



# AGENDA

## Meeting of the Connect Transit Board of Trustees

March 24, 2015

4:30 P.M.

Board Room

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

- A. Call to Order
- B. Roll Call
- C. Public Comments
- D. Consent Agenda
  - 1. Approval of Minutes of Previous Meeting of February 24, 2015
  - 2. Disbursements for Month of March, 2015
  - 3. Financial Report for Month of February, 2015
  - 4. Capital and Self Insurance Reserve Fund Balances for month of February, 2015
  - 5. Monthly Statistical Report for month of February, 2015
- E. Old Business
- F. New Business
  - 1. Illinois State Universal Access Agreement
  - 2. Award of RFP for New Office Space Remodel
  - 3. Property and Casualty Insurance Extension to July 1, 2015
  - 4. Appointments to Community Transportation Advisory Committee
- G. General Manager's Report
- H. Trustee's Comments
- I. Executive Session – ILCS 120/2(c)(1) – Personnel Matters
- J. Adjournment



February 2015

## Financial and Statistical Reports

Disbursements to be Approved  
 March 24, 2015

<b>Payee</b>	<b>Goods Purchased</b>	<b>Amount</b>
A.T.U. - C.O.P.E.	Payroll Deduction	\$ 199.67
Ace-Hi Glass Co.	Glass	\$ 133.24
Airgas USA, LLC	Welding Supplies	\$ 339.16
AlphaCard	ID Printer	\$ 294.06
Amalgamated Transit Union Local 752	Payroll Deduction	\$ 6,092.50
AmerenIP	Electric Charges	\$ 870.21
Ancel, Glink, Diamond, Bush, DiCianni &	Legal Service	\$ 300.00
Andrew Johnson	Car Allowance	\$ 500.00
Andrew Schmitgall	Tool Allowance	\$ 196.87
Barker Motor Co.	Bus Parts	\$ 69.74
Bellas Landscaping	Snow Removal	\$ 13,910.00
BlueLine Rental	Equipment Rental	\$ 1,275.00
C.O.P.S.	Paper Shredding	\$ 405.41
Central Illinois Trucks Inc.	Bus Parts	\$ 145.24
CIRBN, LLC	Internet	\$ 347.84
City of Bloomington	Utilites	\$ 1,472.15
Clark Baird Smith, LLP	Legal Service	\$ 13,838.90
Clement Communications	Safety Materials	\$ 484.74
Comcast Cable	Internet	\$ 407.85
Corn Belt Energy Corp.	Utilites	\$ 5,110.02
Creative Promotions and Print	Promotional Items	\$ 1,703.64
Cummins Crosspoint	Bus Parts	\$ 1,281.53
Dennison Corporation	Outside Repair	\$ 175.36
Dish Network	Television Service	\$ 127.00
Employee	Medical Reimbursement	\$ 30.00
Engraving Express	Name Tags	\$ 607.00
Evergreen FS	Fuel	\$ 68,930.75
Fastenal Company	Bus Parts	\$ 773.07
Fleet-Net Corporation	Software & Tech Support	\$ 1,480.00
Frontier	Telephone	\$ 1,902.78
G&K Services	Cleaning Uniforms & Rugs	\$ 1,326.51
Getz Fire Equipment	Fire Equipment	\$ 304.50
Gillig LLC	Bus Parts	\$ 5,731.81
Great Plains Media	Radio Advertising	\$ 6,204.00
Health Alliance Medical Plans	Insurance	\$ 82,772.00
Henson Disposal	Garage Overhead	\$ 202.50
Heritage Machine & Welding, Inc.	Bus Parts	\$ 16.61
ICMA	Retirement Plan	\$ 18,367.94
Idaho Child Support Receipting	Payroll Deduction	\$ 190.00
Illinois Department of Revenue	Payroll Deduction	\$ 15,383.99
Illinois State Disbursement Unit	Payroll Deduction	\$ 1,707.44
Inland Power Group	Generator Maintenance	\$ 661.70

