



AGENDA

Annual Meeting of the Connect Transit Board of Trustees

April 28, 2015

4:30 P.M.

**Uptown Station, 4th Floor, Room 409
Normal, IL 61761**

- A. Call to Order
- B. Roll Call
- C. Receive nominations for the following offices:
 - 1. Chairman
 - 2. Vice Chairman
 - 3. Secretary
- D. Close nominations
- E. Election of Officers (all offices become effective July 1, 2015)
- F. New Business
- G. Adjournment of Annual Meeting (Regular Meeting immediately follows)



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April 28, 2015

4:30 P.M.

**Uptown Station, 4th Floor, Room 409
Normal, IL 61761**

- A. Call to Order
- B. Roll Call
- C. Public Comments
- D. Consent Agenda
 - 1. Approval of Minutes of Previous Meeting of March 19, 2015 Budget Work Session and March 24, 2015
 - 2. Disbursements for Month of April, 2015
 - 3. Financial Report for Month of March, 2015
 - 4. Capital and Self Insurance Reserve Fund Balances for month of March, 2015
 - 5. Monthly Statistical Report for month of March, 2015
- E. Old Business
 - 1. Illinois State Universal Access Agreement
- F. New Business
 - 1. 2015-2018 Cash Farm Lease
 - 2. Authorized Signatories for Connect Transit Bank Accounts
 - 3. Bus Stop Signs Project Recommendation
 - 4. Installation of Bus Stop Signs Project Recommendation
 - 5. FY 2016 Proposed Budget – Executive Summary
- G. General Manager's Report
 - 1. Strategic Plan Update – April, 2015
- H. Trustee's Comments
- I. Executive Session – 5 ILCS 120/(c)(21) – Review of Closed Session Minutes
5 ILCS 120/2(c)(1) – Personnel Matters
- J. Adjournment



March 2015

Financial and Statistical Reports

Disbursements to be Approved
 April 28, 2015

Payee	Goods Purchased	Amount
1st Ayd Corporation	Bus Parts	\$ 290.24
A.T.U. - C.O.P.E.	Payroll Deduction	\$ 169.41
ABC Bus Companies	Bus Parts	\$ 153.16
Airgas USA, LLC	Welding Supplies	\$ 191.31
Amalgamated Transit Union Local 752	Payroll Deduction	\$ 8,206.25
AmerenIP	Electric Charges	\$ 1,276.40
American Solutions for Business	Office Supplies	\$ 287.78
Ancel, Glink, Diamond, Bush, DiCianni &	Legal Service	\$ 300.00
Andrew Johnson	Car Allowance	\$ 500.00
Assurance Agency, Ltd.	Insurance	\$ 105,452.00
Barker Motor Co.	Bus Parts	\$ 287.20
Bill Wilson	Expense Reimbursement	\$ 461.70
BlueLine Rental	Equipment rental	\$ 637.50
Central Illinois Regional Broadband Netw	Internet	\$ 347.84
Central Illinois Trucks Inc.	Bus Parts	\$ 1,064.22
City of Bloomington	Utilites	\$ 2,297.12
Clark Baird Smith, LLP	Legal Service	\$ 7,543.75
Comcast Cable	Internet	\$ 417.35
Corn Belt Energy Corp.	Utilites	\$ 9,397.82
Cummins Crosspoint	Bus Parts	\$ 4,417.58
Dean's Graphics	Bus Decals	\$ 4,114.00
Dennison Corporation	Outside Repair	\$ 842.33
Dish Network	Television Service	\$ 60.00
Don Owen Tire Service, Inc.	Bus Parts	\$ 115.00
Employee	Medical Reimbursement	\$ 962.74
Employee	Medical Reimbursement	\$ 1,294.15
Evergreen FS	Fuel	\$ 108,958.03
Fastenal Company	Bus Parts	\$ 1,691.73
Fleet-Net Corporation	Software & Tech Support	\$ 1,405.00
Frontier	Telephone	\$ 1,049.27
G&K Services	Cleaning Uniforms & Rugs	\$ 878.61
Gillig LLC	Bus Parts	\$ 14,317.71
Global Equipment, Inc.	Garage Supplies	\$ 688.81
Great Plains Media	Radio Advertising	\$ 3,396.00
Health Alliance Medical Plans	Insurance	\$ 164,805.00
Heller Ford	Bus Parts	\$ 1,431.59
Henson Disposal	Garage Overhead	\$ 202.50
ICMA Retirement Trust- 457	Pension Plan	\$ 22,556.98
Idaho Child Support Recepting	Payroll Deduction	\$ 285.00
Illini Fire Equipment	Safety Equipment	\$ 219.00

