



AGENDA

Annual Meeting of the Connect Transit Board of Trustees

March 21, 2017

4:00 P.M.

Board Room

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

- A. Call to Order
- B. Roll Call
- C. Receive nominations for the following offices:
 - 1. Chairman
 - 2. Vice Chairman
 - 3. Secretary
- D. Close nominations
- E. Election of Officers (all offices become effective July 1, 2017)
- F. Adjournment of Annual Meeting (Regular Meeting immediately follows)



AGENDA

Meeting of the Connect Transit Board of Trustees

March 21, 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 February 28, 2017 and Executive Session Minutes of November 22, 2016
 - 2. Disbursements for Month of February, 2017
 - 3. Financial Report for Month of February, 2017
 - 4. Capital and Self Insurance Reserve Fund Balances for month of February, 2017
 - 5. Monthly Statistical Report for month of February, 2017
- E. Old Business
- F. New Business
 - 1. Appointments/Reappointments to Community Transportation Advisory Committee
 - 2. Approval of Bank Signatories
 - 3. Authorization to Approve Purchase Requisitions
 - 4. Budget Preview
- G. General Manager's Report
- H. Trustee's Comments
- I. Executive Session – ILCS 120/2(c)(1) – Personnel Matters
- J. Selection of Interim General Manager
- K. Consulting Contract with Andrew Johnson
- L. Adjournment



February 2017

Financial and Statistical Reports



Connect Transit Cash Disbursement Report February 2017

Name	Check Number	Date	Amount	Description
A.T.U. - C.O.P.E.	00037651	03-Feb-17	\$155.99	Payroll Deduction
Advance Auto Parts	00037652	03-Feb-17	\$8.52	Bus Parts
Advance Auto Parts	00037709	10-Feb-17	\$13.57	Bus Parts
Advance Auto Parts	00037653	03-Feb-17	\$144.01	Maintenance Supplies
Advance Auto Parts	00037715	17-Feb-17	\$52.36	Maintenance Supplies
Advance Auto Parts	00037744	24-Feb-17	\$67.59	Maintenance Supplies
Advocate Occupational Health	00037745	24-Feb-17	\$153.00	Drug Testing
Airgas USA, LLC	00037716	17-Feb-17	\$41.50	Welding Supplies
Airgas USA, LLC	00037746	24-Feb-17	\$338.51	Welding Supplies
Ally Financial	00037654	03-Feb-17	\$196.08	Lease
Amalgamated Transit Union Local 752	00037655	03-Feb-17	\$6,695.47	Payroll Deduction
Amalgamated Transit Union Local 752	00037717	17-Feb-17	\$300.00	Payroll Deduction
Ancel, Glink, Diamond, Bush, DiCianni &	00037656	03-Feb-17	\$400.00	Legal Service
Andrew Johnson	00037657	03-Feb-17	\$500.00	Car Allowance
Anthony Baldonado	00037714	10-Feb-17	\$302.02	Health Insurance Reimbursement
Assurance Agency, Ltd.	00037686	10-Feb-17	\$20,077.00	Insurance
Barker Motor Co.	00037658	03-Feb-17	\$123.09	Bus Parts
Barker Motor Co.	00037718	17-Feb-17	\$1,426.00	Bus Parts
Barker Motor Co.	00037747	24-Feb-17	\$319.20	Bus Parts
Bellas Landscaping	00037659	03-Feb-17	\$1,290.00	Snow Removal
Bellas Landscaping	00037687	10-Feb-17	\$725.00	Snow Removal
Bellas Landscaping	00037748	24-Feb-17	\$725.00	Snow Removal
Blatt, Hasenmiller, Leibsker & Moore	00037660	03-Feb-17	\$318.98	Payroll Deduction
Blatt, Hasenmiller, Leibsker & Moore	00037719	17-Feb-17	\$324.52	Payroll Deduction
Bloomington-Normal Human Resource Counr	00037702	10-Feb-17	\$170.00	Travel & Meetings
Brink's Incorporated	00037749	24-Feb-17	\$144.18	Consulting
Central Illinois Trucks Inc.	00037661	03-Feb-17	\$1,034.50	Bus Parts
Central Illinois Trucks Inc.	00037688	10-Feb-17	\$5,211.44	Bus Parts
Central Illinois Trucks Inc.	00037720	17-Feb-17	\$357.72	Bus Parts
Central Illinois Trucks Inc.	00037750	24-Feb-17	\$424.01	Bus Parts
CHEMSEARCH H2O SOLUTIONS	00037710	10-Feb-17	\$650.00	Building Maintenance
CIRBN, LLC	00037707	10-Feb-17	\$347.84	Internet
CIRBN, LLC	00037751	24-Feb-17	\$347.84	Internet
City of Bloomington	00037721	17-Feb-17	\$91.35	Utilites
Clark Baird Smith, LLP	00037752	24-Feb-17	\$1,381.25	Legal Service
Commerce Bank HSA	00037662	03-Feb-17	\$638.00	Health Savings Account
Cummins Crosspoint	00037753	24-Feb-17	\$3,430.49	Bus Parts
David Steinhoff	00037722	17-Feb-17	\$400.00	Health Insurance Reimbursement
Dish Network	00037754	24-Feb-17	\$131.83	Television Service
Engraving Express	00037663	03-Feb-17	\$10.50	Printed Materials
Evergreen FS	00037664	03-Feb-17	\$13,169.92	Fuel
Evergreen FS	00037689	10-Feb-17	\$41,409.30	Fuel
Fastenal Company	00037690	10-Feb-17	\$123.45	Bus Parts
Fastenal Company	00037755	24-Feb-17	\$68.56	Bus Parts
Fasteners Etc.	00037665	03-Feb-17	\$31.40	Maintenance Supplies
Fasteners Etc.	00037700	10-Feb-17	\$323.53	Maintenance Supplies
Fasteners Etc.	00037723	17-Feb-17	\$312.81	Maintenance Supplies
Fasteners Etc.	00037756	24-Feb-17	\$394.42	Maintenance Supplies
Fleet-Net Corporation	00037724	17-Feb-17	\$1,405.00	Software & Tech Support