Interstate Batteries of Mid-Illinois	Batteries	\$	1,787.40
IRS	Federal Tax Payment	\$	59,714.06
IWIN	Employee Physicals	\$	134.00
John H. Germeraad, Trustee	Payroll Deduction	\$	960.00
Lincoln National Life Insurance Co.	Dental Insurance	\$	3,380.78
Lisa Franklin	Uniform Reimbursement	\$	24.50
Luminator	Bus Parts	\$	944.00
McLean County Chamber of Commerce	Dues	\$	916.00
Midwest Transit Equipment, Inc.	Bus Parts	\$	1,223.64
Miller Janitor Supply	Maintenance Supplies	\$	762.34
Mutual of Omaha	Life, AD&D,STD & LTD	\$	6,919.35
Napa Auto Parts	Bus Parts	\$	953.39
Nichols sewer & drain	Building Maintenance	\$	225.00
Nicor Gas	Utilites	\$	8,550.10
Normal CornBelters	Promotional Contract	\$	4,500.00
Oberlander Alarm Systems, Inc.	Security Alarm Serv Fee	\$	447.00
Orkin Pest Control	Pest Control	\$	531.00
Paige Williams	Reimbursement	\$	33.60
Payroll - Net		\$	318,576.11
Petty Cash	Reimbursement	\$	12.98
Pipco Companies, LTD	Building Maintenance	\$	394.49
Ricoh USA, INC	Copier	\$	704.40
Rilco, Inc.	Oil, Anitfreeze	\$	4,964.97
Romay Corp	Court Reporter	\$	1,575.90
Ryan Whitehouse	Reimbursement	\$	19.82
Southtown Wrecker Service, Inc.,	Towing	\$	190.00
Stahly Quality Truck	Maintenance	\$	127.79
Staples	Office Supplies	\$	893.92
Tanner Bagley	Tool Allowance	\$	206.24
TeVoert Auto Electric, Inc.	Maintenance	\$	628.78
The Copy Shop	Printing	\$	475.75
Town of Normal	Utilites	\$	225.00
TransitTalent.com	Advertising	\$	95.00
Trillium Solutions	Google Transit	\$	2,000.00
Truck Centers, Inc.	Bus Parts	\$	2,645.65
Twin City Electric	Electric / HVAC	\$	2,418.81
Verizon Wireless	Mobile Data Terminals for SS	\$	1,143.71
Visa - Commerce Bank	Advertising Employment	\$	209.91
Visa - Commerce Bank	Travel & Meetings	\$	6,867.73
Visa - Commerce Bank	Office Supplies	\$	391.41
Visa - Commerce Bank	Shipping/Handling	\$	495.11
Visa - Commerce Bank	Computer Hardware	\$	56.91
Visa - Commerce Bank	Web Site	\$	395.98
Visa - Commerce Bank	Computer Software	\$	675.96
Visa - Commerce Bank	Legal	\$	120.00
Visa - Commerce Bank	Dues & Subscriptions	\$	99.00
Visa - Commerce Bank	Safety/Training	\$	550.71

Visa - Commerce Bank	Employee Recognition	\$	199.54
Visa - Commerce Bank	Building Maintenance	\$	14.20
Visa - Commerce Bank	Bus Parts - FR	\$	79.50
VSP Of Illinois	Vision Insurance	\$	31.84
WGLT	Radio Advertising	\$	250.00
Wilcox Electric & Service, Inc	Electrical	\$	290.50
Wm. Masters, Inc	Maintenance Agreement	\$	<u>2,177.92</u>
Total Operating		\$	<u><u>698,484.43</u></u>

