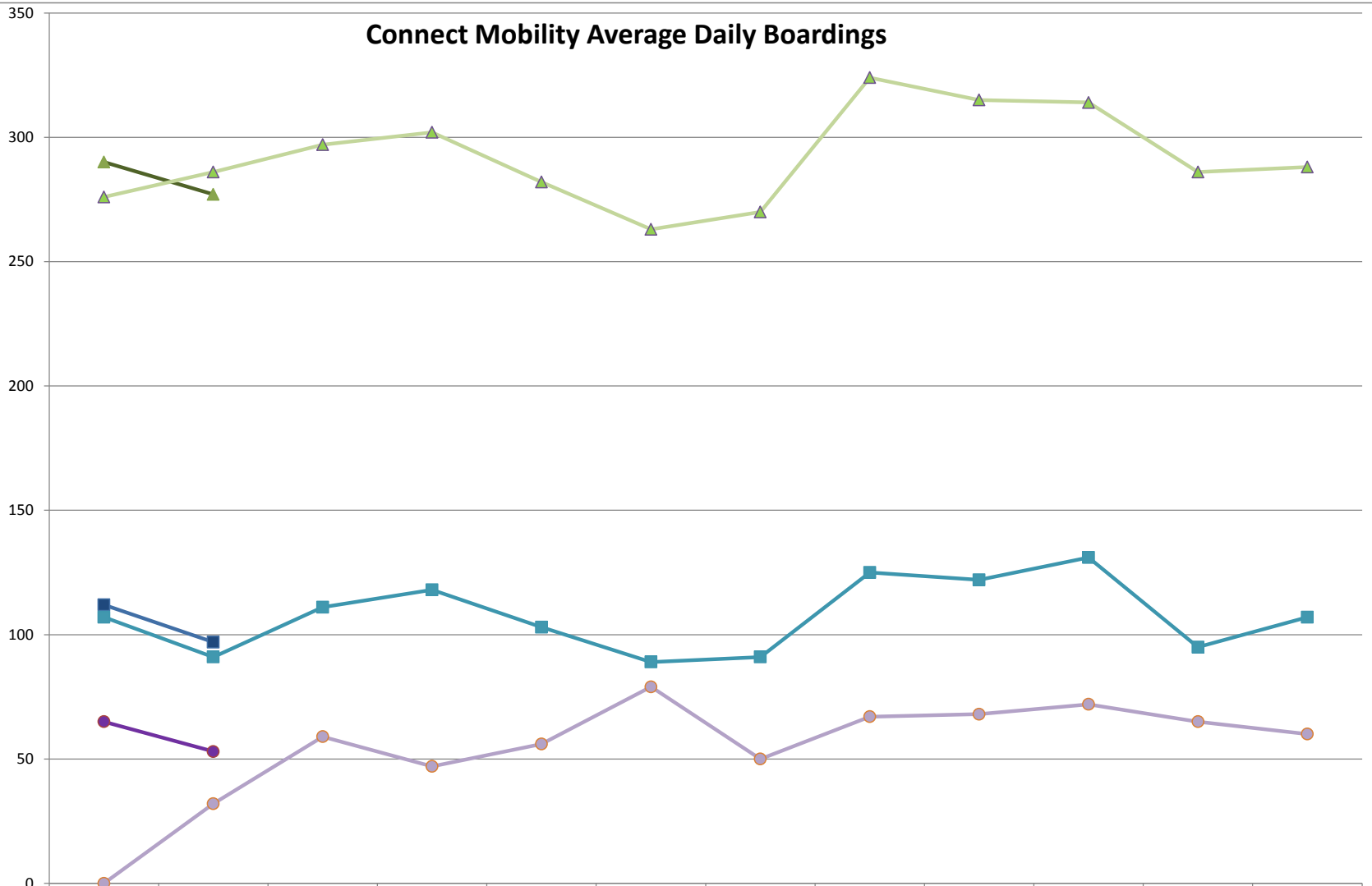
	July	August	September	October	November	December	January	February	March	April	May	June
FY18	6,694	6,987										
FY17	6,075	7,128	6,928	7,191	6,572	6,489	6,501	7,266	8,013	7,300	6,936	7,013