Connect Transit Cash Disbursement Report February 2017

Name	Check Number	Date	Amount	Description
Frontier	00037725	17-Feb-17	\$895.40	Telephone
Frontier	00037757	24-Feb-17	\$41.12	Telephone
Gillig LLC	00037666	03-Feb-17	\$1,736.17	Bus Parts
Gillig LLC	00037691	10-Feb-17	\$121.80	Bus Parts
Gillig LLC	00037726	17-Feb-17	\$3,251.16	Bus Parts
Gillig LLC	00037758	24-Feb-17	\$1,246.54	Bus Parts
Great Plains Media	00037759	24-Feb-17	\$1,400.00	Radio Advertising
Health Alliance Medical Plans	00037760	24-Feb-17	\$107,093.00	Insurance
Heartland Community College	00037727	17-Feb-17	\$19,150.74	Ridership Refund
Henson Disposal	00037692	10-Feb-17	\$202.00	Garage Overhead
ICMA- Retirement Trust 457	ACH	02-Feb-17	\$26,770.24	Payroll Deduction
ICMA- Retirement Trust 457	ACH	16-Feb-17	\$31,597.40	Payroll Deduction
Idaho Child Support Receipting	00037667	03-Feb-17	\$95.00	Payroll Deduction
Idaho Child Support Receipting	00037728	17-Feb-17	\$95.00	Payroll Deduction
Illinois Department of Revenue	00037668	03-Feb-17	\$8,683.47	Payroll Deduction
Illinois Department of Revenue	00037729	17-Feb-17	\$8,794.08	Payroll Deduction
Illinois Department of Revenue	00037743	16-Feb-17	\$91.35	Payroll Deduction
Illinois State Disbursement Unit	00037669	03-Feb-17	\$1,559.21	Payroll Deduction
Illinois State Disbursement Unit	00037730	17-Feb-17	\$1,419.17	Payroll Deduction
Interstate Powersystems	00037670	03-Feb-17	\$1,200.15	Bus Parts
IWIN	00037671	03-Feb-17	\$40.00	Employee Physicals
Ken's Oil Service, Inc	00037672	03-Feb-17	\$883.50	Bus Parts
Kim Sylvester	00037673	03-Feb-17	\$193.88	Property Damage Expense
Kirby Risk Corporation	00037693	10-Feb-17	\$148.58	Bus Parts
McLean County Chamber of Commerce	00037761	24-Feb-17	\$747.00	Membership
Michelin North America, Inc	00037705	10-Feb-17	\$7,303.77	Tires
Miller Janitor Supply	00037694	10-Feb-17	\$287.04	Maintenance Supplies
Miller Janitor Supply	00037731	17-Feb-17	\$425.26	Maintenance Supplies
Minerva Promotions	00037704	10-Feb-17	\$2,366.00	Uniforms
Minerva Promotions	00037762	24-Feb-17	\$612.00	Uniforms
Morris Avenue Garage	00037732	17-Feb-17	\$425.00	Vehicle Inspection
Mutual of Omaha	00037674	03-Feb-17	\$13,059.50	Life, AD&D, STD & LTD
Mutual Wheel	00037701	10-Feb-17	\$276.10	Bus Parts
Napa Auto Parts	00037733	17-Feb-17	\$1,418.01	Bus Parts
Neuhoff Media	00037711	10-Feb-17	\$1,404.00	Advertising- Media
New Flyer Industries Canada UIC	00037695	10-Feb-17	\$1,024.58	Bus Parts
Nicor Gas	00037675	03-Feb-17	\$3,754.21	Utilities
Oberlander Alarm Systems, Inc.	00037763	24-Feb-17	\$207.00	Security Alarm Service Fee
Oklahoma Centralized Support Registry	00037676	03-Feb-17	\$23.07	Payroll Deduction
Oklahoma Centralized Support Registry	00037734	17-Feb-17	\$23.07	Payroll Deduction
Orkin Pest Control	00037764	24-Feb-17	\$547.04	Pest Control
Pantagraph	00037677	03-Feb-17	\$169.86	Dues & Subscriptions
Payroll	ACH	02-Feb-17	\$178,435.54	
Payroll	ACH	16-Feb-17	\$184,343.64	
Remix Software	00037735	17-Feb-17	\$16,500.00	Software & Tech Support
Ricoh USA, INC	00037678	03-Feb-17	\$154.02	Copier
Screen Vision Media	00037736	17-Feb-17	\$350.00	Advertising
SFC of Illinois, LLC	00037679	03-Feb-17	\$255.45	Payroll Deduction
SFC of Illinois, LLC	00037737	17-Feb-17	\$234.74	Payroll Deduction



