



AGENDA

Meeting of the Connect Transit Board of Trustees

July 26, 2016

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 June 28, 2016
 - 2. Disbursements for Month of June, 2016
 - 3. Financial Report for Month of June, 2016
 - 4. Capital and Self Insurance Reserve Fund Balances for month of June, 2016
 - 5. Monthly Statistical Report for month of June, 2016
 - 6. FY 2016 Fourth Quarter Ridership Data and Trends
- E. Old Business
- F. New Business
 - 1. Approval of the Illinois Farm Bureau Family of Companies Universal Access Agreement
 - 2. Appointment to Community Transportation Advisory Committee
 - 3. Approval of Proposed Fare Structure
- G. General Manager's Report
 - 1. Strategic Plan Update – July 2016
- H. Trustee's Comments
- I. Executive Session – cite section
- J. Adjournment



June 2016

Financial and Statistical Reports



Connect Transit
Cash Disbursement Report
June 2016

Name	Check Number	Date	Amount	Description
A.T.U. - C.O.P.E.	00036624	10-Jun-16	\$149.16	Payroll Deduction
Advance Auto Parts	00036585	10-Jun-16	\$48.93	Maintenance Supplies
Airgas USA, LLC	00036631	17-Jun-16	\$157.31	Welding Supplies
Airgas USA, LLC	00036660	24-Jun-16	\$183.99	Welding Supplies
Amalgamated Transit Union Local 752	00036625	10-Jun-16	\$5,465.35	Payroll Deduction
Amalgamated Transit Union Local 752	00036661	24-Jun-16	\$300.00	Payroll Deduction
Ancel, Glink, Diamond, Bush, DiCianni &	00036662	24-Jun-16	\$150.00	Legal Service
Andrew Johnson	00036626	10-Jun-16	\$500.00	Car Allowance
Assurance Agency, Ltd.	00036663	24-Jun-16	\$112,207.00	Insurance
Barker Motor Co.	00036586	10-Jun-16	\$258.30	Bus Parts
Barker Motor Co.	00036664	24-Jun-16	\$576.84	Bus Parts
Bill's Key and Lock	00036665	24-Jun-16	\$36.90	Locks & Keys
BlueLine Rental	00036587	10-Jun-16	\$637.50	Lease & Rental
Brinks US	00036632	17-Jun-16	\$252.94	Armored Services
Central Illinois Trucks Inc.	00036588	10-Jun-16	\$1,120.21	Bus Parts
Central Illinois Trucks Inc.	00036633	17-Jun-16	\$172.80	Bus Parts
Central Illinois Trucks Inc.	00036666	24-Jun-16	\$276.89	Bus Parts
Chris Wold	00036634	17-Jun-16	\$870.00	Tuition Reimbursement
CIRBN, LLC	00036667	24-Jun-16	\$347.84	Internet
City of Bloomington	00036589	10-Jun-16	\$499.84	Utilities
Clark Baird Smith, LLP	00036635	17-Jun-16	\$1,262.50	Legal Service
Clear Talk	00036668	24-Jun-16	\$6,336.08	Radios for New Buses
CliftonLarsonAllen LLP	00036590	10-Jun-16	\$4,500.00	Audit Services
Comcast Cable	00036669	24-Jun-16	\$409.85	Internet
Commerce Bank HSA	00036693	27-Jun-16	\$30,408.00	HSA Funding
Corn Belt Energy Corp.	00036670	24-Jun-16	\$3,603.93	Utilities
Cummins Crosspoint	00036591	10-Jun-16	\$122.71	Bus Parts
Cummins Crosspoint	00036636	17-Jun-16	\$434.52	Bus Parts
David White	00036671	24-Jun-16	\$406.08	Travel Reimbursement
Dish Network	00036672	24-Jun-16	\$144.00	Television Service
Don Owen Tire Service, Inc.	00036592	10-Jun-16	\$180.00	Bus Parts
East St. Hardware and Tools	00036673	24-Jun-16	\$10.62	Bus Parts
Engraving Express	00036674	24-Jun-16	\$28.50	Printed Materials
Evergreen FS	00036637	17-Jun-16	\$12,848.89	Fuel
Fastenal Company	00036593	10-Jun-16	\$28.54	Bus Parts
Fastenal Company	00036638	17-Jun-16	\$106.50	Bus Parts
Fastenal Company	00036675	24-Jun-16	\$11.19	Bus Parts
Fasteners Etc.	00036594	10-Jun-16	\$43.85	Maintenance Supplies
Fasteners Etc.	00036639	17-Jun-16	\$1,245.92	Maintenance Supplies
Fleet-Net Corporation	00036595	10-Jun-16	\$1,405.00	Software & Tech Support
Frontier	00036640	17-Jun-16	\$945.28	Telephone
Frontier	00036676	24-Jun-16	\$40.61	Telephone
FS Custom Turf	00036677	24-Jun-16	\$601.00	Yard Maintenance
G&K Services	00036596	10-Jun-16	\$271.62	Cleaning Uniforms & Rugs
G&K Services	00036641	17-Jun-16	\$304.12	Cleaning Uniforms & Rugs
G&K Services	00036678	24-Jun-16	\$304.54	Cleaning Uniforms & Rugs
Gabe Goldsmith	00036597	10-Jun-16	\$202.45	Travel Reimbursement
Genfare	00036679	24-Jun-16	\$74,751.50	Fare Collection System
Gillig LLC	00036642	17-Jun-16	\$7,777.26	Bus Parts



