



AGENDA

Meeting of the Connect Transit Board of Trustees

November 24, 2015

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 October 27, 2015 and September 22, 2015 Executive Session
 - 2. Disbursements for Month of October, 2015
 - 3. Financial Report for Month of October, 2015
 - 4. Capital and Self Insurance Reserve Fund Balances for month of October, 2015
 - 5. Monthly Statistical Report for month of October, 2015
- E. Old Business
- F. New Business
 - 1. Universal Access Agreement – YouthBuild McLean County
- G. General Manager's Report
- H. Trustee's Comments
- I. Executive Session – cite section
- J. Adjournment



October 2015

Financial and Statistical Reports



Connect Transit
Cash Disbursement Report
October 2015

Name	Check Number	Date	Amount	Description
ABC Bus Companies	00035579	10/30/15	\$49.50	Bus Parts
Ace-Hi Glass Co.	00035580	10/30/15	\$224.00	Glass
Advance Auto Parts	00035545	10/23/15	\$67.79	Cleaning Supplies
Advocate Occupational Health	00035514	10/16/15	\$33.00	Drug Testing
Airgas USA, LLC	00035515	10/16/15	\$119.27	Welding Supplies
AlphaCard	00035581	10/30/15	\$576.94	Office Supplies
Amalgamated Transit Union Local 752	00035516	10/16/15	\$150.00	Payroll Deduction
Ancel, Glink, Diamond, Bush, DiCianni & APTA	00035546	10/23/15	\$50.00	Legal Service
Assurance Agency, Ltd.	00035517	10/16/15	\$23,875.00	Insurance
Barker Motor Co.	00035547	10/23/15	\$721.33	Bus Parts
BlueLine Rental	00035583	10/30/15	\$637.50	Machine Rental
Central Illinois Regional Broadband Netw	00035548	10/23/15	\$347.84	Internet
Central Illinois Trucks Inc.	00035518	10/16/15	\$1,085.16	Bus Parts
Central Illinois Trucks Inc.	00035584	10/30/15	\$518.60	Bus Parts
City of Bloomington	00035585	10/30/15	\$362.93	Utilites
Clark Baird Smith, LLP	00035586	10/30/15	\$498.50	Legal Service
Comcast Cable	00035549	10/23/15	\$407.85	Internet
Corn Belt Energy Corp.	00035550	10/23/15	\$4,466.26	Utilites
Cummins Crosspoint	00035551	10/23/15	\$2,327.74	Bus Parts
Dennison Corporation	00035587	10/30/15	\$175.94	Outside Repair
Dish Network	00035552	10/23/15	\$130.00	Television Service
Economic Development Council	00035588	10/30/15	\$300.00	Travel & Meetings
Engraving Express	00035589	10/30/15	\$36.60	Office Supplies
Evergreen FS	00035519	10/16/15	\$14,216.46	Fuel
Evergreen FS	00035590	10/30/15	\$40,882.32	Fuel
Fastenal Company	00035520	10/16/15	\$2,052.06	Bus Parts
Fastenal Company	00035553	10/23/15	\$30.80	Bus Parts
Fastenal Company	00035591	10/30/15	\$205.18	Bus Parts
Fleet-Net Corporation	00035554	10/23/15	\$393.75	Software & Tech Support
Frontier	00035521	10/16/15	\$975.74	Telephone
Frontier	00035555	10/23/15	\$38.20	Telephone
FS Custom Turf	00035556	10/23/15	\$595.00	Maintenance
G&K Services	00035522	10/16/15	\$249.55	Cleaning Uniforms & Rugs
G&K Services	00035557	10/23/15	\$249.55	Cleaning Uniforms & Rugs
G&K Services	00035592	10/30/15	\$249.55	Cleaning Uniforms & Rugs
Gillig LLC	00035523	10/16/15	\$172.36	Bus Parts
Gillig LLC	00035558	10/23/15	\$797.52	Bus Parts
Gillig LLC	00035593	10/30/15	\$812.85	Bus Parts
Great Plains Media	00035559	10/23/15	\$1,300.00	Radio Advertising
Health Alliance Medical Plans	00035560	10/23/15	\$78,037.00	Insurance