Connect Transit
Cash Disbursement Report
February 2017

Name	Check Number	Date	Amount	Description
Snap-ON	00037680	03-Feb-17	\$3,895.00	Shop Tools
Staples	00037696	10-Feb-17	\$574.40	Office Supplies
T & S Supply	00037713	10-Feb-17	\$208.18	Maintenance Equipment
The Copy Shop	00037738	17-Feb-17	\$26.25	Printing
The Janek Corporation	00037739	17-Feb-17	\$450.00	Bus Parts
Town of Normal	00037699	10-Feb-17	\$688.60	Water
Truck Centers, Inc.	00037681	03-Feb-17	\$1,449.70	Bus Parts
Truck Centers, Inc.	00037698	10-Feb-17	\$4,626.86	Bus Parts
Truck Centers, Inc.	00037740	17-Feb-17	\$2,641.54	Bus Parts
Turn-Key Environmental	00037682	03-Feb-17	\$40.00	Garage Maintenance
UniFirst Corporation	00037683	03-Feb-17	\$158.43	Cleaning Uniforms & Rugs
UniFirst Corporation	00037712	10-Feb-17	\$200.43	Cleaning Uniforms & Rugs
UniFirst Corporation	00037741	17-Feb-17	\$178.23	Cleaning Uniforms & Rugs
UniFirst Corporation	00037765	24-Feb-17	\$184.23	Cleaning Uniforms & Rugs
United Rentals (North America), Inc	00037766	24-Feb-17	\$814.10	Rental
United States Treasury	ACH	08-Feb-17	\$66,696.25	Federal Tax Payment
United States Treasury	ACH	21-Feb-17	\$69,111.05	Federal Tax Payment
Verizon Wireless	00037684	03-Feb-17	\$619.84	Mobile Data Terminals for SS
Visa - Commerce Bank	00037685	03-Feb-17	\$1,062.46	Computer Software
Visa - Commerce Bank	00037685	03-Feb-17	\$0.12	Shipping/Handling
Visa - Commerce Bank	00037685	03-Feb-17	\$1,605.20	Travel & Meetings
Visa - Commerce Bank	00037685	03-Feb-17	\$2,177.17	Safety/Training
WGLT	00037706	10-Feb-17	\$450.00	Radio Advertising
William Masters, Inc	00037708	10-Feb-17	\$565.81	HVAC
Winkle Environmental Service	00037697	10-Feb-17	\$266.25	Cleaning Supplies
YouthBuild McLean County	00037742	17-Feb-17	\$1,234.50	Ridership Refund
Grand Total			<u>\$897,686.21</u>	

Bloomington Normal Public Transit

Balance Sheet

Fiscal Year: 2017

Period 8

February - 2017

Division: 99 Board Reports

As of: 02/28/2017

Assets

Current Assets

Checking and Savings	\$4,006,747.86
Accounts Receivable	\$5,436,325.02
Inventory Asset - Fuel	\$39,560.57
Inventory Asset - Parts	\$163,086.73
Inventory Asset - Tires	\$0.00
Other Current Assets	\$258,404.96

Total Current Assets \$9,904,125.14

Fixed Assets \$18,692,391.00

Total Assets \$28,596,516.14

Liabilities & Equity

Liabilities

Accounts Payable	\$196,656.69
Payroll Liabilities	\$1,046,973.41
Contracts	\$0.00
Due to Illinois Funds Account	\$2,980,249.22
Deferred Revenue	\$293,246.05
Deficit Funding Advance	\$0.00

