



Public notice of cancellation was given to *The Register-Guard* for publication on August 11, 2011.

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

August 17, 2011

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AGENDA ITEM SUMMARY

DATE: August 17, 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 and fall vacation dates.

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

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE: August 17, 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 July 21 meeting, the Committee received a draft of the 2012-2015 Statewide Transportation Improvement Program and was asked to review and make comments. There also was a presentation from LCOG's Andrea Riner regarding the MPO coordination with the Lane Area Commission on Transportation. The next meeting is scheduled to be held on August 18 and will be a field tour beginning at LTD's Next Stop Center.
2. **LTD Board Human Resources Committee:** The Board Human Resources Committee is composed of Chair Mike Dubick and Board Members Dean Kortge and Gary Gillespie. This Committee has been working toward development of a pension plan for new salaried employees since February 7. Per Board instructions on June 13 the Committee has been working with the plan actuaries and attorney to draft a plan document. This document will be presented to the full Board of Directors at a Board meeting in Fall 2011. The Committee

has met twice since June. At the July 26 HR Committee meeting, Will Clark-Shim, Milliman actuary, presented a document that outlined a series of decisions that needed to be made so that Everett Moreland, plan attorney, could draft the new plan. Several decisions were discussed and some tentative agreements were reached. At the August 9 meeting, Mr. Clark-Shim presented an updated document that outlined those decisions already reached and those remaining. Committee members continued the discussion and made additional agreements. Based on information gathered at this meeting, Mr. Moreland will prepare a draft plan that will be reviewed by the full Board in Fall 2011.

3. **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 August 2 meeting, the group heard from Point2point Solutions, discussed how effective bicycle and pedestrian network investments have been at changing mode split, and learned about the City of Eugene's draft Pedestrian and Bicycle Master Plan. The next meeting has not yet been scheduled.
4. **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 August 10 meeting, a public hearing was held to review the updated Public Participation Plan, a discussion was held to discuss coordination between the ACT and the Metropolitan Planning Organization, and public outreach techniques were discussed. The next meeting is scheduled to be held on September 14.
5. **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 August 11 meeting, the MPC received a report from the Metropolitan Planning Organization Citizen Advisory Committee, received an update and heard the plans goals and objectives of the Regional Transportation Plan, and was given a follow-up report from Point2point Solutions. The next meeting is scheduled to be held on September 8.

NO MEETINGS HELD

1. **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.
2. **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.
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. The next meeting is scheduled to be held on September 22.
4. **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 will be held on October 11.
5. **LTD Board Finance Committee**: The Board Finance Committee is composed of Chair Dean Kortge and Board Members Mike Dubick and Ed Necker. The next meeting has not yet been scheduled.
6. **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: August 17, 2011

ITEM TITLE: JULY AND AUGUST FINANCIAL REPORTS

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

ACTION REQUESTED: None

BACKGROUND:

Lane Transit District's fiscal year ends on June 30. Because of the time needed to process the fiscal year-end financial closing and to prepare for the annual independent audit in mid-August through early September, the July financial report is traditionally provided to the Board at the September Board meeting, along with the August financial report. The preliminary June 2011 financial report was provided to Board members before July 31.

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE: August 17, 2011

ITEM TITLE: JULY 2011 GRANT REPORT

PREPARED BY: Todd Lipkin, Finance Manager

ACTION REQUESTED: None

BACKGROUND:

Lane Transit District's fiscal year ends on June 30. Because of the time needed to process the fiscal year-end financial closing and to prepare for the annual independent audit in mid-August through early September, the July grant report will be provided to the Board at the September Board meeting, along with the August grant report.

ATTACHMENT: None

PROPOSED MOTION: None

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MONTHLY DEPARTMENT REPORTS

August 17, 2011

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

PROJECT DEVELOPMENT

West Eugene EmX Extension (WEEE):

There will not be a department report from Project Development this month.

Point2point Solutions

Theresa Brand, Program Manager

Program Management:

Clair Otwell was hired as the SmartTrips Program Coordinator, and she is developing the program outline and outreach strategy for the Springfield EmX Corridor SmartTrips program, which is slated to begin in late fall.

Point2point received funding approval from the Metropolitan Policy Committee (MPC) Board for 2012 Surface Transportation Program-Urban funding for a Bicycle Parking Facility Study project that will be initiated in early 2012. Once completed, this will be a useful tool in planning for future secure bicycle parking facilities in the region.