**Connect Transit
Cash Disbursement Report
October 2015**

Name	Check Number	Date	Amount	Description
Heritage Machine & Welding, Inc.	00035524	10/16/15	\$85.50	Bus Parts
Heritage Machine & Welding, Inc.	00035561	10/23/15	\$15.36	Bus Parts
Heritage Machine & Welding, Inc.	00035594	10/30/15	\$252.38	Bus Parts
ICMA - Retirement Trust - 457	ACH	10/15/15	\$17,801.38	Payroll Deduction
ICMA - Retirement Trust - 457	ACH	10/29/15	\$17,919.80	Payroll Deduction
Idaho Child Support Receipting	00035525	10/16/15	\$95.00	Child Support
Idaho Child Support Receipting	00035595	10/30/15	\$95.00	Child Support
Illini Fire Equipment	00035526	10/16/15	\$1,105.00	Safety Equipment Supplies
Illinois Department of Revenue	00035527	10/16/15	\$7,595.13	Payroll Deduction
Illinois Department of Revenue	00035596	10/30/15	\$7,523.97	Payroll Deduction
Illinois Oil Marketing Equipment, Inc.	00035562	10/23/15	\$400.00	Fuel Station
Illinois State Disbursement Unit	00035528	10/16/15	\$1,548.99	Payroll Deduction
Illinois State Disbursement Unit	00035597	10/30/15	\$1,612.19	Payroll Deduction
Illinois State University	00035598	10/30/15	\$30.00	Travel & Meetings
IWIN	00035529	10/16/15	\$150.00	Employee Physicals
IWIN	00035563	10/23/15	\$60.00	Employee Physicals
IWIN	00035599	10/30/15	\$40.00	Employee Physicals
John H. Germeraad, Trustee	00035530	10/16/15	\$480.00	Payroll Deduction
John H. Germeraad, Trustee	00035600	10/30/15	\$480.00	Payroll Deduction
John Thomas	00035564	10/23/15	\$989.75	Reimbursement
Kyle Boehm	00035531	10/16/15	\$18.98	Reimbursement
Maas Radiator Shop Inc.	00035532	10/16/15	\$1,375.20	Outside Repair Services
Maas Radiator Shop Inc.	00035565	10/23/15	\$136.04	Outside Repair Services
Michelin North America, Inc	00035566	10/23/15	\$8,130.23	Tires
Mike Crismore ENT.	00035601	10/30/15	\$11,160.00	Building Maintenance
Miller Janitor Supply	00035533	10/16/15	\$229.72	Maintenance Supplies
Miller Janitor Supply	00035567	10/23/15	\$290.80	Maintenance Supplies
Minerva Promotions	00035568	10/23/15	\$941.00	Uniforms
Mohawk Mfg. & Supply Co.	00035534	10/16/15	\$117.64	Bus Parts
Mutual of Omaha	00035602	10/30/15	\$11,380.58	Life, AD&D,STD & LTD
Napa Auto Parts	00035535	10/16/15	\$102.82	Bus Parts
Napa Auto Parts	00035569	10/23/15	\$28.55	Bus Parts
Napa Auto Parts	00035603	10/30/15	\$126.18	Bus Parts
Nelson Nygaard	00035536	10/16/15	\$1,557.75	Consulting Fees
New Flyer Industries Canada UIC	00035537	10/16/15	\$245.12	Bus Parts
New Flyer Industries Canada UIC	00035570	10/23/15	\$72.09	Bus Parts
Nicor Gas	00035571	10/23/15	\$202.84	Utilities
North American Bus Industries	00035538	10/16/15	\$302.64	Bus Parts
North American Bus Industries	00035604	10/30/15	\$1,954.34	Bus Parts
Oberlander Alarm Systems, Inc.	00035572	10/23/15	\$197.00	Security Alarm Serv Fee -
Oklahoma Centralized Support Registry	00035539	10/16/15	\$236.92	Payroll Deduction