Connect Transit Cash Disbursement Report June 2016

Name	Check Number	Date	Amount	Description
Great Plains Media	00036643	17-Jun-16	\$1,300.00	Radio Advertising
Heller Ford	00036598	10-Jun-16	\$3,028.98	Bus Parts
Henson Disposal	00036599	10-Jun-16	\$202.50	Garage Overhead
ICMA- Retirement Trust 457	ACH	09-Jun-16	\$24,007.08	Payroll Deduction
ICMA- Retirement Trust 457	ACH	24-Jun-16	\$24,018.14	Payroll Deduction
Idaho Child Support Receipting	00036627	10-Jun-16	\$95.00	Payroll Deduction
Idaho Child Support Receipting	00036680	24-Jun-16	\$95.00	Payroll Deduction
Illini Supply, Inc	00036644	17-Jun-16	\$3,415.11	Office Supplies & Equipment
Illinois Department of Revenue	00036628	10-Jun-16	\$7,837.09	Payroll Deduction
Illinois Department of Revenue	00036681	24-Jun-16	\$7,672.08	Payroll Deduction
Illinois State Disbursement Unit	00036629	10-Jun-16	\$1,304.20	Payroll Deduction
Illinois State Disbursement Unit	00036682	24-Jun-16	\$1,441.67	Payroll Deduction
Jason Garmon	00036600	10-Jun-16	\$231.35	Tool Reimbursement
JM Industrial Supply	00036683	24-Jun-16	\$7,434.00	Bus Shelter Assembly and Install
John A. Dash & Associates, Inc	00036601	10-Jun-16	\$250.00	Subscriptions
Kyle Boehm	00036645	17-Jun-16	\$45.90	Travel Reimbursement
LeeAnn Biddle	00036602	10-Jun-16	\$40.69	Travel Reimbursement
LifeCIL	00036646	17-Jun-16	\$6,874.42	Consulting Fees
Midwest Equipment II	00036603	10-Jun-16	\$359.65	Lawn Maintenance Equipment
Midwest Transit Equipment, Inc.	00036604	10-Jun-16	\$237.93	Bus Parts
Miller Janitor Supply	00036647	17-Jun-16	\$58.12	Maintenance Supplies
Motion Industries, Inc.	00036648	17-Jun-16	\$85.99	Bus Parts
Mutual of Omaha	00036605	10-Jun-16	\$11,690.88	Life, AD&D, STD & LTD
Napa Auto Parts	00036606	10-Jun-16	\$299.32	Bus Parts
Napa Auto Parts	00036649	17-Jun-16	\$375.19	Bus Parts
Nelson Nygaard	00036684	24-Jun-16	\$4,722.75	Consulting
Neuhoff Media	00036607	10-Jun-16	\$1,350.00	Media Promotions
New Flyer Industries Canada UIC	00036608	10-Jun-16	\$1,665.07	Bus Parts
Nicor Gas	00036685	24-Jun-16	\$1,326.47	Utilities
Oberlander Alarm Systems, Inc.	00036686	24-Jun-16	\$207.00	Security Alarm Service Fee
Oklahoma Centralized Support Registry	00036630	10-Jun-16	\$236.92	Payroll Deduction
Oklahoma Centralized Support Registry	00036687	24-Jun-16	\$23.07	Payroll Deduction
Orkin Pest Control	00036609	10-Jun-16	\$547.04	Pest Control
Pantagraph	00036610	10-Jun-16	\$1,303.84	Public Notices & Employment Advertising
Patrick Kuebrich	00036650	17-Jun-16	\$745.74	Travel Reimbursement
Payroll	ACH	09-Jun-16	\$147,436.59	
Payroll	ACH	23-Jun-15	\$159,897.87	
Piercy Auto Body	00036651	17-Jun-16	\$2,217.07	Outside Services
Ricoh	00036652	17-Jun-16	\$445.92	Copier
Ricoh	00036688	24-Jun-16	\$501.00	Copier
Ricoh USA, INC	00036611	10-Jun-16	\$298.62	Copier
Ride Illinois	00036653	17-Jun-16	\$750.00	Sponsorship
Rilco, Inc.	00036612	10-Jun-16	\$2,482.86	Oil, Anitfreeze
Rilco, Inc.	00036689	24-Jun-16	\$6,781.83	Oil, Anitfreeze
Rush Truck Center	00036613	10-Jun-16	\$146.51	Bus Parts
Southtown Wrecker Service, Inc.,	00036614	10-Jun-16	\$165.00	Towing
Staples	00036615	10-Jun-16	\$521.99	Office Supplies
STL	00036616	10-Jun-16	\$1,275.00	Software Licensing
STL	00036690	24-Jun-16	\$425.00	Software Licensing



