



Public notice was given to *The Register-Guard* for publication on June 9, 2011.

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING**

**Wednesday, June 15, 2011
5:30 p.m.**

**LTD BOARD ROOM
3500 E. 17th Avenue, Eugene
(off Glenwood Boulevard in Glenwood)**

A G E N D A

Page No.

- I. CALL TO ORDER
- II. ROLL CALL
 - Eyster _____ Gillespie _____ Kortge _____ Towery _____
 - Necker _____ Evans _____ Dubick _____

The following agenda items will begin at 5:30 p.m.

- III. PRELIMINARY REMARKS BY BOARD PRESIDENT
- IV. ANNOUNCEMENTS AND ADDITIONS TO AGENDA 4
- V. BOARD CALENDARS (5 minutes) 5
- VI. WORK SESSION
 - A. EmX Business Outreach Program (25 minutes) 6
[Cosette Rees]
 - B. Long-Range Transit Plan Status (TS) (20 minutes) 8
[Tom Schwetz]
- VII. SPECIAL DESSERT IN HONOR OF GENERAL MANAGER MARK PANGBORN

The following agenda items will begin at 6:30 p.m.

- VIII. EMPLOYEE OF THE MONTH – July 2011 (5 minutes) 9
[George Trauger]
- IX. AUDIENCE PARTICIPATION

- ◆ *Public Comment Note:* This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.
- ◆ Citizens testifying are asked to limit testimony to three minutes.

X. ITEMS FOR ACTION AT THIS MEETING

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2. Registered Agent (Page 25)		
B. Public Hearing and Approval of Supplemental Budget for Fiscal Year 2010-11 [Todd Lipkin]	(5 minutes)	26
1. Staff Presentation		
2. Opening of Public Hearing by Board President		
3. Public Testimony		
▪ Each speaker is limited to three (3) minutes		
4. Closing of Public Hearing		
5. Board Action		
C. Public Hearing and Adoption of Fiscal Year 2011-12 Budget [Diane Hellekson]	(10 minutes)	29
1. Staff Presentation		
2. Opening of Public Hearing by Board President		
3. Public Testimony		
▪ Each speaker is limited to three (3) minutes		
4. Closing of Public Hearing		
5. Board Action		
D. General Manager Pro Tempore [Mark Pangborn]	(5 minutes)	35
E. FTA Grant Filing Authorization [Todd Lipkin]	(5 minutes)	37

XI. ITEMS FOR INFORMATION AT THIS MEETING

A. Introduction of New Legal Counsel [Mark Pangborn]	(15 minutes)	39
B. Board Member Reports	(10 minutes)	47
1. Meetings Held		
a. Metropolitan Planning Organization's Citizen Advisory Committee (May 19)		
b. Transportation Community Resource Group (June 1)		
c. Lane Area Commission on Transportation (June 8)		
d. Metropolitan Planning Committee (June 9)		
2. Other Activities		
a. APTA Board of Directors Executive Committee (May 20-25)		

3. No Meeting/No Report		
a. LTD Pension Trusts		
b. Lane Council of Governments Board of Directors		
c. Human Resources Committee		
d. Long-Range Transit Plan Project Advisory Committee		
e. EmX Steering Committee		
f. Springfield Stakeholder Advisory Committee		
g. Finance Committee		
h. Service Committee		
C. Board Committee Assignments [Mark Pangborn]	(5 minutes)	50
D. Gateway EmX Ridership Update [Andy Vobora]	(5 minutes)	52
E. Legislative Update [Mary Adams and Andy Vobora]	(10 minutes)	53
F. Monthly Financial Report—May 2011 [Diane Hellekson]	(5 minutes)	55
G. Construction of New Data Center (respond if questions)		67
H. Monthly Grant Report—May 2011 (respond if questions)		69
I. Monthly Department Reports (respond if questions)		73
J. Monthly Performance Reports (respond if questions)		79
XII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING		85
A. FY 2009-10 Annual Performance Report (July 20)		
B. Triennial Review Report (July 20)		
C. 2011 Legislative Session (after Legislative Session closes)		
D. Ridership Numbers (later this year)		
E. West Eugene EmX (throughout project)		
XIII. ADJOURNMENT		

The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact LTD’s Administration office as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please call 682-6100 (voice) or 1-800-735-2900 (TTY, through Oregon Relay, for persons with hearing impairments).

AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2011

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

PREPARED BY: Jeanne Schapper, Administrative Services Manager/Clerk of the Board

ACTION REQUESTED: None

BACKGROUND: This agenda item provides a formal opportunity for Board members to make announcements or to suggest topics for current or future Board meetings.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2011

ITEM TITLE: BOARD CALENDARS

PREPARED BY: Jeanne Schapper, Administrative Services Manager/Clerk of the Board

ACTION REQUESTED: Discussion of Board member participation at LTD, and community events and activities.

BACKGROUND: Board members are asked to coordinate the Board Activity Calendars with their personal calendars for discussion at each Board meeting. Updated Board Activity Calendars are included with this packet for Board members.

Please contact Jeanne Schapper with any changes in your availability for LTD-related meetings and events, or to provide your summer vacation dates.

ATTACHMENT: Board activity calendars are included separately for Board members.

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE: June 15, 2011

ITEM TITLE: EmX BUSINESS OUTREACH PROGRAM

PREPARED BY: Cosette Rees, Public Relations Specialist

ACTION REQUESTED: None

BACKGROUND: As was discussed at the Board's May 18, 2011, work session, LTD is developing a new outreach program to engage businesses, property owners, and residents on the West Eugene EmX project.

TriMet Meeting – On June 14 LTD staff will go to Portland to meet with TriMet staff regarding their experiences on large projects. The goal of this meeting is to gain from the benefits of their experiences and their insights on best practices and lessons learned.

Business Assistance Program – In addition to lessons learned from TriMet, staff are meeting with representatives of other organizations who may be able to provide resources helpful to entities along the corridor. Examples of potential resources include marketing classes to help prepare for the new transit markets coming to their businesses, business planning, architecture and landscape planning, low-interest loans, etc.

Organizations that LTD is looking to partner with include the Lane Community College Business Development Center, the University of Oregon, local Chambers of Commerce, SCORE (volunteer non-profit organization helping form, grow, and position businesses for success), Lane County, City of Eugene, and others.

Focus Groups – LTD will complete two focus groups with businesses and property owner to discuss concerns and helpful resources.

Gateway/Franklin Meeting – Staff are talking with businesses along the current EmX lines to follow-up and debrief with them.

City of Eugene – Staff are continuing conversations with the City of Eugene on the treatment of potential property impacts.

Speakers Bureau – Meetings are being scheduled with professional, neighborhood, and civic groups to provide project updates.

One-on-One Meetings – Staff have developed materials and have just begun their walk-about, which includes walking along the corridor, introducing staff to businesses and residents, and establishing a relationship.

The goal is to provide businesses and property owners with accurate information about the designs and potential property impacts, provide general project information, and establish relationships that will be on-going throughout construction.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2011

ITEM TITLE: LONG-RANGE TRANSIT PLAN STATUS

PREPARED BY: Tom Schwetz, Director of Planning and Development

ACTION REQUESTED: None. Information only.

BACKGROUND: The purpose of the Long-Range Transit Plan (LRTP) is to provide strategic guidance for the provision of transit services in the context of uncertain economic, regulatory, and political conditions. The LRTP will serve as the basis for the transit element of transportation system plans being adopted by local jurisdictions within the metro area. It also will provide guidance to these jurisdictions in their efforts to increase transit use and reduce greenhouse gas emissions.

The Board's last engagement in the development of the Long-Range Transit Plan was on October 12, 2010. That meeting was situated in the middle of a 2½-day process that focused on identifying the driving forces and key uncertainties facing LTD in the future, and how they might play out in ways that present opportunities and threats that will need to be addressed in LTD's long-term planning. That process included a public workshop and a meeting of the project's policy advisory committee and provided a strong foundation for the Plan's development.

Since that time, work has proceeded on various elements of the Plan. At the June 15 work session, staff will provide an update on the Plan's development, outlining the implications of some of the major uncertainties facing LTD during the next 20 or more years and describing the process for completion of the Plan.

ATTACHMENT: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

- DATE OF MEETING:** June 15, 2011
- ITEM TITLE:** JULY EMPLOYEE OF THE MONTH
- PREPARED BY:** Jeanne Schapper, Administrative Services Manager/Clerk of the Board
- BACKGROUND:** **July 2011 Employee of the Month:** Journeyman Tire Specialist Bill Bradley, who came to LTD in June 2009, was selected as the July 2011 Employee of the Month (EOM). Bill was nominated for this award for his attention to safety related to tire maintenance on the fleet buses. He received a Monthly Value award for practicing safety in March 2011. Bill has said, "The safety of our tires is very important to me, as is the safety of our Maintenance staff, drivers, and customers."
- One of Bill's coworkers nominated him for the EOM award because she thought that he should be commended for his daily efforts to keep LTD's bus tires in good working condition. Bill has been instrumental in improving the procedures for inspecting tires since he started at the District.
- When asked to comment on Bill's selection as Employee of the Month, Maintenance Supervisor Ernie Turner said:
- I have been Bill's supervisor since he was hired on June 22, 2009. From the beginning, he has shown that he takes his job responsibilities seriously. His number one concern is for the safety of our fleet, and he has always brought immediate attention to any potential problems or defects that he comes across. He has been involved with the Health for Life Committee for the last year and has been an excellent representative for our department in that capacity.
- I am very proud that he has been chosen for this honor. He continues to perform his job at a very high level, and I am confident that he will continue to be a valuable asset to LTD.
- Congratulations to Bill on being selected as the July 2011 Employee of the Month.
- AWARD:** Bill will attend the June 15, 2011, meeting to be introduced to the Board and to receive his award.

AGENDA ITEM SUMMARY

- DATE OF MEETING:** June 15, 2011
- ITEM TITLE:** CONSENT CALENDAR
- PREPARED BY:** Jeanne Schapper, Administrative Services Manager/Clerk of the Board
- ACTION REQUESTED:** Approval of Consent Calendar Items
- BACKGROUND:** Issues that can be explained clearly in the written materials for each meeting, and that are not expected to draw public testimony or controversy, are included in the Consent Calendar for approval as a group. Board members can remove any items from the Consent Calendar for discussion before the Consent Calendar is approved each month.
- The Consent Calendar for June 15, 2011:
1. Approval of the Minutes of the November 8, 2010, Special Board Meeting
 2. Approval of LTD Registered Agent
- ATTACHMENTS:**
1. Minutes of the November 8, 2010, Special Board Meeting
 2. LTD Resolution No. 2011-014, Designating LTD Registered Agent
- PROPOSED MOTION:** I move that the Board adopt the following resolution:
- LTD Resolution No. 2011-013: It is hereby resolved that the Consent Calendar for June 15, 2011, is approved as presented.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Monday, November 8, 2010

Pursuant to notice given to *The Register-Guard* for publication on November 4, 2010, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special Board meeting on Monday, November 8, 2010, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Mike Eyster, President
Greg Evans, Vice President
Dean Kortge, Secretary
Ed Necker, Treasurer
Gary Gillespie
Michael Dubick
Mark Pangborn, General Manager
Jeanne Schapper, Clerk of the Board
Wade Hicks, Minutes Recorder

Absent: Doris Towery

CALL TO ORDER: Mr. Eyster convened the meeting of the LTD Board of Directors at 5:32 p.m. and called the roll. With the exception of Mr. Gillespie, all Board members were present.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Eyster noted that LTD's "Let's Talk Transit" event would be held on Tuesday, November 9, at 7:30 p.m. at the Eugene Hilton Conference Center. Mr. Pangborn added that he anticipated that opposition groups would be protesting outside the event.

Mr. Gillespie arrived at the meeting at 5:33 p.m.

ANNOUNCEMENTS AND ADDITIONS TO AGENDA: Mr. Eyster announced that the Joint Locally Preferred Alternative (LPA) Committee had recently held its first meeting. He noted that he would provide information regarding that meeting later in the agenda.

Mr. Pangborn noted that he, Mr. Kortge, and Director of Human Resources Mary Adams had planned to attend an upcoming pension trust conference.

BOARD CALENDARS: Mr. Pangborn said that an open house regarding the West Eugene EmX Extension (WEEE) Alternatives Analysis Report had been scheduled for November 9 from 11:00 a.m. to 2:00 p.m. at the Eugene Faith Center.

Mr. Pangborn reported that the LTD Leadership Council had scheduled its annual strategic planning retreat for November 22. This is in preparation for the LTD Board retreat, which is scheduled for December 10 from 8:00 a.m. to 5:00 at the Northwest Community Credit Union building on International Way in Springfield. Mr. Pangborn stated that the strategic planning session might be rescheduled to begin at 8:30 a.m.

Mr. Pangborn stated that LTD bus services would not be operating on Thursday, November 25, in observance of the Thanksgiving holiday and that on Friday, November 26, the buses would run on the Saturday bus service schedule. He added that LTD shuttle bus services would be offered for the University of Oregon football game on November 26.

Director of Planning and Development Tom Schwetz noted that while LTD staff had considered holding a joint meeting of the EmX Steering Committee and the West Eugene EmX Extension Corridor Committee (WEECC); the WEECC had been scheduled to meet on December 1, and the Steering Committee had been scheduled to meet on December 7. He noted that each group had been requested to conduct values exercises at their respective meetings.

Mr. Vobora said that staff had not yet received confirmation regarding Congressman Peter DeFazio's availability for the Gateway EmX opening activities. Mr. Pangborn stated that he hoped that Congressman DeFazio's participation in the Gateway EmX opening activities would be similar to his participation in the opening activities of the Franklin Avenue EmX line.

WORK SESSION

Investing in Transit, presented by Utah Transit Authority (UTA) CEO John English: Mr. Pangborn introduced Utah Transit Authority (UTA) CEO John English and said that he would be the keynote speaker for the "Let's Talk Transit" event to be held on November 9. Mr. Pangborn added that Mr. English had been invited to attend the Board meeting in order to provide his input and feedback regarding Salt Lake City's ambitious transportation program of public transit enhancements.

Mr. English described his experience and background in public transportation and discussed his perceptions of how public transportation had been developed in many American cities. He then described how various rail and roadway transportation systems had been developed in the Salt Lake City area. Mr. English said that the *Envision Utah* initiative had been very important in the determination of how transportation systems may be developed in order to deal with the area's robust population increases. He noted that the initiative had involved the use of various modeling and scenario tools to investigate how bus rapid transit and light rail systems may be utilized to benefit the community. Mr. English explained how referendums had been passed to initiate the development of five separate public transit rail lines in the Salt Lake City area.

Mr. English described the project development of UTA's five rail lines and noted that each of them were expected to be in operation by 2015. He noted that the final phases of the project would involve the networking of each of the five lines with existing transportation mechanisms. He stated that UTA currently plans to create a bike and pedestrian authority to oversee the networking of bike/pedestrian transportation systems with the region's developing light rail system.

Mr. English added that the transportation infrastructure developed by UTA had prompted a host of economic redevelopment strategies in many areas of Salt Lake City.

Mr. English noted that he had joined UTA with the expectation that he would research and investigate how other transit systems all over the world had been developed. He added that he had joined the International Association of Public Transport (UITP) as part of his research into other transit systems. He further noted that he had recently been appointed as the first American chairperson of the UITP's sustainability commission.

Mr. English briefly described how developing American transit systems compared with those of their European counterparts.

Mr. Dubick asked Mr. English to provide input on how community support might be gathered for the creation and enhancement of public transit systems such as bus rapid transit and light rail. Mr. English responded that community support often was generated by demonstrating the practical benefits of such systems, whether by actually building them or by monetizing the urban sprawl that could be offset by the development of transit systems.

Mr. English, responding to a question from Mr. Necker, stated that the primary sources of funding for UTA were local sales taxes that had been gradually increased through a series of public referendums. He briefly described the manner in which the local sales taxes had been applied in the six-county service area of UTA. He noted that UTA utilized a series of modeling strategies to demonstrate to the community how the local sales taxes had been applied in an equitable fashion. He described how the revenues generated by the local sales taxes that funded UTA had affected the amount of services provided by UTA.

Mr. English, responding to a question from Mr. Kortge, stated that the Salt Lake City region had a population of approximately two million people. He added that the five-line rail system under development by UTA had a projected cost of approximately \$3 billion.

Mr. Kortge asked how Mr. English's input on transit system development might be applied to relatively smaller communities such as Eugene-Springfield. Mr. English commented that he felt that LTD had been correct in its assumptions of the current size and anticipated growth for Eugene and surrounding areas with respect to transit system development. Mr. English described how Eugene was similarly scaled to the northern and southern UTA service areas.

Mr. Gillespie asked Mr. English for information regarding how feeder routes were used in conjunction with UTA's primary transportation system routes. Mr. English described how UTA's light rail systems had been developed in a manner that had shortened associated bus routes to the point where they operated more as shuttles to the light rail lines rather than as feeder routes for the entire UTA system.

Mr. English said UTA had used a statistical system known as a Net Promoter score in order to measure the public's consideration of UTA's regular bus services. He noted that the Net Promoter scores for UTA's inner city bus service and its BRT lines often were as high as those for UTA's light rail lines.

Mr. Pangborn referred to Mr. English's previous comment and suggested that LTD's computer modeling tools could be used to more accurately reflect the public's anticipated usage of BRT systems such as the EmX.

Responding to a question from Mr. Gillespie, Mr. English said that approximately 20 percent of UTA's overall revenues came through the use of fare boxes at UTA stations. That percentage of overall revenue was expected to increase significantly with the completion of the five UTA light rail lines.

Mr. English briefly described elements of the fare system used by UTA for its light rail and regular bus services. He further noted that UTA had recently implemented the use of an electronic fare collection system. He added that the electronic fare collection system might ultimately enable UTA to implement more distance-based fare structures.

Mr. English commented on the nature of fare collections with respect to public transportation systems, and he suggested that the basic structure of such systems needed to be transitioned from a social service role to that of a public utility. He further suggested that it was imperative for local public transportation systems to find ways to become more financially sustainable and to develop infrastructures accordingly.

Mr. Evans asked Mr. English to describe the manner in which UTA had or had not developed community-wide and comprehensive environmental impact studies concurrent to the development of UTA's five light rail lines. Mr. English replied that UTA had conducted separate environmental impact statements for each of the five light rail lines. He further noted that while two of the five lines had been federally funded, and therefore required environmental impact statements to satisfy NEPA requirements, UTA had chosen to adopt an internal policy that called for the creation of environmental impact statements for the remaining three lines. He noted that the internal policy had allowed UTA to cut through a significant amount of red tape for the development of the remaining three light rail lines.

Mr. English, responding to a question from Mr. Evans, stated that the environmental impact statements for the three light rail lines under UTA's internal policy had been financed through the use of local and dedicated funds provided by referendum.

Mr. Kortge asked if UTA had needed to condemn any right-of-way properties as its five light rail lines were developed. Mr. English responded that UTA was one of the only transit agencies in the world that did not have powers of condemnation. Mr. English continued to describe how UTA's lack of condemnation powers had actually benefited the agency in that it had forced them to take a more active and considered role in transit-oriented property development.

Mr. English noted that the Utah State Legislature had recently approved a bill allowing UTA to enter into agreements with property developers as UTA's transit systems were planned and developed.

Responding to a question from Mr. Necker, Mr. English said that UTA did not typically sell any of its properties for development, but rather encouraged the use of long-term ground leases in order to maximize the revenues generated by commercial enterprises on UTA property.

Mr. English noted that other entities such as the Utah Department of Transportation and the City of Salt Lake were empowered to condemn properties on UTA's behalf.

Mr. English, responding to a question from Mr. Eyster, described how UTA streetcars were not considered an antiquated means of public transportation but rather had been developed to operate on rails in regular traffic. He further described how streetcars had been modernized and developed for use in a variety of public transportation systems.

Mr. English added that the cost of constructing a public streetcar system was cheaper than constructing a light rail system.

West Eugene EmX Extension (WEEE) Update: Mr. Schwetz presented information on the myriad of public input sessions that were recently conducted regarding the WEEE project.

Mr. Schwetz said that two open house events recently had been conducted regarding the Alternatives Analysis Report for the WEEE project and that a third open house was scheduled for November 9 at the Eugene Faith Center. He noted that the open house events already held had been relatively well

attended and that a number of good questions had been asked.

Mr. Schwetz reported that a Jefferson Westside Neighborhood Association panel also was scheduled for November 9. Mr. Pangborn had agreed to serve on the panel along with Ilona Kolesar, Rob Inerfeld, Josh Skov, and Bob Macherione.

Mr. Pangborn noted that LTD staff were scheduled to attend a meeting of the River Road Community Council on right after this Board meeting to speak regarding that area's desire to become the next EmX corridor.