Fixed Route Average Daily Boardings



	July	August	September	October	November	December	January	February	March	April	May	June
Sunday FY18	2228	2947	2216	2494	2090	2075	2107	2704	2163	2698	2351	1945
Sunday FY17	0	2641	2216	2494	2090	2075	2107	2704	2163	2698	2351	1945
Saturday FY18	3946	4653	4477	4404	3653	3779	3837	5331	4367	4860	3919	3915
Saturday FY17	4582	4536	4477	4404	3653	3779	3837	5331	4367	4860	3919	3915
Weekday FY18	5105	7662	8009	8609	7017	6470	6570	9464	8464	9991	7024	5137
Weekday FY17	5442	6500	8009	8609	7017	6470	6570	9464	8464	9991	7024	5137

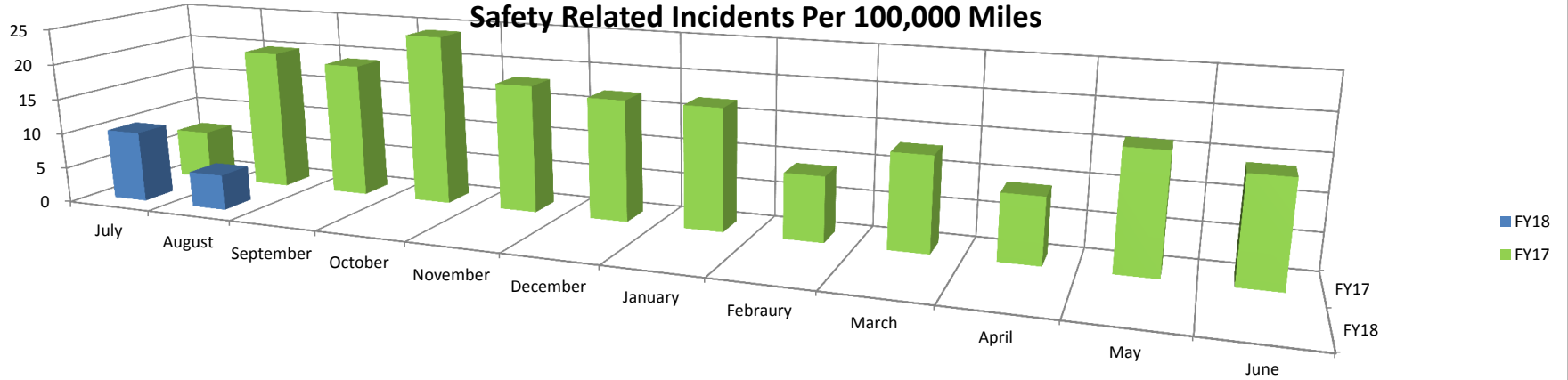
Connect Mobility Average Daily Boardings



● Sunday FY18	65	53										
● Sunday FY17	0	32	59	47	56	79	50	67	68	72	65	60
■ Saturday FY18	112	97										
■ Saturday FY17	107	91	111	118	103	89	91	125	122	131	95	107
▲ Weekday FY18	290	277										
▲ Weekday FY17	276	286	297	302	282	263	270	324	315	314	286	288