**Connect Transit
Cash Disbursement Report
June 2016**

Name	Check Number	Date	Amount	Description
Sunguard	00036617	10-Jun-16	\$1,387.00	Office Supplies & Equipment
T & S Supply	00036691	24-Jun-16	\$1,079.97	Maintenance Equipment
TeVoert Auto Electric, Inc.	00036618	10-Jun-16	\$512.94	Outside Repair and Bus Parts
TeVoert Auto Electric, Inc.	00036654	17-Jun-16	\$1,242.00	Outside Repair and Bus Parts
The Copy Shop	00036655	17-Jun-16	\$202.00	Printing
Thermo King Quad Cities, Inc.	00036656	17-Jun-16	\$639.76	Bus Parts
Tom Crouch	00036619	10-Jun-16	\$240.96	Travel Reimbursement
Town of Normal	00036620	10-Jun-16	\$763.60	Water
TransitTalent.com	00036657	17-Jun-16	\$95.00	Advertising- Promotions
Truck Centers, Inc.	00036621	10-Jun-16	\$6,561.52	Bus Parts
Truck Centers, Inc.	00036658	17-Jun-16	\$3,120.00	Bus Parts
Turn-Key Environmental	00036692	24-Jun-16	\$40.00	Lubricant Waste Disposal
United States Treasury	ACH	01-Jun-16	\$58,341.18	Federal Tax Payment
United States Treasury	ACH	15-Jun-16	\$60,441.40	Federal Tax Payment
United States Treasury	ACH	29-Jun-16	\$59,006.07	Federal Tax Payment
Verizon Wireless	00036622	10-Jun-16	\$638.76	Mobile Data Terminals for SS
Visa - Commerce Bank	00036584	03-Jun-16	\$149.50	Legal
Visa - Commerce Bank	00036584	03-Jun-16	\$54.35	Garage Maintenance Equip
Visa - Commerce Bank	00036584	03-Jun-16	\$83.52	Advertising-Employment
Visa - Commerce Bank	00036584	03-Jun-16	\$2,604.71	Freon
Visa - Commerce Bank	00036584	03-Jun-16	\$213.11	Bus Parts
Visa - Commerce Bank	00036584	03-Jun-16	\$15.12	Computer Hardware
Visa - Commerce Bank	00036584	03-Jun-16	\$159.34	Computer Software
Visa - Commerce Bank	00036584	03-Jun-16	\$575.12	Shipping/Handling
Visa - Commerce Bank	00036584	03-Jun-16	\$14,501.01	Travel & Meetings
Visa - Commerce Bank	00036584	03-Jun-16	\$313.19	Employee Recognition
Visa - Commerce Bank	00036584	03-Jun-16	\$35.87	Safety/Training
WGLT	00036623	10-Jun-16	\$500.00	Radio Advertising
William Masters, Inc	00036659	17-Jun-16	\$499.00	HVAC
Grand Total			<u>\$924,836.31</u>	

Bloomington Normal Public Transit
Balance Sheet

Fiscal Year: 2016 Period 12 June - 2016 Division: 99 Board Reports As of: 06/30/2016

Assets

Current Assets

Checking and Savings	\$5,809,216.90
Accounts Receivable	\$4,356,824.71
Inventory Asset - Fuel	\$26,362.04
Inventory Asset - Parts	\$199,065.50
Inventory Asset - Tires	\$0.00
Other Current Assets	\$196,518.77

Total Current Assets \$10,587,987.92

Fixed Assets \$15,738,850.14

Total Assets \$26,326,838.06

Liabilities & Equity

Liabilities

Accounts Payable	\$336,818.51
Payroll Liabilities	\$939,308.84
Contracts	(\$0.04)
Due to Illinois Funds Account	\$2,980,249.22
Deferred Revenue	\$90,789.46
Deficit Funding Advance	\$0.00

Total Liabilities \$4,347,165.99

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 \$2,725,726.68

Total Liabilities & Equity \$26,326,838.06

Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2016	Period 12	Division: 98 Operating Profit/Loss		As of: 06/30/2016	
		June - 2016	Jul-2015 Thru Jun-2016 Year To Date	Approved Budget	Approved Budget
Operating Revenue					
Passenger Fares		\$55,638.16	\$764,522.49	90.24%	\$847,250.20
ISU Contract Fare		\$43,312.50	\$519,750.00	100.00%	\$519,750.00
Other Contract Fares		\$2,061.89	\$129,412.74	95.86%	\$135,000.00
Advertising Revenue		\$9,665.00	\$87,043.00	193.43%	\$45,000.00
Miscellaneous Revenue		\$387.11	\$54,810.30	100.14%	\$64,718.50
Total Operating Revenue		\$111,064.66	\$1,565,538.53	97.13%	\$1,611,718.70
Operating Expenses					
Operators Wages		\$485,230.01	\$4,520,256.66	95.24%	\$4,746,000.00
Maintenance Wages		\$77,790.07	\$862,698.54	86.85%	\$993,350.00
Administration Wages		\$129,707.46	\$1,007,221.77	97.79%	\$1,030,000.00
Employer Payroll Tax Expense		\$40,665.67	\$488,690.74	88.85%	\$550,000.00
Retirement Plan		\$24,461.25	\$225,737.04	64.50%	\$350,000.00
Group Insurance		\$81,457.95	\$939,877.13	92.69%	\$1,014,000.00
Uniform Expense		\$4,562.59	\$24,088.49	86.96%	\$27,700.00
Professional Services		\$8,831.27	\$172,566.08	136.25%	\$126,650.00
Outside Repair-Labor		\$35,952.18	\$119,907.87	109.81%	\$109,200.00
Contract Maintenance Services		\$5,520.26	\$155,807.25	110.93%	\$140,450.00
Custodial Services		\$783.27	\$11,601.07	98.73%	\$11,750.00
Employee Recruiting/Testing/Temp Help		\$2,460.44	\$24,091.92	100.38%	\$24,000.00
Fuel		\$112,392.32	\$760,989.72	59.46%	\$1,279,800.00
Lubricants		\$63,710.99	\$100,664.34	245.82%	\$40,950.00
Tires		\$6,367.59	\$92,447.42	105.05%	\$88,000.00
Bus Repair Parts		\$77,854.93	\$280,937.56	168.78%	\$166,450.00
Other Materials & Supplies		\$678.81	\$30,488.41	51.68%	\$59,000.00
Shelters/Signs/Shop Tools		\$0.00	\$5,915.66	73.95%	\$8,000.00
Computer and Office Supplies		\$14,941.56	\$152,116.54	132.28%	\$115,000.00
Utilities		\$8,264.11	\$105,890.51	83.38%	\$127,000.00
Corporate Insurance		\$14,702.29	\$210,279.46	81.19%	\$259,000.00
Dues/Subscriptions/Fees		\$1,345.00	\$23,710.64	62.89%	\$37,700.00
Printing/Marketing/Training		\$60,863.81	\$304,911.88	123.45%	\$247,000.00
Total Operating Expenses		\$1,258,543.83	\$10,620,896.70	91.95%	\$11,551,000.00
Operating Assistance					
Operating Deficit		(\$1,147,479.17)	(\$9,055,358.17)	91.11%	(\$9,939,281.30)
Illinois Downstate Operating Assistance		\$814,380.00	\$6,923,927.00	92.22%	\$7,508,150.00
FTA 5307 Operating Assistance		\$325,470.00	\$2,164,140.00	89.02%	\$2,431,131.00
Total Operating Assistance		\$1,139,850.00	\$9,088,067.00	91.44%	\$9,939,281.00