Mr. Schwetz said that the first Joint LPA Committee meeting had been conducted and that the members and support staff had been attempting to schedule the next several committee meetings. He noted that the Committee's process was expected to result in an alignment alternative recommendation to the Eugene City Council and the Metropolitan Policy Committee (MPC) sometime in January or February of 2011.

Mr. Schwetz said that LTD staff continued to work with representatives from the West Eugene Collaborative (WEC) as the WEC worked to compile and present information to the Eugene City Council regarding the development of the West Eugene corridor.

Mr. Schwetz stated that LTD staff and representatives from the Jefferson Westside, Whiteaker, Far Side, and Churchill neighborhood associations were attempting to plan a joint meeting to discuss the WEEE project. He stated that LTD staff may meet individually with those groups in the event that a joint meeting could not be scheduled.

Mr. Schwetz added that LTD staff continued to conduct one-on-one meetings with various West Eugene business owners regarding the WEEE project.

Mr. Schwetz said that LTD staff planned to present to the Central Lane Metropolitan Planning Organization Citizen Advisory Committee at its November meeting. He noted that LTD staff also planned to present to the City of Eugene's Coordinated Land Use Action Committee (CLUAC). Mr. Schwetz said that the CLUAC had been working with both City of Eugene staff and the City's Sustainability Commission to examine the Alternatives Analysis Report in comparison with the City's triple bottom line assessment sustainability models.

Mr. Schwetz noted that LTD planned to schedule another joint meeting of its EmX Steering Committee and West Eugene EmX Corridor Committee at the beginning of December. He noted that the Steering Committee and the Corridor Committee were scheduled to meet on December 1 and 7, respectively, to finalize their recommendations to the LTD Board.

Senior Project Manager John Evans conveyed the mitigation concepts currently under development by LTD staff, and he maintained that it soon would be necessary to stop the design refinement process in order to move forward.

Mr. Evans noted that LTD staff had, to date, met with more than 85 property owners regarding the mitigation concepts associated with each of the alignment alternatives. He added that on the West 13th/11th Avenue alignment alternative, the current mitigation concepts to avoid adverse property impacts had called for 75 percent exclusive bus lanes and 25 percent mixed traffic. He added that the West 13th/11th Avenue mitigation concept also currently called for 80 partial property acquisitions and no full property acquisitions.

Mr. Evans stated his belief that in December, and after the next Joint LPA Committee meeting, LTD staff would be in a position to look at whether or not the Board wished to promote a preferred alternative based on the mitigation concepts that had been developed.

Mr. Evans, responding to question from Mr. Eyster, stated that staff had met with the majority of business owners along West 11th Avenue. Mr. Evans added that although some of the business owners lived out of state and had not yet been formally contacted.

Mr. Evans, responding to a question from Mr. Kortge, briefly talked about how West Eugene property owners had been conferred with regarding the partial property acquisitions described in the current mitigation concepts.

EMPLOYEES OF THE MONTHS: Director of Transit Operations Mark Johnson introduced Bus Operator Mary York as LTD's Employee of the Month for November 2010. He said that Ms. York had joined LTD in 1997 and noted her exceptional job performance.

Mr. Eyster presented Ms. York with her award and thanked her for her service to the District.

Ms. York thanked Mr. Eyster and the LTD Board members.

Director of Maintenance George Trauger announced that Inside Cleaners Mary Braun, Carolyn Hodges, Joyce Allen, Anna Banks, and Sherry Tillett were collectively selected as the LTD Employees of the Month for December 2010. He then introduced Ms. Braun and Ms. Hodges who were in attendance. He noted that Ms. Braun, Ms. Hodges, Ms. Allen, Ms. Banks, and Ms. Tillett had been nominated for their exceptional work in keeping the LTD buses clean. Mr. Trauger commended them for their more than 95 years of combined experience working for LTD.

Mr. Eyster presented Ms. Braun and Ms. Hodges with their awards and thanked them for their service to the District. The other Inside Cleaners were presented their awards at another time.

Ms. Hodges said that she was the lead detailer for the cleaning crew and stated that she was proud that her team continued to work very hard to keep the LTD buses clean.

AUDIENCE PARTICIPATION: Mr. Eyster confirmed that there were no members of the public who wished to offer comment.

ITEMS FOR ACTION AT THIS MEETING

Mr. Eyster requested that the minutes of the September 13, 2010, Board meeting be pulled from the Consent Calendar.

MOTION **Consent Calendar:** Mr. Kortge moved adoption of LTD Resolution 2010-033: It is hereby resolved that the Consent Calendar for November 8, 2010, is approved as presented. Mr. Necker provided the second. The Consent Calendar consisted of the minutes of the June 16, 2010, Regular Board Meeting and the Budget Committee Nominations for Peter Davidson and Jon Hinds.

VOTE The Consent Calendar was approved as follows:
AYES: Gillespie, Eyster, Evans, Necker, Kortge, Dubick (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Towery

Mr. Eyster referred to the minutes of the September 13, 2010, Special Board Meeting and asked that the section referring to, "the Board's involvement in the General Manager Selection process" be revised to "whether all Board members or a subset of the Board should form a search committee." He further recollected that both Ed Necker and Dean Kortge had not wished to participate on the search committee and asked that language be added to the minutes reflecting the same. He further asked that a phrase be added reading, "an Executive Search Committee of the Board was formed comprised of Mike Dubick, Doris Towery, Gary Gillespie, Greg Evans, and Mike Eyster; and staffed by David Collier."

MOTION Mr. Gillespie moved to approve the minutes of the September 13, 2010, Special Board Meeting as amended. Mr. Kortge provided the second.

VOTE The motion was approved as follows:
AYES: Gillespie, Eyster, Evans, Necker, Kortge, Dubick (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Towery

Purchasing Policy Rules Update: Purchasing Manager Jeanette Bailor briefed the Board on the updated Purchasing Policy and Rules as described in the agenda item summary materials. Ms. Bailor noted that the updated purchasing policy was the result of the LTD's first ever procurement system review by the Federal Transit Administration (FTA). Ms. Bailor noted that she had learned a great deal regarding the various updates to federal purchasing regulations and noted that LTD's policy had been revised accordingly. Ms. Bailor described the changes and noted that they primarily addressed additional contract administration policies and procedures as well as additional documentation to contract files necessary for compliance with federal regulations.

Ms. Bailor described the two recommended policy changes to the definitions of procurements to match the federal definitions and monetary limits. She then described how the monetary purchasing limits classifications had been revised with respect to both micro and small purchases for LTD.

Ms. Bailor, responding to a question from Mr. Eyster, described examples of micro and small purchases. She further noted that while not necessarily required for small purchases, it often was to LTD's advantage to engage in competitive bid processes for them.

Ms. Bailor, responding to a question from Mr. Necker, stated that all of LTD's purchasing agreement processes were documented in writing and that verbal agreements were not used.

Ms. Bailor, responding to a question from Mr. Gillespie, commented that the LTD Purchasing Policy and Rules were last updated in 2005. She noted that in March 2009, the FTA had updated its purchasing policy regulations but had only just recently started to provide training classes regarding the regulations.

MOTION Mr. Evans moved adoption of LTD Resolution 2010-034: Resolved, the LTD Board of Directors hereby adopts the Purchasing Policy and Rules as revised on November 8, 2010. Mr. Gillespie provided the second.

VOTE The motion was approved as follows:
AYES: Gillespie, Eyster, Evans, Necker, Kortge, Dubick (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Towery

ITEMS FOR INFORMATION AT THIS MEETING

Board Member Reports: Director of Finance and Information Technology Diane Hellekson said that the Finance Committee had met on October 12 to discuss the unfunded liability of the two LTD pension plans. She noted that a robust discussion had taken place at the meeting and that two of the Finance Committee members also served on LTD's Human Resources Committee. She commented that the unfunded liability of the hourly pension plan was much too high, although the administrative plan was slightly better. She noted that it was generally recognized that defined benefit plans were becoming unviable and that it would be necessary to adopt a different pension plan model that would allow LTD to control costs in the future.

Mr. Dubick noted that the Human Resources Committee also had met on October 12. Ms. Adams added that the Committee had discussed the two LTD pension plans but had focused their discussions more on the policy aspects of the plans than the financial elements.

Mr. Necker reported that the Long-Range Transit Plan (LRTP) Project Advisory Committee met on October 13. The Committee had continued its scenario discussion process with an emphasis on using the driving forces identified in earlier committee meetings.

Regarding the Metropolitan Policy Committee (MPC), Mr. Pangborn stated that there were no items of significance to report with the exception of the Area Commission on Transportation that had recently been formed by the MPC.

Mr. Schwetz suggested that LTD staff and representatives would need to be prepared for the review of the Regional Transportation Plan project list at the MPC's December meeting.

Mr. Eyster added that the LTD representatives had made a short presentation regarding the WEEE project at the October 14 MPC meeting.

Mr. Gillespie said that Mr. Pangborn and Mr. Evans had made an extensive presentation regarding the WEEE project to the Metropolitan Planning Organization's Citizen Advisory Committee (MPO CAC) at its October 21 meeting. He noted that the meeting also included comments and questions from the public. The MPO CAC had specified that any subsequent responses to the public comments and questions come from LTD support staff rather than the MPO CAC members.

Mr. Eyster stated that the Joint Locally Preferred Alternative Committee's first meeting had been held on October 29. At that meeting the group reviewed Committee roles and set the context for the decision-making process for the WEEE project. They reviewed the design process, results from the Alternatives Analysis Report, and proposed mitigations.

Mr. Kortge commented on the West Eugene EmX Extension Corridor Committee's joint meeting with the EmX Steering Committee on November 3. He said that a more meaningful articulation of the need for the West Eugene EmX Extension project was needed. He said he believed that the need statement for the project, in relation to the Regional Transportation Plan (RTP), had become almost irrelevant.

Mr. Schwetz agreed with Mr. Kortge's comment and maintained that simply saying LTD intended to execute the WEEE project because it had been adopted into the RTP did not convey any substantive information regarding the true need for the project. He said he hoped that the RTP itself could be presented in a more proactive manner in order to make the regional transportation vision of the plan more readily apparent.

Mr. Kortge said that he hoped that additional ridership data may be used to demonstrate the viability of the WEEE project to the public.

The Board members briefly discussed how various data sets might be presented to the community in order to generate public support for the WEEE project.

Mr. Schwetz said that LTD staff would continue to articulate to the community many of the emerging transportation problems that could be solved by the WEEE project.

Mr. Gillespie suggested that it would be helpful to remind the WEEE Corridor Committee members of the charge of that group. Mr. Gillespie noted his encouragement that both the community and Steering Committee members had been receptive to the answers provided by LTD staff at the November 3 meeting.

Mr. Kortge noted that it was not the purpose of the WEEE Corridor Committee to take a vote or reach consensus but was rather to provide a forum for community discussion regarding the WEEE project.

Mr. Eyster said that he found it difficult to believe that a transit system that would move large numbers of people in and around the West Eugene area could be discouraging to business owners.

Mr. Evans asked the Board and staff for clarification regarding the ultimate goals of the Corridor Committee's process. Mr. Schwetz replied that the Corridor Committee had been specifically formed to consolidate the feedback of the Steering Committee members with that of stakeholder representatives from the West Eugene Corridor. He noted that LTD was ultimately asking the Corridor Committee to

give its final advice regarding the WEEE project even though that advice might not be indicative of the collective will of the Corridor Committee.

Mr. Schwetz pointed out that only the EmX Steering Committee was charged with making a formal recommendation to the LTD Board regarding the WEEE project.

Mr. Evans suggested that it would be important for the Corridor Committee to revisit its original mission at its next several meetings since it appeared that there were several members of the Committee who did not believe that LTD would support Build alternatives.

Mr. Evans talked about the need for the Corridor Committee to refocus its efforts to reflect the original charge of the group. Mr. Schwetz confirmed that LTD staff would work to re-emphasize the original goals of the WEEE Corridor Committee. Mr. Evans said his primary concern as a member of the Corridor Committee was to facilitate the meetings of the Committee. He said he hoped that the Committee's assessment would be more clearly articulated so that an effective recommendation may ultimately be made to the Eugene City Council.

Mr. Gillespie said he hoped that the Corridor Committee's discussions would reveal the values that the opinions of the individual members were based upon.

Mr. Gillespie suggested that he may serve as chair for any joint meetings of the Corridor and Steering Committees. Mr. Evans and Mr. Pangborn confirmed that he would be entitled to do so as a member of the LTD Board of Directors.

Mr. Evans stated that the primary duty for the Chair of both the Corridor Committee and Steering Committee was to facilitate productive discussions within those groups.

Mr. Necker responded to Mr. Evans' comments and suggested that the Corridor Committee might include in its meeting agendas a purpose and needs element to help that group refocus its efforts.

Mr. Dubick stated his belief that the expectations for the Corridor Committee needed to be clarified. He further that the Corridor Committee may need to function similar to a focus group so that the individual opinions of the Committee members could be considered more fully.

Mr. Gillespie referred to previous Corridor Committee discussions regarding the mitigation processes proposed for the WEEE project, and he stated that it would be highly important for LTD to clearly define what, if any, role the Committee was entitled to play with regard to the development and review of the proposed mitigation process. He stated his belief that certain Corridor Committee members had assumed that they were entitled to take on an active role in the development of the mitigation processes.

Mr. Eyster responded to Mr. Gillespie's comment and maintained that several of the Corridor Committee members may not be able to reach a conclusion without information regarding the mitigation processes. Mr. Eyster further noted that the Corridor Committee members were not a formal component of the development of the mitigation processes and that such matters were between LTD and the individual property owners in the West Eugene area.

Mr. Evans stated that many elements of the mitigation processes for the WEEE project would remain unknown until the project was further along in its development and construction.

Mr. Schwetz stated that LTD's intent with respect to the Joint LPA Committee was that it would be entitled to consider certain elements of the potential mitigation strategies as part of its overall basis for the final selection of the Locally Preferred Alternative.

Regarding the Executive Search Committee, Mr. Eyster clarified that the Committee had received proposals from eight search firms. Committee members, Mr. Kortge and Mr. Necker, had confirmed that they preferred that the Committee select the firm. Mr. Eyster, responding to a question from Mr. Necker, noted that a motion reflecting the Executive Search Committee's course of action was not necessary and that he merely wanted to have a sense of the Board's intentions regarding the matter.

Mr. Evans reported that he had been elected to serve as a member of the APTA Board of Directors and that he planned to attend the APTA Board's upcoming retreat in New Orleans. He anticipated that the retreat would involve various legislative discussions relating to the recent mid-term elections.

Mr. Evans stated his belief that the changing membership on congressional transportation committees could represent a window of opportunity for LTD to move forward on a number of overall transit issues.

Board Committee Assignments: Mr. Pangborn noted that Mr. Evans would not be able to serve on the Transportation System Plan (TSP) Department Advisory Committee currently being formed by the City of Eugene. He noted that the City of Eugene hoped that Mr. Necker would be available to serve on that committee. Mr. Eyster added that Eugene City Planner Kurt Yeiter planned to contact Mr. Necker regarding the matter.

Mr. Pangborn noted that the TSP Department Advisory Committee would meet approximately eight times between November 2010 and August 2011.

Mr. Pangborn stated that in years past, Committee Assignments were done at the end of the calendar year. He expressed that it may make more sense to make changes to the various Board committee assignments in June 2011 at the end of the fiscal year. This also would bring the process into alignment with the election of officers, which occurs in June in even numbered years.

Mr. Dubick agreed with Mr. Pangborn's suggestion.

Mr. Kortge suggested that certain Board members and LTD staff serve in an informal mentorship capacity for Mr. Pangborn's replacement as general manager. Mr. Pangborn suggested that they might discuss the matter as the selection process for the general manager position moved forward in May 2011.

FTA Drug and Alcohol Audit Compliance Letter: Senior Human Resource Specialist David Collier stated that the Board had adopted the revisions to LTD's Drug and Alcohol Program in September 2010. The revisions had recently been approved by the FTA, and the letter was in the Board materials.

EmX Fare Analysis: Information Technology Manager Steve Parrott reviewed the fare revenue and performance figures for the first 13 months of operation of the EmX fare system. He briefly reported on the staff time that had been devoted to installation of the EmX fare system.

Mr. Parrott, responding to a question from Mr. Eyster, confirmed that the staff time for the installation of the fare system for the Gateway EmX extension would be significantly less than the staff time that had been used for the development of the fare system for the Franklin EmX route.

Mr. Parrott commented that LTD did not have the data collection mechanisms in place to determine if the EmX fare system was used by EmX riders only or if other LTD customers were using the EmX fare system to purchase passes for use on regular LTD buses.

Mr. Parrott noted that the Eugene and Springfield stations were the two biggest selling EmX fare locations and accounted for approximately 65 percent of the transactions in the EmX fare system. He added that the EmX fare terminals along the Gateway EmX route were active and that they had already recorded a number of sales even though the EmX route had not yet been activated.

Mr. Parrott stated that the models used by LTD staff showed that net revenue for the EmX fare collections was expected to increase significantly once the Gateway EmX route came online. He stated that the models used by LTD staff regarding the net revenue generated using the EmX fare system had been relatively accurate. He then provided detailed information regarding the fare sales for the EmX system for the 13-month period. He added that the use of credit and debit cards for EmX fare purchases had become more popular over the 13-month period.

Mr. Parrott reported on the operating costs for the EmX fare system and reported that bank and debit card fees accounted for only 3 percent of the operating costs. He noted that the staff time for support and maintenance of the fare system accounted for approximately 40 percent of the operating costs and that a significant portion of that percentage was for a dedicated technician to support the fare system.

Mr. Parrott noted that although the staff time necessary for the maintenance of the EmX fare system may require the addition or expansion of a full-time position, it was still much more cost effective for LTD to have a dedicated technician rather than contracting technicians from the Seattle or San Francisco areas.

Mr. Parrott described the collection services used for the EmX fare system and noted that an armored car service was used to collect at the 15 fare machines currently in operation on the Franklin EmX route. He noted that the fees for collection would increase with the full implementation of the 24 fare machines on the Gateway EmX route but those fees should be offset by increased revenues.

Responding to a question from Mr. Eyster, Mr. Parrott stated that the security personnel used for enforcement of the EmX fares had been incorporated in the staff time as part of the operating expenses.

Mr. Parrott demonstrated information reflecting the number of tickets from EmX fare vending machines that had been used for LTD's regular bus services. He further noted that approximately 77 percent of the EmX fare system's daily sales were made up of LTD day passes.

Director of Service Planning, Accessibility, and Marketing Andy Vobora presented information regarding the time and expenses involved in the enforcement of the EmX fare system.

Mr. Vobora reported on the manner in which the Wackenhut security officers had been used to enforce the EmX fare system. He then talked about the various citation and compliance levels used as part of the fare enforcement strategies. He maintained that the overall fare enforcement strategy had been very effective.

Mr. Parrott stated that the citations issued by LTD for non-compliance were for denial of service and were not issued as a monetary fine.

Mr. Pangborn noted that there were pictures posted at the Eugene Station to alert LTD operators of those persons who had been denied service for non-compliance with the EmX fare policies.

Mr. Vobora demonstrated ridership figures for the four years that the EmX system had been in operation. He stated that the EmX system had set a record 166,157 boardings for October 2010, but that increase had been attributed to LTD's other recent service reductions.

Mr. Parrott, responding to a question from Mr. Evans, stated that LTD was approximately seven years away from being able to implement a virtual ticketing system that utilized smart phones and other mobile technologies. Mr. Parrott briefly described how other transit systems in the San Francisco, New Jersey, and Boston areas had implemented such systems. He noted that the national banking infrastructure did not yet have the capability to manage virtual payment systems such as Mr. Evans had described.

Mr. Vobora presented information describing LTD's EmX ridership in relation to the times of day that LTD customers utilized the EmX system. He noted that many of elements of the data corresponded to time-of-day usage in other parts of LTD's regular services.

Mr. Parrott commented on the customer feedback provided regarding the EmX fare system that included: 1) their support for the use of ticket vending machines on the EmX platforms; 2) the need for easier and more intuitive operating instructions for the ticket vending machines; and 3) requests to incorporate multiple ticket purchases into single ticket vending machine transactions.

Mr. Parrott commented on the customer feedback regarding the request for multiple ticket purchases and noted that the manufacturer for the EmX ticket vending machines had been attempting to implement that functionality. He noted that the EmX system might serve as a prototype market for multiple ticket purchases using the current ticket vending machines.

Mr. Parrott noted that very positive feedback and suggestions regarding the EmX fare system instructions also had been incorporated into the most recent edition of the LTD *Rider's Digest* publication.

Mr. Vobora noted that the lower cost ticket vending machines used on the EmX platforms seemed to fit the District's operational and budgetary needs quite well.

