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Lane Transit District

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING
Wednesday, February 15, 2012
5:30 p.m.**

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

A G E N D A

I.	CALL TO ORDER		<u>Page No.</u>
II.	ROLL CALL		
	Necker _____ Evans _____ Dubick _____ Eyster _____		
	Gillespie _____ Kortge _____ Towery _____		
 <u>The following agenda items will begin at 5:30 p.m.</u>			
III.	PRELIMINARY REMARKS BY BOARD PRESIDENT	(2 minutes)	
IV.	COMMENTS FROM THE GENERAL MANAGER	(2 minutes)	4
V.	ANNOUNCEMENTS AND ADDITIONS TO AGENDA	(1 minute)	5
VI.	BOARD CALENDARS	(1 minute)	6
VII.	WORK SESSION		
	A. Connecting Communities Conference [Tom Schwetz and John Robert Smith]	(10 minutes)	7
	B. 2011 Origin and Destination Survey Results [Andy Vobora and Selena Barlow]	(45 minutes)	8
 <u>The following agenda items will begin at 6:30 p.m.</u>			
VIII.	EMPLOYEES OF THE MONTHS – January, February, and March 2012		9
		(10 minutes)	
IX.	AUDIENCE PARTICIPATION		
	♦ <i>Public Comment Note:</i> 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

A. Consent Calendar	(2 minutes)	12
1. Minutes of the December 12, 2011, Special Board Meeting (Page 13)		
2. Minutes of the December 21, 2011, Canceled Board Meeting (Page 20)		
3. Minutes of the January 18, 2012, Canceled Board Meeting (Page 21)		
B. Statement of Principles on Immigrant Integration [Andy Vobora and Guadalupe Quinn]	(5 minutes)	22
C. Disadvantaged Business Enterprise Program Amendment [Jeanette Bailor]	(5 minutes)	25
D. Assumptions for Lane Transit District Salaried Employees' Retirement Plan Defined Benefit Plan [Mary Adams]	(5 minutes)	69

XI. ITEMS FOR INFORMATION AT THIS MEETING

A. Board Member Reports	(10 minutes)	75
1. Meetings Held		
a. Metropolitan Planning Organization's Citizen Advisory Committee (January 19)		
b. Joint Meeting of the Board Human Resources/Finance Committee (January 24)		
c. LTD Pension Trusts (February 8)		
d. Lane Area Commission on Transportation (LaneACT) (February 8)		
e. Metropolitan Policy Committee (February 9)		
2. Other Activities		
a. American Public Transportation Association Board of Directors Executive Committee (February 9)		
3. No Meeting/No Report		
a. Transportation Community Resource Group for the Eugene Transportation System Plan		
b. Lane Council of Governments (LCOG) Board of Directors		
c. LTD Board Service Committee		
d. EmX Steering Committee		
e. Springfield Stakeholder Advisory Committee		
B. 2012 Point2point Solutions Annual Program Report [Theresa Brand]	(15 minutes)	78
C. Post Project Evaluation – Fleet Maintenance Building Expansion/Remodel [Jeanette Bailor]	(5 minutes)	93
D. 2012 Legislative Session Report [Mary Adams]	(10 minutes)	100
E. Monthly Financial Report—January 2012 [Todd Lipkin]	(5 minutes)	101
F. Monthly Grant Report—January 2012 (respond if questions)		102

G. Monthly Department Reports (respond if questions)	107
H. Monthly Performance Reports (respond if questions)	117
XII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING	120
A. 2012 Fare Analysis and Pricing Recommendation (March)	
B. Carsharing Program (March)	
C. West Eugene EmX Extension (March)	
D. 2012 Legislative Session (March)	
E. Capital Improvements Program Adoption (April)	
F. Long-Range Financial Plan Adoption (April)	
G. Annual Performance Report (April)	
H. Board Luncheon (April)	
I. Lane Coordinated Human Services Transportation Plan (winter or spring)	
J. LTD Subdistrict Boundaries (spring)	
K. Data Center Construction (summer)	
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 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairments).

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2012

ITEM TITLE: COMMENTS FROM THE GENERAL MANAGER

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

This agenda item provides an opportunity for the general manager to formally communicate with the Board on any current topics or items that may need consideration.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2012

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 the Board president to announce additions to the agenda, and also 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: February 15, 2012

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 winter and spring vacation dates.

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

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2012\02\Reg Mtg 2-15-12\Calendar of Events Summary.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2012

ITEM TITLE: CONNECTING COMMUNITIES CONFERENCE

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

ACTION REQUESTED: None. Information only.

BACKGROUND:

On Thursday, February 16, interested community members will come together to discuss the subject of quality growth. Two national speakers and a local panel will provide the context within which the subject will be framed. Audience members will be provided with an opportunity to hear about exciting work being done nationally and how these concepts can be applied locally.

The audience also will be asked to participate in a City Club-style of question development. Working with the members at their tables, audience members will discuss the presentation material and develop a question for the keynote speakers and panelists.

LTD, along with the Cities of Eugene and Springfield, the Chambers of Commerce, PeaceHealth, McKenzie Willamette Medical Center, 1000 Friends, University of Oregon, LiveMove, and the Climate Justice League, have come together to sponsor the Connecting Communities conference.

The sponsors are excited to welcome Christopher Leinberger and John Robert Smith as the keynote speakers. Mr. Leinberger is the founder of Arcadia Land Company, a professor at the University of Michigan, and a visiting Fellow at the Brookings Institution. John Robert Smith is the president and CEO of Reconnecting America and former republican mayor of the City of Meridian, Mississippi.

John Robert Smith will be available for only a short time at the beginning of the February Board meeting to greet the Board and briefly answer questions. His schedule requires him to speak at the University of Oregon at 6 p.m.

ATTACHMENT: None.

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2012\02\Reg Mtg 2-15-12\Connecting Communities John Robert Smith.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2012

ITEM TITLE: 2011 ORIGIN AND DESTINATION SURVEY RESULTS

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

ACTION REQUESTED: None. Information only.

BACKGROUND:

Every four years the District conducts an intensive survey of LTD riders. This rider survey, also called the Origin and Destination Survey, serves as the basis for analyzing changes in riding habits and in rider demographics. The results also are used by the Lane Council of Governments to update the regional travel model.

Riders are surveyed on all routes in the LTD system, and 8,617 surveys were distributed by surveyors who boarded each bus. Approximately 6,647 fully completed surveys were returned and tabulated as part of the 2011 survey results.

TRANSIT Marketing, LLC, and CJI Research Corporation conducted the survey using surveyors hired locally. The survey was conducted in October, which is the first month of the new school year in which Lane Community College and the University of Oregon are in regular session.

Selena Barlow, of TRANSIT Marketing, LLC, will present a review of the results and discuss with the Board trends and other information that the District should find helpful. The final written report will be distributed the evening of the Board meeting.

ATTACHMENT: None.

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2012\02\Reg Mtg 2-15-12\Rider Survey Report.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2012

ITEM TITLE: JANUARY, FEBRUARY, AND MARCH EMPLOYEES OF THE MONTHS

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

BACKGROUND:

January 2012 Employee of the Month: Bus Operator Instructor Jackie Cessna was chosen as the January Employee of the Month (EOM). She was hired in 1992 and has received 15 Safe Driving awards. Jackie also has received four Monthly Value awards, was named EOM in 2002, and received General Manager Excellence Awards in 2006 and 2008.

Jackie was chosen as the Employee of the Month after being nominated several times by coworkers and customers alike. Her customers have said that she is positive, friendly, kind, and that she works hard and she goes the extra mile for her passengers. Both a coworker and a customer recently witnessed Jackie assisting an elderly woman whose walker was stuck in some grass. They both expressed their wishes that Jackie receive special recognition for her efforts in helping the woman.

When asked to comment on Jackie's selection as Employee of the Month, Operations Field Supervisor Rick Thompson said:

Jackie has been an instructor for about 12 years, and she is one of four certified instructors who teach the Smith Defensive Driving System. She has been instrumental in the training of the EmX operators since the inception of the service, and she has worked all of the 7:00 p.m. to 3:00 a.m. EmX training shifts. On one occasion when I was returning to the shop around midnight, I noticed an EmX bus stopped at Agate Street Station. I found this odd because of the late hour, so I pulled over to investigate. I found Jackie and several other instructors and operators taking their lunch break. This was not your normal peanut butter and jelly sandwich lunch; Jackie had provided a buffet-style feast meticulously spread over the wheel well, complete with fried chicken, sandwich bar, fruit, and several choices for dessert. Jackie is famous for feeding the masses.

Jackie is a pleasure to work with. She is always willing to do whatever it takes to get the job done. She often works on her days off for football and training assignments. Jackie is a wonderful person and employee and very deserving of this award!

Congratulations to Jackie on being selected as the January 2012 Employee of the Month.

February 2012 Employee of the Month: Bus Operator/Temporary Supervisor Javier Rodriguez was chosen as the February Employee of the Month (EOM). Javier has been with the District since 2001 and has received seven Safe Driving Awards. He has received five Monthly Value awards, and was named EOM in 2006. Javier was promoted to temporary supervisor in December 2009.

Javier was nominated for Employee of the Month by a coworker because of the excellent organizational skills he demonstrates as the football service supervisor. He has been the lead for the football service for the past two seasons and participated in the service for several years prior to that. This past season was a very challenging season with seven home games, two weekday services, the loss of several hundred parking spots at Autzen Stadium, and a growing list of last-minute requests from the University. The coworker said that Javier managed this year's football service with tenacity, intelligence, and a great sense of humor.

When asked to comment on Javier's selection as Employee of the Month, Operations Field Supervisor Shawn Bradley said:

Javier is one of the hardest working employees that I've ever had the pleasure of knowing. He continually exceeds my expectations and those of the District.

Javier can drive any bus in the fleet and has an outstanding safety record. He has a stellar customer service record and has made many friends throughout the system. He is bilingual and is frequently called upon to help translate messages and communicate with Spanish-speaking customers.

Javier has worked on practically every local event: UO basketball and football, Oregon Country Fair, Lane County Fair, multiple youth fairs, and several multicultural events. He has worked both as an operator and as a temporary supervisor for all of these events.

I encouraged Javier to improve his skills so that he could apply to become a temporary supervisor because I felt that he would be a great addition to our leadership team. He enrolled in classes at Lane Community College (LCC) so that he could learn to speak and understand English better. Because of his commitment to this personal development, Javier spent 2011 as a combination bus operator/temporary supervisor/Extra Board operator/EmX driver/LCC student. He has always been a go-getter, and his energy is contagious.

Congratulations to Javier on being selected as the February 2012 Employee of the Month.

March 2012 Employee of the Month: Bus Operator Gail Cramblit has been chosen as the March Employee of the Month (EOM). She was hired in 1998 and has received 11 Safe Driving awards. Gail also was named EOM during 2005.

Gail was nominated as the Employee of the Month by two coworkers who wanted to recognize her for her gallant efforts while protecting an injured man. As Gail was driving on her route, she noticed a man who had suffered a head injury and was lying in the street, bleeding and disoriented. Gail parked the bus, positioning it to protect the man from further injury. She immediately got on the phone with dispatch, calmly followed directions given, and assisted a passenger who was helping the man while they waited for paramedics to arrive.

When asked to comment on Gail's selection as Employee of the Month, Operations Field Supervisor Charlett Trauger said:

Gail has been nominated numerous times for the EOM, and it is clear why she receives so many EOM nominations. She greets everyone with a smile and always maintains a positive attitude. She consistently gives her customers a smooth, safe ride and delivers outstanding customer service. Gail is very well liked and respected by her customers and coworkers.

Safety is a high priority for Gail. She is currently on the Safety Committee and also is an on-route instructor, teaching other operators how to safely drive the bus and be aware of their surroundings. She sets a good example of how the job should be performed while projecting a positive image of LTD to all the new and senior operators.

Gail sets a great example for all of us in the professional and compassionate way that she performs her job. Her work ethic and sense of pride are appreciated by many at LTD.

Congratulations to Gail on being selected as the March 2012 Employee of the Month.

AWARD: Jackie, Javier, and Gail will attend the February 15, 2012, meeting to be introduced to the Board and to receive their awards.

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2012

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 February 15, 2012:

Approval of the Minutes of the December 12, 2011, Special Board Meeting
Approval of the Minutes of the December 21, 2011, Canceled Board Meeting
Approval of the Minutes of the January 18, 2012, Canceled Board Meeting

ATTACHMENTS: Minutes of the December 12, 2011, Special Board Meeting
Minutes of the December 21, 2011, Canceled Board Meeting
Minutes of the January 18, 2012, Canceled Board Meeting

PROPOSED MOTION: I move that the Board adopt the following resolution:

LTD Resolution No. 2012-001: It is hereby resolved that the Consent Calendar for February 15, 2012, is approved as presented.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING/EXECUTIVE SESSION

Monday, December 12, 2011

Pursuant to notice given to *The Register-Guard* for publication on December 8, 2011, 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 and executive session on Monday, December 12, 2011, 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
Michael Dubick
Gary Gillespie
Doris Towery
Ron Kilcoyne, General Manager
Jeanne Schapper, Clerk of the Board
Lynn Taylor, Minutes Recorder

CALL TO ORDER/ROLL CALL: Mr. Eyster convened the meeting and called roll at 5:30 p.m.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Eyster noted that approval of Board minutes was current and commended staff for their efforts.

COMMENTS FROM THE GENERAL MANAGER: Mr. Kilcoyne announced that November ridership was up 6.5 percent over the previous year and one million boardings had been exceeded in the month of November for the first time in the District's history. He said that the Leadership Council held its annual retreat on December 6, and many topics were covered. Topics included planning for an initiative to determine the appropriate level of service for the District and what that would mean to the community, determining how LTD could be more responsive and adaptive to future changes, and examining the Long-Range Financial Plan.

Mr. Kilcoyne said that he had asked public transit consultant Jarrett Walker to provide an independent, unbiased assessment of EmX. He said that Mr. Walker would visit Eugene during the week and would meet with LTD staff and interested community members.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: Mr. Eyster introduced and welcomed Carl Faddis, the new executive board member representing the Amalgamated Transit Union.

BOARD CALENDARS: Mr. Kilcoyne reviewed activities on the Board calendars for the upcoming months. He noted that he would be gone for three weeks in order to permanently relocate to Eugene. He said that the Leadership Council would continue its annual retreat in January 2012, and the Board strategic planning session would be shifted to a date in February or early March.

WORK SESSION

Audit Report for Fiscal Year Ending June 30, 2011: Director of Finance and Information Technology Diane Hellekson provided an overview of the annual financial audit, which consisted of an audit report, audited statements, management letter, and single audit. She introduced independent auditor Charles Swank of Grove, Mueller & Swank, P.C. to discuss the audit. She thanked Board members for their thorough review of the documents.

Mr. Swank said that the single audit report was required by the federal government whenever an entity spent more than \$500,000 in federal funds. He said that there were no unusual findings or questioned costs. He said that the audit process was very smooth, and he commended LTD's Finance staff for their work. He encouraged the Board to review the management letter, which was helpful when reviewing the audit document. He highlighted aspects of the audit process and said that a major focus was the integrity of LTD's financial systems. He said that there were no significant or material deficiencies in the internal controls, and only three recommendations for improvements were made; all three points had already been addressed by management, and the Board had been provided with that information. He was pleased to note that the quality of the District's financial management had not been affected as LTD faced the challenge of decreasing funds.

Comprehensive Annual Financial Report (CAFR): Ms. Hellekson provided an overview of the CAFR, noting that the District was in a different financial environment than it was last year. She said that payroll tax receipts were up 3.6 percent for fiscal year ending June 30, 2011, and that ridership had increased as well. Operating expenses were tightly controlled as a result of several cost saving strategies that were implemented during the past fiscal year.

Mr. Kortge stated that he appreciated the historical statistical information contained in the CAFR and its usefulness when planning for the future. He drew the Board's attention to the unfunded pension liability and retiree Medicare benefits on pages 41 and 42.

EmX Next Steps and West Eugene EmX Extension Update: Senior Project Manager John Evans reported that the Environmental Assessment (EA) was currently under review by the Federal Transit Administration (FTA). He expected that it would be completed and a final document issued in January 2012. Open houses and public outreach activities would be initiated to familiarize the public with the EA. He said that comments received during the public outreach period would be incorporated and addressed in an FTA document titled *Findings of No Significant Impact* (FONSI), including any required mitigation.

In response to a question from Mr. Kortge, Mr. John Evans said that the scope of the EA was quite broad and included socioeconomic aspects of the project, cost, transit ridership, wetlands, land use, population, potential property acquisition, traffic, and other factors. He said that factors relevant to the project's EA were identified during the scoping process.

Mr. Kortge referred to an e-mail from an individual concerned about several aspects of the project and asked if that would be addressed in the environmental report. Mr. John Evans replied that the e-mail did not specifically address the EA, and the sender was welcome to provide those comments within that context. He said that the concerns were primarily opinions and could be submitted during the EA public outreach period.

Mr. Eyster affirmed that the e-mail communication expressed third-party opinions that in some cases were inconsistent with the actual project activities, such as outreach to businesses.

Project Communications Coordinator Lisa VanWinkle described the outreach to business owners along the proposed EmX corridor and emphasized to the Board that the approach is to address what the project, if approved and built, would look like to businesses along the corridor. She said that some portions of the route had changed during the Alternative Analysis mitigation process, and efforts were being made to ensure that stakeholders were aware of those changes. Information was being collected from businesses regarding any outstanding concerns that could be considered during the preliminary design phase.

Mr. Greg Evans asked if the concerns of social service providers had been addressed during the project assessment phase. Mr. John Evans replied that discussions with service providers along the corridor had continued, and an initial opposition to the project from one provider did not appear to be an issue any longer. He said that providers were generally supportive of the project.

Ms. Towery commented that she and LTD staff had conducted extensive meetings with providers along the corridor, and she agreed that social service agencies and their clients seemed very supportive of the EmX project.

Mr. John Evans reiterated that outreach and relationship building with stakeholders along the corridor would continue as the project moved forward. He said that staff were working with a real estate expert to determine the specific valuation impacts on properties along the corridor, which would help identify further mitigation strategies. He said that the intent was to comply with FTA's expectation that the impacts be determined by an independent expert.

Mr. Greg Evans asked if the valuation would be used by LTD in the event that some financial compensation of a property owner was considered. Mr. John Evans said the valuation would provide an overview of property impact through a cursory appraisal; but if the project was funded, there would be formal appraisals as it moved forward. Director of Planning and Development Tom Schwetz added that the purpose of the valuation was to provide a sense of the business impacts as part of the EA process.

Mr. Schwetz reported that real-time passenger information displays had been installed at some EmX stations, particularly in the Gateway area. He expected the system would be live in February 2012. He added that EmX was part of a bus rapid transit national research project examining real-time passenger information and its effect on ridership.

Mr. Schwetz said that a third RiverBend station, as envisioned in the master plan, would be constructed in the near future to address transit demand. He said that the station would be funded from the remainder of the Gateway EmX project budget. He said that another research project to provide more consistent docking would be conducted between the Walnut and Dads' Gate stations.

Continuing, Mr. Schwetz said that LTD had received a grant from FTA to complete an Alternatives Analysis (AA) on the next proposed EmX extension along Main Street and McVay Highway to connect the Thurston Station and Lane Community College. He said that he expected the process to identify locally preferred routes. The AA would commence in March 2012 and take approximately 18 months. He said that experience gained in the West Eugene EmX Extension

(WEEE) project demonstrated that a joint AA/National Environmental Policy Act (NEPA) process was not the best path. This time the project would begin with an AA, which would provide a better perspective on how the EA would be conducted. He said that the next Let's Talk Transit event was scheduled for February 16, 2012, with a focus on walkable urbanism.

AUDIENCE PARTICIPATION: Mr. Eyster explained the guidelines for providing public comment.

Bob Macherione, 1994 Brewer, Eugene business owner and member of Our Money, Our Transit (OMOT), appreciated the historical data presented in the CAFR. He claimed that LTD violated some aspects of the WEEE NEPA process. He thanked Mr. Kilcoyne for inviting him to meet with the national transit expert Jarrett Walker but complained that he had not received notice of the meeting in a timely manner. He also did not believe that the District had talked to all businesses along the WEEE corridor before submitting information to the FTA. He voiced concerns that his interpretation of the data contained in various LTD documents was not being heard. He said that OMOT had hired its own independent transit engineer to collect WEEE data; and when that data was compiled, OMOT would submit it to the FTA.

Mr. Schwetz explained the West Eugene EmX environmental process, which began with a formal filing of the Notice of Intent in September 2007. Initially there were 58 alternatives under consideration. Reducing those to a manageable number and proceeding with the assessment was conducted at the direction, and with the consent of, the FTA.

Mr. Kilcoyne added that the details of a meeting with national transit expert Jarrett Walker were not finalized until earlier that day.

ITEMS FOR ACTION AT THIS MEETING

MOTION **Consent Calendar:** Mr. Dubick moved adoption of LTD Resolution No. 2011-028: It is hereby resolved that the Consent Calendar for December 12, 2011, is approved as presented. Mr. Necker provided the second. The Consent Calendar consisted of the minutes of the November 16, 2011, Regular Board Meeting.

VOTE The Consent Calendar was approved as follows:
AYES: Dubick, Evans, Eyster, Gillespie, Kortge, Necker, Towery (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

Acceptance of Audit Report for Fiscal Year Ending June 30, 2011: Ms. Hellekson said that before submitting the audit report to state and federal granting agencies, the Board should formally accept the audit report. Acceptance of the report acknowledges that it was received in a timely manner and was adequate to meet the purpose.

MOTION Mr. Kortge moved adoption of LTD Resolution No. 2011-029: Resolved, that the LTD Board of Directors received the Independent Audit for Fiscal Year 2010-11, and accepts the Independent Audit Report for the fiscal year ending June 30, 2011. Mr. Evans provided the second.

VOTE The motion was approved as follows:
AYES: Dubick, Evans, Eyster, Gillespie, Kortge, Necker, Towery (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

ITEMS FOR INFORMATION AT THIS MEETING

Board Member Reports

Metropolitan Planning Organization Citizen Advisory Committee (MPOCAC): Mr. Gillespie reported that the next meeting is scheduled for December 15. He thanked those who were present at the recent Metropolitan Policy Committee (MPC) meeting for clarifying remarks regarding the MPOCAC recruitment and appointment process.

Mr. Eyster said that there had been discussion of the MPOCAC recruitment at the recent MPC meeting, and the deadline for applications is sometime in January 2012. The MPC also took action on the Regional Transportation Plan.

EmX Steering Committee: Mr. Greg Evans reported that there was an update on the WEEE project, and the Committee received a preview of the Main Street/McVay Highway extension. He announced that Dan Egan, a longtime member of the committee, had resigned and that his service to the committee was greatly appreciated.

