



Public notice of cancellation was given to *The Register-Guard* for publication on July 14, 2011.

**LANE TRANSIT DISTRICT
INFORMATIONAL PACKET FOR BOARD OF DIRECTORS
(REGULAR BOARD MEETING CANCELED)**

July 20, 2011

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AGENDA ITEM SUMMARY

DATE: July 20, 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: July 20, 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 June 16 CAC meeting, the Committee reviewed the Supplemental Surface Transportation Program Funding Request and received updates on the Regional Transportation Plan and the Federal Certification Review process. The next CAC meeting will be held on July 21.
2. **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. Both pension boards of trustees met on June 22 to review investment portfolio performance. The next meeting will be held on October 11.
3. **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, with Board member Doris Towery

serving as the alternate. The LCOG Board meets every other month. At the meeting held on June 23, the Board adopted the FY 2011-12 Work Program and Budget, the LCOG Contracting Regulations, and the LCOG Policies for Fund Balances. They also received a report on the 2011 Legislative Session. The next meeting is scheduled to be held on September 22.

4. **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. At the June 30 meeting, the group discussed transit's role in the City of Eugene's long-range transportation vision, and the meeting included a presentation by LTD staff. The next meeting has not yet been scheduled but is planned for late July or early August. The discussion will focus on bicycle, pedestrian, and transportation demand management.
5. **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 July 13 meeting, LaneACT held a public hearing on the 2012-2015 Draft Statewide Transportation Improvement Program, received a presentation on the Oregon Flexible Funds program, and reviewed the draft Public Participation Program for LaneAct. The next meeting is scheduled to be held on August 10.
6. **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 July 14 meeting, the MPC received a report from the Metropolitan Planning Organization Citizen Advisory Committee; took actions on amendments of the Metropolitan Transportation Improvement Program to program Surface Transportation Program – Urban Funding; held a public hearing on the Statewide Transportation Improvement Program; received status reports on the Regional Transportation Plan (RTP), the Lane Area Commission on Transportation (LaneACT), LTD's Student Transit Pass Program; and also received the Point2point Solutions Annual Report. The next meeting is scheduled to be held on August 11 in Eugene.

OTHER ACTIVITIES

1. **American Public Transportation Association (APTA) Board of Directors Executive Committee:** Board Member Greg Evans serves on this committee. APTA President Bill Millar will be leaving his position later this year, and Mr. Evans has been involved in the Committee's search for Mr. Millar's successor. Mr. Evans just returned from the Committee's recent meeting that was held in Dallas on July 8-9.

NO MEETINGS HELD

1. **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 scheduled to be held on July 26.
2. **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 August or September to coincide with the availability of preliminary materials from West Eugene EmX Extension Environmental Assessment and Small Starts grant application.
3. **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 over an 18-month period. The next meeting will occur sometime during the late summer or early fall.
4. **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.
5. **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.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 20, 2011

ITEM TITLE: BUSINESS ENERGY TAX CREDIT/SURFACE TRANSPORTATION POLICY PROJECT (BETC/STPP) PROGRAM CHANGES UPDATE

PREPARED BY: Theresa Brand, Transportation Options Manager

ACTION REQUESTED: None. Information only.

BACKGROUND:

The Student Transit Pass Program was originally developed by Lane Transit District (LTD) in 2004 from a research based project that was funded by the Oregon Department of Energy. The goal was to reduce vehicle miles traveled in the region by reducing the number of trips to schools and other regional destinations, while at the same time introducing bus ridership skills and habits to young people in the region. The Oregon State Legislature approved the expenditure of the Business Energy Tax Credit (BETC) Program funds for this program, allowing a pass-through business partner to use the associated tax credit and enabling LTD to qualify for the related funds. Other transit districts, such as TriMet in Portland and Cherriot's in Salem, saw the benefits of this forward thinking program and soon followed in LTD's footsteps.