Monthly Financial Report - October 2010: Ms. Hellekson noted that the Board's November meeting schedule did not allow for staff to incorporate the report information into the other agenda item summary materials. She said that the October financial information was similar to the information received over the past several months and that payroll tax receipts were relatively close to staff projections.

Ms. Hellekson commented that, even with the accounting error from the previous fiscal year and subsequent rate increases, LTD's payroll tax receipts were relatively flat for the October period.

She said that staff's long-term plan projections have proved to be valid assumptions regarding fuel prices and other elements.

Ms. Hellekson stated that it was possible that there may be negative variances regarding LTD's fuel prices for the current year.

Ms. Hellekson stated that \$8.3 million in federal grant funding had recently been procured by LTD for future hybrid-propulsion bus purchases. She noted that the grants would have a very positive effect on LTD's Long-Range Financial Plan and Capital Improvement Program. She stated that the Leadership Retreat that was scheduled for November 22 and the Board Strategic Planning Session scheduled for December 10 would involve discussions of how the hybrid vehicle grants would ultimately affect LTD services.

Chief Accountant/Internal Auditor Carol James, responding to a question from Mr. Eyster, stated that a report recently drafted by Director of Oregon Economic Forum Tim Duy had concurred with the payroll tax receipt information contained in the October report. She further noted that Mr. Duy's report had indicated stronger employment figures based on temporary job number increases.

Mr. Eyster called a short recess at 7:59 p.m.

The meeting reconvened at 8:05 p.m.

MOTION EXECUTIVE (NON-PUBLIC) SESSION: Mr. Dubick moved that the Board meet in Executive Session pursuant to ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Mr. Kortge provided the second.

VOTE The motion was approved as follows:
AYES: Gillespie, Eyster, Evans, Necker, Kortge, Dubick (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Towery

The Board entered Executive Session at 8:05 p.m.

RETURN TO REGULAR SESSION: The Board returned to regular session at 8:40 p.m.

ADJOURNMENT: There was no further discussion, and the meeting adjourned at 8:40 p.m.

Board Secretary

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Lane Transit District
P. O. Box 7070
Eugene, Oregon 97401

(541) 682-6100
Fax: (541) 682-6111

LTD RESOLUTION NO. 2011-014
DESIGNATING LTD REGISTERED AGENT

WHEREAS, the previously-designated registered Agent of Lane Transit District, former General Manager Mark Pangborn, has resigned from LTD; and

WHEREAS, a new general manager has been hired; and

WHEREAS, ORS Chapter 198.340 requires special districts to file with the Oregon Secretary of State's Office a notice of the Registered Agent and Registered Office;

NOW, THEREFORE, BE IT RESOLVED that LTD General Manager Ron Kilcoyne is designated as the Registered Agent for Lane Transit District, effective July 18, 2011, at the current Registered Office at 3500 East 17th Avenue, Eugene, Oregon, and is directed to give notice of said change to the Secretary of State of the State of Oregon and to the County Clerk of Lane County, Oregon.

Date

President, LTD Board of Directors

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AGENDA ITEM SUMMARY

- DATE OF MEETING:** June 15, 2011
- ITEM TITLE:** APPROVAL OF SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2010-2011
- PREPARED BY:** Todd Lipkin, Finance Manager
- ACTION REQUESTED:**
- (1) Hold a public hearing on Supplemental Budget for Fiscal Year 2010-2011.
 - (2) Approve the resolution adjusting the Fiscal Year 2010-2011 Adopted Budget for the General Fund and the Accessible Services Fund as described below.

BACKGROUND: The FY 2010-2011 Adopted Budget is being adjusted for the following reasons:

General Fund

- Personnel Services – A \$300,000 increase in personnel services is needed to cover the cost of retirements that were not planned when the FY 2010-2011 budget was developed. These include the retirement of the general manager, the facilities services manager, two transportation supervisors, the lead inventory technician, and four bus operators.
- Materials & Services – A \$700,000 increase in materials and services is necessary to cover the increased cost of fuel.
- Transfer to Accessible Services Fund – A \$1,000,000 transfer from the General Fund to the Accessible Services Fund is needed due to the delayed receipt of Business Energy Tax Credit revenue and the reduction in federal grants.

Accessible Services Fund

- Materials & Services – A \$200,000 increase in materials and services is needed to cover the increased cost of fuel.
- Revenue – Changes being made are a \$427,400 reduction in Business Energy Tax Credit revenue due to a delay in receipt of these funds since a pass-through partner(s) has not been secured and a \$372,600 reduction in federal grants due to reductions in revenues received through the State of Oregon.

RESULTS OF RECOMMENDED ACTION:

The FY 2010-2011 Adopted Budget will be modified for the noted changes so that anticipated expenditures and transfers will not exceed amended appropriations as required by Oregon Local Budget Law.

ATTACHMENT:

LTD Resolution No. 2011-015

PROPOSED MOTION:

I move approval of LTD Resolution No. 2011-015, which amends the LTD Fiscal Year 2010-2011 budget as represented in the resolution.

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LANE TRANSIT DISTRICT RESOLUTION NO. 2011-015

Be it resolved that appropriations for the FY 2010-2011 budget adopted by the Board of Directors be adjusted as indicated below.

Summary of Supplemental Budget

	Adopted	Increase (Decrease)	Amended
General Fund			
Appropriations			
Personnel Services	24,968,900	300,000	25,268,900
Materials & Services	8,533,900	700,000	9,233,900
Transfer to Accessible Services Fund	1,068,800	1,000,000	2,068,800
Contingency	5,928,100	<u>(2,000,000)</u>	3,928,100
 Increase in Appropriations - General Fund		 <u><u>-</u></u>	
 Accessible Services Fund			
Appropriations			
Materials & Services	5,605,700	<u>200,000</u>	5,805,700
 Increase in Appropriation - Accessible Services Fund		 <u><u>200,000</u></u>	
Additional Resources			
Transfer from General Fund	1,068,800	1,000,000	2,068,800
Business Energy Tax Credit Revenue	437,400	(427,400)	10,000
Federal Grants	2,688,100	<u>(372,600)</u>	2,315,500
 Increase in Resources - Accessible Services Fund		 <u><u>200,000</u></u>	

Adopted by Lane Transit District Board of Directors on the 15th day of June, 2011.

Date

Board Secretary

AGENDA ITEM SUMMARY

- DATE OF MEETING:** June 15, 2011
- ITEM TITLE:** ADOPTION OF FISCAL YEAR 2011-2012 BUDGET
- PREPARED BY:** Diane Hellekson, Director of Finance and Information Technology
- ACTION REQUESTED:**
- (1) Hold a public hearing on Fiscal Year 2011-2012 budget.
 - (2) Adopt Fiscal Year 2011-2012 budget by attached resolution.
- BACKGROUND:**
- The LTD Budget Committee approved the budget for Fiscal Year 2011-2012 on May 26, 2011. The fixed-route operating budget is \$36,230,800. The grand legal total of all combined funds plus reserves and transfers is \$94,466,400. A public hearing on the budget must be held, and budget law requires that the Board of Directors must adopt a final budget before July 1, 2011.
- The budget described in the attached resolution for all Lane Transit District funds is the same as the authorized spending in the budget for FY 2011-2012 approved by the LTD Budget Committee on May 26. Following the close of the public hearing, the Board must act to either adopt the budget as presented or amend the budget and then adopt it.
- Budget highlights and a brief overview will be presented at the June 15 Board meeting. A copy of the final budget document will be provided to each member of the Budget Committee following adoption of a FY 2011-2012 budget.
- RESULTS OF RECOMMENDED ACTION:**
- Staff will file the adopted budget with the State of Oregon, as required, and the new budget will become the FY 2011-2012 business plan beginning July 1, 2011.
- ATTACHMENTS:**
- (1) Resolution
 - (2) General Fund Approved Budget
 - (3) Accessible Services Fund Approved Budget
 - (4) Medicaid Fund Approved Budget
 - (5) Capital Projects Fund Approved Budget
- PROPOSED MOTION:**
- I move approval of Resolution No. 2011-016, adopting the LTD Fiscal Year 2011-2012 approved budget as presented and appropriating \$94,466,400 as represented in the resolution.



LANE TRANSIT DISTRICT RESOLUTION NO. 2011-016

BE IT RESOLVED that the Board of Directors of Lane Transit District hereby adopts the budget for the Fiscal Year 2011-2012 in the total combined fund sum of \$94,466,400 now on file at the Lane Transit District offices.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2011, and for the purposes shown below are hereby appropriated as follows:

<u>GENERAL FUND - OPERATING BUDGET</u>	
Personnel Services	\$ 25,829,900
Materials & Services	<u>10,400,900</u>
Total Operating	36,230,800

<u>GENERAL FUND - NON-OPERATING</u>	
Transfer to Accessible Services Fund	1,915,100
Transfer to Capital Projects Fund	3,031,900
Operating Contingency	1,000,000
Other Contingency	5,719,500
Self-Insurance Contingency	<u>1,000,000</u>
Total Non-Operating	<u>12,666,500</u>

Total General Fund	<u>48,897,300</u>
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<u>ACCESSIBLE SERVICES FUND</u>	
Materials & Services	5,911,300
Transfer to Capital Projects Fund	31,000
Operating Contingency	<u>244,500</u>

Total Accessible Services Fund	<u>6,186,800</u>
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<u>MEDICAID FUND</u>	
Materials & Services	4,905,000
Operating Contingency	<u>150,300</u>

Total Medicaid Fund	<u>5,055,300</u>
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<u>CAPITAL PROJECTS FUND</u>	
Capital Outlay	33,381,300
Debt Service	-
Capital Reserve	<u>945,700</u>

Total Capital Projects Fund	<u>34,327,000</u>
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June 15, 2011
Date Adopted

Board President



**Lane Transit District
General Fund Revenue and Expenditure Summary
Fiscal Year 2011-2012**

	FY 2008-09 Actual Restated	FY 2009-10 Actual Restated	FY 2010-11 Budget	FY 2010-11 Estimate	FY 2011-12 Proposed	FY 2011-12 Approved
Resources						
Beginning Working Capital	7,543,442	4,868,204	5,873,200	8,241,410	10,304,200	10,304,200
Operating Revenues						
Cash Fares & Tokens	4,521,236	4,730,625	4,261,500	5,007,300	4,732,100	4,732,100
Group Passes	<u>2,081,261</u>	<u>2,301,402</u>	<u>2,100,300</u>	<u>2,377,200</u>	<u>2,377,200</u>	<u>2,377,200</u>
Operating Revenues (Passenger Fares)	<u>6,602,497</u>	<u>7,032,027</u>	<u>6,361,800</u>	<u>7,384,500</u>	<u>7,109,300</u>	<u>7,109,300</u>
Other Revenues						
Special Services	769,994	634,084	593,800	483,390	448,300	448,300
Advertising	351,296	267,500	213,000	275,500	275,500	275,500
Miscellaneous	224,164	281,809	148,100	322,780	145,400	145,400
Interest	293,981	56,200	53,900	67,400	60,000	60,000
Sales of Assets	-	-	-	31,900	10,000	10,000
Payroll Taxes	22,169,136	21,424,079	21,672,500	21,800,000	22,573,900	22,573,900
Self-employment Taxes	1,444,342	1,381,109	1,523,300	1,470,000	1,522,200	1,522,200
State-in-Lieu	1,490,098	1,755,311	1,730,000	1,668,000	1,668,000	1,668,000
American Recovery & Reinvestment Act (ARRA)	-	3,201,570	-	-	-	-
Federal Formula Grants - Section 5307	343,932	820,133	2,008,700	3,481,700	3,500,000	3,500,000
Other Jurisdictions	15,000	18,000	15,000	17,000	15,000	15,000
BETC Revenue	55,100	52,046	60,000	-	-	-
Other Operating Grants	<u>165,223</u>	<u>427,731</u>	<u>1,023,000</u>	<u>1,023,000</u>	<u>1,265,500</u>	<u>1,265,500</u>
Other Revenues	<u>27,322,266</u>	<u>30,319,572</u>	<u>29,041,300</u>	<u>30,640,670</u>	<u>31,483,800</u>	<u>31,483,800</u>
Revenues	<u>33,924,763</u>	<u>37,351,599</u>	<u>35,403,100</u>	<u>38,025,170</u>	<u>38,593,100</u>	<u>38,593,100</u>
Resources	<u>41,468,205</u>	<u>42,219,803</u>	<u>41,276,300</u>	<u>46,266,580</u>	<u>48,897,300</u>	<u>48,897,300</u>
Requirements						
Operating Requirements						
Personnel Services	25,394,284	25,622,536	24,968,900	25,110,900	25,829,900	25,829,900
Materials & Services	6,225,198	6,323,238	7,111,500	7,660,830	9,088,200	9,088,200
Insurance & Risk Services	<u>1,110,076</u>	<u>1,140,688</u>	<u>1,422,400</u>	<u>1,290,700</u>	<u>1,312,700</u>	<u>1,312,700</u>
Operating Requirements	<u>32,729,558</u>	<u>33,086,462</u>	<u>33,502,800</u>	<u>34,062,430</u>	<u>36,230,800</u>	<u>36,230,800</u>
Transfers						
Transfer to Accessible Services Fund	2,118,443	888,615	1,068,800	1,900,000	1,915,100	1,915,100
Transfer to Medicaid Fund	-	3,318	-	-	-	-
Transfer to Capital Projects Fund	<u>1,752,000</u>	<u>-</u>	<u>776,600</u>	<u>-</u>	<u>3,062,900</u>	<u>3,062,900</u>
Total Transfers	<u>3,870,443</u>	<u>891,933</u>	<u>1,845,400</u>	<u>1,900,000</u>	<u>4,978,000</u>	<u>4,978,000</u>
Operating Requirements and Transfers	<u>36,600,001</u>	<u>33,978,395</u>	<u>35,348,200</u>	<u>35,962,430</u>	<u>41,208,800</u>	<u>41,208,800</u>
Reserves						
Reserves - Operating Contingency	-	-	1,000,000	-	1,000,000	1,000,000
Reserves - Working Capital	-	-	3,928,100	-	5,688,500	5,688,500
Reserves - Self-Insurance, Risk, and HR Liability	-	-	1,000,000	-	1,000,000	1,000,000
Reserves	<u>-</u>	<u>-</u>	<u>5,928,100</u>	<u>-</u>	<u>7,688,500</u>	<u>7,688,500</u>
Requirements	<u>36,600,001</u>	<u>33,978,395</u>	<u>41,276,300</u>	<u>35,962,430</u>	<u>48,897,300</u>	<u>48,897,300</u>
Total FTE	328.45	327.45	307.05	305.45	305.45	305.45

Percentage Change Analysis	FY 2009-10 Actual Restated compared with FY 2008-09 Actual Restated	FY 2010-11 Estimate compared with FY 2009-10 Actual Restated	FY 2011-12 Proposed compared with FY 2010-11 Budget	FY 2011-12 Approved compared with FY 2010-11 Budget
	Total Resources	1.8%	9.6%	18.5%
Total Revenues	10.1%	1.8%	9.0%	9.0%
Total Other Revenues	11.0%	1.1%	8.4%	8.4%
Total Passenger Fares	6.5%	5.0%	11.7%	11.7%
Total Requirements	-7.2%	5.8%	18.5%	18.5%
Total Reserves	-	-	29.7%	29.7%
Total Operating Requirements and Transfers	-7.2%	5.8%	16.6%	16.6%
Total Transfers	-77.0%	113.0%	169.8%	169.8%
Total Operating Requirements	1.1%	2.9%	8.1%	8.1%



**Lane Transit District
Accessible Services Fund
Fiscal Year 2011-2012**

	FY 2008-09 Actual Restated	FY 2009-10 Actual Restated	FY 2010-11 Budget	FY 2010-11 Estimate	FY 2011-12 Proposed	FY 2011-12 Approved
Resources						
Beginning Working Capital	88,629	155,451	261,600	298,800	268,100	268,100
State Special Transportation Funds (STF)	441,203	529,713	613,900	517,300	529,600	529,600
State Transportation Operating (STO)	-	444,336	411,400	97,450	-	-
American Recovery & Reinvestment Act (ARRA)	-	26,671	20,800	24,200	-	-
Federal Elderly & Disabled Funds - 5310	210,541	932,852	1,183,600	1,133,600	1,101,100	1,101,100
Federal Non-Urbanized Area Formula Funds - 5311	242,487	184,598	148,200	134,500	142,100	142,100
Federal Job Access/Reverse Commute (JARC) Funds - 5316	111,687	129,708	125,000	13,400	15,000	15,000
Federal New Freedom - 5317	29,569	56,231	224,000	150,000	180,000	180,000
Other Federal Grants	540,088	889,973	986,500	830,300	704,100	704,100
Medicaid Medical	50,895	33,642	1,300	-	-	-
Other State Grants	-	-	45,100	475,400	44,200	44,200
Business Energy Tax Credit Revenue	-	126,962	437,400	10,000	900,000	900,000
Farebox	293,948	288,486	279,000	291,550	294,700	294,700
Local Funds	75,047	70,090	68,100	68,100	92,800	92,800
Miscellaneous Income	250	2,623	-	-	-	-
Interest Income	4,255	1,324	-	-	-	-
Transfer from General Fund	2,118,443	888,615	1,068,800	1,850,600	1,915,100	1,915,100
Total Resources	4,207,042	4,761,275	5,874,700	5,895,200	6,186,800	6,186,800
Requirements						
Eugene/Springfield-Based Service						
ADA Ride Source	3,248,934	3,632,982	4,584,400	4,726,400	4,909,300	4,909,300
Transit Training and Hosts	67,699	90,528	107,800	120,750	124,300	124,300
Job Access/Reverse Commute	-	28,819	-	-	-	-
Special Transport	93,825	67,339	71,600	70,700	79,000	79,000
Total Eugene/Springfield-Based Service	3,410,458	3,819,668	4,763,800	4,917,850	5,112,600	5,112,600
Rural Lane County Services						
South Lane	187,458	122,380	65,400	64,900	85,300	85,300
Oakridge	140,373	140,305	192,700	163,550	193,700	193,700
Florence	149,194	146,122	153,800	161,600	161,700	161,700
Total Rural Lane County Services	477,025	408,807	411,900	390,050	440,700	440,700
Mobility Management	63,601	112,466	340,000	175,000	205,000	205,000
Lane County Coordination	100,507	87,640	90,000	113,500	153,000	153,000
Total Operating Requirements	4,051,591	4,428,581	5,605,700	5,596,400	5,911,300	5,911,300
Transfer to Capital Projects Fund	-	33,899	269,000	30,690	31,000	31,000
Contingency	-	-	-	-	244,500	244,500
Total Requirements	4,051,591	4,462,480	5,874,700	5,627,090	6,186,800	6,186,800
		FY 2009-10 Actual Restated		FY 2010-11 Estimate	FY 2011-12 Proposed	FY 2011-12 Approved
		compared with FY 2008-09 Actual Restated		compared with FY 2009-10 Actual Restated	compared with FY 2010-11 Budget	compared with FY 2010-11 Budget
Percentage Change Analysis						
Total Resources		13.2%		23.8%	5.3%	5.3%
Transfer from General Fund		-58.1%		108.3%	79.2%	79.2%
Total Requirements		10.1%		26.1%	5.3%	5.3%



**Lane Transit District
Medicaid Fund
Fiscal Year 2011-2012**

	FY 2008-09 Actual Restated	FY 2009-10 Actual Restated	FY 2010-11 Budget	FY 2010-11 Estimate	FY 2011-12 Proposed	FY 2011-12 Approved
Resources						
Beginning Working Capital	440,385	147,467	94,400	150,270	150,300	150,300
Medicaid	3,554,484	3,758,812	4,405,000	4,232,500	4,505,200	4,505,200
Medicaid Non-Medical	334,045	337,833	400,000	300,500	320,300	320,300
State Special Transportation Fund (STF) Operating	129,899	17,515	82,000	-	-	-
State Discretionary Funds	92,158	25,400	26,500	75,000	79,500	79,500
Interest	9,946	2,803	-	-	-	-
Transfer from General Fund	-	3,318	-	-	-	-
Total Resources	4,560,917	4,293,148	5,007,900	4,758,270	5,055,300	5,055,300
Requirements						
Medicaid Medical Service	3,339,988	3,131,480	3,500,000	3,412,500	3,600,000	3,600,000
Medicaid Non-Medical Service	472,944	364,304	508,500	348,500	368,000	368,000
RideSource Call Center Administration	277,337	392,644	615,000	550,000	600,000	600,000
Mobility Management	49,168	44,558	70,000	90,000	92,000	92,000
Lane Transit District Administration	274,013	209,892	220,000	207,000	245,000	245,000
Total Operating Requirements	4,413,450	4,142,878	4,913,500	4,608,000	4,905,000	4,905,000
Contingency	-	-	94,400	-	150,300	150,300
Total Requirements	4,413,450	4,142,878	5,007,900	4,608,000	5,055,300	5,055,300
		FY 2009-10 Actual Restated		FY 2010-11 Estimate	FY 2011-12 Proposed	FY 2011-12 Approved
Percentage Change Analysis		compared with FY 2008-09 Actual Restated		compared with FY 2009-10 Actual Restated	compared with FY 2010-11 Budget	compared with FY 2010-11 Budget
Total Resources		-5.9%		10.8%	0.9%	0.9%
Total Requirements		-6.1%		11.2%	0.9%	0.9%