Lance Council of Governments (LCOG) Board of Directors: Mr. Dubick said that the LCOG Board reviewed budget cuts to the senior meals program because of a reduction in state funds. He said that the Board also discussed input to the executive search firm that would be conducting a recruitment to replace current LCOG Executive Director George Kloeppel when he retires. He said that the Board also decided not to raise dues for member agencies and even proposed lowering dues for Lane County because of the County's financial situation.

American Public Transportation Association (APTA) Board of Directors Executive Committee: Mr. Greg Evans reported that the proposal for a political action committee had been defeated because of concerns regarding using public funds for political purposes.

LTD Subdistrict Review Update: Director of Human Resources and Risk Management Mary Adams stated that the Oregon Secretary of State's office had not yet begun boundary reviews of several public entities that were triggered by the 2010 Census. She did not expect to see a draft document before February or March 2012. She would continue to monitor the process and report to the Board.

Mr. Greg Evans asked if staff had determined what process had been used in previous boundary reviews. Ms. Adams replied that most of the people involved were no longer available, nor was there documentation available for her to research. She anticipated that the database would be provided by LCOG. She would try to make sure that the Board received any draft proposals in sufficient time to provide input.

Mr. Gillespie asked if the boundary review would affect LTD's jurisdiction. Ms. Adams said that the review would not affect the District's external boundaries; it would only address the division of subdistricts within its boundaries.

Monthly Financial Report—November 2011: Ms. Hellekson noted that the November financial report had been provided separately to the Board. She noted that there had been a 3.6 percent increase in payroll tax receipts during the last fiscal year; an increase of 3.5 percent was budgeted in the current year, and the increase was currently at 3.8 percent. She said that the average fuel price per gallon had remained steady at \$3.22 for the past two months and was currently at \$2.92. She expected the fuel cost would be maintained under the \$3.75 per gallon that had been budgeted.

Mr. Gillespie asked if there had been progress on restoring funds for the student bus pass program. Ms. Hellekson said that several schools, both public and private, were purchasing student passes, but the District was still seeing a significant decrease in revenues for fares because of the loss of the student transit pass program. She said that the decrease had been partially offset by the growth in group pass and student one- and three-month pass sales. She said more details would be provided at the Board's January 2012 meeting.

Ms. Adams added that student passes had been explicitly excluded from funding through the Business Energy Tax Credit program, and there was no momentum for identifying another funding source.

Other Business: Mr. Eyster invited ATU representative Carl Faddis to address the Board.

Mr. Faddis described his employment history with LTD and expressed his gratitude for the organization and his fellow employees. He urged the Board to get to know union members and vowed to act as a liaison between the Board and union members to facilitate communication. He appreciated the difficult choices with which the Board had been faced in the past and looked forward to working with Board members to introduce them to ATU members.

Mr. Kortge thanked Mr. Faddis for talking to the Board and extending an invitation to a dialogue with the union.

Ms. Towery commended LTD bus operators for their service to the District and the community.

Mr. Eyster thanked Mr. Faddis for his remarks and looked forward to working together.

RECESS: Mr. Eyster called a recess at 7:02 p.m.

RECONVENE: Mr. Eyster reconvened the meeting at 7:18 p.m.

MOTION EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i): Mr. Evans moved that the Board meet in Executive Session pursuant to ORS 192.660(2)(i), to review and evaluate the employment-related performance of the LTD general manager. Mr. Kortge provided the second.

VOTE The motion was approved as follows:
AYES: Dubick, Evans, Eyster, Gillespie, Kortge, Necker, Towery (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

The Board entered Executive Session at 7:19 p.m.

RETURN TO REGULAR (OPEN) SESSION: The Board returned to open session at 8:21 p.m.

ADJOURNMENT: Mr. Eyster adjourned the meeting at 8:21 p.m.

LANE TRANSIT DISTRICT

ATTEST

Dean Kortge
Board Secretary

Jeanne Schapper
Administrative Services Manager/
Clerk of the Board

Date Approved: February 15, 2012

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, December 21, 2011

The regular meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, December 21, 2011, at 5:30 p.m., was canceled due to a lack of agenda items requiring action.

LANE TRANSIT DISTRICT

ATTEST:

Dean Kortge
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: February 15, 2012

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, January 18, 2012

The regular meeting of the Board of Directors of the Lane Transit District scheduled for Wednesday, January 18, 2012, at 5:30 p.m., was canceled due to a lack of agenda items requiring action.

LANE TRANSIT DISTRICT:

ATTEST:

Dean Kortge
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: February 15, 2012

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2012

ITEM TITLE: STATEMENT OF PRINCIPLES ON IMMIGRANT INTEGRATION

PREPARED BY: David Collier, Senior Human Resources Analyst

ACTION REQUESTED: Formal LTD support for Lane County Network of Immigrant Integration Statement of Principles

BACKGROUND:

With the historic and ongoing arrival of immigrants to our community, LTD recognizes the growing diversity that has occurred in Lane County. As leaders in business, government, social services, and community organizations, the District values the economic, social, cultural, and civic contributions that immigrants have made and are continuing to make in building stronger and more vibrant communities.

Lane County Network for Immigrant Integration is a recently formed network made up of representatives from non-profits; faith groups; and social service and public agencies including education, transportation, public safety, and health care providers. The network is seeking endorsements from organizations and individuals throughout Lane County through a Statement of Principles on Integrating Immigrants. The pledge support is an effort to create a more welcoming environment for this community's immigrant neighbors and promote a more thoughtful public dialogue.

ATTACHMENT: Lane County Network for Immigration Integration, Statement of Principles, Organizational Pledge of Support

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2012-002: It is hereby resolved that the LTD Board of Directors supports the Lane County Network for Immigrant Integration's Statement of Principles and directs the Board President to sign the attached Organizational Pledge of Support.

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Lane County Network for Immigrant Integration

Statement of Principles

October 25, 2011

With the historic and ongoing arrival of immigrants to our community, we recognize the growing diversity that has occurred in Lane County. As leaders in business, education, government, labor, law enforcement, social services, faith-based, and community organizations, we value the economic, social, cultural, and civic contributions that immigrants have made and are continuing to make in building stronger and more vibrant communities.

In an effort to create a more welcoming environment for our immigrant neighbors and promote a more thoughtful public dialogue about immigration, we affirm the following principles:

- **Committing to Inclusion and Integration**

Our economic, social, and civic success as twenty-first century communities hinges on our ability to help immigrants become fully involved in all aspects of community life. We recognize that successful integration is a two-way process in which immigrants and all communities work together to achieve common goals.

- **Recognizing the Contributions of all Immigrants to our Society**

For many generations, immigrants have come to the United States seeking better futures for themselves and their families. Their financial and cultural activities have enriched our communities. We value immigrants' historic and contemporary contributions as business owners, workers, consumers, taxpayers, civic leaders, artists and craftspeople.

- **Supporting Immigrant Families**

The family is a vital source of strength and security for immigrants and the foundation for a strong, vibrant community. We endorse community-based organizations, programs, and policies that strengthen and support immigrant families and their children, especially in the areas of education, health, and employment.

- **Promoting Respect and Non-Discrimination**

We commit to creating a community that respects the human right of all members of our society to be free from discrimination. We deplore all forms of racism, bigotry, or acts of harassment that are directed at any person, regardless of their country of origin or legal status. The rights of

ORGANIZATIONAL PLEDGE OF SUPPORT

immigrants as workers and community members should be recognized and respected as a matter of both law and morality.

- **Affirming a Common Sense Approach to Public Safety and Community Partnerships**

In keeping with Oregon state law (ORS 181.850), we believe that public safety resources are best focused on the prevention of criminal activity and the protection of community members. Public safety is enhanced when law enforcement officials cultivate relationships of trust with all members of the community, including immigrants, regardless of legal status.

- **Advancing Humane and Just National Comprehensive Immigration Reform**

National immigration policy needs to be addressed at the federal level. We encourage local elected officials and other community leaders in Lane County to support all efforts to achieve comprehensive federal immigration reform that makes our nation’s immigration policies more consistent, just, and humane.

Organizational Pledge of Support

My organization supports the Lane County Network for Immigrant Integration’s Statement of Principles.

Name of Organization

Name of Authorizing Person

Signature

Date

____ *YES please keep me informed of the Network’s projects and activities*

Contact Email: _____

Phone: _____

AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2012

ITEM TITLE: DISADVANTAGED BUSINESS ENTERPRISE PROGRAM AMENDMENT

PREPARED BY: Jeanette Bailor, Purchasing Manager

ACTION REQUESTED: Staff recommend that the Board adopt the attached Resolution Revising the Disadvantaged Business Enterprise (DBE) Program.

BACKGROUND:

On October 20, 1981, the LTD Board of Directors established by resolution an affirmative action program for disadvantaged business enterprise participation in Department of Transportation or other federal agency financial assistance projects. Since that time, the Board has adopted revisions as needed to update the program to meet the FTA requirements and to amend the goals.

The Federal Transit Administration has directed transit agencies to amend their DBE programs to incorporate steps that will facilitate competition by small business concerns. Fostering small business participation includes taking reasonable steps to eliminate obstacles to their participation, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors.

The attached program has been revised to address this concern by revising the definition of small business concern to match the federal definition in Section II.B as follows:

B. Small Business Concern

A small business concern is an existing small business, as defined by Section 3 of the Small Business Act and the Small Business Administration regulations implementing it (13 CFR Part 121). A small business is a business that is independently owned and operated, is organized for profit, and is not dominant in its field. Depending on the industry, size standard eligibility is based on the average number of employees for the preceding twelve months or on sales volume averaged over a three-year period. For DBE purposes the average annual gross receipts for the previous three (3) years cannot exceed \$16.6 million (or as adjusted for inflation by the Secretary of U.S. DOT) pursuant to 49 CFR § 26.65(b).

The following Section IV.F has been added to the program to address the element of facilitating competition by small business concerns.

F. Fostering Small Business Participation

The District is taking the following steps to eliminate obstacles to the participation by small business concerns in contracting opportunities including, but not limited to the following:

- Eliminating or reducing unnecessary and unjustified bundling of contract requirements such as restrictive bonding or insurance requirements that may preclude small business participation in procurements as prime contractors.
- Identifying contracting opportunities by reviewing projects on an annual basis with involved departments and finance staff and determining budgeted projects, developing a contracting plan for the contracting opportunity, and determining the approach for best fostering small business participation.
- Requiring the prime contractors on certain contracts such as construction or engineering contracts over \$1 million to specify elements of the contract or specific subcontracts that are of a size and type that small businesses, including DBE businesses, can reasonably perform. Review possibility of requiring the contractor to set aside the contracting opportunity to small businesses only, with the small business meeting the definition found in Section II.B.
- Identifying alternative acquisition strategies and conducting outreach to small business forums to inform them of opportunities. The outreach will include working with prime contractors on large projects to ensure their subcontracting plan has included such an outreach program to small businesses,
- Monitoring the small business prime or subcontractors to verify they meet small business criteria as defined in Section II.B.

A few other minor changes have been made to the program to update language in reporting requirements. The entire DBE program is attached and is also available on the LTD website and can be reviewed upon request by any member of the public.

RESULTS OF RECOMMENDED ACTION:

The revised DBE program will be submitted to the Federal Transit Administration (FTA) for approval by the due date of February 28, 2012.

- ATTACHMENTS:**
- 1) Resolution Revising the DBE Goal for Federal FY 2011 DBE Program
 - 2) Revised DBE Program and Policy

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2012-003: Resolved, the LTD Board of Directors hereby adopts a new Disadvantaged Business Enterprise Program incorporating a small business concern element.

LANE TRANSIT DISTRICT

RESOLUTION NO. 2012-003

A RESOLUTION REVISING THE DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

WHEREAS, the LTD Board of Directors established by resolution an Affirmative Action Program and Disadvantaged Business Enterprise (DBE) Policy and adopted the same on the 20th day of October 1981 and has periodically updated it; and

WHEREAS, LTD is required by U.S. Department of Transportation 49 CFR Part 26, as amended, to maintain a policy statement that ensures DBEs an equal opportunity to receive and participate in the performance of contracts financed in whole or part by the Department of Transportation (DOT) or other federal agencies; and

WHEREAS, the Federal Transit Administration is requiring an amendment to the DBE program that sets forth the steps to be taken to facilitate competition by small business concerns, as published in the Federal Register on January 28, 2012; and

WHEREAS, said policies and program require amendment to comply with updated regulations; and

WHEREAS, the attached DBE program was amended;

NOW, THEREFORE, BE IT RESOLVED that the amended Lane Transit District Disadvantaged Business Enterprise Program, copies of which are attached to and hereby made a part of the Resolution, is adopted.

February 15, 2012

Date

Board President

LANE TRANSIT DISTRICT

DISADVANTAGED BUSINESS ENTERPRISE PROGRAM AND POLICY

I. GENERAL

A. Applicability

Pursuant to 49 CFR §§ 26.3 and 26.21, the District, a recipient of federal financial assistance from the Federal Transit Administration (“FTA”) of the U.S. DOT, is required to implement a DBE Program in accordance with 49 CFR Part 26. The Program outlined herein applies to all District contracts that are funded, in whole or in part, by U.S. DOT federal financial assistance.

B. Objectives

The objectives of this Program are the following:

1. To remove barriers to DBE participation in the bidding, award, and administration of District contracts;
2. To assist DBEs to develop and compete successfully outside of the Program;
3. To ensure that the Program is narrowly tailored in accordance with 49 CFR Part 26;
4. To ensure that the DBE program is fully compliant with applicable law and only DBEs meeting the eligibility requirements are allowed to participate as DBEs;
5. To identify business enterprises that are eligible as DBEs to provide the District with required materials, equipment, supplies, and services; and to develop a good rapport with the owners, managers, and sales representatives of those enterprises;
6. To develop communications programs and procedures that will acquaint prospective DBEs with the District’s contract procedures, activities, and requirements and allow DBEs to provide the District with feedback on existing barriers to participation and effective procedures to eliminate those barriers; and
7. To administer the Program in close coordination with the various divisions and departments within the District so as to facilitate the successful implementation of this Program.

C. Prohibited Discrimination

The District shall not exclude persons from participation in, deny benefits to, or otherwise discriminate against any persons in connection with the award and performance of any contract governed by 49 CFR Part 26 on the basis of race, color, sex, or national origin. The District shall not directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing

accomplishment of the objectives of this program with respect to individuals of a particular race, color, sex, or national origin.

LTD does not use quotas in any way in the administration of this DBE program.

II. DEFINITIONS

Any terms used in this Program that are defined in 49 CFR § 26.5 or elsewhere in the Regulations shall have the meaning set forth in the Regulations. Some of the most common terms are defined below:

A. Disadvantaged Business Enterprise (DBE)

A DBE is a for-profit, small business concern (1) that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged, or, in the case of a corporation, in which 51 percent of the stock is owned by one or more socially and economically disadvantaged individuals; and (2) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

B. Small Business Concern

A small business concern is an existing small business, as defined by Section 3 of the Small Business Act and the Small Business Administration regulations implementing it (13 CFR Part 121). A small business is a business that is independently owned and operated, is organized for profit, and is not dominant in its field. Depending on the industry, size standard eligibility is based on the average number of employees for the preceding twelve months or on sales volume averaged over a three-year period. For DBE purposes the average annual gross receipts for the previous three (3) years cannot exceed \$16.6 million (or as adjusted for inflation by the Secretary of U.S. DOT) pursuant to 49 CFR § 26.65(b).

C. Socially and Economically Disadvantaged Individuals

There is a rebuttable presumption that an individual is both socially and economically disadvantaged if she/he is a citizen or lawfully admitted permanent resident of the United States and is:

1. Black American (including persons having origins in any of the Black racial groups of Africa); Hispanic American (including persons of Central or South American, Cuban, Dominican, Mexican, Puerto Rican, or other Spanish or Portuguese culture or origin, regardless of race);
3. Native American (including persons who are Aleuts, American Indians, Eskimos, or Native Hawaiians);
4. Asian-Pacific American (including persons whose origins are from Brunei, Burma [Myanmar], Cambodia [Kampuchea], China, the Commonwealth of the Northern Marianas Islands, the Federated States of Micronesia, Fiji, Guam, Hong Kong, Indonesia, Japan, Juvalu, Kirbati, Korea, Laos, Macao, Malaysia, Nauru, the

Philippines, Samoa, Taiwan, Thailand, Tonga, the U.S. Trust Territories of the Pacific Islands [Republic of Palau], or Vietnam);

5. Subcontinent Asian American (including persons whose origins are from Bangladesh, Bhutan, India, the Maldives Islands, Nepal, Pakistan, or Sri Lanka);
6. A woman; or
7. A member of any additional group that is designated as socially and economically disadvantaged by the Small Business Administration.

Additionally, any individual can demonstrate, by a preponderance of evidence, that she/he is socially and economically disadvantaged on a case-by-case basis. The District will follow the guidelines in 49 CFR § Part 26.

An individual cannot be presumed or determined on a case-by-case basis to be economically disadvantaged if she/he has a personal net worth exceeding \$750,000 (excluding the individual's ownership interests in the small business concern and his or her primary residence).

D. Race-Neutral

A procedure or program that is used to assist all small businesses. For the purposes of this Program, race-neutral includes ethnic and gender neutrality.

E. Race-Conscious

A measure or program that focused specifically on assisting only DBEs, including women-owned DBEs.

F. Personal Net Worth

The net value of an individual's assets that remain after total liabilities are deducted. An individual's personal net worth does not include the individual's ownership interest in an applicant or participating DBE firm, nor the individual's equity in his or her primary place of residence. An individual's personal net worth includes only his or her own share of community property.

III. RESPONSIBILITY FOR DBE PROGRAM IMPLEMENTATION

A. Duties of DBE Administrator

Pursuant to 49 CFR § 26.23, the Program shall be administered by the DBE Administrator, who shall be appointed by and report directly to the General Manager of the District. The current DBE Administrator for the District is Jeanette Bailor. The DBE Administrator will be the primary person responsible for implementing all aspects of this Program and will work closely with operating divisions and other departments and consultants of the District, including legal, procurement, engineering, insurance and others who are responsible for making decisions relative to the District's construction, procurement, and professional service contracts. The DBE Administrator:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third-party contracts and purchase requisitions for compliance with this program.
3. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
4. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitors results.
5. Analyzes District's progress toward goal attainment and identifies ways to improve progress.
6. Participates in pre-bid meetings.
7. Advises the General Manager/Board of Directors on DBE matters and achievement.
8. Participates with the legal counsel and project director to determine contractor compliance with good-faith efforts.
9. Provides DBEs with information and assistance in preparing bids.
10. Participates in DBE training seminars.

IV. ADMINISTRATIVE REQUIREMENTS

A. DBE Financial Institutions

Pursuant to 49 CFR § 26.27, the DBE Administrator shall explore the full extent of services offered by banks and other financial institutions that qualify as DBEs in the Eugene/Springfield area and determine areas in which the District reasonably may utilize their services. The District also shall encourage its prime contractors to use the services of DBE financial institutions. There currently are not any DBE financial institutions in Oregon that meet the needs of the District.

B. DBE Database

The Oregon ESB/M/W/DBE Database Directory is a consolidated and automated directory that identifies firms that have been certified either as MBEs, WBEs, or DBEs by the OMWESB. This DBE Database is maintained and updated daily by the OMWESB. Pursuant to 49 CFR Part 26, the DBE Administrator will use the DBE Database as the primary resource in developing overall and contract-specific aspirational DBE participation goals and conducting outreach and other activities to promote DBE participation in U.S. DOT contracts. The DBE directory of certified firms is available on the Internet at <http://www.cbs.state.or.us/external/omwesb/>. The directory is updated daily; it shall be distributed to contractors and made available at the District to the public

on request. The DBE Database shall include the firm's name, address, telephone number, and types of work for which the firm is certified as a DBE. The DBE Database shall not in any way prequalify the identified DBE firms with respect to licensing, bondability, competence, or financial responsibility.

C. Bidders' List

Pursuant to 49 CFR § 26.11, the DBE Administrator will create and maintain a bidders' list consisting of all firms bidding or proposing on LTD contracts as prime contracts and bidding or quoting on subcontracts on U.S. DOT-assisted projects. For every firm, the following information will be included: firm name, firm address, firm status as a DBE or non-DBE, the age of the firm, and the annual gross receipts of the firm. The DBE Administrator will maintain the confidentiality of any proprietary information in accordance with applicable Oregon and federal law. This information will be requested of all bidders as further described in Section IX below.

D. Dissemination of Policy Statement

Pursuant to 49 CFR § 26.23, the DBE Administrator shall issue a signed and dated Policy Statement throughout the District and to the business community, including DBEs and non-DBEs that perform work on U.S. DOT-assisted contracts for the District. The entire Program will be made generally available to the public upon request.

E. Reporting to FTA

The DBE Administrator will continue to provide the reports regarding DBE participation required by the Regulations to FTA.

F. Fostering Small Business Participation

The District taking the following steps to eliminate obstacles to the participation by small business concerns in contracting opportunities including, but not limited to the following:

- Eliminating or reducing unnecessary and unjustified bundling of contract requirements, such as restrictive bonding or insurance requirements, that may preclude small business participation in procurements as prime contractors.
- Identifying contracting opportunities by reviewing projects on an annual basis with involved departments and Finance staff and determining budgeted projects, developing a contracting plan for the contracting opportunity, and determining the approach for best fostering small business participation.
- Requiring the prime contractors on certain contracts, such as construction or engineering contracts over \$1 million, to specify elements of the contract or specific subcontracts that are of a size and type that small businesses, including DBE businesses, can reasonably perform. Review possibility of requiring the contractor to set aside the contracting opportunity to small businesses only, with the small business meeting the definition found in Section II.B.

- Identifying alternative acquisition strategies and conducting outreach to small business forums to inform them of opportunities. The outreach will include working with prime contractors on large projects to ensure their subcontracting plan has included such an outreach program to small businesses.
- Monitoring the small business prime or subcontractors to verify that they meet small business criteria as defined in Section II.B.

V. DETERMINING, ACHIEVING GOALS, AND COUNTING OVERALL ANNUAL ASPIRATIONAL DBE PARTICIPATION

Pursuant to 49 CFR § 26.45, the Board of Directors shall establish overall annual aspirational goals on a fiscal year basis for the participation of DBEs in all budgeted contracts utilizing FTA financial assistance. The overall annual aspirational goals shall be expressed as a percentage of the total amount of FTA funds the District anticipates expending in the fiscal year. The District's overall annual aspirational goals represent the amount of ready, willing, and able DBEs that are available to participate in contracting opportunities and is reflective of the amount of DBE participation the District would expect absent the effects of discrimination. The District intends to meet those goals to the maximum extent feasible through the race-neutral measures described in Section V.D. Where race-neutral measures are inadequate to meet the overall annual aspirational goals, the District will establish specific contract goals for particular projects with subcontracting opportunities.