Connect Transit
Local Capital and Self-Insurance Fund Balance
June 2016

<u>Local Capital</u>	<u>Commerce Bank - Cash Balance</u>	
06/01/16	Beginning Balance	\$ 2,873,050.54
06/13/16	Deposit- Town of Normal	\$ 34,961.25
06/20/16	Deposit- Town of Normal	\$ 34,961.25
06/30/16	Additions - Interest Income	\$ 357.11
06/30/16	Ending Balance	<u>\$ 2,943,330.15</u>
Total Reserve Capital Account		<u><u>\$ 2,943,330.15</u></u>

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

	<u>FY16 Received</u> <u>6/30/2016</u>	<u>FY16 Receivable</u> <u>6/30/2016</u>
Bloomington	\$ 474,208.30	\$ 94,841.66
Normal	\$ 419,539.00	
Total YTD	<u>\$ 893,747.30</u>	<u>\$ 94,841.66</u>

Local Capital Reserve Fund Balance - Account Value

06/30/16	Cash Balance	\$ 2,943,330.15
06/30/16	Loans to Operating	\$ 2,980,249.22
06/30/16	Reserve fund for underground storage tank (Cap. I)	\$ (40,000.00)
06/30/16	Ending Balance	<u>\$ 5,883,579.37</u>



June 2016 Monthly Report

Ridership

	Prior Year	
Ridership Fixed Route	159,222	141,560
Ridership Demand Response	5,932	6,557
Total Monthly % Change Over Prior Year	-2.20	-10.30 %
Fixed Route Average Daily Boardings	6,911	5,815
Demand Response Average Daily Boardings	255	278
% On-Time Performance	85.20	84.70 %
Average Boardings per Hour of Service	23.35	20.54

State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	4	5
Demand Response National Transit Database Major Mechanical System Failures	0	0
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	24,566	17,007
Demand Response Miles Between National Transit Database Major Mechanical System Failures	33,604	36,845
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	40	27
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	0	1
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	2,456	3,644
Demand Response Miles Between National Transit Database Other Mechanical System Failures	33,604	18,423
Fixed Route Miles between All National Transit Database Mechanical System Failures	13,511	10,326
Demand Response Miles between All National Transit Database Mechanical System Failures	33,604	27,634
Average % of Buses with Defective Automated Voice Announcements		2.50 %

Customer Service

Average Interior Cleanliness Inspection Score (1 to 5)		3
National Transit Database Safety-Related Incidents per 100,000 Miles	1.62	0.81
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00
Number of Validated Complaints each month		4
Number of Customer Compliments Received		0
Daily Average of Phone Calls Received for FR		256
Daily Average of Phone Calls Received for DR		110

Efficiency

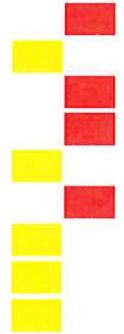
Revenue/Expense Ratio	11.64	8.02 %
Fixed Route Cost per Unlinked Passenger Trip	\$ 5.18	\$ 7.26
Demand Response Cost per Unlinked Passenger Trip	\$ 33.64	\$ 35.26
% of Preventative Maintenance Performed On-Time	100.00	100.00 %
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 1.46	\$ 1.89
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.87	\$ 0.61



June Fiscal Year 2016 Year-to-Date Report

Ridership

	PRIOR YEAR	ACTUAL	GOAL	
Ridership Fixed Route	2,654,677	2,427,628	2,691,842	
Ridership Demand Response	73,975	75,256	80,411	
Total Ridership (year to date)	2,728,652	2,502,884	2,775,039	
Fixed Route Year-to-Date % Change Over Prior Year	5.30	-8.60	1.40	%
Demand Response Year-to-Date % Change Over Prior Year	13.30	1.70	8.70	%
Fixed Route Average Daily Boardings	11,334	10,299	11,493	
Demand Response Average Daily Boardings	257	275	279	
% On-Time Performance	85.00	84.70	85.00	%
Average Boardings per Hour of Service	23.10	21.09	23.49	



State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	30	48		
Demand Response National Transit Database Major Mechanical System Failures	1	4		
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	28,577	51,774	30,000	
Demand Response Miles Between National Transit Database Major Mechanical System Failures	51,265	36,244	29,000	
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	156	157		
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	5	7		
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	4,989	4,477	5,000	
Demand Response Miles Between National Transit Database Other Mechanical System Failures	51,321	22,621	25,000	
Fixed Route Miles between All National Transit Database Mechanical System Failures	24,705	28,109	20,000	
Demand Response Miles between All National Transit Database Mechanical System Failures	51,206	29,746	30,000	
Average % of Buses with Defective Automated Voice Announcements		2.70	5.00	%



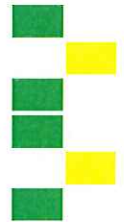
Customer Service

Average Interior Cleanliness Inspection Score (1 to 5)		3	3	
National Transit Database Safety-Related Incidents per 100,000 Miles	1.12	0.87		
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00		
Number of Validated Complaints each month		8		
Number of Customer Compliments Received		15		
Daily Average of Phone Calls Received for FR		305	410	
Daily Average of Phone Calls Received for DR		188	395	



