



Due to the COVID-19 Pandemic Connect Transit Trustees may remotely participate in this meeting. Connect Transit will read public comments received in writing which were received two (2) hours prior to the meeting. Written comments may be submitted via mail, email, or in-person. Comments sent via email should be sent to: trustees@connect-transit.com. The meeting will be limited to ten (10) individuals in the room at a time due to the coronavirus pandemic and individuals attending will be required to be six (6) feet apart. Persons attending the meeting in-person will be given an opportunity to offer public comment. If you are experiencing COVID-19 symptoms, please do not attend the meeting. Persons attending in person are asked to wear a face covering.

AGENDA

Virtual Meeting of the Connect Transit Board of Trustees
August 25, 2020 – 4:30 P.M.
351 Wylie Drive – Training Room
Normal, Illinois 61761

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Public Comments
- E. Consent Agenda (Rollcall Vote)
 - 1. Approval of Minutes of July 28, 2020 Board Meeting
 - 2. Disbursements for the months of June and July 2020
 - 3. Monthly Statistical Report for July 2020
 - 4. Cardinal Infrastructure Federal Report (*Addendum*)
- F. New Business
 - 1. Presentation of Connect Transit Economic Impact Study – Dr. Frank Beck, ISU Stevenson Center
 - 2. Appointment of Connect Transit Board Interim-Secretary (Rollcall Vote)
 - 3. Recommendation to Extend Suspension of Fares (Rollcall Vote)
 - 4. Recommendation of Revised Human Resource and Sexual Harassment Policy (Rollcall Vote)
 - 5. Recommendation of Heartland Community College Bus Service Contract (Rollcall Vote)
 - 6. Recommendation of Illinois Wesleyan Universal Access Service Agreement (Rollcall Vote)
 - 7. Connect Transit Board Handbook and Email Communications Policy (Rollcall Vote)
 - 8. Recommendation of Solar and Electrical Infrastructure IFB (Rollcall Vote)
 - 9. Recommendation for Amendment to Connect Transit By-Laws to Allow Remote Participation in Executive Session (Rollcall Vote)



- 10. Executive Session – 5 ILCS 120/2(c)(1) – Personnel Matters**
- 11. Appointment of Interim General Manager (Rollcall Vote)**
- G. General Manager’s Report**
 - 1. Better Bus Stop Campaign Update**
- H. Trustee’s Comments**
- I. Adjournment**



June 2020

Financial and Statistical Reports



Connect Transit Cash Disbursement Report June 2020

Name	Check Number	Date	Amount	Description
A.T.U. - C.O.P.E.	00052040	05-Jun-20	\$124.81	Payroll Deduction
A-1 Haney Plumbing	00052090	12-Jun-20	\$1,686.34	Plumbing
ABC Bus Companies	00052041	05-Jun-20	\$1,371.81	Bus Parts
ABC Bus Companies	00052091	12-Jun-20	\$778.18	Bus Parts
ABC Bus Companies	00052119	18-Jun-20	\$566.40	Bus Parts
Ace-Hi Glass Co.	00052042	05-Jun-20	\$360.00	Glass
Advance Auto Parts	00052043	05-Jun-20	\$28.30	Maintenance Supplies
Advance Auto Parts	00052157	26-Jun-20	\$33.08	Maintenance Supplies
Airgas USA, LLC	00052158	26-Jun-20	\$258.75	Welding Supplies
Amalgamated Transit Union Local 752	00052044	05-Jun-20	\$6,262.65	Payroll Deduction
Amalgamated Transit Union Local 752	00052120	18-Jun-20	\$150.00	Payroll Deduction
Amazon Capital Service	00052092	12-Jun-20	\$1,882.63	Office Supplies & Equipment, Dues & Subscriptions and Misc.
Amazon Capital Service	00052121	18-Jun-20	\$25.49	Office Equipment
Amazon Capital Service	00052159	26-Jun-20	\$122.54	Office Supplies & Equipment & Bus Parts
American Public Transportation Assoc.	00052122	18-Jun-20	\$18,000.00	APTA dues
Aramark Uniform Services	00052045	05-Jun-20	\$287.52	Cleaning Uniforms & Rugs
Aramark Uniform Services	00052093	12-Jun-20	\$573.80	Cleaning Uniforms & Rugs
Aramark Uniform Services	00052123	18-Jun-20	\$317.41	Cleaning Uniforms & Rugs
Aramark Uniform Services	00052160	26-Jun-20	\$614.55	Cleaning Uniforms & Rugs
Assurance Agency, Ltd.	00052046	05-Jun-20	\$13,870.91	Insurance
Assurance Agency, Ltd.	00052124	18-Jun-20	\$138,664.12	Insurance
Avail Technologies	00052125	18-Jun-20	\$19,550.00	Software & Tech Support - Annual Fees
BASIC	00052126	18-Jun-20	\$100.00	Consulting
Birkey's Farm Store, Inc	00052094	12-Jun-20	\$912.00	Bus Parts
Blue Cross and Blue Shield of Illinois	00052047	05-Jun-20	\$110,893.94	Insurance
Blue Cross and Blue Shield of Illinois	00052161	26-Jun-20	\$123,276.38	Insurance
Blue Springs, Inc	00052095	12-Jun-20	\$340.00	Portable Restrooms
Central Illinois Trucks Inc.	00052048	05-Jun-20	\$4,515.98	Bus Parts
Central Illinois Trucks Inc.	00052162	26-Jun-20	\$1,184.16	Bus Parts
Champaign-Urbana Mass Transit District	00052163	26-Jun-20	\$1,000.00	Bus Parts
ChemStation of Indiana	00052164	26-Jun-20	\$1,167.39	Garage Supplies
Cintas	00052049	05-Jun-20	\$417.60	Building Maintenance
Cintas	00052127	18-Jun-20	\$417.60	Building Maintenance
CIRBN, LLC	00052165	26-Jun-20	\$347.84	Internet
City of Bloomington	00052050	05-Jun-20	\$1,418.97	Utilities
City of Bloomington	00052128	18-Jun-20	\$249.48	Utilities
City of Bloomington	00052166	26-Jun-20	\$1,519.61	Utilities
Clark Baird Smith, LLP	00052167	26-Jun-20	\$850.00	Legal Service
Corn Belt Energy Corp.	00052168	26-Jun-20	\$1,629.45	Utilities
Cornerstone Government Affairs	00052051	05-Jun-20	\$11,333.33	Consulting
Cornerstone Government Affairs	00052169	26-Jun-20	\$7,333.33	Consulting
Crown Lift Trucks-735	00052129	18-Jun-20	\$675.00	Safety/Training
Cummins Crosspoint	00052052	05-Jun-20	\$62.92	Bus Parts
Cummins Sales & Service	00052053	05-Jun-20	\$770.00	Software Licensing
Cumulus Media	00052096	12-Jun-20	\$650.00	Radio Advertising
David Calhoun	00052170	26-Jun-20	\$116.19	Uniform Reimbursement
David Steinhoff	00052171	26-Jun-20	\$475.00	Tool Reimbursement
Devon Lashbrook	00052172	26-Jun-20	\$475.00	Tool Reimbursement
Dish Network	00052173	26-Jun-20	\$107.04	Television Service
Don Owen Tire Service, Inc.	00052054	05-Jun-20	\$333.70	Bus Parts
Don Owen Tire Service, Inc.	00052130	18-Jun-20	\$133.32	Bus Parts
Don Owen Tire Service, Inc.	00052174	26-Jun-20	\$230.00	Bus Parts
Engraving Express	00052131	18-Jun-20	\$30.50	Printed Materials
Engraving Express	00052175	26-Jun-20	\$21.00	Printed Materials
Evergreen FS	00052055	05-Jun-20	\$1,365.61	Fuel
Evergreen FS	00052097	12-Jun-20	\$687.08	Fuel
Evergreen FS	00052176	26-Jun-20	\$675.80	Fuel



Connect Transit Cash Disbursement Report June 2020

Name	Check Number	Date	Amount	Description
Fasteners Etc.	00052056	05-Jun-20	\$971.83	Maintenance Supplies
Fasteners Etc.	00052098	12-Jun-20	\$1,054.70	Maintenance Supplies
Fasteners Etc.	00052132	18-Jun-20	\$934.23	Maintenance Supplies
Fasteners Etc.	00052177	26-Jun-20	\$5,408.14	Maintenance Supplies
Frontier	00052057	05-Jun-20	\$57.32	Telephone
Frontier	00052178	26-Jun-20	\$47.46	Telephone
FS Custom Turf	00052058	05-Jun-20	\$280.50	Building Maintenance
Gary Bachman	00052179	26-Jun-20	\$60.88	Uniform Reimbursement
Gatekeeper Systems, INC.	00052059	05-Jun-20	\$9,503.53	Bus Parts
Genfare	00052060	05-Jun-20	\$670.65	Software and Hardware
Gillig LLC	00052061	05-Jun-20	\$199.19	Bus Parts
Gillig LLC	00052099	12-Jun-20	\$56.74	Bus Parts
Gillig LLC	00052133	18-Jun-20	\$292.06	Bus Parts
Global Equipment Company	00052100	12-Jun-20	\$163.41	Garage Supplies
Go Green Commercial Cleaning	00052180	26-Jun-20	\$2,565.20	Cleaning Uniforms & Rugs
Great Plains Media	00052101	12-Jun-20	\$1,500.00	Radio Advertising
Heritage Machine & Welding, Inc.	00052134	18-Jun-20	\$55.00	Bus Parts
ICMA	ACH	04-Jun-20	\$29,019.85	Payroll Deduction
ICMA	ACH	17-Jun-20	\$28,708.55	Payroll Deduction
Illinois Department of Revenue	00052062	05-Jun-20	\$12,037.49	Payroll Deduction
Illinois Department of Revenue	00052135	18-Jun-20	\$11,815.82	Payroll Deduction
Illinois Portable Toilets, Inc	00052181	26-Jun-20	\$810.00	Portable Restrooms
Illinois State Disbursement Unit	00052063	05-Jun-20	\$429.74	Payroll Deduction
Illinois State Disbursement Unit	00052136	18-Jun-20	\$429.74	Payroll Deduction
Indiana State Collection Unit (INSCCU)	00052064	05-Jun-20	\$70.00	Payroll Deduction
Indiana State Collection Unit (INSCCU)	00052137	18-Jun-20	\$70.00	Payroll Deduction
Interstate Batteries of Mid-Illinois	00052102	12-Jun-20	\$1,463.70	Bus Parts
Interstate Batteries of Mid-Illinois	00052182	26-Jun-20	\$1,463.70	Bus Parts
Jeff Stewart	00052065	05-Jun-20	\$18.58	Uniform Reimbursement
John A. Dash & Associates, Inc	00052066	05-Jun-20	\$475.00	Dues & Subscriptions
Keith Farris	00052138	18-Jun-20	\$79.99	Uniform Reimbursement
Ken's Oil Service, Inc	00052103	12-Jun-20	\$15,309.95	Fuel & Bus Parts
Ken's Oil Service, Inc	00052139	18-Jun-20	\$17,906.41	Fuel & Bus Parts & Lubricants
Ken's Oil Service, Inc	00052183	26-Jun-20	\$17,363.62	Fuel & Bus Parts
Lee Enterprises	00052104	12-Jun-20	\$446.43	Advertising- Promotions
Lewis, Yockey & Brown, Inc	00052105	12-Jun-20	\$40,902.13	Bus Stop Engineering
Lewis, Yockey & Brown, Inc	00052140	18-Jun-20	\$12,527.20	Bus Stop Engineering
Luminator	00052141	18-Jun-20	\$1,602.08	Bus Parts
Marsha L Combs-Skinner	00052067	05-Jun-20	\$673.85	Payroll Deduction
Marsha L Combs-Skinner	00052142	18-Jun-20	\$673.85	Payroll Deduction
McLean County Materials Co.	00052143	18-Jun-20	\$281.54	Building Maintenance
McMaster-Carr Supply Company	00052068	05-Jun-20	\$92.00	Materials & Supplies
McMaster-Carr Supply Company	00052106	12-Jun-20	\$748.87	Materials & Supplies
Menards	00052144	18-Jun-20	\$262.93	Bus Parts
Midwest Equipment II	00052145	18-Jun-20	\$242.18	Lawn Maintenance Equipment
Midwest Transit Equipment, Inc.	00052107	12-Jun-20	\$151.99	Bus Parts
Midwest Transit Equipment, Inc.	00052146	18-Jun-20	\$103.24	Bus Parts
Midwest Transit Equipment, Inc.	00052184	26-Jun-20	\$112.05	Bus Parts
Miller and Steeno, PC	00052069	05-Jun-20	\$363.75	Payroll Deduction
Miller and Steeno, PC	00052147	18-Jun-20	\$363.75	Payroll Deduction
Miller Janitor Supply	00052185	26-Jun-20	\$138.94	Maintenance Supplies
Minerva Promotions	00052186	26-Jun-20	\$1,254.25	Uniforms
Mohawk Mfg. & Supply Co.	00052070	05-Jun-20	\$41.90	Bus Parts
Mohawk Mfg. & Supply Co.	00052148	18-Jun-20	\$160.68	Bus Parts
Mohawk Mfg. & Supply Co.	00052187	26-Jun-20	\$412.38	Bus Parts
Morris Avenue Garage	00052071	05-Jun-20	\$105.00	Vehicle Inspection
Morris Avenue Garage	00052108	12-Jun-20	\$35.00	Vehicle Inspection
Morris Avenue Garage	00052149	18-Jun-20	\$105.00	Vehicle Inspection



Connect Transit Cash Disbursement Report June 2020

Name	Check Number	Date	Amount	Description
Morris Avenue Garage	00052188	26-Jun-20	\$140.00	Vehicle Inspection
Morton Community Bank	00052189	26-Jun-20	\$111,000.00	Health Savings Accounts
Motion Industries, Inc.	00052150	18-Jun-20	\$167.77	Bus Parts
Mutual of Omaha	00052072	05-Jun-20	\$15,265.15	Life, AD&D, STD & LTD
Neuhoff Media	00052109	12-Jun-20	\$2,050.00	Advertising
Oberlander Alarm Systems, Inc.	00052073	05-Jun-20	\$208.00	Security Alarm Service Fee
Oberlander Alarm Systems, Inc.	00052190	26-Jun-20	\$208.00	Security Alarm Service Fee
Orkin Pest Control	00052151	18-Jun-20	\$566.41	Pest Control
OSF Occupational Health	00052110	12-Jun-20	\$76.50	Drug Testing
Payroll	ACH	04-Jun-20	\$187,890.45	
Payroll	ACH	18-Jun-20	\$191,078.82	
Personal Finance Company LLC	00052074	05-Jun-20	\$80.00	Payroll Deduction
Personal Finance Company LLC	00052152	18-Jun-20	\$80.00	Payroll Deduction
Piercy Auto Body	00052111	12-Jun-20	\$1,472.00	Outside Repair
Piercy Auto Body	00052191	26-Jun-20	\$4,229.14	Outside Repair
Pinnacle Door	00052112	12-Jun-20	\$625.00	Door Repair
Prairie Signs	00052153	18-Jun-20	\$266.00	Printed Materials
Republic Services # 368	00052075	05-Jun-20	\$267.09	Garbage Disposal
SAFETY GLASSES USA	00052076	05-Jun-20	\$43.62	Safety
Safety-Kleen Systems, Inc	00052113	12-Jun-20	\$665.17	Materials & Supplies
Southtown Wrecker Service, Inc.,	00052077	05-Jun-20	\$495.00	Towing
Southtown Wrecker Service, Inc.,	00052114	12-Jun-20	\$172.50	Towing
Southtown Wrecker Service, Inc.,	00052192	26-Jun-20	\$375.00	Towing
Stratus Networks	00052078	05-Jun-20	\$1,213.15	Internet
Sunbelt Rentals	00052079	05-Jun-20	\$574.50	Machine Rentals
TeVoert Auto Repair	00052080	05-Jun-20	\$226.00	Outside Repair
The Aftermarket Parts Company LLC	00052081	05-Jun-20	\$1,292.32	Bus Parts
The Aftermarket Parts Company LLC	00052115	12-Jun-20	\$992.99	Bus Parts
The Aftermarket Parts Company LLC	00052154	18-Jun-20	\$3,575.02	Bus Parts
The Aftermarket Parts Company LLC	00052193	26-Jun-20	\$5,958.10	Bus Parts
Thermo King Quad Cities, Inc.	00052082	05-Jun-20	\$105.27	Bus Parts
Thermo King Quad Cities, Inc.	00052155	18-Jun-20	\$784.28	Bus Parts
Thermo King Quad Cities, Inc.	00052194	26-Jun-20	\$1,391.74	Bus Parts
Thomas Larson	00052116	12-Jun-20	\$115.77	Uniforms
Town of Normal	00052083	05-Jun-20	\$381.80	Utilites
Town of Normal	00052195	26-Jun-20	\$381.80	Utilites
TransitTalent.com	00052196	26-Jun-20	\$115.00	Public Notices
Truck Centers, Inc.	00052084	05-Jun-20	\$1,440.12	Bus Parts
Truck Centers, Inc.	00052156	18-Jun-20	\$1,533.42	Bus Parts
Twin City Electric	00052085	05-Jun-20	\$3,300.00	Electric / HVAC
Uline	00052197	26-Jun-20	\$115.52	Office Supplies
United Parcel Service	00052198	26-Jun-20	\$42.97	Shipping
Verizon Wireless	00052086	05-Jun-20	\$741.28	Mobile Data Terminals for SS
Visa - Commerce Bank	00052089	05-Jun-20	\$4,019.02	Equipment, Tools & Other
Visa - Commerce Bank	00052089	05-Jun-20	\$21.71	Building Maintenance
Visa - Commerce Bank	00052089	05-Jun-20	\$50.00	Advertising- Employment
Visa - Commerce Bank	00052089	05-Jun-20	\$108.80	Office Supplies
Visa - Commerce Bank	00052089	05-Jun-20	\$822.01	Software Licensing
Visa - Commerce Bank	00052089	05-Jun-20	\$549.00	Management
Visa - Commerce Bank	00052089	05-Jun-20	\$180.10	Safety & Training
Visa - Commerce Bank	00052089	05-Jun-20	(\$27.43)	Bus Parts- FR
Vision Service Plan (IL)	00052087	05-Jun-20	\$929.90	Vision Insurance
Vision Service Plan (IL)	00052199	26-Jun-20	\$1,042.54	Vision Insurance
Watts Copy Systems, Inc	00052200	26-Jun-20	\$742.64	Lease
WEEK Television Inc	00052117	12-Jun-20	\$200.00	Advertising
William Masters, Inc	00052088	05-Jun-20	\$7,448.00	HVAC
William Masters, Inc	00052118	12-Jun-20	\$834.00	HVAC

Grand Total \$1,262,961.44

Bloomington Normal Public Transit

Balance Sheet

Division: 99 Board Reports

As of: 6/30/2020

Fiscal Year: 2020 Period: 12 Jun-2020

Assets

Current Assets

Checking and Savings	\$7,135,127.69
Accounts Receivable	\$1,470,139.31
Inventory Asset - Fuel	\$51,653.62
Inventory Asset - Parts	\$182,524.37
Inventory Asset - Tires	\$0.00
Other Current Assets	\$470,121.33

Total Current Assets **\$9,309,566.32**

Fixed Assets \$18,981,895.86

Total Assets **\$28,291,462.18**

Liabilities & Equity

Liabilities

Accounts Payable	\$387,042.62
Payroll Liabilities	\$1,723,978.51
Contracts	\$0.00
Due to Illinois Funds Account	\$0.00
Deferred Revenue	\$165,162.16
Deficit Funding Advance	\$0.00