A. Methodology For Setting Overall Annual Aspirational DBE Goal

1. Projecting U.S. DOT-Assisted Contract Expenditures for Fiscal Year

In conjunction with the preparation and adoption of the budget for each fiscal year, the DBE Administrator, in consultation with the appropriate District divisions and departments responsible for contracting activities, will conduct a thorough analysis of the projected number, types of work, and dollar amounts of contracting opportunities that will be funded, in whole or in part, by U.S. DOT federal financial assistance for that fiscal year. This analysis will exclude projected contract expenditures with Transit Vehicle Manufacturers, which are exempt from the Program as described in Section V.C.

2. Establishing a Base Figure

Pursuant to 49 CFR § 26.45(c), the District will develop a base figure based upon the projected fiscal year budget to express the availability of DBEs as a percentage of all consultants, contractors, subcontractors, manufacturers, and suppliers in the relevant contracting markets. The District will follow one of the methodologies provided in the Regulations or develop an alternative methodology and provide the appropriate documentation in the Overall Annual Aspirational Goals Analysis Report described in Section V.B.

(a) Analyzing Available Businesses in the Relevant Contracting Markets

The DBE Administrator, in conjunction with the appropriate District divisions and departments, will conduct a thorough analysis of the relevant contracting markets in which the District will solicit participation from consultants, subconsultants, contractors, subcontractors, manufacturers, and suppliers for the fiscal year. This analysis will include a description of geographical boundaries of the solicitations, the standard industry codes (SICs) for the types of work to be contracted and any other indicators that the District determines to be relevant in defining its contracting markets for the fiscal year. The DBE Administrator then will determine the total available businesses according to the relevant contracting markets. The DBE Administrator will consult a variety of sources including, but not limited to, the District's Bidders' List, the U.S. Census County Business Patterns Database, and any relevant disparity studies that are available.

(b) Analyzing Available DBEs in the Relevant Contracting Markets

The DBE Administrator will conduct a similar analysis to determine the DBEs that are available to participate as contractors, subcontractors, manufacturers, and suppliers in the projected contracts for the fiscal year. This analysis will include a description of the available DBEs relative to the geographical boundaries of the solicitations, the SICs for the types of work to be contracted, and any other factors as described in Section V.A.2.a. The District will consult a variety of sources including, but not limited to, the DBE Database, the District's Bidders' List, the U.S. Census, and any relevant disparity studies that are available.

(c) Calculating the Base Figure

The DBE Administrator will compare the available DBEs in the relevant contracting markets for the fiscal year to the available businesses in the relevant contracting markets for the fiscal year. The calculation will include a weighting factor according to the contract expenditure patterns analyzed in Section V.A.1.

3. Adjusting the Base Figure

Pursuant to 49 CFR § 26.45(d), the District will adjust the base figure based on demonstrable evidence indicating that the availability of DBEs for U.S. DOT-assisted contracts for the fiscal year may be higher or lower than the base figure indicates. At a minimum, the DBE Administrator will analyze the results of the District's efforts to contract with DBEs for the current and past two years, any available and relevant disparity studies (to the extent that they are not accounted for in the base figure), and any available and relevant results of other and similar U.S. DOT recipients' efforts to contract with DBEs.

4. Projection of Percentage of Overall Aspirational Goals to Be Achieved Through Race-Neutral and Race-Conscious Measures

The U.S. DOT regulations require that the maximum feasible portion of the DBE Overall Annual Aspirational Goal be met by using race-neutral methods. Once the overall annual aspirational goal is proposed, the DBE Administrator will analyze and project the maximum feasible portion of that goal that can be achieved by using race-neutral methods. Where the projected portion of the goal using race-neutral methods is less than the overall annual aspirational goal, the remaining portion will be achieved by establishing contract goals for particular projects that have subcontracting opportunities.

The DBE Administrator shall monitor and adjust the use of contract-specific aspirational goals in accordance with 49 CFR § 26.51(f). When projecting the percentage of the overall annual aspirational goal to be achieved through establishing contract-specific aspirational goals, the DBE Administrator shall analyze the actual achievement of the overall annual aspirational goal through race-neutral methods in the current and previous two years. When establishing contract-specific aspirational goals during the current fiscal year, the DBE Administrator shall analyze the progress towards achieving the overall annual aspirational goal and increase or reduce the use of contract-specific aspirational goals accordingly.

B. Publishing and Adopting the Overall Annual Aspirational Goals

1. Overall Annual Aspirational Goals Analysis Report

Upon completion of the analysis described in Section V.A, the DBE Administrator will prepare an Overall Annual Aspirational Goals Analysis Report. The report shall document the analysis and methodology, as well as the proposed goal and estimate to be achieved through race-neutral measures. The DBE Administrator shall furnish it to the General Manager. Upon the General Manager's approval and recommendation, the DBE Administrator shall concurrently notify all DBE resource and community organizations of the availability of the Overall Annual Aspirational Goals Analysis Report for review and comment.

2. Publication of the Proposed Overall Annual Aspirational Goals

Pursuant to 49 CFR § 26.45(g), the District will publish the proposed overall annual aspirational goals on the LTD website, www.ltd.org, in general circulation, trade association, and DBE-oriented media. The notice shall include a statement that the methodology and proposed goals are available for inspection by the public for thirty (30) days from the date of publication. The notice also shall include a statement that the District will accept public comments regarding the proposed goals and methodology for a period of forty-five (45) days from the date of publication and provide instructions for the submission of comments. Upon receipt of public comments, if any, the DBE Administrator will prepare a summary report analyzing the public comments and recommending any modifications to the overall annual aspirational goals or methodology. The DBE Administrator shall furnish the General Manager with a final Overall Annual Aspirational Goals Analysis Report to be presented to the Board of Directors for adoption. If no

comments are received that would change the goals analysis substantially, the results of the public comment period will be presented as an informational matter to the Board of Directors with no further action required.

3. Adoption of Total Overall Annual Aspirational Goals

Following review of the Overall Annual Aspirational Goals Analysis Report, the Board of Directors shall adopt overall annual aspirational goals for DBE participation in FTA-assisted contracts, which shall include a projection of the portion of the goals that can be achieved through race-neutral and race-conscious measures. Unless otherwise directed, Overall Annual Aspirational Goals Analysis Reports shall be submitted to FTA for approval by August 1.

C. Transit Vehicle Manufacturer's Certification

The District shall require any transit vehicle manufacturers to certify that they have established an overall annual overall DBE participation goal that has been approved by FTA before they can bid on any District contracts. Expenditures for FTA-assisted transit vehicle procurements are not included in the funding base to which the overall annual goal for other FTA-assisted contract expenditures applies.

D. Achieving the Overall Annual Aspirational Goals

The District shall achieve the overall annual aspirational goals for DBE participation through a combination of race-neutral measures and contract goals for particular contracts with subcontracting opportunities.

1. Race-Neutral Methods

The District intends to use race-neutral methods to the maximum extent feasible to achieve its overall annual aspirational goals. DBE participation that is obtained on contracts that have no specific DBE goal, or where prime contractors use a strictly competitive bidding process or do not consider the DBE's status as a DBE in awarding a subcontract, shall be considered race-neutral DBE participation. In addition, the District will use the following measures as appropriate:

- (a) Configuring large contracts into smaller contracts when feasible, when to do so would make contracts more accessible to small businesses and would not impose significant additional cost, delay, or risk to the District;
- (b) Identifying components of the work that represent subcontracting opportunities and identifying the availability of DBE subcontractors to participate in an equitable proportion to total available subcontractors when it is not feasible to configure large contracts into smaller separate contracts. Contractors will be encouraged to consider subcontractors for components of the work, including DBEs, for which there is a known supply of ready, willing, and able subcontractors, including DBE subcontractors, in preparing their bids;

- (c) Providing technical assistance in orienting small businesses to public contract procedures, use of the Internet, and facilitating introductions to the District's and other U.S. DOT recipients' contracting activities;
- (e) Providing outreach and communications programs on contract procedures and contract opportunities to ensure the inclusion of DBEs; and
- (f) Ensuring the distribution of the DBE Database to the widest feasible universe of potential prime contractors.

2. Contract Aspirational Goals

In the event that race-neutral measures are insufficient to meet aspirational goals and the reason for this deficiency is the consequence of past or present discrimination, the District will use contract aspirational goals adequate to remedy the effects of discrimination. The DBE Administrator shall establish contract-specific aspirational DBE participation goals on particular prime contracts with subcontracting opportunities. When a contract-specific aspirational DBE goal has been established, the bidder or proposer must meet the contract-specific aspirational goal or demonstrate that she/he made sufficient good-faith efforts to do so. A bidder shall be ineligible for contract award if she/he does not meet the goal or demonstrate sufficient good-faith efforts.

The contract-specific aspirational goal shall apply to the percentage participation of DBEs in the total contract work and be set forth in the Special Provisions of the contract specifications. The District is not required to establish a contract-specific aspirational goal for every prime contract with subcontracting opportunities. For each contract involving subcontracting opportunities, the factors outlined below will be considered to determine whether a contract-specific aspirational goal should be established for the particular contract and, if so, what the percentage goal shall be:

- (a) The projected portion of the overall annual aspirational goal that will be met by establishing contract-specific aspirational goals;
- (b) The progress toward achieving the overall annual aspirational goal;
- (c) The full range of activities in the proposed contract;
- (d) The availability of DBEs as prime contractors or subcontractors in the types of work involved in the performance of the proposed contract;
- (e) The unique conditions of the project that might affect the ability of the prime contractor to coordinate, utilize, or incorporate subcontractors or suppliers into the project. (Projects consisting of only one or two subtrades may not be appropriate for a

contract-specific aspirational goal due to the fact that establishing a goal could result in restrictive bidding.)

- (f) The effect that the contract-specific aspirational goal might have on the time of completion.
- (g) Any other relevant criteria.

3. Awarding Contracts with Contract-Specific Aspirational Goals

The District shall award contracts to the lowest responsible bidder, as required by FTA Circular 4220.1d, as amended, where applicable. Solicitation language shall require that contractors must meet all requirements of the DBE program as a matter of responsiveness. For such contracts, as well as for contracts awarded pursuant to a Request for Proposal procedure where the lowest responsible bidder standard does not apply, a bidder who fails to demonstrate that she/he achieved the contract-specific aspirational DBE participation goal and fails to demonstrate that she/he made sufficient good-faith efforts to do so shall not be deemed “responsive” and, therefore, shall be ineligible for award of the contract.

(a) Evaluation of Bids or Proposals

After the bid opening or submission deadline for proposals, the DBE Administrator shall evaluate all bids/proposals to determine whether the bidders/proposers submitted all of the information required by 49 CFR § 26.53(b). Either the responsible bidder with the lowest apparent bid price or the most highly ranked proposer who also meets the contract-specific aspirational DBE goal or demonstrates sufficient good-faith efforts shall be recommended for the contract award. In the event that the bidder with the lowest monetary bid price fails to meet the contract-specific aspirational goal, fails to demonstrate sufficient good-faith efforts, or is otherwise unresponsive or not responsible, the DBE Administrator shall evaluate the bidder with the next lowest bid price. Should the DBE Administrator determine that additional information is needed to evaluate a bidder's or proposer's submission with regard to the DBE requirements, the DBE Administrator shall request said bidder or proposer to submit the required information, or may contact the listed DBEs directly.

(b) Evaluation of DBE Certification Status

The District shall require that any DBEs listed by bidders for participation in the contract be certified as eligible DBEs as of the time of bid opening. The DBE Administrator shall review the Bidder's DBE Report to confirm each DBE firm's certification status. The District will accept current certifications by the District, U.S. DOT and its agencies, the Small Business Administration, or other U.S. DOT federal financial assistance recipients. If a completed application for DBE certification has been submitted to the Office of Minority, Women and Emerging Small Business Enterprise Program (OMWESB) as of bid opening but has not been processed, the District may count the applicant's participation toward

achieving the DBE contract specific goal, assuming that the applicant's certification application is approved.

(c) Determination of Amount of DBE Participation

The DBE Administrator shall review the total dollar value of the work and the percentage of the total contract bid price reported on the Bidder's DBE Report for accuracy and shall compare it to the contract-specific aspirational goal established for the contract.

(d) Determination of Good-Faith Efforts

If the amount of DBE participation does not meet the contract-specific aspirational goal, the DBE Administrator shall review the good-faith efforts report submitted by the bidder. The DBE Administrator shall determine whether the bidder has performed the quality, quantity, and intensity of efforts that demonstrates a reasonably active and aggressive attempt to meet the contract-specific aspirational goal in accordance with 49 CFR Part 26.

In addition to signing the DBE Participation Commitment Statement contained in the Proposal, the bidder who has not achieved the assigned goal on this project shall document the steps taken to obtain participation, such as:

- (1) Attendance at a pre-bid meeting, if any, scheduled by LTD to inform the DBEs of subcontracting opportunities in the contract work;
- (2) Advertising in general circulation, media, trade association publications, and minority-focus media at least ten (10) days before bids or proposals are due. If ten (10) days are not available, a shorter reasonable time will be acceptable;
- (3) Written notification to DBEs that their interest in the contract is solicited;
- (4) Efforts to select portions of the work proposed to be performed to increase the likelihood of achieving the assigned goal;
- (5) Efforts to negotiate for specific sub-bids, including at a minimum:
 - a. The name, address, or telephone number of each DBE contacted.
 - b. A description of the information provided regarding the plans and specifications or the portion of the work to be performed.

- c. A statement of why additional agreements were not reached.
- (6) Reasons for rejecting as unqualified any DBE contacted;
- (7) Efforts to provide assistance in obtaining any necessary bonding or insurance;
- (8) Efforts to use the service of banks owned and controlled by minorities or women;
- (9) Efforts to assist the DBE in purchasing materials and supplies; and
- (10) Any other affirmative action efforts.

(e) Bidder's Right to Administrative Reconsideration

In the event that the DBE Administrator determines that the apparent low bidder has not met the contract-specific aspirational goal and has not demonstrated good-faith efforts, the DBE Administrator will notify the bidder in writing. The notification shall include the reasons for the determination and that the bidder has the right to administrative reconsideration prior to the time that a contract has been awarded. The DBE Administrator shall provide the bidder with a written decision on reconsideration, explaining the basis for its determination.

If the low bidder offering a responsible bid is not recommended for the contract award, he or she has the right to administrative reconsideration. Within five (5) days after notification that the bidder is not responsive because he or she has not documented sufficient good-faith efforts, a bidder/offeror may request administrative reconsideration. This request should be made in writing to the following reconsideration official: Assistant General Manager, P.O. Box 7070, Eugene, Oregon 97401, telephone number (541) 682-6100.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good-faith effort to do so. The bidder/offeror will have the opportunity to meet in person with the District's reconsideration official to discuss the issue of whether he or she met the goal or made adequate good-faith efforts to do so. A written decision on reconsideration will be sent, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good-faith efforts to do so.

(f) Good-Faith Efforts When a DBE Is Replaced on a Contract

The District will require a contractor to make good-faith efforts to replace a DBE that is terminated or otherwise has failed to complete its work on a contract with another certified DBE, to the extent needed to meet the

contract goal. The District will require the prime contractor to notify the DBE Liaison Officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

The prime contractor may not terminate a DBE firm for convenience.

The contractors may not terminate a DBE firm and perform the work with its own forces without the District's prior written consent.

In this situation, the District will require the prime contractor to obtain the District's prior approval of the substitute DBE and to provide copies of new or amended subcontracts or documentation of good-faith efforts. If the contractor fails or refuses to comply in the time specified, the District's contracting office will issue an order stopping all or part of the payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

E. Counting and Tracking DBE Participation

Only the work actually performed by a DBE will be counted towards the DBE aspirational goal. The cost of supplies and materials obtained by the DBE or equipment leased (except from the prime contractor or its affiliate) also may be counted.

Work that a DBE subcontracts to a non-DBE firm does not count toward DBE aspirational goals. Expenditures may be counted only if the DBE is performing a commercially useful function. A DBE should perform at least 30 percent (30%) of the total cost of its contract with its own work force.

If materials or supplies are obtained from a DBE manufacturer, 100 percent (100%) of the cost will be counted. If the materials and supplies are purchased from a DBE regular dealer, 60 percent (60%) of the cost will be counted.

DBE achievement will not be counted toward the overall aspirational goal until the DBE has been paid. The DBE Administrator will track the participation of DBEs in contract-specific aspirational goal contracts separately from the participation of DBEs that is considered race-neutral. Additionally, the DBE Administrator will not count that portion of a DBE's participation that is achieved after the certification of the DBE has been removed during the performance of a contract.

VI. REQUIRED CONTRACT PROVISIONS

FTA-assisted contracts that the District lets will include, as appropriate, the model contract provisions that are included in 49 CFR Part 26 and incorporated herein. The DBE Administrator shall have discretion to modify the provisions for particular contracts as needed.

A. Notice of DBE Requirements in the Invitation for Bids

B. General Conditions

1. DBE Program for Contracts Solicitation language shall require that contractors must meet all requirements of the DBE program as a matter of responsiveness.
2. Prompt Payment to Subcontractors: The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty (30) days from the receipt of each payment the prime contractor receives from Lane Transit District. The prime contractor agrees further to return retainage payments to each subcontractor within thirty (30) days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above-referenced timeframe may occur only for good cause following written approval of Lane Transit District. This clause applies to both DBE and non-DBE subcontracts.
3. Contract Assurance Clause: Lane Transit District will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

C. Special Provisions

DBE Participation Goal (where applicable) Solicitation language shall require that contractors must meet all requirements of the DBE program as a matter of responsiveness.

D. Administrative Sanctions

Failure of any contractor to meet the DBE Contract Provisions shall constitute a breach of contract for which the imposition of the following sanctions could occur:

Temporarily withholding progress payments until the contractor complies with these contract provisions through future performance.

Permanently withholding payment for work already performed in a manner that constitutes a breach of contract.

VII. CERTIFICATION

A. Oregon Office of Minority, Women and Emerging Small Business Enterprise Program

The District does not certify DBEs. It relies upon the services of the Oregon Office of Minority, Women and Emerging Small Business Enterprise Program (OMWESB) for certification. As the sole certification authority in Oregon for targeted government contracts for emerging small businesses and disadvantaged, minority, and woman-owned businesses, OMWESB provides a unified certification process. A copy of the Application for Certification and summary of the program is shown in Appendix A attached hereto.

The OMWESB complies with 49 CFR Part 26 in determining whether to certify a firm as eligible to participate as a DBE. The directory of certified firms can be found on the Internet at <http://www.cbs.state.or.us/external/omwesb/>. The directory is updated daily.

B. Unified Certification Program (UCP) (Section 26.81)

The District relies upon the services of the Oregon Office of Minority, Women and Emerging Small Business Enterprise Program for certification. As the sole certification authority in Oregon for targeted government contracts for disadvantaged, minority, and woman-owned businesses, and emerging small businesses, OMWESB provides a unified certification process.

The District is a member of the statewide DBE Unified Certification Program (UCP).

The DBE Administrator is designated by the General Manager to represent the District as a member of the Unified Certification Program (UCP). The District will participate in UCP programs, activities, and efforts in the Eugene/Springfield area to create a level playing field on which DBEs can compete fairly; to enhance outreach and communication efforts with these firms; to provide appropriate assistance and information for participation in U.S. DOT-assisted contracts; to develop joint resources among recipients; and to coordinate DBE certification efforts through reciprocity and the development of a statewide Unified Certification Program. Toward this end, the DBE Administrator will attend scheduled meetings of the UCP and will contribute to the achievement of UCP projects approved by the District's General Manager.

VIII. CERTIFICATION PROCEDURES

A. Certification Appeals to U.S. DOT (Section 26.89)

A firm that has been denied certification or whose eligibility is removed may make an administrative appeal to the U.S. DOT. A complainant in an ineligibility complaint to the District may appeal to U.S. DOT if the District does not find reasonable cause to propose removing the firm's eligibility. Pending the U.S. DOT appeal decision, the District's decision shall remain in effect. All appeals shall be sent to the following:

U.S. Department of Transportation
Office of Civil Rights
400 Seventh Street, SW, Room 2401
Washington, DC 20590

All requests for an appeal must be sent, in writing, within ninety (90) days of the District's final decision on the matter. The appeal request shall include information and arguments regarding why the decision should be reversed. If the appeal is from a firm, the request must include information regarding certification with other U.S. DOT recipients. If the appeal is from a third party, the party will be requested to provide the same information.

The DBE Administrator shall provide a copy of a complete, well-organized, administrative record within twenty (20) days of a request from U.S. DOT. U.S. DOT will make its decision based solely on the entire administrative record without conducting a hearing. The firm and complainants shall have access to any information reviewed by U.S. DOT in accordance with public records and privacy laws.

U.S. DOT will affirm the District's decision if it determines, based on the entire administrative record, that the decision is supported by substantial evidence or is consistent with the substantive or procedural provisions concerning certification. U.S. DOT will reverse the District's decision if it determines it was unsupported by substantial evidence or inconsistent with certification provisions. U.S. DOT shall send written notification of its decision, including the reasons therefor to the District, the firm and any complainant. If the District's decision is reversed, the DBE Administrator will take all appropriate actions to conform with the U.S. DOT's decision immediately upon receiving the written notice. U.S. DOT decisions are final and binding on the District only.

IX. MONITORING AND RECORD KEEPING

A. Bidders' List

The District will require all prime contractors bidding on FTA-assisted contracts to return, at the time of bid opening (options apply as to the time this information is required as long as it is prior to the award of the contract), the following information about the prime contractor and all subcontractors who provided a bid or were contacted by the prime:

Firm name
Firm address
Firm's status as a DBE or non-DBE
Age of the firm
Type of work

The District will use this information to maintain and update its Bidders' List.

B. Monitoring Payments to DBEs

It is the contractor's responsibility to maintain records and documents for three (3) years following the performance of the contract. These records will be made available for

inspection upon request by any authorized representative of the District, FTA, or U.S. DOT. This reporting requirement is also extended to any certified DBE subcontractor.

The District will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the report of proposed DBE participation.

C. Monitoring Actual DBE Participation

The DBE Administrator shall monitor and track the actual DBE participation through contractor and subcontractor reports of payments and other appropriate monitoring, as further described in Section IX below. The DBE Administrator shall ensure that DBE participation is counted toward contract goals and the overall annual aspirational goal in accordance with the Regulations.

Worksites shall be monitored periodically to ensure DBE contractors and subcontractors are performing assigned work and written verification shall be kept in contract files.

