



AGENDA

Meeting of the Connect Transit Board of Trustees

May 26, 2015

4:30 P.M.

Uptown Station, 4th Floor, Room 409
Normal, IL 61761

- A. Call to Order
- B. Roll Call
- C. Public Comments
- D. Consent Agenda
 - 1. Approval of Minutes of Previous Annual Meeting of April 28, 2015 and Regular Board Meeting of April 28, 2015
 - 2. Disbursements for Month of May, 2015
 - 3. Financial Report for Month of April, 2015
 - 4. Capital and Self Insurance Reserve Fund Balances for month of April, 2015
 - 5. Monthly Statistical Report for month of April, 2015
- E. Old Business
- F. New Business
 - 1. Property and Casualty Insurance Renewal for FY 2015/2016
 - 2. Employee Health Insurance Renewal
 - 3. Architectural and Engineering Farebox Vault Room
 - 4. Replacement Engine and Transmission for a 2010 Low Floor Bus
 - 5. FY16-FY18 Disadvantaged Business Enterprise Program
 - 6. FY16-FY20 Transportation Improvement Program
 - 7. 2015 By-Laws Update
 - 8. Office Furnishings for Newly Remodeled Office Space
- G. General Manager's Report
- H. Trustee's Comments
- I. Executive Session – cite section
- J. Adjournment



April 2015

Financial and Statistical Reports

Disbursements to be Approved
 May 26, 2015

Payee	Goods Purchased	Amount
1st Ayd Corporation	Bus Parts	\$ 779.81
A.T.U. - C.O.P.E.	Payroll Deduction	\$ 153.15
ABC Bus Companies	Bus Parts	\$ 2,535.80
Airgas USA, LLC	Welding Supplies	\$ 56.68
Ally	Lease	\$ 75.00
Amalgamated Transit Union Local 752	Payroll Deduction	\$ 7,297.50
Andrew Johnson	Car Allowance	\$ 500.00
BlueLine Rental	Equipment Rental	\$ 637.50
Brinks US	Armored Services	\$ 244.29
Central Illinois Regional Broadband Network	Internet	\$ 347.84
Central Illinois Trucks Inc.	Bus Parts	\$ 920.00
Chris Wold	Travel Reimbursement	\$ 1,276.57
Clear Talk	Radio Maintenance	\$ 22,653.64
Comcast Cable	Internet	\$ 407.85
Cummins Crosspoint	Bus Parts	\$ 133.84
Dean of Students	Booth for ISU Welcome Week	\$ 500.00
dean's Graphics	Bus Parts	\$ 44.00
Dennison Corporation	Outside Repair	\$ 618.05
Dish Network	Television Service	\$ 187.00
Don Owen Tire Service, Inc.	Bus Parts	\$ 130.80
Engraving Express	Name Tags	\$ 91.50
Evergreen FS	Fuel	\$ 86,837.19
First Transit	Consulting Fees	\$ 4,395.00
Frontier	Telephone	\$ 993.72
G&K Services	Cleaning Uniforms & Rugs	\$ 1,747.59
Gillig LLC	Bus Parts	\$ 19,620.49
Global Equipment, Inc.	Garage Supplies	\$ 27.05
Harmony Business Supplies	Office Supplies	\$ 349.96
Health Alliance Medical Plans	Insurance	\$ 2,615.00
Henson Disposal	Garage Overhead	\$ 202.50
ICMA Retirement Trust - 457	Pension Plan	\$ 29,446.47
Idaho Child Support Receipting	Payroll Deduction	\$ 190.00
Illinois Department of Revenue	IL SUTA Payment	\$ 16,928.35
Illinois Department of Revenue	Payroll Deduction	\$ 15,328.44
Illinois State Disbursement Unit	Payroll Deduction	\$ 1,549.44
Isaac Thorne	Tuition Reimbursement	\$ 825.00
IWIN	Employee Physicals	\$ 40.00
Jenifer Clark	Travel Reimbursement	\$ 167.93
John H. Germeraad, Trustee	Payroll Deduction	\$ 960.00
Lincoln National Life Insurance Co.	Dental Insurance	\$ 3,620.86
Luminator	Bus Parts	\$ 363.05
McLean County Chamber of Commerce	Travel and Meetings	\$ 180.00
Michelin North America, Inc	Tires	\$ 19,402.08

Midwest Equipment II	Lawn Maintenance Equipment	\$	147.83
Mohawk Mfg. & Supply Co.	Bus Parts	\$	300.88
Monster	Employment Advertising	\$	210.00
Morris Avenue Garage	State Bus Inspection	\$	400.00
Mutual of Omaha	Life, AD&D,STD & LTD Insurance	\$	7,182.95
Napa Auto Parts	Bus Parts	\$	361.50
New Flyer Industries Canada UIC	Bus Parts	\$	18.06
NMHG Financial Services	Sweeper Lease	\$	813.63
Oberlander Alarm Systems, Inc.	Security Alarm Serv Fee	\$	197.00
Orkin Pest Control	Pest Control	\$	531.00
Payroll - Net	Payroll	\$	314,648.94
Petty Cash	Reimbursement	\$	41.76
Piercy Auto Body	Bus Repairs	\$	1,405.00
Pinnacle Door	Door Repair	\$	2,076.35
Ricoh USA, INC	Copier	\$	176.78
Rilco, Inc.	Oil, Anitfreeze	\$	2,861.96
Seico, Inc	Building Maintenance	\$	496.00
Select Screen Prints and Embroidery	T-Shirts	\$	1,101.00
Society for Human Resource Management	Mgmt Publications & Memberships	\$	190.00
Southland Printing Co.	Printed Materials	\$	1,247.65
Specialty Manufacturing Inc.	Bus Parts	\$	207.29
Staples	Office Supplies	\$	227.03
Steve Stockton	Travel Reimbursement	\$	79.20
TeVoert Auto Electric, Inc.	Bus Parts	\$	144.50
Thomas Larson	Uniform Reimbursement	\$	103.18
TransitTalent.com	Advertising - Promotions	\$	190.00
Truck Centers, Inc.	Bus Parts	\$	6,808.76
United Parcel Service	Shipping & Handling	\$	22.60
US Department of Treasury	Federal Tax Payment	\$	59,965.01
Verizon Wireless	Mobile Data Terminals for SS	\$	733.68
Visa - Commerce Bank	Travel & Meetings	\$	8,503.09
Visa - Commerce Bank	Employment Advertising	\$	459.47
Visa - Commerce Bank	Bus Parts	\$	156.69
Visa - Commerce Bank	Office Supplies	\$	325.61
Visa - Commerce Bank	Shipping & Handling	\$	455.00
Visa - Commerce Bank	Legal	\$	128.95
Visa - Commerce Bank	Building Maintenance	\$	1,022.19
Visa - Commerce Bank	Advertising - Promotions	\$	240.00
Visa - Commerce Bank	Media Promotions	\$	618.22
Visa - Commerce Bank	Safety & Training	\$	119.64
VSP Of Illinois	Vision Insurance	\$	615.30
Wayne Printing	Printing	\$	2,985.85
Wilcox Electric & Service, Inc	Building Maintenance	\$	830.00
William Masters, Inc	HVAC	\$	<u>4,603.00</u>
Total Operating		\$	<u><u>669,333.49</u></u>

