



AGENDA

Meeting of the Connect Transit Board of Trustees

February 28, 2017

4:30 P.M.

Board Room

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

- A. Call to Order
- B. Roll Call
- C. Public Comments
- D. Consent Agenda
 - 1. Approval of Minutes of Previous Meeting of January 24, 2017
 - 2. Disbursements for Month of January, 2017
 - 3. Financial Report for Month of January, 2017
 - 4. Capital and Self Insurance Reserve Fund Balances for month of January, 2017
 - 5. Monthly Statistical Report for month of January, 2017
- E. Old Business
- F. New Business
- G. General Manager's Report
- H. Trustee's Comments
- I. Executive Session – ILCS 120/2(c)(1) – Personnel Matters
- J. Adjournment



January 2017

Financial and Statistical Reports



Connect Transit
Cash Disbursement Report
January 2016

Name	Check Number	Date	Amount	Description
A.T.U. - C.O.P.E.	00037534	06-Jan-17	\$155.90	Payroll Deduction
ABC Bus Companies	00037586	18-Jan-17	\$1,976.99	Bus Parts
Advance Auto Parts	00037535	06-Jan-17	\$8.15	Maintenance Supplies
Advance Auto Parts	00037569	13-Jan-17	\$76.02	Maintenance Supplies
Advance Auto Parts	00037614	27-Jan-17	\$103.54	Maintenance Supplies
Airgas USA, LLC	00037615	27-Jan-17	\$154.52	Welding Supplies
Ally Financial	00037536	06-Jan-17	\$196.08	Lease
Amalgamated Transit Union Local 752	00037537	06-Jan-17	\$6,512.20	Payroll Deduction
Amalgamated Transit Union Local 752	00037587	18-Jan-17	\$200.00	Payroll Deduction
Andrew Johnson	00037570	13-Jan-17	\$500.00	Car Allowance
Assurance Agency, Ltd.	00037616	27-Jan-17	\$27,904.00	Insurance
Barker Motor Co.	00037538	06-Jan-17	\$190.44	Bus Parts
Barker Motor Co.	00037571	13-Jan-17	\$146.41	Bus Parts
Barker Motor Co.	00037617	27-Jan-17	\$343.30	Bus Parts
Bellas Landscaping	00037539	06-Jan-17	\$1,585.00	Snow Removal
Bellas Landscaping	00037572	13-Jan-17	\$3,025.00	Snow Removal
Bellas Landscaping	00037618	27-Jan-17	\$1,575.00	Snow Removal
Brian Sprouse	00037540	06-Jan-17	\$150.00	Tool Reimbursement
Brink's Incorporated	00037619	27-Jan-17	\$136.62	Consulting
Central Illinois Trucks Inc.	00037541	06-Jan-17	\$447.68	Bus Parts
Central Illinois Trucks Inc.	00037573	13-Jan-17	\$305.02	Bus Parts
Central Illinois Trucks Inc.	00037588	18-Jan-17	\$3,336.97	Bus Parts
Central Illinois Trucks Inc.	00037620	27-Jan-17	\$789.47	Bus Parts
CIRBN, LLC	00037574	13-Jan-17	\$347.84	Internet
City of Bloomington	00037542	06-Jan-17	\$537.59	Utilities
City of Bloomington	00037589	18-Jan-17	\$72.46	Utilities
City of Bloomington	00037621	27-Jan-17	\$868.60	Utilities
Clark Baird Smith, LLP	00037622	27-Jan-17	\$294.50	Legal Service
Comcast	00037623	27-Jan-17	\$419.35	Internet
Comcast Cable	00037543	06-Jan-17	\$419.35	Internet
Confidential On Site Paper Shredding	00037624	27-Jan-17	\$327.60	Consulting
Corn Belt Energy Corp.	00037590	18-Jan-17	\$4,395.37	Utilities
Cummins Crosspoint	00037575	13-Jan-17	\$1,184.90	Bus Parts
Dish Network	00037625	27-Jan-17	\$144.06	Television Service
Don Owen Tire Service, Inc.	00037626	27-Jan-17	\$692.27	Bus Parts
Engraving Express	00037544	06-Jan-17	\$109.50	Printed Materials
Evergreen FS	00037545	06-Jan-17	\$14,426.08	Fuel
Evergreen FS	00037576	13-Jan-17	\$12,270.00	Fuel
Fasteners Etc.	00037546	06-Jan-17	\$126.14	Maintenance Supplies
Fasteners Etc.	00037591	18-Jan-17	\$39.96	Maintenance Supplies
Fleet-Net Corporation	00037592	18-Jan-17	\$1,405.00	Software & Tech Support
Fred Schmidt	00037627	27-Jan-17	\$6.50	Reimbursement
Frontier	00037593	18-Jan-17	\$893.75	Telephone
Frontier	00037628	27-Jan-17	\$41.12	Telephone
G&K Services	00037629	27-Jan-17	\$3,762.12	Cleaning Uniforms & Rugs
Getz Fire Equipment	00037630	27-Jan-17	\$118.00	Alarm System Service
Gillig LLC	00037547	06-Jan-17	\$3,808.14	Bus Parts
Gillig LLC	00037577	13-Jan-17	\$57.92	Bus Parts
Gillig LLC	00037594	18-Jan-17	\$973.01	Bus Parts