D. Reporting to FTA

The District will continue to report DBE participation and overall annual aspirational goal setting methods to the FTA as directed. Statistical data will be maintained as prescribed by FTA to provide reports to FTA reflecting the DBE participation on the District's federally assisted procurement activities. These reports will provide DBE participation information on the District's race-neutral contracts, race-conscious contracts, and the combined DBE participation on all federally assisted procurement activities.

X. PUBLIC PARTICIPATION AND OUTREACH EFFORTS

The District's activities managing public participation and outreach efforts are directed at assisting the District to solicit public input to set overall annual aspirational DBE participation goals and meet District overall annual aspirational DBE goals.

In establishing overall annual aspirational DBE goals, the District will provide for public participation. This will include:

Prior to finalizing the Overall Annual Aspirational Goals Analysis Report, the District will consult with U.S. DOT agencies, other FTA grantees, minority, women's and general contractor groups, community organizations, or other officials or organizations that could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the District's efforts to establish a level playing field for the participation of DBEs.

The District will publish an annual notice announcing its proposed overall goals, informing the public that the District's Overall Annual Aspirational Goals Analysis Report is available for inspection during normal business hours at the DBE Administrator's Office for a period of thirty (30) days and that the District will accept comments on the proposed goals for forty-five (45) days from the date of the notice. The notice will be

distributed in general circulation media, local minority-focused media, and trade association publications.

The measures described in 49 CFR § 26.51 focusing on race-neutral means will be actively pursued, and the District also will encourage its contractors to make similar outreach efforts to include DBE participation in subcontracting opportunities. In conjunction with the UCP, the District will continue to organize and offer training programs for meeting DBE eligibility requirements, familiarize potential contractors with District procurement procedures and requirements, and to otherwise develop effective programs to further the inclusion of DBEs in the District's contracting activities.

APPENDIX A
DBE CERTIFICATION APPLICATION FORM AND DOCUMENTATION
REQUIREMENTS SUMMARY



Business Oregon
Office of Minority, Women and Emerging Small Business
775 Summer St. NE, Suite 200, Salem, OR 97301-1280
Phone: 503-986-0075, Fax: 503-581-5115
www.oregon4biz.com

Thank you for requesting an application packet for certification with the Office of Minority, Women and Emerging Small Business (OMWESB). There are three certification programs available: federal Disadvantaged Business Enterprise (DBE); state Minority Business Enterprise (MBE) or Women Business Enterprise (WBE); and state Emerging Small Business (ESB).

We encourage you to apply for all certifications for which you qualify.

If you wish to apply for **DBE certification only**, please submit the following:

- DBE Uniform Certification Application.
- Personal Net Worth statements.
- All required documentation appropriate for your business structure as listed on the Supporting Documents Checklist in this document.
- List any ABN or DBA used for this business.
- Official governmental documentation that substantiates ethnicity and gender. Examples include birth certificate, tribal enrollment with a federally recognized tribe, passport, driver license, etc.
If the information provided is inconclusive, additional documentation will be required.

If you wish to apply for **both DBE and MBE and/or WBE**, please submit the following:

- DBE Uniform Certification Application.
- Personal Net Worth statements.
- All required documentation appropriate for your business structure as listed on the Supporting Documents Checklist in this document.
- List any ABN or DBA used for this business.
- Official governmental documentation that substantiates ethnicity and gender. Examples include birth certificate, tribal enrollment with a federally recognized tribe, passport, driver license, etc.
If the information provided is inconclusive, additional documentation will be required.
- Signed statement requesting consideration for MBE and/or WBE certification (last page of this packet).

If your primary business location is in Oregon and you wish to apply for the Emerging Small Business (ESB) program, also complete the ESB "Streamlined" application available in [Word format](#) and [PDF format](#).

The Oregon State Procurement Office is the host of the Oregon Procurement Information Network (ORPIN) and all newly certified businesses are automatically registered as vendors on their system. Businesses can bid on contracts for government projects and services without certification from us. The Procurement Office help desk phone number is 503-378-4642 and its Web site address is <http://procurement.oregon.gov>.



Instructions For Completing the Disadvantaged Business Enterprise (DBE) Program Uniform Certification Application

NOTE: If you require additional space for any question in this application, please attach additional sheets or copies as needed, taking care to indicate on each attached sheet/copy the section and number of this application to which it refers.

Section 1: CERTIFICATION INFORMATION

A. Prior/Other Certifications

Check the appropriate box indicating for which program your firm is currently certified. If you are already certified as a DBE, indicate in the appropriate box the name of the certifying agency that has previously certified your firm, and also indicate whether your firm has undergone an onsite visit. If your firm has already undergone an onsite visit/review, indicate the most recent date of that review and the state UCP that conducted the review.

NOTE: If your firm is currently certified under the SBA's 8(a) and/or SDB programs, you *may not* have to complete this application. You should contact your state UCP to find out about a streamlined application process for firms that are already certified under the 8(a) and SDB programs.

B. Prior/Other Applications and Privileges

Indicate whether your firm or any of the persons listed has ever withdrawn an application for a DBE program or an SBA 8(a) or SDB program, or whether any have ever been denied certification, decertified, debarred, suspended or had bidding privileges denied or restricted by *any* state or local agency or federal entity. If your answer is yes, indicate the date of such action, identify the name of the agency and explain fully the nature of the action in the space provided.

Section 2: GENERAL INFORMATION

A. Contact Information

- (1) State the name and title of the person who will serve as your firm's primary contact under this application.
- (2) State the legal name of your firm, as indicated in your firm's Articles of Incorporation or charter.
- (3) State the primary phone number of your firm.
- (4) State a secondary phone number, if any.
- (5) State your firm's fax number, if any.
- (6) State your firm's or your contact person's email address.
- (7) State your firm's Web site address, if any.
- (8) State the street address of your firm (i.e., the physical location of its offices—not a post office box address).
- (9) State the mailing address of your firm, if it is different from your firm's street address.

B. Business Profile

- (1) In the box provided, briefly describe the primary business and professional activities in which your firm engages.
- (2) State the Federal Tax ID number of your firm as provided on your firm's filed tax returns, if you have one. This also could be the Social Security number of the owner of your firm.

- (3) State the date on which your firm was officially established, as stated in your firm's Articles of Incorporation or charter.
- (4) State the date on which you and/or each other owner took ownership of the firm.
- (5) Check the appropriate box that describes the manner in which you and each other owner acquired ownership of your firm. If you checked "Other," explain in the space provided.
- (6) Check the appropriate box that indicates whether your firm is "for profit."
NOTE: If you checked "No," then you do NOT qualify for the DBE program and therefore do not need to complete the rest of this application. The DBE program requires all participating firms be for-profit enterprises.
- (7) Check the appropriate box that describes the legal form of ownership of your firm, as indicated in your firm's Articles of Incorporation. If you checked "Other," briefly explain in the space provided.
- (8) Check the appropriate box that indicates whether your firm has ever existed under different ownership, a different type of ownership, or a different name. If you checked "Yes," specify which and briefly explain the circumstances in the space provided.
- (9) Indicate in the spaces provided how many employees your firm has, specifying the number of employees who work on a full-time and part-time basis.
- (10) Specify the total gross receipts of your firm for each of the past three years, as declared in your firm's filed tax returns.

C. Relationships with Other Businesses

- (1) Check the appropriate box that indicates whether your firm is co-located at any of its business locations, or whether your firm shares a telephone number(s), a post office box, any office space, a yard, warehouse, other facilities, any equipment or any office staff with any other business, organization, or entity of any kind. If you answered "Yes," then specify the name of the other firm(s) and briefly explain the nature of the shared facilities or other items in the space provided.
- (2) Check the appropriate box that indicates whether at present, or at any time in the past:
 - (a) Your firm has been a subsidiary of any other firm;
 - (b) Your firm consisted of a partnership in which one or more of the partners are other firms;
 - (c) Your firm has owned any percentage of any other firm; and

- (d) Your firm has had any subsidiaries of its own.
- (3) Check the appropriate box that indicates whether any other firm has ever had an ownership interest in your firm.
- (4) If you answered "Yes" to any of the questions in (2)(a)-(d) or (3), identify the name, address and type of business for each.

D. Immediate Family Member Businesses

Check the appropriate box that indicates whether any of your immediate family members own or manage another company. An "immediate family member" is any person who is your father, mother, husband, wife, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, mother-in-law or father-in-law. If you answered "Yes," provide the name of each relative, your relationship to them, the name of the company they own or manage, the type of business and whether they own or manage the company.

Section 3: OWNERSHIP

Identify **all** individuals or holding companies with any ownership interest in your firm, providing the information requested below (if your firm has more than one owner, provide completed copies of this section for each additional owner):

A. Background Information

- (1) Give the name of the owner.
- (2) State his/her title or position within your firm.
- (3) Give his/her home phone number.
- (4) State his/her home (street) address.
- (5) Check the appropriate box that indicates this owner's gender.
- (6) Check the appropriate box that indicates this owner's ethnicity (check all that apply). If you checked "Other," specify this owner's ethnic group/identity not otherwise listed.
- (7) Check the appropriate box to indicate whether this owner is a U.S. citizen.
- (8) If this owner is not a U.S. citizen, check the appropriate box that indicates whether this owner is a lawfully admitted permanent resident. If this owner is neither a U.S. citizen nor a lawfully admitted permanent resident of the U.S., then this owner is NOT eligible for certification as a DBE owner. This, however, does not necessarily disqualify your firm altogether from the DBE program if another owner is a U.S. citizen or lawfully admitted permanent resident and meets the program's other qualifying requirements.

B. Ownership Interest

- (1) State the number of years during which this owner has been an owner of your firm.
- (2) Indicate the dollar value of this owner's initial investment to acquire an ownership interest in your firm, broken down by cash, real estate, equipment and/or other investment.
- (3) State the percentage of total ownership control of your firm that this owner possesses.
- (4) State the familial relationship of this owner to each other owner of your firm.

- (5) Indicate the number, percentage of the total, class, date acquired and method by which this owner acquired his/her shares of stock in your firm.
- (6) Check the appropriate box that indicates whether this owner performs a management or supervisory function for any other business. If you checked "Yes," state the name of the other business and this owner's title or function held in that business.
- (7) Check the appropriate box that indicates whether this owner owns or works for any other firm(s) that has *any* relationship with your firm. If you checked "Yes," identify the name of the other business and this owner's title or function held in that business. Briefly describe the nature of the business relationship in the space provided.

C. Disadvantaged Status

NOTE: You only need to complete this section for each owner that is applying for DBE qualification (i.e., for each owner who is claiming to be "socially and economically disadvantaged" and whose ownership interest is to be counted toward the control and 51% ownership requirements of the DBE program).

- (1) Indicate in the space provided the total Personal Net Worth (PNW) of each owner who is applying for DBE qualification. Use the PNW calculator form at the end of this application to compute each owner's PNW.
- (2) Check the appropriate box that indicates whether any trust has ever been created for the benefit of this disadvantaged owner. If you answered "Yes," briefly explain the nature, history, purpose and current value of the trust(s).

Section 4: CONTROL

A. Identify your firm's Officers and Board of Directors:

- (1) In the space provided, state the name, title, date of appointment, ethnicity and gender of each officer of your firm.
- (2) In the space provided, state the name, title, date of appointment, ethnicity and gender of each individual serving on your firm's Board of Directors.
- (3) Check the appropriate box that indicates whether any of your firm's officers and/or directors listed above perform a management or supervisory function for any other business. If you answered "Yes," identify each person by name, his/her title, the name of the other business in which s/he is involved and his/her function performed in that other business.
- (4) Check the appropriate box that indicates whether any of your firm's officers and/or directors listed above own or work for any other firm(s) that has a relationship with your firm. If you answered "Yes," identify the name of the firm, the officer or director, and the nature of his/her business relationship with that other firm.

B. Identify your firm's management personnel (by name, title, ethnicity, and gender) who control your firm in the following areas:

- (1) Making of financial decisions on your firm's behalf, including the acquisition of lines of credit, surety bonds, supplies, etc.;
- (2) Estimating and bidding, including calculation of cost estimates, bid preparation and submission;
- (3) Negotiating and contract execution, including participation in any of your firm's negotiations and executing contracts on your firm's behalf;
- (4) Hiring and/or firing of management personnel, including interviewing and conducting performance evaluations;
- (5) Field/Production operations supervision, including site supervision, scheduling, project management services, etc.;
- (6) Office management;
- (7) Marketing and sales;
- (8) Purchasing of major equipment;
- (9) Signing company checks (for any purpose); and
- (10) Conducting any other financial transactions on your firm's behalf not otherwise listed.

- (11) Check the appropriate box that indicates whether any of the persons listed in (1) through (10) above perform a management or supervisory function for any other business. If you answered "Yes," identify each person by name, his/her title, the name of the other business in which s/he is involved and his/her function performed in that other business.
- (12) Check the appropriate box that indicates whether any of the persons listed in (1) through (10) above own or work for any other firm(s) that has a relationship with your firm. If you answered "Yes," identify the name of the firm, the name of the person and the nature of his/her business relationship with that other firm.

C. Indicate your firm's inventory in the following categories:

- (1) **Equipment**
State the type, make and model, and current dollar value of each piece of equipment held and/or used by your firm. Indicate whether each piece is either owned or leased by your firm.
- (2) **Vehicles**
State the type, make and model, and current dollar value of each motor vehicle held and/or used by your firm. Indicate whether each vehicle is either owned or leased by your firm.
- (3) **Office Space**
State the street address of each office space held and/or used by your firm. Indicate whether your firm owns or leases the office space and the current dollar value of that property or its lease.
- (4) **Storage Space**
State the street address of each storage space held and/or used by your firm. Indicate whether your firm owns or leases the storage space and the current dollar value of that property or its lease.

- D. Does your firm rely on any other firm for management functions or employee payroll?**
Check the appropriate box that indicates whether your firm relies on any other firm for management functions or for employee payroll. If you answered "Yes," briefly

explain the nature of that reliance and the extent to which the other firm carries out such functions.

E. Financial Information

- (1) **Banking Information**
 - (a) State the name of your firm's bank.
 - (b) Give the main phone number of your firm's bank branch.
 - (c) Give the address of your firm's bank branch.
- (2) **Bonding Information**
 - (a) State your firm's Binder Number.
 - (b) State the name of your firm's bond agent and/or broker.
 - (c) Give your agent's/broker's phone number.
 - (d) Give your agent's/broker's address.
 - (e) State your firm's bonding limits (in dollars), specifying both the Aggregate and Project Limits.

F. Identify all sources, amounts and purposes of money loaned to your firm, including the names of persons or firms securing the loan, if other than the listed owner:

State the name and address of each source, the original dollar amount and the current balance of each loan, and the purpose for which each loan was made to your firm.

G. List all contributions or transfers of assets to/from your firm and to/from any of its owners over the past two years:

Indicate in the spaces provided, the type of contribution or asset that was transferred, its current dollar value, the person or firm from whom it was transferred, the person or firm to whom it was transferred, the relationship between the two persons and/or firms, and the date of the transfer.

H. List current licenses/permits held by any owner or employee of your firm.

List the name of each person in your firm who holds a professional license or permit, the type of permit or license, the expiration date of the permit or license, and the license/permit number and issuing state of the license or permit.

I. List the three largest contracts completed by your firm in the past three years, if any.

List the name of each owner or contractor for each contract, the name and location of the projects under each contract, the type of work performed on each contract and the dollar value of each contract.

J. List the three largest active jobs on which your firm is currently working.

For each active job listed, state the name of the prime contractor and the project number, the location, the type of work performed, the project start date, the anticipated completion date and the dollar value of the contract.

AFFIDAVIT & SIGNATURE

Carefully read the attached affidavit in its entirety. Fill in the required information for each blank space, and sign and date the affidavit in the presence of a Notary Public, who must then notarize the form.

DBE Uniform Certification Application Supporting Documents Checklist

In order to complete your application for DBE certification, you must attach copies of all of the following documents as they apply to you and your firm.

All Applicants

- Work experience resumes (that include places of ownership/employment with corresponding dates), for all owners and officers of your firm
- Personal Financial Statement (form available with this application)
- Personal tax returns for the past three years, if applicable, for each owner claiming disadvantaged status
- Your firm's tax returns (gross receipts) and all related schedules for the past three years
- Documented proof of contributions used to acquire ownership for each owner (*e.g., both sides of cancelled checks*)
- Your firm's signed loan agreements, security agreements and bonding forms
- Descriptions of all real estate (including office/storage space, etc.) owned/leased by your firm and documented proof of ownership/signed leases
- List of equipment leased and signed lease agreements
- List of construction equipment and/or vehicles owned and titles/proof of ownership
- Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past two years
- Year-end balance sheets and income statements for the past three years (*or life of firm, if less than three years*); a new business must provide a current balance sheet
- All relevant licenses, license renewal forms, permits and haul authority forms
- DBE and SBA 8(a) or SDB certifications, denials and/or decertifications, if applicable
- Bank authorization and signatory cards
- Schedule of salaries (or other compensation or remuneration) paid to all officers, managers, owners and/or directors of the firm
- Trust agreements held by any owner claiming disadvantaged status, if any

Partnership or Joint Venture

- Original and any amended Partnership or Joint Venture Agreements

Corporation or LLC

- Official Articles of Incorporation (*signed by the state official*)
- Both sides of all corporate stock certificates and your firm's stock transfer ledger
- Shareholders' Agreement
- Minutes of all stockholders and board of directors meetings
- Corporate by-laws and any amendments
- Corporate bank resolution and bank signature cards
- Official Certificate of Formation and Operating Agreement with any amendments (for LLCs)

Trucking Company

- Documented proof of ownership of the company
- Insurance agreements for each truck owned or operated by your firm
- Title(s) and registration certificate(s) for each truck owned or operated by your firm
- List of U.S. DOT numbers for each truck owned or operated by your firm

Regular Dealer

- Proof of warehouse ownership or lease
- List of product lines carried
- List of distribution equipment owned and/or leased

NOTE: The specific state UCP to which you are applying may have additional required documents that you also must supply with your application. Contact the appropriate certifying agency to which you are applying to find out if more is required. (See *Supplemental Document Checklist*)

APPENDIX B

NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS CODE LIST)

**Lane County Business Pattern Census Report 2007
(Most Current Report for 2011 Submission of Goals to FTA for 2011-2013 Period)**

Service	All Firms	DBE Firms
233 Heavy Construction	22	0
238 Specialty Trades (including Landscape)	277	8
5413 Engineering & Architectural Services	145	9
339 Misc. Mfg.	<u>72</u>	<u>1</u>
Total	516	18

Total percentage of available DBE firms = 3.49%

APPENDIX C

**DBE LIST FROM THE OFFICE OF MINORITY, WOMEN, AND
EMERGING SMALL BUSINESS**



OMWESB Certified Firm(s) Information Query

Web Information Is Updated Nightly.

Certification Descriptions: *Federal contracting:* Disadvantaged Business Enterprise (DBE); *State / local contracting:* Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Emerging Small Business (ESB).

Download this data?

[Download](#)

You can also click here to see [Technical Specifications](#) for the download information.

Found **18** firms matches for Code Type=Any Code , Certification Type=Disadvantaged Business Enterprise, County=LANE, City=Any, Ethnicity=Any Gender=Any

238 Spec 8
541 Prob 9
337 Mfg 1

18

Firm Information	NAICS CODE / CODE DESCRIPTION COMMODITY DESCRIPTION NIGP DESCRIPTION / NIGP CODE ODOT DESCRIPTION / ODOT CODE CERTIFIED PROGRAM
<p>Certification Number 193 ANDERSON'S EROSION CONTROL, INC. PO BOX 205 JUNCTION CITY, OR 97448 Phone: (541) 998-2062 Fax: (541) 998-3261 aecontrolinc@yahoo.com CLARA F ANDERSON</p> <p>Owner Ethnicities: > CAUCASIAN (WHITE): 51 > CAUCASIAN (WHITE): 25 > CAUCASIAN (WHITE): 24</p> <p>Owner Genders: > Female: 51 > Male: 25 > Male: 24</p>	<p>561730 LANDSCAPING SERVICES <i>HYDRO-SEEDING FOR EROSION CONTROL; MOWING, BRUSHING, IRRIGATION, LANDSCAPING PLANTS AND TREES</i> <i>NOTE: IRRIGATION FOR ESB CERTIFICATION ONLY</i> FERTILIZING SERVICES, LANDSCAPE LANDSCAPING 98852 INCL DESIGN PLANTING LANDSCAPE MAINTENANCE (RES/COM) 10140 DBE WBE ESB Tier-2</p>
<p>Certification Number 212 ANN CHRISTENSEN ENVIRONMENTAL DESIGN 490 WEST 29TH AVE EUGENE, OR 97405 Phone: (541) 485-3422 Fax: (541) 485-8072 acenvdes@gmail.com ANN CHRISTENSEN</p> <p>Owner Ethnicities: > CAUCASIAN (WHITE): 100</p> <p>Owner Genders: > Female: 100</p>	<p>541620 ENVIRONMENTAL CONSULTING SERVICES <i>DESIGN, PROJECT MANAGEMENT, REHABILITATION WETLAND, MITIGATION, BANK STABILIZATION, REFORESTATION PROJECTS</i> ENVIRONMENTAL CONSULTING SERVICES 91843 PLANNERS (TECH/PROF) 20722 DBE WBE ESB Tier-1</p>
<p>Certification Number 5797 ANTONE ELECTRIC, LLC PO BOX 40884 EUGENE, OR 97404 Phone: (541) 689-4560 Fax: (541) 689-4560 shelby007@qwest.net SHELBY ANTONE</p> <p>Owner Ethnicities: > CAUCASIAN (WHITE): 100</p> <p>Owner Genders: > Female: 100</p>	<p>238210 ELECTRICAL CONTRACTORS AND OTHER WIRING INSTALLATION CONTRACTORS <i>RESIDENTIAL AND COMMERCIAL ELECTRICAL CONSTRUCTION, INSTALLATION, REPAIR, MAINTENANCE AND EVALUATION</i> ELECTRICAL SERVICES, NEW CONSTRUCTION 91438 ELECTRICAL (RES/COM) 10116 DBE WBE ESB Tier-1</p>
<p>Certification Number 3226 BJ EQUIPMENT COMPANY LLC PO BOX 466 PLEASANT HILL, OR 97455 Phone: (541) 747-6261 Fax: (541) 988-4320 sandy@bjequipment.us SANDRA R JEREMIAH</p> <p>Owner Ethnicities: > CAUCASIAN (WHITE): 87.7</p>	<p>238910 SITE PREPARATION CONTRACTORS <i>DRILLING/BLASTING: QUARRY DEVELOPMENT, HWY/RD CONSTRUCTION, UTILITY/TELECOMMUNICATION DITCH LINE AND GENERAL EXCAVATION WORK</i> DEMOLITION SERVICES, CONSTRUCTION 91240 CONSTRUCTION MANAGEMENT SERVICES (TECH/PROF) 20713 DBE WBE</p>
<p>Owner Ethnicities: > CAUCASIAN (WHITE): 87.7</p>	<p>237990 OTHER HEAVY AND CIVIL ENGINEERING CONSTRUCTION LTD REGULAR BOARD MEETING PROJECT MANAGEMENT/CONSTRUCTION PRECISION DRILLING</p>