Bloomington Normal Public Transit

Balance Sheet

Fiscal Year: 2015 Period 10 April - 2015

Division: 99 Board Reports

As of: 04/30/2015

Assets

Current Assets

Checking and Savings	\$5,730,826.98
Accounts Receivable	\$4,044,480.58
Inventory Asset - Fuel	\$66,757.95
Inventory Asset - Parts	\$239,595.17
Inventory Asset - Tires	\$0.00
Other Current Assets	\$174,708.11

Total Current Assets \$10,256,368.79

Fixed Assets \$13,010,100.90

Total Assets \$23,266,469.69

Liabilities & Equity

Liabilities

Accounts Payable	\$165,352.53
Payroll Liabilities	\$655,294.01
Contracts	\$2,108.28
Due to Illinois Funds Account	\$2,980,249.22
Deferred Revenue	\$102,401.46
Deficit Funding Advance	\$0.00

Total Liabilities \$3,905,405.50

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 \$107,118.80

Total Liabilities & Equity \$23,266,469.69

Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2015	Period 10	Division: 98 Operating Profit/Loss		As of: 04/30/2015	
		April - 2015	Jul-2014 Thru Apr-2015 Year To Date	Approved Budget	Approved Budget
Operating Revenue					
Passenger Fares	\$68,047.93	8.61%	\$681,285.76	86.24%	\$790,000.00
ISU Contract Fare	\$41,250.00	8.33%	\$412,500.00	83.33%	\$495,000.00
Other Contract Fares	\$11,054.19	8.19%	\$111,892.32	82.88%	\$135,000.00
Advertising Revenue	\$8,831.00	19.62%	\$36,181.00	80.40%	\$45,000.00
Miscellaneous Revenue	\$5,706.00	26.36%	\$54,063.52	249.72%	\$21,650.00
Total Operating Revenue	\$134,889.12	9.07%	\$1,295,922.60	87.17%	\$1,486,650.00
Operating Expenses					
Operators Wages	\$398,071.83	9.37%	\$3,762,862.74	88.53%	\$4,250,500.00
Maintenance Wages	\$66,602.73	6.81%	\$696,424.67	71.25%	\$977,500.00
Administration Wages	\$68,078.77	7.30%	\$648,034.95	69.49%	\$932,500.00
Employer Payroll Tax Expense	\$41,627.47	8.39%	\$397,233.12	80.02%	\$496,410.00
Retirement Plan	\$16,990.70	6.03%	\$174,407.16	61.85%	\$282,000.00
Group Insurance	\$58,822.04	6.32%	\$737,432.46	79.17%	\$931,440.00
Uniform Expense	\$1,833.92	6.50%	\$28,454.66	100.90%	\$28,200.00
Professional Services	\$12,065.18	12.24%	\$68,719.63	69.70%	\$98,600.00
Outside Repair-Labor	\$2,460.74	3.88%	\$70,127.08	110.61%	\$63,400.00
Contract Maintenance Services	\$25,848.48	24.67%	\$113,419.57	108.27%	\$104,760.00
Custodial Services	\$930.50	17.56%	\$8,540.50	161.14%	\$5,300.00
Employee Recruiting/Testing/Temp Help	\$1,067.35	5.09%	\$18,086.53	86.23%	\$20,975.00
Fuel	\$91,923.82	7.29%	\$931,977.05	73.96%	\$1,260,148.00
Lubricants	\$1,034.58	5.17%	\$9,032.61	45.16%	\$20,000.00
Tires	\$5,002.08	5.34%	\$64,643.36	69.01%	\$93,667.00
Bus Repair Parts	\$14,797.98	13.45%	\$151,183.71	137.44%	\$110,000.00
Other Materials & Supplies	\$514.36	0.92%	\$28,569.73	51.02%	\$56,000.00
Shelters/Signs/Shop Tools	\$144.83	0.41%	\$6,918.54	19.60%	\$35,300.00
Computer and Office Supplies	\$942.58	0.79%	\$74,461.54	62.05%	\$120,000.00
Utilities	\$8,116.88	7.37%	\$126,230.86	114.55%	\$110,200.00
Corporate Insurance	\$17,539.00	7.19%	\$175,900.88	72.15%	\$243,800.00
Dues/Subscriptions/Fees	\$1,551.00	4.52%	\$19,587.42	57.11%	\$34,300.00
Printing/Marketing/Training	\$18,214.33	7.95%	\$208,144.86	90.89%	\$229,000.00
Total Operating Expenses	\$854,181.15	8.13%	\$8,520,393.63	81.12%	\$10,504,000.00
Operating Assistance					
Operating Deficit	(\$719,292.03)	7.98%	(\$7,224,471.03)	80.12%	(\$9,017,350.00)
Illinois Downstate Operating Assistance	\$555,217.00	8.13%	\$5,536,497.00	81.09%	\$6,827,600.00
FTA 5307 Operating Assistance	\$162,346.00	7.41%	\$1,658,404.00	75.73%	\$2,189,750.00
Total Operating Assistance	\$717,563.00	7.96%	\$7,194,901.00	79.79%	\$9,017,350.00

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

<u>Self-Insurance Fund:</u>	<u>The Illinois Funds- Cash Balance</u>	
04/01/15	Beginning Balance	\$ 106,857.12
04/30/15	Additions - Interest Income	\$ 2.09
04/30/15	Ending Balance	<u>\$ 106,859.21</u>

<u>Local Capital Reserve:</u>	<u>The Illinois Funds- Cash Balance</u>	
04/01/15	Beginning Balance	\$ 2,087.01
04/30/15	Additions - Interest Income	\$ 0.04
04/30/15	Ending Balance	<u>\$ 2,087.05</u>