**Connect Transit
Cash Disbursement Report
October 2015**

Name	Check Number	Date	Amount	Description
Oklahoma Centralized Support Registry	00035605	10/30/15	\$236.92	Payroll Deduction
Paige Williams	00035540	10/16/15	\$47.32	Reimbursement
Payroll	ACH	10/15/15	\$159,404.58	Payroll
Payroll	ACH	10/29/15	\$157,712.44	Payroll
Pinnacle Door	00035541	10/16/15	\$2,530.00	Door Repair
Ricoh USA, INC	00035542	10/16/15	\$726.00	Copier
Ricoh USA, INC	00035573	10/23/15	\$1,518.00	Copier
Ricoh USA, INC	00035606	10/30/15	\$331.30	Copier
Rilco, Inc.	00035574	10/23/15	\$615.45	Oil, Anitfreeze
Shive-Hattery, Inc.	00035575	10/23/15	\$3,940.00	Architecture and Engineering
Southtown Wrecker Service, Inc.,	00035576	10/23/15	\$710.00	Towing
The Copy Shop	00035607	10/30/15	\$303.75	Printing
Truck Centers, Inc.	00035543	10/16/15	\$1,970.02	Bus Parts
Truck Centers, Inc.	00035608	10/30/15	\$2,707.36	Bus Parts
Unemployment Tax	ACH	10/26/15	\$892.96	Tax Payment
United Parcel Service	00035577	10/23/15	\$67.80	Shipping
United States Treasury	ACH	10/21/15	\$60,075.07	Federal Tax Payment
VSP Of Illinois	00035609	10/30/15	\$593.94	Vision Insurance
Wayne Printing	00035578	10/23/15	\$693.26	Printing
Wayne Printing	00035610	10/30/15	\$1,748.30	Printing
WGLT	00035544	10/16/15	\$250.00	Radio Advertising
Grand Total			<u>\$674,230.00</u>	

Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2016	Period 4	Division: 98 Operating Profit/Loss		As of: 10/31/2015	
		October - 2015	Jul-2015 Thru Oct-2015 Year To Date	Approved Budget	Approved Budget
Operating Revenue					
Passenger Fares		\$68,751.64	\$274,840.16	32.44%	\$847,250.20
ISU Contract Fare		\$43,312.50	\$173,250.00	33.33%	\$519,750.00
Other Contract Fares		\$12,166.66	\$48,666.64	36.05%	\$135,000.00
Advertising Revenue		\$8,735.00	\$28,345.00	62.99%	\$45,000.00
Miscellaneous Revenue		\$6,343.45	\$24,236.73	37.45%	\$64,718.50
Total Operating Revenue		\$139,309.25	\$549,338.53	34.08%	\$1,611,718.70
Operating Expenses					
Operators Wages		\$368,180.26	\$1,454,464.30	30.65%	\$4,746,000.00
Maintenance Wages		\$73,308.55	\$295,363.70	29.73%	\$993,350.00
Administration Wages		\$72,391.01	\$291,068.12	28.26%	\$1,030,000.00
Employer Payroll Tax Expense		\$39,788.41	\$154,026.63	28.00%	\$550,000.00
Retirement Plan		\$16,196.35	\$64,355.58	18.39%	\$350,000.00
Group Insurance		\$64,155.56	\$306,045.92	30.18%	\$1,014,000.00
Uniform Expense		\$2,823.10	\$7,816.77	28.22%	\$27,700.00
Professional Services		\$6,948.50	\$83,376.71	65.83%	\$126,650.00
Outside Repair-Labor		\$6,500.05	\$31,406.61	28.76%	\$109,200.00
Contract Maintenance Services		\$23,351.37	\$55,827.69	39.75%	\$140,450.00
Custodial Services		\$938.46	\$4,489.80	38.21%	\$11,750.00
Employee Recruiting/Testing/Temp Help		\$528.61	\$2,711.99	11.30%	\$24,000.00
Fuel		\$71,234.88	\$325,204.87	25.41%	\$1,279,800.00
Lubricants		\$941.22	\$3,941.56	9.63%	\$40,950.00
Tires		\$8,130.23	\$31,191.25	35.44%	\$88,000.00
Bus Repair Parts		\$18,059.97	\$59,097.12	35.50%	\$166,450.00
Other Materials & Supplies		\$4,546.51	\$14,615.58	24.77%	\$59,000.00
Shelters/Signs/Shop Tools		\$224.00	\$5,493.53	68.67%	\$8,000.00
Computer and Office Supplies		\$4,452.51	\$24,015.94	20.88%	\$115,000.00
Utilities		\$8,451.17	\$26,380.66	20.77%	\$127,000.00
Corporate Insurance		\$17,963.66	\$71,254.64	27.51%	\$259,000.00
Dues/Subscriptions/Fees		\$605.00	\$6,563.00	17.41%	\$37,700.00
Printing/Marketing/Training		\$17,136.65	\$89,337.94	36.17%	\$247,000.00
Total Operating Expenses		\$826,856.03	\$3,408,049.91	29.50%	\$11,551,000.00
Operating Assistance					
Operating Deficit		(\$687,546.78)	(\$2,858,711.38)	28.76%	(\$9,939,281.30)
Illinois Downstate Operating Assistance		\$538,468.00	\$2,223,512.00	29.61%	\$7,508,150.00
FTA 5307 Operating Assistance		\$148,910.00	\$658,799.00	27.10%	\$2,431,131.00
Total Operating Assistance		\$687,378.00	\$2,882,311.00	29.00%	\$9,939,281.00