**Lane Transit District
Capital Projects Fund
Fiscal Year 2011-2012**

	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Budget	FY 2010-11 Estimate	FY 2011-12 Proposed	FY 2011-12 Approved
Resources						
Beginning Working Capital	4,935,116	5,038,069	2,577,900	81,590	945,700	945,700
Federal Grants						
Formula Funds (Section 5307)	4,497,649	1,595,870	3,688,700	2,335,300	4,921,000	4,921,000
American Recovery & Reinvestment Act (ARRA)	-	4,995,568	64,700	64,700	64,700	64,700
Discretionary Funds	6,406,859	14,033,722	17,139,200	10,809,480	20,432,000	20,432,000
Other Funds	852,458	1,350,469	2,443,700	1,793,160	2,040,700	2,040,700
Total Federal Grants	11,756,966	21,975,629	23,336,300	15,002,640	27,458,400	27,458,400
Connect Oregon	2,003,722	2,396,491	436,000	1,131,100	-	-
State Brokerage/Call Center Grant	4,782	-	-	-	-	-
Other State of Oregon Grants	-	-	1,600,000	100,000	2,860,000	2,860,000
Other Local Funds	26,210	313,848	-	54,500	-	-
Miscellaneous Income	32,495	200	-	-	-	-
Proceeds from Debt Financing	-	-	8,000,000	-	-	-
Transfer from General Fund	1,752,000	-	776,600	-	3,031,900	3,031,900
Transfer from Accessible Services Fund	-	33,899	269,000	30,690	31,000	31,000
Total Resources	20,511,291	29,758,136	36,995,800	16,400,520	34,327,000	34,327,000
Requirements						
Capital Projects						
EmX						
Franklin Corridor	103,450	-	-	-	-	-
Gateway Extension	7,625,288	17,255,212	11,200,000	5,680,600	2,100,000	2,100,000
West Eugene Extension	1,734,822	1,937,202	2,000,000	1,500,000	5,000,000	5,000,000
EmX Vehicles	1,472,075	3,775,198	-	18,000	-	-
Total EmX	10,935,635	22,967,612	13,200,000	7,198,600	7,100,000	7,100,000
Progressive Corridor Enhancement	958	-	-	-	-	-
Revenue Vehicles	5,538	219,665	15,397,000	4,110,000	13,908,800	13,908,800
Passenger Boarding Improvements/Facilities	410,459	4,981,517	3,077,300	1,120,590	8,504,000	8,504,000
Hardware/Software	561,249	259,496	1,069,000	754,500	1,251,500	1,251,500
Intelligent Transportation Systems	319,454	67,410	1,376,500	238,500	625,000	625,000
Transit Security Projects	72,070	-	300,000	211,680	927,700	927,700
Bus-Related Equipment	-	-	250,000	-	200,000	200,000
Miscellaneous Equipment	51,174	10,300	105,000	85,000	222,500	222,500
Communications	13,708	20,783	327,000	500	297,300	297,300
Shop Equipment	40,607	15,018	59,000	5,000	87,500	87,500
Support Vehicles	33,904	61,459	60,000	500	75,000	75,000
Accessible Services Vehicles & Projects	8,462	1,073,282	1,775,000	1,730,000	182,000	182,000
Total Capital Projects	12,453,218	29,676,542	36,995,800	15,454,870	33,381,300	33,381,300
Debt Service and Related Costs	3,020,004	-	-	-	-	-
Capital Reserves	-	-	-	-	945,700	945,700
Total Requirements	15,473,222	29,676,542	36,995,800	15,454,870	34,327,000	34,327,000
Reserves						
Fund Balance Reserves						
Beginning Balance	4,935,116	5,038,069	2,577,900	81,590	945,700	945,700
Increase (Decrease) for Period	102,953	(4,956,475)	(2,577,900)	864,060	-	-
Total Fund Balance Reserves	5,038,069	81,594	-	945,650	945,700	945,700

AGENDA ITEM SUMMARY

- DATE OF MEETING:** June 15, 2011
- ITEM TITLE:** General Manager Pro Tempore
- PREPARED BY:** Michael Eyster, LTD Board President
- ACTION REQUESTED:** Adopt resolution naming a General Manager Pro Tempore
- BACKGROUND:** General Manager Mark Pangborn will retire on June 30, 2011. Ron Kilcoyne has been hired as LTD's next general manager and will begin in the position next month. In the event of the absence or disability of the general manager, it is necessary for the Board to appoint a general manager pro tempore. Doing so will ensure that official District documents can be signed and other official business can be conducted in a timely manner.
- The attached resolution names Director of Service Planning, Accessibility, and Marketing Andy Vobora as the general manager pro tempore. In the event that both the general manager and general manager pro tempore are out of the office, Director of Human Resources and Risk Management Mary Adams will serve as acting general manager pro tempore.
- RESULTS OF RECOMMENDED ACTION:** This action assures there is always someone to serve in the capacity of the general manager. For planned absences, the general manager will provide notice to the Board and staff that the designation of general manager pro tempore would be in effect for a specific period. For unforeseen or emergency absences of the general manager, the designation would take effect without prior notice.
- ATTACHMENT:** Resolution Designating General Manager Pro Tempore
- PROPOSED MOTION:** I move approval of LTD Resolution No. 2011-017, Designating General Manager Pro Tempore.

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Lane Transit District
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Eugene, Oregon 97401

(541) 682-6100
Fax: (541) 682-6111

LTD RESOLUTION NO. 2011-017

DESIGNATING GENERAL MANAGER PRO TEMPORE

WHEREAS, ORS Chapter 267.145(2) allows the Board of Directors to designate a general manager pro tempore during the absence or disability of the general manager; and

WHEREAS, the official business of the District must continue during such times when the general manager may be absent or disabled;

NOW, THEREFORE, BE IT RESOLVED that the LTD Board appoints Andy Vobora as the general manager pro tempore for Lane Transit District during the absence or disability of the general manager. Further, the LTD Board appoints Mary Adams as general manager pro tempore for Lane Transit District during the absence or disability of the general manager and the general manager pro tempore appointed above. These appointments shall remain in effect until the Board appoints a new general manager pro tempore.

Date

President, LTD Board of Directors

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AGENDA ITEM SUMMARY

- DATE OF MEETING:** June 15, 2011
- ITEM TITLE:** FTA GRANT FILING AUTHORIZATION
- PREPARED BY:** Todd Lipkin, Finance Manager
- ACTION REQUESTED:** Adopt resolution authorizing the filing of applications with the Federal Transit Administration.
- BACKGROUND:** The current authorization for filing applications and other certifications with the Federal Transit Administration (FTA) was passed by the Board of Directors on May 10, 2006. With General Manager Mark Pangborn's retirement on June 30, 2011, Director of Finance and Information Technology Diane Hellekson will be the only staff person at LTD who has current credentials to file applications and other certifications with the FTA. However, since there will be no general manager between July 1 and July 17, 2011, it is unclear whether Ms. Hellekson's designation will still be valid. This proposed authorization gives both the general manager and the general manager pro tempore the authority to file applications and other certifications to FTA and to designate others to do so on their behalf. It also gives the chief financial officer the authority to file applications and other certifications with FTA to ensure continuity in conducting business with FTA.
- RESULTS OF RECOMMENDED ACTION:** This action authorizes the general manager and the general manager pro tempore to file applications and other certifications with the FTA on LTD's behalf and designate others to do so. It also authorizes the chief financial officer to file applications and other certifications with the FTA.
- ATTACHMENT:** Resolution Authorizing the Filing of Applications with the Federal Transit Administration
- PROPOSED MOTION:** I move that the Board adopt the following resolution:
- LTD Resolution No. 2011-018: It is hereby resolved that the LTD Board of Directors approves the Resolution Authorizing the Filing of Applications with the Federal Transit Administration.

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Lane Transit District
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LTD RESOLUTION NO. 2011-018

RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH THE
FEDERAL TRANSIT ADMINISTRATION

WHEREAS, the Federal Transit Administration has delegated authority to award federal financial assistance for transportation projects; and

WHEREAS, the Applicant has provided or will provide all annual certifications and assurances to the Federal Transit Administration required for the projects;

NOW, THEREFORE, BE IT RESOLVED BY THE LANE TRANSIT DISTRICT

1. The General Manager, General Manager Pro Tempore, their designees, and Chief Financial Officer are authorized to execute and file Application for federal assistance on behalf of Lane Transit District with the Federal Transit Administration for federal assistance authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, or other federal statutes authorizing a project administered by the Federal Transit Administration. Lane Transit District is the Designated Recipient of Urbanized Area Formula Program assistance as defined by 49 U.S.C. §5307 (A)(2).
2. The General Manager, General Manager Pro Tempore, their designees, and Chief Financial Officer are authorized to execute and file with its application the annual certification and assurances and other documents the Federal Transit Administration requires before awarding a federal assistance grant or cooperative agreement.
3. The General Manager, General Manager Pro Tempore, their designees, and Chief Financial Officer are authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of Lane Transit District.

Adopted by the Lane Transit District Board of Directors on the 15th day of June, 2011.

Board President

ATTEST:

Recording Secretary

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2011

ITEM TITLE: INTRODUCTION OF NEW LEGAL COUNSEL

PREPARED BY: Mark Pangborn, General Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: At its May 18, 2011, meeting, the LTD Board of Directors appointed the firm of Thorp, Purdy, Jewett, Urness & Wilkinson, P.C., as counsel to the LTD Board. Attorney Dwight Purdy will be present at the June 15 Board meeting to discuss the firm's representation of the LTD Board, and to present an analysis of the recent court case involving the Lane County Board of Commissioners and public meetings law.

ATTACHMENT: Memorandum to LTD Board of Directors from LTD Legal Counsel Dwight G. Purdy, June 15, 2011, Regarding Dumdi, et al v. Handy, et al, Lane County Circuit Court

PROPOSED MOTION: None.

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Memo

To: LTD Board of Directors

From: Legal Counsel (Dwight G. Purdy and K.C. Huffman)

Date: June 15, 2011

Re: **Dumdi, et al v. Handy, et al**, Lane County Circuit Court (January 18, 2011)

You likely have heard about the following case that was decided in Lane County Circuit Court on January 18, 2011. The case was **Dumdi and Anderson v. Handy, Sorenson, Fleenor and Lane County Board of Commissioners**, Case No. 16-10-02760 (January 18, 2011). In that case, Plaintiffs challenged the actions of three Lane County Commissioners asserting that they had violated the Oregon Public Meetings Law. The decision in this case is a departure from the commonly-held view that as long as a quorum of the Board does not meet together, then there is no violation of the Public Meetings Law. ORS 267.125 provides that a majority of the Board is a quorum (i.e. 4 directors.)

The purpose of this Memorandum is to provide you with some guidance on how to comply with the standards set forth in the 44-page **Dumdi** decision. Lane County decided not to appeal the **Dumdi** decision. Handy and Sorenson could have been personally liable for the attorney fees and costs estimated at \$350,000. Instead, the \$350,000 was paid by Lane County and Handy and Sorenson each had to pay the County \$20,000.

PUBLIC MEETINGS LAW

Any discussion of your obligation as a Board Member starts with the state statutes. ORS 192.620 sets forth the general policy as to when matters should be discussed in public meetings:

Policy

“The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of ORS 192.610 to 192.690 that decisions of governing bodies be arrived at openly.”

ORS 192.630 provides:

“(1) All meetings of the governing body of a public body shall be open to the public and all persons shall be permitted to attend any meeting....”

“(2) A quorum of a governing body may not meet in private for the purpose of deciding on or deliberating toward a decision on any matter....”

The following is a checklist for public meetings under the Public Meetings Law:

- Open to the public;
- Notice of the time and place of the meeting is given to the news media and other interested persons;
- All official actions must be taken by public vote;
- Written minutes or a recording must be taken at all meetings;
- The location of the meeting must be open to the public; accessible to persons with disabilities; within the geographic boundaries of the public body's jurisdiction; and smoking must be prohibited.

ORS 192.670 does allow for a meeting to be held through the use of telephones or other electronic communications. However, such meetings must still meet the other requirements and there must be at least one place where the public can listen.

FACTS

The individual Lane County Commissioners shall be referred to as "Handy," "Sorenson," "Fleenor," "Stewart," and "Dwyer."

This case starts with the desire of Handy and Sorenson to add "Commissioner Aides" to the budget. The County had Commissioner Aides previously, but had eliminated them from the previous years' budget.

The County adopted a budget for Fiscal Year 2009-2010 which did not include funds for Commissioner Aides. On December 9, 2009, the Board adopted a Supplemental Budget that approved funding for Commissioner Aides. The funds came from the elimination or combination of other positions and the overall budget figure did not increase.

The County's Budget Committee is comprised of five private citizens and the five Commissioners. Each Commissioner nominates a citizen representative. The Budget Committee is subject to the requirements of the Public Meetings Law and a quorum is comprised of six members.

Handy, Sorenson and Fleenor, along with their Budget Committee appointees created "BIG." "BIG" stands for "Budget Interest Group." They commonly referred to it as the "Book Club." They made a conscious effort to have no more than two Commissioners at BIG meetings, so that there would never be more than five members of the Budget Committee present. (i.e. less than a quorum.)

The BIG meetings were never a public process.

Often, it was determined at BIG meetings how the individual Budget Committee members would vote on various issues. It was compared to knowing how a member of the United States Congress would vote before a vote was taken.

In June 2009, Lane County Counsel, Liane Richardson, in connection with her compliance with a public records request by the Register Guard, sent an email to the Board indicating in part:

"There may not have been technical violations of the quorum laws, but the spirit of the rules appears to have been violated on several occasions."

Fleenor responded in part:

“I can state no deliberations toward a conclusion ever occurred. If I’m not mistaken, fact gathering and exchanging ideas would be considered a prudent form of governing.”

County Counsel responded to Fleenor in part:

“...I believe the RG’s [Register Guard] attorneys will see enough evidence there to allow reporters to state that the three of you were deliberating; not necessarily via email, but via a combination of meetings and emails. Whether all three of you were in the room at the same time is irrelevant to whether or not the spirit of rules was being violated.”

During the following months Handy and Sorenson arranged to have Commissioner Aides added to the Supplemental Budget.

On December 4, 2009, The Register Guard published the Notice of Supplemental Budget Hearing which included the Commissioner Aides.

The morning of December 8, 2009, The Register Guard had a front-page article and an editorial expressing concern about the addition of Commissioner Aides and the process by which they were added to the Supplemental Budget. On December 8 and/or the morning of December 9 Handy spoke individually with Sorenson, Dwyer and Stewart regarding the upcoming vote on the Supplemental Budget which included the Commissioner Aides to make sure the Register Guard article hadn’t caused anyone to change their votes.

On December 9, 2009, the budget hearing was held and no members of the public appeared. The Supplemental Budget was approved on a vote of 3 to 2 with Handy, Sorenson and Dwyer voting to approve.

On December 11, 2009, Handy sent a message to a political supporter describing the events leading up to the vote. He wrote:

“I tossed and turned all night before, getting up a few times to review my moves and conversations come morning. Then I woke up to the RG demagouging [sic] on the front page and in the editorial, I was breathless for a moment, then thoroughly determined to kick ass and get after it. When I got to CAO, I could see Dwyer was there. So, for the second time this year, I came in and knocked everyone over with my booming voice ragging the RG for trying to intimidate some Commissioners about how they should make their budget decisions. . . . I put it to him [Dwyer] bluntly. I needed his support, was he still with me. He said yes. I told him I would make the motion, would he second. He said yes. . . . [Stewart] could hear the whole conversation in the next room – doors were open.

“Then, I dipped into [Stewart’s] office, told him I knew he was not supporting this, but I set this up, so that he could direct his funds towards [the County Administrator] if he wants. He seemed appreciative. Dwyer poked his head in He said, just vote – don’t say anything. He said when you have the votes lined up, just vote, don’t give the press any further fodder by getting into debates and arguments. I told him that knowing you were with me, I would do that.

“* * *”

The conclusion of Handy’s December 9, 2009 pre-public meeting efforts included a final meeting with Sorenson, in Sorenson’s office. Handy made sure Sorenson knew that Dwyer had agreed to support the Supplement Budget. The conduct of the Board meeting on December 9, 2009 so far as it concerns the presentation and enactment of the Supplement Budget, went exactly as Handy had orchestrated it.

CONCLUSIONS OF LAW

This case involves a claim of improper deliberations and pre-public meeting decision-making. Webster defines “deliberate” as “to think about and discuss issues carefully” and “to think about deliberately and often with formal discussion before reaching a decision.” It defines “deliberation” as “a discussion and consideration by a group or persons of the reasons for and against a measure.”

The only case cited by the Judge on this issue was **Harris v. Nordquist**, 96 Or App 19, 771 P2d 637 (1989) where a labor organization claimed that a school district held secret meetings of a quorum of the Board where it was alleged they discussed and decided district issues.

The judge noted that the Court of Appeals looked at the policy of the Public Meetings Law and stated in part:

“...the clear policy of the statutory scheme [is] to keep the public informed of the deliberations and decisions of governing bodies and of the information on which decisions are made.” **Harris**, *supra*.

The judge stated that “the important part of the statutory policy in the context of this case is the obligation to allow the public to be informed of the decisions and deliberations of the governing body.”

The judge noted that the law, as written, is broad enough to encompass email communication as a possible manner of deliberation by the Board.

The Court said the case hinged on the following questions:

- (1) Did at least three members of the Board;
- (2) Make a decision or deliberate toward deciding the Supplemental Budget; and
- (3) In any setting that was private and was not open to the public?

The Court concluded that the Defendants engaged in a process that involved at least a quorum of the Board deliberating toward and deciding on the adoption of the Supplemental Budget in private and in meetings that were not open to the public.

But the Court did say, citing **Harris**, that the fact that multiple Commissioners constituting a quorum of the Board may be together in one place, discuss County business while together, have personal agendas on matters they consider important, and are even pursuing those issues by seeking the support of fellow Commissioners is not, of itself, a violation of the Oregon Public Meetings Law.

However, there comes a point when the issues rise to the level of *a matter that is pending for decision by the Board*. In this case, that date can be specifically identified as no later than December 1, 2009, the date that the issue of the proposed Supplemental Budget was sent to the newspaper. At that point, it was clear or should have been clear to all involved, that what was proposed as a Supplemental Budget was going to be decided by the Board on December 9, 2009. Thus, as of December 1, 2009, there was a “proposal” pending.

The Court ruled that the evidence was clear that between December 1 and December 9, 2009, the fate of the Supplemental Budget was decided outside the Public Meetings context. Handy, in the lead, made sure that he had the votes lined up. That process was wrapped up during the afternoon of December 8, 2009 and was confirmed by Handy on the morning of December 9, 2009, just prior to the “public meeting.” That occurred in a series of discussions among Handy, Sorenson, Dwyer and Stewart. The evidence did not show that any three Commissioners were ever in the same room at the same time talking about this matter. That does not mean that the continuing multiple conversations were not a deliberation. All involved knew that a quorum of the Board was working toward a final decision outside of the Public Meetings context. In effect, the Public Meetings vote on December 9, 2009 was a sham. It was orchestrated down to the timing and manner of the vote so as to avoid any public discussion. The Defendants’ purpose in that regard was clear – to avoid adverse public comment or criticism as that appears to be how a quorum of the Board viewed The Register Guard’s reporting on the subject.

Having concluded that the Defendants violated the Public Meetings Law, the question then was whether the conduct of the Defendants constituted “willful misconduct.” If the conduct was “willful misconduct,” then the Defendants could be jointly and severally liable for attorney fees and costs ordered to be paid by the public body.

The Court noted that there was a dearth of authority on how “willful misconduct” is defined for the Public Meetings Law. It could require proof that the person acted with a conscience objective to violate the statutory provisions. Or it could require proof that the person had knowledge of the laws’ requirements and thereafter failed to follow those requirements. The Court did not decide which standard applied because the Judge concluded that some of the Defendants violated both standards.

With regard to Handy, the Court decided there was no question that his organization of the scheme to enact the Supplemental Budget was willful under either standard discussed above.