<u>Local Capital</u>	<u>Commerce Bank - Cash Balance</u>	
04/01/15	Beginning Balance	\$ 3,507,359.82
04/06/15	International Display Systems	\$ (20,835.22)
04/06/15	Shive-Hattery	\$ (8,750.00)
04/13/15	Deposit- Town of Normal	\$ 34,961.25
04/30/15	Deposit Slips	\$ (54.10)
04/30/15	Additions - Interest Income	\$ 434.21
04/30/15	Ending Balance	<u>\$ 3,513,115.96</u>

<u>FTA & I</u>	<u>The Illinois Funds- Cash Balance</u>	
04/01/15	Beginning Balance	\$ 43,602.47
04/30/15	Additions - Interest Income	\$ 0.85
04/30/15	Ending Balance	<u>\$ 43,603.32</u>

Total Reserve Capital Account \$ 3,558,806.33

Breakdown of the Local Capital Reserve Fund- Cash Balance:

Local Capital #1	Local Capital #2
<u>\$ 43,603.32</u>	<u>\$ 3,515,203.01</u>

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

	<u>FY15 Received</u> <u>4/30/2015</u>	<u>FY15 Receivable</u> <u>4/30/2015</u>
Bloomington	\$ 427,836.79	\$ 47,085.21
Normal	\$ 333,747.75	\$ -
Total YTD	<u>\$ 761,584.54</u>	<u>\$ 47,085.21</u>

<u>Local Capital Reserve Fund Balance - Account Value</u>		
04/30/15	Cash Balance	\$ 3,558,806.33
04/30/15	Loans to Operating	\$ 2,980,249.22
04/30/15	Reserve fund for underground storage tank (Cap. I)	\$ (40,000.00)
04/30/15	Ending Balance	<u>\$ 6,499,055.55</u>
Local Capital #1	Local Capital #2	
\$ 3,603.32	\$ 6,495,452.23	

Statistics	April 2015					April 2014					% 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 A (2 buses)	29,294	10,258	739	39.66		33,646	10,244	739	45.53		-12.9%	0.1%	0.0%	-12.9%	
Red B (2 buses)	23,904	9,650	758	31.52		25,513	9,642	758	33.66		-6.3%	0.1%	0.1%	-6.4%	
Purple C (2 buses)	14,904	9,123	753	19.79		15,626	9,033	753	20.75		-4.6%	1.0%	0.0%	-4.6%	
Pink D (1 bus)	8,990	4,678	356	25.25		9,548	4,644	356	26.82		-5.8%	0.7%	0.0%	-5.8%	
Blue E (1 bus)	7,372	5,452	389	18.96		7,469	5,448	389	19.20		-1.3%	0.1%	-0.1%	-1.2%	
Brown F (2 buses)	11,626	11,549	786	14.80		12,613	10,633	786	16.05		-7.8%	8.6%	-0.1%	-7.8%	
Yellow G (2 buses)	20,408	10,772	774	26.36		22,317	10,743	774	28.83		-8.6%	0.3%	0.0%	-8.6%	
Orange H (2 buses)	18,378	10,306	771	23.83		20,391	10,296	771	26.45		-9.9%	0.1%	0.0%	-9.9%	
Lime I (2 buses)	23,006	13,074	753	30.54		23,688	12,948	753	31.46		-2.9%	1.0%	0.0%	-2.9%	
Teal J (1 bus)	5,462	5,986	352	15.52		4,784	5,965	352	13.59		14.2%	0.4%	0.0%	14.2%	
Aqua K (1 bus)	10,658	6,100	388	27.44		10,517	6,074	388	27.11		1.3%	0.4%	0.1%	1.2%	
Heartland Exp (1 bus)	1,430	616	97	14.74		1,677	616	97	17.29		-14.7%	0.0%	0.0%	-14.7%	
ISU Tri Towers (2 buses)	58,080	4,043	380	152.84		60,404	4,704	440	137.28		-3.8%	-14.0%	-13.6%	11.3%	
ISU College Station (2 buses)	9,306	6,156	465	20.02		10,884	7,128	538	20.23		-14.5%	-13.6%	-13.6%	-1.0%	
Nite Ride (3 buses)	10,658	5,282	398	26.81		9,372	5,807	434	21.59		13.7%	-9.0%	-8.4%	24.2%	
Total Fixed Route	253,476	113,045	8,159	31.07		268,449	113,925	8,328	32.23		-5.6%	-0.8%	-2.0%	-3.6%	
Demand Response															
Connect Mobility	5,704	28,956	2,031	2.81		5,714	27,582	2,147	2.66		-0.2%	5.0%	-5.4%	5.5%	
Connect Late Night	624	3,672	247	2.53		604	3,517	214	2.82		3.3%	4.4%	15.4%	-10.5%	
Total Demand Response	6,328	32,628	2,278	2.78		6,318	31,099	2,361	2.68		0.2%	4.9%	-3.5%	3.8%	
SYSTEM TOTALS	259,804	145,673	10,437	24.89		274,767	145,024	10,689	25.71		-5.4%	0.4%	-2.4%	-3.2%	

Month: April 2015					
Metrics	Target	FY2015	FY2014	% Change	
	Effectiveness				
Total Boardings per Revenue Hour	15.0	24.9	25.7	-3.2%	
Total Boardings per Capita	1.0	2.0	2.1	-5.4%	
Total Boardings per Revenue Mile	1.0	1.8	1.9	-5.9%	
Safety					
Total Preventable Accidents (Fixed Route and Demand Response)	0.0	-	2	-100.0%	
Preventable Accidents per 100,000 Miles	0.0	-	1.38	-100.0%	
Efficiency					
Farebox Recovery Ratio	13.3%	14.1%	15.3%	-8.1%	
Average Fare	\$ 0.68	\$ 0.46	\$ 0.42	9.7%	
Cost per Revenue Hour	\$ 74.22	\$ 81.84	\$ 70.77	15.7%	
Cost per Customer	\$ 5.10	\$ 3.29	\$ 2.75	19.4%	
Operating Assistance Investment per Customer	\$ 4.42	\$ 2.82	\$ 2.33	21.2%	
Base Statistics for Calculations					
Total Customers		259,804	274,767	-5.4%	
Total Revenue Hours		10,437	10,689	-2.4%	
Total Revenue Miles		145,673	145,024	0.4%	
Total Bloomington-Normal Population (per the 2010 US Census)		129,107	129,107	0.0%	
Total Operating Expense		\$ 854,181	\$ 756,409	12.9%	
Total Operating Revenue (includes all directly-generated revenue such as Universal Access)		\$ 120,352	\$ 115,996	3.8%	
On Time Performance					
Fixed Route		82.8%	89.7%	-7.7%	
Demand Response		95.0%	97.0%	-2.1%	