Program Manager Theresa Brand, Rideshare Program Coordinator Tracy Smith, and Ms. Otwell attended the Pacific Intermountain Parking and Transportation Association Conference in Vancouver, Washington, on July 17–19.

Staff continues with planning efforts on the Regional Transportation Options Plan, which has just completed the existing conditions element of the plan. Next steps include the development and completion of an Opportunities Analysis in September, the development of policy framework, determination of existing performance measures and metrics for Transportation Demand Management strategies, development of preferred alternatives, and concluding with a draft Regional Transportation Options plan by late fall. Plan adoption is scheduled for early 2012.

Point2point and LTD staff gave a presentation to the MPC Board at its July 14 meeting. The presentation reviewed the legislative decision that ended Student Transit Pass Program funding, the steps that LTD will take to serve students this year, and the potential for seeking future funding to restore the program. Point2point staff also reviewed the 2010 Point2point Annual report at the meeting.

School Solutions:

Point2point staff continued work on the Safe Routes to Schools Regional Plan and Program Development. A planning meeting with local representatives from 4J, Bethel, and Springfield school districts; and the Eugene, Springfield, and Lane County jurisdictions was convened on July 29. The discussion centered on the impacts of traffic engineering, the built environment on Safe Routes to Schools, and to consider possibilities for future infrastructure improvements.

Staff packaged back-to-school flyers for 168 schools and educational programs whose students' families are eligible for the free Point2point Solutions school transportation services.

Work Solutions:

There were four local business inquiries into the Group Pass Program.

The 2011 Business Commute Challenge (BCC) wrap-up report is complete. Two satisfaction surveys were sent to 142 team captains and 2,300 individual participants.

The surveys found that 70 percent of respondents expressed that the 2011 Challenge experience was a 4 or 5 on a scale of 1-5, with 5 being awesome. A surprising 33 percent tried bicycling as a new commute mode, and 22 percent tried riding the bus as a new way to get to work. The BCC Facebook page had a 21 percent increase in fans this year. The majority of employees said that they would like improved bike facilities, employer-provided bus passes, and teleworking as a way for their employer to encourage the use of different commuting options.

As a result of the 2011 Challenge, 67 percent of team captains claimed that their workplace has a greater commitment to encourage employees to drive less. This is a 10 percent increase from 2010.

Team captains expressed that they felt that the best way to encourage their teammates to participate was by incentives, bribes, guilt, and peer pressure.

It was found that the biggest need for improvement in the Challenge was a need for easier trip reporting on the BCC website with the ability to see other team standings during the Challenge week.

The 2011 Challenge had 1,300 first-time registrants.

BCC registrants reported 3,500 EmX miles; 26,564 bike miles; 13,800 bus miles; 31,370 carpool miles; 2,830 walk miles; 13,800 telecommute miles; and 1,000 other miles totaling close to 93,000 miles saved in our region.

Plans for the 2012 Business Commute Challenge are already underway as is research to improve the website reporting.

Education and Outreach:

Last month Ms. Smith staffed an information booth at GloryBee Foods during their Health and Wellness Fair. GloryBee Foods has 150 employees at two Eugene locations and is enrolled in the Emergency Ride Home Program (ERH). During the fair eighteen employees signed up for carpool matching and enrolled in the ERH program.

On-the-go Solutions:

Lane Transit District and the City of Veneta held a dedication event at the new Veneta Transit Station and Park & Ride. The event was very well attended, and speakers included Board member Dean Kortge, Veneta Mayor Sharon Hobart-Hardin, Representative Terry Beyer, and Senator Floyd Prozanski.

Ms. Smith continues to meet with the statewide Rideshare database steering committee. The new database has been named “*Drive Less Connect.*” The database already has been launched in Portland and Medford. Point2point Solutions will be included in the second group to launch, currently scheduled to take place on September 6, 2011. This will be a soft launch that will transition members of the current Rideshare database to the new system. There will be a statewide public launch in October.

Twenty-one commuters were added to the Rideshare database in July, bringing the total to 932 commuters on file.

FACILITIES PROJECTS

Joe McCormack, Facilities Manager

Gateway EmX:

The first shipment of real-time information panels has been delayed. They are expected to arrive in late August. Everything is ready for installation on the platforms once they arrive.