With regard to Sorenson, the Court decided that he, too, violated both standards. Not only was he the third, and necessary, vote, his vote was organized and decided in the private discussions that took place. He needed to go along with the scheme in order to get the issue addressed and the vote taken with the least amount of public discussion. Like Handy, he didn’t heed the message from the County Counsel.

APPLICATION OF THE LAW

The Court has stated that any combination of personal meetings, telephone calls and emails among a quorum of the Board could be considered a violation of the Public Meetings Law, even though the quorum did not physically meet together. Once there is a matter that is “pending for decision by the board,” a quorum of the Board may not deliberate and/or reach a decision that is done outside of the public setting.

As an example, assume these facts:

LTD is looking to acquire an easement. Staff becomes aware that property "X" is available to serve as the easement. Staff has reason to believe that LTD can acquire property "X" within a certain price range. Staff wants to know if it should inquire as to whether or not property "X" is for sale and at what price.

Can the General Manager individually poll the Board to see if they have an interest in acquiring property "X"?

As a preliminary matter, we believe the General Manager may individually poll the Board to see if the Board has an interest in acquiring property "X." At this point, there is no matter "pending for decision by the Board," so there would be no deliberation.

Can the General Manager individually poll the Board to determine if staff should inquire about property "X"?

As stated above, we believe the General Manager could poll the Board about making further inquiries. Again, there is no matter "pending for decision by the Board," at this time.

Staff has determined that the owner of property "X" is willing to sell for a certain price. Can the General Manager poll individual Board Members about whether the Board is interested in purchasing property "X" for that price?

The answer to this question is not clear. It certainly could be argued that there is no matter "pending for decision by the Board," thus the Board could have informal and private discussions about any interest in buying property "X." On the other hand, it could be argued that the acquisition of Property "X" is now a matter "pending for decision by the Board," because there is knowledge of the terms upon which Property X could be acquired.

Staff has published a notice of a Board meeting with one agenda item being the purchase of property "X" at a listed price. Can the Board Members discuss the pros and cons of the purchase even though a quorum is not present?

Now there is clearly a matter "pending for decision by the Board," because of the published notice of the meeting on this topic. The Court has indicated that a quorum of the Board (even though they are not meeting together) may not deliberate and decide how they will vote before the public meeting. It does not matter whether those discussions are face-to-face, by telephone, by email, or even if they occur at different times. The rule to follow is that all deliberations on matters "pending for decision by the Board," must be done in public.

Once the agenda is published in the newspaper, could any number of Board Members less than a quorum discuss the proposal and how they might vote?

Again, the answer is not clear. It can certainly be argued that any number of Board Members may discuss the proposal before the meeting, provided that none of those Board Members either individually or collectively later discusses the proposal with a enough other Board Members so as to create a quorum.

For example, if after the notice of public meeting was published three Board Members met over

coffee to discuss the easement issue and how they felt about it, that, in and of itself, would not be a violation of the public meeting laws. However, based on the **Dumdi** decision those three Board Members are not insulated from violating the Public Meetings Law because if any combination of them – at any time before the public meeting – were to speak, call, and/or email another Board Member on the same topic – either together or separately – the result would be that a quorum of the Board deliberated about a matter “pending for decision by the Board,” outside of the public meeting.

Taking this example further, if one Board Member only participated in the first meeting over coffee and had no further conversations prior to the public meeting he/she would still be considered to have violated the public meeting laws if the other two Board Members later met with, called, or emailed another Board Member because that first Board Member was part of a continuing deliberation even though at the time of his/her participation he/she was not in violation of the Public Meeting Law. As this example illustrates, any conversations about any issues that are considered a matter “pending for decision by the Board” are extremely risky and could result in liability for the Board and the individual Board Members involved.

This memorandum is not a guarantee that the examples outlined above will be determined as we believe. Every situation is likely to be fact specific so in the event a situation arises where Board Members are interested in communicating with each other about a matter outside of the public forum please contact us in advance so we can analyze the specifics of the situation and provide our recommendation.

If you have any questions, both K.C. and I would be happy to meet with you in executive session to discuss this issue in more detail.

Dwight G. Purdy
LTD Legal Counsel

AGENDA ITEM SUMMARY

DATE: June 15, 2011

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Jeanne Schapper, Administrative Services Manager/Clerk of the Board

ACTION REQUESTED: None

BACKGROUND: Board members have been appointed to Board committees and to the Metropolitan Policy Committee (MPC), the Lane Council of Governments (LCOG) Board of Directors, and, on occasion, to other local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises. After meetings, public hearings, or other activities attended by individual Board members on behalf of LTD, time will be scheduled on the next Board meeting agenda for an oral report by the Board member. The following activities have occurred since the last Board meeting:

MEETINGS HELD

Board members may take this opportunity to report briefly on any one-on-one meetings they have held with local officials or other meetings that they have attended on behalf of LTD.

1. **Metropolitan Planning Organization's Citizen Advisory Committee:** Board Member Gary Gillespie serves on the Citizen Advisory Committee (CAC) for the Metropolitan Planning Organization (MPO). The Committee is composed of interested citizens and representatives of groups within the MPO area and is scheduled to meet on the third Thursday of each month. At the May 19 CAC meeting, the Committee reviewed the proposed goals and objectives of the Committee and the project development list for the Regional Transportation Plan update. The next CAC meeting will be held on June 16.
2. **Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP):** The TCRG includes community members who have an interest in transportation issues in the City of Eugene. Board Member Ed Necker represents LTD on the TCRG, and Board Member Gary Gillespie represents the MPO's Citizen Advisory Committee on the TCRG for the development of the Eugene Transportation System Plan. This committee will meet several times through July or August 2011. At the June 1 meeting, the members viewed and discussed a presentation on Climate Change and Energy Uncertainty. The next meeting is scheduled to be held on June 30.

3. **Lane Area Commission on Transportation (LaneACT)**: In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, Lane Council of Governments, and LTD. Board Member Michael Dubick serves as LTD's representative on this commission, which meets on the second Wednesday of the month. At the June 8 meeting, LaneACT received presentations on the Highway 126 facility plan and part two of the Statewide Transportation Improvement Program presentation. The Commission reviewed the Steering Committee membership, and discussed the development of a Draft Public Participation Plan. The next meeting is scheduled to be held on July 13.
4. **Metropolitan Policy Committee (MPC)**: Board Members Mike Eyster and Greg Evans are LTD's MPC representatives, with Mike Dubick serving as an alternate. MPC meetings generally are held on the second Thursday of each month. At the June 9 meeting, the MPC received a report from the MPO Citizen Advisory Committee, took action on an amendment to the Metropolitan Transportation Improvement Program, discussed the Lane Area Commission on Transportation (LaneACT), and held a public hearing on the Supplemental FY11 Surface Transportation Program regarding the Urban Funding Recommendation. The next meeting is scheduled to be held on July 14.

OTHER ACTIVITIES

1. **American Public Transportation Association (APTA) Board of Directors Executive Committee**: Board Member Greg Evans serves on this committee. The Committee met during the annual Bus and Paratransit Conference that was held in Memphis on May 20-25.

NO MEETINGS HELD

1. **LTD Pension Trusts**: LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. LTD Board Member Dean Kortge serves as a trustee for both plans. The next meeting is scheduled to be held on June 22.
2. **Lane Council of Governments (LCOG) Board of Directors**: LTD Board Member Mike Dubick represents LTD on the LCOG Board of Directors as a non-voting member. The LCOG Board meets every other month. The next meeting is scheduled to be held on June 23.
3. **LTD Board Human Resources Committee**: The Board Human Resources Committee is composed of Chair Mike Dubick and Board Members Dean Kortge and Gary Gillespie. The next meeting is tentatively scheduled to be held on June 28.

4. **Long-Range Transit Plan Project Advisory Committee**: This 18-member committee is composed of members of local units of government and community representatives. Board Member Ed Necker serves on this committee, which will meet five times between September 2010 and September 2011. The next meeting will be held in mid- to late June.
5. **EmX Steering Committee**: The EmX Steering Committee generally meets quarterly and is composed of Chair Greg Evans, Board Members Doris Towery and Gary Gillespie, members of local units of government, and community representatives. The next meeting is being planned for mid-July.
6. **Springfield Stakeholder Advisory Committee**: Board President Mike Eyster represents the District on the Stakeholder Advisory Committee for the development of the Springfield Transportation System Plan (TSP). Committee members consist of citizens and representatives from organizations with a distinct interest in the future of transportation in Springfield. The Committee plans to meet five times during the next 18 months. The next meeting will occur during the summer of 2011.
7. **LTD Board Finance Committee**: The Board Finance Committee is composed of Chair Dean Kortge and Board Members Mike Dubick and Ed Necker. The Committee last met on May 6. The next meeting has not yet been scheduled.
8. **LTD Board Service Committee**: The Board Service Committee is composed of Chair Greg Evans and Board Members Ed Necker and Doris Towery. The next meeting has not yet been scheduled.

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2011

ITEM TITLE: BOARD COMMITTEE ASSIGNMENTS

PREPARED BY: Mike Eyster, Board President

ACTION REQUESTED: None.

BACKGROUND: In June of each year, Board members review their current committee assignments, and committee assignments may be revised depending on Board members' preferences. On June 9, 2011, the list of LTD Board committee assignments was e-mailed to Board members for review. Committee assignments will be finalized at the June 15 Board meeting.

ATTACHMENT: LTD Board of Directors Committees and Special Assignments

PROPOSED MOTION: None.

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LTD BOARD OF DIRECTORS COMMITTEES AND SPECIAL ASSIGNMENTS

June 15, 2011

BOARD OFFICERS

(Terms expire 6/30/12)

President – Mike Eyster
Vice President – Greg Evans
Secretary – Dean Kortge
Treasurer – Ed Necker

METROPOLITAN POLICY COMMITTEE (MPC)

(meets 2nd Thursday of the month)

Greg Evans
Mike Eyster
Alternate: Michael Dubick

HUMAN RESOURCES COMMITTEE

(meets 2nd and 4th Thursdays, as needed)

*Michael Dubick
Gary Gillespie
Dean Kortge

METROPOLITAN PLANNING ORGANIZATION CITIZEN ADVISORY COMMITTEE (MPO CAC)

(meets on the 3rd Thursday of each month)

Gary Gillespie

SERVICE COMMITTEE

(meets every other month, or as needed)

*Greg Evans
Ed Necker
Doris Towery

LANE COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS

(meets every other month - 4th Thursday)

Michael Dubick
Alternate: Doris Towery

EmX STEERING COMMITTEE

(meets quarterly on 1st Tuesday)

*Greg Evans
Gary Gillespie
Doris Towery

LANE AREA COMMISSION ON TRANSPORTATION

(meets on the 2nd Thursday of each month)

Michael Dubick
Alternate: Tom Schwetz

FINANCE COMMITTEE

(meetings scheduled as needed)

Michael Dubick
*Dean Kortge
Ed Necker

SPRINGFIELD TRANSPORTATION SYSTEM PLAN STAKEHOLDER ADVISORY COMMITTEE

(will meet five times beginning in February 2011)

Mike Eyster

LONG-RANGE TRANSIT PLAN PROJECT ADVISORY COMMITTEE

(will meet five times from
September 2010 – September 2011)
Ed Necker

TRANSPORTATION COMMUNITY RESOURCE GROUP (TCRG) FOR THE EUGENE TRANSPORTATION SYSTEM PLAN (TSP):

(will meet monthly through July or August 2011)

Ed Necker
Gary Gillespie (representing MPO's CAC)

*Denotes Committee Chair

AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2011

ITEM TITLE: GATEWAY EmX RIDERSHIP UPDATE

PREPARED BY: Andy Vobora, Director of Service Planning, Accessibility, and Marketing

ACTION REQUESTED: None

BACKGROUND: In response to a request by the Board for an update on EmX ridership, staff have developed the following summary:

2010 (Fall sample)

- EmX average weekday boardings (Pre-Gateway): 6,451

2011 (January through May)

- EmX average weekday boardings: 9,396
- Gateway segment average weekday boardings: 2,267

2011 (February through May)

- EmX: 9,236 to 9,525 +3.1%
- Gateway Segment: 2,121 to 2,430 +14.6%

Later this year staff will present to the Board a complete summary of ridership on all routes in the system. Ridership in recent months has been very robust as monthly records have been set for both April and May. The ridership summary will provide ridership by route in order to illustrate which routes are experiencing the greatest gains.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2011

ITEM TITLE: LEGISLATIVE UPDATE

PREPARED BY: Mary Adams, Director of Human Resources and Risk Management, and Andy Vobora, Director of Service Planning, Accessibility, and Marketing

ACTION REQUESTED: None. Information only.

BACKGROUND: Congress continues to work in committees, but to date no new plan has emerged that would gain approval for a six-year transportation bill. Two reports from Transportation for America (T4A) recently have been released. The first report outlined the issue of bike and pedestrian safety, while the second report addressed the growing issue of transit service for the elderly. T4A's report, "Waiting for a Ride: Transit Access and America's Aging Population," outlines the growing cost of paratransit services, a growing lack of availability to transit for seniors, a crumbling pedestrian infrastructure, and significant connectivity issues for seniors living in rural America. T4A is using this report as another reason that a new transportation bill needs to maintain flexibility and be well funded. Staff will provide copies of the report at the June 15 Board meeting.

The Federal Transit Administration (FTA) has recently released a number of grant opportunities. LTD may be interested in a small sum of money being allocated to evaluate the "vulnerability of transit agency assets and services to climate change hazards, such as heat waves and flooding." Heat waves may not be LTD's concern; however, flooding is a real threat to LTD's assets and the provision of service. The opportunity to develop a plan to protect the District's assets and maintain services in the event of catastrophic flooding is something that would clearly benefit the community, especially given that the vast majority of District assets sit in a flood plain.

The Oregon Legislature is moving rapidly toward session closure. All policy committees closed on June 1. On June 2 the Ways and Means subcommittees were told to wrap up their work and close down. This means that no bills, with or without budget impact, will move forward, other than the bills currently awaiting votes of the full Senate or House memberships. There are still some budget decisions to be made, and if it is necessary, a committee can be re-opened in order to move a specific bill; but this is seldom done. The Capital Construction Subcommittee remains open and, with co-speakers and the Senate president as members, it is expected that this committee will handle the final budget-related bills. The full Ways and Means Committee plans to complete its work by June 7. If so, the session will adjourn by mid-June.

The current list for lottery bonds includes \$8.4 million for West Eugene EmX. Renewal of the Business Energy Tax Credit program is still being considered, with a specified cap for total spending and language that would sunset the funding in four years. In addition, the Senior Medical Tax Deduction concept is still being considered. Finally, funding for Connect Oregon IV is being considered by the Capitol Construction Subcommittee, which is a good sign for potential funding. These four methods for funding transit were all part of LTD's legislative initiatives for this legislative session.

ATTACHMENT: None.

RESULTS OF RECOMMENDED ACTION: None.

PROPOSED MOTION: None.

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INFORMATION ITEM SUMMARY

DATE OF PACKET: June 15, 2011

ITEM TITLE: MAY FINANCIAL STATEMENTS

PREPARED BY: Diane Hellekson, Director of Finance & Information Technology

ACTION REQUESTED: None

BACKGROUND: Financial results for the first eleven months of FY 2010-11 are summarized in the attached reports.

Passenger fares are 6 percent higher for the first eleven months of the current year over the same period last year. Passenger boardings for the rolling twelve-month period, which ended May 30, were down 1.1 percent, a slight improvement over the 1.4 percent reduction reported through March. Passenger boardings for the month of May 2011, however, were up 4.7 percent compared to May 2010.

Payroll tax revenues are up 4.6 percent versus last year through May. As of May 31, receipts were \$21,955,302, which compare favorably to both the budget of \$21,672,500 and the year-end estimate of \$21,800,000. As of June 8, receipts had increased to \$21,987,683 making it possible that the total will reach \$22,000,000 by fiscal year end. The revised Long-Range Financial Plan assumed a starting base of \$21,800,000, so results are modestly favorable. The tax base appears to be stable, which is what was assumed in the current-year budget.

Self-employment tax payments for the tax year ending December 31 total \$1,410,902 and are up 4 percent over the same period in the previous fiscal year. Additional disbursements in small amounts are likely through August, but the majority of the funds were received in May.

No additional State-in-lieu revenue is expected until the end of the fiscal year for the calendar quarter that closes June 30. Disbursements of State-in-lieu receipts for the three completed calendar quarters are down 4.3 percent compared to the prior year. Board members may recall that LTD received a payment for the quarter that ended December 31, 2009, that was significantly higher than expected. There was no subsequent adjustment, and that payment remains an unexplained (but positive) anomaly. Payment for the quarter that ended March 31, 2011, was 2.6 percent higher than for the quarter that ended March 31, 2010.

Interest rates of return remain at historic lows. The Local Government Investment Pool rate dropped from 0.55 percent to 0.5 percent on October 28 and remained there through May.

Total personnel services expenditures, the largest category of operating expense, show a 1.2 percent decrease. There is still concern that operator wages could be over budget for the fiscal year. All of the \$234,000 negative budget variance through May in Transit Operations is from payroll expenditures. Were it not for the large number of retirement payouts in the current fiscal year, the adopted budget would be adequate to cover this negative variance. In an action item as part of the June 15 meeting, the Board will be asked to approve a Supplemental Budget for FY 2010-11 that includes a \$300,000 adjustment to personnel services.

Materials and services results vary widely from department to department. Total materials and services (not including transfers to Accessible Services) are 5.6 percent higher for the first eleven months of this year as compared to last. The major contributor to the increase is fuel. A change also occurred in Finance, which absorbed fare collection costs for the Franklin EmX corridor and now has added fare collection for the Gateway EmX corridor. Marketing activity also increased over the last year as information campaigns and community outreach programs were added. Another anomaly continues to be point2point Solutions, which increased in the General Fund due to the reporting change.

Fuel prices rose in every month of the current fiscal year including April. The current-year budget assumes \$2.40 per gallon. The year-to-date average price per gallon through May was \$2.76, which is up from \$2.70 in April. The year-to-date high was \$3.54 per gallon on May 2, 2011. The lowest price in the current fiscal year was \$1.99 on July 7, 2010. Fuel prices are projected to come down in coming months. Even if a decline occurs, as happened after prices peaked in July 2008, fuel will be over budget for FY 2010-11 and will require a supplemental budget adjustment of \$700,000.

As previously reported to the Board, as part of the FY 2011-12 budget presentation, Business Energy Tax Credit revenue in support of Accessible Services expected in FY 2010-11 will not be received until next fiscal year. In addition, Accessible Services programs have seen a reduction in some grant support. As a result the Accessible Services Fund will require an additional \$1,000,000 in transfers from the General Fund. This requirement has been included in the supplemental budget action requested by separate agenda item.

The General Fund is stable through May. Payroll tax receipts will continue to be a critical indicator of LTD's financial health in the months to come, and results justify cautious optimism that the Long-Range Financial Plan assumptions are valid. Continued control of total personnel services will be important to LTD's financial stability. If fuel prices stabilize or fall, that would be a significant positive development in the short run. In the long run, LTD remains dependent on fossil fuel despite efforts to improve fuel efficiency, and prices are almost certainly going to continue to trend upward.

The Transportation Options Fund was eliminated in the FY 2010-11 budget. As noted above, point2point Solution's activities are now reported in the General Fund.

Year-to-date results for the Accessible Services Fund and Medicaid Fund are as anticipated by the FY 2010-11 budget.

The largest single category of year-to-date Capital Projects Fund spending has been the completion of the Gateway EmX Extension. Acquisition of five new articulated vehicles for regular fixed-route service represents the second largest year-to-date capital outlay. These vehicles were 80 percent funded by discretionary grants, and those funds have been accrued or received. The West Eugene EmX Extension project continues with the preliminary approval of a locally preferred alternative by the appropriate agencies in March and April.

The proposed budget for FY 2011-12 was approved by the Budget Committee on May 25, and is presented for adoption as an action item at the June 15 meeting.

LTD is scheduled for a Triennial Review by the Federal Transit Administration in mid-June, and results will subsequently be shared with the Board of Directors.