Total Liabilities **\$2,276,183.29**

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 \$6,761,333.50

Total Liabilities & Equity **\$28,291,462.18**

Bloomington Normal Public Transit Income Statement With Approved Budget

From Fiscal Year: 2020	From Period 12	Division: 98 Operating Profit/Loss		As of: 6/30/2020	
Thru Fiscal Year: 2020	Thru Period 12	Jun-2020	Jul-2019	Jun-2020	Approved Budget
Operating Revenue					
Passenger Fares		(\$30.73)	0.00%	\$506,432.67	64.60%
ISU Contract Fare		\$48,178.00	8.62%	\$567,018.00	101.43%
Other Contract Fares		(\$92.33)	-0.07%	\$130,248.40	92.37%
Advertising Revenue		\$2,637.50	1.76%	\$92,051.14	61.37%
Miscellaneous Revenue		\$1,394.95	46.50%	\$40,429.82	1347.66%
Total Operating Revenue		\$52,087.39	3.18%	\$1,336,180.03	81.62%
Operating Expenses					
Operators Wages		\$808,534.13	14.01%	\$6,084,181.57	105.41%
Maintenance Wages		\$114,476.90	10.22%	\$974,963.64	87.05%
Administration Wages		\$134,713.14	13.22%	\$999,826.30	98.12%
Employer Payroll Tax Expense		\$48,768.05	7.53%	\$596,541.61	92.06%
Retirement Plan		\$25,604.56	6.70%	\$323,163.19	84.60%
Group Insurance		\$122,703.90	6.99%	\$1,468,795.62	83.64%
Uniform Expense		\$8,035.65	21.72%	\$25,556.66	69.07%
Professional Services		\$71,264.67	22.99%	\$244,647.82	78.92%
Outside Repair-Labor		\$27,295.28	39.56%	\$87,516.05	126.83%
Contract Maintenance Services		\$10,934.46	9.94%	\$142,942.04	129.95%
Custodial Services		\$774.41	4.84%	\$12,965.26	81.03%
Employee Recruiting/Testing/Temp Help		\$771.37	4.82%	\$9,014.73	56.34%
Fuel		\$38,636.85	3.72%	\$698,270.50	67.21%
Lubricants		\$4,790.19	10.89%	\$27,982.65	63.60%
Tires		\$3,186.98	3.54%	\$51,214.22	56.90%
Bus Repair Parts		\$43,486.17	25.43%	\$313,689.53	183.44%
Other Materials & Supplies		\$10,993.60	27.01%	\$66,331.97	162.98%
Shelters/Signs/Shop Tools		(\$695.00)	-6.95%	\$15,053.43	150.53%
Computer and Office Supplies		\$13,567.67	6.82%	\$170,125.46	85.49%
Utilities		\$9,775.70	7.03%	\$113,809.06	81.88%
Corporate Insurance		\$31,096.02	7.77%	\$347,860.84	86.97%
Dues/Subscriptions/Fees		\$764.99	1.47%	\$44,997.79	86.53%
Printing/Marketing/Training		\$27,190.13	9.78%	\$189,955.07	68.33%
Total Operating Expenses		\$1,556,669.82	11.35%	\$13,009,405.01	94.84%
Operating Assistance					
Operating Deficit Before Subsidies and Grants		(\$1,504,582.43)	12.45%	(\$11,673,224.98)	96.63%
City of Bloomington Operating Assistance		\$50,833.33	8.33%	\$609,999.96	100.00%
Town of Normal Operating Assistance		\$32,500.00	8.33%	\$390,000.00	100.00%
Illinois Downstate Operating Assistance		\$1,070,057.31	12.12%	\$8,443,483.31	95.62%
FTA 5307 Operating Assistance		\$400,296.00	18.90%	\$2,151,804.00	101.60%
Total Operating Assistance		\$1,553,686.64	13.00%	\$11,595,287.27	97.05%
				\$13,717,700.00	



July 2020

Financial and Statistical Reports



Connect Transit Cash Disbursement Report July 2020

Name	Check Number	Date	Amount	Description
A.T.U. - C.O.P.E.	00052201	02-Jul-20	\$119.81	Payroll Deduction
ABC Bus Companies	00052238	09-Jul-20	\$940.38	Bus Parts
ABC Bus Companies	00052308	27-Jul-20	\$1,578.04	Bus Parts
ABC Bus Companies	00052345	31-Jul-20	\$1,563.34	Bus Parts
Advance Auto Parts	00052309	27-Jul-20	\$189.14	Maintenance Supplies
Airgas USA, LLC	00052310	27-Jul-20	\$165.05	Welding Supplies
Amalgamated Transit Union Local 752	00052202	02-Jul-20	\$6,185.70	Payroll Deduction
Amalgamated Transit Union Local 752	00052267	17-Jul-20	\$150.00	Payroll Deduction
Amazon Capital Service	00052203	02-Jul-20	\$300.07	Office Equipment
Amazon Capital Service	00052268	17-Jul-20	\$1,947.17	Safety, Materials, Office Supplies & Computer Hardware
Amazon Capital Service	00052346	31-Jul-20	\$912.16	Office Supplies
Ancel, Glink, Diamond, Bush, DiCianni &	00052204	02-Jul-20	\$402.07	Legal Service
Ancel, Glink, Diamond, Bush, DiCianni &	00052347	31-Jul-20	\$202.99	Legal Service
Aramark Uniform Services	00052205	02-Jul-20	\$285.17	Cleaning Uniforms & Rugs
Aramark Uniform Services	00052269	17-Jul-20	\$285.17	Cleaning Uniforms & Rugs
Assurance Agency, Ltd.	00052270	17-Jul-20	\$20,522.00	Insurance
Birkey's Farm Store, Inc	00052271	17-Jul-20	\$840.00	Bus Parts
Blue Cross and Blue Shield of Illinois	00052348	31-Jul-20	\$124,117.93	Insurance
Blue Springs, Inc	00052272	17-Jul-20	\$340.00	Portable Restroom
Brett Knisley	00052239	09-Jul-20	\$475.00	Tool Reimbursement
Brink's Incorporated	00052311	27-Jul-20	\$164.43	Consulting
CablesTiesAndMore	00052349	31-Jul-20	\$323.20	Safety/ Training
Cardinal Infrastructure	00052206	02-Jul-20	\$6,000.00	Consulting
Cardinal Infrastructure	00052273	17-Jul-20	\$6,000.00	Consulting
Central Illinois Trucks Inc.	00052207	02-Jul-20	\$682.45	Bus Parts
Central Illinois Trucks Inc.	00052240	09-Jul-20	\$213.66	Bus Parts
Central Illinois Trucks Inc.	00052274	17-Jul-20	\$694.82	Bus Parts
Central Illinois Trucks Inc.	00052312	27-Jul-20	\$1,842.16	Bus Parts
Central Illinois Trucks Inc.	00052350	31-Jul-20	\$1,636.89	Bus Parts
Central States Bus Sales, Inc	00052208	02-Jul-20	\$506.45	Bus Parts
Central States Bus Sales, Inc	00052275	17-Jul-20	\$979.13	Bus Parts
CHEMSEARCH H2O SOLUTIONS	00052313	27-Jul-20	\$675.00	Water Treatment
Cintas	00052209	02-Jul-20	\$417.60	Building Maintenance
Cintas	00052314	27-Jul-20	\$447.60	Building Maintenance
CIRBN, LLC	00052315	27-Jul-20	\$347.84	Internet
City of Bloomington	00052241	09-Jul-20	\$126.63	Utilities
City of Bloomington	00052316	27-Jul-20	\$810.99	Utilities
City of Bloomington	00052351	31-Jul-20	\$347.57	Utilities
Clark Baird Smith, LLP	00052276	17-Jul-20	\$2,720.00	Legal Service
Clark Baird Smith, LLP	00052317	27-Jul-20	\$510.00	Legal Service
Clean Exhaust Specialist	00052242	09-Jul-20	\$2,561.48	Outside Repair Services
Clean Exhaust Specialist	00052318	27-Jul-20	\$1,207.48	Outside Repair Services
Clean Exhaust Specialist	00052352	31-Jul-20	\$1,117.68	Outside Repair Services
CliftonLarsonAllen LLP	00052210	02-Jul-20	\$1,100.00	Audit Services
Commerce Bank	ACH	10-Jul-20	\$38.64	Banking Fee
Corn Belt Energy Corp.	00052319	27-Jul-20	\$4,023.52	Utilities
Cornerstone Government Affairs	00052277	17-Jul-20	\$6,333.33	Consulting
Cummins Crosspoint	00052211	02-Jul-20	\$2,228.33	Bus Parts
Cumulus Media	00052243	09-Jul-20	\$650.00	Radio Advertising
Dish Network	00052353	31-Jul-20	\$107.04	Television Service
Don Owen Tire Service, Inc.	00052212	02-Jul-20	\$100.18	Bus Parts
Don Owen Tire Service, Inc.	00052320	27-Jul-20	\$44.44	Bus Parts
Duane Schoolman	00052278	17-Jul-20	\$22.40	Uniform Reimbursement
Engraving Express	00052354	31-Jul-20	\$30.50	Maps & Schedules
Evergreen FS	00052244	09-Jul-20	\$1,177.38	Fuel
Farnsworth Group, Inc	00052321	27-Jul-20	\$53,738.51	Downtown Bloomington Transfer Center
Fastenal Company	00052245	09-Jul-20	\$7.80	Bus Parts



Connect Transit Cash Disbursement Report July 2020

Name	Check Number	Date	Amount	Description
Fastenal Company	00052279	17-Jul-20	\$84.79	Bus Parts
Fastenal Company	00052322	27-Jul-20	\$155.07	Bus Parts
Fastenal Company	00052355	31-Jul-20	\$85.00	Bus Parts
Fasteners Etc.	00052323	27-Jul-20	\$1,588.17	Maintenance Supplies
FMLASource	00052213	02-Jul-20	\$3,149.76	Consulting Fees
Frontier	00052324	27-Jul-20	\$47.39	Telephone
Gatekeeper Systems, INC.	00052246	09-Jul-20	\$201.49	Bus Parts
Geiger	00052247	09-Jul-20	\$3,283.82	Clothing Allowance
Genfare	00052214	02-Jul-20	\$191.42	Software and Hardware
Genfare	00052248	09-Jul-20	\$9.93	Software and Hardware
Genfare	00052280	17-Jul-20	\$795.78	Software and Hardware
Genfare	00052325	27-Jul-20	\$207.16	Software and Hardware
Gillig LLC	00052215	02-Jul-20	\$362.25	Bus Parts
Gillig LLC	00052249	09-Jul-20	\$389.16	Bus Parts
Gillig LLC	00052281	17-Jul-20	\$564.88	Bus Parts
Gillig LLC	00052326	27-Jul-20	\$34.36	Bus Parts
Gillig LLC	00052356	31-Jul-20	\$1,407.91	Bus Parts
Global Equipment Company	00052327	27-Jul-20	\$3,043.15	Garage Supplies
Great Plains Media	00052250	09-Jul-20	\$1,500.00	Radio Advertising
Heartland Community College	00052251	09-Jul-20	\$2,080.65	Ridership Refund
Heller Ford	00052328	27-Jul-20	\$385.99	Bus Parts
Heritage Machine & Welding, Inc.	00052252	09-Jul-20	\$737.08	Bus Parts
ICMA 457 Retirement Trust	ACH	01-Jul-20	\$29,234.34	Payroll Deduction
ICMA 457 Retirement Trust	ACH	16-Jul-20	\$31,698.55	Payroll Deduction
ICMA 457 Retirement Trust	ACH	30-Jul-20	\$30,215.69	Payroll Deduction
Illinois Department of Revenue	00052216	02-Jul-20	\$12,423.82	Payroll Deduction
Illinois Department of Revenue	00052282	17-Jul-20	\$14,007.63	Payroll Deduction
Illinois Department of Revenue	00052357	31-Jul-20	\$12,707.23	Payroll Deduction
Illinois Department of Unemployment	ACH	28-Jul-20	\$1,173.90	Unemployment Tax
Illinois State Disbursement Unit	00052217	02-Jul-20	\$429.74	Payroll Deduction
Illinois State Disbursement Unit	00052283	17-Jul-20	\$429.74	Payroll Deduction
Illinois State Disbursement Unit	00052358	31-Jul-20	\$429.74	Payroll Deduction
Indiana State Collection Unit (INSCCU)	00052218	02-Jul-20	\$70.00	Payroll Deduction
Indiana State Collection Unit (INSCCU)	00052284	17-Jul-20	\$70.00	Payroll Deduction
Indiana State Collection Unit (INSCCU)	00052359	31-Jul-20	\$70.00	Payroll Deduction
Interstate Batteries of Mid-Illinois	00052360	31-Jul-20	\$1,463.70	Bus Parts
iPromo	00052329	27-Jul-20	\$11,488.76	Safety/ Training
Julie Holts	00052285	17-Jul-20	\$75.00	Uniform Reimbursement
Ken's Oil Service, Inc	00052219	02-Jul-20	\$15,473.16	Fuel
Ken's Oil Service, Inc	00052253	09-Jul-20	\$342.28	Fuel
Ken's Oil Service, Inc	00052286	17-Jul-20	\$15,020.67	Fuel
Ken's Oil Service, Inc	00052330	27-Jul-20	\$16,330.49	Fuel
Ken's Oil Service, Inc	00052361	31-Jul-20	\$1,398.00	Fuel
Kirk's Automotive, Inc	00052254	09-Jul-20	\$270.00	Bus Parts
Kirk's Automotive, Inc	00052362	31-Jul-20	\$675.00	Bus Parts
Knapp Concrete Contractors, Inc	00052363	31-Jul-20	\$38,327.00	Better Bus Stops
Lewis, Yockey & Brown, Inc	00052255	09-Jul-20	\$66,494.19	Better Bus Stops
Luminator	00052220	02-Jul-20	\$725.00	Bus Parts
Luminator	00052256	09-Jul-20	\$200.00	Bus Parts
Marsha L Combs-Skinner	00052221	02-Jul-20	\$673.85	Payroll Deduction
Marsha L Combs-Skinner	00052287	17-Jul-20	\$673.85	Payroll Deduction
Marsha L Combs-Skinner	00052364	31-Jul-20	\$73.85	Payroll Deduction
McLean County Asphalt Co., Inc	00052331	27-Jul-20	\$114.22	Building Maintenance
McMaster-Carr Supply Company	00052222	02-Jul-20	\$208.10	Bus Parts
McMaster-Carr Supply Company	00052365	31-Jul-20	\$120.30	Shop Tools
Menards	00052223	02-Jul-20	\$98.29	Bus Parts
Michelin North America, Inc	00052257	09-Jul-20	\$3,766.19	Tires
Michelin North America, Inc	00052332	27-Jul-20	\$3,820.79	Tires



Connect Transit Cash Disbursement Report July 2020

Name	Check Number	Date	Amount	Description
Midwest Equipment II	00052333	27-Jul-20	\$183.20	Lawn Maintenance Equipment
Midwest Transit Equipment, Inc.	00052258	09-Jul-20	\$151.00	Bus Parts
Midwest Transit Equipment, Inc.	00052288	17-Jul-20	\$978.86	Bus Parts
Miller and Steeno, PC	00052224	02-Jul-20	\$363.75	Payroll Deduction
Miller and Steeno, PC	00052289	17-Jul-20	\$363.75	Payroll Deduction
Miller and Steeno, PC	00052366	31-Jul-20	\$363.75	Payroll Deduction
Miller Janitor Supply	00052290	17-Jul-20	\$394.20	Maintenance Supplies
Miller Janitor Supply	00052367	31-Jul-20	\$376.89	Maintenance Supplies
Minerva Promotions	00052259	09-Jul-20	\$1,261.75	Uniforms
Minerva Promotions	00052291	17-Jul-20	\$452.00	Uniforms
Mohawk Mfg. & Supply Co.	00052225	02-Jul-20	\$796.76	Bus Parts
Morris Avenue Garage	00052260	09-Jul-20	\$35.00	Vehicle Inspection
Morris Avenue Garage	00052368	31-Jul-20	\$245.00	Vehicle Inspection
Mutual of Omaha	00052226	02-Jul-20	\$15,898.53	Life, AD&D, STD & LTD
Mutual of Omaha	00052369	31-Jul-20	\$16,048.89	Life, AD&D, STD & LTD
Napa Auto Parts	00052334	27-Jul-20	\$292.58	Bus Parts
Neuhoff Media	00052261	09-Jul-20	\$1,650.00	Advertising
Nicor Gas	00052227	02-Jul-20	\$1,282.58	Utilities
Nicor Gas	00052335	27-Jul-20	\$1,425.21	Utilities
Oberlander Alarm Systems, Inc.	00052370	31-Jul-20	\$208.00	Security Alarm Service Fee
Orkin Pest Control	00052336	27-Jul-20	\$566.41	Pest Control
OSF Occupational Health	00052292	17-Jul-20	\$301.50	Drug Testing
PARSONS COMMUNICATIONS GROUP	00052293	17-Jul-20	\$8,400.00	Training - Operations
Pat Boylan	00052294	17-Jul-20	\$58.73	Uniform Reimbursement
Payroll	ACH	02-Jul-20	\$193,726.04	
Payroll	ACH	16-Jul-20	\$223,844.84	
Payroll	ACH	30-Jul-20	\$203,134.23	
Personal Finance Company LLC	00052228	02-Jul-20	\$80.00	Payroll Deduction
Personal Finance Company LLC	00052295	17-Jul-20	\$80.00	Payroll Deduction
Personal Finance Company LLC	00052371	31-Jul-20	\$80.00	Payroll Deduction
Piercy Auto Body	00052302	17-Jul-20	\$14,375.35	Outside Repair
Republic Services # 368	00052229	02-Jul-20	\$3.90	Garbage Disposal
Ron Hargitt	00052303	17-Jul-20	\$207.26	Uniform Reimbursement
Ryan Wheeler	00052337	27-Jul-20	\$475.00	Tool Reimbursement
Sam Leman	00052338	27-Jul-20	\$27.58	Outside Repair
Scarborough Specialties	00052230	02-Jul-20	\$3,126.41	Safety/ Training
Sheri Humphrey	00052304	17-Jul-20	\$163.12	Uniform Reimbursement
Stephens Auto Glass	00052372	31-Jul-20	\$150.00	Glass
Stratus Networks	00052262	09-Jul-20	\$1,946.69	Internet
Tanner Bagley	00052339	27-Jul-20	\$475.00	Tool Reimbursement
The Aftermarket Parts Company LLC	00052231	02-Jul-20	\$1,647.84	Bus Parts
The Aftermarket Parts Company LLC	00052263	09-Jul-20	\$16,759.32	Bus Parts
The Aftermarket Parts Company LLC	00052340	27-Jul-20	\$12,666.02	Bus Parts
The Aftermarket Parts Company LLC	00052373	31-Jul-20	\$873.76	Bus Parts
Thermo King Quad Cities, Inc.	00052264	09-Jul-20	\$74.62	Bus Parts
Thermo King Quad Cities, Inc.	00052341	27-Jul-20	\$229.49	Bus Parts
TRAVELERS	00052232	02-Jul-20	\$7,023.40	Property Damage
Truck Centers, Inc.	00052233	02-Jul-20	\$450.00	Bus Parts
Truck Centers, Inc.	00052305	17-Jul-20	\$1,006.44	Bus Parts
Truck Centers, Inc.	00052342	27-Jul-20	\$907.35	Bus Parts
Twin City Electric	00052306	17-Jul-20	\$619.00	Electric / HVAC
Uline	00052234	02-Jul-20	\$78.90	Office Supplies
Uline	00052307	17-Jul-20	\$2,867.46	Office Furniture
United States Treasury	ACH	07-Jul-20	\$69,410.59	Federal Tax Payment
United States Treasury	ACH	21-Jul-20	\$79,202.07	Federal Tax Payment
Veritech, Inc	00052235	02-Jul-20	\$1,367.00	Bus Parts
Verizon Wireless	00052236	02-Jul-20	\$1,324.41	Mobile Data Terminals for SS
Visa - Commerce Bank	00052237	02-Jul-20	\$52.00	Misc Revenue
Visa - Commerce Bank	00052237	02-Jul-20	\$78.85	Legal
Visa - Commerce Bank	00052237	02-Jul-20	\$195.67	Building Maintenance



**Connect Transit
Cash Disbursement Report
July 2020**

Name	Check Number	Date	Amount	Description
Visa - Commerce Bank	00052237	02-Jul-20	\$50.00	Advertising- Employment
Visa - Commerce Bank	00052237	02-Jul-20	\$966.27	Bus Parts- FR
Visa - Commerce Bank	00052237	02-Jul-20	\$2.22	Freight
Visa - Commerce Bank	00052237	02-Jul-20	\$63.93	Office Supplies
Visa - Commerce Bank	00052237	02-Jul-20	\$339.96	Software Licensing
Visa - Commerce Bank	00052237	02-Jul-20	\$675.00	Management
Visa - Commerce Bank	00052237	02-Jul-20	\$235.43	Safety & Training
Vision Service Plan (IL)	00052374	31-Jul-20	\$1,098.30	Vision Insurance
Watts Copy Systems, Inc	00052343	27-Jul-20	\$727.22	Lease
WEEK Television Inc	00052265	09-Jul-20	\$200.00	Advertising
WGLT	00052266	09-Jul-20	\$1,800.00	Radio Advertising
WGLT	00052344	27-Jul-20	\$600.00	Radio Advertising

Total \$1,490,140.88

Bloomington Normal Public Transit Balance Sheet

Division: 99 Board Reports

As of: 7/31/2020

Fiscal Year: 2021 Period: 1 Jul-2020

Assets

Current Assets

Checking and Savings	\$5,890,768.11
Accounts Receivable	\$2,456,007.06
Inventory Asset - Fuel	\$72,837.52
Inventory Asset - Parts	\$187,411.42
Inventory Asset - Tires	\$0.00
Other Current Assets	\$297,124.31

Total Current Assets \$8,904,148.42

Fixed Assets \$18,913,686.44

Total Assets \$27,817,834.86

Liabilities & Equity

Liabilities

Accounts Payable	\$117,308.37
Payroll Liabilities	\$1,574,831.28
Contracts	\$0.00
Due to Illinois Funds Account	\$0.00
Deferred Revenue	\$165,644.16
Deficit Funding Advance	\$0.00

Total Liabilities \$1,857,783.81

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 \$6,706,105.66

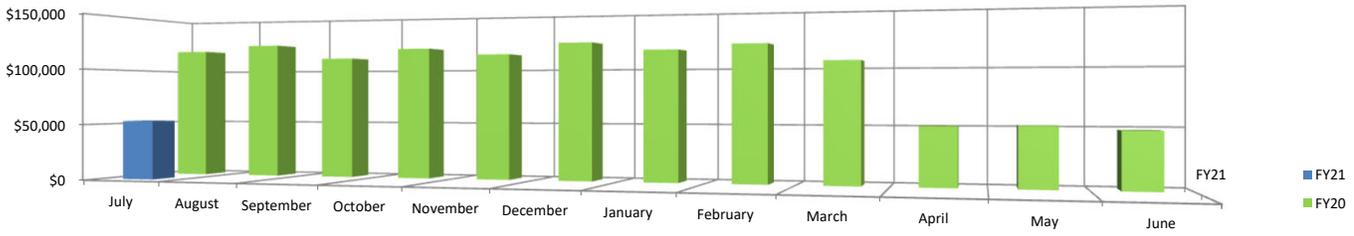
Total Liabilities & Equity \$27,817,834.86