Analysis & Interpretation



Statistics

	FY15 YTD				FY14 YTD				% 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 A (2 buses)	291,132	100,841	7,267	40.06	328,334	99,919	7,237	45.37	-11.3%	0.9%	0.4%	-11.7%
Red B (2 buses)	228,565	95,371	7,460	30.64	223,269	94,502	7,429	30.05	2.4%	0.9%	0.4%	2.0%
Purple C (2 buses)	151,590	89,553	7,411	20.45	153,520	89,839	7,382	20.80	-1.3%	-0.3%	0.4%	-1.7%
Pink D (1 bus)	93,144	45,924	3,502	26.60	84,453	45,616	3,487	24.22	10.3%	0.7%	0.4%	9.8%
Blue E (1 bus)	72,105	53,695	3,827	18.84	74,447	53,443	3,813	19.53	-3.1%	0.5%	0.4%	-3.5%
Brown F (2 buses)	118,524	105,971	7,730	15.33	121,166	104,456	7,699	15.74	-2.2%	1.5%	0.4%	-2.6%
Yellow G (2 buses)	204,506	106,423	7,616	26.85	205,805	105,057	7,585	27.13	-0.6%	1.3%	0.4%	-1.0%
Orange H (2 buses)	188,797	101,675	7,586	24.89	198,347	100,996	7,555	26.25	-4.8%	0.7%	0.4%	-5.2%
Lime I (2 buses)	223,171	127,858	7,416	30.09	216,118	126,858	7,386	29.26	3.3%	0.8%	0.4%	2.8%
Teal J (1 bus)	51,276	58,730	3,463	14.81	45,581	63,264	3,487	13.07	12.5%	-7.2%	-0.7%	13.3%
Aqua K (1 bus)	101,310	60,119	3,822	26.51	102,269	59,907	3,805	26.87	-0.9%	0.4%	0.4%	-1.4%
HCC Express (1 bus)	11,172	4,312	680	16.44	9,056	4,200	661	13.70	23.4%	2.7%	2.8%	20.1%
ISU Tri Towers (2 buses)	444,002	31,708	2,980	148.99	287,180	32,368	3,030	94.79	54.6%	-2.0%	-1.6%	57.2%
ISU College Station (2 buses)	77,274	48,279	3,646	21.20	64,891	49,248	3,701	17.53	19.1%	-2.0%	-1.5%	20.9%
Nite Ride (3 buses)	68,579	39,866	2,983	22.99	48,159	40,782	3,057	15.75	42.4%	-2.2%	-2.4%	46.0%
Total Fixed Route	2,325,147	1,070,325	77,387	30.05	2,162,905	1,072,129	77,399	27.94	7.5%	-0.2%	0.0%	7.5%
Demand Response												
Connect Mobility	56,341	261,169	20,477	2.75	48,416	237,007	18,205	2.66	16.4%	10.2%	12.5%	3.5%
Connect Late Night	6,112	32,917	2,119	2.88	5,781	31,566	2,023	2.86	5.7%	4.3%	4.7%	0.9%
Total Demand Response	62,453	294,086	22,596	2.76	54,197	268,573	20,228	2.68	15.2%	9.5%	11.7%	3.2%
SYSTEM TOTALS	2,387,600	1,364,411	99,983	23.88	2,217,102	1,340,702	97,627	22.71	7.7%	1.8%	2.4%	5.2%



Metrics	Month: 2015 YTD			
	Target	FY2015	FY2014	% Change
Effectiveness				
Total Boardings per Revenue Hour	15.0	23.9	22.7	5.2%
Total Boardings per Capita	1.0	18.5	17.2	7.7%
Total Boardings per Revenue Mile	1.0	1.7	1.7	5.8%
Safety				
Total Preventable Accidents (Fixed Route and Demand Response)	0.0	16	17	-5.9%
Preventable Accidents per 100,000 Miles	0.0	1.17	1.27	-7.5%
Efficiency				
Farebox Recovery Ratio	13.3%	14.2%	15.1%	-6.1%
Average Fare	\$ 0.68	\$ 0.50	\$ 0.52	-3.0%
Cost per Revenue Hour	\$ 74.22	\$ 85.22	\$ 78.41	8.7%
Cost per Customer	\$ 5.10	\$ 3.57	\$ 3.45	3.4%
Operating Assistance Investment per Customer	\$ 4.42	\$ 3.06	\$ 2.93	4.5%
Base Statistics for Calculations				
Total Customers		2,387,600	2,217,102	7.7%
Total Revenue Hours		99,983	97,627	2.4%
Total Revenue Miles		1,364,411	1,340,702	1.8%
Total Bloomington-Normal Population (per the 2010 US Census)		129,107	129,107	0.0%
Total Operating Expense		\$ 8,520,394	\$ 7,655,342	11.3%
Total Operating Revenue (includes all directly-generated revenue such as Universal Access)		\$ 1,205,678	\$ 1,154,087	4.5%
On Time Performance				
Fixed Route		85.2%	90.2%	-5.5%
Demand Response		97.1%	96.9%	0.2%

Analysis & Interpretation



MEMO

DATE: May 26, 2015
TO: Board of Trustees
FROM: Isaac Thorne, Procurement Director

RECOMMENDATION: That the Property and Casualty Insurance be renewed, effective July 1, 2015 through June 30, 2016 and the General Manager be authorized to execute the necessary documents.

BACKGROUND: Connect Transit is renewing the Property and Casualty Insurance from July 1, 2015 through June 30, 2016. The renewal premium rates are included for review.

FINANCIAL IMPACT: Funds for this renewal will come from the FY2016 operating budget.