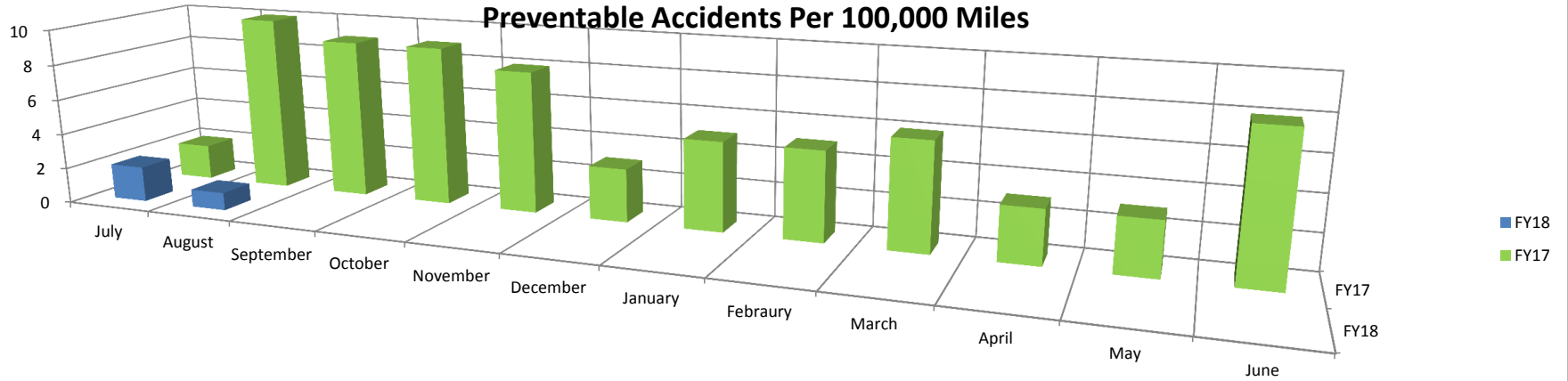
Safety Reports

Safety Related Incidents Per 100,000 Miles



	July	August	September	October	November	December	January	February	March	April	May	June
FY18	10	5										
FY17	7	20	19	24	18	17	17	9	13	9	16	14

Preventable Accidents Per 100,000 Miles



	July	August	September	October	November	December	January	February	March	April	May	June
FY18	2	1										
FY17	2	10	9	9	8	3	5	5	6	3	3	8

Premium Service Overview from September 1st to September 20th 2017.

Completed Trips	Individuals	Direct Miles	Direct Hours	Fare Collected
243	21	1,330	53.1	\$754



Statistics	Aug 17					Aug 18					% Change Over Last Year				
	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour		Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour		Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour	
Connect Transit															
Green A (2 buses)						9,518	4,865	353	26.96		-100.0%	-100.0%	-100.0%		
Red B (2 buses)						7,120	4,523	353	20.17		-100.0%	-100.0%	-100.0%		
Purple C (2 buses)						6,556	4,161	344	19.06		-100.0%	-100.0%	-100.0%		
Pink D (1 bus)						3,384	2,183	166	20.08		-100.0%	-100.0%	-100.0%		
Blue E (1 bus)						2,910	2,431	179	16.26		-100.0%	-100.0%	-100.0%		
Brown F (2 buses)						5,234	4,799	363	14.42		-100.0%	-100.0%	-100.0%		
Yellow G (2 buses)						7,314	4,999	363	20.15		-100.0%	-100.0%	-100.0%		
Orange H (2 buses)						6,868	4,675	358	19.18		-100.0%	-100.0%	-100.0%		
Lime I (2 buses)						8,708	6,138	360	24.19		-100.0%	-100.0%	-100.0%		
Teal J (1 bus)						2,258	2,815	161	14.02		-100.0%	-100.0%	-100.0%		
Aqua K (1 bus)						4,374	2,862	180	24.30		-100.0%	-100.0%	-100.0%		
HCC Express (1 bus) (NCWHS)						-	-	-	-		-	-	-		
ISU Tri Towers (2 buses)						-	-	-	-		-	-	-		
ISU College Station (2 buses)						-	-	-	-		-	-	-		
Nite Ride (3 buses)						-	-	-	-		-	-	-		
Green	22,851	10,062	825	27.46	12,809	5,636	462	27.73	76.8%	78.5%	78.5%	78.5%	-0.9%		
Red	29,299	14,295	1,347	21.75	15,084	7,824	740	20.38	94.2%	82.0%	82.0%	82.0%	6.7%		
Lime	25,297	15,643	1,395	18.14	12,747	8,543	765	16.66	83.1%	83.1%	82.3%	82.3%	8.9%		
Teal	4,487	5,193	489	9.17	2,666	2,854	271	9.84	68.3%	82.0%	80.5%	80.5%	-6.8%		
Aqua	7,994	2,958	321	24.94	3,816	1,568	170	22.45	109.5%	88.6%	88.5%	88.5%	11.1%		
Orange	5,797	4,913	391	14.81	2,980	2,720	217	13.73	94.5%	80.6%	80.3%	80.3%	7.9%		
Gold	7,484	5,546	449	16.67	3,274	2,964	247	13.26	128.6%	87.1%	81.8%	81.8%	25.7%		
Purple	16,177	16,163	1,423	11.37	6,152	8,990	789	7.80	163.0%	81.0%	80.4%	80.4%	45.8%		
Blue	4,944	4,751	409	12.08	2,450	2,631	227	10.79	101.8%	80.6%	80.3%	80.3%	11.9%		
Brown	6,042	5,402	480	12.60	2,961	2,989	265	11.17	104.1%	80.7%	81.0%	81.0%	12.8%		
Tan	7,030	8,628	716	9.81	3,286	4,774	285	11.53	113.9%	80.7%	151.3%	151.3%	-14.9%		
Pink	6,595	4,045	425	15.52	3,796	2,200	234	16.22	73.7%	83.9%	81.6%	81.6%	-4.5%		
Yellow	18,594	6,562	459	40.55	11,732	3,711	265	44.27	58.5%	76.8%	73.0%	73.0%	-8.4%		
Olive	4,481	4,494	423	10.59	2,271	2,472	247	9.19	97.3%	81.8%	71.3%	71.3%	15.2%		
Redbird	39,392	3,598	382	103.12	25,443	4,088	434	58.62	54.8%	-12.0%	-12.0%	-12.0%	75.9%		
Ntripper	108	945	21	5.08	26	191	12	2.17	315.4%	80.9%	77.1%	77.1%	134.6%		
Btripper	256	728	43	6.02	13	402	24	0.54	1869.2%	81.0%	77.1%	77.1%	1012.0%		
Total Fixed Route	206,628	113,326	9,997	20.67	175,661	108,355	8,798	19.97	17.6%	4.6%	13.6%	13.6%	3.5%		
Demand Response															
Connect Mobility	6,987	28,144	2,285	3.06	6,937	28,176	2,367	2.93	0.7%	-0.1%	-3.5%	-3.5%	4.3%		
Connect Late Night					191	1,068	69	2.77	-100.0%	-100.0%	-100.0%	-100.0%			
Total Demand Response	6,987	28,144	2,285	3.06	7,128	29,244	2,436	2.93	-2.0%	-3.8%	-6.2%	-6.2%	4.5%		
SYSTEM TOTALS	213,615	141,470	12,282	17.39	182,789	137,599	11,234	16.27	16.9%	2.8%	9.3%	9.3%	6.9%		