Bloomington Normal Public Transit Income Statement With Approved Budget

From Fiscal Year: 2021 Thru Fiscal Year: 2021	From Period 1 Thru Period 1	Division: 98 Operating Profit/Loss	As of: 7/31/2020
		Jul-2020	Approved Budget
Operating Revenue			
Passenger Fares	\$0.00	0.00%	\$782,000.00
ISU Contract Fare	\$48,178.00	8.10%	\$595,000.00
Other Contract Fares	\$4,584.42	3.16%	\$145,000.00
Advertising Revenue	\$5,790.00	3.86%	\$150,000.00
Miscellaneous Revenue	\$109.62	3.65%	\$3,000.00
Total Operating Revenue	\$58,662.04	3.50%	\$1,675,000.00
Operating Expenses			
Operators Wages	\$568,303.57	9.07%	\$6,267,000.00
Maintenance Wages	\$72,314.66	5.59%	\$1,293,000.00
Administration Wages	\$82,437.53	7.87%	\$1,047,000.00
Employer Payroll Tax Expense	\$54,941.42	7.83%	\$702,000.00
Retirement Plan	\$30,828.23	7.39%	\$417,000.00
Group Insurance	\$120,138.41	6.70%	\$1,793,000.00
Uniform Expense	\$1,679.50	4.42%	\$38,000.00
Professional Services	\$29,563.28	9.48%	\$312,000.00
Outside Repair-Labor	\$6,808.91	9.87%	\$69,000.00
Contract Maintenance Services	\$4,829.66	4.39%	\$110,000.00
Custodial Services	\$1,563.01	9.77%	\$16,000.00
Employee Recruiting/Testing/Temp Help	\$873.50	5.46%	\$16,000.00
Fuel	\$58,172.77	6.57%	\$886,000.00
Lubricants	\$3,176.86	7.06%	\$45,000.00
Tires	\$4,400.00	4.89%	\$90,000.00
Bus Repair Parts	\$24,108.57	12.36%	\$195,000.00
Other Materials & Supplies	\$7,493.31	14.99%	\$50,000.00
Shelters/Signs/Shop Tools	\$1,156.56	6.80%	\$17,000.00
Computer and Office Supplies	\$6,921.07	2.90%	\$239,000.00
Utilities	\$13,081.66	8.61%	\$152,000.00
Corporate Insurance	\$27,748.09	6.72%	\$413,000.00
Dues/Subscriptions/Fees	\$773.50	1.49%	\$52,000.00
Printing/Marketing/Training	\$7,779.68	2.77%	\$281,000.00
Total Operating Expenses	\$1,129,093.75	7.79%	\$14,500,000.00
Operating Assistance			
Operating Deficit Before Subsidies and Grants	(\$1,070,431.71)	8.35%	(\$12,825,000.00)
City of Bloomington Operating Assistance	\$63,333.33	8.33%	\$760,000.00
Town of Normal Operating Assistance	\$32,500.00	6.63%	\$490,000.00
Illinois Downstate Operating Assistance	\$727,844.00	7.79%	\$9,339,000.00
FTA 5307 Operating Assistance	\$248,265.00	11.80%	\$2,104,000.00
Total Operating Assistance	\$1,071,942.33	8.45%	\$12,693,000.00

Financial Reports

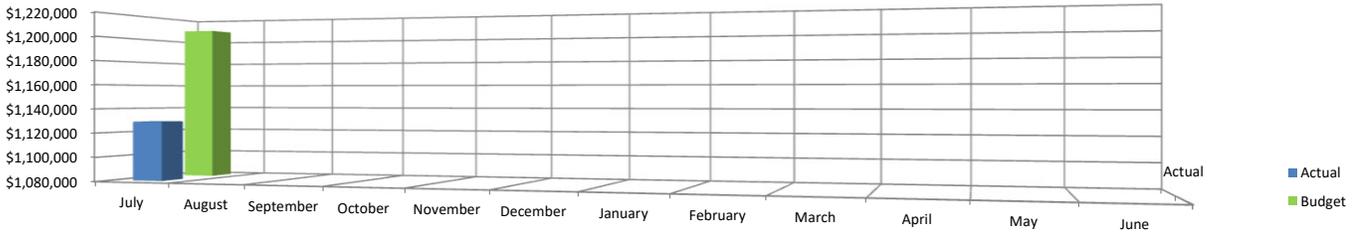
Transit Fare



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	\$52,762											
FY20	\$118,530	\$123,667	\$110,792	\$119,271	\$113,433	\$123,220	\$116,193	\$120,728	\$105,840	\$50,726	\$51,334	\$48,055

Notes: Other Contract Fares revenue decreased \$6,132 in July 2020 from July 2019 due to Heartland Community College and Medicaid billing. Total Cash Fares decreased \$41,218 in July 2020 from July 2019. Total Pass Fares decreased \$20,276 in July 2020 from July 2019.

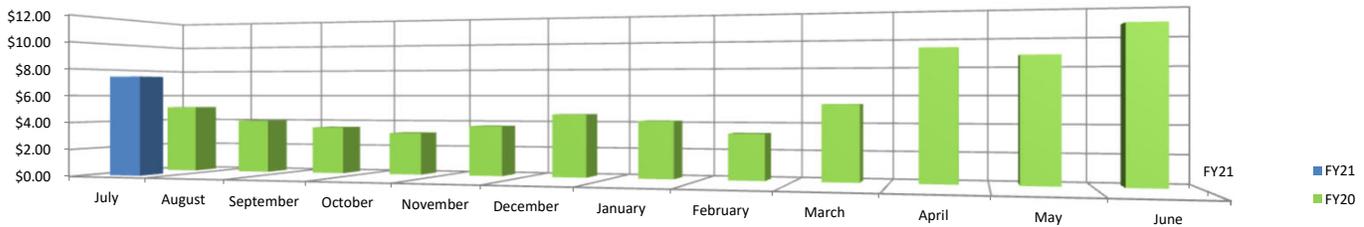
Operating Expenses



	July	August	September	October	November	December	January	February	March	April	May	June
Actual	\$1,129,094											
Budget	\$1,208,333											

Notes:

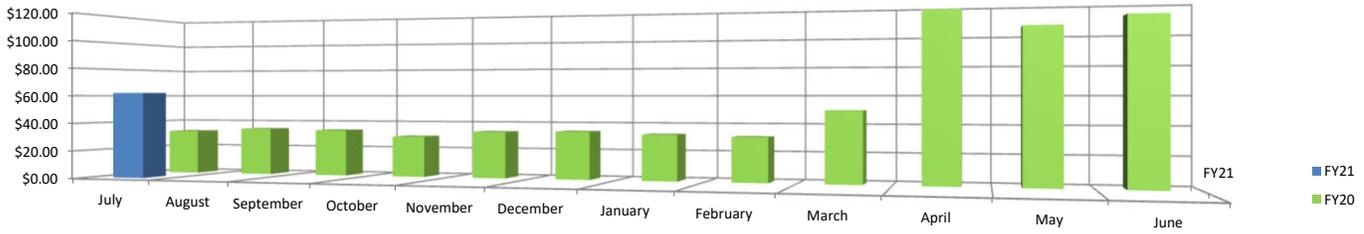
Fixed Route Cost Per Unlinked Passenger Trip



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	\$7.43											
FY20	\$5.06	\$4.01	\$3.52	\$3.13	\$3.70	\$4.61	\$4.16	\$3.30	\$5.40	\$9.26	\$8.72	\$10.77

Notes: Expenses increased \$97,410 in July 2020 from July 2019. Trips decreased 35,910 in July 2020 from July 2019.

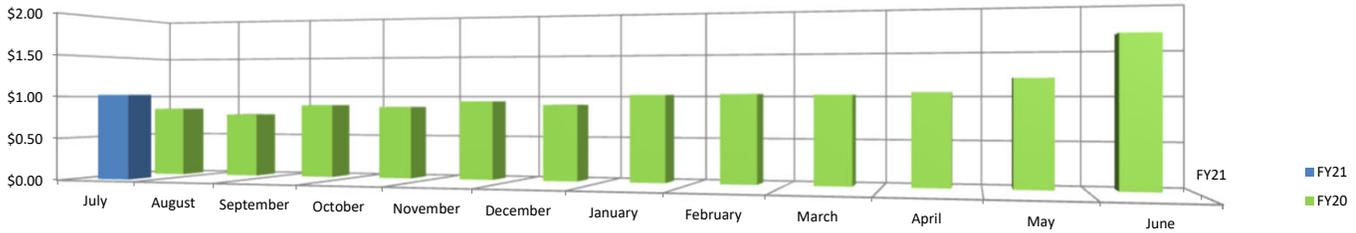
Connect Mobility Cost Per Unlinked Passenger Trip



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	\$62.07											
FY20	\$32.40	\$34.54	\$33.89	\$29.62	\$33.62	\$34.28	\$32.65	\$31.43	\$49.93	\$117.13	\$105.79	\$112.19

Notes: Expenses increased \$23,665 in July 2020 from July 2019. Trips decreased by 3,002 in July 2020 from July 2019.

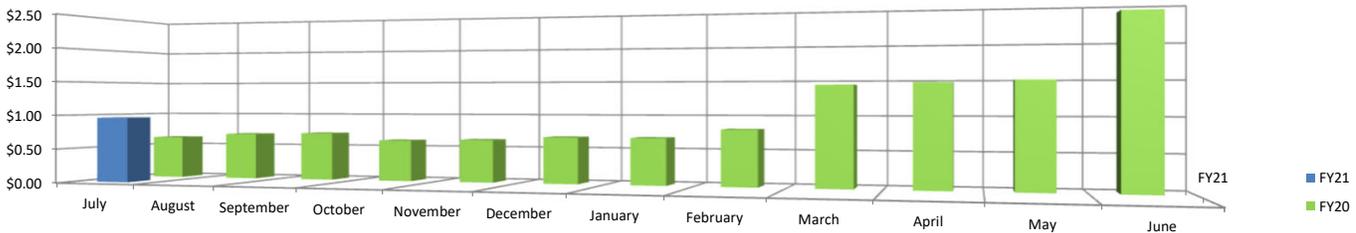
Fixed Route Cost Per Maintenance Mile (Excluding Fuel) Unaudited



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	\$1.02											
FY20	\$0.84	\$0.77	\$0.89	\$0.87	\$0.94	\$0.90	\$1.02	\$1.03	\$1.02	\$1.05	\$1.20	\$1.67

Notes: Fixed Route maintenance expense increased \$16,554 in July 2020 from July 2019. Fixed Route miles decreased 1,860 in July 2020 from July 2019.

Connect Mobility Cost Per Maintenance Mile (Excluding Fuel) Unaudited

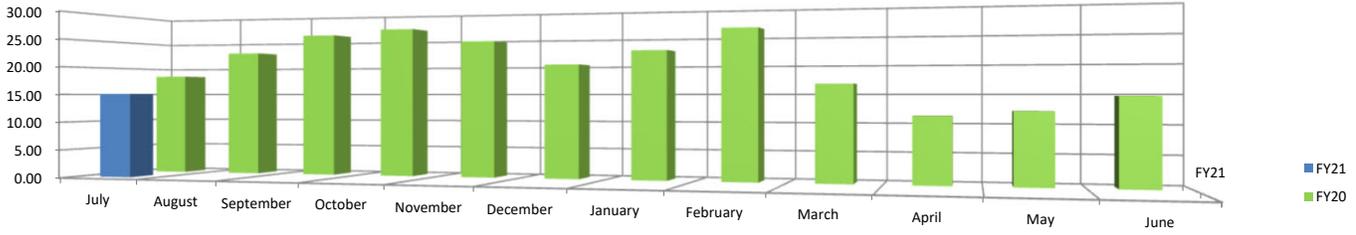


	July	August	September	October	November	December	January	February	March	April	May	June
FY21	\$0.96											
FY20	\$0.63	\$0.69	\$0.71	\$0.61	\$0.63	\$0.68	\$0.68	\$0.81	\$1.44	\$1.47	\$1.50	\$2.40

Notes: Connect Mobility maintenance expense increased \$487 in July 2020 from July 2019. Mobility miles decreased 16,121 in July 2020 from July 2019.

Operations Reports

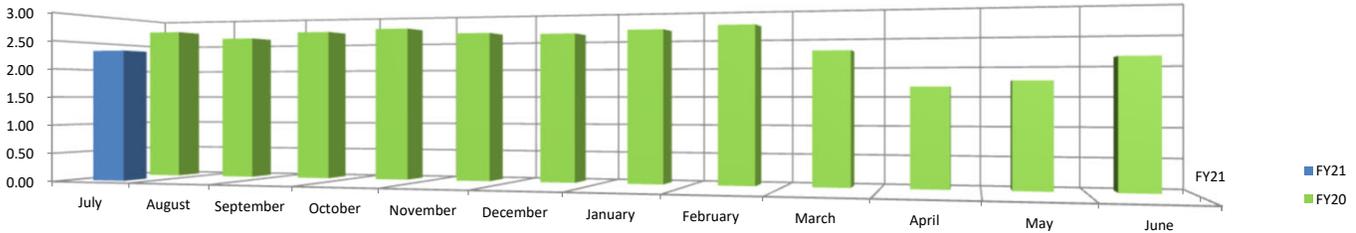
Fixed Route Passengers Per Hour



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	15.09											
FY20	18.44	22.81	26.04	27.00	24.60	20.31	22.71	26.43	16.81	11.42	12.27	14.76

Notes: Fixed route passengers per revenue hour decreased 38.8% or 7.77 PRH in May 2020 over May 2019. This is the average passengers per revenue hour for all fixed route service in May.

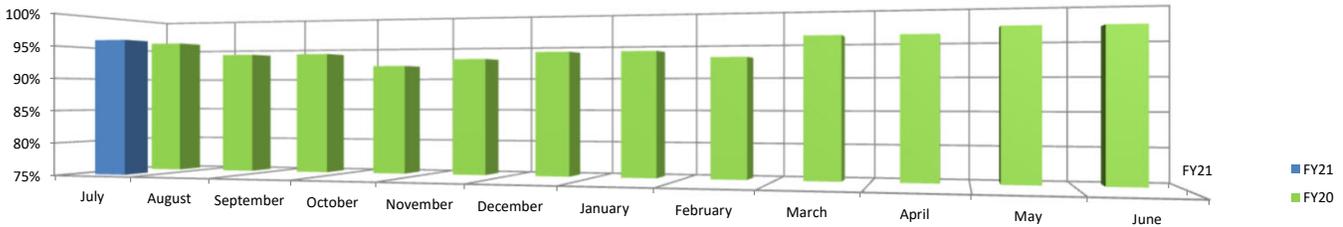
Connect Mobility Passengers Per Hour



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	2.33											
FY20	2.74	2.60	2.70	2.74	2.64	2.61	2.66	2.72	2.27	1.67	1.76	2.14

Notes: Mobility boardings per revenue hour in May 2020 decreased 36.8%, mileage decreased 63.9%, and passenger trips decreased by 5,526 trips or 72.6%.

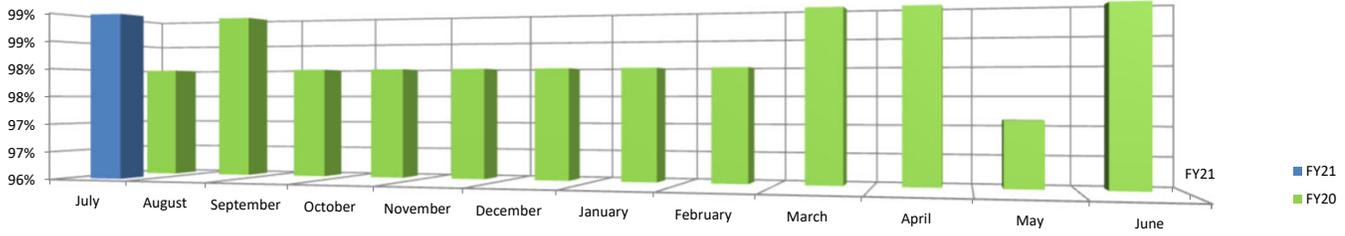
Fixed Route On Time Performance



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	96%											
FY20	96%	94%	94%	92%	93%	94%	94%	93%	96%	96%	97%	97%

Notes:

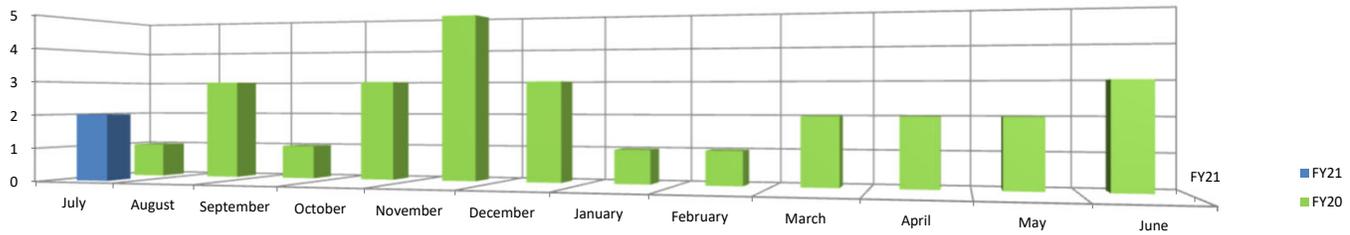
Connect Mobility On Time Performance



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	99%											
FY20	98%	99%	98%	98%	98%	98%	98%	98%	99%	99%	97%	99%

Notes:

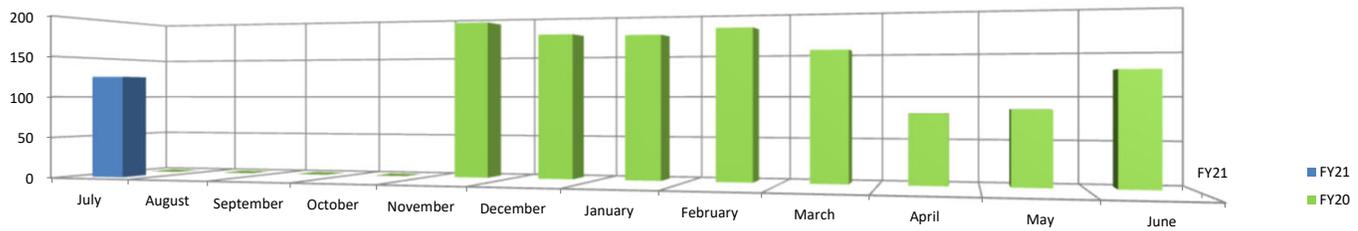
Validated Complaints Per 100,000 Miles



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	2											
FY20	1	3	1	3	5	3	1	1	2	2	2	3

Notes:

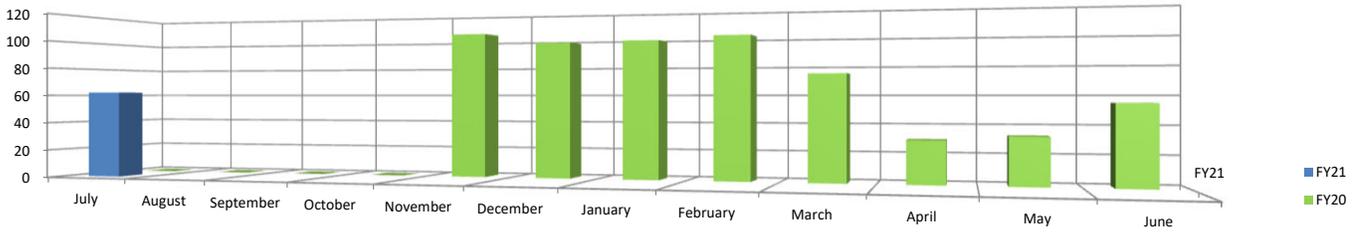
Fixed Route Average Daily Phone Calls



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	125											
FY20	0	0	0	0	192	176	174	181	154	81	86	130

Notes:

Connect Mobility Average Daily Phone Calls

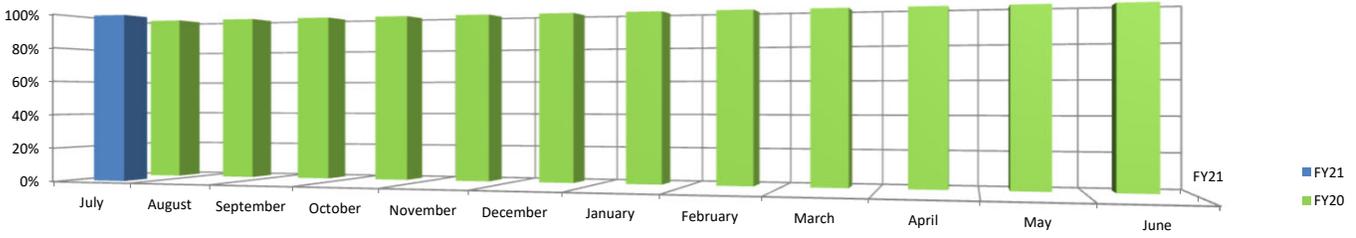


	July	August	September	October	November	December	January	February	March	April	May	June
FY21	62											
FY20	0	0	0	0	105	98	99	102	75	30	33	55