Total Liabilities \$4,517,125.37

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 \$4,825,445.38

Total Liabilities & Equity \$28,596,516.14

Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2017 Period 8

Division: 98 Operating Profit/Loss

As of: 02/28/2017

	February 2017	Jul-2016 Thru Feb-2017 Year to Date		Approved Budget
Operating Revenue				
Passenger Fares	\$51,084.38	\$423,835.59	47.97%	\$883,592.00
ISU Contract Fare	\$43,312.50	\$346,500.00	65.04%	\$532,740.00
Other Contract Fares	(\$8,317.41)	\$67,515.86	49.46%	\$136,500.00
Advertising Revenue	\$6,570.00	\$77,030.00	77.03%	\$100,000.00
Miscellaneous Revenue	\$122.13	\$2,993.93	149.70%	\$2,000.00
Total Operating Revenue	\$92,771.60	\$917,875.38	55.47%	\$1,654,832.00
Operating Expenses				
Operators Wages	\$430,433.69	\$3,416,384.42	61.17%	\$5,585,314.00
Maintenance Wages	\$91,444.65	\$721,227.64	63.43%	\$1,137,125.00
Administration Wages	\$96,110.67	\$641,006.42	56.70%	\$1,130,600.00
Employer Payroll Tax Expense	\$51,343.89	\$370,966.61	58.26%	\$636,792.00
Retirement Plan	\$21,513.66	\$171,106.45	38.90%	\$439,852.00
Group Insurance	\$123,951.83	\$945,308.84	54.64%	\$1,730,000.00
Uniform Expense	\$1,499.19	\$23,046.27	62.97%	\$36,600.00
Professional Services	\$8,726.25	\$105,156.83	46.13%	\$227,936.00
Outside Repair-Labor	\$225.00	\$91,495.99	77.30%	\$118,365.00
Contract Maintenance Services	\$9,511.48	\$117,793.88	80.30%	\$146,700.00
Custodial Services	\$409.00	\$8,265.76	53.33%	\$15,500.00
Employee Recruiting/Testing/Temp Help	\$153.00	\$7,499.20	35.71%	\$21,000.00
Fuel	\$39,486.40	\$401,344.60	31.21%	\$1,286,020.00
Lubricants	\$1,516.66	\$30,480.28	68.88%	\$44,252.00
Tires	\$7,200.00	\$56,046.37	58.24%	\$96,240.00
Bus Repair Parts	\$12,031.42	\$128,745.76	68.52%	\$187,900.00
Other Materials & Supplies	(\$490.28)	\$15,323.98	27.36%	\$56,000.00
Shelters/Signs/Shop Tools	\$0.00	\$12,407.63	172.33%	\$7,200.00
Computer and Office Supplies	\$36,435.58	\$97,337.91	67.36%	\$144,500.00
Utilities	\$13,993.33	\$79,093.38	59.20%	\$133,600.00
Corporate Insurance	\$16,919.70	\$150,578.08	54.36%	\$277,000.00
Dues/Subscriptions/Fees	\$480.86	\$29,854.19	62.19%	\$48,004.00
Printing/Marketing/Training	\$13,622.83	\$173,729.01	61.72%	\$281,500.00
Total Operating Expenses	\$976,518.81	\$7,794,199.50	56.57%	\$13,778,000.00
Operating Assistance				
Operating Deficit	(\$883,747.21)	(\$6,876,324.12)	56.72%	(\$12,123,168.00)
City of Bloomington Operating Assistance	\$50,833.33	\$406,666.64	66.67%	\$610,000.00
Town of Normal Operating Assistance	\$32,500.00	\$260,000.00	66.67%	\$390,000.00
Illinois Downstate Operating Assistance	\$634,737.00	\$5,075,200.00	56.55%	\$8,975,200.00
FTA 5307 Operating Assistance	\$164,819.00	\$1,133,499.00	53.52%	\$2,117,968.00
Total Operating Assistance	\$882,889.33	\$6,875,365.64	56.85%	\$12,093,168.00

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

<u>Local Capital</u>	<u>Commerce Bank - Cash Balance</u>	
02/01/17	Beginning Balance	\$ 1,061,400.96
02/28/17	Additions - Interest Income	\$ 122.13
02/28/17	Ending Balance	<u>\$ 1,061,523.09</u>
Total Reserve Capital Account		<u><u>\$ 1,061,523.09</u></u>

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

	<u>FY17 Received</u> <u>2/28/2017</u>	<u>FY17 Receivable</u> <u>2/28/2017</u>
Bloomington	\$ 379,366.64	\$ -
Normal	\$ 293,976.64	\$ -
Total YTD	<u>\$ 673,343.28</u>	<u>\$ -</u>

<u>Local Capital Reserve Fund Balance - Account Value</u>		
02/28/17	Cash Balance	\$ 1,061,523.09
02/28/17	Loans to Operating	\$ 2,980,249.22
02/28/17	Reserve fund for underground storage tank (Cap. I)	\$ (40,000.00)
02/28/17	Ending Balance	<u>\$ 4,001,772.31</u>



February FY2017 Monthly Report

Ridership

		Prior Year	
Ridership Fixed Route	230,372	221,420	
Ridership Demand Response	6,527	7,266	
Total Monthly % Change Over Prior Year	-5.30	-3.50	%
Fixed Route Average Daily Boardings	10,024	9,464	
Demand Response Average Daily Boardings	291	324	
% On-Time Performance	84.80	93.10	%
Average Boardings per Hour of Service	22.98	19.93	
Sunday Fixed Route Ridership		10,816	
Sunday Demand Response Ridership		268	