Illinois Cooperative Association	Radio Maintenance	\$	267.45
Illinois Department of Revenue	Payroll Deduction	\$	21,910.89
Illinois State Disbursement Unit	Payroll Deduction	\$	2,561.16
Illinois State Police	Background Checks	\$	370.00
Interstate Batteries of Mid-Illinois	Bus Parts	\$	2,077.50
IRS	Federal Tax Payment	\$	53,829.20
Isaac Thorne	Expense Reimbursement	\$	825.00
IWIN	Employee Physicals	\$	418.00
Jenifer Clark	Expense Reimbursement	\$	158.47
Jerry Buyno	Uniform Reimbursement	\$	86.18
John H. Germeraad, Trustee	Payroll Deduction	\$	1,440.00
Jonathon Teske	Tool Allowance	\$	106.00
KOI Computers	Printer	\$	155.00
Lincoln National Life Insurance Co.	Dental Insurance	\$	3,521.67
Luminator	Bus Parts	\$	2,960.01
Martin Glaze	Expense Reimbursement	\$	441.96
MH Equipment Co.	Garage Repair	\$	1,203.16
Michelin North America, Inc	Tires	\$	6,306.96
Midwest Transit Equipment, Inc.	Bus Parts	\$	912.42
Miller Janitor Supply	Maintenance Supplies	\$	1,432.84
Minerva Promotions	Uniforms	\$	892.14
Monster	Employment Advirtising	\$	210.00
Morris Avenue Garage	State Bus Inspection	\$	360.00
Motion Industries, Inc.	Bus Parts	\$	1,125.69
Mutual of Omaha	Life, AD&D,STD & LTD	\$	6,739.26
Napa Auto Parts	Bus Parts	\$	514.07
New Flyer Industries Canada UIC	Bus Parts	\$	36.12
Nicor Gas	Utilites	\$	22,119.41
NMHG Financial Services	Sweeper Lease	\$	1,627.26
Oberlander Alarm Systems, Inc.	Security Alarm Service Fee	\$	197.00
Omar Vides	Uniform Reimbursement	\$	43.09
Orkin Pest Control	Pest Control	\$	531.00
Pantagraph	Employment Advirtising	\$	543.46
Payroll- Net		\$	458,014.64
Piercy Auto Body	Bus Repairs	\$	3,018.84
Pinnacle Door	Door Repair	\$	1,139.03
REI	Bus Parts	\$	968.78
Ricoh USA, INC	Copier	\$	1,204.65
Rilco, Inc.	Oil, Anitfreeze	\$	867.00
Safetylane Equipment Corp.	Ecolift Repairs and Maintenance	\$	312.29
Seico, Inc	Building Maintenance	\$	832.00
Southtown Wrecker Service, Inc.,	Towing	\$	570.00
Specialty Manufacturing Inc.	Bus Parts	\$	409.94
Staples	Office Supplies	\$	4,726.44
TeVoert Auto Electric, Inc.	Bus Parts	\$	454.74
Timothy Trunnell	Tool Allowance	\$	156.43
Town of Normal	Utilities	\$	763.60

TransitTalent.com	Advertising	\$	285.00
Truck Centers, Inc.	Bus Parts	\$	3,043.02
Turn-Key Environmental	Building Maintenance	\$	1,270.33
usimprints.com	Advertising-Promotions	\$	2,765.00
Verizon Wireless	Mobile Data Terminals for SS	\$	572.08
Visa-Commerce Bank	Driver's Uniforms	\$	105.34
Visa-Commerce Bank	Employment Advirtising	\$	563.50
Visa-Commerce Bank	Travel & Meetings	\$	4,182.41
Visa-Commerce Bank	Office Supplies	\$	108.92
Visa-Commerce Bank	Shipping & Handling	\$	190.41
Visa-Commerce Bank	Computer Hardware	\$	109.39
Visa-Commerce Bank	Pre-Screening Fees	\$	17.90
Visa-Commerce Bank	Fuel Station	\$	302.43
Visa-Commerce Bank	Legal	\$	30.00
Visa-Commerce Bank	Safety & Training	\$	947.00
Visa-Commerce Bank	Employee Recognition	\$	235.95
Visa-Commerce Bank	Building Maintenance	\$	23.69
Visa-Commerce Bank	Garage Maintenance Equipment	\$	133.92
VSP Of Illinois	Vision Insurance	\$	627.66
WGLT	Radio Advertising	\$	500.00
Winkle Environmental Service	Parts Cleaner	\$	266.25