Notes:

Maintenance Reports

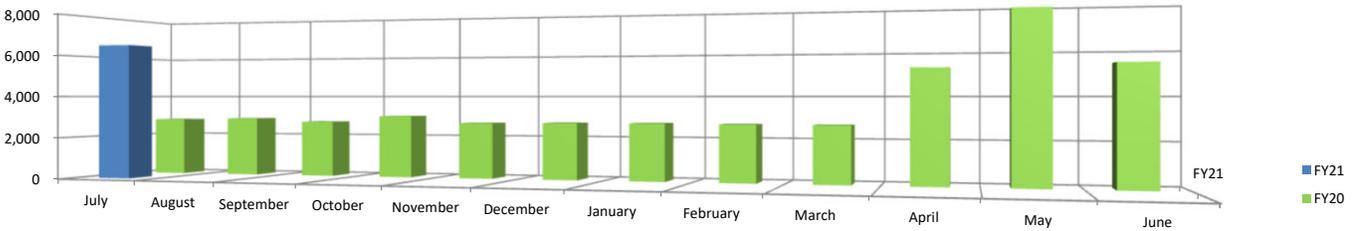
Percent Preventative Maintenance Performed On Time



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	100%											
FY20	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Notes:

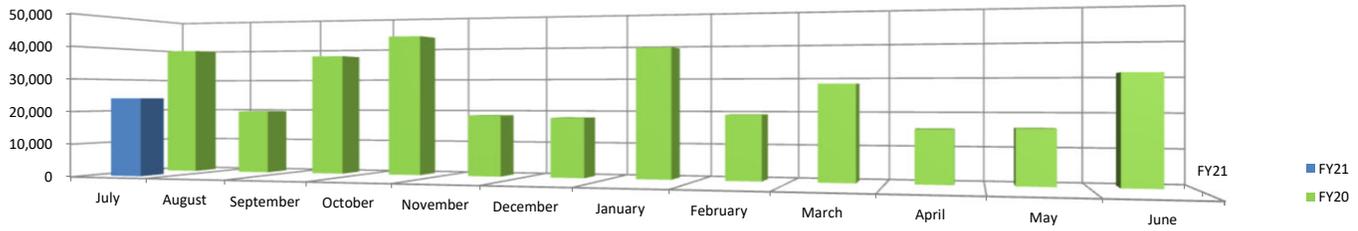
Fixed Route Vehicle Miles Between Trouble Calls



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	6,511											
FY20	2,802	2,862	2,715	3,016	2,693	2,724	2,729	2,711	2,698	5,290	7,867	5,470

Notes:

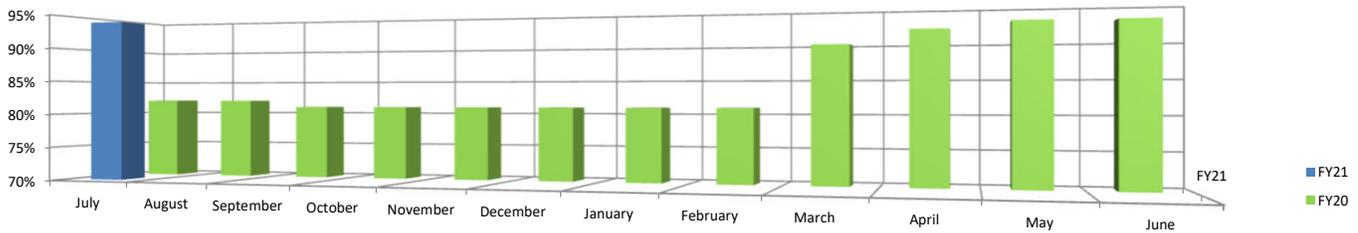
Connect Mobility Vehicle Miles Between Trouble Calls



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	24,009											
FY20	39,585	19,673	37,424	43,445	18,693	18,113	39,143	19,257	28,302	15,454	15,822	31,135

Notes:

Average Interior Cleanliness Inspection Score

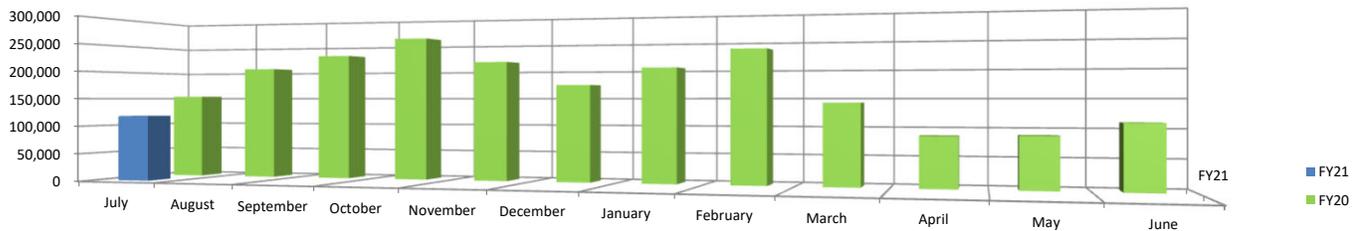


	July	August	September	October	November	December	January	February	March	April	May	June
FY21	94%											
FY20	82%	82%	81%	81%	81%	81%	81%	81%	90%	92%	93%	93%

Notes:

Ridership Reports

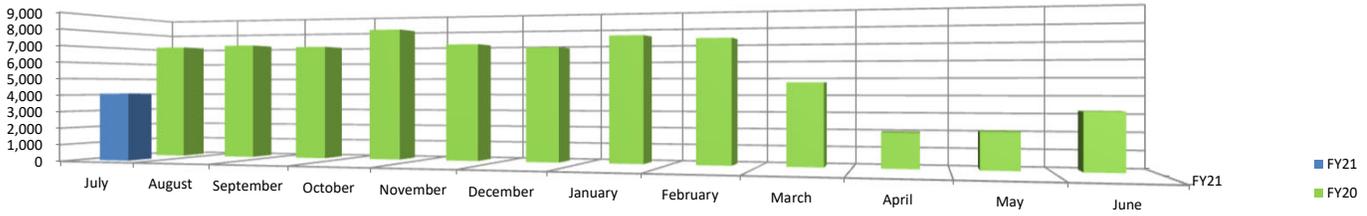
Fixed Route Monthly Ridership



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	117,844											
FY20	153,754	206,663	230,572	261,519	216,824	174,428	204,683	236,504	143,069	87,568	89,360	111,182

Notes: Fixed route trips decreased 49.5% or 87,474 trips in May 2020 over May 2019. Connect YTD ridership has decreased 12.6%.

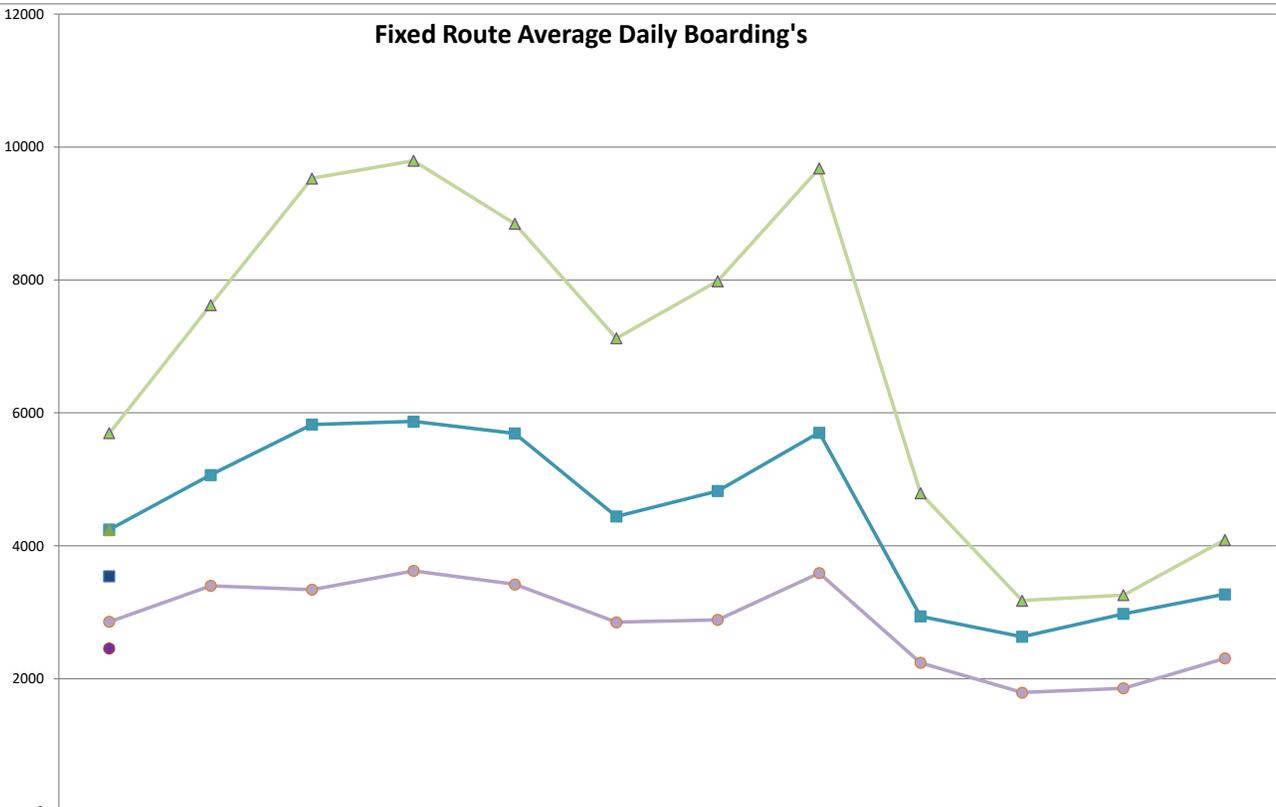
Connect Mobility Monthly Ridership



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	4,076											
FY20	7,078	7,154	7,022	8,041	7,084	6,857	7,511	7,298	4,754	1,982	2,083	3,202

Notes: Connect Mobility trips decreased 72.6% in May and has decreased 20% YTD.

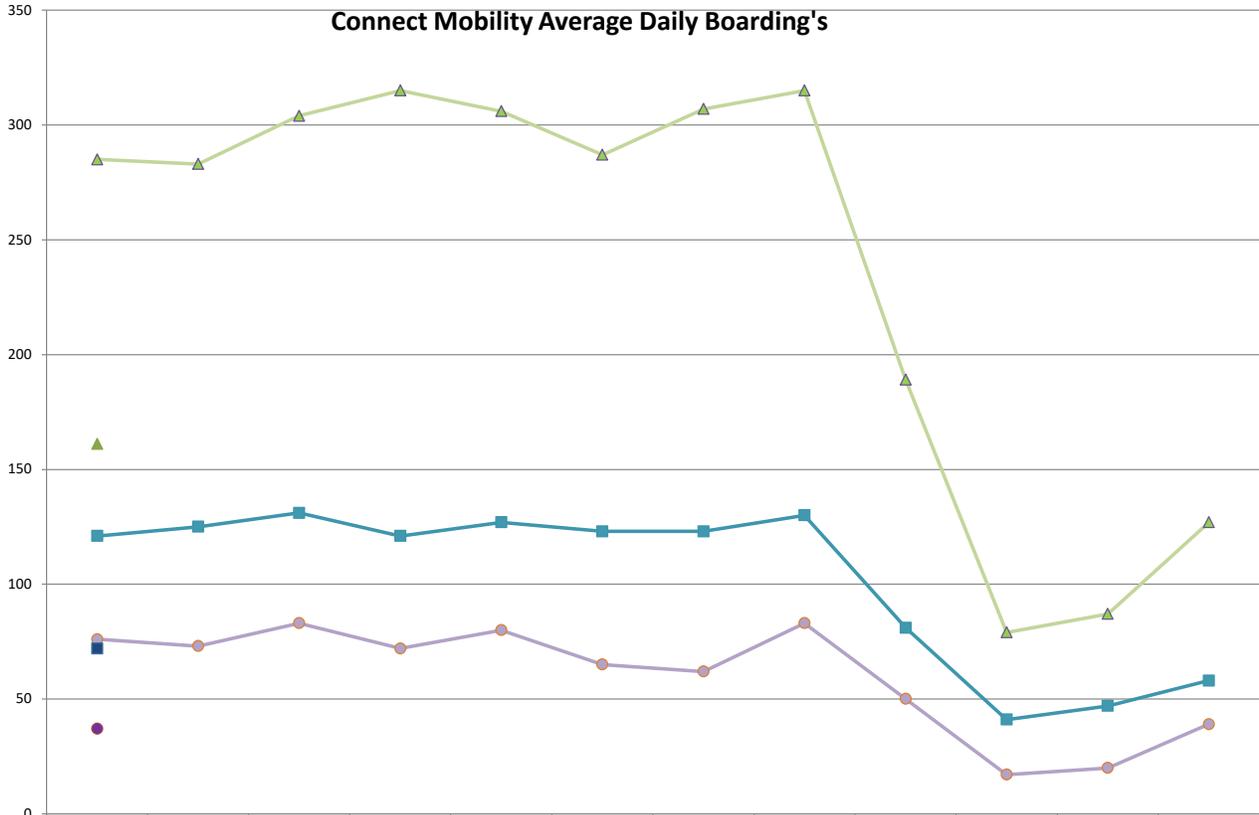
Fixed Route Average Daily Boarding's



	July	August	September	October	November	December	January	February	March	April	May	June
Sunday FY21	2454											
Sunday FY20	2858	3399	3340	3622	3421	2851	2886	3590	2241	1792	1857	2306
Saturday FY21	3541											
Saturday FY20	4247	5067	5825	5870	5691	4442	4825	5704	2938	2632	2977	3272
Weekday FY21	4235											
Weekday FY20	5697	7624	9529	9793	8847	7124	7982	9681	4792	3176	3260	4090

Notes: Average weekday boardings in May 2020 decreased 44.7%. Sunday average boardings decreased 34.6% in May.

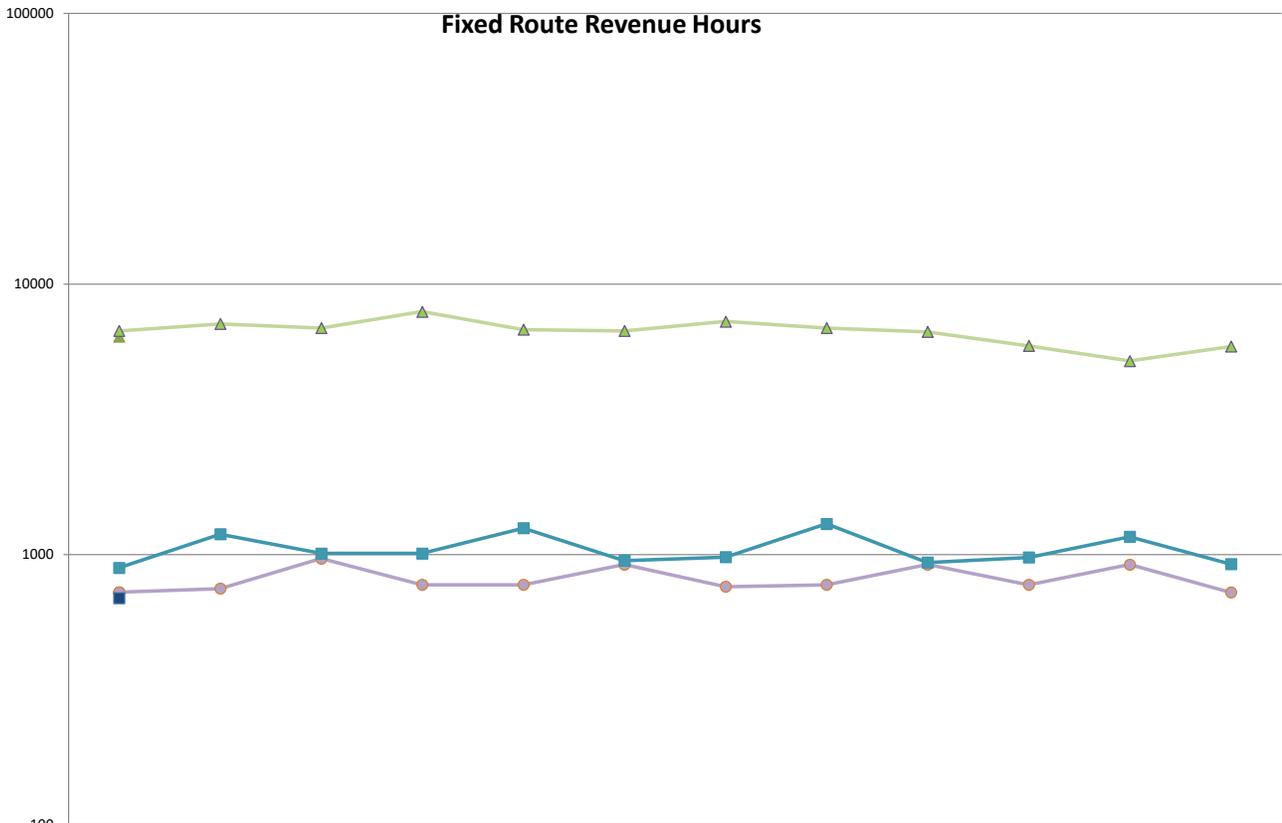
Connect Mobility Average Daily Boarding's



	July	August	September	October	November	December	January	February	March	April	May	June
● Sunday FY21	37											
● Sunday FY20	76	73	83	72	80	65	62	83	50	17	20	39
■ Saturday FY21	72											
■ Saturday FY20	121	125	131	121	127	123	123	130	81	41	47	58
▲ Weekday FY21	161											
▲ Weekday FY20	285	283	304	315	306	287	307	315	189	79	87	127

Notes: Average Connect Mobility weekday boarding in April decreased 71.7%.

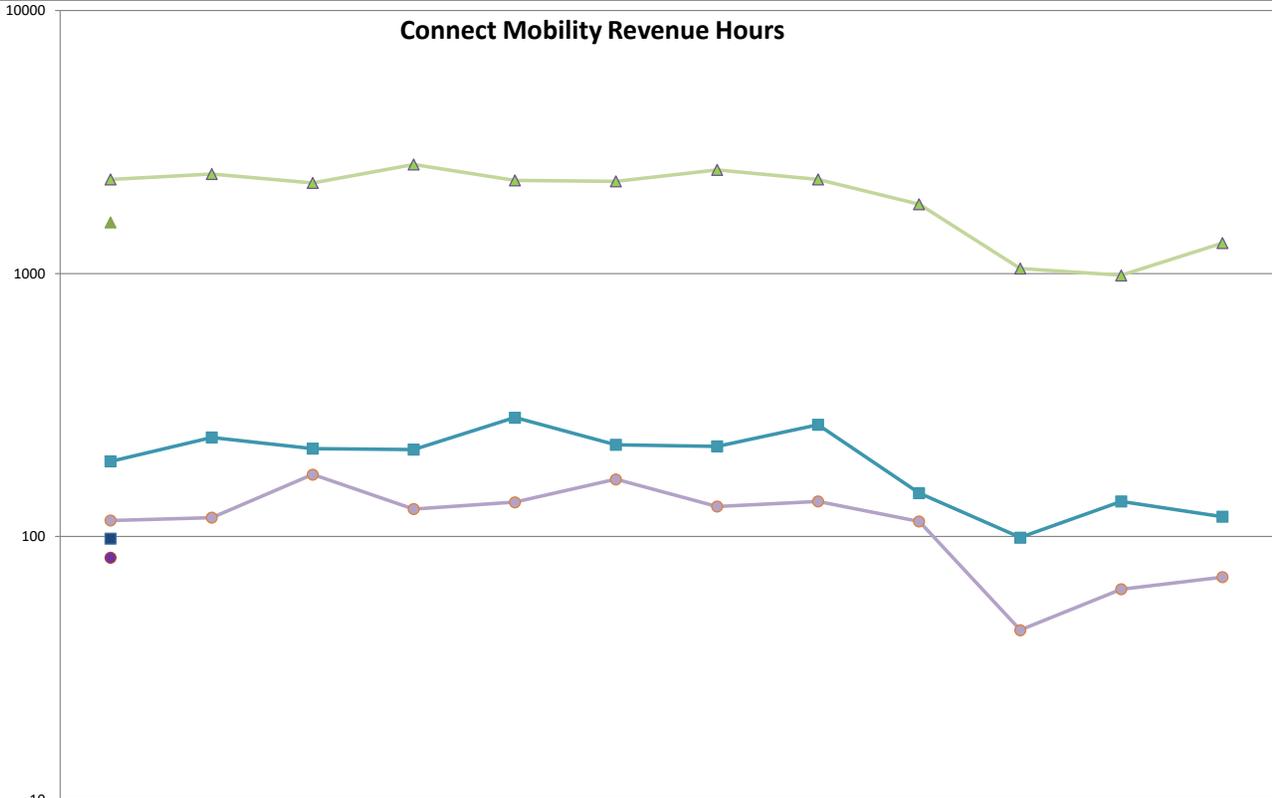
Fixed Route Revenue Hours



	July	August	September	October	November	December	January	February	March	April	May	June
● Sunday FY21	726											
○ Sunday FY20	726	750	967	774	774	919	762	774	919	774	919	726
■ Saturday FY21	691											
■ Saturday FY20	894	1190	1011	1011	1253	951	980	1298	936	978	1166	922
▲ Weekday FY21	6394											
▲ Weekday FY20	6717	7121	6876	7902	6786	6720	7273	6876	6655	5918	5198	5886

Notes:

Connect Mobility Revenue Hours

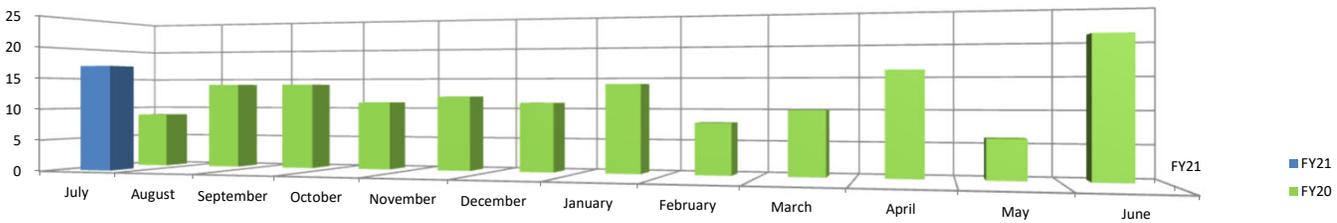


	July	August	September	October	November	December	January	February	March	April	May	June
● Sunday FY21	83											
● Sunday FY20	115	118	172	127	135	165	130	136	114	44	63	70
■ Saturday FY21	98											
■ Saturday FY20	193	238	216	214	283	223	220	266	146	99	136	119
▲ Weekday FY21	1564											
▲ Weekday FY20	2278	2391	2213	2599	2263	2243	2478	2280	1835	1045	983	1307

Notes:

Safety Reports

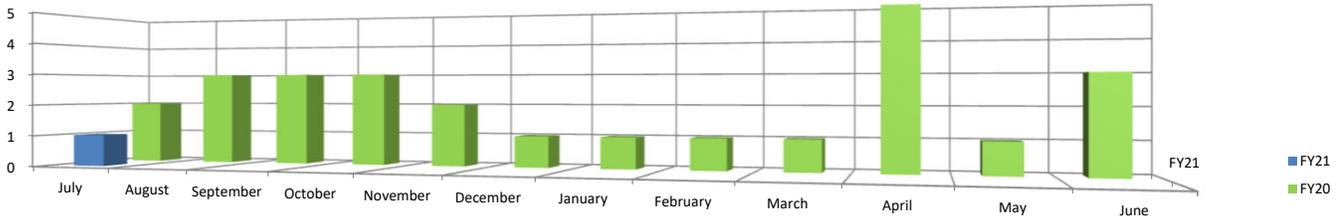
Safety Related Incidents Per 100,000 Miles



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	17											
FY20	9	14	14	11	12	11	14	8	10	16	6	21

Notes: The numbers in this category show the *total number of reports received* for the calendar month. This number does not indicate whether an incident or accident was determined to be "Preventable". All submitted reports are reviewed and categorized by the Safety and Training Director.