EMPLOYMENT AGREEMENT

Introduction

This Agreement, made and entered into this date of September 26, 2017, by and between the Bloomington-Normal Public Transit System (hereinafter called "Employer") and Isaac Thorne, (hereinafter called "Employee") an individual who has the education, training, and experience in local public transit management, both of whom agree as follows:

Section 1: Term

- A. This agreement shall remain in full force in effect from the date of execution until terminated by the Employer or Employee as provided in Section 9, 10, or 11 of this Agreement.

Section 2: Duties and Authority

Employer agrees to employ Isaac Thorne beginning August 22, 2017 as General Manager to manage the Bloomington-Normal Public Transit System and to perform other legally permissible and proper duties and functions, as assigned from time to time by Employer.

Section 3: Compensation

- A. Base salary: Employer agrees to pay Employee an annual base salary of \$125,000 payable in pro rata installments at the same time that the other management employees of the Employer are paid.
- B. This Agreement may be amended to reflect any compensation adjustments that may be approved by the Board of Trustees for the Employee.

Section 4: Health, Disability and Life Insurance Benefits

- A. The Employer agrees to provide health and life insurance benefits to Employee on the same terms and conditions as offered to other management employees of Employer.

Section 5: Vacation, Sick, and Military Leave

- A. Employee will maintain current Vacation and sick accruals. Such accruals shall be on the same terms as provided by the B-NPTS personnel policy.
- B. The Employee is entitled to accrue all unused leave in accordance with the B-NPTS personnel policy. In the event the Employee's employment is terminated, either voluntarily or involuntarily, the Employee shall be compensated for all accrued leave in accordance with the B-NPTS personnel policy and state law.

Section 6: Retirement

The employer will pay an amount equal to ten (10%) percent Employee's base pay into the Employee's ICMA-RC 457 Retirement Account. Such payment shall be made in pro rata installments per pay period.

Section 8: General Business Expenses

1. As determined annually through the budget process, Employer may budget for and pay for professional dues and subscriptions of the Employee necessary for continuation and full participation in national, regional, state, and local associations, and organizations necessary and desirable for the Employee's continued professional participation, growth, and advancement, and for the good of the Employer. Initially Employer shall pay membership dues for Employee membership in the National Transit Association, State and Regional Transit Associations.
2. As determined annually through the budget process, Employer may budget for and pay for travel and subsistence expenses of Employee for professional and official development of Employee and to pursue necessary official functions for Employer, and such other national, regional, State, and local government groups and committees in which Employee/Employer serves as a member and as approved from time to time by Employer.
3. As determined annually through the budget process, Employer may budget for and pay for travel and subsistence expenses of Employee for short courses, institutes, and seminars that are necessary for the Employee's professional development and for the good of the Employer, provided the same are approved from time to time by Employer.
4. Employer agrees to pay membership dues for Employee participation in one service club approved by Employer.