Before the Student Transit Pass Program was implemented, Central Lane Metropolitan area students could purchase transit passes each month by paying the youth discounted price, which is 50 percent of the regular adult fare price (currently \$48 month). During the five-month pilot program in Spring 2005, there were 5,000 student pass holders and 325,000 student boardings (note that this doesn't include youth boardings in the other seven months of the year where students paid to ride). By the end of 2010, there were 24,000 students in grades 6 – 12 eligible for the program and 1.8 million student boardings.

	Pilot: Feb-June 2005	2010-11 School Year
# of schools and/or education programs served	13	122
# of pass holders	5,000	24,000
# of weekly boardings	7,500	42,200
# of annual boardings	325,000	1.8 Million

Status:

As of June 2011, LTD was notified that as part of the changes to the State of Oregon's BETC Program, the District would no longer receive state funding for the Student Transit Pass Program. It was hoped that the Student Transit Pass Program would be spared, but that did not occur. Legislation that passed last year had established a funding termination date of July 1, 2012, which would have allowed transportation programs to continue until that time. However, legislators determined that while they understand the benefits of the transportation programs, Oregon can no longer afford to fund such services through the Business Energy Tax Credit Program.

ATTACHMENT: None.

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2011\07\Information Packet 7-20-11\LTD Board Update Memo – BETC-STPP Changes – July 2011 Board Meeting draft1.doc

AGENDA ITEM SUMMARY

DATE: July 20, 2011

ITEM TITLE: JUNE FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND: Because the fiscal year-end closure process takes a period of several weeks to complete, the June financial report is not available at this time. In accordance with a statutory requirement, a preliminary financial report for the fiscal year ended on June 30 is always mailed to Board members on or before July 31 of each year. The Comprehensive Annual Financial Report (CAFR), which contains audited financial statements for the previous fiscal year, is presented to the Board in the fall of the subsequent fiscal year.

The first phase of field work for the independent audit of Fiscal Year 2010-2011 was conducted during the week of June 27, 2011. The balance of the field work is scheduled to begin in September. Staff expect the CAFR to be ready for acceptance by the Board before the end of the calendar year.

ATTACHMENTS: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE: July 20, 2011

ITEM TITLE: JUNE 2011 GRANT REPORT

PREPARED BY: Todd Lipkin, Finance Manager

ACTION REQUESTED: None

BACKGROUND: The Monthly Grant Report for activity through June 30, 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 June 2011 the grant amendment to the OR-37-X016 Job Access/Reverse Commute (JARC) was executed. This grant amendment funds in-person transportation assessments. The following grants exhibited noteworthy activity:

- OR-04-0026 Bus & Bus Facilities. An application for grant amendment for \$806,143 in Bus Replacement 5309 funds has been submitted to FTA and has been certified by the Department of Labor. 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. It is under final review by FTA and should be executed by the end of August.
- OR-04-0035 State of Good Repair. This grant application was developed and forwarded to FTA Region X for review. This grant application is for \$5,000,000 in 5309 funds to be used towards the purchase of 24 Gillig 40-foot hybrid buses. Once FTA Region X has completed its review, the application will be submitted and the grant should be executed within 60 days of that submittal.
- 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 executed in July 2011.

- OR-58-0001 Clean Fuels. This grant application was developed and forwarded to FTA Region X for review. The application is for \$3,320,275 in Clean Fuel funds to be used towards the purchase of 24 Gillig 40-foot hybrid buses. Once FTA Region X has completed its review, the application will be submitted and the grant should be executed within 60 days of that submittal.
- OR-90-X152-04 5307 Formula Funds. This \$3,387,500 grant amendment was developed and forwarded to FTA Region X for review. This 5307 grant amendment funds \$3,387,500 for preventive maintenance, the final \$80,231 payment on the maintenance remodel, and \$320,000 for miscellaneous office and other facilities improvements. Once the transfer is complete, the application will be submitted and the grant should be executed within 60 days of that submittal.
- OR-95-X019-02 Surface Transportation Program (STP) Funds. This grant amendment was developed and forwarded to FTA Region X for review. A request to transfer the STP funds from the Federal Highway Administration (FHWA) to FTA was submitted by FTA to ODOT. This grant amendment is for \$941,101 in STP and Surface Transportation Program-Urban (STP-U) funds for preventive maintenance and rideshare activities. Once the transfer is complete, the application will be submitted and the grant should be executed within 60 days of that submittal.
- OR-95-X030 UO Renovation. This grant application was developed and forwarded to FTA Region X for review. A request to transfer the STP funds from the Federal Highway Administration (FHWA) to FTA was submitted by FTA to ODOT. This grant application is for \$2,279,460 in STP funds from the ODOT Flexible Funds program. Once the transfer is complete, the application will be submitted and the grant should be executed within 60 days of that submittal.