Efficiency

Revenue/Expense Ratio	13.84	13.29	13.00	%
Fixed Route Cost per Unlinked Passenger Trip	\$ 3.15	\$ 3.53	\$ 3.44	
Demand Response Cost per Unlinked Passenger Trip	\$ 27.89	\$ 27.53	\$ 28.53	
% of Preventative Maintenance Performed On-Time	93.20	99.90	100.00	%
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 0.92	\$ 0.98	\$ 0.97	
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.64	\$ 0.60	\$ 0.77	



Meeting or exceeding goal	
Within 10% of goal	
Missing goal by more than 10%	



MEMO

DATE: July 26, 2016
TO: Board of Trustees
FROM: Isaac Thorne, Chief Operating Officer
SUBJECT: FY 2016 Fourth Quarter Ridership Data and Trends

BACKGROUND: The fourth quarter ridership decreased 10.1% for fixed route ridership compared to last year. The fiscal year 2016 ridership decreased 8.6% or 227,049 rides, from fiscal year 2015.

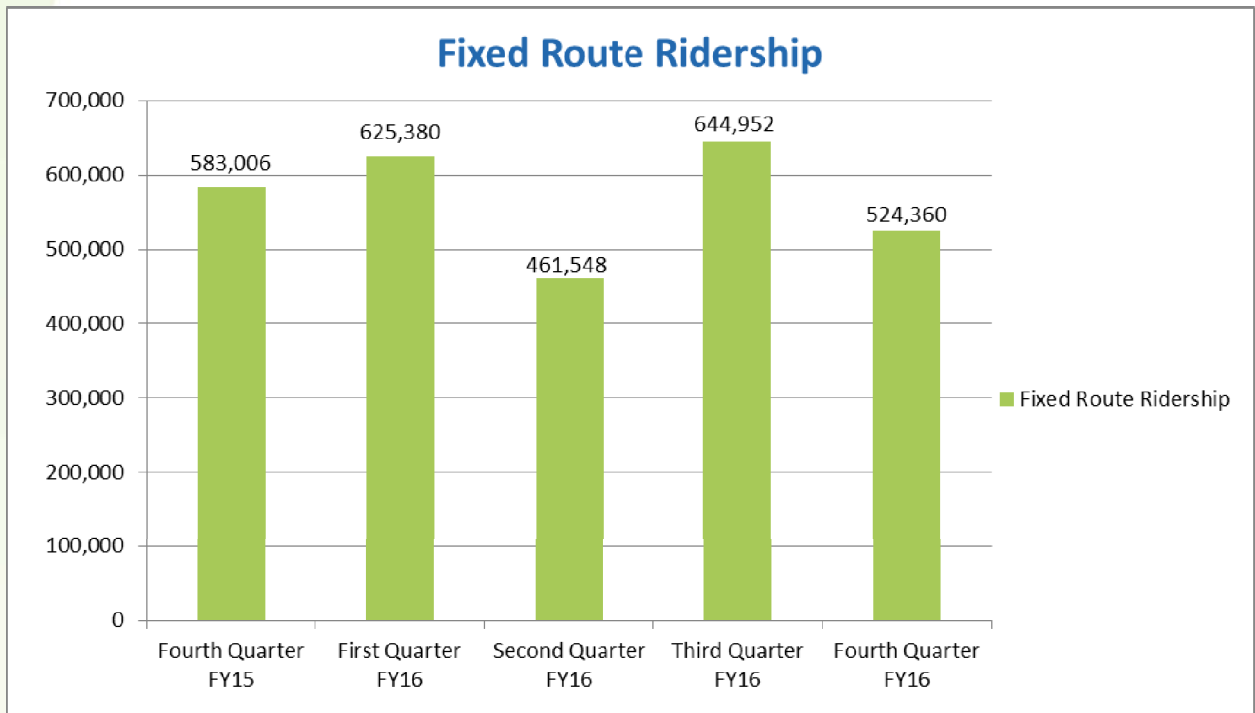
DISCUSSION: Staff has looked at several possibilities for the decrease in ridership:

On-time Performance – The fourth quarter of FY2016, on-time performance increased 3.9 percent over FY2015 fourth quarter. The FY16 on-time performance increased .2 percent better FY15 finishing at 85.2%. The on-time performance is also affected by the number of detours which is discussed below:

- Revenue hours – Connect operated slightly more revenue hours in the fourth quarter of FY2106 then FY2015 fourth quarter. Revenue hours will fluctuate each quarter based on the number of service days.
- Student Universal Access – Staff determined that student utilization decreased 17.73 percent in the fourth quarter of FY2016 over FY2015. The utilization of Illinois State University (ISU) students decreased 15.74 percent, Heartland Community College students decreased 22.31 percent, and Lincoln College (LC) students decreased 46.26 percent. Student utilization for FY16 decreased 21.76 percent or 217,286 rides. The FY16 utilization of ISU students decreased 25.42 percent, Heartland Community College students decreased 8.71 percent, and Lincoln College students decreased .39 percent. The majority of ISU student ridership decrease took place on day time bus service such as Shuttles; however night service ridership decreased over 40 percent.
- Number of monthly passes sold – Connect sold 1,823 monthly passes in fourth quarter of FY2016 and 1,467 in the fourth quarter of FY2015. Connect sold over 600 passes in the month of June due to the installation of the new fareboxes. Customers can now purchase 30 day passes in advance because the pass is no longer tied to a calendar month.

- Gas prices – Due to the price of gasoline sold below \$3.00 a gallon, vehicle miles traveled as reported by the Federal Highway Administration was up 2.0% or 5.5 billion miles in May 2016 compared to May 2015. The FHWA has estimated that the cumulative vehicle miles traveled for the year will be 1,297.8 billion.
- Detours – Connect had a 24 percent or 207 mile decrease in detour miles in FY2016 fourth quarter over FY15 fourth quarter. Due to the decrease in detour miles the on-time performance increased in the fourth quarter.