Premium Summary

<i>Carrier/AM Best Rating Coverage Payment Plan</i>	<i>Annualized Expiring Premium</i>	<i>Expiring rates adjusted to Renewal exposure Basis</i>	<i>Renewal Premium</i>
United Heartland – A- X Workers' Compensation* 20% Down + 8 equal Installments: <i>Agency Bill</i>	\$216,345	\$229,998	\$238,757
OneBeacon Insurance Company – A XI Property, Equipment Breakdown, Inland Marine 25% Down + 3 equal Installments 4 th 7 th and 10 th months: <i>Agency Bill</i>	\$10,824	\$10,824	\$11,422
OneBeacon Insurance Company – A XI Crime 25% Down + 3 equal Installments 4 th 7 th and 10 th months: <i>Agency Bill</i>	Included in Property	Included in Property	Included in Property
OneBeacon Insurance Company – A XI General Liability 25% Down + 3 equal Installments 4 th 7 th and 10 th months: <i>Agency Bill</i>	\$6,573	\$6,573	\$6,573
OneBeacon Insurance Company – A XI Automobile Liability 25% Down + 3 equal Installments 4 th 7 th and 10 th months: <i>Agency Bill</i>	\$145,746	\$145,746	\$146,084
OneBeacon Insurance Company – A XI Automobile Comprehensive 25% Down + 3 equal Installments 4 th 7 th and 10 th months: <i>Agency Bill</i>	Included in above	Included above	Included in above
OneBeacon Insurance Company – A XI Umbrella 25% Down + 3 equal Installments 4 th 7 th and 10 th months: <i>Agency Bill</i>	\$40,399	\$40,399	\$40,475
OneBeacon Insurance Company – A XI D&O, EPLI 25% Down + 3 equal Installments 4 th 7 th and 10 th months: <i>Agency Bill</i>	\$3,798	\$3,798	\$3,798
Federal Insurance Company “Chubb” – A++ XI Fiduciary Annual Payment: <i>Agency Bill</i>	\$3,610	\$3,610	\$3,610
	Total	\$427,295	\$440,948
		\$440,948	\$450,719



MEMO

DATE: May 26, 2015
TO: Board of Trustees
FROM: Jenifer Clark, Human Resources Director

RECOMMENDATION: That the contract with Connect Transit's current provider, Health Alliance be approved with an employee choice one of two plans: Health Alliance POS 1000 Rx7 NS1 or Health Alliance POS HRA 2600 Rx12 NS3

BACKGROUND: The current Employee health insurance policy with Health Alliance is set to renew on July 1, 2015. Staff received renewal responses from Health Alliance. Other vendors declined to quote our policy. Employees will have the option to select one of the following plans.

1. The POS 1000 Rx 7 NS1: This plan is similar to our current plan with a few minor changes. This plan now has a \$1,000 individual and a \$3,000 family deductible. This plan offers 80% coinsurance plan where the previous plan offered 70%.
2. POS HAS 2600 NS3: This plan is a high deductible HSA. This plan offers a \$2,600 individual and a \$5,200 family deductible. 100% of coinsurance is offered with this plan once the deductible is met. Connect Transit will contribute \$1,050 annually to the HSA per employee. One half will be contributed on July 1 with the other half contributed on January 1.

FINANCIAL IMPACT: The total percentage increase from FY 2015 to FY 2016 will be no more than 7%.



MEMO

DATE: May 26, 2015
TO: Board of Trustees
FROM: Isaac Thorne, Procurement Director

RECOMMENDATION: That the firm fixed cost fee contract with Shive-Hattery, Inc. for the Architectural and Engineering Farebox Vault Room be approved in an amount not exceed \$19,700 and the General Manager be authorized to execute the necessary documents.

BACKGROUND: Connect Transit received only one response to the Request for the Architectural and Engineering Farebox Vault Room RFQ 15-10 Qualifications. The response was received from Shive-Hattery, Inc.

Connect Transit facility lacks infrastructure needed to upgrade to the electronic farebox collection system. A proper vault room is needed to ensure the farebox vaults are safely and securely transferred to the vault.

FINANCIAL IMPACT: Funds for this project will be made through Federal Transit Administration 5307 capital grant in the amount of \$14,000 and from local funding in the amount of \$5,700.



MEMO

DATE: May 26, 2015
TO: Board of Trustees
FROM: Carl Rokos, Maintenance Director

RECOMMENDATION: That a replacement engine and transmission for the 2010 low-floor bus be purchased from Cummins Crosspoint LLC., in an amount not exceed \$45,814 and a Purchase Order be issued for same.

BACKGROUND: To ensure that Connect Transit's vehicles are kept in a state of good repair, heavy duty vehicles need a mid-life overhaul. The 2010 low-floor bus has 248,349 miles and has reached half of its expected 500,000 miles. Staff proposes that the engine and transmission in this vehicle be replaced in an amount not to exceed \$45,814.

FINANCIAL IMPACT: \$20,000 will come from a 5307 Federal Transit Administration capital grant and \$25,814 from local funds.



MEMO

DATE: May 26, 2015
TO: Board of Trustees
FROM: Isaac Thorne, Procurement Director

RECOMMENDATION: That the FY 2016 - FY2018 Disadvantage Business Enterprise (DBE) Program and Goal be approved.

BACKGROUND: As a recipient of Department of Transportation, (DOT) financial assistance, Connect Transit is responsible for establishing goals for the participation DBE's. The program is monitored throughout the year and DBE participation is reported to the Federal Transit Administration semi-annually.

Over the last three (3) years Connect Transit has had .35% Disadvantaged Business Enterprise Participation which has grown 100% from the prior three years. The DBE Goal for FY2106 through FY2018 is .75%.

Staff has included for your review Connect Transit's DBE Policy Statement, and Attachment 2 of the document which covers Connect Transit's Overall Goal Calculation. The remaining portions of the document are standard DOT boilerplate language and are on file in the Procurement Department.

Connect Transit

Disadvantage Business Enterprise Program Policy Statement

Connect Transit has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. Connect Transit has received or will receive Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, Connect Transit has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of Bloomington-Normal Public Transit System, hereinafter Connect Transit to ensure that DBEs are defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT – assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

Isaac Thorn has been delegated as the DBE Liaison Officer. In that capacity, Isaac Thorne is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by Connect Transit in its financial assistance agreements with the Department of Transportation.

Connect Transit has disseminated this policy statement to the Connect Transit Board of Trustees and all of the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts. Such distribution was undertaken via posting on the Connect Transit website (www.connect-transit.com).

Andrew Johnson
General Manager

Date

Attachment 2

Section 26.45: Overall Goal Calculation

Amount of Goal

1. Connect Transit's overall goal for October 1, 2015-September 30, 2018 is the following:
.75% of the FTA assistance we will be spent with DBE firms exclusive of FTA-funds used to purchase transit vehicles. Of the overall goal, 100% will be achieved through race-neutral means.
2. Connect Transit expects to award \$6,440 in federal DOT-assisted contracts annually during FFY2016-FFY2018. This means that Connect Transit has set a goal of expending \$19,320 with DBE firms during this time period.

Methodology used to Calculate Overall Goal

The following is documentation of the method Connect Transit used to calculate this goal:

Step 1a: 26.45c Determine Weight – Determine the weight of each type of work by budget and NAICS code. The NAICS codes for each project are displayed in the table below.