Preventable Accidents Per 100,000 Miles

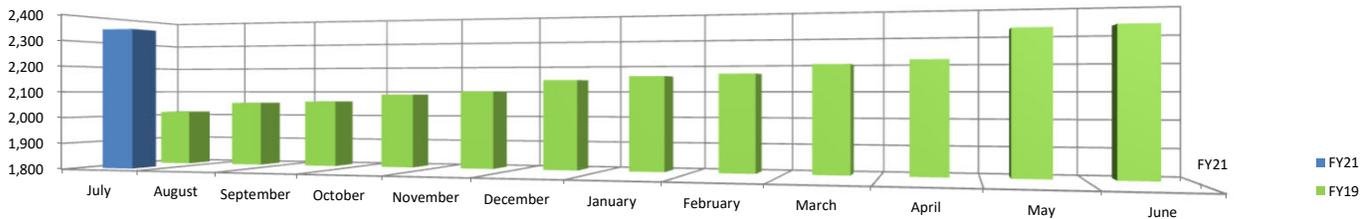


	July	August	September	October	November	December	January	February	March	April	May	June
FY21	1											
FY20	2	3	3	3	2	1	1	1	1	5	1	3

Notes: **Accident:** An unplanned event that may or may not have resulted in personal injury or property damage, but in which the employee failed to exercise reasonable precautions to prevent the event. This consists of events such as a collision with another vehicle, a collision with a fixed object, closing a vehicle entry/exit door on a customer, etc.

Social Media Reports

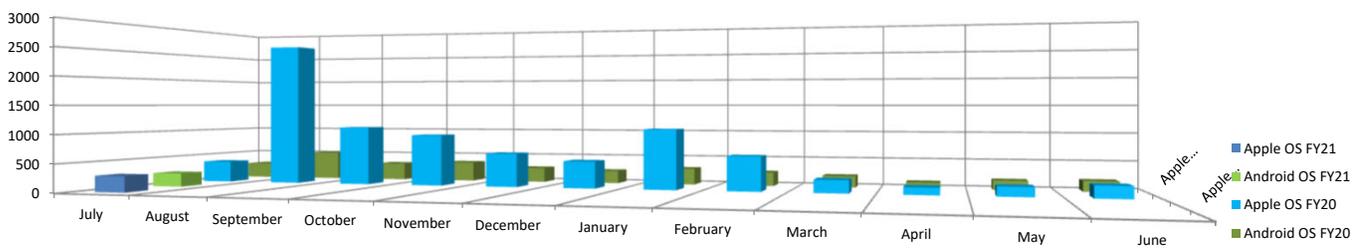
Facebook



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	2,346											
FY19	2,015	2,054	2,060	2,089	2,101	2,145	2,159	2,167	2,200	2,215	2,322	2,330

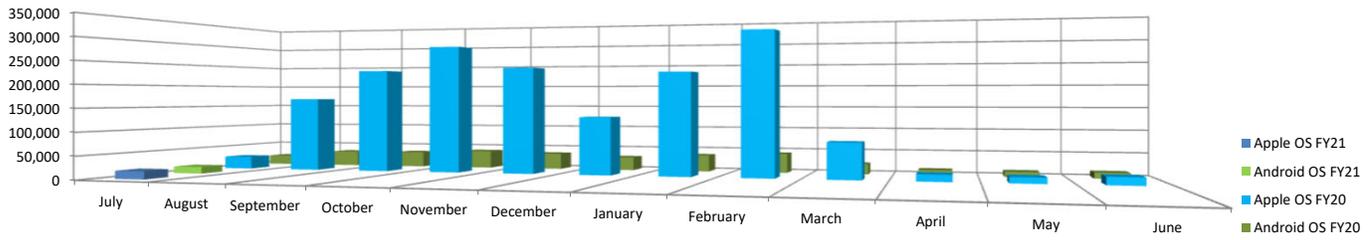
Notes:

App Downloads



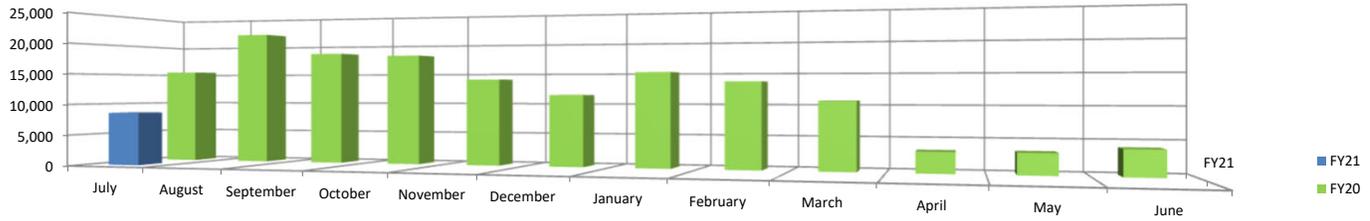
	July	August	September	October	November	December	January	February	March	April	May	June
Apple OS FY21	283											
Android OS FY21	242											
Apple OS FY20	387	2,624	1,074	938	609	487	1,073	614	227	128	167	211
Android OS FY20	282	522	316	358	267	232	297	250	204	112	169	186

App Sessions



	July	August	September	October	November	December	January	February	March	April	May	June
Apple OS FY21	17,357											
Android OS FY21	15,000											
Apple OS FY20	27,919	167,758	234,074	288,658	239,500	128,398	228,644	317,706	78,658	14,825	12,841	16,921
Android OS FY20	21,407	33,940	34,860	39,743	35,874	29,764	37,059	43,130	22,541	11,868	11,060	12,451

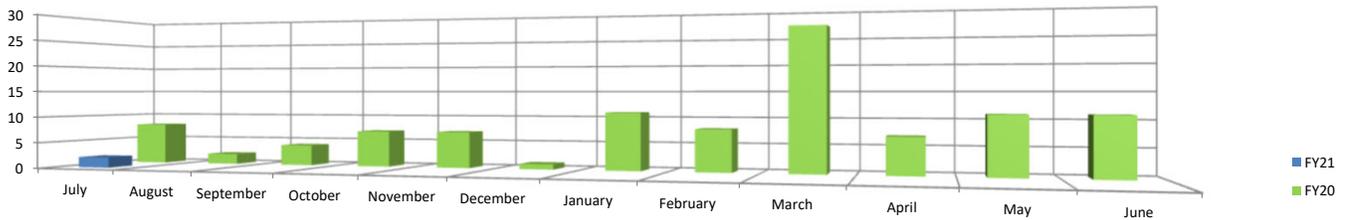
Website Traffic



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	8,559											
FY20	15,429	21,879	18,495	18,081	14,065	11,533	15,183	13,688	10,725	3,248	3,285	4,004

Notes:

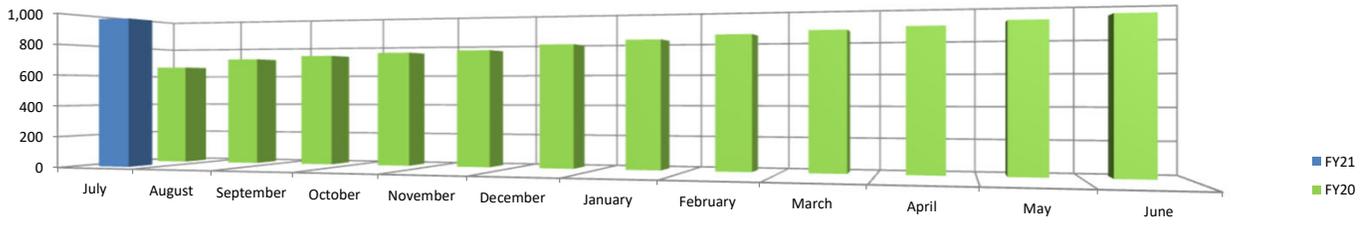
Twitter



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	2											
FY20	8	2	4	7	7	1	11	8	27	7	11	11

Notes:

Instagram



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	971											
FY20	661	715	734	751	762	795	819	845	864	880	907	936

Notes:



Statistics	Jul 20				Jul 19				% 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	17,469	8,141	829	21.07	22,968	7,974	812	28.29	-23.9%	2.1%	2.1%	-25.5%
Red	20,755	14,844	1,383	15.01	27,914	14,812	1,380	20.23	-25.6%	0.2%	0.2%	-25.8%
Lime	25,915	17,437	1,423	18.21	27,212	17,511	1,420	19.16	-4.8%	-0.4%	0.2%	-5.0%
Aqua	5,278	2,114	151	34.95	7,566	2,829	202	37.39	-30.2%	-25.3%	-25.4%	-6.5%
Orange	2,807	3,819	292	9.61	4,924	4,970	380	12.96	-43.0%	-23.2%	-23.2%	-25.8%
Gold	3,974	5,389	435	9.14	5,608	5,281	434	12.92	-29.1%	2.0%	0.2%	-29.3%
Purple	8,179	8,194	565	14.48	12,444	11,219	769	16.18	-34.3%	-27.0%	-26.6%	-10.5%
Blue	3,507	3,341	292	12.00	4,648	4,510	395	11.78	-24.5%	-25.9%	-25.9%	1.9%
Brown	3,245	4,159	363	8.95	4,532	4,149	362	12.53	-28.4%	0.2%	0.2%	-28.6%
Tan	3,258	5,840	498	6.55	4,488	6,074	492	9.12	-27.4%	-3.9%	1.1%	-28.2%
Pink	7,645	5,378	388	19.70	9,466	4,925	388	24.40	-19.2%	9.2%	0.0%	-19.2%
Yellow	6,077	5,894	411	14.79	10,454	5,879	410	25.50	-41.9%	0.2%	0.2%	-42.0%
Olive	-	-	-	-	-	-	-	-				
Redbird	-	-	-	-	-	-	-	-				
Silver	4,905	5,514	437	11.24	7,108	7,475	590	12.05	-31.0%	-26.2%	-26.0%	-6.7%
Eastview	-	-	-	-	-	-	-	-				
Red Express	2,116	2,359	184	11.50	1,936	2,256	176	11.00	9.3%	4.5%	4.5%	4.5%
Lime Express	2,714	2,260	161	16.86	2,486	2,162	154	16.14	9.2%	4.5%	4.5%	4.4%
Total Fixed Route	117,844	94,682	7,811	15.09	153,754	102,027	8,365	18.38	-23.4%	-7.2%	-6.6%	-17.9%
Demand Response												
Connect Mobility	3,648	20,176	1,746	2.33	6,652	30,805	2,586	2.57	-45.2%	-34.5%	-32.5%	-9.2%
Medicaid	428	-	-	-	426	-	-	-				
Total Demand Response	4,076	20,176	1,746	2.33	7,078	30,805	2,586	2.74	-42.4%	-34.5%	-32.5%	-14.7%
SYSTEM TOTALS	121,920	114,858	9,557	12.76	160,832	132,832	10,951	14.69	-24.2%	-13.5%	-12.7%	-13.1%



Statistics	YTD 21				YTD 20				% 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												
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Yellow	6,077	5,894	411	14.79	10,454	5,879	410	25.50	-41.9%	0.2%	0.2%	-42.0%
Olive	-	-	-	-	-	-	-	-				
Redbird	-	-	-	-	-	-	-	-				
Silver	4,905	5,514	437	11.24	7,108	7,475	590	12.05	-31.0%	-26.2%	-26.0%	-6.7%
Eastview	-	-	-	-	-	-	-	-				
Red Express	2,116	2,359	184	11.50	1,936	2,256	176	11.00	9.3%	4.5%	4.5%	4.5%
Lime Express	2,714	2,260	161	16.86	2,486	2,162	154	16.14	9.2%	4.5%	4.5%	4.4%
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Total Demand Response	4,076	20,176	1,746	2.33	6,652	30,805	2,586	2.57	-38.7%	-34.5%	-32.5%	-9.2%
SYSTEM TOTALS	121,920	114,858	9,557	12.76	160,406	132,832	10,951	14.65	-24.0%	-13.5%	-12.7%	-12.9%



MEMO

DATE: August 25, 2020

TO: Board of Trustees

FROM: Martin Glaze, Chief Operating Officer

SUBJECT: Presentation of Connect Transit's Economic Impact Study
Presented by Dr. Frank Beck, Director, ISU Stevenson Center

BACKGROUND: In coordination with the Director of the ISU Stevenson Center, Dr. Frank Beck has prepared an analysis of Connect Transit's economic impact on the community encompassing direct, induced, and indirect effects. Dr. Beck is an Associate Professor at ISU and works in the area of community economic development, local policy, and persistent poverty.

Economic Impact Analysis
Bloomington-Normal Public Transit System

Prepared by

Frank D. Beck, Director
Katie M. Hake, Program Coordinator

Stevenson Center for Community and Economic Development
Illinois State University
Normal, IL 61790-4200

August 21, 2020

Economic Impact Analysis

Bloomington-Normal Public Transit System

EXECUTIVE SUMMARY

This study estimates the economic impact of Bloomington-Normal Public Transit System (Connect Transit) on the economy of McLean County, Illinois. Specifically, the study analyzes the economic impact of 1) wage and benefit expenditures for all Connect Transit staff, 2) operating and capital expenditures of Connect Transit, and 3) earnings of those who rely on Connect Transit to get to work. The analysis is undertaken using data for 2019. The IMPLAN regional input-output model is constructed for McLean County and used in the estimation of the economic impact.

As the following summary table reveals, Connect Transit plays an important economic role in McLean County; and its economic impact is sizable. The first three columns of values comprise Connect Transit's spending and the impact of that spending. The fourth column summarizes the impact of wages earned by those who use Connect Transit to get to work. The fifth column is the total impact. Thus, it is estimated that in 2019 Connect Transit directly and indirectly generated 387.1 jobs, \$19,556,304 in labor income, and \$45,118,580 in output (expenditures). In sum, each of the \$8 million spent by Connect Transit and \$17 million spent by its employed commuters generates \$45 million in economic activity in the McLean County economy; this is an impact of \$5 for every \$1 spent by Connect Transit.

Estimated Economic Impact of Connect Transit

Impact	Direct	Indirect	Induced by Connect Transit's Expenditures	Induced by Connect Transit's Rider's Wages	Total
Employment	135.0	6.4	39.7	206.0	387.1
Labor Income	\$8,105,187	\$374,829	\$1,790,534	\$9,285,754	\$19,556,304
Expenditures	\$8,105,187	\$1,679,286	\$5,711,669	\$29,622,438	\$45,118,580

Economic Impact Analysis

Bloomington-Normal Public Transit System

I. Introduction

Formally organized in 1972, the Bloomington-Normal Public Transit System (Connect Transit) is responsible for public transit in the City of Bloomington and the Town of Normal. In 2019, Connect Transit employed a staff of 135 (full-time equivalent). Spending on wages/salaries and benefits was \$8,105,187. Additionally, \$1,482,664 in operating and capital expenditures was locally spent by Connect Transit.¹

II. Background Information for Economic Impact Analysis

The local economy in this study is defined as McLean County. The economic impacts considered here include employment, labor income, output, and relevant taxes. The total economic impact encompasses direct, induced, and indirect effects. The direct economic impact represents the initial expenditures related to the Connect Transit's payroll and benefit expenditures. As Connect Transit pays other local businesses for equipment and services, the indirect effects are created as those companies make purchases; the indirect economic impact captures the subsequent purchases of businesses from their suppliers. One portion of the induced economic impact pertains to the household spending by employees and owners of those firms receiving revenue from Connect Transit; the other portion of the induced impact comes from spending by persons able to earn a wage because Connect Transit provides transportation to employment.

The economic impacts were estimated using the IMPLAN model. IMPLAN is a microcomputer-based

¹ Data on Connect Transit budget was provided by Patrick Kuebrich, Finance Director.

program that allows construction of regional input-output models for counties.² The basis of the model is the spending patterns of businesses and individuals within a defined region. The IMPLAN model provides the necessary information to estimate a complete set of regional economic accounts for a local area or areas. The economic accounts are then converted to the industry-by-industry formulation of input-output accounts and ultimately a set of multipliers. The initial set of data is the “use” of commodities by industry, and the “make” of commodities by industry. These flows are derived for the local area in question from the national input-output accounts. For each data set, final demands, value added, output, and employment are derived. Employment numbers are also derived for each industry in the local area. In general, the greater the quantity of goods and services purchased locally, the more local economic activity will be generated resulting in a larger multiplier.

The expenditure information shared by Connect Transit and used for this economic impact analysis includes:

- a) Wages/Salaries and Benefits of \$8,105,107
- b) Relevant Operating Expenditures of \$1,482,664
- c) Wages earned by Connect Transit patrons who use the system to access employment totals
\$17,585,574

III. Economic Impact Analysis

The analysis measures Connect Transit’s total impact on employment, labor income, and expenditures (output), along with a brief summary of the state and local tax impacts associated with the direct expenditures. Employment compensation includes total wages and salaries of employees, encompassing both full-time and part-time workers. Labor income includes employee compensation

² IMPLAN was originally developed for the U.S. Department of Agriculture and is maintained and supported by the Minnesota IMPLAN Group, Inc., 16905 Northcross Drive, Suite 120, Huntersville, NC 28078 (www.implan.com).

and benefits. Expenditures (output) represent sales which includes inventory and can be considered a measure of output produced; think of this as the contribution of Connect Transit to the Gross Regional Product of McLean County.

Table 1 summarizes the economic impact associated with expenditures of the 135 staff at Connect Transit (\$8,105,107). These are dollars spent by consumers in McLean County, contributing to the induced output. This spending generates 38 additional jobs, over \$1.7 million in Labor Income, and \$5.46 million in total expenditures.

Table 1. Estimated Induced Impact of Employee Wages, Salaries, and Benefits

Impact	Induced by Connect Transit's Expenditures	Total
Employment	38.0	38.0
Labor Income	\$1,711,921	\$1,711,921
Expenditures (Output)	\$5,461,190	\$5,461,190

Table 2 summarizes the economic impact associated with expenditures of Connect Transit riders that use the system to get to work. From the ETC Institute study of Connect Transit's riders, it was determined that 904 riders in Bloomington-Normal earned an estimated \$17,585,574 in 2019 because they could get to work. These riders are employees and consumers in McLean County, contributing to the induced output. Spending of this \$17 million plus generates an estimated 206 additional jobs, over \$9.2 million in additional labor income, and \$29.6 million in additional total expenditures.

Table 2 Estimated Induced Impact of Wages Earned by Connect Transit Riders

Impact	Induced by Connect Transit's Rider's Wages	Total
Employment	206.0	206.0
Labor Income	\$9,285,754	\$9,285,754
Expenditures (Output)	\$29,622,438	\$29,622,438

Table 3 summarizes the economic impact associated with Connect Transit’s operating expenses of \$1,482,664. The indirect and induced effects of operating expenses add an additional 8 jobs, labor income of \$453,442 and output of \$1,929,765.