The table below represents the total unlinked passenger trips that Connect Transit has provided from the fourth quarter of fiscal year 2015 through fourth quarter of fiscal year 2016.





MEMO

DATE: July 26, 2016
TO: Board of Trustees
FROM: Melissa Chrisman, Marketing and Business Development Manager

RECOMMENDATION: That the Illinois Farm Bureau Family of Companies Universal Access Agreement be approved.

BACKGROUND: The Universal Access Agreement allows employees of Illinois Farm Bureau Family of Companies, including Illinois Farm Bureau, Illinois Agricultural Association, COUNTRY Financial, Growmark, Illinois Soybean Association, and Illinois Corn Growers Association to ride Connect Transit fixed route buses free of charge upon displaying their valid employer ID.

Connect Transit will provide established and regularly publicized Bloomington-Normal citywide public transportation service.

Members of the Illinois Farm Bureau staff and Connect Transit came to the agreement for the Illinois Farm Bureau to pay Connect Transit \$1/per ride for one year of ridership (Universal Access) in FY 2017.

FINANCIAL IMPACT: Illinois Farm Bureau has agreed to pay for employee ridership at the rate of \$1 per ride from July 1, 2016 to June 30, 2017.



UNIVERSAL ACCESS SERVICE AGREEMENT

Whereas, Illinois Farm Bureau family of companies (IFB) at 1701 Towanda Avenue, Bloomington, Illinois and Bloomington- Normal Public Transit System (Connect Transit) at 351 Wylie Drive, Normal, Illinois have agreed that benefits accrue to both parties in providing a means by which IFB may provide for fare prepayment for IFB employees utilizing the fixed route buses of Bloomington-Normal Public Transit System and,

Whereas, IFB and Connect Transit have agreed to terms which will allow IFB employees to use the fixed route services of the Connect Transit without the requirement to pay the posted fare.

Now therefore, the parties make this Universal Access Service Agreement the "Agreement" as follows:

CONTRACTING PARTIES: Bloomington-Normal Public Transit System "Connect Transit"

AND

Illinois Agricultural Association ("IAA")

UNIVERSAL ACCESS AGREEMENT TERM: July 1, 2016 to June 30, 2017 (inclusive)

UNIVERSAL ACCESS SCOPE:

During the period of the Universal Access term, Connect Transit will provide regularly scheduled fixed route services to the general public. Members of the general public are required to pay the posted fare when boarding the bus. Under this Agreement, employees of Illinois Agricultural Association, CC Services, Inc. and GROWMARK, Inc. (collectively, "IFB Family of Companies", will be allowed to board and ride any and all of the Connect Transit fixed route service offerings with no fare payment after proper display of their valid, current IFB employee identification card. Connect Transit and Illinois Agricultural Association ("IAA") will mutually determine a method by which the validity of identification cards can be verified.

CHANGES:

Any changes to the Agreement will be enacted upon mutual agreement of the parties, and will be modified by amendment to this Agreement. Such amendment (if any) may be agreed to by the parties without prejudice to any other terms of the Agreement.

OBLIGATIONS OF THE PARTIES

Connect Transit SHALL in its sole discretion and business judgment:

1. Provide buses for the regularly scheduled fixed route bus service offered to the general public on routes and schedules as determined from time to time by Connect Transit and generally announced to the public.
2. Provide vehicle drivers to meet the schedule and service commitment defined above under paragraph 1.



3. Maintain and service all vehicles provided under paragraph 1.
4. Provide, during regular Connect Transit office hours, in-house telephone information services to callers who seek information about Universal Access services.
5. Accept IFB Family of Companies issued employee identification cards, valid during the contract period, as pre-paid fares which entitle the bearer to whom the card was issued to ride Connect Transit fixed route services without fare payment. Persons who do not display a current employee identification card will be charged the general public posted fare.
6. Comply with all applicable laws and policies in the conduct of its business and in the performance of its obligations under this Agreement.
7. Exercise supervisory responsibility over employees of Connect Transit in the performance of its obligations under this Agreement.

UNIVERSAL ACCESS SERVICE AGREEMENT PRICE:

Universal Access charges will be based on actual ridership per month at a cost of \$1.00 per ride.

CONTRACT PAYMENT TERMS

Invoices will be sent monthly at the beginning of each month following universal access by IAA employees. Payment will be due 30 days after the invoice date.

OTHER MATTERS

Assignment: This Agreement shall not be assigned or delegated without the written consent of either party.

Relationship of Parties: Connect Transit is for all purposes an independent contractor and shall not be considered an employee or agent of IAA.

Binding Effect: This Agreement is binding upon the parties hereto and their successors and assigns.

Equal Employment: The parties represent to one another that each is an equal opportunity employer and agrees to abide by any applicable Federal and State rules and regulations concerning the same.

Force Majeure: This Agreement may be suspended or terminated when performance, by either party, becomes impossible or commercially frustrated due to events beyond the control of the party.

Venue: The parties hereby irrevocably and unconditionally submit to the exclusive jurisdiction of any State of Illinois court sitting in Bloomington, Illinois over any suit, action or proceeding at law or in equity arising out of or relating to this Agreement regardless of whether a party is a plaintiff or defendant in such suit, action or proceeding. The parties hereby irrevocably and unconditionally waive (i) any objection to the laying of venue of any such suit, action or proceeding brought in any such court and any claim that any such suit, action or proceeding brought in any such court has been brought in an inconvenient forum and (ii) any right a party has to a trial by jury in any action or proceeding arising out of or relating to this Agreement. Each party agrees that a final judgment in any such suit, action or proceeding brought in any such court shall be conclusive and



binding upon it and may be enforced in any other court to whose jurisdiction such party is or may be subject by suit upon such judgment.