Section 9: Termination

For the purpose of this agreement, termination shall occur when:

1. The majority of the governing Board of Trustees votes to terminate the Employee at a duly authorized public meeting.
2. If the Employer reduces the base salary, compensation, or any other financial benefit of the Employee, unless it is applied in no greater percentage than the average reduction of all at will employees, such action shall constitute a breach of this agreement and will be regarded as a termination. Reduction in pay as result of disciplinary action shall not be considered a termination event.

Section 10: Severance

Severance shall be paid to the Employee only when employment is terminated by the Employer for the Employer's convenience without just cause. Such severance shall be the sole remedy

provided Employee and Employee shall have no other claim against Employer arising out of this agreement for Employee's termination.

If the Employee is terminated at Employer's convenience as provided above, the Employer shall provide a minimum severance payment equal to six (6) months base salary at the current rate of pay. This severance shall be paid in a lump sum unless otherwise agreed to by the Employer and the Employee.

The Employee shall also be compensated for all accrued leave, in accordance with B-NPTS personnel policy and Illinois law. Employer may discipline Employee in any manner not prohibited by law including suspension with or without pay.

For a period of six (6) months following termination, the Employer shall pay the usual and standard Employer Health Insurance premium contribution for the Employee and his or her dependents as in the same amount provided for other managerial Employees of Employer:

If the Employee is terminated for just cause as determined by Employer, then the Employer is not obligated to pay severance under this section.

Section 11: Resignation

In the event that the Employee voluntarily resigns his/her position with the Employer, the Employee shall provide a minimum of 30 days' notice unless the parties agree otherwise.

Section 12: Performance Evaluation

Employer shall annually review the performance of the Employee during the month of the anniversary of employment subject to a process, form, criteria, and format for the evaluation which shall be determined by the Employer. The process at a minimum shall include the opportunity for both parties to: (1) prepare a written evaluation, (2) meet and discuss the evaluation, and (3) present a written summary of the evaluation results. The final written evaluation should be completed and delivered to the Employee within 30 days of the evaluation meeting.

Section 13: Hours of Work

It is recognized that the Employee must devote a great deal of time outside the normal office hours on business for the Employer, and to that end Employee shall be allowed to establish an appropriate work schedule.

Section 14: Outside Activities

The employment provided for by this Agreement shall be the Employee's sole employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to the Employer and the community, the Employee may elect to accept limited teaching,

consulting, or other business opportunities by only if such arrangements shall not constitute interference with or a conflict of interest with his or her responsibilities under this Agreement and only if prior approval is obtained from the Employer.

Section 15: Indemnification

Employer shall defend, save harmless, and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Interim-General Manager or resulting from the exercise of judgement or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful or wanton conduct, moral turpitude, intentional tort, or an award of punitive damages or exemplary damages. The Employee shall promptly notify Employer of any claim made against Employee. Employee agrees to fully cooperate with Employer and any attorney engaged to defend Employee.

Employee recognizes that Employer shall have the right to compromise and settle any claim or suit.

This section shall not apply if the nature of the litigation arises out of any criminal conduct of Employee.

Section 16: Bonding

Employer shall bear the full cost and any fidelity or other bonds required of the Employee under any law or ordinance.

Section 17: Other Terms and Conditions of Employment

The Employer shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or any other law. All BNPTS Personnel Policies shall be followed and shall apply to the General Manager.

Section 18: Notices

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- A. Employer: Chairman
BNPTS Board of Trustees
351 Wylie Dr.
Normal, IL 61761

B. Employee Isaac Thorne
Normal, IL

Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 19: General Provisions

- A. Integration. This Agreement sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this Agreement during the life of the Agreement. Such amendments shall be incorporated and made a part of this Agreement.
- B. Binding Effect. This Agreement shall be binding on the Employer and the Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.
- C. Effective Date. This Agreement shall become effective on August 22, 2017.
- D. Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is to be held to be invalid, the remaining provisions shall be deemed to be in full force and effects as if they have been executed by both parties.

Employer: Mike McCurdy, Chairman

Date: September 26, 2017

Employee: Isaac Thorne

Date: September 26, 2017

Witness: Lauren Lacy, Secretary

Date: September 26, 2017



MEMO

September 26, 2017

TO: Board of Trustees
FROM: Patrick Kuebrich, Finance Director
Subject: Authorized Signatories

RECOMMENDATION: That David White, Safety and Training Director, Martin Glaze, Operations Manager, and Steven Stockton, IT Manager be authorized signatories for all of Connect Transit's bank accounts.