Table 3. Estimated Economic Impact of Operating and Capital Expenditures

Impact	Indirect	Induced by Connect Transit’s Expenditures	Total
Employment	6.4	1.7	8.2
Labor Income	\$374,829	\$78,613	\$453,442
Expenditures (Output)	\$1,679,286	\$250,479	\$1,929,765

Table 4 adds these three portions of the impact together and includes the direct impact by Connect Transit. Connect Transit has 135 FTE positions earning 8,105,107 in wages and benefits. Connect Transit spends an additional \$1,482,644 on its operating and capital needs. The gain to the economy from these sources is the sum of the Indirect and Induced effects (e.g., 6.4 + 39.7 = 46.1 jobs).

Additionally, and more dramatically, the estimated 904 persons who use Connect Transit to get to work earn \$17,585,574 from those positions. Those persons spending those earnings yield an additional 206 jobs, over 9 million in labor income, and almost 30 million in total output.

Table 4. Estimated Overall Economic Impact of Connect Transit

Impact	Direct	Indirect	Induced by Connect’s Expenditures	Induced by Connect’s Rider’s Wages	Total
Employment	135.0	6.4	39.7	206.0	387.1
Labor Income	\$8,105,187	\$374,829	\$1,790,534	\$9,285,754	\$19,556,304
Expenditures	\$8,105,187	\$1,679,286	\$5,711,669	\$29,622,438	\$45,118,580

Thus, it is estimated that in 2019 Connect Transit directly and indirectly generated 387.1 jobs,

\$19,556,304 in labor income, and \$45,118,580 in output (expenditures) in McLean County. In sum, each of the \$8 million spent by Connect Transit and \$17 million spent by its employed commuters generates \$45 million in economic activity in the McLean County economy; this is an impact of \$5 for every \$1 spent by Connect Transit.

Table 5 provides information on job creation, labor income and output for the top ten industries which are impacted by Connect Transit’s presence in McLean County. The largest contribution (16.6 jobs and over \$1 million in output) is due to full-service restaurants Other significant output is generated in hospitals, retail, construction, physician offices, and nursing care.

Table 5. Highly Impacted Sectors

Description	Employment	Labor Income	Output
Full-service restaurants	16.6	\$367,028	\$1,087,790
Limited-service restaurants	15.9	\$310,867	\$1,227,297
Hospitals	14.6	\$797,667	\$2,249,786
Retail - General merchandise stores	8.9	\$252,726	\$643,685
Offices of physicians	8.2	\$1,111,481	\$1,801,768
Retail – Food and beverage stores	6.9	\$193,630	\$493,640
All other food and drinking establishments	6.8	\$221,400	\$454,930
Personal care services	6.5	\$182,816	\$177,733
Nursing and community care facilities	5.3	\$213,954	\$446,844
Child-care services	4.5	\$158,058	\$231,047
Automotive repair and maintenance	3.2	\$164,888	\$303,797
Construction of commercial structures	1.5	\$91,672	\$198,840
	98.8	\$4,066,188	\$9,317,159

IV. Estimated Tax Impacts

Though Connect Transit has tax exempt status and relies on government support for a portion of its

revenue, its payroll, operating, and capital expenditures generate tax revenue for local government bodies. Table 6 provides the estimated state and local tax impacts associated with each of the expenditures outlined in the previous section.

Referring to totals in Table 6, property tax revenues are estimated as \$1,374,193. Another \$1,298,340 is generated through business sales taxes. Note that 16 percent of the state collections from retail sales of general merchandise and 100 percent of the collections from the state rate for sales of qualifying food, drugs, and medical appliances are returned to the municipal or county government where the sale took place. Four percent of the tax collected from general merchandise sales is disbursed to county governments (except Cook County) for sales that occurred anywhere within their county.

The estimated impact on personal income tax receipts is \$183,480. The amount that each municipality or county receives is based on its population in proportion to the total state population.

Table 6. Estimated State and Local Tax Impact

<i>Expenditures</i>	<i>Property Tax</i>	<i>Business Sales Tax</i>	<i>Personal Income Tax</i>
Payroll Expenditures	\$166,374	\$157,191	\$27,422
Operating/Capital Expenditures	\$305,375	\$288,519	\$7,317
Earnings of Riders	\$902,444	\$852,630	\$148,741
	\$1,374,193	\$1,298,340	\$183,480



MEMO

DATE: August 25, 2020
TO: Board of Trustees
FROM: Martin Glaze, Chief Operating Officer
SUBJECT: Recommendation for Continued Suspension of Fare Collection

RECOMMENDATION: That the Board of Trustees approve continued suspension of fare collection until October 8, 2020.

BACKGROUND: Connect has implemented procedures and policies to protect employees and passengers. The suspension of fare collection was implemented to reduce crowding at the front doors and farebox. This allowed for rear-door boarding to protect both the operators and passengers from coming into close contact with one another. Connect mandated that masks be worn by all persons on the bus as physical distancing cannot always be maintained. Connect reduced service by eliminating peak service frequency and is operating a minimum service level seven (7) days a week.

FINANCIAL IMPACT: Staff is estimating a loss of approximately \$80,500 in farebox revenue in the month of September. This fare revenue will be replaced with federal funding provided by the CARES Act.



MEMO

DATE: August 25, 2020

TO: Board of Trustees

FROM: Julie Dockham, HR Director

SUBJECT: Sexual Harassment Policy and Full-time Employee HR Policy

RECOMMENDATION: That the Board of Trustees approve the updates made to the Sexual Harassment Policy and the Full-time Employee HR Policy.

BACKGROUND: Changes were required due to the recent LGBTQ Supreme Court ruling which makes it illegal to terminate an employee because of their sexual orientation or because they are transgender. The changes will ensure we are compliant with federal and state nondiscrimination laws.

DISCUSSION: Where both policies referenced 'gender', 'sexual orientation and gender identity' was replaced.

- Sexual Harassment Policy – there were three (3) references changed.
- HR Policy – there were nine (9) references changed.



Sexual Harassment

Chapter: Company Rules

Policy Title: Sexual Harassment

Policy Number: 18HRSexual Harassment

Effective Date: 8/25/2020

Policy

Connect Transit is committed to providing a workplace that is free from all forms of discrimination, including sexual harassment. Any employee's behavior that fits the definition of sexual harassment is a form of misconduct which may result in disciplinary action up to and including dismissal. Sexual harassment could also subject this company and, in some cases, an individual to substantial civil penalties.

Connect Transit's policy on sexual harassment is part of its overall affirmative action efforts pursuant to federal and state laws prohibiting discrimination based on age, race, color, religion, national origin, citizenship status, unfavorable discharge from the military, marital status, disability, **sexual orientation and gender identity**. Specifically, sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964 and the Illinois Human Rights Act.

Each employee of Connect Transit must refrain from sexual harassment in the workplace. No employee should be subjected to unsolicited or unwelcome sexual overtures or conduct in the workplace. Furthermore, it is the responsibility of all supervisors and managers to make sure that the work environment is free from sexual harassment. All forms of discrimination and conduct which can be considered harassing, coercive or disruptive, or which create a hostile or offensive environment must be eliminated. Instances of sexual harassment must be investigated in a prompt and effective manner.

All employees of Connect Transit, particularly those in a supervisory or management capacity, are expected to become familiar with the contents of this policy and to abide by the requirements it establishes.

Procedures

Connect Transit, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Definition of Sexual Harassment

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

One example of sexual harassment is a case where a qualified individual is denied employment opportunities and benefits after rejecting the supervisor's sexual advances or request(s) for sexual favors or the individual is terminated. Another example is when an individual is subjected to unwelcome sexual conduct by co-workers because of his or her **sexual orientation and gender identity** which makes it difficult for the employee to perform his or her job.

Other conduct, which may constitute sexual harassment, includes:

- **Verbal:** Sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- **Non-Verbal:** Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- **Visual:** Posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- **Physical:** Touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act, or actual assault.
- **Textual/Electronic:** "Sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant

messages and social network websites like Facebook and Twitter).

While the most commonly recognized forms of sexual harassment involve the types of conduct described above, non-sexual conduct can also constitute a violation of the applicable laws when that conduct is directed at the victim because of his or her **sexual orientation and gender identity** (for example, a female employee who reports to work every day and finds her tools stolen, her work station filled with trash and her equipment disabled by her male co-workers because they resent having to work with a woman).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

For this reason, every manager, supervisor and employee must remember that seemingly "harmless" and subtle actions may lead to sexual harassment complaints. The use of terms such as "honey", "darling" and "sweetheart" is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level. And while use of these terms by an individual with authority over a female employee will rarely constitute an adverse employment action, it may lead to the creation of a hostile work environment.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the workplace:

"That's an attractive dress you have on."

"That's an attractive dress. It really looks good on you."

"That's an attractive dress. You really fill it out well."

The first statement appears to be simply a compliment. The last is the most likely to be perceived as sexual harassment, depending on individual perceptions and values. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach or to err on the side of caution.

Sexual harassment is unacceptable misconduct, which affects both genders. Sexual harassment will often involve a man's conduct directed at a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

Prohibition against Retaliation for Reporting Sexual Harassment

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions up to and including termination of employment.

- A. An Employee shall not be retaliated against by the Employer or the Employees or Officers of the Employer due to the Employee's:
 - 1. Disclosure or threatened disclosure of any violation of this policy,
 - 2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
 - 3. Assistance or participation in a proceeding to enforce the provisions of this policy.
- B. No individual making a report will be retaliated against even if a report made in good faith is not substantiated.
- C. The Employer will take reasonable steps to protect from retaliation any Employee or Officer who is a witness.
- D. Supervisors must ensure that no retaliation will result against an employee making a sexual harassment complaint.
- E. Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:
 - 1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
 - 2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
 - 3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.
- F. Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

- G. According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

Responsibility of Individual Employees

Each individual employee has the responsibility to refrain from sexual harassment in the workplace.

An individual employee who sexually harasses a fellow worker is, of course, liable for his or her individual conduct.

The harassing employee will be subject to disciplinary action up to and including discharge in accordance with company policy or any applicable collective bargaining agreement, as appropriate.

Responsibility of Supervisory Personnel

Each supervisor is responsible for maintaining the workplace free of sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee misconduct. It must be remembered that supervisors are the first line of defense against sexual harassment. By setting the right example, a supervisor may discourage his or her employees from acting inappropriately. In addition, supervisors will often be the first to spot objectionable conduct or the first to receive a complaint about conduct which he or she did not observe.

The courts and the Illinois Human Rights Commission have found that organizations as well as supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee but does business with an organization, such as a contractor, customer, sales, representative, or repair person).

Liability is either based on an organization's responsibility to maintain a certain level of order and discipline among employees, or on the supervisor, acting as an agent of the organization. It should be noted that recent United States Supreme Court cases involving sexual harassment claims against supervisors have made the employer's liability for supervisors' actions even stricter. Therefore, supervisors must understand that their adherence to this policy is vitally important; both with regard to their responsibility to maintain a work environment free of harassment and, even more importantly, with regard to their own individual conduct. The law continues to require employers to remain vigilant and effectively remedy sexually harassing conduct perpetrated by individual(s) on their coworkers. Supervisors must act quickly and responsibly not only to minimize their own liability but also that of the company.

Specifically, a supervisor must address an observed incident of sexual harassment or a complaint, with equal seriousness, report it, take prompt action to investigate it, implement appropriate

disciplinary action, take all necessary steps to eliminate the harassment and observe strict confidentiality. This also applies to cases where an employee tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint.

Also, supervisors must ensure that no retaliation will result against an employee making a sexual harassment complaint.

Furthermore, managers/supervisors should remind employees, on a regular basis, that their incoming and outgoing electronic messages on employer owned/issued equipment are subject to monitoring and that employees have no expectation of privacy on employer owned/issued electronic equipment. Inform employees that if they are subjected to inappropriate electronic communications while at work or on employer-owned equipment, or even on their personal cell phones and computers, that they should contact their supervisor or Human Resources immediately. Advise managers, supervisors, and employees not to “friend” each other on social networks and to limit their electronic messages to relevant business matters. Investigate complaints on a case-by case basis and remind employees of the company’s code of conduct and ethics rules if applicable.

Procedures for Filing a Complaint

An employee who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, her/his supervisor and company contact:

Julie Dockham
EEO/AA Officer
HR Director
309-829-1122

It is not necessary for sexual harassment to be directed at the person making a complaint.

The following steps may also be taken: document or record each incident (what was said or done, the date, the time, and the place). Documentation can be strengthened by written records such as letters, notes, memos, and telephone messages.

All charges, including anonymous complaints, will be accepted and investigated regardless of how the matter comes to the attention of the company. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

No one making a complaint will be retaliated against even if a complaint made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Proper responses to conduct which is believed to be sexual harassment may include the following:

Electronic/Direct Communication: If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

Contact with Supervisory Personnel: At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor or EEO/AA Officer.

If the harasser is the immediate supervisor; the problem should be reported to the next level of supervision or EEO/AA Officer.

Formal Written Complaint. An employee may also report incidents of sexual harassment directly to the EEO/AA Officer who will counsel the reporting employee and be available to assist with filing a formal complaint. The company will fully investigate the complaint and advise the complainant and the alleged harasser of the results of the investigation.

Resolution Outside Company. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. In addition, an appeal process is available through the Illinois Human Rights Commission, (IHRC) after IDHR has completed its investigation of the complaint. Where the employing entity has an effective sexual harassment policy in place and the complaining employee fails to take advantage of that policy and allow the employer an opportunity to address the problem, such an employee may, in certain cases, lose the right to further pursue the claim against the employer.

Alternative Legal Remedies

ADMINISTRATIVE CONTACTS

- Illinois Department of Human Rights (IDHR)
Chicago: 312-814-6200 or 800-662-3942
Chicago TTY: 866-740-3953
Springfield: 217-785-5100
Springfield TTY: 866-740-3953
Marion: 618-993-7463
Marion TTY: 866-740-3953

- Illinois Human Rights Commission (IHRC)
Chicago: 312-814-6269
Chicago TTY: 312-814-4760
Springfield: 217-785-4350
Springfield TTY: 217-557-1500
- United States Equal Employment Opportunity
Commission (EEOC) Chicago: 800-669-4000
Chicago TTY: 800-869-8001

An employee, who is suddenly transferred to a lower paying job or passed over for promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge, also due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges, such as assault or battery.

False and Frivolous Complaints

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.



MEMO

DATE: August 25, 2020

TO: Board of Trustees

FROM: Patrick Kuebrich, Finance Director

SUBJECT: Universal Access - Heartland Community College

RECOMMENDATION: That the Universal Access Agreement with Heartland Community College (HCC) be renewed for the fiscal year 2021 in the amount of \$96,000.00.

BACKGROUND: The Universal Access Agreement allows students and employees of Heartland Community College to ride Connect Transit fixed route buses free of charge upon displaying their valid school ID. Connect Transit will provide established and regularly publicized public transportation service to the Bloomington-Normal community.

DISCUSSION: The contract extension is a flat renewal in regard to revenue, but the contract has changed and guarantees a fixed revenue stream for Connect. This contract is based on an average of 400 unique HCC students utilizing bus service and HCC pays Connect \$20 per student per month for unlimited bus service. Previous contracts were based on a per ride charge and revenue was not guaranteed for Connect.

FINANCIAL IMPACT: This contract guarantees that Connect will receive no less than \$96,000 in FY2021 from HCC regardless of ridership.



UNIVERSAL ACCESS SERVICE AGREEMENT

Whereas, Illinois Wesleyan University (IWU) at 1312 Park Street, 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 IWU may reimburse Connect Transit for extending the Green Route by one (1) hour on Monday through Wednesday from August 31, 2020 through November 18, 2020, excluding Labor Day.

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

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

AND

Illinois Wesleyan University

AGREEMENT TERM: August 31, 2020 to November 18, 2020 (inclusive)

SERVICE AGREEMENT SCOPE:

During the period of the Service Agreement term, Connect Transit will provide one extra hour of service on the Green Route on Monday through Wednesday to the general public.

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. There must be a one week notice for either party to cancel 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. Comply with all applicable laws and policies in the conduct of its business and in the performance of its obligations under this Agreement.
6. Exercise supervisory responsibility over employees of Connect Transit in the performance of its obligations under this Agreement.

SERVICE AGREEMENT PRICE:

Service Agreement charges will be based on \$82.95 per hour with a total of 35 days at one hour per day. The total contract price is \$2,903.25.

CONTRACT PAYMENT TERMS

Invoices will be sent monthly beginning in September 2020. 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 IWU.

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/Normal, 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 Wesleyan University 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.

IWU 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.

DATED THIS _____ DAY OF _____, 2020.

FOR: Bloomington-Normal Public Transit System

BY: _____
Ryan Whitehouse, Chairman, Board of Trustees

Attest: _____
Secretary, Board of Trustees

FOR: Illinois Wesleyan University

BY: _____
Authorized Signatory

Typed or Printed Name of Authorized Signatory



MEMO

DATE: August 25, 2020

TO: Board of Trustees

FROM: Martin Glaze, Chief Operating Officer

SUBJECT: Illinois Wesleyan University (IWU) Service Contract for Extended Hours on Green Route

RECOMMENDATION: That the contract with IWU for extended hours on the Green route during fall semester be approved for \$2,903.25.

BACKGROUND: Due to COVID, IWU will be housing some students at the Marriot in Normal. IWU would like to have transportation available to students between 10pm and 11pm. The Green route ends at 10pm Monday through Wednesday but is extended beyond 11pm Thursday through Saturday during the school year.

DISCUSSION: The contract proposed will extend the Green route by one (1) hour Monday through Wednesday for the fall semester, up to Thanksgiving Break. This will provide 2 additional northbound trips from Downtown to Uptown at 10:15pm and 10:45pm. Connect will charge the Fiscal Year 2020 fixed route cost per hour of \$82.95 for 35 days starting August 31st through November 18th, 2020.

FINANCIAL IMPACT: The total contract price is \$2,903.25.



MEMO

DATE: August 25, 2020

TO: Board of Trustees

FROM: Martin Glaze, Chief Operating Officer

SUBJECT: Recommendation of Board of Trustee Handbook
Email Communications Policy

RECOMMENDATION: That the Email Communications Policy in the Board Handbook be adopted.

BACKGROUND: Trustees adopted the Board Handbook in August 2018. It has been updated to include the new board members and an Email Communications Policy.

DISCUSSION: The appointed Trustees will be provided a connect-transit.com email account and adhere to the following:

The Email Communication Policy

- Trustees need to be aware that any email communication is subject to review by others and subject to disclosure to the public unless a lawful exemption applies. Trustees speak for themselves and should so state when communicating to the public. When communicating via email Trustees should never reply all.
- A standard disclosure on all email will state that it may be subject to public disclosure pursuant to the Illinois FOIA and that statements of individual trustees do not necessarily represent the Board of Trustees.



CONNECT TRANSIT BOARD OF TRUSTEES 2020 HANDBOOK

Connect Transit Board of Trustee 2018 Handbook

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Connect Transit

Board of Trustees Handbook

This handbook is designed to help Board of Trustee understand the Connect Transit organizational structure that will assist you in being a productive, contributing member of the Connect Transit Board. Public transportation in Bloomington-Normal is a collaborative effort. Members of the Connect Transit Board, Advisory Committee, community partners, and the public will work easily together if they understand each other's functions.

Partnerships are important to building a public transportation system in the Bloomington-Normal community. Connect Transit's partners include the business community, higher education, Town of Normal, and City of Bloomington. These partners provide representatives who sit on Connect Transit's Board, Advisory Committee, and teams. Their contributions and efforts make it possible to have comprehensive services.

The cornerstone of a successful transit system is built around service to the public. Connect Transit is committed to engage the public throughout the planning and service delivery process to ensure the needs of the community are being met. It is through our public participation that we will continue to grow and improve.

CONNECT TRANSIT BOARD OF TRUSTEES



**RYAN
WHITEHOUSE**
CHAIRMAN



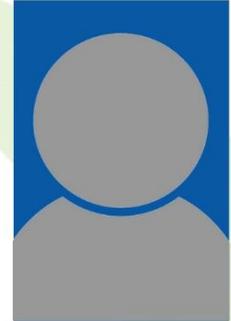
**JULIE
HILE**
VICE CHAIRMAN



**MIKE
MCCURDY**
TRUSTEE



**JUDY
BUCHANAN**
TRUSTEE



**LINDA
FOSTER**
TRUSTEE



**DEBORAH
PRESLEY**
TRUSTEE



**TIM
MCCUE**
TRUSTEE



**PAMELA
REECE**
EX-OFFICIO
TOWN OF NORMAL



**TIM
GLEASON**
EX-OFFICIO
CITY OF BLOOMINGTON

Connect Transit Board of Trustees

Annual and Regular Meeting Dates

An annual meeting of the Trustees shall be held each year on the same date and at the same place as the regular monthly meeting of the Trustees in March, and it shall immediately precede the Trustees' meeting.

Regular meetings of the Trustees are held monthly at the office of Connect Transit on the fourth Tuesday of the month. The regular Board meetings take place at 4:30 p.m. except for the Annual meeting that starts at 4:15 p.m.