ATTACHMENTS:

Attached are the following financial reports for May for Board review:

1. Operating Financial Report - comparison to prior year
2. Comparative Balance Sheets
 - a. General Fund
 - b. Accessible Services Fund
 - c. Medicaid Fund
 - d. Capital Projects Fund
3. Income Statements
 - a. General Fund
 - b. Accessible Services Fund
 - c. Medicaid Fund
 - d. Capital Projects Fund

PROPOSED MOTION:

None



Lane Transit District
Operating Financial Report
For the Fiscal Period Ending 5/31/2011 With Comparisons to Prior Year to Date
Current Year: 2010-2011
Unaudited

	Prior YTD 09-10	Adopted Budget	YTD Actual	% Budget	% Over Last Year
Revenues & Other Sources					
Passenger Fares	4,310,614	4,261,500	4,571,340	107.3%	6.0%
Group Pass	2,159,277	2,100,300	2,237,057	106.5%	3.6%
Advertising	245,000	213,000	252,500	118.5%	3.1%
Special Service	634,084	593,800	482,435	81.2%	-23.9%
Miscellaneous	249,367	148,100	398,301	268.9%	59.7%
Total Operating	<u>7,598,342</u>	<u>7,316,700</u>	<u>7,941,633</u>	108.5%	4.5%
Payroll Tax (cash basis)	20,981,786	21,672,500	21,955,302	101.3%	4.6%
Self-employment Tax (cash basis)	1,356,303	1,523,300	1,410,902	92.6%	4.0%
State-in-Lieu (cash basis)	1,330,075	1,730,000	1,273,008	73.6%	-4.3%
Operating Grants - American Recovery & Reinvestment Act	3,201,570	-	-	N/A	-100.0%
Operating Grants	523,493	3,106,700	2,322,626	74.8%	343.7%
Total Taxes & Grants	<u>27,393,227</u>	<u>28,032,500</u>	<u>26,961,838</u>	96.2%	-1.6%
Interest Income	55,527	53,900	63,158	117.2%	13.7%
Sale of Assets	9,746	-	27,869	N/A	186.0%
Transfer from Transportation Options Fund	-	-	-	N/A	N/A
Total Revenues & Other Sources	<u>35,056,842</u>	<u>35,403,100</u>	<u>34,994,498</u>	98.8%	-0.2%
Expenditures & Other Uses					
Personnel Services					
Administration	7,713,787	8,439,400	7,457,283	88.4%	-3.3%
Administration - Contra Payroll	(1,459,520)	(924,100)	(1,042,218)	112.8%	-28.6%
Administration - Net	6,254,267	7,515,300	6,415,065	85.4%	2.6%
Contract	16,698,655	17,478,600	16,270,405	93.1%	-2.6%
Total Personnel Services	<u>22,952,922</u>	<u>24,993,900</u>	<u>22,685,470</u>	90.8%	-1.2%
Materials & Services					
General Administration	103,309	187,900	129,045	68.7%	24.9%
Government Relations	119,593	129,000	111,175	86.2%	-7.0%
Finance	91,202	154,700	123,556	79.9%	35.5%
Information Technologies	438,628	599,500	481,273	80.3%	9.7%
Human Resources	175,503	320,600	161,257	50.3%	-8.1%
Service Planning	12,169	11,100	4,693	42.3%	-61.4%
Marketing	265,779	301,700	339,579	112.6%	27.8%
Graphics	5,963	11,400	7,808	68.5%	30.9%
Accessible Services	2,827	9,800	-	0.0%	-100.0%
Planning & Development	17,330	14,800	16,877	114.0%	-2.6%
point2point Solutions	149	295,200	227,537	77.1%	152609.4%
Facilities Services	701,850	990,400	821,835	83.0%	17.1%
Transit Operations	514,834	678,700	504,139	74.3%	-2.1%
Customer Service Center	19,933	24,600	10,006	40.7%	-49.8%
Maintenance	3,097,769	3,382,100	3,139,595	92.8%	1.4%
Insurance / Liability Costs	1,143,813	1,422,400	1,013,425	71.2%	-11.4%
Transportation Options Transfer	5,000	-	-	N/A	-100.0%
Accessible Services Transfer	663,936	1,068,800	1,260,343	117.9%	89.8%
Capital Transfer	-	776,600	-	0.0%	N/A
Total Materials & Services	<u>7,379,587</u>	<u>10,379,300</u>	<u>8,352,143</u>	80.5%	13.2%
Total Expenditures & Other Uses	<u>30,332,509</u>	<u>35,373,200</u>	<u>31,037,613</u>	87.7%	2.3%
Excess (Deficiency) of Revenues Over Expenditures	<u>4,724,333</u>	<u>29,900</u>	<u>3,956,885</u>		-16.2%
Net to Fund	<u>4,724,333</u>	<u>29,900</u>	<u>3,956,885</u>		-16.2%



Lane Transit District
General Fund
Comparative Balance Sheets
May 31, 2011 and June 30, 2010, Restated As If
Unaudited

	Current Balance	Balance 06/30/10 Restated, As If
ASSETS		
Cash & Investments	\$ 16,372,523	\$ 11,634,719
Receivables	1,760,436	2,186,067
Accrued Payroll Taxes Receivable	5,162,000	5,162,000
Due from Other Governments	-	425,236
Inventory of Parts and Supplies	1,239,188	1,268,107
Prepaid Expenses	327,788	278,227
Deposits	75,816	75,816
Property, Plant and Equipment Net of Accumulated Depreciation	110,201,070	110,201,070
Total Assets	<u>\$ 135,138,821</u>	<u>\$ 131,231,242</u>
LIABILITIES		
Accounts Payable	\$ 210,249	\$ 302,821
Accrued Payroll Related Payable	933,606	1,023,001
Unearned Revenue	229,959	100,301
Liability Claims/Other Payable	753,548	750,543
CAL/Sick Accrual	3,387,190	3,387,190
Net OPEB Obligation	1,260,306	1,260,306
Total Liabilities	<u>6,774,857</u>	<u>6,824,162</u>
FUND BALANCE		
Investment in Fixed Assets	38,234,033	38,234,033
Contributed Capital	77,633,980	77,633,980
Fund Balance Restricted to Assets	<u>115,868,013</u>	<u>115,868,013</u>
Fund Balance	8,539,066	6,071,182
Excess (Deficiency) of Revenues Over Expenditures	3,956,885	2,467,884
Ending Fund Balance	<u>12,495,951</u>	<u>8,539,066</u>
Total Reserves & Fund Balances	<u>128,363,964</u>	<u>124,407,079</u>
Total Liabilities & Fund Balance	<u>\$ 135,138,821</u>	<u>\$ 131,231,242</u>



Lane Transit District
Accessible Services Fund
Comparative Balance Sheets
May 31, 2011 and June 30, 2010
Unaudited

	Current Balance	Balance 6/30/2010
ASSETS		
Cash & Investments	\$ 8,077	\$ -
Receivables	3,447	100
Grants Receivable	328,853	563,821
Total Assets	\$ 340,377	563,921
LIABILITIES		
Accounts Payable	\$ 71,732	233,673
Oakridge Program Reserves	42,065	31,483
Unearned Revenue	165,954	-
Total Liabilities	279,752	265,156
RESERVES & BALANCES		
Fund Balance	298,765	155,451
Excess (Deficiency) of Revenues Over Expenditures	(238,140)	143,314
Ending Fund Balance	60,625	298,765
Total Liabilities & Fund Balances	\$ 340,377	563,921



**Lane Transit District
Medicaid Fund
Comparative Balance Sheets
May 31, 2011 and June 30, 2010
Unaudited**

	Current Balance	Balance 6/30/2010
ASSETS		
Cash & Investments	\$ 314,798	\$ 382,112
Receivables	403,286	230,850
Total Assets	<u>718,084</u>	<u>612,961</u>
LIABILITIES		
Accounts Payable	\$ 49,341	\$ 181,146
Medicaid Medical Reserves	309,484	281,544
Total Liabilities	<u>358,825</u>	<u>462,691</u>
RESERVES & BALANCES		
Fund Balance	150,270	147,467
Excess (Deficiency) of Revenues Over Expenditures	208,989	2,803
Ending Fund Balance	<u>359,259</u>	<u>150,270</u>
Total Liabilities & Fund Balances	<u>718,084</u>	<u>612,961</u>



Lane Transit District
Capital Projects Fund
Comparative Balance Sheets
May 31, 2011 and June 30, 2010
Unaudited

	Current Balance	Balance 06/30/10
ASSETS		
Cash & Investments	\$ 198,937	\$ 460,009
Accounts Receivable	1,258	5,416
Grants Receivable	<u>574,598</u>	<u>2,732,051</u>
Total Assets	<u>\$ 774,793</u>	<u>\$ 3,197,476</u>
LIABILITIES		
Accounts Payable	\$ 29,191	\$ 2,193,169
Retainage Payable	71,341	860,563
Unearned Revenue	<u>74,094</u>	<u>62,150</u>
Total Liabilities	<u>174,626</u>	<u>3,115,882</u>
RESERVES & BALANCES		
Fund Balance	81,594	5,038,069
Excess (Deficiency) of Revenues Over Expenditures	<u>518,573</u>	<u>(4,956,475)</u>
Ending Fund Balance	<u>600,167</u>	<u>81,594</u>
Total Liabilities & Fund Balances	<u>\$ 774,793</u>	<u>\$ 3,197,476</u>



**Lane Transit District
General Fund
Schedule of Resources and Requirements
For the Period 5/1/2011 - 5/31/2011
Unaudited**

	Annual Budget	Current Month			Year to Date		
		Budget	Actual	Variance	Budget	Actual	Variance
Resources							
Beginning Working Capital	5,873,200	-	-	-	5,873,200	7,580,099	1,706,899
Passenger Fares	4,261,500	372,340	427,808	55,468	3,889,140	4,571,340	682,200
Group Pass	2,100,300	230,000	239,820	9,820	1,960,300	2,237,057	276,757
Advertising	213,000	17,750	23,000	5,250	195,250	252,500	57,250
Special Service	593,800	8,330	-	(8,330)	585,800	482,435	(103,365)
Miscellaneous	148,100	7,530	60,778	53,248	108,330	398,301	289,971
Payroll Tax (cash basis)	21,672,500	4,600,000	4,131,408	(468,592)	21,272,500	21,955,302	682,802
Self-employment Tax (cash basis)	1,523,300	500,000	599,623	99,623	1,498,300	1,410,902	(87,398)
State-in-Lieu (cash basis)	1,730,000	6,000	-	(6,000)	1,364,000	1,273,008	(90,992)
Operating Grants	3,106,700	252,640	3,150	(249,490)	2,779,040	2,322,626	(456,414)
Interest Income	53,900	4,490	6,995	2,505	49,390	63,158	13,768
Proceeds From Sale of Assets	-	-	-	-	-	27,869	27,869
Transfer from Transportation Options Fund	-	-	-	-	-	-	-
Total General Fund Resources	41,276,300	5,999,080	5,492,582	(506,498)	39,575,250	42,574,597	2,999,347
Requirements							
General Administration	634,600	52,850	38,494	14,356	581,750	526,896	54,854
Government Relations	129,000	10,750	2,500	8,250	118,250	111,175	7,075
Finance	1,063,700	85,730	77,252	8,478	978,230	931,964	46,266
Information Technologies	1,170,900	97,580	99,057	(1,477)	1,073,680	977,465	96,215
Human Resources	945,000	75,200	57,238	17,962	869,500	710,708	158,792
Service Planning	550,100	45,290	33,519	11,771	504,790	381,522	123,268
Marketing	647,700	48,610	33,040	15,570	585,310	553,022	32,288
Graphics	151,500	12,590	11,460	1,130	138,890	109,653	29,237
Accessible Services	104,500	8,650	21,177	(12,527)	95,750	55,776	39,974
Planning & Development	269,500	22,420	42,636	(20,216)	247,220	229,536	17,684
<i>point2point Solutions</i>	702,200	58,510	40,786	17,724	643,810	534,776	109,034
Facilities Services	1,604,500	133,290	103,284	30,006	1,471,290	1,442,439	28,851
Transit Operations	16,371,400	1,350,730	1,327,137	23,593	15,021,960	15,255,922	(233,962)
Customer Service Center	468,600	38,670	35,813	2,857	430,060	416,647	13,413
Maintenance	7,267,200	603,490	368,592	234,898	6,664,390	6,526,344	138,046
Insurance / Liability Costs	1,422,400	115,150	69,927	45,223	1,311,650	1,013,425	298,225
Total Operating Requirements	33,502,800	2,759,510	2,361,912	397,598	30,736,530	29,777,270	959,260
Accessible Services Transfer	1,068,800	89,070	250,090	(161,020)	979,770	1,260,343	(280,573)
Capital Projects Transfer	776,600	-	-	-	-	-	-
Reserve-Operating Contingency	1,000,000	-	-	-	-	-	-
Reserve-Self-insurance and Risk	1,000,000	-	-	-	-	-	-
Reserve-Working Capital	3,928,100	-	-	-	-	-	-
Total Non-Operating Requirements	7,773,500	89,070	250,090	(161,020)	979,770	1,260,343	(280,573)
Total General Fund Requirements	41,276,300	2,848,580	2,612,002	236,578	31,716,300	31,037,613	678,687
Resources Less Requirements	-				7,858,950	11,536,984	



Lane Transit District
Accessible Services Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 5/1/2011 - 5/31/2011
Unaudited

				Percent of Year	91.7%
	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
Revenues & Other Sources					
State Special Transp Funds - In District	523,300	340,848	26,605	(182,452)	65.1%
State Special Transp Funds - Out of District	85,100	36,674	-	(48,426)	43.1%
State Special Transp Funds - Administration	5,500	3,750	-	(1,750)	68.2%
State Special Transportation Operating	411,400	422,988	-	11,588	102.8%
American Recovery & Reinvestment Act (ARRA)	20,800	8,628	-	(12,172)	41.5%
Federal Grants - 5310	1,183,600	939,789	-	(243,811)	79.4%
Federal Grants - 5311	148,200	96,558	-	(51,642)	65.2%
Federal Grants - 5316 JARC	125,000	64,934	-	(60,066)	51.9%
Federal Grants - 5317 New Freedom	224,000	4,121	-	(219,879)	1.8%
Other Federal Grants	986,500	771,428	58,708	(215,072)	78.2%
Medicaid Medical	1,300	2,658	-	1,358	204.5%
Other State Grants	45,100	-	-	(45,100)	0.0%
Business Energy Tax Credit Revenue	437,400	-	-	(437,400)	0.0%
Farebox	279,000	254,789	22,231	(24,211)	91.3%
Local Grants	68,100	65,383	11,607	(2,717)	96.0%
Miscellaneous	-	150	-	150	NA
Transfer from General Fund	1,068,800	1,260,343	250,090	191,543	117.9%
Total Revenues	<u>5,613,100</u>	<u>4,273,041</u>	<u>369,241</u>	<u>(1,340,059)</u>	76.1%
Expenditures & Other Uses					
Eugene-Springfield Based Services					
ADA RideSource	4,584,400	3,755,623	303,816	828,777	81.9%
Mental Health & Homeless	71,600	63,232	-	8,368	88.3%
Travel Training & Host	107,800	97,459	20	10,341	90.4%
Job Access/Reverse Commute (JARC)	-	-	-	-	NA
Total Eugene-Springfield Based Services	<u>4,763,800</u>	<u>3,916,314</u>	<u>303,836</u>	<u>847,486</u>	82.2%
Rural Lane County Services					
South Lane	65,400	64,344	11,576	1,056	98.4%
Florence	153,800	144,262	14,085	9,538	93.8%
Oakridge	192,700	114,179	-	78,521	59.3%
Total Rural Lane County Services	<u>411,900</u>	<u>322,785</u>	<u>25,661</u>	<u>89,115</u>	78.4%
Mobility Management	340,000	131,882	-	208,118	38.8%
Lane County Coordination	90,000	140,200	28,933	(50,200)	155.8%
Transfer to Capital Fund	269,000	-	-	269,000	0.0%
Contingency	-	-	-	-	NA
Total Accessible Services Expenditures	<u>5,874,700</u>	<u>4,511,181</u>	<u>358,430</u>	<u>1,363,519</u>	76.8%
Unreserved Fund Balance					
Change to Fund Balance	(261,600)	(238,140)			
Beginning Balance	261,600	298,765			
Ending Balance	<u>\$ -</u>	<u>\$ 60,625</u>			



Lane Transit District
Medicaid Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 5/1/2011 - 5/31/2011
Unaudited

	Adopted Budget	YTD Actual	Current Month Actual	Percent of Year Variance	91.7% YTD % of Budget
Revenues & Other Sources					
Medicaid	4,405,000	3,936,128	447,036	(468,872)	89.4%
Medicaid Non-Medical	400,000	272,991	-	(127,009)	68.2%
State Special Transportation Fundn (STF) Operating	82,000	-	-	(82,000)	0.0%
State Discretionary Funds	26,500	26,542	-	42	100.2%
Total Revenues	<u>4,913,500</u>	<u>4,235,661</u>	<u>447,036</u>	<u>(677,839)</u>	86.2%
Expenditures & Other Uses					
Medicaid Medical Service	3,500,000	3,101,714	339,218	398,286	88.6%
Medicaid Non-Medical Service	508,500	305,079	25,883	203,421	60.0%
RideSource Call Center Administration	615,000	410,281	-	204,719	66.7%
Mobility Management	70,000	75,276	-	-	
Lane Transit District Administration	220,000	134,323	-	85,677	61.1%
Total Medicaid Fund Expenditures	<u>4,913,500</u>	<u>4,026,672</u>	<u>365,100</u>	<u>892,104</u>	82.0%
Unreserved Fund Balance					
Change to Fund Balance	-	208,989			
Beginning Balance	<u>94,400</u>	<u>150,270</u>			
Ending Balance	<u>94,400</u>	<u>359,259</u>			



Lane Transit District
Capital Projects Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 5/1/2011 - 5/31/2011
Unaudited

	Adopted Budget	YTD Actual	Current Month Actual	Variance	Percent of Year 91.7%	YTD % of Budget
Revenues & Other Sources						
Federal Grant Income						
Formula Funds (Section 5307)	5,302,400	2,018,835	-	(3,283,565)		38.1%
American Recovery & Reinvestment Act (ARRA)	64,700	-	-	(64,700)		0.0%
Discretionary Funds	17,139,200	9,783,167	-	(7,356,033)		57.1%
Other Funds	830,000	2,338	-	(827,662)		0.3%
Total Federal Grants	<u>23,336,300</u>	<u>11,804,340</u>	<u>-</u>	<u>(11,531,960)</u>		50.6%
Connect Oregon	436,000	1,048,895	-	612,895		240.6%
Other State Grant Income	1,600,000	100,000	-	(1,500,000)		6.3%
Other Local Funds	-	-	-	-		N/A
Miscellaneous Income	-	400	-	400		N/A
Proceeds from Debt Financing	8,000,000	-	-	(8,000,000)		0.0%
Transfer from General Fund	776,600	-	-	(776,600)		0.0%
Transfer from Accessible Services Fund	269,000	-	-	(269,000)		0.0%
Total Resources	<u>34,417,900</u>	<u>12,953,635</u>	<u>-</u>	<u>(21,464,265)</u>		37.6%
Expenditures						
Grant Paid Capital						
EmX						
Gateway EmX Extension	11,200,000	4,689,178	-	6,510,822		41.9%
EmX Vehicles	-	17,971	-	(17,971)		N/A
West Eugene EmX Extension	2,000,000	1,163,605	6,436	836,396		58.2%
Total EmX	<u>13,200,000</u>	<u>5,870,753</u>	<u>6,436</u>	<u>7,329,247</u>		44.5%
Revenue Rolling Stock	15,397,000	4,062,250	-	11,334,750		26.4%
PBI/Facilities	3,077,300	910,637	76,550	2,166,663		29.6%
Software & Hardware	1,147,500	649,510	48,421	497,990		56.6%
Intelligent Transportation Systems	1,226,500	6,472	-	1,220,029		0.5%
Transit Security Projects	300,000	50,038	-	249,962		16.7%
Bus Related Equipment	250,000	-	-	250,000		0.0%
Miscellaneous Equipment	186,800	6,991	-	179,809		3.7%
Communications	316,700	441	-	316,259		0.1%
Shop Equipment	59,000	4,400	-	54,600		7.5%
Support Vehicles	60,000	104	-	59,897		0.2%
Accessible Services Vehicles	1,775,000	873,466	-	901,534		49.2%
Budgeted for Capital Contingency	-	-	-	-		N/A
Total Expenditures	<u>36,995,800</u>	<u>12,435,062</u>	<u>131,407</u>	<u>24,560,738</u>		33.6%
Unreserved Fund Balance						
Change to Fund Balance	(2,577,900)	518,573				
Beginning Fund Balance	<u>2,577,900</u>	<u>81,594</u>				
Ending Fund Balance	<u>-</u>	<u>600,166</u>				

AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2011

ITEM TITLE: CONSTRUCTION OF NEW DATA CENTER

PREPARED BY: Steve Parrott, Information Technology Manager and
Joe McCormack, Facilities Manager

ACTION REQUESTED: None. Information only.

BACKGROUND: The core elements of Lane Transit District's Information Technology (IT) resources operate in a data center at LTD's Glenwood administrative offices. Over the past twelve years, LTD modified the data center facilities and added/upgraded IT equipment to accommodate the expanding scope of services required to support LTD's various administrative, operations, and maintenance functions. Anticipated growth of future IT resources will soon exceed the current data center's ability to provide sufficient physical space, power, and cooling capacity for proper operation of the IT equipment in the facility.