University of Oregon (UO) Transit Station:

Construction of the new station is on schedule. Rough electrical and plumbing below grade is complete. Shelter structures are nearly all installed, and painting will begin shortly. Pedestrian areas are nearly all paved, and fabrication of passenger information signage is occurring off-site prior to installation. Preparation for the new traffic signal at West 11th and Kincaid is complete and ready for signal pole installation once they arrive from the fabricator in late August. Concurrently; the south station site is getting a face lift which includes some cleaning, new pavers, lighting, and paint. The temporary stations setup during this work seems to be working well. The District and construction crews are working to return these areas to on-street parking as soon as possible.

**SERVICE PLANNING, ACCESSIBILITY,
AND MARKETING**

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

SERVICE PLANNING

Fall bid editing continues as the September 18 service change approaches. The service changes are minor.

Transit Planner Heather Lindsay is working with operations staff and local partners on the development of football service. The most significant change for the coming year is that Thurston High School will be brought back as a Park & Ride.

Service Planning Manager Will Mueller continues to staff the transportation subcommittee for the USA Track and Field Trials. A meeting with private providers yielded continuing interest from two carriers. Starline of Seattle will be in Eugene on August 17 for a half-day session with the Committee. The Committee hopes to forge a partnership between Starline and LTD to provide the shuttle service for the Trials.

A service contract with the UO Club Sports for Crew Team trips to Dexter has been agreed to and has been sent off for signatures. The Associated Students of the University of Oregon group pass and service contract is making the rounds at UO and should return to LTD in mid to late August.

MARKETING/COMMUNICATIONS

Marketing Representative Angie Sifuentez and the graphics team sent the *Rider's Digest* to the printer. Delivery is scheduled for late August with distribution starting shortly thereafter.

Work on bid materials continues, which includes bus stop information, station graphics, sign code updates, and more. The new UO station will add additional station graphics to the approximately 80 locations that currently display system information.

Promotion of summer events has gone well. Weekly KUGN live interviews and follow-up segments have given LTD the opportunity to promote partnerships with event organizers and highlight taking the bus to these events. As part of the promotion partnership, LTD secured tail ads on five buses. These have proven to be very popular with the event organizers and are a low cost to LTD.

Later this fiscal year, 20-year old bus stop signs will be replaced. The new designs are being reviewed by operators and have been reviewed by the Accessible Transportation Committee members. A federal grant will pay for the replacements.

Redesigned 3-month bus passes are being bid out and will be printed sometime in August. These passes will make it possible for the District to sell 3-month bus passes in schools and through sales outlets.

LTD's advertising account representative, Sherisa Aguirre, has moved to Bend. Funk Levis is in the process of hiring new staff, and LTD should have a new representative soon.

Earned media has been spread over a variety of topics, which included ridership, pension costs, a perceived lack of ridership on EmX, the Veneta Park & Ride dedication, the West Eugene EmX lawsuit, and the loss of the Student Transit Pass Program.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

Gonzaga University student Ashley Ruderman joined LTD as an intern for the summer and was assigned to work on the promotion of the newly expanded RideSource Shopper. The Shopper is a once-a-week shopping trip for ADA eligible RideSource riders and is provided at a reduced cost with additional assistance with purchases provided by the driver. Ashley's work culminated with the printing of a new resource guide that will be distributed to all currently eligible riders as well as to new riders as they become eligible.

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

The pilot bus, the first one of fifteen 40-foot buses, arrived on LTD property July 26. These buses are built by Gillig Corporation of Hayward, California. Maintenance Supervisor Ernie Turner was our resident inspector and was on-site in Hayward monitoring the build process, performing quality assurance inspections, and ensuring vehicle component specification compliance. He also conducted a final vehicle pre-delivery inspection. The bus is currently undergoing its post-delivery inspection process. 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 of associated minor repairs, corrections, and LTD logo installation will be completed. The vehicle security system and other related components also are scheduled to be installed. All buses are expected to be ready for revenue service sometime after the September fall bid commences.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Todd Lipkin, Finance Manager

Grants Management:

- Several Federal Transit Administration grant applications for funds already awarded to LTD were submitted in July 2011. These grant applications include funding for the 15 buses currently being manufactured, the UO Station remodel, and preventive maintenance.
- Four competitive grant applications for discretionary funding were submitted to the Federal Transit Administration. These grants will be awarded in the coming months. The results of these applications will be reported on the September grant report:
 1. Alternatives Analysis-EmX Corridor Development Main Street/McVay Hwy \$1,380,000
 2. Alternatives Analysis-EmX Corridor Development NW Eugene \$1,380,000
 3. State of Good Repair-Bus Replacement \$8,850,000
 4. Livability-Gateway Park & Ride \$1,284,000

Payroll Processing:

- Seventy-two (72) payroll checks and 816 payroll direct deposits totaling \$1,307,412 were made in July 2011 (three pay dates).
- One final paycheck for a departing employee was processed.