Connect Transit Cash Disbursement Report January 2016

Name	Check Number	Date	Amount	Description
Gillig LLC	00037631	27-Jan-17	\$1,099.02	Bus Parts
Great Plains Media	00037632	27-Jan-17	\$1,400.00	Radio Advertising
Health Alliance Medical Plans	00037633	27-Jan-17	\$112,246.00	Insurance
Henson Disposal	00037578	13-Jan-17	\$385.00	Garage Overhead
ICMA 457 Retirement Trust	ACH	05-Jan-17	\$21,627.92	Payroll deduction
ICMA 457 Retirement Trust	ACH	19-Jan-17	\$20,055.31	Payroll deduction
Idaho Child Support Recepting	00037548	06-Jan-17	\$95.00	Payroll deduction
Idaho Child Support Recepting	00037595	18-Jan-17	\$95.00	Payroll deduction
Illinois Department of Revenue	00037549	06-Jan-17	\$9,217.86	Payroll Deduction
Illinois Department of Revenue	00037568	06-Jan-17	\$21.33	Payroll Deduction
Illinois Department of Revenue	00037613	19-Jan-17	\$9,205.72	Payroll Deduction
Illinois State Disbursement Unit	00037550	06-Jan-17	\$1,559.21	Payroll deduction
Illinois State Disbursement Unit	00037597	18-Jan-17	\$1,559.21	Payroll deduction
Interstate Batteries of Mid-Illinois	00037551	06-Jan-17	\$907.80	Bus Parts
Interstate Batteries of Mid-Illinois	00037598	18-Jan-17	\$1,225.70	Bus Parts
IWIN	00037579	13-Jan-17	\$140.00	Employee Physicals
J.G. Stewart Contractors, Inc	00037552	06-Jan-17	\$28,430.10	Construction - Shelter Pads
Ken's Oil Service, Inc	00037553	06-Jan-17	\$912.95	Bus Parts
Ken's Oil Service, Inc	00037634	27-Jan-17	\$1,690.00	Bus Parts
Kurt M. Hutson	00037635	27-Jan-17	\$152.24	Uniform Reimbursement
LifeCIL	00037636	27-Jan-17	\$7,197.00	Consulting
Mark Hodel	00037599	18-Jan-17	\$63.00	Uniform Reimbursement
Matco Tools	00037600	18-Jan-17	\$327.95	Shop Tools
McLean County Chamber of Commerce	00037637	27-Jan-17	\$745.00	2017 Sponsorships
Michelin North America, Inc	00037554	06-Jan-17	\$7,241.04	Tires
Miller Janitor Supply	00037601	18-Jan-17	\$474.98	Maintenance Supplies
Morris Avenue Garage	00037638	27-Jan-17	\$200.00	Vehicle Inspection
Motion Industries, Inc.	00037639	27-Jan-17	\$148.00	Bus Parts
Mutual of Omaha	00037555	06-Jan-17	\$12,621.23	Life, AD&D, STD & LTD
Napa Auto Parts	00037640	27-Jan-17	\$989.01	Bus Parts
New Flyer Industries Canada UIC	00037602	18-Jan-17	\$9,868.40	Bus Parts
Oberlander Alarm Systems, Inc.	00037556	06-Jan-17	\$207.00	Security Alarm Service Fee
Oberlander Alarm Systems, Inc.	00037641	27-Jan-17	\$207.00	Security Alarm Service Fee
Oil Marketing Equipment, Inc	00037642	27-Jan-17	\$5,872.00	Outside Repair
Oklahoma Centralized Support Registry	00037557	06-Jan-17	\$23.07	Payroll Deduction
Oklahoma Centralized Support Registry	00037603	18-Jan-17	\$23.07	Payroll Deduction
Orkin Pest Control	00037643	27-Jan-17	\$547.04	Pest Control
OSF St. Joseph Occupational Health	00037580	13-Jan-17	\$204.46	Insurance
P. J. Hoerr, INC.	00037604	18-Jan-17	\$94,558.50	Propane Fueling Station
Payroll	ACH	05-Jan-17	\$183,363.51	
Payroll	ACH	18-Aug-63	\$192,742.09	
Pinnacle Door	00037558	06-Jan-17	\$396.50	Door Repair
Pipco Companies, LTD	00037581	13-Jan-17	\$600.00	Building Maintenance
Ricoh	00037559	06-Jan-17	\$171.72	Copier
Ricoh USA, Inc	00037560	06-Jan-17	\$501.00	Copier
Ricoh USA, Inc	00037605	18-Jan-17	\$7.43	Copier
Ricoh USA, Inc	00037644	27-Jan-17	\$501.00	Copier
Robert E. Handley	00037582	13-Jan-17	\$75.00	Trustee's Expense
Rogers HR Consulting	00037606	18-Jan-17	\$1,206.50	Consulting