Choice of Law: This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Illinois, regardless of and without reference to principles of conflicts of law.

Entire Agreement: This Agreement puts an end to all negotiations between the parties and constitutes the entire agreement between the parties.



SIGNATURE FORM

This Agreement is made and concluded by and between Illinois Agricultural Association and Bloomington-Normal Public Transit System and each party's successors and assigns.

For and in consideration of the payments and agreements herein provided for to be made and performed the parties agree to furnish all labor, equipment, services, materials, and other means to do all work necessary to perform the duties and responsibilities to one another as set forth and all in accordance with this Agreement.

IAA agrees to pay Connect Transit for services rendered and work performed by Connect Transit in accordance with this Agreement subject to any additions or deductions as provided in said Agreement and to make payments on account thereof as provided in said Agreement.

This Agreement and all the covenants shall inure to the benefit and be binding upon the parties and their successors and assigns. Neither party shall have the right to assign, transfer, or sublet its interest or obligations hereunder without the written consent of the other party.

FOR: Bloomington-Normal Public Transit System

BY: _____
Bill Wilson, Chairman, Board of Trustees

Attest: _____
Mike McCurdy, Secretary, Board of Trustees

FOR: Illinois Agricultural Association

BY: Alan Dodds
Authorized Signatory

ALAN DODDS
Typed or Printed Name of Authorized Signatory



MEMO

DATE: July 26, 2016
TO: Board of Trustees
FROM: Julie Beer, Executive Assistant

RECOMMENDATION: That the appointment be approved.

BACKGROUND: On December 9, 2014, the Board of Trustees approved the creation of the Community Transportation Advisory Committee, (CTAC). In March, 2015, the Board approved the appointments of fifteen (15) individuals to CTAC. In the interim, one member has rotated off of the CTAC, thereby creating an opening.

An application has been received for appointment from Mr. John Corey. Staff has reviewed the application and recommends appointment to the CTAC.

John Corey – Multimodal and frequent Connect Transit rider

BUDGET INFORMATION: None.



MEMO

DATE: July 26, 2016
TO: Board of Trustees
FROM: Isaac Thorne, Chief Operating Officer
SUBJECT: Fare Structure Recommendation

RECOMMENDATION: That the proposed Fare Structure be approved.

BACKGROUND: Staff recommends that the Board approved the proposed fare structure. Connect Transit has not changed the pass structure since 2007. In June, Connect Transit installed new fareboxes on all of the buses that provide customers more flexibility and convenience with new passes.

In the last forty-five (45) days two (2) public hearings have been hosted to hear comments concerning the proposed fare structure.

DISCUSSION: In reviewing the fare structure, a reasonable balance between the cost to provide the service and the price of new passes has been established. The following fare structure changes are recommended:

Fixed Route Passes:

1 Day Pass - \$3.00 Unlimited Rides (NEW)
7 Day Pass - \$10.00 Unlimited Rides (NEW)
30 Day Pass - \$36.00 Unlimited Rides (NEW)
Monthly Fast Pass - \$29.00 Unlimited Rides (ELIMINATE)

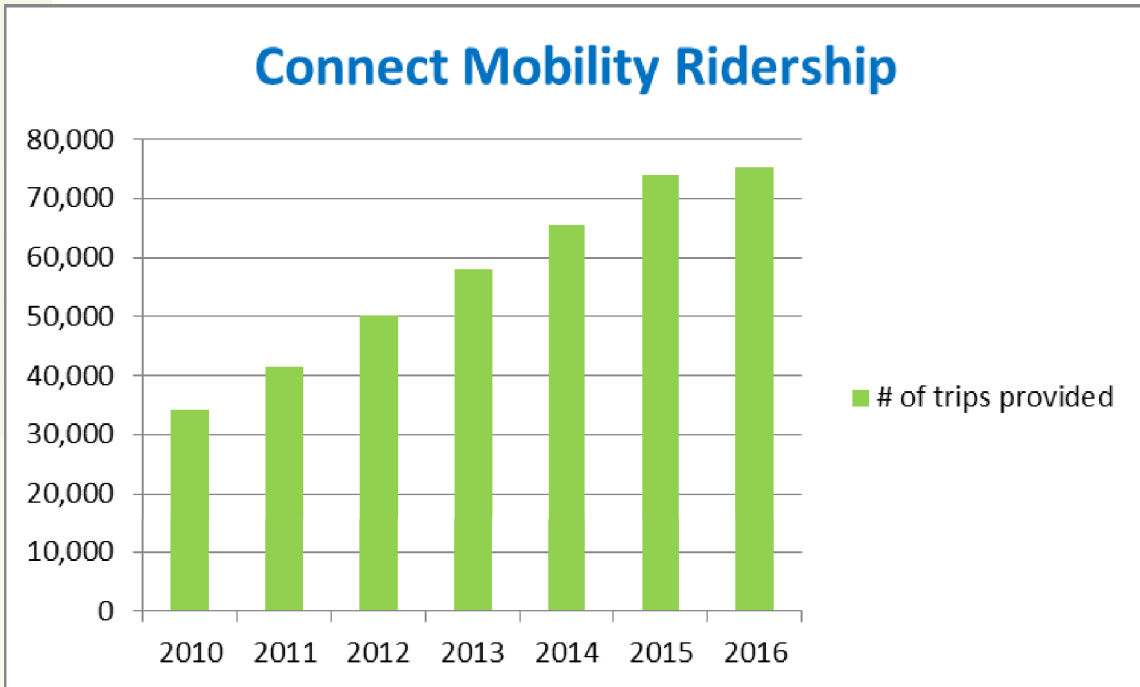
The 1, 7, and 30 day pass prices are discounted based on the number of trips a customer takes with the corresponding pass. For example if a passenger used a thirty day pass 60 times they would save \$24.00 or 66% on a \$36.00 30 day pass. When comparing the cost of the rides to the corresponding pass, the passes provide a 69.7% discount to the customers. On August 15th Connect will start providing Sunday service which will add greater value to the 30 day pass.