# Bloomington Normal Public Transit

## Balance Sheet

Fiscal Year: 2015	Period 8	February - 2015	Division: 99 Board Reports	As of: 02/28/2015
<b>001 Assets</b>				
<b>005 Current Assets</b>				
100 Checking and Savings			\$6,575,060.39	
110 Accounts Receivable			\$3,185,329.95	
120 Inventory Asset - Fuel			\$70,005.38	
122 Inventory Asset - Parts			\$215,220.09	
123 Inventory Asset - Tires			\$0.00	
140 Other Current Assets			\$133,829.93	
<b>141 Total Current Assets</b>			<b>\$10,179,445.74</b>	
150 Fixed Assets			\$12,967,010.68	
<b>190 Total Assets</b>			<b>\$23,146,456.42</b>	
<b>200 Liabilites &amp; Equity</b>				
<b>205 Liabilities</b>				
207 Accounts Payable			\$163,338.06	
210 Payroll Liabilities			\$766,111.31	
220 Contracts			\$4,216.66	
221 Due to Illinois Funds Account			\$2,980,249.22	
222 Deferred Revenue			\$99,254.96	
250 Deficit Funding Advance			\$0.00	
<b>290 Total Liabilities</b>			<b>\$4,013,170.21</b>	
<b>298 EQUITY</b>				
300 Fixed Asset Equity			\$12,483,532.77	
301 Unreserved Fund Equity			\$6,750,412.62	
302 Underground Petroleum Storage			\$20,000.00	
<b>303 Total Equity</b>			<b>\$19,253,945.39</b>	
305 Retained Earnings			(\$120,659.18)	
<b>399 Total Liabilities &amp; Equity</b>			<b>\$23,146,456.42</b>	

# Bloomington Normal Public Transit

## Income Statement With Approved Budget

Fiscal Year: 2015	Period 8	Division: 98 Operating Profit/Loss	As of: 02/28/2015	
		February - 2015	Jul-2014 Thru Feb-2015 Year To Date	Approved Budget
<b>400 Operating Revenue</b>				
401 Passenger Fares	\$63,884.30	8.09%	\$543,718.55	\$790,000.00
403 ISU Contract Fare	\$41,250.00	8.33%	\$330,000.00	\$495,000.00
405 Other Contract Fares	\$15,253.57	11.30%	\$89,783.94	\$135,000.00
407 Advertising Revenue	\$3,585.00	7.97%	\$22,870.00	\$45,000.00
409 Miscellaneous Revenue	\$5,620.23	25.96%	\$42,674.16	\$21,650.00
<b>411 Total Operating Revenue</b>	<b>\$129,593.10</b>	<b>8.72%</b>	<b>\$1,029,046.65</b>	<b>\$1,488,650.00</b>
<b>500 Operating Expenses</b>				
501 Operators Wages	\$369,888.73	8.70%	\$2,995,237.52	\$4,250,500.00
503 Maintenance Wages	\$67,596.95	6.92%	\$561,521.45	\$977,500.00
505 Administration Wages	\$65,863.00	7.06%	\$515,197.75	\$932,500.00
507 Employer Payroll Tax Expense	\$42,788.00	8.62%	\$313,506.03	\$496,410.00
509 Retirement Plan	\$17,382.50	6.16%	\$140,608.58	\$282,000.00
511 Group Insurance	\$80,829.01	8.68%	\$596,978.71	\$931,440.00
513 Uniform Expense	\$545.22	1.93%	\$25,443.70	\$28,200.00
515 Professional Services	\$17,336.43	17.58%	\$55,942.56	\$98,600.00
519 Outside Repair-Labor	\$259.74	0.41%	\$63,819.53	\$63,400.00
521 Contract Maintenance Services	\$14,789.57	14.12%	\$75,752.21	\$104,760.00
523 Custodial Services	\$1,405.50	26.52%	\$6,679.50	\$5,300.00
525 Employee Recruiting/Testing/Temp Help	\$543.45	2.59%	\$15,477.72	\$20,975.00
527 Fuel	\$87,236.66	6.92%	\$750,412.42	\$1,260,148.00
529 Lubricants	\$999.32	5.00%	\$7,254.79	\$20,000.00
531 Tires	\$7,200.00	7.69%	\$53,334.32	\$93,667.00
535 Bus Repair Parts	\$29,529.74	26.85%	\$118,223.35	\$110,000.00
537 Other Materials & Supplies	\$3,576.62	6.39%	\$22,831.14	\$56,000.00
539 Shelters/Signs/Shop Tools	\$127.79	0.36%	\$5,825.71	\$35,300.00
541 Computer and Office Supplies	\$5,781.25	4.82%	\$66,985.00	\$120,000.00
543 Utilities	\$22,149.28	20.10%	\$93,283.50	\$110,200.00
545 Corporate Insurance	\$17,579.16	7.21%	\$140,782.65	\$243,800.00
547 Dues/Subscriptions/Fees	\$4,599.00	13.41%	\$18,036.42	\$34,300.00
549 Printing/Marketing/Training	\$16,884.38	7.37%	\$178,417.39	\$229,000.00
<b>560 Total Operating Expenses</b>	<b>\$874,891.30</b>	<b>8.33%</b>	<b>\$6,821,551.95</b>	<b>\$10,504,000.00</b>
<b>570 Operating Assistance</b>				
580 Operating Deficit	(\$745,298.20)	8.27%	(\$5,792,505.30)	(\$9,017,350.00)
585 Illinois Downstate Operating Assistance	\$568,679.00	8.33%	\$4,432,251.00	\$6,827,600.00
590 FTA 5307 Operating Assistance	\$174,399.00	7.96%	\$1,333,557.00	\$2,189,750.00
<b>600 Total Operating Assistance</b>	<b>\$743,078.00</b>	<b>8.24%</b>	<b>\$5,765,808.00</b>	<b>\$9,017,350.00</b>