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	-	820,000.00	735,896.74	84,103.26
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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	812,363.01	(68,659.62)
14.04.40 Sitework & Special Conditions	-	11,241,013.34	10,746,359.10	494,654.24
14.05.50 Systems	180.00	2,229,930.78	736,350.46	1,493,580.32
14.06.60 ROW, Land, Existing Improvements	-	1,929,027.42	1,481,970.42	447,057.00
14.08.80 Professional Services	1,443.00	7,721,200.00	8,092,106.85	(370,906.85)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	1,623.00	30,808,867.00	26,822,694.56	3,986,172.44

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-57-X001 - FTA 5317 New Freedom	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.80.00 New Freedom Program Administration	-	11,798.00	11,798.00	-
30.09.01 EmX Travel Training	-	40,000.00	40,000.00	-
30.09.01 Mental Health & Homeless	-	8,000.00	8,000.00	-
30.09.01 Mobility Management	-	164,364.00	164,364.00	-
	-	224,162.00	224,162.00	-

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
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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	49,010.00	1,460,900.00	933,721.36	527,178.64
11.42.08 Software	54,552.00	480,000.00	161,512.69	318,487.31
11.42.09 Bus Security Cameras	-	60,224.00	60,224.59	(0.59)
11.42.09 Security Improvements	-	300,000.00	54,992.01	245,007.99
11.42.20 Miscellaneous equipment	9,062.00	175,000.00	27,295.02	147,704.98
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	96,413.38	66,986.62
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
	115,274.00	14,640,123.00	13,171,057.10	1,469,065.90

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	18,531.00	222,891.00	192,647.97	30,243.03
11.72.11 Rideshare	-	450,498.00	450,498.00	-
	18,531.00	1,380,769.00	1,350,525.97	30,243.03

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

July 20, 2011

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

PROJECT DEVELOPMENT

West Eugene EmX Extension (WEEE):

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

- Staff are working to complete the Environmental Assessment (EA) draft document. This detailed analysis of the WEEE Locally Preferred Alternative (LPA) compares the effects of the proposed project to No-Build conditions. It is anticipated that the EA will be reviewed by Federal Transit Administration (FTA) in early fall in conjunction with the Small Starts grant and Project Development request materials. A public draft of the EA will be published in the late fall after it is approved by the FTA. A public hearing, or a series of hearings, on the EA will be held after the document is published.
- Planning and Development staff are in the process of submitting the final 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. Staff will soon submit a required LPA report that provides 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 expected to be due to FTA in late July, and the final Small Starts application and Project Development Request are expected to be due in early to mid-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 begun walking along the WEEE corridor and meeting with individual businesses and property owners as part of the project's business outreach program. Staff are continuing to develop support data and materials for the outreach program. Work continues with senior City of Eugene staff to establish a toolbox of programs and support packages for properties that may potentially be affected during the later stages of the project.

Point2point Solutions

Theresa Brand, Program Manager

Program Management:

Program Manager Theresa Brand, along with 4J Safe Routes to Schools (SRTS) Program Coordinator Shane MacRhodes attended the State Safe Routes to Schools Conference in Bend on June 16-18. Program staff from numerous SRTS programs in Oregon also attended and many ideas were exchanged. The Oregon Department of Transportation (ODOT) SRTS Coordinator Julie Yip also was in attendance and shared program related funding information.

The Bicycle Locker Rental Program is in place, and Point2point staff are handling the reservation process. To date, 2 of the 14 lockers are rented. To market the Program, metal signs are being printed for placement on all of the lockers, and there have been news releases placed in the *Rider's Digest* and the *June Bus Talk*.