Accounts Payable:

- Two hundred eighty-three (283) vendor paper and electronic checks totaling \$3,906,677 were processed during the month of July 2011.

Accounts Receivable:

- Thirteen (13) cash fare deposits totaling \$153,356 were processed in July 2011.
- Forty-two (42) nonprofit agency orders were processed in July 2011.
- Forty-one (41) RideSource ticket book orders for 80 ticket books were processed in July 2011.
- Twenty-six (26) consignment invoices for \$54,740 were billed to customers who sold LTD passes in July 2011.

ACCOUNTING/INTERNAL AUDIT

Carol James, Chief Accountant/Internal Auditor

Accounting:

- The preliminary June 2011 financial reports (unaudited) were completed for distributing to Board members by the end of July 2011.
- Staff began the process of closing out the fiscal year that ended June 30, 2011, in preparation for the generation of the Comprehensive Annual Financial Report (CAFR) for the year.
- Staff continues work to update the fixed-asset database as a result of the physical inventory.

Internal Audit:

- No activity to report.

PURCHASING

Jeanette Bailor, Purchasing Manager

- Proposals have been requested and received and are being reviewed for property acquisition analysis.
- Proposals were received, and a contract has been awarded for an Origin and Destination Survey.
- Bids were received, and a contract awarded to Wildish Building Company for construction of the UO Transit Station.
- Proposals have been received for a new chiller for the HVAC system.
- Staff are working on request for proposals for inspection and asbestos abatement services for the building at 310 Garfield.
- The Triennial Review took place June 13-15. The final report has been received and will be distributed at the September Board meeting. The review went very well, and the Federal Transit Administration 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 our grant management agreement and in compliance with the Federal Transit Administration requirements.

**HUMAN RESOURCES AND
RISK MANAGEMENT**

Mary Adams, Director of Human Resources and Risk Management

Negotiations:

Labor contract negotiations continue with the next meetings scheduled for August 16 and 17.

Pension:

The Board's Human Resources Committee continues to work on a new pension plan for administrative employees who will be hired after January 1, 2012.

HUMAN RESOURCES

David Collier, Senior Human Resources Analyst

Recruitment:

The IT Systems Engineer and IT Technician II positions have been posted. Both of these positions will be open until filled but have an initial screening date of August 29.

The Administrative Services Assistant for Transit Operations position has been posted and closes on August 19. Interviews are tentatively scheduled during the first full week of September.

Operations posted a job announcement to fill five bus operator instructor positions. Interviews are scheduled to take place on August 12 and 15, and training will begin on August 22.

The Operations department also is looking to replenish the temporary supervisor pool. Testing and interviews for these positions will take place during the next month.

Point2Point Solutions is hiring an intern to assist the SmartTrips program coordinator. The goal is to fill the position by the beginning of the UO and LCC academic year.

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AGENDA ITEM SUMMARY

DATE: August 17, 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: July 2011 Performance Reports (*Due to the timing of year-end financial reporting, the July Performance Reports will be included in the September Board meeting packet*)
June 2011 RideSource Activity and Productivity Report

PROPOSED MOTION: None

Q:\Reference\Board Packet\2011\08\Information Packet 8-17-11\performance summary.docx