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

<b><u>Self-Insurance Fund:</u></b>	<b><u>The Illinois Funds- Cash Balance</u></b>	
02/01/15	Beginning Balance	\$ 106,854.48
02/28/15	Additions - Interest Income	\$ 1.12
02/28/15	Ending Balance	<u>\$ 106,855.60</u>

<b><u>Local Capital Reserve:</u></b>	<b><u>The Illinois Funds- Cash Balance</u></b>	
02/01/15	Beginning Balance	\$ 2,086.97
02/28/15	Additions - Interest Income	\$ 0.02
02/28/15	Ending Balance	<u>\$ 2,086.99</u>

<b><u>Local Capital</u></b>	<b><u>Commerce Bank - Cash Balance</u></b>	
02/01/15	Beginning Balance	\$ 3,383,667.28
02/06/15	Shive Hattery	\$ (12,500.00)
02/06/15	P.J. Hoerr	\$ (10,921.50)
02/06/15	Deposit - Normal	\$ 32,611.04
02/18/15	Deposit - Bloomington	\$ 47,085.71
02/28/15	Additions - Interest Income	\$ 391.57
02/28/15	Ending Balance	<u>\$ 3,440,334.10</u>

<b><u>FTA &amp; IDOT Capital</u></b>	<b><u>The Illinois Funds- Cash Balance</u></b>	
02/01/15	Beginning Balance	\$ 43,601.40
02/28/15	Additions - Interest Income	\$ 0.45
02/28/15	Ending Balance	<u>\$ 43,601.85</u>

**Total Reserve Capital Account**     \$ 3,486,022.94

**Breakdown of the Local Capital Reserve Fund- Cash Balance:**

Local Capital #1	Local Capital #2
<u>\$ 43,601.85</u>	<u>\$ 3,442,421.09</u>

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

	<u>FY15 Received</u> <u>2/28/2015</u>	<u>FY15 Receivable</u> <u>2/28/2015</u>
Bloomington	\$ 380,751.08	\$ -
Normal	\$ 266,175.46	\$ -
Total YTD	<u>\$ 646,926.54</u>	<u>\$ -</u>

**Local Capital Reserve Fund Balance - Account Value**

	02/28/15	Cash Balance	\$ 3,486,022.94
	02/28/15	Loans to Operating	\$ 2,980,249.22
	02/28/15	Reserve fund for underground storage tank (Cap. I)	\$ (40,000.00)
	02/28/15	Ending Balance	<u>\$ 6,426,272.16</u>
	Local Capital #1	Local Capital #2	
	<u>\$ 3,601.85</u>	<u>\$ 6,422,670.31</u>	