State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	3	6	
Demand Response National Transit Database Major Mechanical System Failures	0	0	
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	38,169	16,793	
Demand Response Miles Between National Transit Database Major Mechanical System Failures	36,317	35,853	
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	23	48	
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	2	2	
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	4,979	2,399	
Demand Response Miles Between National Transit Database Other Mechanical System Failures	18,159	17,926	
Fixed Route Miles between All National Transit Database Mechanical System Failures	21,574	9,596	
Demand Response Miles between All National Transit Database Mechanical System Failures	27,238	23,902	
Average % of Buses with Defective Automated Voice Announcements		7.50	%

Customer Service

Average Interior Cleanliness Inspection Score		85	
National Transit Database Safety-Related Incidents per 100,000 Miles	0.70	0.00	
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00	
Number of Validated Complaints each month		11	
Number of Customer Compliments Received		4	
Daily Average of Phone Calls Received for FR		252	
Daily Average of Phone Calls Received for DR		113	

Efficiency

Revenue/Expense Ratio	13.85	8.81	%
Fixed Route Cost per Unlinked Passenger Trip	\$ 3.04	\$ 3.52	
Demand Response Cost per Unlinked Passenger Trip	\$ 26.29	\$ 26.99	
% of Preventative Maintenance Performed On-Time			%
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 0.84	\$ 1.14	
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.57	\$ 0.77	



February Fiscal Year 2017 Year-to-Date Report

Ridership	PRIOR YEAR	ACTUAL	GOAL	
Ridership Fixed Route	1,684,609	1,443,145	1,708,194	
Ridership Demand Response	48,606	53,615	49,578	
Total Ridership (year to date)	1,733,215	1,496,760	1,762,680	
Fixed Route Year-to-Date % Change Over Prior Year	-8.50	-14.30	1.40	%
Demand Response Year-to-Date % Change Over Prior Year	-2.50	10.30	2.00	%
Fixed Route Average Daily Boardings	9,541	7,708	9,675	
Demand Response Average Daily Boardings	265	287	270	
% On-Time Performance	83.60	91.20	85.00	%
Average Boardings per Hour of Service	21.93	16.32	22.30	
Sunday Fixed Route Ridership		58,343		
Sunday Demand Response Ridership		696		

State of Good Repair				
Fixed Route National Transit Database Major Mechanical System Failures	35	16		
Demand Response National Transit Database Major Mechanical System Failures	4	0		
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	37,870	62,842	25,000	
Demand Response Miles Between National Transit Database Major Mechanical System Failures	33,362	36,542	24,000	
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	70	291		
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	5	11		
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	5,233	3,330	3,000	
Demand Response Miles Between National Transit Database Other Mechanical System Failures	26,375	20,872	3,000	
Fixed Route Miles between All National Transit Database Mechanical System Failures	21,294	33,112	20,000	
Demand Response Miles between All National Transit Database Mechanical System Failures	31,262	25,936	30,000	
Average % of Buses with Defective Automated Voice Announcements		7.27	5.00	%

Customer Service				
Average Interior Cleanliness Inspection Score		86	80	
National Transit Database Safety-Related Incidents per 100,000 Miles	0.48	0.87		
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00		
Number of Validated Complaints		66		
Number of Customer Compliments Received		18		
Daily Average of Phone Calls Received for FR		285	410	
Daily Average of Phone Calls Received for DR		111	395	

Efficiency				
Revenue/Expense Ratio	13.90	10.72	11.25	%
Fixed Route Cost per Unlinked Passenger Trip	\$ 3.32	\$ 4.35	\$ 4.06	
Demand Response Cost per Unlinked Passenger Trip	\$ 28.33	\$ 28.72	\$ 36.52	
% of Preventative Maintenance Performed On-Time	100.00	100.00	100.00	%
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 0.96	\$ 1.21	\$ 1.14	
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.64	\$ 0.74	\$ 0.82	