Elements of Work	NAICS	Est. Cost per Element	% of Tot Work (Weight)
HVAC	238220	\$1,300	0.00328
Lubricants	424720	\$8,190	0.02068
Tires and Tubes	326211	\$17,600	0.04444
Printed Material	323120	\$6,000	0.01515
Driver's Uniforms	315210	\$3,000	0.00758
Office Supplies/Computer	424120	\$23,000	0.05808
Bus Repair Parts	423860	\$33,290	0.08406
Gasoline	424720	\$15,000	0.03788
Diesel Fuel	424720	\$240,000	0.60603
Cleaning Supplies	423850	\$11,800	0.02980
Outside Repair Service	811310	\$21,840	0.05515
Snow Removal/Landscaping	561730	\$15,000	0.03788
Anticipated Total Federal Funding For FY16		\$644,016	1.00000

Step 1b: 26.45c Determine Availability – Determine the relative availability of DBE's by NAICS category.

The base figures were calculated to determine the relative availability of DBE's in specific areas of expertise using the State of Illinois Directory of Certified Disadvantaged Business Enterprises. Connect Transit used the 2012 Census State business Patterns to determine the number of total establishments in Illinois.

Elements of Work	NAICS	# of DBE's in B-NMSA	# of Non-DBE's in Illinois	# of Illinois UCP DBE's	# of all firms	Relative Availability
HVAC	238220	0	606	16	622	0.026
Lubricants	424720	0	97	0	97	0.000
Tires and Tubes	326211	0	5	0	5	0.000
Printed Material	323120	0	46	1	47	0.022
Driver's Uniforms	315210	0	46	1	47	0.022
Office Supplies/Computer	424120	0	271	6	277	0.022
Bus Repair Parts	423860	0	76	9	85	0.118
Gasoline	424720	0	95	2	97	0.021
Diesel Fuel	424720	0	95	2	97	0.021
Cleaning Supplies	423850	0	236	8	244	0.034
Outside Repair Service	811310	0	977	4	981	0.004
Snow Removal/Landscaping	561730	0	4133	76	4209	0.018
Combined Totals		0				

Step 1c: 26.45c Determine Weighted Base – Determine the weighted base figure (Weight*Availability).

The base figures were weighted by the expected amount of federal contract dollars to be expended in each NAICS code/budget category summarized.

Elements of Work	NAICS	Weight	X	Relative Availability	DBE Goal by Work Element
HVAC	238220	0.00328	x	0.026	0.01%
Lubricants	424720	0.02068	x	0.000	0.00%
Tires and Tubes	326211	0.04444	x	0.000	0.00%
Printed Material	323120	0.01515	x	0.022	0.03%
Driver's Uniforms	315210	0.00758	x	0.022	0.02%
Office Supplies/Computer	424120	0.05808	x	0.022	0.00%
Bus Repair Parts	423860	0.08406	x	0.118	1.00%
Gasoline	424720	0.03788	x	0.021	0.08%
Diesel Fuel	424720	0.60603	x	0.021	1.28%
Cleaning Supplies	423850	0.02980	x	0.034	0.10%
Outside Repair Service	811310	0.05515	x	0.004	0.02%
Snow Removal/Landscaping	561730	0.03788	x	0.018	0.07%
				Total	2.60%

Step 2: 26.45(d) Adjust Base Figure

After calculating a base figure of the relative availability of DBEs, evidence was examined to determine what adjustment was needed to the weighted base figure in order to arrive at the overall goal.

Step 2.1: In looking at past DBE achievement over the last 12 months, Connect Transit had 0.75% DBE participation.

Connect Transit calculated the average past performance of DBE participation to adjust the overall goal.

Past 12 month DBE participation = .75%

Step 2.2: Adjusted Base Figure: Connect Transit then adjusted the step 1 base for past participation by taking the average of the Step 1 Base figure and the average past participation.

Step 2.1 Base Figure Adjusted = $(.75\% + 2.60\%)/2 = 1.30\%$

In order to reflect as accurately as possible the DBE participation we would expect in the absence of discrimination we have adjusted our base figure by .75%.

Over the last several years Connect Transit has had a DBE goal of 1% but only obtain DBE participation of .35%. The lack of DBE's in the Mclean County has made it very difficult to attract DBE participants. To attract DBE participation Connect Transit has sent out letters to DBE's in the Illinois UCP directory and made phone calls to make them aware of Connect Transit's DBE goal and current or upcoming projects.

Public Participation

Federal regulations require that Connect Transit publish a notice in general circulation media, women/minority focused media, and trade association publications announcing Connect Transit's proposed overall annual goals for FFY2016-2018 contracts assisted by USDOT. Such notice informs the public that the proposed goals and their rationale are available for inspection during normal business hours at Connect Transit office for 30 days following the date of notice and that Connect Transit and FTA will accept comments on the goals for 45 days from the date of the notice.

Connect Transit published our goal information in The Pantagraph and Connect Transit website. No comments were received on the DBE Program.



MEMO

DATE: May 26, 2015
TO: Board of Trustees
FROM: Isaac Thorne, Procurement Director

RECOMMENDATION: That the Transportation Improvement Program (TIP) FY2016 – FY2020 be approved.

BACKGROUND: The Transportation Improvement Program describes the schedule for obligating federal, state and local funds to projects for both operating and capital costs and is required under Federal and State Legislation. Regional and Local TIPs from across the State are compiled into the State TIP (STIP). The STIP is subject to FTA approval.



TRANSPORTATION IMPROVEMENT PROGRAM
FISCAL YEARS 2015-2019

Federal Funding and Projections						
FTA Funding Source						
	FFY15	FFY16	FFY17	FFY18	FFY19	FFY19
Total Appropriation:	\$2,776,437	\$2,759,142	\$2,759,142	\$2,759,142	\$2,759,142	\$2,759,142
Total Funds Available:	\$2,776,437	\$2,759,142	\$2,759,142	\$2,759,142	\$2,759,142	\$2,759,142
Prior Year Carryover Operating:		\$217,887	\$164,949	\$524,091	\$443,233	\$2,375
Prior Year Carryover Capital:						
Total Funds:	\$2,776,437	\$2,977,029	\$2,924,091	\$3,283,233	\$3,202,375	\$2,761,517
Uses	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
	FFY15	FFY15	FFY16	FFY17	FFY18	FFY18
Contract Number:						
Contract (Federal Dollars):	\$2,558,550	\$2,812,080	\$2,400,000	\$2,840,000	\$3,200,000	\$2,400,000
Operating:	\$2,189,750	\$2,400,000	\$2,400,000	\$2,400,000	\$2,400,000	\$2,400,000
Capital:	\$368,800	\$412,080	\$0	\$440,000	\$800,000	\$0
Carryover	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
Current FFY Carryover:	\$217,887	\$164,949	\$524,091	\$443,233	\$2,375	\$361,517
Prior FFY Carryover:	\$0	\$0	\$0	\$0	\$0	\$0
Total Remaining:	\$217,887	\$164,949	\$524,091	\$443,233	\$2,375	\$361,517
Moving Ahead for Progress in the 21st Century Act Apportionment						