Total Operating		\$	1,098,613.03
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Capital Account

Cummins Crosspoint	Bus Parts	\$	13,125.00
International Display Systems, Inc.	Software and Hardware	\$	20,835.22
Shive-Hattery, Inc.	Architecture and Engineering	\$	8,750.00

Total Capital		\$	42,710.22
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Total		\$	1,141,323.25
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Bloomington Normal Public Transit Balance Sheet

Fiscal Year: 2015

Period 9

March - 2015

Division: 99 Board Reports

As of: 03/31/2015

Assets

Current Assets

Checking and Savings	\$6,010,093.48
Accounts Receivable	\$3,903,369.95
Inventory Asset - Fuel	\$69,339.77
Inventory Asset - Parts	\$220,607.32
Inventory Asset - Tires	\$0.00
Other Current Assets	\$199,877.59

Total Current Assets \$10,403,288.11

Fixed Assets \$13,009,720.90

Total Assets \$23,413,009.01

Liabilities & Equity

Liabilities

Accounts Payable	\$305,064.31
Payroll Liabilities	\$812,889.29
Contracts	\$3,162.47
Due to Illinois Funds Account	\$2,980,249.22
Deferred Revenue	\$99,804.46
Deficit Funding Advance	\$0.00

Total Liabilities \$4,201,169.75

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 (\$42,106.13)

Total Liabilities & Equity \$23,413,009.01

Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2015	Period 9	Division: 98 Operating Profit/Loss	As of: 03/31/2015		
		March - 2015	Jul-2014 Thru Mar-2015 Year To Date	Approved Budget	
Operating Revenue					
Passenger Fares	\$69,519.28	8.80%	\$613,237.83	77.63%	\$790,000.00
ISU Contract Fare	\$41,250.00	8.33%	\$371,250.00	75.00%	\$495,000.00
Other Contract Fares	\$11,054.19	8.19%	\$100,838.13	74.69%	\$135,000.00
Advertising Revenue	\$4,480.00	9.96%	\$27,350.00	60.78%	\$45,000.00
Miscellaneous Revenue	\$5,683.36	26.25%	\$48,357.52	223.36%	\$21,650.00
Total Operating Revenue	\$131,986.83	8.88%	\$1,161,033.48	78.10%	\$1,486,650.00
Operating Expenses					
Operators Wages	\$369,553.39	8.69%	\$3,364,790.91	79.16%	\$4,250,500.00
Maintenance Wages	\$68,300.49	6.99%	\$629,821.94	64.43%	\$977,500.00
Administration Wages	\$64,758.43	6.94%	\$579,956.18	62.19%	\$932,500.00
Employer Payroll Tax Expense	\$42,099.62	8.48%	\$355,605.65	71.64%	\$496,410.00
Retirement Plan	\$16,807.88	5.96%	\$157,416.46	55.82%	\$282,000.00
Group Insurance	\$81,631.71	8.76%	\$678,610.42	72.86%	\$931,440.00
Uniform Expense	\$1,177.04	4.17%	\$26,620.74	94.40%	\$28,200.00
Professional Services	\$711.89	0.72%	\$56,654.45	57.46%	\$98,600.00
Outside Repair-Labor	\$3,846.81	6.07%	\$67,666.34	106.73%	\$63,400.00
Contract Maintenance Services	\$11,818.88	11.28%	\$87,571.09	83.59%	\$104,760.00
Custodial Services	\$930.50	17.56%	\$7,610.00	143.58%	\$5,300.00
Employee Recruiting/Testing/Temp Help	\$1,541.46	7.35%	\$17,019.18	81.14%	\$20,975.00
Fuel	\$89,640.81	7.11%	\$840,053.23	66.66%	\$1,260,148.00
Lubricants	\$743.24	3.72%	\$7,998.03	39.99%	\$20,000.00
Tires	\$6,306.96	6.73%	\$59,641.28	63.67%	\$93,667.00
Bus Repair Parts	\$18,162.38	16.51%	\$136,385.73	123.99%	\$110,000.00
Other Materials & Supplies	\$5,224.23	9.33%	\$28,055.37	50.10%	\$56,000.00
Shelters/Signs/Shop Tools	\$948.00	2.69%	\$6,773.71	19.19%	\$35,300.00
Computer and Office Supplies	\$6,533.96	5.44%	\$73,518.96	61.27%	\$120,000.00
Utilities	\$24,830.48	22.53%	\$118,113.98	107.18%	\$110,200.00
Corporate Insurance	\$17,579.23	7.21%	\$158,361.88	64.96%	\$243,800.00
Dues/Subscriptions/Fees	\$0.00	0.00%	\$18,036.42	52.58%	\$34,300.00
Printing/Marketing/Training	\$11,513.14	5.03%	\$189,930.53	82.94%	\$229,000.00
Total Operating Expenses	\$844,660.53	8.04%	\$7,666,212.48	72.98%	\$10,504,000.00
Operating Assistance					
Operating Deficit	(\$712,673.70)	7.90%	(\$6,505,179.00)	72.14%	(\$9,017,350.00)
Illinois Downstate Operating Assistance	\$549,029.00	8.04%	\$4,981,280.00	72.96%	\$6,827,600.00
FTA 5307 Operating Assistance	\$162,501.00	7.42%	\$1,496,058.00	68.32%	\$2,189,750.00
Total Operating Assistance	\$711,530.00	7.89%	\$6,477,338.00	71.83%	\$9,017,350.00