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



Statistics	YTD 17						YTD 16						% Change						Sunday					
	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	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour				
Connect Transit	28,698	14,977	1,087	26.41	223,726	82,405	5,952	37.59	-87.2%	-81.5%	-81.7%	-29.7%	-	-	-	-	-	-	-	-				
Green A (2 buses)	21,510	13,924	1,087	19.79	156,744	77,004	6,009	26.08	-86.3%	-81.9%	-81.9%	-24.1%	-	-	-	-	-	-	-	-				
Red B (2 buses)	19,076	12,779	1,055	18.08	113,396	71,383	5,892	19.25	-83.2%	-82.1%	-82.1%	-6.1%	-	-	-	-	-	-	-	-				
Purple C (2 buses)	10,084	6,720	511	19.73	70,880	37,343	2,824	25.10	-85.8%	-82.0%	-81.9%	-21.4%	-	-	-	-	-	-	-	-				
Pink D (1 bus)	9,310	7,484	550	16.93	56,040	42,190	3,055	18.35	-83.4%	-82.3%	-82.0%	-7.7%	-	-	-	-	-	-	-	-				
Blue E (1 bus)	15,014	14,781	1,117	13.45	89,805	85,811	6,192	14.50	-83.3%	-82.8%	-82.0%	-7.3%	-	-	-	-	-	-	-	-				
Brown F (2 buses)	23,239	15,594	1,116	20.82	152,517	85,088	6,158	24.77	-84.9%	-82.0%	-81.9%	-15.9%	-	-	-	-	-	-	-	-				
Yellow G (2 buses)	21,238	14,391	1,101	19.29	134,576	80,585	6,097	22.07	-84.2%	-82.1%	-81.9%	-12.6%	-	-	-	-	-	-	-	-				
Orange H (2 buses)	27,268	18,926	1,110	24.57	173,145	103,991	6,071	28.52	-84.3%	-81.8%	-81.7%	-13.9%	-	-	-	-	-	-	-	-				
Lime J (1 bus)	7,148	8,672	496	14.41	42,081	47,886	2,760	15.23	-83.0%	-81.8%	-82.0%	-4.5%	-	-	-	-	-	-	-	-				
Teal J (1 bus)	13,359	8,825	555	24.07	77,358	48,967	3,070	25.19	-100.0%	-100.0%	-100.0%	#DIV/0!	-	-	-	-	-	-	-	-				
Aqua K (1 bus) (NCRWS)	-	-	-	#DIV/0!	10,659	6,774	531	20.09	-100.0%	-100.0%	-100.0%	#DIV/0!	-	-	-	-	-	-	-	-	-			
HCC Express (1 bus)	-	-	-	#DIV/0!	284,444	49,295	4,099	68.66	-100.0%	-100.0%	-100.0%	#DIV/0!	-	-	-	-	-	-	-	-	-			
ISU Towers Station (2 buses)	-	-	-	#DIV/0!	59,216	25,073	1,810	36.79	-100.0%	-100.0%	-100.0%	#DIV/0!	-	-	-	-	-	-	-	-	-			
ISU College Station (2 buses)	-	-	-	#DIV/0!	43,072	17,706	1,305	33.01	-100.0%	-100.0%	-100.0%	#DIV/0!	-	-	-	-	-	-	-	-	-			
Nite Ride (2 buses)	120,044	63,724	5,203	23.07	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	5,220	3,350	275	19.02	12,252	9,903	996	13.20				
Green	171,822	89,898	8,449	20.34	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	8,278	10,988	980	9.06	2,486	2,799	269	5.72				
Red	136,048	97,639	8,745	15.56	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2,503	1,572	171	14.68	1,511	2,611	208	7.75				
Lime	28,525	32,179	3,054	9.34	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,442	3,744	312	4.62	5,278	9,243	728	7.25				
Teal	38,304	18,153	1,968	12.57	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,420	2,511	217	6.55	1,560	2,930	260	6.00				
Aqua	30,691	30,691	2,444	19.46	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2,075	4,567	379	5.47	1,549	1,466	156	12.44				
Orange	39,487	33,601	2,619	14.01	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2,837	2,184	156	16.90	4,456	24,995	2,658	18.23				
Gold	75,832	100,733	8,881	8.54	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3,128	3,128	284	5.48	3,128	2,939	312	27.05				
Purple	31,603	33,739	2,996	10.55	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	25	212	13	1.92	27	445	26	1.04				
Blue	26,616	29,660	2,556	10.41	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	58,343	63,507	5,652	10	10,624	61,624	27,34	27.34				
Teal	35,218	53,892	3,262	10.80	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,684,909	861,652	61,624	27.34	1,684,909	861,652	61,624	27.34				
Pink	48,456	24,995	2,658	18.23	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,684,909	861,652	61,624	27.34	1,684,909	861,652	61,624	27.34				
Yellow	104,552	41,939	2,997	34.88	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,684,909	861,652	61,624	27.34	1,684,909	861,652	61,624	27.34				
Grey	23,721	28,856	2,142	8.16	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,684,909	861,652	61,624	27.34	1,684,909	861,652	61,624	27.34				
Redbird	334,905	42,892	4,500	74.42	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,684,909	861,652	61,624	27.34	1,684,909	861,652	61,624	27.34				
Nutcracker	853	2,159	193	6.25	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,684,909	861,652	61,624	27.34	1,684,909	861,652	61,624	27.34				
Bripper	524	4,545	266	1.87	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,684,909	861,652	61,624	27.34	1,684,909	861,652	61,624	27.34				
Total Fixed Route	1,443,145	865,362	73,425	19.65	1,684,909	861,652	61,624	27.34	-14.3%	0.4%	19.2%	-28.1%	1,684,909	861,652	61,624	27.34	1,684,909	861,652	61,624	27.34				
Demand Response	53,058	212,645	18,100	2.83	44,687	209,678	16,098	2.79	18.7%	1.6%	12.9%	5.2%	44,687	209,678	16,098	2.79	44,687	209,678	16,098	2.79				
Connect Mobility	557	2,984	212	2.63	3,919	22,297	1,382	2.84	-85.8%	-86.6%	-84.7%	-7.3%	3,919	22,297	1,382	2.84	3,919	22,297	1,382	2.84				
Connect Late Night	53,615	215,629	18,312	2.93	48,606	231,975	17,420	2.79	10.3%	-7.0%	5.1%	4.9%	48,606	231,975	17,420	2.79	48,606	231,975	17,420	2.79				
Total Demand Response	1,496,760	1,080,991	91,737	16.32	1,733,215	1,093,627	79,044	21.83	-13.6%	-1.2%	16.1%	-25.6%	1,733,215	1,093,627	79,044	21.83	1,733,215	1,093,627	79,044	21.83				
SYSTEM TOTALS	1,496,760	1,080,991	91,737	16.32	1,733,215	1,093,627	79,044	21.83	-13.6%	-1.2%	16.1%	-25.6%	1,733,215	1,093,627	79,044	21.83	1,733,215	1,093,627	79,044	21.83				