The current data center occupies space that used to be an old conference room and janitor's closet. Equipment in the room draws from the administrative building electrical feed. Cooling air comes from the heating, ventilation, and air conditioning system that serves the administrative office areas. Failures in both of these systems have resulted in multiple complete shutdown events for LTD's core IT and communications systems. LTD worked with two consulting teams to research options for providing alternative power and cooling backups to the existing data center facility. The cost figures from the research indicated that it would actually be more practical and cost effective, from a long-term perspective, to build a new data center rather than make further modifications to the existing facility; especially, given the fact that there is no option for additional space in the area surrounding the current data center.

LTD's Capital Improvement Project (CIP) Committee approved an \$800K project budget in FY 2010-11 to build a new data center at LTD's Glenwood site. The data center project team recommended the use of a Construction Manager/General Contractor (CM/GC) methodology for the construction of this building project. During preparation of a Request for Proposal to bid this project, LTD received information, from third party sources, of an idea under consideration by the Information Services Group at the University of Oregon to construct a new data center for the University.

UO's Information Services Group may consider the option of allocating space in the new data center for co-location services. This option allows other parties to place their IT equipment in secure, leased space provisioned for high availability IT operations. If UO's data center with a co-location option becomes a reality within the next 2-3 years, LTD's IT department is of the opinion that the better long-term strategy would be to partner with the University of Oregon in their data center project rather than build a stand-alone data center of its own.

Timing and opportunity are the key factors in this situation. LTD's current IT operations are vulnerable to unintended outages due to the lack of sufficient facilities infrastructure to support high availability IT operations in the current data center. The new data center resolves this issue and provides appropriate capacity for future growth. The possible UO co-location option fulfills this need equally well. LTD's data center project team would like to preserve the funding allocated for the data center at LTD's Glenwood site while taking time to confirm the information about the UO's data center project and most importantly the commitment to a co-location option.

LTD's IT and facilities departments are making reasonable efforts to manage the short-term risks of unforeseeable core IT operations outages. LTD's IT department would prefer to partner with the University of Oregon if they move forward with a favorable data center project in a timeframe that does not place LTD's IT operations at a high level of risk. If an opportunity with the University of Oregon does not seem viable, then the data center team intends to move forward with LTD's approved CIP project using a CM/GC methodology for construction of the new data center within FY 11-12.

ATTACHMENT: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE: June 15, 2011

ITEM TITLE: May 2011 GRANT REPORT

PREPARED BY: Todd Lipkin, Finance Manager

ACTION REQUESTED: None

BACKGROUND: The Monthly Grant Report for activity through May 31, 2011, follows this summary. It contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) Connect Oregon grants that have a remaining balance or have had activity within the last six months. All grant totals are reported in total project dollars, so they include both the grant-funded amount and any applicable local match. Due to the timing of this report, all of the invoices for the report month have not been received. Any additional invoices charged to this report month will be reflected in the Grant Totals expenditure amounts next month.

In May 2011 no new grant agreements were executed. The following grants exhibited noteworthy activity:

- Surface Transportation Program (STP) Funds. A request to transfer STP funds from the Federal Highway Administration (FHWA) to FTA was submitted to FTA Region X. This transfer request included \$2.1 million for the University of Oregon Transit Station, \$500,000 for preventive maintenance, and \$441,101 for point2point Solutions. Once preliminary grant applications are drafted in June, the transfer request will be completed and the funds should be transferred in July. Once the transfer is complete, the applications will be submitted and the grants should be executed within 60 days of that submittal.
- OR-04-0026 Bus & Bus Facilities. An application for grant amendment for \$806,143 in Bus Replacement 5309 funds is with FTA for preliminary review. These funds will supplement the State of Good Repair, Clean Fuels, and TIGGER funds to complete the funding package for the 24 replacement 40-foot hybrid-electric buses currently on order from Gillig. When it is officially submitted to FTA, it should be executed within 60 days of submittal.
- OR-37-X016 Job Access/Reverse Commute (JARC). This grant amendment for \$291,656 in JARC 5316 funds was submitted to FTA. This amendment will fund in-person transportation eligibility

assessments for work-related transportation services. FTA forwarded the grant to the Department of Labor (DOL) and will be process it for final review/approval once DOL certification is received.

- OR-57-X001 New Freedom. This grant amendment for \$78,683 in New Freedom 5317 funds was submitted to FTA. This amendment will fund in-person transportation eligibility assessments. It was moved forward for final review and approval and should be executed in June.

ATTACHMENT: Monthly Grant Report

PROPOSED MOTION: None

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24930 ODOT - ODOT State ConnectOregon	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

Veneta Transit Center	76,280.00	820,000.00	730,253.05	89,746.95
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OR-03-0122 - FTA 5309 Small Starts	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

13.13.06 EmX Vehicles	-	1,555,073.75	1,555,073.75	-
14.01.10 Guideway	-	4,300,805.32	3,398,470.97	902,334.35
14.02.20 Stations & Stops	-	743,703.39	810,817.75	(67,114.36)
14.04.40 Sitework & Special Conditions	-	11,241,013.34	10,716,850.20	524,163.14
14.05.50 Systems	-	2,229,930.78	719,071.60	1,510,859.18
14.06.60 ROW, Land, Existing Improvements	-	1,929,027.42	1,480,573.42	448,454.00
14.08.80 Professional Services	-	7,721,200.00	8,071,190.60	(349,990.60)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	-	30,808,867.00	26,752,048.29	4,056,818.71

OR-04-0030 - FTA 5309 Bus and Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.04 Paratransit replacement vehicles	-	700,000.00	700,000.00	-
11.13.04 Paratransit expansion vehicles	-	140,000.00	140,000.00	-
11.32.20 Misc Passenger Boarding Improvements	-	410,000.00	-	410,000.00
	-	1,250,000.00	840,000.00	410,000.00

OR-37-X016 - FTA 5316 Job Access/Reverse Commute	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.7L.00 Mobility Management	-	140,000.00	140,000.00	-
11.80.00 Program Administration	-	18,090.00	18,090.00	-
30.09.01 Employment Transportation Options	-	590,000.00	363,231.70	226,768.30
	-	748,090.00	521,321.70	226,768.30

OR-77-0001 - FTA TIGGER	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.01 Hybrid bus incremental costs	-	3,000,000.00	-	3,000,000.00
---------------------------------------	---	--------------	---	--------------

OR-90-X151 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.40 Bus Related	-	250,000.00	250,000.00	-
11.13.06 EmX Vehicles	-	1,130,000.00	1,130,000.00	-
11.33.20 Passenger Boarding Improvements	-	50,000.00	50,000.00	-
11.42.07 Hardware	-	550,000.00	550,000.00	-
11.42.11 Support Vehicles	-	150,000.00	132,673.94	17,326.06
11.93.02 Shelters	-	54,239.00	54,239.00	-
	-	2,184,239.00	2,166,912.94	17,326.06



OR-90-X152 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 40' Gillig Low Floor Bus	-	2,787,360.00	2,787,360.00	-
11.12.01 Finance & Int. Costs Gillig Bus Purch	-	186,499.00	186,498.55	0.45
11.13.01 40' Gillig Low Floor Bus	-	1,000,850.00	1,000,849.78	0.22
11.23.01 Extend EmX Lanes	-	201,520.00	201,520.52	(0.52)
11.32.02 River Road Station Land	-	2,261,504.00	2,261,504.46	(0.46)
11.32.06 Franklin EmX Fare Machines	-	350,000.00	350,000.00	-
11.42.07 Hardware	48,421.00	1,460,900.00	884,672.14	576,227.86
11.42.08 Software	-	480,000.00	91,067.57	388,932.43
11.42.09 Bus Security Cameras	-	60,224.00	60,224.59	(0.59)
11.42.09 Security Improvements	-	300,000.00	48,529.80	251,470.20
11.42.20 Miscellaneous equipment	-	175,000.00	18,232.57	156,767.43
11.43.03 Maintenance Facility Remodel	-	1,375,000.00	1,375,000.00	-
11.62.20 Communications Equipment	-	50,000.00	30,318.40	19,681.60
11.71.12 Vanpools	2,650.00	163,400.00	93,038.38	70,361.62
11.7A.00 Preventive Maintenance	-	3,609,375.00	3,609,375.00	-
11.92.08 Bus Stop Signage	-	122,411.00	-	122,411.00
11.93.02 Shelters	-	56,080.00	34,471.34	21,608.66
	51,071.00	14,640,123.00	13,032,663.10	1,607,459.90

OR-95-X013 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.06 Hybrid Electric Articulated Buses	-	707,380.00	707,380.00	-
11.33.20 Passenger Boarding Improvements	-	222,891.00	174,262.97	48,628.03
11.72.11 Rideshare	-	450,498.00	450,498.00	-
	-	1,380,769.00	1,332,140.97	48,628.03

OR-96-X006 - FTA 5307 ARRA	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.09 Security Camera Replacement	-	64,678.00	-	64,678.00
11.44.03 Maintenance Facility Remodel	-	3,136,892.00	3,136,892.00	-
11.7A.00 Preventive Maintenance	-	3,201,569.00	3,201,569.00	-
	-	6,403,139.00	6,338,461.00	64,678.00



MONTHLY DEPARTMENT REPORTS

June 15, 2011

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

PROJECT DEVELOPMENT

John Evans, Senior Project Manager

West Eugene EmX Extension (WEEE):

During the past month, work on the WEEE project included the following activities:

- The staff of Region X of the Federal Transit Administration (FTA) have determined that an Environmental Assessment (EA) rather than an Environmental Impact Statement (EIS) is the appropriate environmental analysis to complete in accordance with the National Environmental Policy Act (NEPA). This decision was based on FTA's interpretation of how the selected Locally Preferred Alternative (LPA) mitigated potential impacts. Staff are now developing the work plan to complete the EA in early fall for FTA's review in conjunction with the Small Starts grant and Project Development request materials.
- LTD staff are finalizing the Alternative Analysis (AA) Report with supplemental information summarizing the change to impacts under the selected LPA as compared with the original W6th/W7th – W11th alternative. LTD staff are working to complete the final AA report by late June for FTA's review and approval, along with a required brief LPA report to provide formal documentation of the LPA decision-making process.
- The project's application process for funding through FTA's Small Starts grant program, and the process to complete the submittal package for a request to enter FTA's formal project development phase are now well underway. A Small Starts preliminary submittal is now expected to be due to FTA in early July, and the final Small Starts application and Project Development Request are expected to be due in early September. Staff are continuing to work with the consultant team on developing LPA-specific ridership data and capital and operational cost information as part of the grant application materials.
- LTD staff have been developing support data and materials as part of the project's outreach program for businesses, property owners, and residents along the W6th/W7th – W11th project corridor. Staff are working with senior City of Eugene staff to establish a toolbox of programs and support packages for properties potentially affected during later stages of the project. LTD staff also have requested that the Oregon Department of Transportation (ODOT) become an active member of the multi-agency outreach team.

POINT2POINT SOLUTIONS

Theresa Brand, Program Manager

Program Management:

Point2point staff have initiated a bicycle locker rental program to aid in the management and maintenance of the seven bike lockers owned by LTD at Amazon, Cottage Grove, and River Road Stations. A deposit is obtained along with a signed rental agreement for a six-month term of use. As lockers are rented, additional lockers will be placed as demand warrants.

Planning continues for the Springfield Smart Trips program. This program is slated to begin this fall and is intended to reduce drive-alone trips by getting people out into their communities to discover how many trips can be made easily, conveniently, and safely without using a car. As point2point begins this program, the initial run will go along a one-quarter-mile area along the EmX corridor. A coordinator, Claire Otwell, was hired to run the program and will begin in late June.

A subcommittee of the car sharing effort met in early May to determine possible program incentives in preparation for the development of a Request for Proposal (RFP) in June.

School Solutions:

Staff continue to provide information to Oregon legislators as they consider whether, and how, to sustain the Oregon Business Energy Tax Credit funding for the LTD Student Transit Pass Program.

Staff are working with community stakeholders to develop a Regional Safe Routes to School plan, which is expected to be completed in late 2011.

Work Solutions:

Two new employers enrolled in the Emergency Ride Home Program (ERH): HEROweb in Springfield with 13 employees, and Educational Policy Improvement Center (EPIC) with 58 employees.

Point2point staff wrapped up another successful year of the 2011 Business Commute Challenge; more than 2,239 area employees representing 85 local businesses participated in the event. Alternative commuting options resulted in the reduction of 93,000 car miles traveled and the reduction of more than 72,000 pounds of CO₂. Twenty-eight (28) LTD employees participated, reducing car miles traveled by 1,740 miles. The major sponsors of the Challenge were the Oregon Department of Transportation, the City of Eugene, the City of Springfield, DriveLessSaveMore, and KEZI. The Business Commute Challenge attracted more than 40 local businesses who were very generous with donating prizes. Challenge Champion sponsors include area bicycle shops Paul's Bicycle Way of Life, Arriving By Bike™, and Hutch's Bicycle Shop in Eugene, who each contributed more than \$3,000 in coupons and merchandise to the event.

Education and Outreach:

Point2point Solutions was an aisle sponsor at the Eugene Chamber Greeters Showcase and presented information and resources to participants.

On-the-go Solutions:

Nine commuters were added to the Rideshare database, bringing the total number of registrants to 906.

A comprehensive Park & Ride survey was conducted at Willamette Christian Center, Eugene Faith Center, Seneca Station, and Amazon Station. Results from the survey will be available in June.

Tracy Smith continues to work with the Rideshare Online Steering Committee, preparing for the transition to the new Rideshare database, which is anticipated to launch in Fall 2011.

FACILITIES PROJECTS

Joe McCormack, Facilities Manager

Gateway EmX:

A prototype installation of a real-time information panel has been delayed until July 2011 due to the manufacturer's inability to deliver according to the original schedule. It is likely that the remaining signs will not be installed until August 2011.

University of Oregon (UO) Transit Station:

Wildish Building Company was the winning low bidder at \$1,247,900. Construction is scheduled to begin on the day after the UO graduation, June 14, and will be substantially complete by the start of fall bid in September. One of the first construction related activities will be the removal of several trees along the east side of Kincaid. The project will replace a few of the trees and reimburse the City's Street Tree fund for the loss of the remaining trees.

**SERVICE PLANNING, ACCESSIBILITY,
AND MARKETING**

Andy Vobora, Director of Service Planning, Accessibility, and Marketing

There will not be a department report from Service Planning or Marketing this month.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

A research team from Portland State University is conducting a case study of LTD's Transportation Assessment Program. This collaboration among Senior and Disabled Services, Alternative Work Concepts, and LTD represents a person-centered and integrated approach to matching transportation needs with functional capabilities. The study is headed by Professor Margaret Neal from the Institute on Aging in the College of Urban and Public Affairs. It is funded through an *Innovations Grant* awarded to LTD by the ODOT Public Transit Division.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

There will not be a department report from Transit Operations this month.

MAINTENANCE

George Trauger, Director of Maintenance

There will not be a department report from Maintenance this month.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Todd Lipkin, Finance Manager

Budget Preparation:

- The FY 2011-12 proposed budget was finalized. The budget notebook was developed and delivered to Budget Committee members. A new budget presentation was developed.
- The Budget Committee meeting was held on May 26 for consideration of the general manager's proposed budget. The Budget Committee approved the budget by a unanimous vote of the members in attendance.

Payroll Processing:

- Forty-seven (47) payroll checks and 546 payroll direct deposits totaling \$846,285 were made in May 2011 (two pay dates).
- Final paychecks for one retirement and one exiting employee were processed.
- Final check estimates for two employees leaving in early June were prepared.
- New hire orientation was performed for three new interns.

Accounts Payable:

- Two hundred forty (240) vendor paper and electronic checks totaling \$2,634,176 were processed during the month of May 2011.

Accounts Receivable:

- Twelve (12) cash fare deposits totaling \$139,144 were processed in May 2011.
- Thirty-eight (38) nonprofit agency orders were processed in May 2011.
- Fifty-three (53) RideSource ticket book orders for 96 ticket books were processed in May 2011.
- Twenty-seven (27) consignment invoices for \$70,242 were billed to customers that sold LTD passes in May 2011.
- Staff met with Department of Human Resources and Community Human Services to streamline payment methods. Initial results have proved very successful.

ACCOUNTING/INTERNAL AUDIT

Carol James, Chief Accountant/Internal Auditor

Accounting:

- The April 2011 financial reports were completed for the May 18, 2011, regular Board meeting.
- Staff reviewed the “Detailed Listing of Comments and Suggestions for Improvement” received as part of the Government Finance Officers Association’s (GFOA’s) Certificate of Achievement For Excellence in Financial Reporting, and included plans for implementation in the District’s FY 2010-2011 Comprehensive Annual Financial Report.
- Staff continue work to update the fixed-asset database as a result of the physical inventory.

Internal Audit:

- Staff continued work on the report of findings related to the physical inventory of fleet parts, which was observed on April 18, 2011.
- Carol James completed 24 hours of continuing professional education, completing the required 80 hours in two years in order to renew her licensing for Certified Public Accountant (CPA).

PURCHASING

Jeanette Bailor, Purchasing Manager

- Proposals were received and a contract awarded for janitorial services.
- Bids were received and a contract awarded for brake lining requirements.
- Bids were received and a contract awarded to Wildish Building Company for construction of the University Transit Station.
- A Request for Proposals has been issued for the café space at the Eugene Station, with proposals due in early July.
- The Triennial Review will take place on June 13-15. A draft report is expected in July. This is an oversight review that is completed every three years to ensure that LTD is in compliance with its grant management agreement and the Federal Transit Administration (FTA) requirements. To expedite the review, staff prepared a voluminous amount of materials for the FTA reviewers for a desk audit prior to the time the reviewers arrived at LTD.

HUMAN RESOURCES AND RISK MANAGEMENT

Mary Adams, Director of Human Resources and Risk Management

The data collection process for the Oregon Health Strategies Project is now complete, and a detailed report has been compiled by the project staff. A briefing will be conducted at the Board's June 13, 2011, work session.

Plans for the new general manager have shifted from the interview and selection process into the relocation and orientation process. Ron Kilcoyne plans an early visit on June 28-30 to learn more about LTD and the community. This will occur prior to his first day as LTD's general manager on July 18. HR department staff will assist in any way possible.

LABOR NEGOTIATIONS

The negotiations team last met in bargaining with ATU leadership on May 11. The next scheduled meeting is June 23, followed by six additional meetings through the end of 2011. Discussions are proceeding.

HUMAN RESOURCES/TRAINING

David Collier, Senior Human Resources Analyst

Resignations:

Bus Operator Alvin "John" Ream retired effective May 23, 2011, after nearly 27 years with the District.

Hiring:

Interviews for the administrative secretary position in Maintenance took place on June 9, with testing for the top candidates occurring on June 13. Interviews have been scheduled for the week of June 20 for the development planner position in Planning and Development. Four candidates will be interviewed.

Board Executive Search Committee:

The Board has approved the hiring of Ron Kilcoyne as LTD's next general manager. Mr. Kilcoyne will start work at LTD on July 18.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2011

ITEM TITLE: MONTHLY PERFORMANCE REPORTS

PREPARED BY: Mark Pangborn, General Manager

ACTION REQUESTED: None

BACKGROUND: In response to a request by the Board for regular reporting on the District's performance in several areas, monthly performance reports are provided for the Board's information.