Point2point staff are working with ODOT to assist with additional marketing and outreach services to aide in congestion relief on two major construction projects this season. These projects include the recent Beltline/I-5 closure and the upcoming Highway 99 project slated to begin this summer.

Ms. Brand attended the Association for Commuter Transportation (ACT) Transportation Demand Management (TDM) Symposium in Charleston, South Carolina, in June. Professionals from across the United States gathered to learn about new developments in carsharing, ridesharing, transportation demand management, commute challenge campaigns, and new software that is being developed.

Work is nearly complete on the Request for Proposal (RFP) for the Regional Carsharing Program. The RFP is scheduled to go out in mid-July with a hope to have the program in place by mid-Fall 2011.

School Solutions:

The Oregon Legislature ended funding for the Student Transit Pass Program that had allowed grade 6-12 students to ride LTD buses for free during the school year since 2005. Staff issued announcements to schools and the general public; and print, TV, and radio media have covered the story. LTD will offer free September passes to grade 6-12 students in an effort to boost youth pass sales during the rest of the school year. LTD will invite the Eugene 4J, Springfield, and Bethel school districts to sell youth passes at their schools. LTD also is in discussion with a local retailer to see if they would sell LTD passes at various convenient locations in the area.

Staff continue to work with community stakeholders to develop a Regional Safe Routes to School plan; the projected completion is slated for late 2011.

SchoolPool database validation efforts are underway. E-mails and letters have been sent to 275 SchoolPool registrants.

Work Solutions:

The 2011 Business Commute Challenge has ended and a wrap-up report is being finalized. Surveys from the 142 Team Captains and 2,300 participants are being tabulated. The results will be informative for Point2point in showing what worked well and what needs to be

improved for the 2012 Challenge. Debrief meetings have been held with all of our committee members, and initial work is being done on improving the Business Commute Challenge Web site.

Two new organizations signed up for the Emergency Ride Home program: Glory Bee Foods-Airport (110 employees), Glory Bee Foods-Seneca (40 employees), and the Emergency Veterinarian Hospital Clinic in Springfield (35 employees).

Education and Outreach:

Seven trip planning workshops were held for the Business Commute Challenge at the following companies: Lane Council of Governments, Eugene Water and Electric Board Headquarters, Eugene Water and Electric Board Roosevelt, Oregon Community Credit Union, Hawes Financial Building, Food for Lane County, and Life Technologies. At these workshops Point2point was able to reach more than 1,500 employees.

On-the-go Solutions:

Five new commuters were added to the Rideshare database last month, bringing the total number of registrants to 911.

The carpool2save incentive program concluded on April 30, and a final report and invoice were submitted to ODOT in June for grant reimbursement. The final report will be included in the August Board packet.

Some interesting Carpool2save statistics include:

- 146 registrants
- 117 new users added to the Rideshare Database
- 68 participants completing all requirements of the carpool program
- 17 new carpools
- 27 existing carpools
- 68,073.8 Total Vehicle Miles Reduced/Reinforced (VMR/R)
- 3,353 gallons of gasoline saved
- \$12,575.21 saved in gasoline expense
- 54,459 pounds of CO₂ eliminated
- \$4,164.73 total incentives distributed

Rideshare Program Coordinator Tracy Smith presented vanpooling information at a Valley Vanpool formation meeting with the U.S. Forest Service in Westfir.

Ms. Smith continues working with the statewide Rideshare database key stakeholders. Portland Metro and Rogue Valley Transportation District launched Rideshare Online in June; the anticipated launch for Lane County, Salem, Corvallis, and Bend areas remains late August or early September.

FACILITIES PROJECTS

Joe McCormack, Facilities Manager

Gateway EmX:

The first shipment of real-time information panels are scheduled to be installed by July 2011. Final Business Access Transit Lane striping along East 11th Avenue in downtown Eugene has been completed.

University of Oregon (UO) Transit Station:

Construction of the new UO Station began on June 14. Demolition of the old station area and street consumed the construction crew's first couple of weeks. The new curb alignment and street were in place by the first of July. Crews will now concentrate on the station elements behind the curb, including electrical conduit routing, footings, and pavement.