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

<u>Self-Insurance Fund:</u>	<u>The Illinois Funds- Cash Balance</u>	
10/01/15	Beginning Balance	\$ 107,877.43
10/30/15	Additions - Interest Income	\$ 4.08
10/31/15	Ending Balance	<u>\$ 106,881.51</u>

<u>Local Capital Reserve:</u>	<u>The Illinois Funds- Cash Balance</u>	
10/01/15	Beginning Balance	\$ 2,087.38
10/30/15	Additions - Interest Income	\$ 0.07
10/31/15	Ending Balance	<u>\$ 2,087.45</u>

<u>Local Capital</u>	<u>Commerce Bank - Cash Balance</u>	
10/01/15	Beginning Balance	\$ 2,699,645.28
10/05/15	Disbursement - New Flyer	\$ (2,248,246.10)
10/23/15	Deposit- Town of Normal	\$ 34,962.25
10/30/15	Additions - Interest Income	\$ 93.33
10/31/15	Ending Balance	<u>\$ 486,454.76</u>

<u>FTA & IDOT Capital</u>	<u>The Illinois Funds- Cash Balance</u>	
10/01/15	Beginning Balance	\$ 43,610.74
10/30/15	Additions - Interest Income	\$ 1.66
10/31/15	Ending Balance	<u>\$ 43,612.40</u>

Total Reserve Capital Account \$ 532,154.61

Breakdown of the Local Capital Reserve Fund- Cash Balance:

Local Capital #1	Local Capital #2
<u>\$ 43,612.40</u>	<u>\$ 488,542.21</u>

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

	<u>FY16 Received</u> 10/31/2015	<u>FY16 Receivable</u> 10/31/2015
Bloomington	\$ 142,262.49	\$ 47,420.83
Normal	\$ 139,846.00	
Total YTD	<u>\$ 282,108.49</u>	<u>\$ 47,420.83</u>

<u>Local Capital Reserve Fund Balance - Account Value</u>		
10/31/15	Cash Balance	\$ 532,154.61
10/31/15	Loans to Operating	\$ 2,980,249.22
10/31/15	Reserve fund for underground storage tank (Cap. I)	\$ (40,000.00)
10/31/15	Ending Balance	<u>\$ 3,472,403.83</u>
Local Capital #1	Local Capital #2	
\$ 3,612.40	\$ 3,468,791.43	



October 2016 Monthly Report

Ridership

	Prior Year	
Ridership Fixed Route	291,191	262,995
Ridership Demand Response	7,250	6,539
Total Monthly % Change Over Prior Year	23.50	-9.70 %
Fixed Route Average Daily Boardings	10,763	9,822
Demand Response Average Daily Boardings	268	242
% On-Time Performance	81.20	84.20 %
Average Boardings per Hour of Service	26.82	25.32