**Connect Transit
Cash Disbursement Report
January 2016**

Name	Check Number	Date	Amount	Description
SFC of Illinois, LLC	00037561	06-Jan-17	\$253.89	Payroll Deduction
SFC of Illinois, LLC	00037607	18-Jan-17	\$254.93	Payroll Deduction
Shanta Thomas	00037608	18-Jan-17	\$378.00	Payroll Deduction
Southtown Wrecker Service, Inc.,	00037645	27-Jan-17	\$95.00	Towing
State of Illinois Unemployment Tax	ACH	24-Jan-17	\$1,550.18	Unemployment Tax
Staples	00037583	13-Jan-17	\$275.72	Office Supplies
Stephanie Butler	00037562	06-Jan-17	\$36.00	Uniform Reimbursement
STL Business & Technology Solutions, Inc	00037584	13-Jan-17	\$425.00	Software & Tech Support
STL Business & Technology Solutions, Inc	00037646	27-Jan-17	\$425.00	Software & Tech Support
The Normalite	00037609	18-Jan-17	\$24.95	Subscriptions
Theresa Putt	00037610	18-Jan-17	\$31.21	Travel & Meetings
UniFirst Corporation	00037563	06-Jan-17	\$158.43	Cleaning Uniforms & Rugs
UniFirst Corporation	00037585	13-Jan-17	\$158.43	Cleaning Uniforms & Rugs
UniFirst Corporation	00037611	18-Jan-17	\$200.43	Cleaning Uniforms & Rugs
UniFirst Corporation	00037647	27-Jan-17	\$158.43	Cleaning Uniforms & Rugs
United Rentals	00037648	27-Jan-17	\$1,114.10	Rental
Verizon Wireless	00037564	06-Jan-17	\$709.42	Mobile Data Terminals for SS
United States Treasury	ACH	11-Jan-17	\$70,863.94	Federal Tax Payment
United States Treasury	ACH	25-Jan-17	\$70,562.03	Federal Tax Payment
Visa - Commerce Bank	00037565	06-Jan-17	\$54.99	Shop Tools
Visa - Commerce Bank	00037565	06-Jan-17	\$368.16	Bus Parts
Visa - Commerce Bank	00037565	06-Jan-17	\$169.09	Office Supplies
Visa - Commerce Bank	00037565	06-Jan-17	\$212.46	Computer Software
Visa - Commerce Bank	00037565	06-Jan-17	\$326.74	Shipping/Handling
Visa - Commerce Bank	00037565	06-Jan-17	\$550.00	Travel & Meetings
Visa - Commerce Bank	00037565	06-Jan-17	\$68.81	Safety/Training
Vision Service Plan (IL)	00037566	06-Jan-17	\$713.24	Vision Insurance
Vision Service Plan (IL)	00037649	27-Jan-17	\$739.84	Vision Insurance
Wilcox Electric & Service, Inc	00037650	27-Jan-17	\$989.05	Building Maintenance
William Masters, Inc	00037612	18-Jan-17	\$361.50	HVAC
World Finance Corporation of Illinois	00037567	06-Jan-17	\$378.00	Payroll Deduction
Grand Total			<u>\$983,274.28</u>	