Metrics	Month: 2017 YTD			% Change
	FY2017	FY2016		
Effectiveness	Total Boardings per Revenue Hour	10.5	#DIV/0!	#DIV/0!
	Total Boardings per Revenue Mile	0.9	#DIV/0!	#DIV/0!
Safety	Total Preventable Accidents (Fixed Route and Demand Response)	44,687	209,678	-78.7%
	Preventable Accidents per 100,000 Miles	132,448.35	#DIV/0!	#DIV/0!
Efficiency	Average Fare	\$ -	#DIV/0!	#DIV/0!
	Cost per Revenue Hour	\$ -	#DIV/0!	#DIV/0!
Base Statistics for Calculations	Cost per Customer	\$ -	#DIV/0!	#DIV/0!
	Operating Assistance Investment per Customer	\$ -	#DIV/0!	#DIV/0!
On Time Performance	Total Customers	31,803	-	#DIV/0!
	Total Revenue Hours	2,996	-	#DIV/0!
	Total Revenue Miles	33,739	-	#DIV/0!
	Total Operating Expense (Total Operating Revenue includes all directly-generated revenue such as Universal Access)	\$ -	\$ -	#DIV/0!
VOIMS	Fixed Route Demand Response	#DIV/0!	#DIV/0!	#DIV/0!
	Fixed Route Demand Response	#DIV/0!	#DIV/0!	#DIV/0!



MEMO

Date March 21, 2017
To: Board of Trustees
From: Julie Beer, Executive Assistant

BACKGROUND: On December 9, 2014, the Board of Trustees approved the creation of the Community Transportation Advisory Committee, (CTAC). The appointments for the 2015/2016, committee members have expired. Each appointment serves a two (2) year term, with reappointment options.

Staff solicited new applications from a broad range of areas and expertise within the community, to form a new CTAC group. This new CTAC group will focus on Customer Service and the Customer Experience. Notices were released to the press and on Connect Transit's website.

Multiple applications were received. Staff reviewed the applications, conducted interviews and respectfully recommends the following reappointment of three (3) existing CTAC members and the appointment of the following seven (7) individuals:

Reappointments:

Evelyn LaCroix Johnson – Retired Educator – Frequent Connect Transit Rider
Noha Shawki – Illinois State University – Frequent Connect Transit Rider
John Corey – State Farm Insurance Cos. - multimodal and frequent Connect Transit Rider

Appointments:

Erik Bush – Mid Central Community Action – Community Volunteer - MPA Urban Management
Shirley Craig – Retired – ISU - Frequent Connect Transit Rider
Emory Davis – Community Volunteer – Heartland Student – Frequent Connect Transit and Mobility Rider
Linda Foster – Retired – ISU – Community Volunteer – Connect Transit Rider
Daniel Handel – McLean County Regional Planning – Assistant Planner – Personal Interest in transit and other sustainable modes of transportation
Dakota Horn – ISU Doctoral Student/Instructor – Connect Transit Rider
Wayne Layton – State Farm – 25 Year Connect Transit Rider



PROPOSED ACTION: That the reappointments and appointments be approved.



MEMO

Date March 21, 2017
To: Board of Trustees
From: Pat Kuebrich, Finance Director

RECOMMENDATION: That David White, Safety and Training Director, Jenifer Clark, Human Resources Director, and Martin Glaze, Operations Manager be authorized signatories for all of Connect Transit's bank accounts effective March 22, 2017, and removing Andrew Johnson as signatory effective March 22, 2017.

BACKGROUND: Each Connect Transit check that is written must have two (2) signatures. Historically, Connect Transit has authorized three (3) signatories to cover when one is unavailable to sign. David White, Safety and Training Director, Jenifer Clark, Human Resources Director are currently authorized signatories.