State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	1	7
Demand Response National Transit Database Major Mechanical System Failures	0	1
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	17,255	28,057
Demand Response Miles Between National Transit Database Major Mechanical System Failures	38,968	37,628
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	11	28
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	1	0
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	10,659	4,105
Demand Response Miles Between National Transit Database Other Mechanical System Failures	38,968	37,628
Fixed Route Miles between All National Transit Database Mechanical System Failures	63,957	10,263
Demand Response Miles between All National Transit Database Mechanical System Failures	38,968	37,628
Average % of Buses with Defective Automated Voice Announcements		1.70 %

Customer Service

Average Interior Cleanliness Inspection Score (1 to 5)		3
National Transit Database Safety-Related Incidents per 100,000 Miles	3.00	0.00
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00
Number of Validated Complaints each month		33
Number of Customer Compliments Received		0
Daily Average of Phone Calls Received for FR		450
Daily Average of Phone Calls Received for DR		417

Efficiency

Revenue/Expense Ratio	12.61	15.02 %
Fixed Route Cost per Unlinked Passenger Trip	\$ 2.69	\$ 2.52
Demand Response Cost per Unlinked Passenger Trip	\$ 26.78	\$ 25.26
% of Preventative Maintenance Performed On-Time	94.00	100.00 %
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 0.90	\$ 0.78
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.65	\$ 0.64



October Fiscal Year 2016 Year-to-Date Report

Ridership

	PRIOR YEAR	ACTUAL	GOAL	
Ridership Fixed Route	967,697	888,312	981,245	
Ridership Demand Response	25,692	24,010	27,927	
Total Ridership (year to date)	993,389	912,322	1,010,277	
Fixed Route Year-to-Date % Change Over Prior Year	14.10	-8.20	1.40	%
Demand Response Year-to-Date % Change Over Prior Year	19.90	-6.50	8.70	%
Fixed Route Average Daily Boardings	9,203	8,530	9,332	
Demand Response Average Daily Boardings	247	233	268	
% On-Time Performance	84.10	81.50	85.00	%
Average Boardings per Hour of Service	24.61	22.98	25.03	

State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	7	22		
Demand Response National Transit Database Major Mechanical System Failures	0	2		
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	73,551	26,236	25,000	
Demand Response Miles Between National Transit Database Major Mechanical System Failures	28,045	27,527	24,000	
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	72	130		
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	2	8		
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	14,210	7,130	3,000	
Demand Response Miles Between National Transit Database Other Mechanical System Failures	35,217	34,816	8,000	
Fixed Route Miles between All National Transit Database Mechanical System Failures	46,353	13,774	14,000	
Demand Response Miles between All National Transit Database Mechanical System Failures	36,575	36,224	16,000	
Average % of Buses with Defective Automated Voice Announcements			5.00	%

Customer Service

Average Interior Cleanliness Inspection Score (1 to 5)		3	3	
National Transit Database Safety-Related Incidents per 100,000 Miles	2.20	2.74		
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00		
Number of Validated Complaints each month		32		
Number of Customer Compliments Received		6		
Daily Average of Phone Calls Received for FR		430	410	
Daily Average of Phone Calls Received for DR		410	395	

Efficiency

Revenue/Expense Ratio	14.19	14.53	13.00	%
Fixed Route Cost per Unlinked Passenger Trip	\$ 2.84	\$ 3.08	\$ 3.44	
Demand Response Cost per Unlinked Passenger Trip	\$ 26.78	\$ 28.24	\$ 28.53	
% of Preventative Maintenance Performed On-Time	95.60	98.80	90.00	%
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 0.87	\$ 0.87	\$ 0.97	
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.65	\$ 0.66	\$ 0.77	

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



MEMO

DATE: November 24, 2015

TO: Connect Transit Board of Trustees

FROM: Melissa Chrisman, Marketing and Business Development Manager

RECOMMENDATION: That the Universal Access Agreement with YouthBuild McLean County be approved.

BACKGROUND: This Universal Access Agreement allows students of YouthBuild McLean County to ride Connect Transit fixed route buses free of charge upon displaying their valid school ID. Connect Transit will provide established and regularly publicized Bloomington-Normal citywide public transportation service. Members of YouthBuild McLean County administrative staff and Connect Transit staff came to the agreement for YouthBuild of McLean County to pay Connect Transit \$12,960 (\$.90/ride) for the Universal Access Agreement from December 1, 2015 to November 30, 2016, which is a \$5,400 (42%) increase over the previous contract. This increase is based on usage trends from December 2014 through November 2015.