BACKGROUND: Connect Transit must have two (2) signatures on each check that is written. As a result of staffing changes, it has become necessary to authorize an alternative signer. Staff recommends three (3) signatories, David White, Safety and Training Director, Martin Glaze, Operations Manager, and Steven Stockton, IT Manager to cover when one or the other are out of the office.

FINANCIAL IMPACT: None.

ITEM F2

**RECOMMENDATION FOR ILLINOIS DOWNSTATE
OPERATING ASSISTANCE GRANT AGREEMENT**

WILL BE RELEASED VIA ADDENDUM



MEMO

September 26, 2017

TO: Board of Trustees
FROM: Cassie Mosier, Procurement Specialist
Subject: Recommendation for Digital Displays RFP 17-05

RECOMMENDATION: That a contract be awarded to Uber Displays to provide Connect Transit with digital signage. The period of the contract will have a base period of five (5) years.

BACKGROUND: Connect Transit is seeking a digital display vendor to assist in implementing digital signage on the exterior of public transportation vehicles. The goal is to earn revenue through the advertising contracts with local and national accounts.

DISCUSSION: Two (2) proposals were received from the following vendors: Uber Displays and Clean Zone Marketing. The proposals were evaluated by three (3) Connect Transit staff members, and were scored based on the following criteria: 35% Scope of Work, 30% Cost, 20% Implementation and Training and 15% References.

Evaluator #1	Scope of Work	Cost	Implementation & Training	References	Total Score
	35%	30%	20%	15%	
Uber Displays	31.5	30	20	12	93.5%
Clean Zone Marketing	24.5	30	20	12	86.5%



Evaluator #2	Scope of Work	Cost	Implementation & Training	References	Total Score
	35%	30%	20%	15%	
Uber Displays	31.5	30	20	12	93.5%
Clean Marketing Zone	28	30	20	12	90%

Evaluator #3	Scope of Work	Cost	Implementation & Training	References	Total Score
	35%	30%	20%	15%	
Uber Displays	35	30	20	10.5	95.5%
Clean Marketing Zone	17.5	30	18	10.5	86.5%

Overall, Uber Displays received the highest score average of 94.16. Their proposal addressed all contract requirements and was technically superior to the other proposal that was received.

KEY FEATURES

- **Five buses will have displays installed**
- **Free Wi-Fi for riders**
- **Connect Transit will receive 50% revenue from advertisements.**
- **Connect Transit will have access to change digital messages at convenience and in accordance to the Connect Transit Advertising Policy.**

FINANCIAL IMPACT: Connect Transit will have no financial cost for hardware, installation, or maintenance of the displays.



MEMO

September 26, 2017

TO: Board of Trustees

FROM: Isaac Thorne, Interim General Manager

Subject: Recommendation for Heavy Duty Bus Purchase under Contract RFP 14-02

RECOMMENDATION: That the General Manager be authorized to purchase heavy duty buses under the Heavy Duty Bus Contract RFP 14-02 with New Flyer of America, Inc. to manufacture and deliver ten (10) buses.

BACKGROUND: In 2015, Connect Transit signed a five (5) year contract with New Flyer of America, Inc., for a minimum of fourteen (14) and a maximum of thirty (30) buses. Since then, Connect Transit has received twelve (12) buses. Connect Transit operates forty-two (42) fixed route buses and twenty-three (23) are beyond their useful life.

DISCUSSION: The project scope includes the manufacture, delivery, and preparation of buses for revenue service, and purchase of spare parts/equipment. The diesel base bus price is \$449,746 per bus. Connect Transit staff will have a pre-production meeting with New Flyer in November and a few changes will be made that will increase the base price of the vehicle such as the addition of Syncromatics hardware. The buses will go into production in January 2018 and could be delivered in early May 2018.

FINANCIAL IMPACT: Connect Transit will use Federal 5307 and 5309 Capital Funding of \$1,369,750 and IDOT Capital Funding of \$3,360,000. With the combination of Federal and State funding, Connect Transit will not have to make a local capital contribution to this bus purchase. The total cost to purchase these ten (10) buses is \$4,497,460. However, there will be additional changes during the pre-production meeting and these changes will be brought back to the Board for approval.