Role of General Manager

The General Manager shall be the Chief Executive of the System, in charge of day to day administrative operations, exercising the duties and powers assigned to him by the Trustees, in addition to each of the following:

- a. to have general and active management of the business of the System.
- b. to see that all orders and resolutions of the Trustees are carried into effect.
- c. to hire agents, clerks, assistants, factors, employees, and to dismiss them at his discretion, to fix their duties and emoluments, and to change them from time to time and to require security as the General Manager may deem proper.
- d. to exercise or to confer on any employee of the System, the power of selecting, discharging, or suspending employees of the System.
- e. to negotiate or to confer on any employee or agent of the System, the power to negotiate collective bargaining agreements on behalf of the System provided, any such collective bargaining agreement shall be subject to final approval by the Trustees.
- f. to invest or cause to be invested the funds of the System.
- g. to keep or cause to be kept the accounts of receipts and disbursements of the System.

Role of Board of Trustees

Purpose:

- To serve the Connect Transit board as a voting member
- Vote on major governance and policy decisions
- To monitor the finances of Connect Transit, its programs and performances

Board Obligations:

- Support the Vision, Mission, and Values of Connect Transit
- Establish Policy
- Hire, supervise, and evaluate the General Manger/CEO
- Lead the strategic planning initiatives
- Monitor finances, ensure adequate and efficient use of funding

Specific Duties:

- Attend meetings and demonstrate commitment to Board activities
- Be well informed of current issues and meeting agenda items prior to meetings
- Contribute skills, knowledge, and experience, when needed
- Listen respectfully to other points of view
- Participate in Board discussions and decision making
- Represent Connect Transit to the public and private industry
- Educate yourself about transit needs of the community
- Assume leadership roles in various Board activities, as needed

Role of Board Officers

CHAIRMAN

The Chairman shall be the principal officer of the Board of Trustees. It shall be his/her duty to preside at all meetings of the Trustees, to request that the General Manager execute all orders and resolutions of the Trustees, and to execute contracts, agreements, deeds, bonds, mortgages, and other obligations and instruments in the name of the System, as directed by the Board. The Chairman shall be a Citizen Trustee.

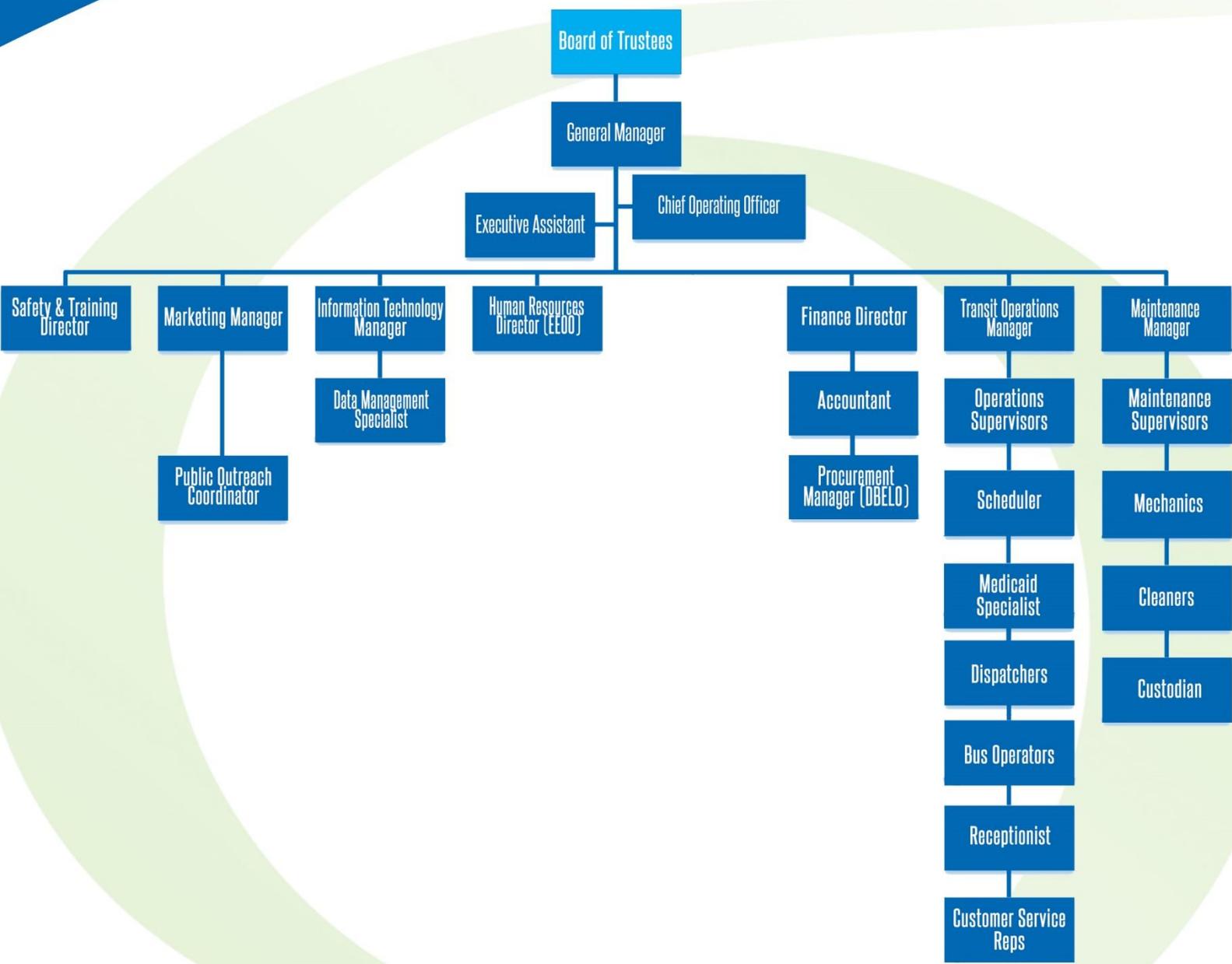
VICE-CHAIRMAN

The Vice-Chairman shall be vested with all the powers and required to perform all the duties of the Chairman in his/her absence or disability and shall perform such other duties as may be prescribed by the Board of Trustees.

SECRETARY

The Secretary, or his/her designee, shall attend all meetings of the System. He shall record or cause to be recorded all of the proceedings of such meetings in a manner kept for that purpose. He shall perform such other duties as shall be assigned to him by the Chairman or the Board of Trustees. He shall also have or delegate custody of the official Seal.

The Secretary shall attest to the execution of all contracts, agreements, deeds, mortgages, or other obligations and instruments in the name of the System, and shall affix the seal thereto when authorized by the Trustees.



ORDINANCE NO. 2012 - 12
ORDINANCE NO: 5434

AN ORDINANCE AMENDING THE OPERATING STRUCTURE OF BLOOMINGTON
NORMAL PUBLIC TRANSIT SYSTEM

WHEREAS, the Town of Normal and City of Bloomington, by intergovernmental agreement, established an intergovernmental agency known as the Bloomington Normal Public Transit System; and

WHEREAS, the Bloomington Normal Public Transit System was established pursuant to home rule and intergovernmental cooperation authority set forth in Sections 6 and 10 of Article 7 of the 1970 Constitution of the State of Illinois; and

WHEREAS, pursuant to the same authority, the Town of Normal and City of Bloomington desire to revise the governing ordinances for the operation and control of the Bloomington Normal Public Transit System.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE TOWN OF NORMAL AND THE CITY COUNCIL OF THE CITY OF BLOOMINGTON, AS FOLLOWS:

SECTION ONE: DEFINITIONS. As used herein the following terms shall have the following meaning:

- A. Board means the Board of Trustees of the Bloomington Normal Public Transit System.
- B. Corporate Authorities means (1) the Board of Trustees of the Town of Normal, and (2) the City Council of the City of Bloomington.
- C. Mass Transit Facility means any local public transportation facility utilized by a substantial number of persons for their daily transportation, and includes not only the local public transportation facility itself but ancillary and supporting facilities such as, for example, motor vehicle parking facilities, as well.
- D. System means the Bloomington Normal Public Transit System created by the Town of Normal and the City of Bloomington.

SECTION TWO: CONTINUATION OF SYSTEM. The Bloomington Normal Public Transit System previously established as an intergovernmental agency of the Town of Normal and City of Bloomington be and the same is hereby confirmed and continued for the purpose of acquiring, constructing, owning, operating and maintaining mass transit facilities for public service or subsidizing the operation thereof.

SECTION THREE: AREA OF SERVICE. The operating area of the Bloomington Normal Public Transit shall be the combined corporate limits of the Town of Normal and the City of Bloomington as the same now or hereafter exists.

SECTION FOUR: BOARD OF TRUSTEES.

A. General. The powers of the Bloomington-Normal Public Transit System shall repose in and be exercised by a Board of Trustees consisting of seven members. The Board shall set policy, but not have any direct control over the day-to-day administration of the System; day-to-day administration being a function of a General Manager appointed by the Board pursuant to Section 4H. Four of the trustees shall be citizens of the City of Bloomington and three shall be citizens of the Town of Normal. The City Managers of Bloomington and Normal shall be non-voting ex-officio members of the Board of Trustees.

B. Method of Selection. Four trustees shall be appointed by the Mayor with the advice and consent of the corporate authorities of the City of Bloomington and three trustees shall be appointed by the President of the Board of Trustees with the advice and consent of the corporate authorities of the Town of Normal. Vacancies shall be filled for an unexpired term in the same manner as an original appointment. Re-appointment shall be at the discretion of the appointing body. A Certificate of Appointment of any trustee shall be filed with the Clerk of each municipality and shall be conclusive proof of the due and proper appointment of such Trustee.

C. Term of Office. The terms of trustees shall be of four years duration. In order to promote orderly succession in the replacement of trustees, the terms of trustees appointed as of the effective date of this ordinance shall be staggered by lot, with two current trustees to serve a term of four years, two current trustees to serve a term of three years, and three current trustees to serve a term of two years. Terms of trustees appointed thereafter shall be four years in duration. Terms of trustees shall be deemed to expire at the end of the last day of June in the year they are to expire; however, trustees shall be permitted to hold over in their terms until their successors have been appointed.

D. Compensation. Trustees shall receive no compensation for their service, but shall be entitled to the necessary expenses, including travel expenses incurred in the discharge of their duties.

E. Operating Procedure. The majority of the trustees holding office shall constitute a quorum of the Board for the purpose of conducting its business and exercising its powers and for all other purposes. Action may be taken by the Board upon a vote of the majority of the trustees present, unless in any case the Bylaws of the Board shall require a larger number. The Board shall elect a Chair Person, a Vice Chair Person and a Secretary from among the trustees. The Board shall be considered a public body for purposes of the Illinois Open Meeting Act and the Illinois Freedom of Information Act.

F. Conflict of Interest. For purposes of complying with 5 ILCS 420/4A-101 et seq., Disclosure of Economic Interest, the System shall be considered a unit of local government, and

for purposes of complying with Article 70 of the State Official and Employees Ethics Act, the System shall be considered a governmental entity.

G. Removal. A trustee whose term has not expired may be removed at will by the body which appointed said trustee. Removal may be by the Mayor with the majority consent of the Council or by a two-thirds majority of the Council without the consent of the Mayor. An order of removal shall be filed with the Clerk of the body which appointed the trustee and a copy provided to the trustee.

H. Officers and Employees. The Board shall appoint a General Manager of the System who shall have authority to hire or contract with a private contractor which shall recommend management services, any and all employees, agents, professionals and other persons, permanent and temporary, as determined necessary to operate and maintain the System. The General Manager shall, within the constraints of the approved budget, fix and determine compensation of all persons employed, including pay scales for employee classifications within the parameters of the pay scale established by the Board and shall also fix and determine qualifications, duties and the amount of bond, if any, to be furnished by employed persons. Upon consent of the Board, the General Manager may engage one or more attorneys to secure necessary legal services for the System. For such legal services as may be required, the Board may call upon the chief law offices of the City of Bloomington or Town of Normal or may employ and fix the compensation of its own counsel and legal staff or other attorneys.

I. Powers of the Board.

- (a) The Board of Trustees of every System may establish or acquire any or all manner of mass transit facility. The Board may engage in the business of transportation of passengers on scheduled routes and by contract on nonscheduled routes within the territorial limits of the counties or municipalities creating the System, by whatever means it may decide. Its routes may be extended beyond such territorial limits with the consent of the governing bodies of the municipalities or counties into which such operation is extended.
- (b) The Board of Trustees may for the purposes of the System, acquire by gift, purchase, lease, legacy, condemnation, or otherwise and hold, use, improve, maintain, operate, own, manage or lease, as lessor or lessee, such cars, buses, equipment, buildings, structures, real and personal property, and interests therein, and services, lands for terminal and other related facilities, improvements and services, or any interest therein, including all or any part of the plant, land, buildings, equipment, vehicles, licenses, franchises, patents, property, service contracts and agreements of every kind and nature. Real property may be so acquired if it is situated within or partially within the area served by the System or if it is outside the area if it is desirable or necessary for the purposes of the System.

(6) to invest funds, not required for immediate disbursement, in property, agreements, or securities legal for investment of public funds controlled by savings banks under applicable law;

(7) upon consent of the Town of Normal and City of Bloomington, to mortgage, pledge, hypothecate or otherwise encumber all or any part of its real or personal property or other assets, or interests therein;

(8) to apply for, accept and use grants, loans or other financial assistance from any private entity or municipal, county, State or Federal governmental agency or other public entity;

(9) upon consent of the Town of Normal and City of Bloomington, to borrow money from the United States Government or any agency thereof, or from any other public or private source, for the purposes of the System and, as evidence thereof, to issue its revenue bonds, payable solely from the revenue derived from the operation of the System. These bonds may be issued with maturities not exceeding ~~40~~ 20 years from the date of the bonds, and in such amounts as may be necessary to provide sufficient funds, together with interest, for the purposes of the System. These bonds shall bear interest at a rate of not more than the maximum rate authorized by the Bond Authorization Act [30 ILCS 305/0.01 et seq.], as amended at the time of the making of the contract of sale, payable semi-annually, may be made registerable as to principal, and may be made payable and callable as provided on any interest payment date at a price of par and accrued interest under such terms and conditions as may be fixed by the ordinance authorizing the issuance of the bonds. Bonds issued under this Section are negotiable instruments. They shall be executed by the chairman and members of the Board of Trustees, attested by the secretary, and shall be sealed with the corporate seal of the System. In case any Trustee or officer whose signature appears on the bonds or coupons ceases to hold that office before the bonds are delivered, such officer's signature, shall nevertheless be valid and sufficient for all purposes, the same as though such officer had remained in office until the bonds were delivered. The bonds shall be sold in such manner and upon such terms as the Board of Trustees shall determine, except that the selling price shall be such that the interest cost to the System of the proceeds of the bonds shall not exceed the maximum rate authorized by the Bond Authorization Act, as amended at the time of the making of the contract of sale, payable semi-annually, computed to maturity according to the standard table of bond values.

The ordinance shall fix the amount of revenue bonds proposed to be issued, the maturity or maturities, the interest rate, which shall not exceed the maximum rate authorized by the Bond Authorization Act, as amended at the time of the making of the contract of sale, and all the details in connection with the bonds. The ordinance may contain such covenants and restrictions upon the issuance of additional revenue bonds thereafter, which will share

equally in the revenue of the System, as may be deemed necessary or advisable for the assurance of the payment of the bonds first issued. The Board may also provide in the ordinance authorizing the issuance of bonds under this Section that the bonds, or such ones thereof as may be specified, shall, to the extent and in the manner prescribed, be subordinated and be junior in standing, with respect to the payment of principal and interest and the security thereof, to such other bonds as are designated in the ordinance.

The ordinance shall pledge the revenue derived from the operations of the System for the purpose of paying the cost of operation and maintenance of the System, and, as applicable, providing adequate depreciation funds, and paying the principal of and interest on the bonds of the System issued under this Section.

(10) to contract with any school System in this State to provide for the transportation of pupils to and from school within such System pursuant to the provisions of Section 29-15 of the School Code [*105 ILCS 5/29-15*];

(11) to provide for the insurance of any property, directors, officers, employees or operations of the System against any risk or hazard, and to self-insure or participate in joint self-insurance pools or entities to insure against such risk or hazard;

(12) to use its established funds, personnel, and other resources to acquire, construct, operate, and maintain bikeways and trails. Systems may cooperate with other governmental and private agencies in bikeway and trail programs; and

(13) to acquire, own, maintain, construct, reconstruct, improve, repair, operate or lease any light-rail public transportation system, terminal, terminal facility, public airport, or bridge or toll bridge across waters with any city, state, or both.

(14) with respect to instruments for the payment of money issued under this Section to qualify for supplementary grants of power under the Illinois Omnibus Bond Act.

(15) the Board may provide one or more defined contribution or deferred compensation programs for its employees.

(16) the Board may provide life, disability, health, dental, vision and other insurance or similar programs and benefits by self insurance or a third party insurance for the benefit of its employees.

(17) the Board may enter into collective bargaining agreements with employees lawfully represented by an employee association or union.

This Section (f) shall be liberally construed to give effect to its purposes.

SECTION FIVE: FUNDING OF THE SYSTEM. The Town of Normal and the City of Bloomington shall annually contribute an amount to the System as determined by each municipality, provided such contribution shall be proportionate based on the following formula:

Total contribution amount times cities population divided by combined population of the Town of Normal and City of Bloomington.

Population is to be determined based on the most recent federal census data. The Board shall, by December 1 of each year, provide, in writing, to the Town of Normal and City of Bloomington an estimate of the funding requested from the two cities for the next fiscal year. If either City Council disagrees with such estimated funding request, it shall notify the Board of such disagreement no later than February 1st of the subsequent year.

SECTION SIX: EXEMPTION FOR TAXATION: The System shall be exempt from all country and municipal taxes and registration and license fees; the System shall be exempt from all State taxes and registration and license fees to the extent allowable by law. All property of the System is declared to be public property devoted to an essential public and governmental function and purpose and shall be exempt from all taxes and special assessments of the State or by any subdivision thereof to the extent allowable by law.

SECTION SEVEN: ANNUAL AUDIT. It shall be the duty of the Board of Trustees of the System to cause an annual audit of its account to be made by a certified public accountant of Illinois. The audit shall be completed, filed with the System within four months after the close of each fiscal year of the System. Certified copies of annual audits shall likewise be filed with the Secretary of State and the corporate authorities of Bloomington and Normal.

SECTION EIGHT: ANNUAL BUDGET. The Board shall pass and approve an Annual Budget and provide each City a copy of the Budget prior to the start of the System's fiscal year. The budget shall be effective, unless the corporate authorities of the Town of Normal or City of Bloomington affirmatively vote to reject such budget, prior to the start of the System's fiscal year. The System's fiscal year currently begins on July 1st. If rejected by one or both of the two cities, the cities will work with the Board to develop a new budget for the System.

SECTION NINE: REPORT TO MUNICIPALITIES. The System shall give a monthly report of its activities to the City Managers of Bloomington and Normal. The System shall submit an annual report to the corporate authorities of Bloomington and Normal. The System shall also submit a report prior to any anticipated major change in the level of its service or deviation from its budget; such change or deviation shall not take effect until approved by the corporate authorities of Bloomington and Normal.

SECTION TEN: DISCONTINUANCE. Whenever the Board of Trustees of the System shall determine that there is no longer a public need for its transportation services or that other adequate services are or can be made available or that continued operation of the System is impractical, and that it should terminate its existence and services, it may by resolution so certify

to the corporate authorities of Bloomington and Normal. If the corporate authorities of Bloomington and Normal approve of such discontinuance, they may by ordinance or resolution, as the case may be, authorize the System to discontinue its services and wind up its affairs. The corporate authorities of Bloomington and Normal shall have the power to so terminate the System for any of the aforesaid reasons in the absence of a resolution from the Board. A copy of such ordinance or resolution, or both, shall be filed with the municipal clerks and the Secretary of State. After payment of all its debts and settlement of all obligations and claims, any funds remaining after the sale and disposition of its property shall be disposed of by payment of the treasurers of Bloomington and Normal, first, to repay in whole or pro rata, funds advanced to the System, and the balance, if any, pro rata according to the previous subsidies provided by Bloomington and Normal.

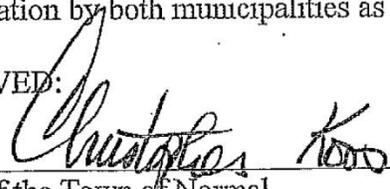
SECTION ELEVEN: VOTING. Whenever this Ordinance requires a matter to be approved by the corporate authorities of Bloomington and Normal, such matter shall require a majority vote of each governing body to receive approval.

SECTION TWELVE: REPEALER. All ordinances in conflict herewith shall be and the same are hereby repealed.

SECTION THIRTEEN: AUTHORITY. This ordinance is enacted pursuant to the home rule powers of Bloomington and Normal bestowed upon them by the 1970 Constitution of the State of Illinois.

SECTION FOURTEEN: EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its passage, approval and publication by both municipalities as provided by law.

APPROVED:



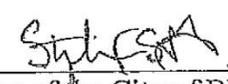
Mayor of the Town of Normal

ATTEST:



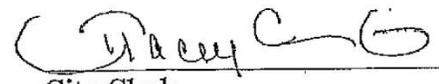
Town Clerk

APPROVED:



Mayor of the City of Bloomington

ATTEST:



City Clerk

BY-LAWS OF BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM

OFFICES

1. The office of the System shall be located at 351 Wylie Drive, Normal, Illinois. The System may also have other offices in the City of Bloomington or the Town of Normal in the State of Illinois, at such other places as the Trustees may from time to time designate.