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WBE- Spec

WBE- Spec

<p>> NATIVE AMERICAN (INDIAN): 6.15 > NATIVE AMERICAN (INDIAN): 6.15</p> <p>Owner Genders: > Female: 87.7 > Male: 6.15 > Female: 6.15</p>	<p>& BLASTING CONSTRUCTION MANAGEMENT SERVICES 95826 PROJECT MANAGEMENT (TECH/PROF) 20725 DBE WBE</p> <p>238990 ALL OTHER SPECIALTY TRADE CONTRACTORS QUARRY DEVELOPMENT, HWY/RD CONSTRUCTION, UTILITY/TELECOMMUNICATION DITCH LINE AND GENERAL EXCAVATION WORK DEMOLITION SERVICES, CONSTRUCTION 91240 DRILLING/BLASTING (HWY/RD) 10331 DBE WBE</p>
<p>Certification Number 476 DEBBIE PETREE 30143 MONTMORENCE DR JUNCTION CITY, OR 97448 Phone: (541) 688-5336 Fax: (541) 688-6538 dpconst@epud.net DEBBIE PETREE</p> <p>Owner Ethnicities: > HISPANIC: 100</p> <p>Owner Genders: > Female: 100</p>	<p>237310 HIGHWAY, STREET, AND BRIDGE CONSTRUCTION CONSTRUCTION, ASPHALT PATCHING, CLEARING, GRUBBING, MOWING, BRUSHING WITH KOMATSU PC 120-6 TRACK HOE AND LOADER CLEARING AND GRUBBING SERVICES 91219 CLEARING/GRUBBING/MOWING/BRUSHING (HWY/RD) 10316 DBE MBE WBE ESB Tier-1</p> <p>238910 SITE PREPARATION CONTRACTORS EXCAVATION AND SITE CLEAN UP FOR RESIDENTIAL AND COMMERCIAL EXCAVATION SERVICES, CONSTRUCTION 91244 EXCAVATING (RES/COM) 10119 DBE MBE WBE ESB Tier-1</p> <p>484220 SPECIALIZED FREIGHT (EXCEPT USED GOODS) TRUCKING, LOCAL TRUCK & PUP FOR SAND AND GRAVEL; TRANSPORTATION OF CONTAMINATED SOIL HAULING SERVICES 96239 TRUCKING (HWY/RD) 10394 DBE MBE WBE ESB Tier-1</p>
<p>Certification Number 5798 FISCHER CONSULTING 1865 MADISON ST EUGENE, OR 97402 Phone: (541) 556-6654 juliefisch@msn.com JULIE FISCHER</p> <p>Owner Ethnicities: > CAUCASIAN (WHITE): 100</p> <p>Owner Genders: > Female: 100</p>	<p>541820 PUBLIC RELATIONS AGENCIES ORGANIZE AND FACILITATE PUBLIC MEETINGS, FORUMS AND INVOLVEMENT, PUBLIC RELATIONS CONSULTING CONSULTING SERVICES, COMMUNICATIONS PUBLIC RELATIONS 91826 ADVERTISING/PUBLIC RELATIONS/MARKETING (TECH/PROF) 20104 DBE WBE ESB Tier-1</p> <p>541910 MARKETING RESEARCH AND PUBLIC OPINION POLLING PUBLIC OPINION ASSESSMENTS PUBLIC OPINION SURVEY SERVICES 96160 ANALYSIS/RESEARCH/STUDIES (TECH/PROF) 20701 DBE WBE ESB Tier-1</p> <p>541611 ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES STRATEGIC PLANNING, ANALYSIS AND RESEARCH PLANNING AND CONSULTING SERVICES, STRATEGIC TECHNOLOGY 91890 PLANNERS (TECH/PROF) 20722 DBE WBE ESB Tier-1</p> <p>541618 OTHER MANAGEMENT CONSULTING SERVICES URBAN AND REGIONAL STRATEGIC PLANNING PLANNING CONSULTING SERVICES, URBAN PLANNERS (TECH/PROF) 91892 20722 DBE WBE ESB Tier-1</p>
<p>Certification Number 2688 GARY COMPTON CONSTRUCTION LLC 30566 COMPTON LN JUNCTION CITY, OR 97448 Phone: (541) 998-8822 Fax: (541) 687-5948 GARY D COMPTON</p> <p>Other Names > GARY COMPTON CONSTRUCTION</p> <p>Owner Ethnicities: > NATIVE AMERICAN (INDIAN): 200</p> <p>Owner Genders: > Male: 100</p>	<p>238990 ALL OTHER SPECIALTY TRADE CONTRACTORS HIGHWAY/ROAD CONSTRUCTION - DRAINAGE CONSTRUCTION, SEWER AND STORM DRAIN DRAINAGE (HWY/RD) 91345 10328 DBE MBE ESB Tier-1</p> <p>238910 SITE PREPARATION CONTRACTORS RES/COM & HWY/RD EXCAVATING; SITE CLEAN-UP; CLEARING/GRUBBING/MOWING/BRUSHING; DEMOLITION EXCAVATION SERVICES, CONSTRUCTION 91244 EXCAVATING (RES/COM) 10119 DBE MBE ESB Tier-1</p> <p>562998 ALL OTHER MISCELLANEOUS WASTE MANAGEMENT SERVICES RES/COM SEWER/WATER SYSTEMS CONSTRUCTION, SEWER AND STORM DRAIN SEWER/ WATER SYSTEMS (RES/COM) 91345 10164 DBE MBE ESB Tier-1</p> <p>562111 SOLID WASTE COLLECTION RESIDENTIAL AND HIGHWAY CONSTRUCTION HAULING SERVICES 96239 TRUCKING (HWY/RD) 10394 DBE MBE ESB Tier-1</p>
<p>Certification Number 663 HANSEN DRAFTING & GRAPHICS 2310 SNELLING DR EUGENE, OR 97408 Phone: (541) 484-6462</p>	<p>541519 OTHER COMPUTER RELATED SERVICES CAD SERVICES - PROVIDE TECHNICAL SUPPORT FOR ENGINEERING DESIGN & DRAFTING FIRMS COMPUTER AIDED DESIGN SERVICES 92018 COMPUTER AIDED DESIGN - CAD (TECH/PROF) 20710 DBE WBE ESB Tier-1</p>

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<p>Phone: (541) 686-4540 Fax: (541) 686-4577 carol@schirmerassociates.com CAROL SCHIRMER</p> <p>Other Names > SCHIRMER SCHLESINGER & ASSOCIATES INC</p> <p>Owner Ethnicities: > CAUCASIAN (WHITE): 100</p> <p>Owner Genders: > Female: 100</p>	<p>LANDSCAPE DESIGN (TECH/PROF) 20310 DBE WBE ESB Tier-1</p>
<p>Certification Number 4512 SIGN LANGUAGE SIGNS AND AWNINGS INC. 965 TYINN ST STE 19 EUGENE, OR 97402 Phone: (541) 344-8796 Fax: (541) 344-8557 signlanguage_signs@yahoo.com LISA D DAVIS</p> <p>Owner Ethnicities: > CAUCASIAN (WHITE): 51 > CAUCASIAN (WHITE): 49</p> <p>Owner Genders: > Female: 51 > Male: 49</p>	<p>339950 SIGN MANUFACTURING <i>DESIGN, FABRICATE SIGNS & SIGNAGE SYSTEMS, ADA COMPLIANT, ARCHITECTURAL, DONOR RECOGNITION, HISTORIC REPLICA, INTERPRETIVE, TRANSIT, VANDALISM RESISTANT, VEHICULAR OR PEDESTRIAN DIRECTIONAL & WAY-FINDING, INSTALL SMALL SIGNS</i> SIGN MAKING SERVICES 96279 SIGNS (MANUFACTURER) 50170 DBE WBE ESB Tier-1</p>
<p>Certification Number 1358 STATON COMPANIES PO BOX 7515 EUGENE, OR 97401 Phone: (541) 726-9422 Fax: (541) 726-9837 jeanne@statonco.com C. JEANNE STATON</p> <p>Other Names > STATON CONSTRUCTION, INC.</p> <p>Owner Ethnicities: > CAUCASIAN (WHITE): 55 > CAUCASIAN (WHITE): 45</p> <p>Owner Genders: > Female: 55 > Male: 45</p>	<p>238910 SITE PREPARATION CONTRACTORS <i>DEMOLITION, ALL STRUCTURES - WOOD, STEEL, CONCRETE</i> DEMOLITION SERVICES, CONSTRUCTION 91240 DEMOLITION (HWY/RD) 10325 DBE WBE</p>
<p>Certification Number 1725 TRANS WATCH 1035 MONROE ST EUGENE, OR 97402 Phone: (541) 334-1786 Fax: (541) 685-1336 transwatch@mindspring.com CHRISTIAN L WATCHIE</p> <p>Owner Ethnicities: > CAUCASIAN (WHITE): 100</p> <p>Owner Genders: > Female: 100</p>	<p>541990 ALL OTHER PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES <i>ANALYSIS, RESEARCH, TDM RESEARCH, TRANSIT NEEDS ANALYSIS, PLANNERS, PUBLIC INVOLVEMENT, TRANSPORTATION & TRANSIT PLAN DEVELOPMENT, PUBLIC NOTIFICATION</i> CENSUS CONSULTING SERVICES ANALYTICAL STUDIES 91812 SURVEY DEMOGRAPHIC ANALYSIS/RESEARCH/STUDIES (TECH/PROF) 20701 DBE WBE</p> <p>541618 OTHER MANAGEMENT CONSULTING SERVICES <i>PLANNING, PROCESS DEVELOPMENT</i> MANAGEMENT CONSULTING SERVICES 91875 BUSINESS MANAGEMENT (TECH/PROF) 20113 DBE WBE</p>
<p>Certification Number 1482 WASH RITE COMPANY PO BOX 2957 FLORENCE, OR 97439 Phone: (541) 997-7652 Fax: (541) 997-7652 DORIS H LUTZ</p> <p>Owner Ethnicities: > CAUCASIAN (WHITE): 51 > CAUCASIAN (WHITE): 49</p> <p>Owner Genders: > Female: 51 > Male: 49</p>	<p>611430 PROFESSIONAL AND MANAGEMENT DEVELOPMENT TRAINING <i>CERTIFIED TRAFFIC CONTROL TRAINER</i> EDUCATION AND TRAINING, CONSULTING SERVICES 91838 EDUCATION/TRAINING (TECH/PROF) 20117 DBE WBE</p> <p>238990 ALL OTHER SPECIALTY TRADE CONTRACTORS <i>COMMERCIAL</i> SANDBLASTING SERVICES (NOT BUILDINGS) 96867 SANDBLASTING/POWER WASHING (RES/COM) 10161 DBE WBE</p> <p>561990 ALL OTHER SUPPORT SERVICES <i>FLAGGING & TEMPORARY SIGNS</i> CONTROL SERVICES, TRAFFIC FLAGGING PLACEMENT 96884 REMOVAL DEVICES TRAFFIC CONTROL (HWY/RD) 10393 DBE WBE</p> <p>423610 ELECTRICAL APPARATUS AND EQUIPMENT, WIRING SUPPLIES, AND RELATED EQUIPMENT MERCHANT WHOLESALERS LTD REGULAR BOARD MEETING PORTABLE GENERATOR 2/15/12 Page 57</p>

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<p>Fax: (541) 484-6417 carol@hansengraphics.com CAROL HANSEN</p> <p>Owner Ethnicities: > CAUCASIAN (WHITE): 100</p> <p>Owner Genders: > Female: 100</p>	<p>541340 DRAFTING SERVICES <i>GRAPHIC DESIGN - SPECIALIZES IN PRESENTATION GRAPHICS</i> DESIGN SERVICES, GRAPHIC (ARCHITECTURAL) 90640 GRAPHIC DESIGN (TECH/PROF) 20304 DBE WBE ESB Tier-1</p> <p>541990 ALL OTHER PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES <i>PROVIDE DATA COLLECTION, ANALYSIS, ILLUSTRATIONS FOR TRANSPORTATION & TRANSIT STUDIES</i> TRANSPORTATION CONSULTING SERVICES 91896 TRANSPORTATION / TRANSIT (TECH/PROF) 20737 DBE WBE ESB Tier-1</p>
<p>Certification Number 653 HERITAGE RESEARCH ASSOCIATES, INC. 1997 GARDEN AVE EUGENE, OR 97403 Phone: (541) 485-0454 Fax: (541) 485-1364 heritagere@aol.com KATHRYN A TOEPEL</p> <p>Owner Ethnicities: > CAUCASIAN (WHITE): 51 > CAUCASIAN (WHITE): 49</p> <p>Owner Genders: > Female: 51 > Male: 49</p>	<p>541690 OTHER SCIENTIFIC AND TECHNICAL CONSULTING SERVICES <i>ANALYSIS, RESEARCH, STUDIES, ARCHAEOLOGICAL AND HISTORICAL CONSULTING AND ARCHIVAL RESEARCH, FIELD WORK, SITE ASSESSMENT, DATA, COMPLIANCE, INTERVIEWS AND REPORTING</i> RESEARCH SERVICES (OTHER THAN BUSINESS) 95670 ANALYSIS/RESEARCH/STUDIES (TECH/PROF) 20701 DBE WBE ESB Tier-2</p>
<p>Certification Number 2552 NORTHWEST HAZMAT 36 W Q ST SPRINGFIELD, OR 97477 Phone: (541) 988-9823 Fax: (541) 988-9833 mwilson@nwhazmat.com MARGIE WILSON</p> <p>Owner Ethnicities: > NATIVE AMERICAN (INDIAN): 100</p> <p>Owner Genders: > Female: 100</p>	<p>562111 SOLID WASTE COLLECTION <i>ENVIRONMENTAL - TESTING, ASBESTOS, SOILS, DRUG LABS</i> ENVIRONMENTAL CONSULTING SERVICES 91843 BIOLOGICAL/ECOLOGICAL/ENVIRONMENTAL (TECH/PROF) 20704 DBE MBE WBE</p> <p>238910 SITE PREPARATION CONTRACTORS <i>EXCAVATION, DEMOLITION, SITE PREPARATION</i> EXCAVATION SERVICES, CONSTRUCTION 91244 JANITORIAL (SUPPLIER) 31516 DBE MBE WBE</p> <p>562112 HAZARDOUS WASTE COLLECTION <i>SITE CLEAN UP, & OTHER WASTE MANAGEMENT SERVICES-ALL TYPES</i> HAZARDOUS MATERIAL AND WASTE SERVICES 92645 EMERGENCY RESPONSE NUCLEAR (HAZARDOUS WASTE) 10128 HAZARDOUS WASTE REMOVAL (RES/COM) DBE MBE WBE</p>
<p>Certification Number 4229 O-P ENGINEERING LLC 84614 PARKWAY RD PLEASANT HILL, OR 97455 Phone: (541) 747-8832 Fax: (541) 747-8020 doleary@o-pengineering.com DANA O'LEARY-PARRISH</p> <p>Owner Ethnicities: > CAUCASIAN (WHITE): 75 > CAUCASIAN (WHITE): 25</p> <p>Owner Genders: > Female: 75 > Male: 25</p>	<p>541330 ENGINEERING SERVICES <i>CONSULTING TO CONTRACTORS RELATING TO CIVIL AND STRUCTURAL SERVICES</i> ENGINEERING CONSULTING SERVICES 91842 CIVIL ENGINEERING 20501 DBE WBE ESB Tier-1</p>
<p>Certification Number 3744 ROBERTS CONSULTING & ENGINEERING, INC. PO BOX 40541 EUGENE, OR 97404 Phone: (541) 689-9197 Fax: (541) 689-9197 bjr@rceinc.net BARBARA J ROBERTS</p> <p>Other Names > ROBERTS CONSULTING & ENGINEERING LLC</p> <p>Owner Ethnicities: > CAUCASIAN (WHITE): 100</p> <p>Owner Genders: > Female: 100</p>	<p>541330 ENGINEERING SERVICES <i>CIVIL ENGINEERING DESIGN & CONSULTING</i> ENGINEERING SERVICES, CIVIL 92517 CIVIL ENGINEERING 20501 DBE WBE ESB Tier-1</p>
<p>Certification Number 2256 SCHIRMER + ASSOCIATES, LLC 375 W 4TH AVE STE 201 EUGENE, OR 97401</p>	<p>541320 LANDSCAPE ARCHITECTURAL SERVICES <i>COMMERCIAL AND RESIDENTIAL</i> DESIGN SERVICES, LANDSCAPE ARCHITECTURE 90656 ARCHITECTURAL 211512 DBE WBE ESB Tier-1</p>

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	PORTABLE LAMPS SHOP WORK SITE LIGHTING (SUPPLIER) DBE WBE	28552 30146
	237310 HIGHWAY, STREET, AND BRIDGE CONSTRUCTION SANDBLASTING / POWERWASHING; TRAFFIC CONTROL CONSTRUCTION, HIGHWAY AND ROAD SPECIALTY TRADES (HWY/RD) NEC DBE WBE	91327 10300
Certification Number 2757 WEST SIDE IRON, INC. PO BOX 70004 EUGENE, OR 97401 Phone: (541) 988-1781 Fax: (541) 988-5954 petewsi@cmc.net PETE COBARRUBIA Owner Ethnicities: > HISPANIC: 100 Owner Genders: > Male: 100	238110 POURED CONCRETE FOUNDATION AND STRUCTURE CONTRACTORS HIGHWAY AND ROAD CONSTRUCTION METAL WORKING SERVICES, NEW CONSTRUCTION CONSTRUCTION (HWY/RD) NEC DBE MBE ESB Tier-2	91458 10399
	238120 STRUCTURAL STEEL AND PRECAST CONCRETE CONTRACTORS HIGHWAY AND ROAD CONSTRUCTION METAL WORKING SERVICES, NEW CONSTRUCTION STRUCTURAL STEEL - INSTALL/ERECT (RES/COM) DBE MBE ESB Tier-2	91458 10170
	238190 OTHER FOUNDATION, STRUCTURE, AND BUILDING EXTERIOR CONTRACTORS SHEAR STUD WELDING FOR BRIDGES AND STRUCTURAL STEEL BUILDING CONSTRUCTION - COMMERCIAL AND INSTITUTIONAL WELDING CONSTRUCTION SERVICES, NEW CONTRACTORS WELDING (RES/COM) DBE MBE ESB Tier-2	91485 10176

DBE *Spec*

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You can also click here to see [Technical Specifications](#) for the download information.

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APPENDIX D

CENSUS BUREAU COUNTY BUSINESS PATTERN - LANE COUNTY REPORT

2007 County Business Patterns (NAICS)



Industry Code Comparison 339

Miscellaneous Manufacturing

Without noise flag With noise flag

To see a different year, select one

	FIPS Code	Area Name	Paid employees for pay period including March 12 (number)	First-quarter payroll (\$1,000)	Annual payroll (\$1,000)	Total establishments	Number of establishments by employment-size class							
							1-4	5-9	10-19	20-49	50-99	100-249	250-499	500-999
Detail	001	Baker, OR	A	D	D	2	2	0	0	0	0	0	0	0
Detail	003	Benton, OR	C	D	D	10	7	1	1	0	0	1	0	0
Detail	005	Clackamas, OR	527	4,576	19,929	53	27	11	9	5	0	1	0	0
Detail	007	Clatsop, OR	A	22	89	3	3	0	0	0	0	0	0	0
Detail	009	Columbia, OR	B	D	D	5	3	0	1	0	1	0	0	0
Detail	011	Coos, OR	58	332	1,433	9	4	3	2	0	0	0	0	0
Detail	013	Crook, OR	A	D	D	2	2	0	0	0	0	0	0	0
Detail	015	Curry, OR	A	D	D	2	2	0	0	0	0	0	0	0
Detail	017	Deschutes, OR	306	2,692	11,330	39	24	8	2	4	1	0	0	0
Detail	019	Douglas, OR	59	314	1,459	18	16	1	0	1	0	0	0	0
Detail	023	Grant, OR	B	D	D	2	0	1	0	1	0	0	0	0
Detail	027	Hood River, OR	118	607	2,398	10	4	2	0	4	0	0	0	0
Detail	029	Jackson, OR	426	3,170	12,750	40	20	11	4	3	2	0	0	0
Detail	031	Jefferson, OR	B	D	D	2	1	0	0	1	0	0	0	0
Detail	033	Josephine, OR	114	666	3,095	13	8	2	2	0	1	0	0	0
Detail	035	Klamath, OR	A	64	267	6	5	1	0	0	0	0	0	0
Detail	039	Lane, OR	1,189	8,831	38,064	38	21	12	10	1	2	2	1	0

2007 County Business Patterns (NAICS)



Industry Code Comparison 5413

Architectural, Engineering, and Related Services

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	FIPS Code	Area Name	Paid employees for pay period including March 12 (number)	First-quarter payroll (\$1,000)	Annual payroll (\$1,000)	Total establishments	Number of establishments by employment-size						
							1-4	5-9	10-19	20-49	50-99	100-249	250-499
Detail	001	Baker, OR	A	D	D	2	1	1	0	0	0	0	0
Detail	003	Benton, OR	817	12,935	48,445	76	51	10	8	6	0	0	1
Detail	005	Clackamas, OR	1,492	19,731	86,634	196	136	22	23	11	2	2	0
Detail	007	Clatsop, OR	B	D	D	11	8	2	0	1	0	0	0
Detail	009	Columbia, OR	75	1,200	4,294	11	6	4	0	1	0	0	0
Detail	011	Coos, OR	153	1,768	8,612	24	18	1	1	4	0	0	0
Detail	013	Crook, OR	A	D	D	6	5	0	1	0	0	0	0
Detail	015	Curry, OR	A	59	275	9	9	0	0	0	0	0	0
Detail	017	Deschutes, OR	547	5,213	24,266	128	100	16	5	7	0	0	0
Detail	019	Douglas, OR	221	2,085	9,805	31	20	8	1	1	0	1	0
Detail	021	Gilliam, OR	A	D	D	1	1	0	0	0	0	0	0
Detail	023	Grant, OR	A	176	837	4	2	2	0	0	0	0	0
Detail	025	Harney, OR	A	D	D	1	1	0	0	0	0	0	0
Detail	027	Hood River, OR	146	1,973	7,079	22	15	2	3	2	0	0	0
Detail	029	Jackson, OR	352	3,663	15,252	76	51	16	7	2	0	0	0
Detail	031	Jefferson, OR	A	D	D	1	1	0	0	0	0	0	0
Detail	033	Josephine, OR	94	809	3,751	32	17	3	2	0	0	0	0