Connect Transit
Local Capital and Self-Insurance Fund Balance
March 2015

<u>Self-Insurance Fund:</u>	<u>The Illinois Funds- Cash Balance</u>	
03/01/15	Beginning Balance	\$ 106,855.60
03/31/15	Additions - Interest Income	\$ 1.52
03/31/15	Ending Balance	<u>\$ 106,857.12</u>

<u>Local Capital Reserve:</u>	<u>The Illinois Funds- Cash Balance</u>	
03/01/15	Beginning Balance	\$ 2,086.99
03/31/15	Additions - Interest Income	\$ 0.02
03/31/15	Ending Balance	<u>\$ 2,087.01</u>

<u>Local Capital</u>	<u>Commerce Bank - Cash Balance</u>	
03/01/15	Beginning Balance	\$ 3,440,334.10
03/20/15	Deposit - Normal	\$ 32,611.04
03/27/15	Cummins Crosspoint	\$ (13,125.00)
03/27/15	Deposit - Bloomington	\$ 47,085.71
03/31/15	Additions - Interest Income	\$ 453.97
03/31/15	Ending Balance	<u>\$ 3,507,359.82</u>

<u>FTA & IDOT Capital</u>	<u>The Illinois Funds- Cash Balance</u>	
03/01/15	Beginning Balance	\$ 43,601.85
03/31/15	Additions - Interest Income	\$ 0.62
03/31/15	Ending Balance	<u>\$ 43,602.47</u>

Total Reserve Capital Account \$ 3,553,049.30

Breakdown of the Local Capital Reserve Fund- Cash Balance:

Local Capital #1	Local Capital #2
<u>\$ 43,602.47</u>	<u>\$ 3,509,446.83</u>

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

	<u>FY15 Received</u> 3/31/2015	<u>FY15 Receivable</u> 3/31/2015
Bloomington	\$ 427,836.79	\$ -
Normal	\$ 298,786.50	\$ -
Total YTD	<u>\$ 726,623.29</u>	<u>\$ -</u>

<u>Local Capital Reserve Fund Balance - Account Value</u>		
03/31/15	Cash Balance	\$ 3,553,049.30
03/31/15	Loans to Operating	\$ 2,980,249.22
03/31/15	Reserve fund for underground storage tank (Cap. I)	\$ (40,000.00)
03/31/15	Ending Balance	<u>\$ 6,493,298.52</u>
Local Capital #1	Local Capital #2	
<u>\$ 3,602.47</u>	<u>\$ 6,489,696.05</u>	