SEAL

2. The System shall have, and does adopt, a Seal, which, shall be affixed to official documents executed in the course of System business.

TRUSTEES

3. The property and business of the System shall be managed and controlled by its Board of Trustees, seven (7) in number. The Trustees shall hold office "in accordance with the ordinances adopted by the two cities and until their successors are elected and qualified".

POWER OF TRUSTEES

4. The Trustees shall have, in addition to such powers as are hereinafter expressly conferred upon them all such powers as may be exercised by the System subject to the provisions of the laws of the federal government and the State of Illinois, and the ordinances providing for the creation of the System.

The Trustees shall have the powers as prescribed in the ordinance, "Section Four, Board of Trustees", items "A through I" as attached.

MEETINGS OF THE TRUSTEES

5. An annual meeting of the Trustees shall be held each year on the same date and at the same place as the regular monthly meeting of the Trustees in March, and it shall immediately precede the Trustees' meeting. Any business may be transacted at the annual meeting, but one purpose shall be the election of officers for the next ensuing year which will end on the last day of June. No prior notice of such meeting shall be required to be given to the Trustees.

Regular meetings of the Trustees shall be held monthly at the office of the System, with the hour and the day of the month to be fixed by Resolution/Vote of the Trustees.

If the date of the regular meeting comes on a legal holiday the Board of Trustees shall determine the meeting date.

Special meetings of the Trustees may be called by the Chairman on two days' notice, in writing, or verbally to all Trustees, and shall be called by the Chairman in like manner on the written request of two Trustees.

Regular meetings and Special meetings may be held at an alternative site other than the office of the System with sufficient advance notice as required by law.

For any meeting, attendance by four (4) or more of the Trustees holding office shall constitute a quorum, but a smaller number may adjourn from time to time without further notice until a quorum is secured.

Action may be taken by the Trustees only upon a vote of four (4) of the Trustees casting affirmative votes.

If a quorum of the members of the Board of Trustees is physically present as required by the State of Illinois Section 2.01 of 5 ILCS 120/Open Meetings Act, a majority of the Board of Trustees may allow by motion and vote, a Trustee to attend the meeting by other means if the Trustee is prevented from physically attending because of: (1) personal illness or disability; (2) employment purposes or the business of the public body; or (3) a family or other emergency. "Other means" is by video or audio conference.

A Trustee(s) may not attend a closed meeting by other means.

If a Trustee wishes to attend a meeting by other means, the Trustee must notify the recording secretary or designee of the Board before the meeting unless advance notice is impractical.

A majority of the Board of Trustees may allow a member to attend a meeting by other means only in accordance with and to the extent allowed by rules adopted by the Board of Trustees.

An agenda shall be distributed to all Trustees for regular meetings at least 24 hours before the time of the meeting.

The agenda shall be prepared from the office of the General Manager and shall contain the language and background of each of the proposals to be discussed at the regular meeting.

ORDER OF BUSINESS

6. At the regular meetings of the Trustees of the system, the following shall be the order of business:

Call to Order

Public Comment

Consent Agenda (to include disbursements, financial and operational reports, approval of meeting minutes, and items considered to be routine in nature as appropriate and enacted by one motion. There will be no separate discussion of these items unless a Trustee or citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in New Business.)

Old Business

New Business

General Manager Report

Trustee Comments/Announcements

Executive Session – cite section

Adjournment

The Trustees shall adopt, by resolution, rules of procedure for meetings of the Trustees and such rule of procedure shall be followed by the Trustees. In the absence of such resolution, Roberts Rules of Order shall prevail. Resolutions shall be voted on by voice vote unless any of the Trustees present at such meeting call for a roll call. Upon a Trustee

calling for a roll call, the vote shall be taken and recorded by the Secretary by name with the Trustees voting in alphabetical order.

OFFICERS OF THE SYSTEM

7. The Officers of the System shall be a Chairman, a Vice Chairman, a Secretary, and such other officers as may from time to time be chosen by the Trustees.

No Trustee shall hold more than one office at any given time. The officers of the System shall hold office until their successors are chosen and qualified in their stead.

CHAIRMAN

8. The Chairman shall be the principal officer of the Board of Trustees. It shall be his/her duty to preside at all meetings of the Trustees, to request that the General Manager execute all orders and resolutions of the Trustees, and to execute contracts, agreements, deeds, bonds, mortgages, and other obligations and instruments in the name of the System, as directed by the Board. The Chairman shall be a Citizen Trustee.

VICE-CHAIRMAN

9. The Vice-Chairman shall be vested with all the powers and required to perform all the duties of the Chairman in his/her absence or disability and shall perform such other duties as may be prescribed by the Board of Trustees.

CHAIRMAN PRO-TEM

10. In the absence of the Chairman and the Vice Chairman, the Trustees may appoint from their own number a Chairman ProTem.

SECRETARY

11. The Secretary, or his/her designee, shall attend all meetings of the System. He shall record or cause to be recorded all of the proceedings of such meetings in a manner kept for that purpose. He shall perform such other duties as shall be assigned to him by the Chairman or the Board of Trustees. He shall also have or delegate custody of the official Seal.

The Secretary shall attest to the execution of all contracts, agreements, deeds, mortgages, or other obligations and instruments in the name of the System, and shall affix the seal thereto when authorized by the Trustees.

GENERAL MANAGER

12. The General Manager shall be the Chief Executive of the System, in charge of day to day administrative operations, exercising the duties and powers assigned to him by the Trustees, in addition to each of the following:
- a. to have general and active management of the business of the System.
 - b. to see that all orders and resolutions of the Trustees are carried into effect.
 - c. to hire agents, clerks, assistants, factors, employees, and to dismiss them at his discretion, to fix their duties and emoluments, and to change them from time to time and to require security as the General Manager may deem proper.
 - d. to exercise or to confer on any employee of the System, the power of selecting, discharging, or suspending employees of the System.
 - e. to negotiate or to confer on any employee or agent of the System, the power to negotiate collective bargaining agreements on behalf of the System provided, any such collective bargaining agreement shall be subject to final approval by the Trustees.
 - f. to invest or cause to be invested the funds of the System.
 - g. to keep or cause to be kept the accounts of receipts and disbursements of the System.

DUTIES OF OFFICERS MAY BE DELEGATED

13. In the case of the absence or disability of any officer of the System, or for any other reason deemed sufficient by a majority of the Trustees, the Trustees may delegate his/her powers or duties to any other officer or to any Trustee for the time being.

FISCAL YEAR

14. The fiscal year of the System shall end on the last day of June in each year, or on such other date as may be fixed by Resolution of the Trustees.

CHECKS

15. All checks, drafts or orders for the payment of money shall be signed by any two (2) authorized persons from a list of employees approved by the Trustees from time to time, with the latest Board approved list of employees to be effective and to replace any or all prior authorizations. No checks shall be signed in blank.

(#15 may be revised dependent upon recommendations from auditors and to reflect current protocols.)

NOTICES

16. Notice required to be given under the provisions of these by-laws to any Trustee or officer shall be construed to mean personal notice, but may be given in writing by depositing the same in a post office or letter box in a postpaid, sealed wrapper, addressed to such Trustee or officer at such address as appears on the books of the System, and such notice shall be deemed to be given at the time when the same shall be thus mailed. Any Trustee or officer may waive, in writing, any notice required to be given under these by-laws, whether before or after the time stated therein.

BOND

17. The General Manager shall determine which employees of the System shall be bonded in an amount to be determined by the General Manager for the faithful performance of their duties which involve the handling of monies belonging to the System. The cost of such bond shall be paid by the System.

AMENDMENTS OF BY-LAWS

18. These by-laws may be amended, repealed, or added to at any regular meeting of the Trustees, or at any special meeting called for that purpose, by affirmative vote of four (4) of the Trustees, provided, however, that notices of the proposed changes in these by-laws shall be given the Trustees at least three days prior to the meeting at which they are to be considered.

The foregoing By-Laws were approved unanimously by the Trustees at a meeting held on the 26th Day of May, 2015 and are still in full force and effect.

DATED THIS 26th DAY OF May, 2015.

Chairman

ATTEST:

Secretary

Major Policy Roles

- **Determine the Organizational Mission**
One of the key roles of the board is to determine the organization's direction by defining an organizational mission and leading the organization in that manner of purpose.
- **Ensure Effective Organizational Planning**
The Board of Trustees set a course for the organization that ensures a safe, well-managed system that optimizes resources and leverages opportunities to serve customers cost effectively. The strategic planning process helps to define the vision and set goals over a three to five-year period.
- **Ensure Adequate Resources**
The Board of Trustees are charged with reviewing and approving the annual budget and have fiduciary responsibility to guide Connect Transit's expenditures for the maximum good for their customers and community. The board will receive monthly financial statements and approve all purchases above \$50,000.
- **Monitor Performance**
The board determines the scope of the Connect Transit's programs and services. The board is provided monthly performance data that includes: financial, operations, maintenance, ridership, safety, and marketing.
- **Enhance Connect Transit's Public Image**
The Board of Trustees represent Connect Transit both formally and informally and have a responsibility to enlist community support. Board members may be asked to speak with local, state, or federal officials to ensure continued support.

Policies Approved by the Board of Trustees

Human Resource Policy

Travel Policy

Disadvantage Business Enterprise Policy

Procurement Policy

Title VI and Limited English Proficiency Policy

Public Comment Policy

Substance Abuse, Drug and Alcohol Testing Policy

ADA Eligibility Certification Policy

Connect Mobility Late Cancellation and No-Show Policy

Sexual Harassment Policy

Media Protocol

To ensure the quality and consistency of information disseminated to media sources, the following protocol shall be enforced:

- When speaking to the media clarify that you as a Connect Transit Board of Trustee are communicating as an individual member of the board, statements should reflect your own views, not necessarily the official position of the board
- Board members acting in a capacity to speak to the media shall not make statements, provide information for distribution, or provide background information unless specifically directed to do so by the board
- The board may agree to approve a resolution on any public issue for which it feels a “voice from Connect Transit Board of Trustees” could improve the public dialogue, and board members and General Manager are encouraged to propose such resolutions for the board’s consideration.
- If a reporter is seeking your personal thoughts on an issue or general interest matter, it is up to you to determine whether you wish to participate. Please remember that everything you say should be considered “on the record.” The only aspect of this interaction you can truly control is what you say and how you say it.

Email Communication Policy

- Trustees need to be aware that any email communication is subject to review by others and subject to disclosure to the public unless a lawful exemption applies. Trustees speak for themselves and should so state when communicating to the public. When communicating via email Trustees should never reply all.
- A standard disclosure on all email will state that it may be subject to public disclosure pursuant to the Illinois FOIA and that statements of individual trustees do not necessarily represent the Board of Trustees.

Board Responsibility for Monitoring and Developing Budget

How the Connect Transit is funded.

The system is funded the following ways:

- **Illinois Department of Transportation Downstate Operating Assistance Program**
The Downstate Public Transportation Act, referred to as the Downstate Operating Assistance Program (DOAP), was established by the Illinois General Assembly to provide operating funds to assist in the development and operation of public transportation services statewide. Currently, DOAP pays up to 65% of eligible expenses and each eligible participant receives an annual appropriation from the general assembly. An amount equal to 3/32 of the net revenue realized from collections under the Retailers' Occupation Tax Act, the Service Occupation Tax Act, the Use Tax Act, and the Service Use Tax Act is deposited into the Downstate Public Transportation Fund.
- **Federal Transit Administration (FTA) Section 5307 Operating Assistance**
The FTA 5307 funds can be used to pay up to 50% of operating expenses or applied to capital purchases such as buses, shelters, and land. This revenue is derived from the Highway Trust Fund collected under the federal motor fuel tax.
- **Revenue from cash sales for individual rides**
Cash fares collected from passengers is received by the on-board fareboxes.
- **Revenue from pass sales for individual rides or multiple rides**
Connect sells one day, seven day, and 30 passes. This revenue is applied to operating expenses.
- **Revenue from Universal Access Agreements**
Connect Transit has agreements with businesses, colleges, and universities for bus service.
- **Revenue from Medicaid Reimbursement**
Revenue is collected for eligible Medicaid recipients using Connect Mobility.

- **Advertising Revenue**
Connect Transit sells advertising on the inside and outside of buses. An advertising rate card is located on Connect Transit's website and is approved by the Board of Trustees.
- **Town of Normal and City of Bloomington Subsidy**
The Town of Normal and City of Bloomington provide a total of \$1 million dollars for operating funds. These funds are collected through the local sale tax. The operating funds are used to operate Sunday service, which began in August 2016.

Board Action regarding the Budget

Connect Transit's management is responsible for creating an annual budget, which lays out the organization's projected income and expenses for the upcoming year and serves as a framework for overall administrative decisions. The board is responsible for reviewing and approving the budget. In its oversight function, the board should examine the budget to ensure that the projected expenses and income are comprehensive and realistic, based on our prior financial performance. The board may send the budget back to management for revisions if it determines that changes are needed.

The board should receive regular monthly financial reports that show budgeted and actual expenditures, as well as budgeted and actual revenues. By examining financial statements regularly and comparing actual figures to the projected ones, the board can verify that the budget is on track, question any major variances, and determine whether adjustments must be made in spending to accommodate changes in revenue.

In addition to verifying that the organization is meeting its budget targets, the board should look beyond periodic financial reports to consider how the organization's current financial performance compares with that of previous years, and how its financial future appears. If the organization's net assets decline over a period of years, or if future funding seems likely to decrease significantly, the board will need to take steps to achieve or maintain the financial stability of the organization. The board should engage in strategic financial planning and decision making to assess the organization's funding, how the organization's goals and needs may evolve, and how the cost of changing needs may be met in the future. The board should also evaluate the organization's reserves in the event of a funding shortfall or an unanticipated rise in costs, and investigate the risks and benefits of exploring new funding streams. This will help position the organization for long-term sustainability.

Selection of General Manager / CEO

One of the most important decisions that the board makes is the selection of the General Manager / CEO. The board will need to take an assessment of the transit agency and strategic plan to begin developing the requirements for the position.

The board can create an Ad-Hoc Executive Search Committee or hire a search firm to help develop the requirements of the position. Once the profile of the position is completed the Board will begin the recruiting and advertising process.

After receiving resumes, the board will review and narrow the search to three or five candidates. Candidate interviews will be held with the Board and be narrowed to up to three candidates. The board will review the final candidates based on their interview, resumes, reference checks, and background investigation information.

The final decision and process to hire the General Manager / CEO is decided by the Connect Transit Board of Trustees.

Freedom of Information Act, Illinois Open Meetings Act, and Statement of Economic Interest

Freedom of Information Act

Under the Illinois Freedom of Information Act (FOIA, 5 ILCS 140), records in possession of public agencies such as Connect Transit may be accessed by the public upon written request. Pursuant to 5 ILCS 140/2(c), "public records" means all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, cards, tapes, recordings, electronic data processing records, recorded information and all other documentary materials, regardless of physical form or characteristics, having been prepared, or having been or being used, received, possessed or under the control of any public body. Records are exempt from release to the public such as confidential and trade secret information, private information, records protected by laws from disclosure, personal information where disclosure constitutes a clearly unwarranted invasion of privacy, and other records identified in the Act.

Illinois Open Meetings Act

The Open Meetings Act is a state law (OMA, 5 ILCS 120/1) that requires that meetings of public bodies be open to the public except in certain specific, limited situations where the law authorizes the public body to close a meeting. OMA also provides that the public must be given notice of the time, place and subject matter of the meetings of public bodies.

The Connect Transit Board of Trustees are appointed and are required under Public Act 97-504 to obtain OMA on-line training. Please print the certificate upon completion and turn it into the Executive Assistant at Connect Transit.

Statement of Economic Interest

Connect Transit Board of Trustees are required to file a Statement of Economic Interest with the Mclean County Clerk's Office (5 ILCS 420/4A-10). Such statement must be filed with the Office of the County Clerk by May 1st of each year.

Conflict of Interest Policy Statement

The Connect Transit Board of Trustees is subject to the Public Officer Prohibited Activities Act 50 ILCS 105/3 and Illinois Municipal Code 65 ILCS 5/3.1-55-10.

No Board Trustee shall use his or her position or the knowledge there from, in such a manner that a conflict of interest between the interest of the organization or any of its affiliates and his or her personal interest arises.

Each Board Trustee has a duty to place interest of the organization foremost in any dealings with the organization and has a continuing responsibility to comply with the requirements of this policy.

The conduct of personal business between any Board Trustee or committee member and the organization and any of its affiliates is prohibited.

Board Trustees and committee members may not obtain for themselves, their relatives, or their friends a financial benefit, directly or indirectly on any matter of which he or she is called upon to act or vote.

If a Board Trustee or committee member has an interest in a proposed transaction with the organization in the form of any personal financial interest in the transaction or in any organization involved in the transaction, or holds a position as a trustee, director, or officer in any such organization, he or she must make full disclosure of such interest before any discussion or negotiation of such transaction.

Any Board Trustee or committee member who is aware of a conflict of interest with respect to any matter coming before the board or committee shall not be present for any discussion of or vote in connection with the matter.

In some instances, a Board Trustee or committee member may be required to resign their position with the organization if the conflict of interest may not be cured by disclosure and recusal.



MEMO

DATE: August 25, 2020

TO: Board of Trustees

FROM: Martin Glaze, Chief Operating Officer

Subject: Recommendation of Contract Award for Solar and Battery Electric Bus Charging

RECOMMENDATION: That Wilcox Electric be awarded contract for Solar Array installation and Battery Electric Bus (BEB) charging infrastructure. This contract award is contingent upon IDOT Post-Award Concurrence.

BACKGROUND: Connect Transit was awarded a Federal grant for Low or No Emissions and a Federal grant for Bus and Bus Facilities to replace buses that are near or past their useful life as well as reduce reliance on fossil fuels and transition to a more environmentally friendly and sustainable operation.

DISCUSSION: Solar power will be utilized to reduce dependence on traditional grid power. The administration building and maintenance facility will run off the power collected from the 300kW solar array installed on the maintenance facility roof. Excess solar power collected during high collection times will be sold to Wabash Energy, and that energy will be purchased back during low collection times. This will enable Connect to be net-zero energy consumption versus collection. The estimated return on capital investment for the 25-year solar panels will be 100% in 14 year. This ROI is based on an estimated \$50k savings per year in operating costs. Since the savings are seen through operations, it will reduce Connect's dependence on local funds and these savings will be immediate and recurring. Routine maintenance of the solar panels will be required and contracted separately. An access hatch to the roof via the catwalk in the maintenance facility will be installed. There is currently no safe way to access the roof for maintenance.

To charge the Battery Electric Buses (BEB), Connect is installing a separately metered line to take advantage of Cornbelt's special Electric Vehicle (EV) charging rate. This rate saves Connect nearly 30% compared to the standard commercial rate on the facilities. A storage add-on to the west side of the bus garage will be constructed to



house the power control units used to charge the BEB's. This will keep the charging infrastructure safely away from the bus bays and restricts access to only trained personnel. The new line will also be plug-in ready to accept an emergency or permanent generator. This charging model will provide Connect Transit reliable energy day or night and should allow Connect to scale its fleet to full electric without large additional expenditures.

Cornbelt will be partnered with to replace the existing transformer on the facilities with a larger unit to accommodate the solar array. They will also run the new utility line and install a new transformer to accommodate the bus charging. This work is not part of the Wilcox bid and will be contracted separately.

Charging infrastructure must be fully installed before Connect Transit receives our first order of four (4) electric buses.

FINANCIAL: The total cost of the Wilcox contract is \$1,715,000. Funding for this project will be 65% State DOAP debt service funding and 35% will be from Federal grants. No local money will be used. It is important to note that the Low or No Emissions Federal grant is expiring and needs to be used.



MEMO

DATE: August 25, 2020

TO: Board of Trustees

FROM: Martin Glaze, Chief Operating Officer

SUBJECT: Board Recommendation for Amendment to Connect Transit By-Laws to Allow Remote Participation in Executive Session

RECOMMENDATION: That the By-Law Amendment be approved to allow remote participation in all board meetings including executive sessions per revised OMA and Governor executive orders due to COVID pandemic.

BACKGROUND: Governor Pritzker issued *Executive Order 2020-07* in March (which has been extended from time to time), whereby Illinois public bodies have been able to meet "remotely" due to the COVID-19 pandemic without having a physical quorum of the body present at the meeting place. The Governor's EO suspended the in-person quorum requirement of the OMA and also modified the reasons for which a member can attend a meeting remotely.

TERMINATION: The Governor's most recent extension of his EO stated that this authorization would terminate when the General Assembly enacted legislation to authorize remote meetings.

MEMO

DATE: August 25, 2020
TO: Board of Trustees
FROM: Martin Glaze, Chief Operating Officer
SUBJECT: Better Bus Stops Update

FY20: Infrastructure was installed at the 16 stops constructed last month.





FY21:

There are currently 30 stops pending Town approval. Once approved, construction work will be posted for bid. The winning bid will be brought to the board for approval. The TIF request for IAA Dr. was sent to the City for review. City staff will be suggesting safety measures such as a high visibility crosswalk, signs, etc. The bus stop on Washington at Wesley West has been approved by the City and easement agreement has been signed. This will go out for bid shortly.

Noteworthy:

The City of Bloomington constructed two bus pads thus far during their sidewalk work along Clinton Blvd and Emerson.