SERVICE PLANNING, ACCESSIBILITY, AND MARKETING

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

SERVICE PLANNING

Summer bid is going well. Finding a valid solution to meet contractual rules was not easy, but the product is workable, and a solution in fall should be easier due to the reintroduction of service for the school year.

Transit Planner Heather Lindsay is overseeing football shuttle service this year and is doing a great job getting all the details lined up for the coming season. This year the package will include Thurston High School as a Park & Ride. The other big change will be an increase in the shuttle fare that the UO has asked LTD to implement.

The entire Planning staff are working on fall bid. There are only minor changes; however, the amount of work necessary to prepare the operator bid is still significant. Everything is on schedule to meet the timelines, and fall bid should come off without a hitch.

Service Planning Manager Will Mueller and Public Relations Specialist Angie Sifuentez worked with staff from Operations, First Student, and the Oregon Country Fair to put together another year of successful shuttle service to the fair site. Attendance at this year's fair was very robust; and at this time, LTD is still gathering ridership data. Staff will present a report to the Board at a future meeting.

Transit Planner Ken Augustson is overseeing the RFP process for LTD's next on-board rider survey. Four firms responded and will be rated against a series of criteria. Once selected, the firm will field the study in October and complete the analysis around January 2012.

Mr. Mueller has worked hard to assist the local organizing committee for the 2012 Olympic Trials Track and Field event shuttles. The Committee is working through the level of service they would like to provide, and LTD is assisting them in working through the federal charter process. Two private firms responded with interest in providing the service. Both are firms LTD has worked with in the past. It is yet to be determined whether or not LTD will play a role in delivering the service.

MARKETING/COMMUNICATIONS

Ms. Sifuentez has worked on a variety of partnerships for this summer, the biggest being a partnership with the Eugene Emeralds. Angie negotiated a discount for LTD pass holders and a series of promotions with the Ems mascot Sluggo. A kids training day will cap things off later this summer.

Other summer partnerships include the Bach Festival, Fiesta Latina, SummerFair in Island Park, BRING's 40th Birthday Bash, Touch a Truck, and Habitat for Humanity's Willamette Valley Blues and Brews Festival. Outreach for summer events has occurred in *Bus Talk*, signage at stations, social media, and through a series of live interviews on KUGN Radio.

Public Relations Specialist Cosette Rees and Project Communications Coordinator Lisa VanWinkle are taking the lead on West Eugene EmX Extension outreach. Materials have been prepared for a door-to-door campaign that is now underway. Additional opportunities to update the community are in the works, which include presentations to civic groups, chamber groups, and more. Staff also are looking at other opportunities to update the community on the status of the Small Starts application and Environmental Assessment work.

Detour communications are in full swing and present new work weekly. The closure of Martin Luther King Jr. Boulevard and South Willamette Street are the most significant projects that began in recent weeks. Other projects are resulting in detours that can affect running times of the buses. These slowdowns are a fact of summer, and the bus drivers do their best to stay on schedule, which can become quite difficult.

Fall bid work is in full swing. The *Rider's Digest* went to the printer on July 15 and will be delivered in early August. Distribution will occur in conjunction with the Eugene Celebration and through LTD outlets in early September.

Federal Government Relations:

Not much has changed, but the House did present a Transportation Reauthorization Bill for review. As expected, this version of the Bill represents a budget that stays fully within the revenue generated by the Highway Trust Fund and would represent an approximate reduction in revenues of 34 percent. The Senate version remains a status quo budget, and the President's version doubles spending over the life of the six-year bill. Most believe that there is little chance for all parties to come together on a bill and that continuing resolutions are likely. These resolutions may continue through the next presidential election.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

Human Services-Public Transit Coordinator Rand Stamm attended the Mobility Management 2011 Conference sponsored by the Community Transit Association of America. The conference focused on initiatives to improve and coordinate human services transportation. The RideSource Call Center and the collaboration between LTD, Senior and Disabled Services, and Alternative Work Concepts to conduct in-person transportation assessments are both successful mobility management projects. LTD was able to tell how a person-centered approach can be used to better manage and deliver transportation services.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

Summer Projects:

Summer is great time to be in Eugene unless activities involve managing on-time performance for the bus system. This year there are several major projects that staff have been very actively managing in order to minimize impact on service, and are generally staff have done an excellent job. The projects around the UO have been particularly challenging, but there are other road projects that have caused some chaos also. August will be a busy month for detour management, but the Operations staff will keep things moving as well as possible.