Special Mobility Services: RideSource Activity and Productivity Information

June-11	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	15,832	14,688	7.8%	184,667	174,806	5.6%	184,667	174,806	5.6%
RideSource(All Modes)	12,709	12,210	4.1%	152,217	144,593	5.3%	152,217	144,593	5.3%
Shopper	471	477	-1.3%	5,204	5,262	-1.1%	5,204	5,262	-1.1%
Escort Volunteers-Metro	1,242	809	53.5%	11,606	9,586	21.1%	11,606	9,586	21.1%
Escort Volunteers-Rural	1,410	1,192	18.3%	15,640	15,365	1.8%	15,640	15,365	1.8%
RideSource Cost per Ride	\$ 24.38	\$ 23.47	3.9%	\$ 24.36	\$ 23.45	3.9%	\$ 24.36	\$ 23.45	3.9%
RideSource(All Modes)	\$ 29.73	\$ 27.66	7.5%	\$ 28.95	\$ 27.79	4.2%	\$ 28.95	\$ 27.79	4.2%
RideSource Shopper	\$ 15.75	\$ 12.53	25.7%	\$ 15.78	\$ 12.53	25.9%	\$ 15.78	\$ 12.53	25.9%
RideSource Escort	\$ 3.08	\$ 3.45	-10.9%	\$ 3.34	\$ 3.26	2.3%	\$ 3.34	\$ 3.26	2.3%
Ride Reservations	13,308	12,801	4.0%	160,703	153,033	5.0%	160,703	153,033	5.0%
Cancelled Number	1,111	1,175	-5.4%	15,572	14,855	4.8%	15,572	14,855	4.8%
Cancelled % of Total	8.35%	9.18%		9.69%	9.71%		9.69%	9.71%	
No-Show Number	161	125	28.8%	1,743	1,601	8.9%	1,743	1,601	8.9%
No-Show % of Total	1.21%	0.98%		1.08%	1.05%		1.08%	1.05%	
Ride Refusals Number	0	1	-100.0%	4	2	100.0%	4	2	100.0%
Ride Refusals % of Total	0.00%	0.01%		0.00%	0.00%		0.00%	0.00%	
Service Hours	7,217	6,637	8.7%	82,518	76,676	7.6%	82,518	76,676	7.6%
Agency Staff	6,978	6,333	10.2%	80,074	73,394	9.1%	80,074	73,394	9.1%
Agency SMS Volunteer	239	304	-21.4%	2,444	3,282	-25.5%	2,444	3,282	-25.5%
Avg. Trips/Service Hr.	1.83	1.91	-4.2%	1.91	1.95	-2.1%	1.91	1.95	-2.1%
RideSource System Miles	93,656	89,613	4.5%	1,095,403	1,041,840	5.1%	1,095,403	1,041,840	5.1%
Avg. Miles/Trip	7.11	7.06	0.6%	6.96	6.95	0.1%	6.96	6.95	0.1%
Miles/Vehicle Hour	12.98	13.50	-3.9%	13.27	13.59	-2.3%	13.27	13.59	-2.3%

Special Mobility Services: RideSource Activity and Productivity Information

June-11	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
On-Time Performance %	87.4%	83.2%	5.0%	85.6%	83.6%	2.4%	85.6%	83.6%	2.4%
Sample	11,519	10,985		137,608	129,577		137,608	129,577	
On-Time	10,062	9,136		117,787	108,319		117,787	108,319	

- 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: August 17, 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. **Pension Plan Design:** The Board Human Resources Committee will be analyzing and reconciling proposed design changes to LTD's Administrative Pension Plan funding. The new design will be presented to the Board during the September 12 work session.
- B. **West Eugene EmX Update:** Staff will provide a detailed project update to the Board at the September 12 work session.
- C. **Long-Range Transit Plan:** Staff will update the Board on progress with Plan development at the Board September 21 regular Board meeting.
- D. **Carpool2Save Follow Up:** Point2point Solutions have summarized the 2010-2011 Carpool2save carpool incentive program and will present its findings to the Board at the September 21 Board meeting.
- E. **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.
- F. **LTD Service Boundary:** No changes are expected; therefore, LTD's service boundary will be reaffirmed at the September 21 Board meeting.
- G. **Labor Negotiations:** Labor contract negotiations continue with the next meetings scheduled for August 16 and 17, and the Board will receive an update at the October 19 Board meeting.
- H. **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.
- I. **EmX Next Steps:** At the October 19 Board meeting, staff will ask the Board to discuss future service scenarios and look ahead to the next corridor.
- J. **FY 2009-10 Annual Performance Report:** Staff will prepare a FY 2009-10 Performance Report for presentation to the Board at the October 19 Board meeting.

- K. **2011 Legislative Session**: In September or October, 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.
- L. **LTD Subdistrict Boundaries**: The adjustments to political districts due to the changes in population taken from the 2010 Census are nearly complete. The Oregon Secretary of State is finalizing LTD's subdistrict boundaries. If complete, this fall a public hearing will be held followed by adoption of the new boundaries. The new boundaries would be in place for ten years after adoption.
- M. **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 CIP project using a Construction Management/General Contractor (CM/GC) method of construction.
- N. **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.
- O. **Ridership Numbers**: Later this year staff will present to the Board a complete summary of ridership on all routes in the system.
- P. **Board Strategic Planning Work Session**: The Board's next session will be scheduled for December. The Budget Committee also will be invited to participate.
- Q. **Independent Audit Report and Comprehensive Annual Financial Report (CAFR)**: The annual audit findings and the CAFR will be presented to the Board before the end of the calendar year.

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