TRANSPORTATION IMPROVEMENT PROGRAM
FISCAL YEARS 2015-2019

CAPITAL PROJECTS AND FUNDING PROJECTS

Budget for FY2016:					
Project	Description	Action/Comments	Funding Source		Cost
40 ft. Diesel Buses	Purchase (7) replacement buses	Delivery of buses will occur in June 2016	FTA 5307	\$0	
			IDOT	\$2,333,333	
			Local	\$879,667	\$3,213,000
Bus Shelters	(10) Bus Stops/Shelters	Occur through 2017	Local	\$120,000	\$120,000
Replacement Medium-Duty Buses (4)	Purchase (4) replacement buses	Delivery of buses will occur in June 2016	FTA 5307	\$305,280	
			Local	\$174,720	\$480,000
Preventative Maintenance (4) 2011 Low Floor Bus	Replace engine and transmission	Bus mileage is near 250,000 miles or half its useful life	FTA 5307	\$106,800	
			Local	\$71,200	\$178,000
ITS for Administration Building	Prox Cards for the Administration Building	Administration building doors will have prox cards	FTA 5307	\$0	
			IDOT	\$18,500	
			Local	\$5,000	\$23,500
McLean County Center	Transfer Center in Downtown Bloomington	This is new construction of a transfer center and bus lane	FTA 5309	\$15,000,000	
			Local*	\$4,500,000	\$19,500,000
			FTA 5307	\$412,080	
				\$15,000,000	
			FTA 5309	0	
			IDOT	\$2,351,833	
			Local	\$1,250,587	
				Total Cost	\$23,514,500



TRANSPORTATION IMPROVEMENT PROGRAM
FISCAL YEARS 2015-2019

Budget for FY2017:					
Project	Description	Action/Comments	Funding Source		Cost
40 ft. Diesel Buses	Purchase (7) replacement buses	Delivery of buses will occur in June 2017	FTA 5309	\$1,785,000	
			IDOT	\$666,666	
			Local	\$855,834	\$3,307,500
Bus Shelters	(10) Bus Stops/Shelters	Occur through 2017	Local	\$120,000	\$120,000
Replacement Medium-Duty Buses (4)	Purchase (4) replacement buses	Delivery of buses will occur in June 2017	Local	\$480,000	\$480,000
			FTA 5307	\$0	
			FTA 5309	\$1,785,000	
			IDOT	\$666,666	
			Local	\$1,455,834	
Total Cost					\$3,907,500

Budget for FY2018:					
Project	Description	Action/Comments	Funding Source		Cost
40 ft. Diesel Buses	Purchase (6) replacement buses	Delivery of buses will occur in June 2018	FTA 5309	\$255,000	
			FTA 5307	\$440,000	
			Local	\$2,207,500	\$2,902,500
Bus Shelters	(10) Bus Stops/Shelters	Occur through 2018	Local	\$120,000	\$120,000
Replacement Medium-Duty Buses (4)	Purchase (4) replacement buses	Delivery of buses will occur in June 2018	Local	\$480,000	\$480,000
			FTA 5307	\$440,000	
			FTA 5309	\$255,000	
			IDOT	\$0	
			Local	\$2,807,500	
Total Cost					\$3,502,500



TRANSPORTATION IMPROVEMENT PROGRAM
FISCAL YEARS 2015-2019

Budget for FY2019:					
Project	Description	Action/Comments	Funding Source		Cost
40 ft. Diesel Buses	Purchase (5) replacement buses	Delivery of buses will occur in June 2019	FTA 5307 Local	\$800,000 \$1,675,000	\$2,475,000
Driving Simulator (2)	Driver training	Delivery will occur in 2019	Local	\$450,000	\$450,000
Replacement DR Buses (4)	Purchase (4) replacement buses	Delivery of buses will occur in June 2019	Local	\$480,000	\$480,000
				FTA 5307 FTA 5309 IDOT Local	\$800,000 \$0 \$0 \$2,605,000
				Total Cost	\$3,405,000



TRANSPORTATION IMPROVEMENT PROGRAM
FISCAL YEARS 2015-2019

Budget for FY2020:					
Project	Description	Action/Comments	Funding Source		Cost
40 ft. Diesel Buses	Purchase (5) expansion buses	Delivery of buses will occur in June 2020	FTA 5307 Local	\$0 \$2,531,250	\$2,531,250
Replace Radio Equipment	Purchase mobile and portable radios	Replaced throughout 2020	Local	\$100,000	100,000
Replacement DR Buses (4)	Purchase (4) replacement buses	Delivery of buses will occur in June 2020	Local	\$480,000	\$480,000
				FTA 5307 FTA 5309 IDOT Local	\$0 \$0 \$0 \$3,111,250
				Total Cost	\$3,111,250

LONG RANGE PLANNING

- Install of alternative fueling station for demand response and fixed route.



MEMO

DATE: May 26, 2015
TO: Board of Trustees
FROM: Julie Phillips, Executive Assistant

RECOMMENDATION: That the Amended By-Laws be approved.

BACKGROUND: On April 22, 2014, the Board of Trustees approved minor amendments to its By-Laws. Staff is requesting additional housekeeping amendments. Staff proposes the following amendments:

1. Adopting rules to allow remote participation in Board of Trustees meetings. Staff has not been able to determine that these rules had been formerly adopted previously. Adopting formal procedures are required in order to allow remote participation by any Trustee in the future.
2. Procedure for authorizing a list of employees to sign checks. Staff has conferred with legal counsel that it is not recommended that the Board restrict itself by acting by resolution.
3. Changing Bond requirements. Staff has conferred with legal counsel that the operating structure approved by both Bloomington and Normal states that the General Manager shall determine the amount of bond, if any, and who shall be bonded. Typically bonds are procured only for those employees who handle money.
4. Striking Section 19 – Resolutions. Staff has conferred with legal counsel and it has been determined that it is not necessary to restrict the format for which a resolution is adopted, or that the Board be restricted to acting by resolution. This could prove erroneous any item that the Board approves at some later date outside of the specified format.

On April 28, 2015, The Board of Trustees authorized a change to the signatories for the signing of Connect Transit checks. A Resolution adopting this change was required per the Board of Trustees By-Laws. A resolution was not presented to the Board at the April 28, 2015 meeting in error.