American Bus Benchmarking Group:

LTD is a charter member in the American Bus Benchmarking Group. The group is designed to establish specific measurements for participating transit districts and use those measurements to better manage and improve overall system performance. The website and key performance indicators are under development and should available by the end of July.

MAINTENANCE

George Trauger, Director of Maintenance

The first pilot bus of fifteen 40-foot buses went into production on June 29. These buses are built by Gillig Corporation of Hayward, California. Maintenance Supervisor Ernie Turner is currently on-site to monitor the build process, perform quality assurance inspections, ensure vehicle component specification compliance, and conduct a final vehicle pre-delivery inspection. This bus should be completed by July 15 and arrive at LTD during the week of July 18. The pilot bus will allow staff some time to review this bus to ensure build satisfaction of the remaining buses. Fourteen additional buses will start production on August 15. These buses are scheduled to arrive early September to October. After they arrive, post-delivery inspections, associated minor repairs and corrections, LTD logo installation will be completed; and the vehicle security system and other components will be installed. It is expected to be ready for revenue service soon after the September fall bid commences.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Todd Lipkin, Finance Manager

Budget Preparation:

- The Board of Directors adopted the approved budget at its meeting on June 15, 2011.
- The FY 2011-12 adopted budget was posted in the Eden financial system and the fiscal year was opened for requisition processing.

Payroll Processing:

- Forty-nine (49) payroll checks and 544 payroll direct deposits totaling \$854,132 were made in June 2011 (two pay dates).
- Final paychecks for two retirements and three exiting employees were processed.

Accounts Payable:

- Three hundred sixty-seven (367) vendor paper and electronic checks totaling \$3,950,663 were processed during the month of June 2011.

Accounts Receivable:

- Twelve (12) cash fare deposits totaling \$150,405 were processed in June 2011.
- Forty-nine (49) nonprofit agency orders were processed in June 2011.
- Seventy-two (72) RideSource ticket book orders for 227 ticket books were processed in June 2011.
- Twenty-seven (27) consignment invoices for \$66,578 were billed to customers who sold LTD passes in June 2011.

ACCOUNTING/INTERNAL AUDIT

Carol James, Chief Accountant/Internal Auditor

Accounting:

- The May 2011 financial reports were completed for the June 15, 2011, regular Board meeting.
- External auditors from Grove Mueller and Swank, CPAs, were on property June 27-29. Finance Department staff assisted with the auditors review of accounting and control systems. The auditors will return for year-end work on September 6.
- Staff completed a review of "Detailed Listing of Comments and Suggestions for Improvement" received as part of the Government Finance Officers Association's

Certificate of Achievement for Excellence in Financial Reporting and completed related revisions to two note disclosures 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 completed the report of findings related to the physical inventory of fleet parts observed on April 18, 2011.

PURCHASING

Jeanette Bailor, Purchasing Manager

- Proposals were received and contracts awarded for transit station cleaning and landscape services.
- Proposals were received and are being reviewed for an Origin and Destination survey.
- Bids were received and a contract awarded to Wildish Building Company for construction of the University Transit Station.
- A Request for Proposal has been issued for the café space at the Eugene Station, with proposals due July 20.
- Purchase orders are being closed out for the end of the fiscal year and new blanket purchase orders are being issued for items purchased from contracts.
- The Triennial Review took place on June 13-15. The final report has been received and will be distributed at the next Board meeting. The review went very well, and the FTA was complimentary of Lane Transit District's compliance with grant management. This is an oversight review done every three years to ensure that LTD is in compliance with the grant management agreement and in compliance with the FTA requirements.