Bloomington Normal Public Transit
Balance Sheet

Fiscal Year: 2017 Period 7 January - 2017 Division: 99 Board Reports As of: 01/31/2017

Assets

Current Assets

Checking and Savings	\$4,140,727.75
Accounts Receivable	\$4,908,190.45
Inventory Asset - Fuel	\$24,563.18
Inventory Asset - Parts	\$166,654.75
Inventory Asset - Tires	\$0.00
Other Current Assets	\$304,779.80

Total Current Assets \$9,544,915.93

Fixed Assets \$18,692,391.00

Total Assets \$28,237,306.93

Liabilites & Equity

Liabilities

Accounts Payable	\$207,329.79
Payroll Liabilities	\$984,731.37
Contracts	\$0.00
Due to Illinois Funds Account	\$2,980,249.22
Deferred Revenue	\$218,765.81
Deficit Funding Advance	\$0.00

Total Liabilities \$4,391,076.19

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 \$4,592,135.35

Total Liabilities & Equity \$28,237,156.93

Bloomington Normal Public Transit Income Statement With Approved Budget

As of: 01/31/2017

Division: 98 Operating Profit/Loss

Fiscal Year: 2017 Period 7

	January 2017	Jul-2016 Thru Jan-2017 Year to Date		Approved Budget
Operating Revenue				
Passenger Fares	\$51,326.25	\$372,751.21	42.19%	\$883,592.00
ISU Contract Fare	\$43,312.50	\$303,187.50	56.91%	\$532,740.00
Other Contract Fares	\$10,833.33	\$75,833.27	55.56%	\$136,500.00
Advertising Revenue	\$5,020.00	\$70,460.00	70.46%	\$100,000.00
Miscellaneous Revenue	\$139.55	\$2,871.80	143.59%	\$2,000.00
Total Operating Revenue	\$110,631.63	\$825,103.78	49.86%	\$1,654,832.00
Operating Expenses				
Operators Wages	\$443,206.80	\$2,985,950.73	53.46%	\$5,585,314.00
Maintenance Wages	\$94,684.07	\$629,782.99	55.38%	\$1,137,125.00
Administration Wages	\$65,506.03	\$544,895.75	48.20%	\$1,130,600.00
Employer Payroll Tax Expense	\$50,168.72	\$319,622.72	50.19%	\$636,792.00
Retirement Plan	\$19,953.82	\$149,592.79	34.01%	\$439,852.00
Group Insurance	\$117,748.79	\$821,357.01	47.48%	\$1,730,000.00
Uniform Expense	\$4,027.18	\$21,547.08	58.87%	\$36,600.00
Professional Services	\$9,098.00	\$96,430.58	42.31%	\$227,936.00
Outside Repair-Labor	\$887.66	\$91,270.99	77.11%	\$118,365.00
Contract Maintenance Services	\$13,367.96	\$108,282.40	73.81%	\$146,700.00
Custodial Services	\$1,074.04	\$7,856.76	50.69%	\$15,500.00
Employee Recruiting/Testing/Temp Help	\$40.00	\$7,346.20	34.98%	\$21,000.00
Fuel	\$82,772.89	\$361,858.20	28.14%	\$1,286,020.00
Lubricants	\$14,043.60	\$28,963.62	65.45%	\$44,252.00
Tires	\$7,303.77	\$48,846.37	50.75%	\$96,240.00