Staff sought feedback from legal counsel and it was advised that the Board making a motion and voting upon any action is legally sufficient, and that by restricting the Board to acting by resolution or by specifying a particular format for resolutions could cause any item approved by the Board at some later date outside of the specified format erroneous.

Other housekeeping items include adopting rules to allow remote participation, changing the bond requirements and striking Section 19 – Resolutions as stated above.

FINANCIAL IMPACT: None.

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 ~~fixed~~ **approved** by ~~Resolution~~ of the Trustees from time to time, with the latest ~~Resolution~~ **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. ~~All Trustees and~~ The General Manager shall determine which employees of the System shall be bonded in an amount to be determined by ~~the Trustees~~ 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.

RESOLUTIONS

~~19. The Trustees shall act by resolution adopted on any matter of business coming before them not specifically covered by the ordinances creating the System. Such resolution shall in form be as follows:~~

~~“On motion duly made and seconded, the Trustees did adopt the following resolution. BE IT RESOLVED...” (here insert the action adopted).~~

~~Any action taken by the Trustees prior to the adoption of the form of the resolution herein as ratified, confirmed and approved by the Trustees as if same had been adopted in the form prescribed herein.~~

The foregoing By-Laws were approved unanimously by the Trustees at a meeting held on the ____ Day of _____ and are still in full force and effect.

DATED THIS ____ DAY OF _____.

Chairman

ATTEST:

Secretary

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.

- (c) The Board of Trustees may contract with any person or corporation or public or private entity for the operation or provision of transit facilities and services upon such terms and conditions as the Board shall determine.
- (d) The Board of Trustees shall have the authority to contract for any and all purposes of the System, including with an interstate transportation authority, or with local Mass Transit System or any other municipal, public, or private corporation entity in the transportation business including the authority to contract to lease its or otherwise provide land, buildings, and equipment, and other related facilities, improvements, and services, for the carriage of passengers beyond the territorial limits of the System or to subsidize transit operations by a public or private or municipal corporation operating entity providing mass transit facilities.
- (e) The Board of Trustees shall have the authority to establish, alter and discontinue transportation routes and services and any or all ancillary or supporting facilities and services, and to establish and amend rate schedules for the transportation of persons thereon or for the public or private use thereof which rate schedules shall, together with any grants, receipts or income from other sources, be sufficient to pay the expenses of the System, the repair, maintenance and the safe and adequate operation of its mass transit facilities and public mass transportation system and to fulfill the terms of its debts, undertakings, and obligations.
- (f) The Board of Trustees of every System shall have perpetual succession and shall have the following powers in addition to any others in this Ordinance granted:
 - (1) to sue and be sued;
 - (2) to adopt and use a seal;
 - (3) to make and execute contracts loans, leases, subleases, installment purchase agreements, contracts, notes and other instruments evidencing financial obligations, and other instruments necessary or convenient in the exercise of its powers;
 - (4) to make, amend and repeal bylaws, rules and regulations not inconsistent with this Ordinance;
 - (5) to sell, lease, sublease, license, transfer, convey or otherwise dispose of any of its real or personal property, or interests therein, in whole or in part, at any time upon such terms and conditions as it may determine (with public bidding if the value exceeds \$10,000), at negotiated, competitive, public, or private sale;

(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.

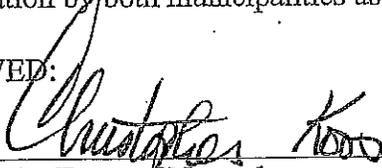
SECTION ELEVEN: VOTING. Whenever this Ordinance requires a matter to be approved by the corporate authorities of Bloomington and Normal, such matter shall require a majority vote of each governing body to receive approval.

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:



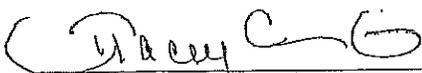
Town Clerk

APPROVED:



Mayor of the City of Bloomington

ATTEST:



City Clerk

This Ordinance was passed by the Normal Town Council on March 19, 2012,
and by the Bloomington City Council on March 12, 2012.

EXHIBIT

(5 ILCS 120/7)

Sec. 7. Attendance by a means other than physical presence.

(a) If a quorum of the members of the public body is physically present as required by Section 2.01, a majority of the public body may allow a member of that body to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency. "Other means" is by video or audio conference.

(b) If a member wishes to attend a meeting by other means, the member must notify the recording secretary or clerk of the public body before the meeting unless advance notice is impractical.

(c) A majority of the public body 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 public body. The rules must conform to the requirements and restrictions of this Section, may further limit the extent to which attendance by other means is allowed, and may provide for the giving of additional notice to the public or further facilitate public access to meetings.

(d) The limitations of this Section shall not apply to (i) closed meetings of (A) public bodies with statewide jurisdiction, (B) Illinois library systems with jurisdiction over a specific geographic area of more than 4,500 square miles, (C) municipal transit districts with jurisdiction over a specific geographic area of more than 4,500 square miles, or (D) local workforce investment areas with jurisdiction over a specific geographic area of more than 4,500 square miles or (ii) open or closed meetings of State advisory boards or bodies that do not have authority to make binding recommendations or determinations or to take any other substantive action. State advisory boards or bodies, public bodies with statewide jurisdiction, Illinois library systems with jurisdiction over a specific geographic area of more than 4,500 square miles, municipal transit districts with jurisdiction over a specific geographic area of more than 4,500 square miles, and local workforce investment areas with jurisdiction over a specific geographic area of more than 4,500 square miles, however, may permit members to attend meetings by other means only in accordance with and to the extent allowed by specific procedural rules adopted by the body. For the purposes of this Section, "local workforce investment area" means any local workforce investment area or areas designated by the Governor pursuant to the federal Workforce Investment Act of 1998 or its reauthorizing legislation.

(Source: P.A. 98-992, eff. 8-18-14.)



MEMO

DATE: May 26, 2015
TO: Board of Trustees
FROM: Pat Kuebrich, Finance Director

RECOMMENDATION: That a contract with Resource One for furniture for the new office space be approved in an amount not to exceed \$50,000 and the General Manager be authorized to execute the necessary documents.

BACKGROUND: Connect Transit is remodeling approximately 2,000 square feet of previously unfinished office space in the administrative building at 351 Wylie Drive. Furnishing is needed for four offices, an open office space with four cubicles, and a conference room. Additionally, a new table and chairs for the existing Board Room is included in this purchase.

FINANCIAL IMPACT: Funds for this purchase will be made through local funding.