**HUMAN RESOURCES AND
RISK MANAGEMENT**

Mary Adams, Director of Human Resources and Risk Management

Negotiations:

The negotiations team last met in bargaining with ATU leadership on June 23. The next scheduled meeting is August 16 followed by five additional meetings through the end of 2011. Discussions are proceeding.

Pension:

Members of LTD's Pension Trust met with Trust administrators on June 22 for an informational update on the salaried and ATU pension accounts.

HUMAN RESOURCES

David Collier, Senior Human Resources Analyst

Retirements:

General Manger Mark Pangborn retired after nearly 29 years with LTD, and Operations Supervisor Kay Kinnish retired after nearly 18 years.

Hiring/Promotion:

Operations Administrative Services Assistant Dianne Presley has been promoted to the position of Maintenance Administrative Secretary and will start on July 18.

Natalie Stiffler has been hired in the Planning and Development Department as the new Development Planner and is scheduled to start on July 25. Her previous employer was LSA Associates, an environmental consulting firm in California. She is a recent graduate from California Polytechnic State University with a Masters Degree in City and Regional Planning and a Masters Degree in Science, Engineering.

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AGENDA ITEM SUMMARY

DATE: July 20, 2011

ITEM TITLE: MONTHLY PERFORMANCE REPORTS

PREPARED BY: Ron Kilcoyne, 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: June 2011 Performance Reports (*will be mailed with Financial Report by July 31*)
May 2011 RideSource Activity and Productivity Report

PROPOSED MOTION: None

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Special Mobility Services: RideSource Activity and Productivity Information

May-11	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	15,778	14,911	5.8%	168,835	160,118	5.4%	183,523	173,679	5.7%
RideSource(All Modes)	12,960	12,333	5.1%	139,508	132,383	5.4%	151,718	143,433	5.8%
Shopper	426	422	0.9%	4,733	4,785	-1.1%	5,210	5,277	-1.3%
Escort Volunteers-Metro	1,064	750	41.9%	10,364	8,777	18.1%	11,173	9,434	18.4%
Escort Volunteers-Rural	1,328	1,406	-5.5%	14,230	14,173	0.4%	15,422	15,535	-0.7%
RideSource Cost per Ride	\$ 24.48	\$ 22.95	6.7%	\$ 24.35	\$ 23.45	3.8%	\$ 24.28	\$ 23.27	4.4%
RideSource(All Modes)	\$ 29.21	\$ 27.17	7.5%	\$ 28.88	\$ 27.80	3.9%	\$ 28.78	\$ 27.61	4.2%
RideSource Shopper	\$ 16.20	\$ 12.53	29.3%	\$ 15.72	\$ 12.53	25.5%	\$ 15.72	\$ 12.53	25.5%
RideSource Escort	\$ 3.19	\$ 3.30	-3.4%	\$ 3.36	\$ 3.24	3.7%	\$ 3.37	\$ 3.24	4.0%
Ride Reservations	13,748	12,914	6.5%	147,395	140,232	5.1%	160,196	151,951	5.4%
Cancelled Number	1,227	1,191	3.0%	14,461	13,680	5.7%	15,636	14,724	6.2%
Cancelled % of Total	8.92%	9.22%		9.81%	9.76%		9.76%	9.69%	
No-Show Number	158	130	21.5%	1582	1476	7.2%	1,707	1,625	5.0%
No-Show % of Total	1.15%	1.01%		1.07%	1.05%		1.07%	1.07%	
Ride Refusals Number	-	-	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	7,135	6,581	8.4%	75,301	70,039	7.5%	81,938	76,017	7.8%
Agency Staff	6,922	6,268	10.4%	73,096	67,061	9.0%	79,429	72,802	9.1%
Agency SMS Volunteer	213	313	-31.9%	2,205	2,978	-26.0%	2,509	3,215	-22.0%
Avg. Trips/Service Hr.	1.88	1.94	-3.1%	1.92	1.96	-2.0%	1.92	1.96	-2.0%
RideSource System Miles	94,258	89,512	5.3%	1,001,747	952,227	5.2%	1,091,360	1,033,726	5.6%
Avg. Miles/Trip	7.04	7.02	0.3%	6.94	6.94	0.0%	6.95	6.95	0.0%
Miles/Vehicle Hour	13.21	13.60	-2.9%	13.30	13.60	-2.2%	13.32	13.60	-2.1%
On-Time Performance %	87.2%	83.3%	4.7%	85.4%	83.6%	2.2%	85.3%	83.7%	1.8%
Sample	11,900	11,145		126,089	118,592		137,074	128,431	
On-Time	10,374	9,281		107,725	99,183		116,861	107,553	