Statistics	March 2015					March 2014					% Change				
	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)	27,116	10,260	739	36.69		34,134	10,218	737	46.31		-20.6%	0.4%	0.3%	-20.8%	
Red B (2 buses)	21,534	9,761	758	28.41		22,450	9,625	756	29.70		-4.1%	1.4%	0.3%	-4.3%	
Purple C (2 buses)	15,112	9,110	753	20.07		15,394	9,043	752	20.47		-1.8%	0.7%	0.1%	-2.0%	
Pink D (1 bus)	8,962	4,673	356	25.17		8,317	4,641	355	23.43		7.8%	0.7%	0.3%	7.5%	
Blue E (1 bus)	7,286	5,472	389	18.73		7,842	5,450	388	20.21		-7.1%	0.4%	0.3%	-7.3%	
Brown F (2 buses)	11,346	10,771	786	14.44		12,380	10,643	784	15.79		-8.4%	1.2%	0.3%	-8.6%	
Yellow G (2 buses)	19,182	10,883	774	24.78		20,042	10,748	772	25.96		-4.3%	1.3%	0.3%	-4.5%	
Orange H (2 buses)	17,772	10,342	771	23.05		19,670	10,265	769	25.58		-9.6%	0.8%	0.3%	-9.9%	
Lime I (2 buses)	20,986	12,948	753	27.87		22,235	12,948	753	29.53		-5.6%	0.0%	0.0%	-5.6%	
Teal J (1 bus)	5,226	5,962	352	14.85		4,623	5,951	351	13.17		13.0%	0.2%	0.3%	12.7%	
Aqua K (1 bus)	9,390	6,144	388	24.20		10,058	6,091	388	25.92		-6.6%	0.9%	0.0%	-6.6%	
Heartland Exp (1 bus)	1,122	616	97	11.57		785	588	93	8.44		42.9%	4.8%	4.3%	37.0%	
ISU Tri Towers (2 buses)	51,799	3,618	340	152.35		32,687	3,405	320	102.15		58.5%	6.3%	6.3%	49.1%	
ISU College Station (2 buses)	7,803	5,508	416	18.76		6,153	5,184	391	15.74		26.8%	6.3%	6.4%	19.2%	
Nite Ride (3 buses)	6,687	4,340	321	20.83		5,122	4,395	327	15.66		30.6%	-1.3%	-1.8%	33.0%	
Total Fixed Route	231,323	110,408	7,993	28.94		221,892	109,195	7,936	27.96		4.3%	1.1%	0.7%	3.5%	
Demand Response															
Connect Mobility	5,873	26,552	2,097	2.80		5,283	27,619	2,038	2.59		11.2%	-3.9%	2.9%	8.0%	
Connect Late Night	667	3,575	235	2.84		629	3,374	218	2.89		6.0%	6.0%	7.8%	-1.6%	
Total Demand Response	6,540	30,127	2,332	2.80		5,912	30,993	2,256	2.62		10.6%	-2.8%	3.4%	7.0%	
SYSTEM TOTALS	237,863	140,535	10,325	23.04		227,804	140,188	10,192	22.35		4.4%	0.2%	1.3%	3.1%	

		Month: Mar 2015			
		Target	FY2015	FY2014	% Change
Effectiveness	Total Boardings per Revenue Hour	15.0	23.0	22.4	3.1%
	Total Boardings per Capita	1.0	1.8	1.8	4.4%
	Total Boardings per Revenue Mile	1.0	1.7	1.6	4.2%
Safety	Total Preventable Accidents (Fixed Route and Demand Response)	0.0	1	2	-50.0%
	Preventable Accidents per 100,000 Miles	0.0	0.71	1.43	-50.1%
Efficiency	Farebox Recovery Ratio	13.3%	14.4%	15.5%	-6.8%
	Average Fare	\$ 0.68	\$ 0.51	\$ 0.52	-1.4%
	Cost per Revenue Hour	\$ 74.22	\$ 81.81	\$ 75.03	9.0%
	Cost per Customer	\$ 5.10	\$ 3.55	\$ 3.36	5.8%
	Operating Assistance Investment per Customer	\$ 4.42	\$ 3.04	\$ 2.84	7.1%
Base Statistics for Calculations	Total Customers		237,863	227,804	4.4%
	Total Revenue Hours		10,325	10,192	1.3%
On Time Performance	Total Revenue Miles		140,535	140,188	0.2%
	Total Bloomington-Normal Population (per the 2010 US Census)		129,107	129,107	0.0%
	Total Operating Expense		\$ 844,661	\$ 764,726	10.5%
On Time Performance	Total Operating Revenue (includes all directly generated revenue such as Universal Access)		\$ 121,823	\$ 118,302	3.0%
	Fixed Route Demand Response		86.1%	91.6%	-6.0%
			98.0%	98.0%	0.0%

Analysis & Interpretation	