Detail	035	Klamath, OR	97	825	4,025	19	13	2	3	1	0	0	0
Detail	037	Lake, OR	A	D	D	2	1	1	0	0	0	0	0
Detail	039	Lane, OR	987	9,935	47,944	145	87	26	23	7	1	1	0
Detail	041	Lincoln, OR	46	293	1,265	15	13	2	0	0	0	0	0
Detail	043	Linn, OR	149	1,213	5,496	30	19	4	7	0	0	0	0
Detail	045	Malheur, OR	B	D	D	3	0	1	2	0	0	0	0
Detail	047	Marion, OR	658	8,801	40,904	85	48	17	12	6	2	0	0
Detail	051	Multnomah, OR	6,706	94,499	430,997	511	291	85	59	43	21	11	1
Detail	053	Polk, OR	B	293	1,464	13	10	2	1	0	0	0	0
Detail	057	Tillamook, OR	B	D	D	7	6	0	1	0	0	0	0
Detail	059	Umatilla, OR	48	325	1,464	10	7	1	2	0	0	0	0
Detail	061	Union, OR	B	715	3,399	8	7	0	0	0	1	0	0
Detail	063	Wallowa, OR	A	D	D	4	4	0	0	0	0	0	0
Detail	065	Wasco, OR	B	D	D	5	4	0	1	0	0	0	0
Detail	067	Washington, OR	2,587	35,754	162,064	276	168	41	38	21	7	0	1
Detail	071	Yamhill, OR	81	625	2,942	30	25	4	1	0	0	0	0

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For information on businesses with no paid employees, see *Nonemployer Statistics*

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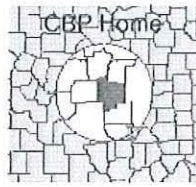
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2007 County Business Patterns (NAICS)



Industry Code Comparison
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Specialty Trade Contractors

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	FIPS Code	Area Name	Paid employees for pay period including March 12 (number)	First-quarter payroll (\$1,000)	Annual payroll (\$1,000)	Total establishments	Number of establishments by employment-size						
							1-4	5-9	10-19	20-49	50-99	100-249	250-499
Detail	001	Baker, OR	208	842	4,176	53	39	10	2	2	0	0	0
Detail	003	Benton, OR	646	5,154	27,791	108	72	15	14	7	0	0	0
Detail	005	Clackamas, OR	8,114	73,594	340,852	1,229	815	213	105	76	15	5	0
Detail	007	Clatsop, OR	623	5,048	24,805	113	67	25	16	4	1	0	0
Detail	009	Columbia, OR	351	2,602	12,440	82	53	24	3	2	0	0	0
Detail	011	Coos, OR	486	3,812	17,327	97	63	20	10	3	1	0	0
Detail	013	Crook, OR	246	1,762	6,942	70	53	8	8	1	0	0	0
Detail	015	Curry, OR	194	1,057	4,823	64	49	13	2	0	0	0	0
Detail	017	Deschutes, OR	4,841	37,493	161,051	876	589	159	80	38	9	1	0
Detail	019	Douglas, OR	1,045	8,775	39,864	210	147	34	19	9	0	1	0
Detail	021	Gilliam, OR	<u>A</u>	<u>D</u>	<u>D</u>	4	3	1	0	0	0	0	0
Detail	023	Grant, OR	29	155	695	12	9	3	0	0	0	0	0
Detail	025	Harney, OR	<u>B</u>	172	957	13	12	1	0	0	0	0	0
Detail	027	Hood River, OR	257	1,668	8,079	71	53	12	4	2	0	0	0
Detail	029	Jackson, OR	3,399	27,381	119,589	577	378	99	66	29	3	2	0
Detail	031	Jefferson, OR	118	781	3,331	37	28	7	2	0	0	0	0
Detail	033	Josephine, OR	828	5,216	22,691	254	170	45	16	3	0	0	0

Detail	035	Klamath, OR	658	4,720	20,801	126	75	31	17	2	1	0	0
Detail	037	Lake, OR	22	106	528	10	8	2	0	0	0	0	0
Detail	039	Lane, OR	4,881	40,338	183,929	723	446	143	84	37	11	2	0
Detail	041	Lincoln, OR	397	3,028	12,803	101	75	17	6	3	0	0	0
Detail	043	Linn, OR	2,505	27,733	125,755	242	146	36	33	22	4	0	0
Detail	045	Malheur, OR	65	320	1,533	24	20	4	0	0	0	0	0
Detail	047	Marion, OR	5,797	48,179	219,522	819	530	137	85	49	16	1	1
Detail	049	Morrow, OR	B	250	1,355	14	10	2	2	0	0	0	0
Detail	051	Multnomah, OR	14,113	164,230	706,864	1,141	688	197	123	77	38	11	3
Detail	053	Polk, OR	637	4,842	21,858	138	100	21	14	2	1	0	0
Detail	055	Sherman, OR	5	18	133	3	3	0	0	0	0	0	0
Detail	057	Tillamook, OR	212	1,431	6,797	53	35	14	4	0	0	0	0
Detail	059	Umatilla, OR	646	4,757	23,586	100	58	23	12	6	1	0	0
Detail	061	Union, OR	320	1,804	8,021	57	31	19	5	2	0	0	0
Detail	063	Wallowa, OR	113	492	2,644	28	19	6	2	1	0	0	0
Detail	065	Wasco, OR	208	1,281	5,806	48	32	9	6	1	0	0	0
Detail	067	Washington, OR	10,683	105,466	488,177	1,098	656	185	132	84	31	8	2
Detail	071	Yamhill, OR	1,305	11,101	50,365	229	154	46	12	14	3	0	0

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For information on businesses with no paid employees, see *Nonemployer Statistics*

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Spec Trade

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2007 County Business Patterns (NAICS)



Industry Code Comparison 54193

Translation and Interpretation Services

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	FIPS Code	Area Name	Paid employees for pay period including March 12 (number)	First-quarter payroll (\$1,000)	Annual payroll (\$1,000)	Total establishments	Number of establishments by employment-size class							
							1-4	5-9	10-19	20-49	50-99	100-249	250-499	500-999
Detail	003	Benton, OR	A	D	D	1	0	1	0	0	0	0	0	0
Detail	005	Clackamas, OR	A	D	D	1	1	0	0	0	0	0	0	0
Detail	029	Jackson, OR	A	D	D	1	1	0	0	0	0	0	0	0
Detail	039	Lane, OR	A	67	228	3	3	0	0	0	0	0	0	0
Detail	047	Marion, OR	A	D	D	2	2	0	0	0	0	0	0	0
Detail	051	Multnomah, OR	188	1,790	8,345	13	8	1	0	3	1	0	0	0
Detail	053	Polk, OR	A	D	D	1	1	0	0	0	0	0	0	0
Detail	067	Washington, OR	103	1,062	4,412	8	5	0	1	1	1	0	0	0

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For information on businesses with no paid employees, see [Nonemployer Statistics](#)

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APPENDIX E

**FEDERAL FINANCIAL ASSISTANCE
AGREEMENT ASSURANCE**

I, Ronald J. Kilcoyne, General Manager, hereby certify on behalf of Lane Transit District that:

The undersigned shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE Program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation, and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the undersigned of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

Executed this _____ day of _____, 2012.

By: _____
Ronald J. Kilcoyne, General Manager
Lane Transit District

APPENDIX F

**LANE TRANSIT DISTRICT
DISADVANTAGED BUSINESS ENTERPRISE POLICY**

Revised February 15, 2012

I. POLICY

Lane Transit District ("District") is committed to a Disadvantaged Business Enterprises (DBE) Program for the participation of "DBEs" in District contracting opportunities in accordance with 49 Code of Federal Regulations (CFR) Part 26, effective March 4, 1999, as may be amended ("Regulations"). The District has received federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the District has signed an assurance that it will comply with 49 CFR Part 26 (see Appendix E). It is the policy of the District to ensure nondiscrimination on the basis of race, color, sex, or national origin in the award and administration of the U.S. Department of Transportation ("U.S. DOT") assisted contracts. It is the intention of the District to ensure DBEs, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in contracting opportunities, and create a level playing field on which DBEs can compete fairly for contracts and subcontracts relating to the District's construction, procurement, and professional services activities.

The Board of Directors is responsible for establishing the DBE policy of the District. The General Manager of the District is responsible for adherence to this policy. The DBE Administrator is responsible for the development, implementation, and monitoring of a DBE Program for Contracts in furtherance of the District's nondiscrimination policy. It is the expectation of the Board of Directors and the General Manager that all District personnel shall adhere to the provisions and the spirit of this program.

This policy will be circulated to all District personnel and to members of the community who perform or are interested in performing work on District contracts. The complete DBE Program and overall annual goals analysis are available for review on the LTD website at ltd.org or at:

Lane Transit District
3500 East 17th Avenue
Eugene, Oregon 97403

The policy statement will be published in a newspaper of statewide (Oregon) general circulation at least once.

If you have any questions or would like further information regarding this program, please contact the assigned DBE Liaison Officer, Jeanette Bailor, by telephone at 541-682-6100 or by fax at 541-682-6188.

Ronald J. Kilcoyne
General Manager

Date

AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2012

ITEM TITLE: ASSUMPTIONS FOR LANE TRANSIT DISTRICT SALARIED EMPLOYEES' RETIREMENT PLAN DEFINED BENEFIT PLAN

PREPARED BY: Mary Adams, Director of Human Resources and Risk Management

ACTION REQUESTED: Staff recommend changing the assumptions to include a 20-year amortization window and do a one-time reset to the market value of the assets, resulting in a new District contribution of 23.5 percent.

BACKGROUND:

LTD has two pension plans: one for union-represented employees and one for administrative employees. Both plans are recovering from the recent downturn of the financial market, and both plans have unfunded liabilities. In 2011 the Board's Human Resources and Finance committees spent considerable time reviewing alternative plan designs for the Salaried Pension Plan. The outcome was a proposal to the full Board for a new plan design that consisted of a defined contribution account and a voluntary matching account. This new plan was adopted by the Board for all employees hired after January 1, 2012. All employees hired before this date would remain in the old plan, and the plan would be closed.

As a result of the defined benefit plan closure, actuaries at the Milliman firm have presented various options for future cost assumptions. The Board's Human Resources and Finance committees met in a joint meeting on January 24, 2012, to review the options. Both committees have recommended that the plan have a 20-year amortization period and that a one-time reset of assets to the market value be done to offset the effect of the plan closure. Both actions are considered prudent pension plan management decisions. In addition, this combination of actions will give the District a more predictable dollar contribution payable over the 20 years, starting with FY 2012-13.

ATTACHMENT: Letter from Milliman dated December 19, 2011

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2012-004: Resolved, the LTD Board of Directors hereby adopts a 20-year amortization window and directs consultants to do a one-time reset to the market value of the assets for the Defined Benefit plan of the Lane Transit District Salaried Employees' Retirement Plan.

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milliman.com

December 19, 2011

VIA E-MAIL

Ms. Diane Hellekson
Lane Transit District
3500 E. 17th Avenue
P.O. Box 7070
Eugene, Oregon 97401-0470

**Re: Lane Transit District Salaried Employees' Retirement Plan
Contribution Rates for Upcoming Fiscal Years**

Dear Diane:

As discussed, this letter reviews potential changes to the contribution rates to the above-named Plan starting with the 2012-2013 fiscal year. We wanted to solicit your comments prior to providing information to the Trustees.

Our proposed contribution rate consists of **11.5% of covered pay** to cover the ongoing costs of accruing benefits (the "Normal Cost"), **plus one of the following** alternative schedules for paying off unfunded actuarial liability and covering administrative expenses.

<u>Fiscal Year</u>	<u>20-Year Layered</u>	<u>20-Year Fresh Start</u>	<u>30-Year Fresh Start</u>
2012-2013	\$567,000	\$556,000	\$492,000
2013-2014	\$584,000	\$556,000	\$492,000
2014-2015	\$500,000	\$556,000	\$492,000
2015-2016	\$517,000	\$556,000	\$492,000

These alternatives are generally towards the lower end of what the District might consider for contribution rates. The 30-Year Fresh Start alternative uses the longest amortization period which meets the parameters of GASB 27 and GASB 50.

Our suggestion would be to contribute amounts no less than under one of the 20-Year schedules.

For comparison purposes, the recommended 2011-2012 contribution was 18.3% of payroll. If calculated in the same manner, the 2012-2013 contribution schedules above would be 23.7%, 23.5%, and 22.1% of payroll, respectively.

The basis for these alternative schedules is discussed below.

Effect of Plan Closure

The Plan was closed to new entrants effective January 1, 2012. The closure of the Plan affects Plan accounting. Since the total covered payroll of the Plan will generally start to decrease in future years, GASB standards do not allow for the continued use of percent-of-payroll amortization of the Unfunded Actuarial Liability (UAL). Instead, amortization of the UAL should occur in level dollar installments.

This letter shows projected LTD contribution levels in the following format: The Normal Cost continues to be expressed as a percent of covered payroll, because ongoing accrual costs are directly related to covered payroll. UAL amortization payments and administrative expenses are expressed as flat annual dollar amounts. The District could potentially budget the flat annual dollar amounts on a per payroll basis throughout the year.

We note that an argument could be made that since the closure of the Plan was enacted after July 1, 2011, the July 1, 2011 valuation could avoid recognizing the closure and continue its percent-of-payroll amortization approach. We do not necessarily recommend this, because the change in Plan terms was known while the valuation was being performed, and because contribution rates will go into effect after the closure of the Plan.

Discussion of District Decisions

The District has several alternatives it could consider for setting the new contribution rates. The alternatives are based upon how the District handles two interrelated decisions:

Decision 1) Should the Plan's actuarial value of assets of \$10.67 million be reset to the market value of assets of \$11.55 million?

Discussion: The Plan's investment returns are "smoothed" over a three year period in order to reduce the effect of investment return volatility on contribution rates. As of July 1, 2011, the actuarial (smoothed) value of assets is \$0.88 million lower than the actual market value of assets.

In our opinion, it is best to select an asset smoothing method with a long-term focus. It is not a good idea to selectively reset the asset value to the market value (and smooth going forward) when the market value of assets exceeds the smoothed value of assets.

However, with the closure of the Plan, a one-time reset to market value to offset the effect of the Plan closure might help transition to the new contribution calculations.

Decision 2) Over what length of time should the District aim to pay off the Plan's UAL?

Discussion: The maximum length of time allowed under GASB standards is 30 years. However, for a closed plan, a 30-year period is generally not appropriate.

One relevant benchmark for this Plan is its average expected working lifetime of 9 years. A conservative contributions policy might seek to pay off the UAL in 9 years. However, the effect

of a 9-year amortization policy would be to increase District contributions by approximately \$300,000 per year relative to the 20-year Fresh Start amortization.

Current District policy is to pay off UAL on a 20-year timeframe, with "layers" of UAL established at each valuation. Simply maintaining this amortization period is projected to increase District contributions by approximately 5% of total payroll in 2012-2013. The increase in contributions is largely attributable to recognizing the remaining investment losses during 2008-2009.

One principle of actuarial funding is to match the contributions with the time during which employees are rendering service. Therefore, in future years, the UAL amortization period should shorten as the remaining employees approach retirement. A good goal would be to pay off the entire UAL prior to the last retirement under the Plan. We project fewer than 10 remaining active members in the Plan in 20 years' time.

Potential District Contribution Rates

Based on the discussion above, we have offered three potential approaches to setting contribution rates for 2012-2013 and beyond. The descriptions are shown below, and the resulting contribution rates are shown in the first page of this letter.

20-Year Layered - The District could continue its current contribution policy by maintaining the current layers (which increase 5% each year) and add future 20-year layers on a level-dollar amortization basis. The effect of this policy is best seen by looking at the 20-Year Layered contributions in the table on the first page of this letter.

With each subsequent biennial valuation, a good goal would be to shorten the 20-year period by two years until the UAL is paid off. This is called a "closed" amortization period. However, once the closed amortization period gets sufficiently short (e.g. 10 or fewer years), a return to layered amortization may make sense.

20-Year Fresh Start - The District could "fresh start" its actuarial value of assets to market, and fresh start its 20-year amortization payment. This approach results in a level dollar contribution which would be payable over the 20 fiscal years starting with 2012-2013.

30-Year Fresh Start - The District could "fresh start" its actuarial value of assets to market, and fresh start to a 30-year amortization payment. This approach results in a level dollar contribution which would actually be payable over the next 29 fiscal years – i.e. until 30 years from the July 1, 2011 valuation date. This approach is the most aggressive approach which would be consistent with current GASB standards.

Considerations for Future Years

Now that the Plan is closed to new entrants, it will mature more rapidly than in prior years. As a result, its investment horizon will shorten, and more conservative asset allocations may gradually become a better match to the liability profile. In turn, the expected rate of return on Plan assets will likely need to decrease, and this will increase Plan liabilities.

In addition, pending changes to actuarial standards are likely to require a narrower corridor from which we can select an actuarial expected rate of return. This change may put downward pressure on the actuarial assumption for Plan investment return, which may in turn increase Plan liabilities.

Finally, proposed changes to GASB standards are penciled in for the 2013-2014 fiscal year. The primary effect of these changes will be greater volatility in the Plan's financial accounting. These changes do not have a direct impact on the District's contribution decisions. Similar to current standards, the new standards will encourage the District to contribute an actuarially determined amount consistent with returning to full funding and avoiding insolvency.

Enclosed is a Milliman PERiScope article on the proposed changes in GASB standards.

Reliance and Limitations

In preparing this report we relied without audit on information (some oral and some in writing) supplied by Kernutt Stokes Brandt & Co., LLP (KSB) and the District. This information includes, but is not limited to, plan provisions, employee data, and unaudited financial information. We found this information to be reasonably consistent and comparable with information used for other purposes. These results depend on the integrity of this information. If any of this information is inaccurate or incomplete our results may be different and our calculations may need to be revised.

Except as otherwise noted herein, our calculations are based upon the actuarial assumptions and methods, plan terms, and employee data summarized in our November 10, 2011 letter to Todd Lipkin re June 30, 2011 CAFR information. Projections in this letter assume that future experience, including a 7.5% annual investment return, follow these actuarial assumptions.

All costs, liabilities, rates of interest, and other factors for the Plan have been determined on the basis of actuarial assumptions and methods which are individually reasonable (taking into account the experience of the Plan and reasonable expectations); and which, in combination, offer our best estimate of anticipated experience affecting the Plan. Nevertheless, the emerging costs will vary from those presented in this report to the extent actual experience differs from that projected by the actuarial assumptions.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period or additional cost or contribution requirements based on the plan's funded status); and changes in plan provisions or applicable law. Due to the limited scope of our assignment, we did not perform an analysis of the potential range of future measurements. The Board of Trustees has the final decision regarding the appropriateness of the assumptions.

Actuarial computations presented in this report under GASB Statements No. 25 and 27 are for purposes of fulfilling financial accounting requirements. The calculations in this report have been made on a basis consistent with our understanding of GASB Statements No. 25 and 27.

Ms. Diane Hellekson
December 19, 2011
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Determinations for purposes other than meeting these requirements may be significantly different from the results contained in this report.

Milliman's work is prepared solely for the internal business use of the Lane Transit District Salaried Employees' Retirement Plan. To the extent that Milliman's work is not subject to disclosure under applicable public records laws, Milliman's work may not be provided to third parties without Milliman's prior written consent. Milliman does not intend to benefit or create a legal duty to any third party recipient of its work product. Milliman's consent to release its work product to any third party may be conditioned on the third party signing a Release, subject to the following exception(s):

- (a) The District may provide a copy of Milliman's work, in its entirety, to the District's professional service advisors who are subject to a duty of confidentiality and who agree to not use Milliman's work for any purpose other than to benefit the Plan.
- (b) The District may provide a copy of Milliman's work, in its entirety, to other governmental entities, as required by law.

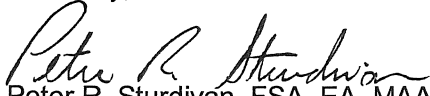
No third party recipient of Milliman's work product should rely upon Milliman's work product. Such recipients should engage qualified professionals for advice appropriate to their own specific needs.

The consultants who worked on this assignment are pension actuaries. Milliman's advice is not intended to be a substitute for qualified legal or accounting counsel.

On the basis of the foregoing, we hereby certify that, to the best of our knowledge and belief, this report is complete and accurate and has been prepared in accordance with generally recognized and accepted actuarial principles and practices. We are members of the American Academy of Actuaries and meet the Qualification Standards to render the actuarial opinion contained herein.

We would look forward to discussing these contribution rate alternatives with you in the near future.

Sincerely,


Peter R. Sturdivan, FSA, EA, MAAA
Principal and Consulting Actuary


William H. Clark – Shim, FSA, EA, MAAA
Consulting Actuary

PRS/WHC:wp

cc: Ms. Mary Adams

AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2012

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 January 19 meeting, Point2point staff provided a brief overview of the current programs and services and the results achieved in 2011. LCOG staff presented the scope and timeline for the annual review of the MPO's public involvement program, and the CAC appointed an annual review subcommittee. LCOG staff also reported on the public involvement strategy for the Unified Planning Work Program (UPWP). An interim review of the UPWP for FY 2012-2013 also was provided. The CAC made recommendations on the UPWP public involvement strategy that will be presented to the MPC at its February 9 meeting. The next CAC meeting is scheduled to be held on February 16.
2. **Joint Meeting of Board Human Resources/Finance Committee:** The Board Human Resources Committee is composed of Chair Mike Dubick and Board Members Dean Kortge and Gary Gillespie and the Board Finance Committee is composed of Chair Dean Kortge and Board Members Mike Dubick and Ed Necker. On January 24 the committees held a joint meeting to review the LTD Salaried Pension Plan actuarial assumptions and to review the Medicare Supplement program. The next meeting of the Finance Committee will be held on March 5; the next meeting of the Human Resources Committee is tentatively scheduled to be held on February 28.
3. **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. At the meetings held on February 8, trustees voted to rebalance

both portfolios, approved a new form for ATU beneficiaries, and heard reports from a Milliman representative (the plans' actuary) that both plans will require significantly higher contributions beginning July 1, 2012.