Special Mobility Services: RideSource Activity and Productivity Information

<u>May-11</u>	<u>Current Month</u>	<u>Prior Year's Month</u>	<u>% Change</u>	<u>Current YTD</u>	<u>Previous YTD</u>	<u>% Change</u>	<u>Current 12 Month</u>	<u>Prior 12 Month</u>	<u>% Change</u>
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- 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:** July 20, 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. **Long-Range Transit Plan:** Staff will update the Board on progress with Plan development at the Board Luncheon that is scheduled to be held on July 25.
 - B. **Pension Plan Trustee:** With the departure of Plan Trustee and LTD General Manager Mark Pangborn, another trustee will need to be designated. The Board will be asked to approve the appointment of new General Manager Ron Kilcoyne at the July 25 Board Luncheon.
 - C. **Labor Negotiations:** The Board will receive an update on contract negotiations with ATU at the August 17 Board meeting (if held) or the September 21 Board meeting.
 - D. **2011 Legislative Session:** In August or September, the Board will be provided with a final report on the 2011 Legislative Session. Later In the fall, staff will provide to the Board an overview of funding requests for the 2012 Legislative Session.
 - E. **Pension Plan Design:** The Board Human Resources Committee will be analyzing and reconciling proposed design changes to LTD's Administrative Pension Plan. The new design will be presented to the Board during the September 21 work session.
 - F. **FY 2009-10 Annual Performance Report:** Staff will prepare a FY 2009-10 Performance Report for presentation to the Board at the September 21 Board meeting.
 - G. **Triennial Review Report:** The Federal Transit Administration has issued its report following the District's federal Triennial Review, which was conducted in June. The final report will be available for discussion with the Board at the September 21 Board meeting.
 - H. **LTD Service Boundary:** No changes are expected; therefore, LTD's service boundary will be reaffirmed at the September 21 Board meeting.
 - I. **West Eugene EmX:** Staff will provide a detailed project update to the Board in conjunction with the release of the public draft Environmental Assessment (EA). The EA is expected to be

reviewed by FTA and approved for publishing in late September or early October. During the October 19 Board meeting, staff will discuss results from the EA analysis including transportation, property, and environmental effects; operation and maintenance costs; and the status of efforts related to the business outreach program and citizen involvement.

- J. **LTD Subdistrict Boundaries:** The adjustments to the political districts due to the changes in population taken from the 2010 Census were determined by the Oregon Legislature. Under ORS 267.090, the Secretary of State is charged with adjusting sub districts for both LTD and TriMet. This process will not begin for several weeks due to staff training required by the purchase of new software. Staff at the Secretary of State's office expect to have a draft available in early fall. Once the draft is prepared, the Board will hold a public hearing and then adopt the new boundaries. The new boundaries would be in place until the 2020 Census.
- K. **Data Center Construction:** Partnering with the University of Oregon on construction of a new Information Technology Data Center is not viable given the UO is not likely to pursue this facility for a number of years. This fall LTD staff will ask for Board approval to move forward with the approved CIP project using a Construction Management/General Contractor (CM/GC) method of construction.
- L. **Budget Committee Appointments:** At this end of this calendar year, three Budget Committee members' terms will expire. The appointment or reappointment of the three members will be approved at a Board meeting in the fall.
- M. **Ridership Numbers:** Later this year staff will present to the Board a complete summary of ridership on all routes in the system.
- N. **Board Strategic Planning Work Session:** The Board's next session will be scheduled for December. The Budget Committee also will be invited to participate.
- O. **Independent Audit Report and Comprehensive Annual Financial Report (CAFR):** The annual audit finding and CAFR will be presented to the Board before the end of the calendar year.