Bus Repair Parts	\$51,761.89	\$116,714.34	62.12%	\$187,900.00
Other Materials & Supplies	\$3,348.62	\$15,814.26	28.24%	\$56,000.00
Shelters/Signs/Shop Tools	\$3,949.99	\$12,407.63	172.33%	\$7,200.00
Computer and Office Supplies	\$20,938.41	\$60,902.33	42.15%	\$144,500.00
Utilities	\$11,880.62	\$65,100.05	48.73%	\$133,600.00
Corporate Insurance	\$18,679.38	\$133,658.38	48.25%	\$277,000.00
Dues/Subscriptions/Fees	\$1,286.86	\$29,373.33	61.19%	\$48,004.00
Printing/Marketing/Training	\$16,956.33	\$160,106.18	56.88%	\$281,500.00
Total Operating Expenses	\$1,052,685.43	\$6,817,680.69	49.48%	\$13,778,000.00
Operating Assistance				
Operating Deficit	(\$942,053.80)	(\$5,992,576.91)	49.43%	(\$12,123,168.00)
City of Bloomington Operating Assistance	\$50,833.33	\$355,833.31	58.33%	\$610,000.00
Town of Normal Operating Assistance	\$32,500.00	\$227,500.00	58.33%	\$390,000.00
Illinois Downstate Operating Assistance	\$684,245.00	\$4,440,463.00	49.47%	\$8,975,200.00
FTA 5307 Operating Assistance	\$172,935.00	\$968,680.00	45.74%	\$2,117,968.00
Total Operating Assistance	\$940,513.33	\$5,992,476.31	49.55%	\$12,093,168.00

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

<u>Local Capital</u>	<u>Commerce Bank - Cash Balance</u>	
01/01/17	Beginning Balance	\$ 1,061,261.41
01/31/17	Additions - Interest Income	<u>\$ 139.55</u>
01/31/17	Ending Balance	<u>\$ 1,061,400.96</u>
Total Reserve Capital Account		<u><u>\$ 1,061,400.96</u></u>

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

	<u>FY17 Received</u> <u>1/31/2017</u>	<u>FY17 Receivable</u> <u>1/31/2016</u>
Bloomington	\$ 206,745.85	\$ 125,199.96
Normal	\$ 257,229.56	
Total YTD	<u>\$ 463,975.41</u>	<u>\$ 125,199.96</u>

<u>Local Capital Reserve Fund Balance - Account Value</u>		
01/31/17	Cash Balance	\$ 1,061,400.96
01/31/17	Loans to Operating	\$ 2,980,249.22
01/31/17	Reserve fund for underground storage tank (Cap. I)	\$ (40,000.00)
01/31/17	Ending Balance	<u>\$ 4,001,650.18</u>



January FY2017 Monthly Report

Ridership

	Prior Year	
Ridership Fixed Route	195,994	166,215
Ridership Demand Response	6,068	6,501
Total Monthly % Change Over Prior Year	-8.30	-14.50 %
Fixed Route Average Daily Boardings	9,841	8,146
Demand Response Average Daily Boardings	266	270
% On-Time Performance	89.50	94.90 %
Average Boardings per Hour of Service	20.87	14.49
Sunday Fixed Route Ridership		6,323
Sunday Demand Response Ridership		188