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 February 8 meeting, Oregon Department of Transportation (ODOT) staff discussed ODOT's financial situation, infrastructure condition, and next steps. ODOT staff also led an exercise to educate the Committee on prioritizing projects for the next State Transportation Improvement Program cycle and also prioritizing projects in the event Modernization funds were to become available.
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 February 9 meeting, LCOG staff provided an update on the scope and calendar for greenhouse gas planning. At the Oregon Transportation Commission (OTC) workshop held in November 2011, staff developed the draft 2012-2013 OTC work plan. At the February MPC meeting, staff discussed the work plan and the Area Commission on Transportation (ACT) considerations and requested input from the MPC.

OTHER ACTIVITIES:

1. **American Public Transportation Association (APTA) Board of Directors Executive Committee**: Board Member Greg Evans serves on this committee. The Committee held a meeting by web conference on February 9. The agenda included an initial review of the Draft Fiscal Year 2013 Business Plan and review of the next APTA Board of Directors meeting agenda, which will occur on March 10 during the Legislative Conference.

NO MEETINGS HELD:

1. **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. The next TCRG meeting is scheduled to be held on February 15.
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, 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 February 23.
3. **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 will be held on February 23.
4. **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 scheduled to be held on March 6.

5. **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 January 24 meeting was cancelled and has not yet been rescheduled.

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2012

ITEM TITLE: 2012 POINT2POINT SOLUTIONS ANNUAL PROGRAM REPORT

PREPARED BY: Theresa Brand, Transportation Options Manager

ACTION REQUESTED: None. Information only.

BACKGROUND:

The 2012 Point2point Annual Report is provided as an attachment to the Board meeting packet. Point2point staff will present to the Board the program's achievements during the past year.

Some Point2point Program highlights for 2011 include the following:

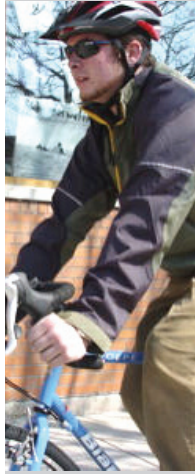
- The development of a Regional Carshare program.
- The sunset of the funding source for the Student Transit Pass Program that resulted in this popular program coming to an end.
- The launching of the Drive Less Connect free online ridesharing database after 10 years of planning.
- The expansion of the Group Pass Program to include schools that elect to buy passes for their entire group/school program.
- The successful funding of the Gateway Smart Trips program in Springfield through the State of Oregon's Flex Fund program. The program is launching in February of 2012.
- The Safe Routes to School Program had more than 6,500 students walk or bike to school as part of the walk and bike school events held at 15 schools.

ATTACHMENT: 2011 Point2point Annual Report

PROPOSED MOTION: None.

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2011 ANNUAL REPORT



bike.



bus.

walk.



pool.

For 15 years point2point Solutions, formerly known as Commuter Solutions, has offered transportation demand management services to the region, promoting options to single occupancy vehicles, and addressing regional congestion. Point2point Solutions accomplishes this through targeted strategic outreach, education, and marketing within the Central Lane Metropolitan Planning Organization (CLMPO). With funding through the CLMPO, the Oregon Department of Transportation (ODOT), and jurisdictional partners, point2point Solutions serves as the regional transportation options program.

Point2point Solutions' 2000-2012 strategic plans reflect support for the policy direction outlined in the CLMPO's Regional Transportation Plan: (Most recently updated in 2007)

Transportation Demand Management (TDM) Policy #1

TDM Program Development expand existing TDM programs and develop new TDM programs.

TDM Policy #2: Parking Management

Increase the use of motor vehicle parking management strategies in selected areas throughout the Eugene-Springfield metropolitan area.

TDM Policy #3: Congestion Management

Implement TDM strategies to manage demand at congested locations.

Outlined is a review of point2point Solutions' key programmatic accomplishments over the past year and targets for the 2012 work plan.

POINT2POINT CORE PROGRAMS AND SERVICES

GROUP PASS PROGRAM

Point2point Solutions administers Lane Transit District's Group Pass Program contracts for the region's businesses, higher education, and schools serving grade 6-12 students. Significant growth in employer participation occurred between 2005 and 2008; these rates leveled off and then slightly decreased due to changes in the economy and business reductions.

As the economy improves and the demand for transportation options increase due to higher oil prices, staff anticipate future growth in this program.

The 2011 Oregon Legislature ended funding for the Student Transit Pass Program that had served 24,000 grade 6-12 students at 120 schools. Twenty-one schools and school programs representing 4,740 students purchased the Group Pass Program in 2011, representing a drop in student participation of 80 percent.





PARTICIPANTS	2005	2010	2011
GPP Employers & U of O and LCC			
# of Organizations	56	88	83
# of Individuals	40,960	45,000	45,580
Student Transit Pass Grades 6 - 12	20,940	24,000	0
GPP Grades 6 – 12 students			
# of Schools/School Programs	0	0	21
# of 6 - 12 Students	0	0	4,740
Regional Total Individuals Served	61,900	69,000	50,320

STUDENT TRANSIT PASS PROGRAM

The 2011 Oregon Legislature terminated funding for the Student Transit Pass Program to help balance the state budget. As a result, LTD/point2point Solutions offered to sell a Group Pass Program (GPP) to public school districts and private schools for their students in grades 6-12. To date, 21 public and private schools have purchased a GPP serving approximately 4,740 students. Also LTD/point2point Solutions staff worked with public school districts to sell LTD passes onsite at schools not covered by a Group Pass Program, for the convenience of students.

Given the current sales trend (as of December 2011), LTD expects to receive approximately \$500,000 from student fares during the 2011-12 academic year, as compared with \$1.2 million earned during the 2010-11 school year. Before the Oregon Legislature cut program funding, LTD's FY 2011 budget had projected the 2011-12 student fare revenue would be \$1 million. This means that LTD now anticipates it will earn half of the projected revenue.

Given the Oregon economic climate, LTD/point2point Solutions believes it is not possible to achieve a reinstatement of state funding for student transit passes. Moreover, LTD has a greater need to restore funding that was cut from transportation services for the elderly and disabled. This means LTD must wait for economic improvements before seeking restoration of Student Transit Pass funding.

EMPLOYER TRANSPORTATION COORDINATOR BUSINESS EDUCATION PROGRAM

An Employee Transportation Coordinator (ETC) is someone who works hand-in-hand with point2point Solutions to administer and promote transportation options (bus, carpool, vanpool, bike, walk, compressed work week, and telecommute) to employees at their worksites. Currently there are 130 Emergency Ride Home/Commuter Club/Group Pass Partner ETCs serving regional businesses and educational institutions.

ETCs are employees who are designated by their employer or concerned and enthusiastic employees with personal goals to help reduce air pollution, traffic congestion, and fuel consumption.

Point2point Solutions staff supports ETCs by informing them about transportation options opportunities, or issues via email, newsletters, and quarterly ETC luncheons. In addition, point2point Solutions provides free trip-planning events for the employees and conducts employee transportation research.

BUSINESS COMMUTE CHALLENGE

The Business Commute Challenge is a fun and friendly week-long competition where local employers and work-place teams join forces to turn the daily commute into a transportation adventure! The week-long event is an opportunity to rethink your daily work commute and discover ways to drive less, save more, and win some great prizes donated by local businesses.



The 2011 Business Commute Challenge was successful with 107 businesses, representing 2,329 participants, who reduced their driving by 92,958 miles (a 45 percent increase from 2010), and saved 75,270 lbs of CO₂.

2012 Target Point:

The 2012 Business Commute Challenge will be held on May 12-18 with a target of 120 participating businesses.

CARPOOL AND EMERGENCY RIDE HOME PROGRAMS

Carpool2save

Point2point Solutions conducted a carpool incentive program (Carpool2Save) February through April. Statistics from the program include:

- 146 registrants, of which 117 were new to the existing Rideshare Online database
- 17 new carpools were formed, 27 existing carpools participated
- 68,073 total Vehicle Miles Reduced/Reinforced (VMR/R)
- 3,353 gallons of gasoline saved
- 54,459 pounds of CO₂ were eliminated

Drive Less Connect

Point2point Solutions recently joined Transportation Options agencies throughout the state, the Oregon Department of Transportation (ODOT), and Drive Less Save More to launch a free, online, statewide rideshare service called Drive Less Connect.

Drive Less Connect has advanced features which include flexible schedule trip matching for carpool, vanpool, bike buddies, and even transit options. Other features include a robust trip calendar module which tracks and reports personal and regional money and fuel savings, as well as CO₂ reductions.

Point2point Solutions conducted a "soft-launch" in September, targeting users from the existing point2point Solutions rideshare database, Lane County users from the CarpoolMatchNW rideshare database, employer partners, and Valley Vanpool members.

Drive Less Connect was formally launched publicly on November 2, 2011, through the statewide Drive Less Save More program which developed related press releases, social media postings, and communications to Lane County communities.

Drive Less Connect Stats for 2011 (Based on trips logged by users in the trip calendar)

- 422 New Users
- 366,452 Non-SOV Miles Logged
- 2,330 Bike Trips
- 2,608 Bus Trips
- 5,027 Carpool Trips
- 729 Telework Trips
- 2,012 Vanpool Trips
- 548 Walk Trips
- 266,996 Pounds of CO2 Averted
- 13,451 Gallons of Gasoline Saved (equal to 707 barrels of oil)



Matching people with places.

Emergency Ride Home

In 2011, 13 new employers enrolled in the Emergency Ride Home Program (ERH) for a total of 123 registered employers and 118 new registered commuters, bringing the total number of ERH registrants to 582.

- 6 ERH Trips Provided
- Total Cost - \$148.50
- Average Cost Per Ride - \$24.75

2012 Target Point

Administration of the Emergency Ride Home will shift from a manual system to an automated user system provided by the Drive Less Connect rideshare database. The ERH module in Drive Less Connect allows eligible employees to log in and print their own taxi voucher. This will simplify the process for the Employee Transportation Coordinators (ETCs) who currently have to contact the taxi company and complete a taxi voucher for the employee.

VANPOOL PROGRAM

Point2point Solutions participates in the multi-jurisdictional partnership: Valley Vanpool. Working with Salem Area Mass Transit and Cascades West Council of Governments, the program reduces vehicle miles traveled associated with commutes in and out of the CLMPO.

A vanpool from Eugene to the Westfir Forest Station began in September. This brings the total number of vanpools that either originate or end in Eugene-Springfield to eight.

YEAR	# OF VANPOOLS	AVERAGE # OF RIDERS	TOTAL PASSENGER MILES	AVERAGE TRIP LENGTH	TOTAL VEHICLE MILES REDUCED (VMR)	CO2 REDUCED (POUNDS)
2011	8	91	1,642,696	59.8	1,248,448	998,759.17
2010	7	51	1,587,858	61.0	1,206,772	965,417.70



SCHOOL SOLUTIONS

In 2004 point2point Solutions expanded its programs and services beyond the work commute to include regional schools. The School Solutions Program educates and encourages families to try transportation alternatives such as walking, biking, bus, and carpooling for their school commute. Key components of the School Solutions program include:

Pool2school & Walk/Bike Programs:

Point2point Solutions provides pool2school, a free carpool matching service to help parents find carpool partners among families whose children attend the same school. Parents of more than 100 students used the pool2school service in 2011. Point2point Solutions also offers free customized mailings to help parents invite other families' students to join in walk- or bike-to-school groups. Since inception, these programs have served families of more than 1,600 students.



Outreach Programs:

To help attract new participants, point2point Solutions offers stipends to help interested schools conduct events in observance of the annual International Walk and Bike to School Day held each October. Fifteen schools requested a total of \$3,600 to participate in the 2011 event. Other schools in the community also held walk and bike events but did not request stipends, including those schools that had received Oregon Safe Routes to School education and encouragement grants. In total, participation among local schools has increased since 2008 and is remaining fairly steady despite school budget cuts.

STIPENDS FOR INTERNATIONAL WALK & BIKE TO SCHOOL EVENTS	2009	2010	2011
# Schools that Requested Stipends	14	14	15
# Students at Participating Schools	5,860	7,200	6,550
Total Stipends Used	\$4,040	\$4,902	\$3,605

Comments from staff of the participating schools in 2011 include the following:

“Thank you for your support of our Walk + Bike to School event! Roosevelt Middle School kicked off its event on National Walk + Bike to School Day and is continuing it through the month of October. On our kick-off day we did a big morning celebration in “The Commons” where we made up Bike Blended Smoothies with volunteer help with the fixings and kid power for blending. We also handed out Walk + Bike shoelaces and our new Walk + Bike buttons to students who answered bike and pedestrian safety trivia questions. We used the day to promote the month-long challenge.”
 ~ Shane MacRhodes, Eugene 4J Safe Routes to School Coordinator

Before the Event:

“How wonderful that you are offering stipends for walk and bike to school day! I am the P.E. teacher at Howard Elementary School, which has about 350 students. This event has become a favorite of Howard students, and I would like to use the funds to purchase healthy snacks to serve as kids arrive at school and prizes for walk and bike participants. Our school is currently about 85 percent free and reduced lunch and these funds would be greatly appreciated!”

After the Event:

“Nearly 50 percent of our 350 students and three staff participated! Prizes included helmets, pads, skateboards, bike horns, bells, and bike locks.”
 ~ Lisa Chinn, P.E. Teacher, Howard Elementary School

SAFE ROUTES TO SCHOOLS

Point2point Solutions has served in a leadership and supportive role to establish strong Safe Routes to School (SRTS) programs in the region’s school districts. Point2point Solutions successfully secured funding to establish a two-year SRTS program in the Bethel School District. In addition, point2point Solutions advocated for the Eugene 4J SRTS program to receive continued funding from the Central Lane Metropolitan Planning Organization (CLMPO).

2012 Target Point:

With current support from the CLMPO, point2point Solutions is preparing a strategic plan to implement a regional SRTS program that will leverage existing resources, establish secure funding, and expand the geographic scope of SRTS services to all of the region’s school districts. Current SRTS funding for the Eugene 4J and Bethel school districts will expire in late 2012.



PARK & RIDE PROGRAM

In 2011, point2point Solutions managed 25 Park & Ride lots throughout the region. The Park & Ride Program will come under increasing demand with the increase in gas prices. Ongoing customer research is planned to assist in targeting possible new locations for lots.

In May, a Park & Ride (P&R) lot study was conducted at Seneca Station, Willamette Christian Center, Eugene Faith Center, and Amazon Station. Key findings of the study include:

- The Amazon Station P&R lot is a multi-use lot with 37 percent of the respondents surveyed using the lot for recreational or dog park purposes and 63 percent using the lot for transportation purposes. There is a relatively high level of turnover. Roughly 50 percent of vehicles parked for less than one hour.
- Capacity is not an issue at the remaining three P&R lot locations studied, Willamette Christian Center and Eugene Faith Center P&R lots typically fill to about 63 percent to 75 percent of capacity, with the Seneca Station only filling to about 25 percent of capacity.
- 79 percent of commuters surveyed used their Employer/College Group Bus Pass to pay for their transit trip.
- 76 percent of P&R lot users rode the bus, 7 percent walked, 8 percent biked, and 4 percent carpooled to their destination.
- 44 percent of the P&R lot commuters use the lot when traveling to work, 40 percent of the P&R lot commuters use the lot when traveling to college.
- When asked for suggestions for new P&R lot locations, different streets along 18th avenue received the most mentions.



In October, Park & Ride lot studies were conducted at the River Road and Thurston Stations. Key findings of this study include:

- Capacity is not an issue at either P&R lot locations. River Road Station typically fills to 33 percent to 39 percent of capacity, while Thurston Station fills to less than 20 percent capacity.
- Over two-thirds (68 percent) of the sample rode a bus from the P&R lot to their destination, while 19 percent transferred to the EmX.
- One out of six (17 percent) respondents vanpool from the River Road Station to their destination in Corvallis.
- 13 percent of the sample carpool from the River Road Station. Only one respondent from the Thurston Station uses the lot to carpool.

When asked for suggestions for new P&R lot locations, the most mentions received were for along the EmX line in Springfield, with several mentions for different streets along River Road.

SMARTTRIPS GATEWAY PROGRAM:

SmartTrips is a proven method of using education and incentives to encourage people to try new ways of making trips.

Quick Facts about the Gateway SmartTrips Program:

- Target area: 650 businesses and 5,000 households within a quarter mile of the Gateway EmX corridor.
- Funding Source: 2011 ODOT Flex Fund Grant
- Launch Date: The business program launched in January of 2012 and the residential program will follow in April 2012.
- Partners: The City of Springfield is the primary partner in this effort and has provided monetary and in-kind support. Other informal partners include Neighborhood Economic Development Corporation (NEDCO), Willamalane Park and Recreation District, PeaceHealth, Springfield Chamber's Gateway Development Committee, Washburne Neighborhood Association, and Oregon Department of Transportation.
- Components unique to the Gateway program: Pedestrian safety and outreach to high priority populations including elderly and disabled, minorities, and those underserved by existing transportation infrastructure.



Evaluation:

1. A travel survey will be sent to all 5,000 households before the program is implemented and directly after the program is complete.
2. A trip diary will be distributed to all employees who choose to participate in the program.

Gateway SmartTrips Objectives:

1. Increase walking, biking, ridesharing, and transit trips by 15 percent in the target area.
2. Increase awareness of available transportation options and the ease of use.
3. Establish new long-term sustainable travel behaviors.

The Final Report is anticipated to be complete in December 2012

CONGESTION MITIGATION PROGRAM

Point2point Solutions continues, in partnership with Lane Council of Governments (LCOG), to provide the region's jurisdictions and the general public with congestion mitigation services for road infrastructure projects with significant regional impact. In addition, point2point Solutions provides financial support and project monitoring for LCOG's KeepUsMoving.Info website.

Point2point Solution's Congestion Mitigation Program's (CMP) primary purpose is to guide community education and promotional efforts to increase use of travel options during and after major regional infrastructure investments. In addition, point2point Solutions plans to expand this to include targeted corridors that have a level of service that is close to or projected to reach failing status.



The CMP short-term goals are to:

- Provide information prior to and during construction so the public understands the traffic impacts and can make informed decisions about their travel.
- Increase regional awareness of transportation options and reduce congestion associated with road construction.

The long-term goals are to:

- Increase daily use of transportation options.
- Decrease regional vehicle miles traveled (VMT).
- Collaborate with jurisdictions to produce accurate and accessible construction information for effective public notification.
- Create positive public relations between jurisdiction and public.

During the 2011 road construction season, point2point Solutions assisted the Oregon Department of Transportation (ODOT) with major facility closures and the City of Eugene with a series of consecutive road preservation projects.

2012 Target Point:

Point2point Solutions will provide ODOT significant support for the second phase of the Highway 99 – Roosevelt Project slated to begin in the summer of 2012.

GENERAL OUTREACH & EDUCATION PROGRAM

Point2point Solutions staff continues to develop outreach and educational materials for variety of audiences. In 2011 these efforts included:

- Presentation at the Good Earth Home & Garden Show
- Presentation to Climate Masters at Home students
- Presentation on the Business Commute Challenge
- University of Oregon Off-Campus Student Housing Fair
- EWEB Earth Day Event
- Presentation at the Green Lane Sustainable Business Network on the Carpool2Save carpool incentive program
- Springfield Chamber Business Expo
- Eugene Chamber Business Expo
- Eugene Chamber Business After-Hours Showcase
- Eugene Celebration
- Blackberry bRamble
- Eugene Police Prevention Convention
- Springfield Justice Tour



PLANNING & POLICY DEVELOPMENT

Point2point Solutions participates in local, regional, and state transportation options planning and policy development. Specifically, point2point Solutions staffs and receives direction from, the Transportation Options Advisory Group, a subcommittee of the Metropolitan Planning Organization's Transportation Policy Committee.

2012 Target Point:

Lane Council of Governments and point2point Solutions are leading a regional effort to study and plan for the most effective application of transportation demand management and transportation options (TO) practices, to address the goals and objectives of the Central Lane Metropolitan Planning Organization (CLMPO) Long-Range Regional Transportation Plan (RTP).

Key products for the region's jurisdictions include:

- A TDM/TO Best Practices Tool Kit
- A Regional TDM/TO Strategic Plan

The Regional Transportation Options Plan (RTOP) will result in enhanced and expanded regional TDM/TO programs and services based on a strategic direction for development and funding of best practices.

JURISDICTIONAL AND SCHOOL SUPPORT

Point2point Solutions provides transportation options support to jurisdictions' transportation programs and services. Examples include:

City of Eugene

SmartTrips sponsorship

Eugene Celebration sponsorship

City of Springfield

Secured state funding for SmartTrips program

City of Springfield's Wheels by the Willamette sponsorship

GEARS

Blackberry bRamble

University of Oregon

Bike & Music Festival

Bethel and Eugene 4J School Districts

International Walk and Bike to School Day

May Bike Challenge Events



Amount of space required to transport the same number of passengers by car, bus, or bicycle. Event info at www.facebook.com/Urban.Ambassadors - Photos by www.tobinbennett.com (Des Moines, Iowa - August 2010)



2012 Point2point Solutions Regional Target Initiatives:



Carsharing Pilot Project:

Point2point Solutions continues to serve as the lead for a collaborative regional effort to expand carsharing services with jurisdictions, University of Oregon, major employers, and the Oregon Department of Transportation.

Point2point Solutions and Lane Transit District issued an RFP in October 2011, and two responses were received. After careful evaluation of the responses, WeCar (a division of Enterprise Rent-

A-Car) was selected as the preferred vendor. A letter of intent was issued to WeCar and a signed contract is expected in January 2012. Point2point Solutions anticipates carshare vehicles on the ground by the end of March 2012.

Development of Regional Smart Trips Program:

Point2point Solutions is currently working to leverage the successful work of the City of Eugene's SmartTrips program with the pending Springfield project and establish a regionally based program.

As previously noted:

Regional Transportation Options Program

Regional Safe Routes to School Program

MONITORING

Point2point Solutions staff conduct ongoing measurement of key programs and services. With the new statewide Rideshare Online database, a systematic approach to monitoring ridesharing effects will be available.