MEMO

Date: March 21, 2017
To: Board of Trustees
From: Pat Kuebrich, Finance Director

RECOMMENDATION: To allow Isaac Thorne to approve purchase requisitions up to \$50,000, effective March 22, 2017 and to remove Andrew Johnson's purchase requisition authority effective March 22, 2017.

BACKGROUND: On June 30, 2015, the Connect Transit Board of Trustees approved the current Procurement Policy that authorizes the General Manager to approve purchases up to \$50,000. Approvals of purchase requisitions must be obtained before committing Connect Transit funds.



MEMO

Date: March 21, 2017
To: Board of Trustees
From: Isaac Thorne, Chief Operating Officer
Pat Kuebrich, Finance Director
Subject: FY2018 Budget Preview

Below are financial challenges that Connect Transit faces over the next three to five years with the capital and operating budgets. In FY18 Connect will have an unfunded capital need of \$7,650,000 and this will grow to \$8,850,000 in FY19. There is some uncertainty at the State and Federal level in terms of future funding.

Vehicle Fleet

Connect has forty-two (42) fixed route vehicles in the fleet and operates thirty (30) vehicles during peak service. A majority of the fixed route fleet is beyond their useful life and averages fourteen (14) years old and 550,000 miles. Twenty-three (23) of the forty-two (42) buses need to be replaced.

As they age, the operating cost to maintain these vehicles will continue to increase each year, and it is harder to find parts for older vehicles in the fleet. If a major component on a vehicle scheduled for replacement fails, such as an engine or transmission, it will be cheaper to replace the vehicle with a used bus then purchase an engine or transmission.

A majority of the demand response vehicles are also in need of replacement, eight (8) of the thirteen (13) buses need to be replaced in FY19. Connect uses eleven (11) of the thirteen (13) demand response vehicle during peak service and will be receiving four (4) new demand response buses in June 2017. These new buses will allow more flexibility during peak service.

Federal Funds

On an annual basis Connect is apportioned Federal Transit Administration (FTA) 5307 funding that can be used for operating or capital expenses. For the last seventeen (17) years Connect has primarily used FTA 5307 funding for operating expenses. Over the last ten (10) years a larger percentage of the FTA 5307 fund appropriations have been used for operating expenses. In the FY2017 budget Connect is using 79% of the FTA 5307 funds for



operating. As operating expenses increase over the next few years, the FTA 5307 allocation will be used solely for operating expenses.

Connect should be allocating FTA 5307 funding to capital for replacement vehicles that are beyond their useful life. In recent years Connect secured a \$2,040,000 FTA discretionary grant for replacement of buses, of which Connect received seven (7) of these vehicles last year.

Last year, Connect submitted an application for a Bus and Bus Facility grant for twenty (20) vehicles and was not successful. Discretionary grants are typically oversubscribed and underfunded. The Department of Transportation estimated a backlog of \$90 billion dollars to bring transit into a state of good repair.

Illinois Downstate Operating Assistance Program (DOAP)

In October 2016, Connect was notified that the Downstate Public Transportation Fund did not have sufficient funds to make quarterly payments to transit agencies. The State of Illinois has not had a budget in almost two (2) years and Connect is dealing with delayed payments up to six (6) months. Without a State budget, delayed payments will continue and put a strain on the operating and capital budget. When Connect does not receive DOAP payments timely, local funds must be used for operating expenses, instead of capital purchases.

Downstate Capital Funding

In 2013, Connect was awarded a \$3 million dollar capital grant to replace nine (9) buses. Connect has tried multiple times to use this grant to purchase buses, but the State does not have the capital funding. There is no timeline from Illinois Department of Transportation regarding when capital funds can be used or if there will be future grant opportunities.

Fare Revenue

In the current fiscal year, Connect has received less farebox revenue due to decreased ridership. A decrease in farebox revenue, increases the amount of FTA 5307 funds used for operating expenses. Additionally, the one way fare has also remained flat since 2007.

Advertising revenue has increased over the last few years, and Connect is exploring ideas to significantly increase advertising revenue in the FY18 budget.



Local Operating Funds

Connect started receiving \$1 million dollars in sales tax revenue in April 2016 from the Town of Normal and City of Bloomington. These operating funds have allowed Connect to provide Sunday service. However, the sales tax revenue is not indexed and each year will represent a smaller portion of overall operating revenue.

Summary

Staff is proactively reviewing various scenarios to lessen future budgetary constraints. Meeting the daily bus requirements for service is a top priority and will be a challenge over the next few years without proper capital and operating funds.

At this time Connect has the FTA 5307 funding to replace six (6) fixed route buses in FY18. To replace these buses, Connect would need to use a large portion of local capital fund, but the local capital funds could already be absorbed for operating expenses, due to not being reimbursed by the Downstate Operating Assistance Program.

Without balanced and stable future funding sources, Connect will likely be forced to make service changes in future years.