UNIVERSAL ACCESS SERVICE AGREEMENT

Whereas, YouthBuild McLean County (YouthBuild) at 360 Wylie Drive, Suite 305, Normal, 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 YouthBuild may provide for fare prepayment for YouthBuild students utilizing the fixed route buses of Bloomington-Normal Public Transit System and,

Whereas, YouthBuild and Connect Transit have agreed to terms which will allow YouthBuild students 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 as follows:

CONTRACTING PARTIES:

Bloomington-Normal Public Transit System

AND

YouthBuild McLean County

UNIVERSAL ACCESS AGREEMENT TERM:

December 1, 2015 to November 30, 2016 (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 Universal Access Service Agreement, YouthBuild students 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 YouthBuild student identification card. Connect Transit and YouthBuild will mutually determine a method by which the validity of identification cards can be verified. The estimated Universal Access ridership for the term of this agreement is \$12,960 (\$1080/month).

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 Universal Access Service Agreement.

OBLIGATIONS OF THE PARTIES

Connect Transit SHALL:

1. Provide safe, clean and fully accessible, buses necessary to meet the Universal Access Service Agreement schedule and service commitment.



2. Provide all necessary and qualified drivers to meet the schedule and service commitment defined above under paragraph 1.
3. Provide all necessary maintenance support services required to appropriately 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 YouthBuild issued student 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 student identification card will be charged the general public posted fare.

UNIVERSAL ACCESS SERVICE AGREEMENT PRICE:

Universal Access charges will be based on an estimated 14,400 rides from December 1, 2015 through November 30, 2016 at a cost of \$.90 per ride. Universal Access Service Agreement price is Twelve Thousand Nine Hundred Sixty Dollars and no cents (\$12,960.00) at the above stated scope of persons to be included under this Universal Access Service Agreement.

To compensate for variations in ridership, YouthBuild and Connect Transit agree that within thirty (30) days following the end of each calendar quarter covered by this agreement, both parties will meet to review the ridership for the quarter. If ridership has exceeded 3,600 for the quarter (1,200/month), YouthBuild agrees to pay an amount based on the following formula:

$$(\text{Actual Quarterly Ridership} - 3,600) * \$0.50 = \text{Additional Amount Due Connect Transit}$$

If ridership is below 3,600, Connect Transit agrees to refund or credit an amount based on the following formula:

$$(3,600 - \text{Actual Quarterly Ridership}) * \$0.50 = \text{Amount Due YouthBuild}$$

The parties agree to meet in the month of June 2016 to discuss the status of any budgetary issues. While the parties recognize the importance of consultation and cooperation in the evaluation of decisions relating to public transit services and agree to collaborate whenever possible and permissible, final decisions relating to public transit services, shall be the sole and exclusive responsibility of Connect Transit.

CONTRACT PAYMENT TERMS

The Universal Agreement price shall be payable in twelve (12) payments. The first payment will be due on December 1, 2015. Connect Transit will issue invoices for each of the remaining (11) payments on or before the 20th day of December of 2015, and January, February, March, April, May, June, July, August, September and October of 2016. Each invoice will reflect the amount due Connect Transit for Universal Access service in the month subsequent to the month in which the invoice is prepared.

Payment for invoices will be due on the first of the month following the month in which the invoice is prepared. In the first year of this Agreement, a payment of \$1,080.00 will be due on the first of December of 2015 and the first of January, February, March, April, May, June, July, August, September, October and November of 2016.



OTHER MATTERS

Assignment: This Universal Access Service 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 YouthBuild.

Binding Effect: This Universal Access Service Agreement is binding upon the parties hereto and their successors.

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 Universal Access Service 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.

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



SIGNATURE FORM

This Universal Access Service Agreement is made and concluded this 24th day of November, 2015 by and between YouthBuild McLean County 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 Universal Access Service Agreement.

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

This Universal Access Service 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 their 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: _____
Ryan Whitehouse, Secretary, Board of Trustees

FOR: YouthBuild McLean County

BY: _____
Authorized Signatory

Typed or Printed Name of Authorized Signatory