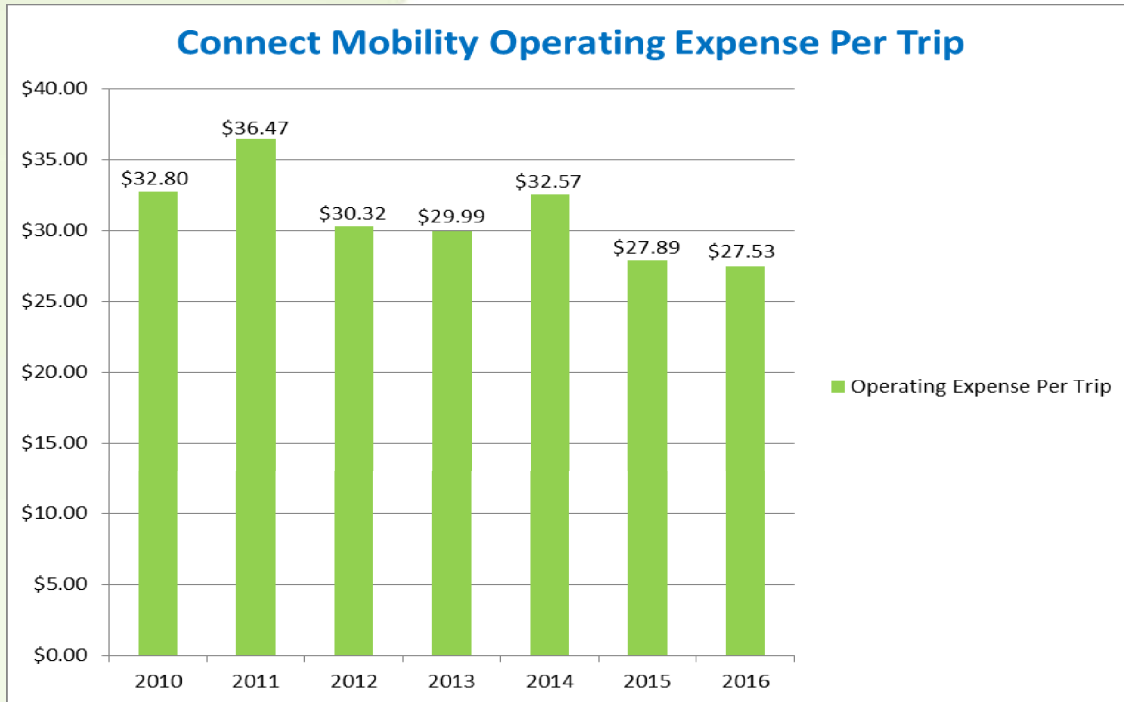


Connect Mobility Passes:

- 10 Ride Pass - \$20.00 (NEW)
- 20 Ride Pass - \$40.00 (NEW)
- PMA Monthly Pass - \$51.00 Unlimited Rides (ELIMINATE)

The 10 and 20 ride Connect Mobility passes are not discounted based on the one way fare. However they are heavily discounted when based on the cost to provide curb-to-curb service. Unlike the fixed route passes the 10 and 20 ride Connect Mobility passes do not expire after a certain number of days. When comparing the cost of the rides to the corresponding pass, the passes provide a 92% discount to the customers. When reviewing fifteen (15) peer transit agencies, none of these agencies provide an unlimited pass for curb-to-curb service. Instead they offer a 10 and 20 ride card multiplied by the one way fare, in this case \$2.00.





FINANCIAL IMPACT: An increase in fixed route revenue as a result of service expansion driving increased ridership is forecasted. Some customers will compare the monthly and 30 day pass as equals and perceive this as a "price increase" but it is not likely to have a material effect on revenue.

The elimination of the mobility pass could have a negative effect on ridership since some customers might be unwilling or unable to ride as much if they don't have an unlimited monthly pass. Connect Mobility service has 1,000 active riders and only an average of 100 monthly passes are sold each month. As for impact on revenue, mobility is a very minor component of Connect Transit's revenue structure and will not have a material effect if there is a decrease.



Strategic Plan Update – July 2016

Following the adoption of the Connect Transit Strategic Plan, staff has been directed to provide quarterly updates on progress toward the goals set in the plan. Those goals and progress to date is listed below:

Funding

- General Manager and Finance Director met with Congressional delegation to discuss federal transit funding in Bloomington-Normal.
- Implemented new electronic fare collection system that has smart card and mobile ticketing capabilities.
- Partnered with the ATU on a new health insurance plan that provides similar coverage while limiting the premium increase due to several catastrophic claims.

Expanded Services

- Connect Transit hosted community listening sessions and held numerous one-on-one meetings with community groups to receive input on the Comprehensive Operational Analysis recommendations.
- Connect Transit made presentations to both councils to detail final plans for route restructuring.
- Board of Trustees approved the Connect Transit route restructuring and first mile/last mile solutions, bringing Sunday service and increased bus frequency to the community.
- Staff engaged in discussions and planning with the Town of Normal for creation of a bike share program.

Awareness and Education

- Connect Transit staff gave numerous media interviews to discuss the COA and route restructuring.
- Held media training for staff and Board Chair and Vice Chair.

Key Relationships/Partnerships

- Connect Transit staff participated in the EDC One Voice trip to help gain federal support and funding for projects in the community.
- Continued participation in furthering regional economic development by serving on the BN Advantage Steering Committee.
- Continued to meet with Unit 5 to pursue partnership opportunities.