State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	2	1
Demand Response National Transit Database Major Mechanical System Failures	0	0
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	53,243	61,402
Demand Response Miles Between National Transit Database Major Mechanical System Failures	33,177	35,034
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	19	49
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	0	2
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	5,604	2,456
Demand Response Miles Between National Transit Database Other Mechanical System Failures	33,177	17,517
Fixed Route Miles between All National Transit Database Mechanical System Failures	29,423	31,929
Demand Response Miles between All National Transit Database Mechanical System Failures	33,177	17,517
Average % of Buses with Defective Automated Voice Announcements		10.00 %

Customer Service

Average Interior Cleanliness Inspection Score		86
National Transit Database Safety-Related Incidents per 100,000 Miles	1.34	1.40
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00
Number of Validated Complaints each month		5
Number of Customer Compliments Received		4
Daily Average of Phone Calls Received for FR		255
Daily Average of Phone Calls Received for DR		100

Efficiency

Revenue/Expense Ratio	13.02	10.02 %
Fixed Route Cost per Unlinked Passenger Trip	\$ 3.64	\$ 5.10
Demand Response Cost per Unlinked Passenger Trip	\$ 27.80	\$ 31.47
% of Preventative Maintenance Performed On-Time		%
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 1.12	\$ 1.59
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.59	\$ 0.85



January Fiscal Year 2017 Year-to-Date Report

Ridership

	PRIOR YEAR	ACTUAL	GOAL	
Ridership Fixed Route	1,454,237	1,221,725	1,474,596	
Ridership Demand Response	42,079	46,349	42,921	
Total Ridership (year to date)	1,496,316	1,268,074	1,521,753	
Fixed Route Year-to-Date % Change Over Prior Year	-8.90	-16.10	1.40	%
Demand Response Year-to-Date % Change Over Prior Year	-3.80	10.10	2.00	%
Fixed Route Average Daily Boardings	8,627	7,457	8,748	
Demand Response Average Daily Boardings	261	282	266	
% On-Time Performance	83.40	91.20	85.00	%
Average Boardings per Hour of Service	21.77	15.80	22.14	
Sunday Fixed Route Ridership		47,527		
Sunday Demand Response Ridership		696		

State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	2	1		
Demand Response National Transit Database Major Mechanical System Failures	0	0		
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	53,243	61,402	25,000	
Demand Response Miles Between National Transit Database Major Mechanical System Failures	33,177	35,034	24,000	
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	19	49		
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	0	2		
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	5,604	2,456	3,000	
Demand Response Miles Between National Transit Database Other Mechanical System Failures	33,177	17,517	3,000	
Fixed Route Miles between All National Transit Database Mechanical System Failures	29,423	31,929	20,000	
Demand Response Miles between All National Transit Database Mechanical System Failures	33,177	17,517	30,000	
Average % of Buses with Defective Automated Voice Announcements		7.34	5.00	%

Customer Service

Average Interior Cleanliness Inspection Score		86	80	
National Transit Database Safety-Related Incidents per 100,000 Miles	0.44	1.00		
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00		
Number of Validated Complaints		55		
Number of Customer Compliments Received		13		
Daily Average of Phone Calls Received for FR		275	410	
Daily Average of Phone Calls Received for DR		105	395	

Efficiency

Revenue/Expense Ratio	13.91	10.99	11.25	%
Fixed Route Cost per Unlinked Passenger Trip	\$ 3.37	\$ 4.50	\$ 4.06	
Demand Response Cost per Unlinked Passenger Trip	\$ 28.65	\$ 28.99	\$ 36.52	
% of Preventative Maintenance Performed On-Time	100.00	100.00	100.00	%
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 0.97	\$ 1.22	\$ 1.14	
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.65	\$ 0.74	\$ 0.82	

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