ATTACHMENTS: May 2011 Performance Reports
April 2011 RideSource Activity and Productivity Report

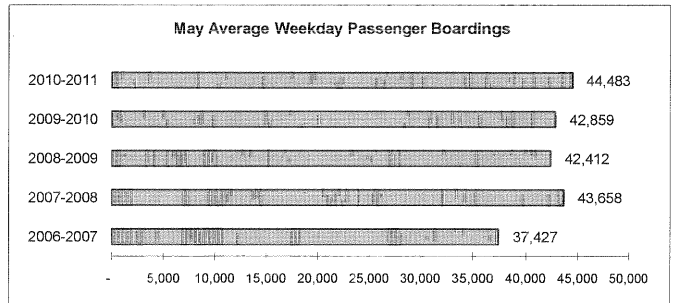
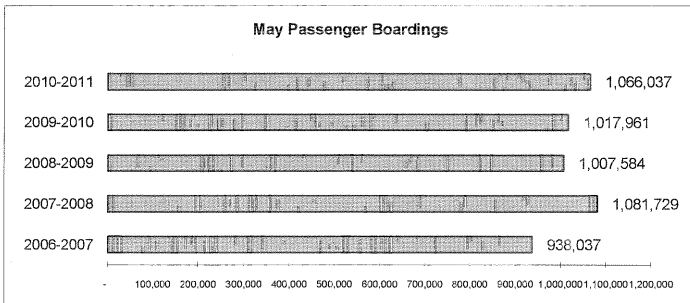
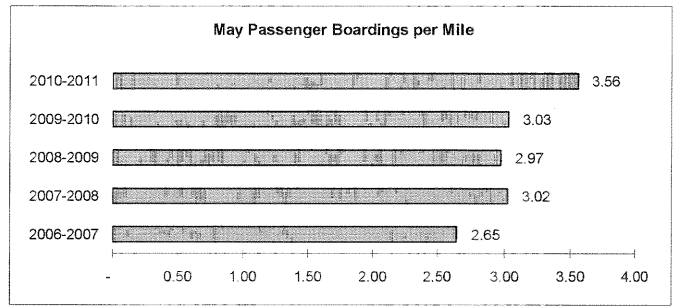
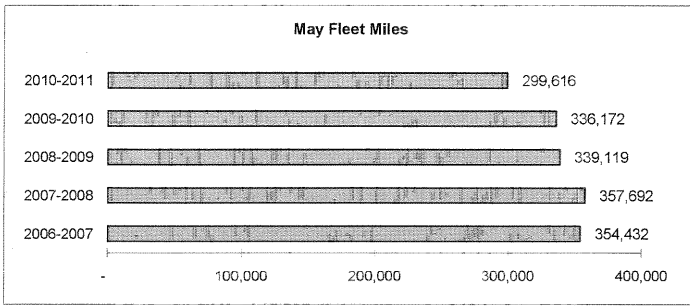
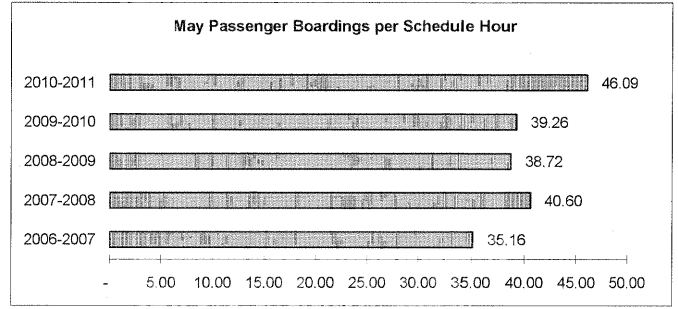
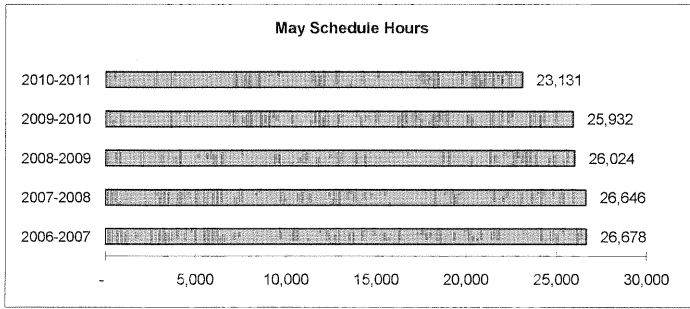
PROPOSED MOTION: None

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LANE TRANSIT DISTRICT
May 2011 Performance Report
09-June-2011

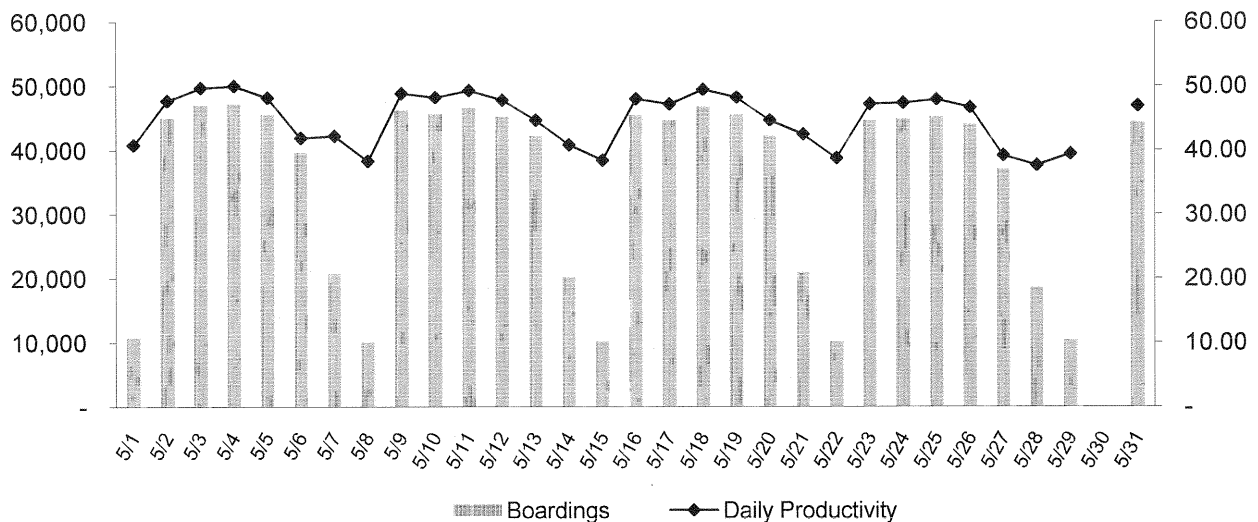
Performance Measure	Current Month	Prior Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	1,066,037	1,017,961	+4.7%	10,361,170	10,475,594	-1.1%	11,235,155	11,356,466	-1.1%
Mobility Assisted Riders	9,025	10,179	-11.3%	102,315	114,193	-10.4%	113,642	125,316	-9.3%
<u>Average Passenger Boardings:</u>									
Weekday	44,483	42,859	+3.8%	38,517	39,020	-1.3%	38,201	38,696	-1.3%
Saturday	20,121	19,731	+2.0%	18,205	18,270	-0.4%	18,174	18,254	-0.4%
Sunday	10,283	10,353	-0.7%	9,940	9,951	-0.1%	9,919	10,302	-3.7%
Monthly Scheduled Hours	23,131	25,931	-10.8%	254,155	286,825	-11.4%	278,925	312,775	-10.8%
Boardings Per Schedule Hour	46.1	39.3	+17.4%	40.77	36.52	+11.6%	40.28	36.31	+10.9%
Weekly Schedule Hours	5,481	6,207	-11.7%	5,403	6,123	-11.8%	5,428	6,110	-11.2%
Weekdays	21	20		235	234		257	256	
Saturdays	4	5		47	47		51	51	
Sundays	5	6		48	52		52	56	
Special Services *									
Passenger Boardings	-	-	+0.0%	60,306	102,774	-41.3%	61,916	104,288	-40.6%
Scheduled Hours	-	-	+0.0%	2,300	4,072	-43.5%	2,367	4,162	-43.1%
Boardings Per Schedule Hour	-	-	+0.0%	26.2	25.2	+3.9%	26.2	25.1	+4.4%
Passenger Revenues & Sales									
Total Passenger Revenues	\$667,629	\$641,882	+4.0%	\$6,808,399	\$6,469,890	+5.2%	\$7,369,308	\$7,015,920	+5.0%
Average Passenger Fare	\$0.626	\$0.631	-0.7%	\$0.66	\$0.62	+6.4%	\$0.66	\$0.62	+6.2%
Farebox Revenue									
Adult Pass	2,350	2,171	+8.2%	24,686	23,801	+3.7%	27,186	25,804	+5.4%
Youth Pass	149	156	-4.5%	1,833	1,870	-2.0%	2,048	2,001	+2.3%
Reduced Fare Pass	1,024	948	+8.0%	11,749	11,653	+0.8%	13,046	12,749	+2.3%
Adult 3 Month Pass	62	48	+29.2%	749	653	+14.7%	853	739	+15.4%
Youth 3 Month Pass	2	-	#DIV/0!	63	66	-4.5%	65	68	-4.4%
Reduced Fare 3 Month Pass	39	41	-4.9%	618	951	-35.0%	720	1,096	-34.3%
Regular Tokens	444	919	-51.7%	6,221	25,532	-75.6%	7,073	32,508	-78.2%
Reduced Fare Tokens	7	4	+75.0%	121	99	+22.2%	123	112	+9.8%
Fleet Services									
Fleet Miles	299,616	336,172	-10.9%	3,299,876	3,742,657	-11.8%	3,612,102	4,074,229	-11.3%
Average Passenger Boardings/Mile	3.56	3.03	+17.5%	3.14	2.80	+12.2%	3.11	2.79	+11.6%
Fuel Cost	\$302,200	\$183,864	+64.4%	\$2,606,411	\$2,070,305	+25.9%	\$2,777,588	\$2,235,195	+24.3%
Fuel Cost Per Mile	\$1,009	\$0.547	+84.4%	\$0.790	\$0.553	+42.8%	\$0.769	\$0.549	+40.2%
Repair Costs	\$226,897	\$229,947	-1.3%	\$2,301,713	\$2,353,662	-2.2%	\$2,501,506	\$2,524,984	-0.9%
Total Repair Cost Per Mile	\$0.757	\$0.684	+10.7%	\$0.698	\$0.629	+10.9%	\$0.693	\$0.620	+11.7%
Preventive Maintenance Costs	\$31,323	\$35,186	-11.0%	\$341,090	\$360,487	-5.4%	\$377,930	\$388,421	-2.7%
Total PM Cost Per Mile	\$0.105	\$0.105	-0.1%	\$0.103	\$0.096	+7.3%	\$0.105	\$0.095	+9.7%
Mechanical Road Calls	106	70	+51.4%	923	1,083	-14.8%	1,004	1,192	-15.8%
Miles/Mech. Road Call	2,827	4,802	-41.1%	3,575	3,456	+3.5%	3,598	3,418	+5.3%
Special Mobility Service									
Data unavailable at time of printing									
SMS Rides ^	13,393	14,911	-10.2%	165,526	157,521	+5.1%	180,214	171,082	+5.3%
SMS Ride Refusals	-	-	+0.0%	4	1	+300.0%	5	1	+400.0%
RideSource	7,548	7,016	+7.6%	77,143	79,963	-3.5%	84,000	86,946	-3.4%
RideSource Refusals	-	-	+0.0%	2	1	+100.0%	3	1	+200.0%

^ SMS Rides for May 2011 represent ADA service only. Volunteer and Willamalane trip counts were unavailable at the time of printing.



Daily Ridership Recap May 2011

Date	Day	Service	Boardings	Mobility		Daily Productivity
				Assisted Boardings	Scheduled Hours	
5/1/2011	Sunday	Sunday	10,719	175	262.90	40.77
5/2/2011	Monday	Weekday	45,071	291	944.90	47.70
5/3/2011	Tuesday	Weekday	46,952	432	944.90	49.69
5/4/2011	Wednesday	Weekday	47,246	429	944.90	50.00
5/5/2011	Thursday	Weekday	45,494	382	944.90	48.15
5/6/2011	Friday	Weekday	39,575	391	944.90	41.88
5/7/2011	Saturday	Saturday	20,830	292	493.50	42.21
5/8/2011	Sunday	Sunday	10,060	151	262.90	38.27
5/9/2011	Monday	Weekday	46,134	335	944.90	48.82
5/10/2011	Tuesday	Weekday	45,551	397	944.90	48.21
5/11/2011	Wednesday	Weekday	46,580	328	944.90	49.30
5/12/2011	Thursday	Weekday	45,145	331	944.90	47.78
5/13/2011	Friday	Weekday	42,177	347	944.90	44.64
5/14/2011	Saturday	Saturday	20,140	201	493.50	40.81
5/15/2011	Sunday	Sunday	10,095	150	262.90	38.40
5/16/2011	Monday	Weekday	45,339	345	944.90	47.98
5/17/2011	Tuesday	Weekday	44,559	288	944.90	47.16
5/18/2011	Wednesday	Weekday	46,718	357	944.90	49.44
5/19/2011	Thursday	Weekday	45,525	375	944.90	48.18
5/20/2011	Friday	Weekday	42,169	369	944.90	44.63
5/21/2011	Saturday	Saturday	20,949	224	493.50	42.45
5/22/2011	Sunday	Sunday	10,180	107	262.90	38.72
5/23/2011	Monday	Weekday	44,568	322	944.90	47.17
5/24/2011	Tuesday	Weekday	44,740	353	944.90	47.35
5/25/2011	Wednesday	Weekday	45,250	274	944.90	47.89
5/26/2011	Thursday	Weekday	44,054	345	944.90	46.62
5/27/2011	Friday	Weekday	36,971	330	944.90	39.13
5/28/2011	Saturday	Saturday	18,566	214	493.50	37.62
5/29/2011	Sunday	Sunday	10,360	147	262.90	39.41
5/30/2011	Monday	Closed				
5/31/2011	Tuesday	Weekday	44,320	343	944.90	46.90
Totals			1,066,037	9,025	23,131	46.09



LANE TRANSIT DISTRICT

Five Year History of Passenger Boardings



Special Mobility Services: RideSource Activity and Productivity Information

April-11	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	16,281	16,046	1.5%	153,057	145,207	5.4%	182,656	171,967	6.2%
RideSource(All Modes)	13,276	13,339	-0.5%	126,548	120,050	5.4%	151,091	142,215	6.2%
Shopper	413	418	-1.2%	4,307	4,363	-1.3%	5,206	5,285	-1.5%
Escort Volunteers-Metro	1,033	894	15.5%	9,300	8,027	15.9%	10,859	9,232	17.6%
Escort Volunteers-Rural	1,559	1,395	11.8%	12,902	12,767	1.1%	15,500	15,235	1.7%
RideSource Cost per Ride	\$ 23.55	\$ 22.08	6.7%	\$ 24.34	\$ 23.50	3.6%	\$ 24.16	\$ 23.28	3.8%
RideSource(All Modes)	\$ 28.20	\$ 25.95	8.7%	\$ 28.85	\$ 27.87	3.5%	\$ 28.61	\$ 27.59	3.7%
RideSource Shopper	\$ 16.20	\$ 12.53	29.3%	\$ 15.72	\$ 12.53	25.5%	\$ 15.72	\$ 12.53	25.5%
RideSource Escort	\$ 3.50	\$ 3.55	-1.5%	\$ 3.38	\$ 3.24	4.5%	\$ 3.38	\$ 3.25	4.2%
Ride Reservations	13,821	13,947	-0.9%	133,647	127,318	5.0%	159,362	150,772	5.7%
Cancelled Number	1,164	1,251	-7.0%	13,234	12,489	6.0%	15,600	14,634	6.6%
Cancelled % of Total	8.42%	8.97%		9.90%	9.81%		9.79%	9.71%	
No-Show Number	180	175	2.9%	1424	1346	5.8%	1,679	1,617	3.8%
No-Show % of Total	1.30%	1.25%		1.07%	1.06%		1.05%	1.07%	
Ride Refusals Number	0	0	0%	4	1	300.0%	5	1	400.0%
Ride Refusals % of Total	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	
Service Hours	7,107	7,061	0.7%	68,166	63,458	7.4%	81,384	75,407	7.9%
Agency Staff	6,935	6,756	2.6%	66,174	60,793	8.9%	78,775	72,219	9.1%
Agency SMS Volunteer	172	305	-43.6%	1,992	2,665	-25.3%	2,609	3,188	-18.2%
Avg. Trips/Service Hr.	1.93	1.95	-1.0%	1.92	1.96	-2.0%	1.92	1.96	-2.0%
RideSource System Miles	94,409	94,527	-0.1%	907,489	862,715	5.2%	1,086,614	1,025,816	5.9%
Avg. Miles/Trip	6.90	6.87	0.4%	6.94	6.93	0.0%	6.95	6.95	0.0%
Miles/Vehicle Hour	13.28	13.39	-0.8%	13.31	13.60	-2.1%	13.35	13.60	-1.9%
On-Time Performance %	86.9%	84.3%	3.1%	85.3%	83.7%	1.9%	84.9%	83.9%	1.2%
Sample	12,000	12,037		114,189	107,447		136,319	127,086	
On-Time	10,422	10,143		97,351	89,902		115,768	106,668	

- RideSource (All Modes) includes rides done by taxi and SMS volunteers.
- Escort Volunteers-Metro includes in-district volunteer rides and SMS volunteer escort rides.
- Escort Volunteers-Rural is out of district volunteer rides.

- RideSource cost per Ride (All Modes) does not include volunteer mileage reimbursement.
- Shopper cost per ride is from the most recent quarterly cost model.
- Escort cost per ride is mileage reimbursement to all volunteers.

- RideSource System Miles includes miles by volunteers in agency vehicles.

- On-Time Performance reflects a 100% sample of all rides with scheduled pickup times, plus will-call rides. The standard is +/- 10 minutes for scheduled pickups and within 30 minutes of will-call request.

AGENDA ITEM SUMMARY

- DATE:** June 15, 2011
- ITEM TITLE:** ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING
- PREPARED BY:** Jeanne Schapper, Administrative Services Manager/Clerk of the Board
- ACTION REQUESTED:** None
- BACKGROUND:** The action or information items listed below will be included on the agenda for future Board meetings:
- A. **FY 2009-10 Annual Performance Report:** Staff will prepare a FY 2009-10 Performance Report for presentation to the Board at the July Board meeting.
 - B. **Triennial Review Report:** The Federal Transit Administration will issue a report following the District's federal Triennial Review, being conducted in June. A draft report should then be available for discussion with the Board at the July Board meeting.
 - C. **2011 Legislative Session:** In July or August, the Board will be provided with a final report on the 2011 Legislative Session after its close, which is expected later this month.
 - D. **Ridership Numbers:** Later this year staff will present to the Board a complete summary of ridership on all routes in the system.
 - E. **West Eugene EmX:** The Metropolitan Policy Committee approved the Locally Preferred Alternative (LPA) on April 14. Staff will provide periodic updates to the Board throughout the project.

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Long-Range Transit Plan Development

LTD Board Worksession

June 15, 2011

Our Focus Tonight

Reminder: Why a Long-Range Transit Plan?



Where from here? – General process and schedule



What's uncertain about our future and why should we care?

Why a Long-Range Transit Plan?

- Local agency plan updates
- State-required transit elements
 - Strategic to have a policy plan adopted by board as basis for coordination with locals on their transit elements

General Process and Schedule

- Draft Plan currently under development
- Board Luncheon in July
- Worksession on Draft Plan in August/September
- Adoption process in October
- Coordination – ongoing, but more specific upon LRTP adoption



What's uncertain about our
future and why should we
care?

Five 'Tectonic' Stresses:

- **Population stress** - arising from differences in the population growth rates between rich and poor societies, and from the spiraling growth of megacities in poor countries;
- **Energy stress** – above all from the increasing scarcity of conventional oil;
- **Environmental stress** - from worsening damage to our land, water, forests, and fisheries;
- **Climate stress** -from changes in the makeup of our atmosphere;
- **Economic stress** -resulting from instabilities in the global economic system and ever-widening income gaps between rich and poor people.

- Thomas Homer-Dixon, *'The Upside of Down'*

Strategic Context

Federal Mandates

BRIC Nations

Travel Preferences

Local Economy

Aging Population

Cost of Labor

LTD Operations

- Ops
- Finance
- Service Planning
- Accessible Services
- Etc.

Impact of Climate Change

Cost of Construction
Materials

Pace of Technological
Development

Energy Supply

How Clear is LTD's Future?

High fuel costs in 2008 lead to record increases in LTD's ridership.

The same costs also constrained LTD's ability to expand, or even continue, existing service levels.

Fuel costs can be expected to *increase* significantly over the next *five to ten years* and will play a role in how effectively LTD can respond to future opportunities.

How Clear is LTD's Future?

Current funding sources for operations are constrained to incremental



Transit is being discussed as an important strategy in addressing GHG emissions reductions and peak oil concerns.

How Clear is LTD's Future?

Technological breakthroughs might contribute to transit becoming more sustainable .



Breakthroughs also could lessen the strategic value of major investments in transit as autos become cleaner.

Defining the Uncertainties



Adaptive Capacity

“**Adaptive Capacity**” refers to the ability of the public sector to adapt to new circumstances in a timely and effective way.



Mobility Market

“**Mobility Market**” refers to people’s travel preferences and decision-making, including broader factors such as urban form.



Adaptive Capacity

- **Low Adaptive Capacity**

- Broad distrust of different points of view
- Resistance to change
- Decision paralysis

- **High Adaptive Capacity**

- High levels of collaboration, communication, and tolerance
- Embracing technology



Mobility Market

- **Traditional Mobility Market**

- Status quo

- **New Mobility Market**

- More ways to access goods and services
- More diversity of lifestyle from resulting “travel” demand



How do these uncertainties
inform the Long Range Transit
Plan?

Long Range Transit Plan Overview

- Big Picture Context – global driving forces
- “Official Future”
- Scenarios – how might the future differ from the Official Future?
- Implications for LTD
- Proposed LTD Goals and Policies



Questions?