2012 Target Point

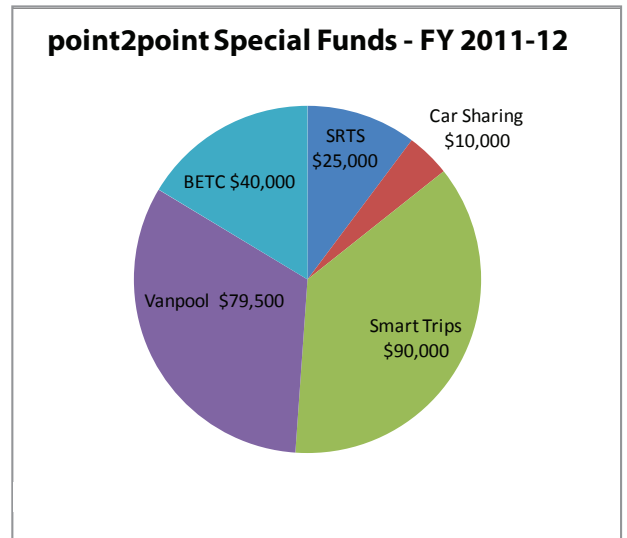
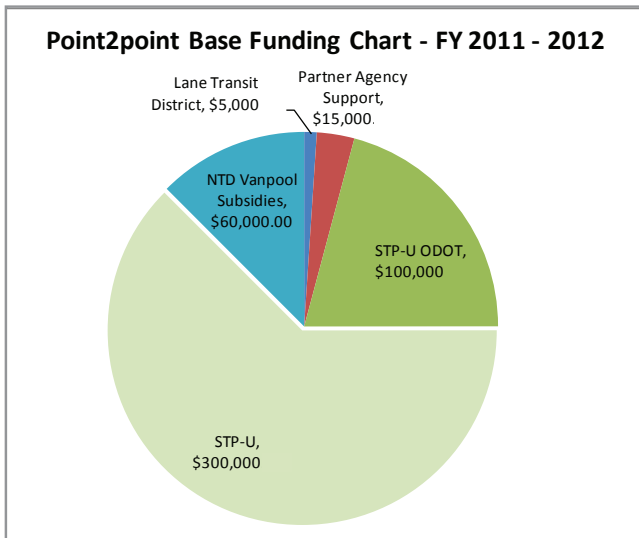
Point2point Solutions understands that it plays a significant role in the reduction of greenhouse gas emissions. As state and federal targets become clear, point2point Solutions will serve as a key contributor to the monitoring effort.

FUNDING

Point2point Solutions receives its primary base funding through the CLMPO and ODOT, with match provided by the region's jurisdictions as outlined in chart 1.0. In addition, point2point Solutions has secured temporary funding for Springfield and Bethel School District projects.

2012 Target Point:

Point2point Solutions may face a reduction in state funding (BETC program sunset) and the temporary funding mechanism for Safe Routes to School. Additional grant writing efforts will be necessary with this in mind.



 **STAFF**



Marcia Maffei Cammie Harris Tracy Ellis Theresa Brand Lisa Van Winkle Claire Otwell

AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2012

ITEM TITLE: POST-PROJECT EVALUATION - FLEET MAINTENANCE BUILDING EXPANSION/REMODEL

PREPARED BY: Jeanette Bailor, Purchasing Manager

ACTION REQUESTED: None. Information only.

ISSUE:

Pursuant to ORS 279C.355, staff have prepared a post-project evaluation of the public improvement project noted above. The evaluation is required when a public improvement contract is granted an exemption from the competitive bidding process.

BACKGROUND:

The LTD Board of Directors elected to use a Construction Manager/General Contractor (CM/GC) delivery method for the Fleet Maintenance Building expansion/remodel as a result of reviewing findings at the February 2009 Board of Directors meeting and public hearing. LTD Resolution No. 2009-007 was passed in which the Board approved and adopted the finding supporting an exemption from the competitive bid process and supporting the use of the CM/GC delivery method for this project.

SUMMARY:

A contract was awarded to Fortis Construction Inc., and a contract was signed on June 18, 2009. A guaranteed maximum price was negotiated and agreed upon on August 3, 2009, in the amount of \$3,599,485. The engineer's estimate for the project was \$3,600,000.

There were a total of two change orders on the contract that reduced the final contract amount to \$3,445,905. The change orders decreased the contract due to some value engineering deductions and also added enhancements to infrared heaters, training room modifications, additional mechanical and electrical controls, and various other small changes.

An objective assessment of the project using the CM/GC project delivery method as compared to the findings listed in the original exemption, as required by ORS 279C.335, follows in Attachment A.

CONCLUSION:

It was beneficial to have the CM/GC and their mechanical and electrical contractors under contract during final design. The CM/GC and their major subcontractors provided existing systems information to designers for accurate final design documents and constructability. The pre-construction information

from the contractor also helped to maintain the approved project schedule and reduced the number of change orders during construction.

Using the CM/GC project delivery approach enabled LTD to evaluate the contractor during selection based on their past experience with similar complex projects that had been constructed while operations continued. It also allowed the contractor to contract with the appropriate subcontractors early and to use their technical expertise during design.

In summary it is concluded that the CM/GC project delivery process did enable LTD to meet the project deadlines that were in place as a result of using American Recovery and Reinvestment Act funding for the project, and at a cost less than the estimated budget.

ATTACHMENT: An Objective Assessment of the Use of Construction Manager/General Contractor Project Delivery Method as Compared to the Findings as Required by ORS 279C.335

PROPOSED MOTION: None.

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An Objective Assessment of the Use of Construction Manager/General Contractor Project Delivery Method as Compared to the Findings as Required by ORS 279C.335

The findings are summarized below:

1. Operational, Budget, and Financial Data

The Fleet Maintenance Building expansion/remodel construction budget is fixed and has limited contingency. A low initial bid is not the final construction price of a project. Historically, low-bid projects result in numerous change orders and often in substantial claims. LTD must minimize risks of design changes, construction delays, and claims in order to control the project budget and complete the project on time. When the construction manager/general contractor (CM/GC) participates in the design process, fewer change orders occur during construction that affect the Guaranteed Maximum Price (GMP) because there is a better understanding of the owner's needs and the engineer's design intent. Involving the construction contractor during design is a proven approach for containing costs through more constructible designs and helps to reduce the technical complexity risks. Early selection of the CM/GC creates more-informed and better-quality decisions by the construction team. Cost options for materials, construction sequences, and bid timing can be viewed with greater certainty and knowledge. This allows the owner to obtain real-time market pricing that assists in decision making. For this segment, all of these factors are important. Additionally, LTD operational costs are related to the quality and timely performance of the Fleet Maintenance Building expansion/remodel construction work. Delays in the performance of this work could lead to increased operational costs.

Finding. A negotiated procurement that involves the construction contractor during the design phase will allow LTD to better control costs because of timely, real-market pricing and input from the contractor who will build the project. Low bid does not provide this opportunity. For this segment, CM/GC is the best choice.

Assessment. The CM/GC and their major subcontractors provided existing systems information to designers for accurate final design documents and constructability. This saved time and allowed for a cost savings in modifying existing complex systems.

2. Public Benefits

A realistic, cost-effective construction approach that meets the critical need to accommodate the continuance of vehicle repair during construction is necessary. Contractor input during design facilitates the development of realistic construction options in terms of schedule, cost, and safety considerations. Disruptions to vehicle repair must be minimized. Access vehicle maintenance areas must be maintained during construction. The contractor will be challenged further to minimize noise and vibration impacts, and utility disruptions. The operating schedule and repair schedule will benefit by selection of a construction contractor who is familiar with this design and has the capacity to focus on this work and get it done quickly and safely.

Finding. The CM/GC negotiated procurement is the best method to identify a contractor who can work with LTD and maximize public benefits.

Assessment. The CM/GC contract worked with management and supervisors to schedule work to allow for maximum maintenance activity to continue during construction without disruption. By starting well ahead of the construction period, the scheduling was able to occur in a more timely manner and was more effective.

3. Value Engineering

LTD's experience is that value engineering is best achieved during the design phase when the construction contractor's experience is considered along with the designer's concepts. Although low bid allows for value engineering during construction, it often is more difficult to implement because of the construction schedule pressures, or the additional design effort and required public process.

Finding. Construction contractor input during final design enhances the value engineering process that begins during preliminary design. Individual components can be reviewed to assure that the project incorporates the best lifecycle options, resulting in long-term savings. Initial savings also can be realized by comments of the CM/GC during his review that can be considered while the design is being finalized and without issuance of a change order during construction. The CM/GC procurement method allows the construction contractor to work with the design team and to incorporate value engineering ideas in the timeliest manner to maximize savings.

Assessment. The contractor and major subcontractors were able to provide value engineering during the design process, adding their expertise and saving time and construction delays when modifying existing systems.

4. Specialized Expertise Required

The Fleet Maintenance Building expansion and renovation is intended to provide functional maintenance service areas for the expanding articulated bus fleet and other bus types. Sustainability and energy efficiency in a vehicle repair facility will require special expertise.

Finding. CM/GC is the best method for LTD to identify a contractor with the required special expertise and the most-qualified firm. Low bid does not ensure that the needed most-qualified firm that provides the special expertise will be procured.

Assessment. The utilization of the CM/GC provided an opportunity for the design team and the CM/GC to collaborate in order to address constructability issues and design refinements to reduce cost and save time when modifying existing complex electrical and HVAC systems.

5. Public Safety

This project requires the utmost attention to safety. The construction work will be in an area with ongoing fleet maintenance. Mechanics, general service workers, bus cleaners, and others will be working in the immediate vicinity of the construction. It is critical that the contractor organize the project to minimize the chance for injury.

Finding. The contractor's actual safety performance on similar projects is very important and should be evaluated as part of the procurement. CM/GC affords LTD the best opportunity to do this.

Assessment. The use of the CM/GC maximized the opportunity to develop a collaborative design team and enabled them to devise a schedule that emphasized a quicker completion and a safe approach for worker and staff safety.

6. Market Conditions

Current market conditions are volatile. Construction prices are currently low, but the expectation of federal stimulus money coming into the area is expected to create a less favorable bidding situation. Construction activity in the community is also ramping up again with some major projects, such as the University of Oregon basketball arena, a new facility for the Eugene Water and Electric Board, and the Interstate 5 bridge replacement.

Finding. CM/GC is the best method to reduce risk in escalating market conditions that may limit the number of subcontractors bidding with the CM/GC. It also allows the CM/GC to request a change based on market conditions instead of bidding for unknown risk in a hard bid.

Assessment. The bid exemption and utilization of the CM/GC delivery approach provided for timely procurement of subcontracted work packages, enabling the project to start quickly and keep on schedule.

7. Technical Complexity

Construction on a Fleet Maintenance Building is complex and specialized. It requires attention to detail and an understanding of the many systems that must be maintained during construction. The technical complexity must be understood in order to properly plan and execute work of this nature.

From past experience it has been very beneficial to have the CM/GC and their mechanical and electrical contractors under contract during final design. The CM/GC provides existing systems information to designers for accurate final design documents and constructability. This pre-construction information from the contractor also helps in maintaining the approved project schedule and reduces the number of change orders during construction.

Finding. The technical complexity involved in this work requires a contractor who is familiar with maintenance facility projects and who has a record of construction to rigorous tolerances. A low-bid procurement does not evaluate a bidder's technical qualifications. Failure to perform the work in accordance with industry standards would result in cost impacts to LTD. The negotiated procurement allows LTD to evaluate a contractor's technical experience in similar work.

Assessment. Using the CM/GC project delivery approach enabled LTD to evaluate the contractor's performance during the selection process based on their past experience with similar complex projects that had been constructed while operations continued. It also allowed the contractor to contract with the

appropriate subcontractors early and to use their technical expertise during design.

8. Funding Sources

Financing for this project is limited. It is imperative that the project be constructed at the lowest cost.

Finding. A negotiated procurement is a better method than low bid for LTD to achieve the necessary cost control and meet the individual requirements of the project.

Assessment. Financing for this project had specific deadlines and schedules to be met that would have been hard to keep if the longer design-bid-build process had been used. It provided for a shorter project duration and resulted in a final project cost under the estimated project budget.

9. Unlikely to Encourage Favoritism or Diminish Competition

The steps taken to ensure maximum competition and fair opportunity for this project will include advertisement in *The Daily Journal of Commerce* and *The Register-Guard*, and on the LTD website. Further steps include scheduling a pre-bid conference and site visit, and appointment of an unbiased evaluation committee.

LTD will require a good faith effort in the outreach of subcontracting opportunities to minority, women-owned, and disadvantaged businesses.

Finding. By marketing this opportunity and attempting to notify all known potential respondents, LTD will implement a process that does not encourage favoritism nor diminish competition in this market.

By allowing contractors to discuss their proposed work plan and to submit value engineering proposals, the negotiated procurement process will encourage more contractors to compete for this project than may otherwise occur in a low-bid process.

A negotiated procurement also will allow LTD to identify a prime contractor prior to award of any construction subcontracts so that LTD is able to work with the contractor to maximize opportunities for participation by minority and women-owned businesses. Competition among subcontractors will be increased.

Assessment. The CM/GC contractor was selected using a competitive process. The opportunity was advertised, the request for proposals (RFP) was descriptive of the project, and the selection process was clearly defined in the document. The evaluation process defined in the RFP was followed, competition was encouraged, and there was no favoritism in the award of the CM/GC or in the award of work packages, which were also competed.

10. Cost Savings

LTD must minimize risks of design changes, construction delays, and claims in order to control the project budget. When the CM/GC participates in the design process, fewer change orders occur during construction that affect the Guaranteed Maximum Price (GMP) because there is a better understanding of the owner's needs and the engineer's design intent. Involving the construction contractor during design is a proven approach for containing costs through more constructable designs and helps to reduce the technical complexity risks. Early selection of the CM/GC creates more informed and better-quality decisions by the construction team and prevents costly redesign during construction. Cost options for materials, construction sequences, and bid timing can be viewed with greater certainty and knowledge.

Finding. LTD's experience is that low-bid contracting for work of this nature is likely to result in numerous change orders and increased costs through claims. The negotiated procurement process will allow LTD to select a contractor based upon performance competition as well as price competition. It allows selection of a contractor whose proven experience matches the nature of the required work. By selecting the most qualified contractor, LTD minimizes the risk of serious and costly disruption of public transportation and commerce within the city and on impacts to daily traffic.

Finally, by involving the contractor during design, LTD has the capacity to obtain real-time market pricing information. This pricing will facilitate more accurate assessment of design options and maximize opportunities for value engineering.

Assessment. There was collaboration between the design team, LTD, and the CM/GC to provide value engineering both during design and during construction. This effort resulted in cost savings during the project and provided opportunities to refine and improve the project throughout construction.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2012

ITEM TITLE: 2012 LEGISLATIVE SESSION REPORT

PREPARED BY: Mary Adams, Director of Human Resources and Risk Management

ACTION REQUESTED: None

BACKGROUND:

On February 1, 2012, the Oregon Legislature began its first session under the new annual session model approved by voters in 2010. By statute the short sessions held in even years will be no longer than 35 days and will focus on necessary budgetary adjustments rather than policy matters. For this first session, legislative leadership has allowed all legislators to submit two bills, and five bills are allowed for each committee.

LTD is closely monitoring a bill proposed by the governor through the Department of Energy to fine tune the Business Energy Tax Credit (BETC) program passed in the 2011 legislative session. HB 3672 created a new BETC program to replace the prior BETC program, which was due to sunset. This bill is intended to fix technical problems in HB 3672 that will make the program easier to administer.

LTD also is tracking an attempt to create one state-wide Medicaid brokerage, which would reverse the work LTD has done in the past two years to implement its regional brokerage model. Offered by the Oregon Health Authority as one way to reduce its budget, this proposal has been discussed in various forums. There is disagreement about whether this change will result in actual budget savings, and it could eliminate up to 70 Oregon jobs.

Since the legislative session will move very quickly, an up-to-date report will be given at the February 15 meeting.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2012

ITEM TITLE: JANUARY FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND:

In order to allow staff more month-end processing time while continuing to provide financial information to the Board on a timely basis, monthly financial reports are now separate from the Board packet. On the Tuesday before the regular monthly Board meeting, financial reports will be sent by e-mail to all Board members and senior LTD staff and posted to the LTD website.

ATTACHMENT: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2012

ITEM TITLE: JANUARY 2012 GRANT REPORT

PREPARED BY: Todd Lipkin, Finance Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

The Monthly Grant Report for activity through January 31, 2012, follows this summary. It contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) ConnectOregon 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.

Federal Transit Administration Grants

- The FTA has performed their initial review of LTD's National Transit Database (NTD) report for NTD report year 2011 (Lane Transit District fiscal year 2010-11) and has returned the report to LTD for response. This is a normal part of the process, and there are usually multiple rounds of submittal, review, return, and response. We will respond to this first round of questions by February 17 and will then await the results of their second review.
- LTD has requested the transfer of Surface Transportation Program (STP/STP-U) funds from ODOT to FTA so they can be included in a grant application. Due to the federal budget delays, the federal fiscal year 2012 STP fund transfers were not able to be initiated until January 2012. Once the funds are transferred (this can take four to six weeks), staff will submit a grant application through the FTA's Transportation Electronic Award Management (TEAM) system to gain access to the funds. The transfer request included the following:
 - \$500,000 in STP-U funds for preventive maintenance
 - \$300,000 in STP-U funds for point2point Solutions
 - \$96,101 in STP funds for point2point Solutions
 - \$75,000 in STP-U funds for Safe Routes to School
- The Federal Transit Administration issued a Notice of Funding Availability on February 6, 2012. This notice announced the availability of \$650 million for State of Good Repair, \$125 million for Bus Livability, and \$51.5 million for Clean Fuels. There are staggered due dates for applications starting with the State of Good Repair applications being due March 22, Bus Livability due March 29, and Clean Fuels due April 5. As staff updates the Capital

Improvements Program in February, we will consider what programs to apply for. In FY 2011, LTD was awarded \$3 million through the State of Good Repair program for the next bus purchase, and the current purchase of 24 buses was funded partially by State of Good Repair and Clean Fuels funds.

ATTACHMENT: Monthly Grant Report

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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	744,137.16	75,862.84
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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	843,447.42	(99,744.03)
14.04.40 Sitework & Special Conditions	-	11,241,013.34	10,792,437.18	448,576.16
14.05.50 Systems	64,617.00	2,229,930.78	1,822,771.27	407,159.51
14.06.60 ROW, Land, Existing Improvements	-	1,929,027.42	1,515,170.42	413,857.00
14.08.80 Professional Services	801.00	7,721,200.00	8,205,840.92	(484,640.92)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	65,418.00	30,808,867.00	28,133,211.93	2,675,655.07

OR-04-0026 - FTA 5309 Bus and Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.06 Hybrid Electric 40 ft Buses	-	893,600.00	-	893,600.00
11.12.06 Hybrid Electric Articulated Buses	-	3,410,724.00	3,410,724.50	(0.50)
	-	4,304,324.00	3,410,724.50	893,599.50

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-04-0035 - FTA 5309 Bus and Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.01 Hybrid Electric 40' Buses	24,992.00	6,024,096.00	1,766,463.41	4,257,632.59
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OR-37-X016 - FTA 5316 Job Access/Reverse Commute	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.7L.00 Mobility Management	-	504,570.00	184,463.59	320,106.41
11.80.00 Program Administration	-	18,090.00	18,090.00	-
30.09.01 Employment Transportation Options	-	363,232.00	363,231.70	0.30
	-	885,892.00	565,785.29	320,106.71

OR-58-0001 - FTA 5308 Clean Fuels	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.01 40' Hybrid Electric Low Floor Buses	-	4,000,331.00	-	4,000,331.00
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OR-77-0001 - FTA TIGGER TIGGER	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.01 Hybrid bus incremental costs	-	3,000,000.00	1,875,000.00	1,125,000.00
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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	-	1,460,900.00	938,723.24	522,176.76
11.42.08 Software	-	480,000.00	184,497.87	295,502.13
11.42.09 Bus Security Cameras	-	60,224.00	60,224.59	(0.59)
11.42.09 Security Improvements	-	300,000.00	300,000.00	-
11.42.20 Miscellaneous equipment	5,995.00	175,000.00	46,127.15	128,872.85
11.43.03 Improvements	-	400,000.00	240,257.04	159,742.96
11.43.03 Maintenance Facility Remodel	-	1,475,289.00	1,475,288.81	0.19
11.62.20 Communications Equipment	-	50,000.00	30,328.13	19,671.87
11.71.12 Vanpools	3,425.00	163,400.00	127,212.73	36,187.27
11.7A.00 FY 12 Preventive Maintenance	-	1,281,250.00	1,281,250.00	-
11.7A.00 Preventive Maintenance	-	5,718,750.00	5,718,750.00	-
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
	9,420.00	18,531,037.00	17,224,864.21	1,306,172.79

OR-95-X013 - Federal Surface Transportation Program	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	5,578.00	222,891.00	201,216.09	21,674.91
11.72.11 Rideshare	-	450,498.00	450,498.00	-
	5,578.00	1,380,769.00	1,359,094.09	21,674.91

OR-95-X019 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.06 EmX Hybrid Electric Articulated Bus	-	49,785.00	49,784.68	0.32
11.12.06 Hybrid Electric Articulated Buses	-	1,598,403.00	1,598,403.00	-
11.72.11 Rideshare	-	1,277,320.00	1,277,320.00	-
11.72.11 RTOP	-	22,289.00	22,289.00	-
11.72.11 Safe Routes to School	1,051.00	27,861.00	18,350.45	9,510.55
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	1,051.00	3,532,885.00	3,523,374.13	9,510.87



OR-95-X030 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.33.02 U of O Station Construction	-	2,340,354.00	1,779,344.22	561,009.78

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

AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2012

ITEM TITLE: DEPARTMENT REPORTS

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

Monthly reports on activities within departments and throughout the District are provided for the Board's information.

ATTACHMENT: Monthly Department Reports, February 15, 2012

PROPOSED MOTION: None

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MONTHLY DEPARTMENT REPORTS

February 15, 2012

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

PROJECT DEVELOPMENT

John Evans, Senior Project Manager

West Eugene EmX Extension

Staff continue working with the Federal Transit Administration (FTA) on the review of the Environmental Assessment (EA) of the West Eugene EmX Extension. FTA Region 10 staff are currently reviewing the second draft of the EA. Final approval and public release of the EA by FTA is dependent upon completion of the agency's internal review process, which is currently expected to occur in late February or early March. A public review period will begin when the EA is published. Given the level of public interest in the project, LTD has requested that FTA extend the required 30-day public comment period to 45 days.

In early January LTD was notified by FTA that the West Eugene EmX project has been approved into the Project Development phase of FTA's Small Starts program as a Small Starts project. This approval is a required element in order to receive Small Starts grant funding from the FTA. The FTA is expected to determine recipients for the Small Start grant funding in February or March.

POINT2POINT SOLUTIONS

Theresa Brand, Program Manager

Program Management:

The Regional SmartTrips Program request has been placed in the 1st round of projects that were recommended to the Oregon Transportation Commission (OTC), and Point2point staff are waiting to hear the outcome of the State of Oregon Flex Fund Grant program. The OTC will review the recommended project list at its February meeting and vote on the final projects in March.

WeCar, (a division of Enterprise Rent-A-Car) has been awarded the regional carshare contract. This will allow them to place carshare vehicles within the region. The contract details are being finalized, and it is anticipated that low emission car sharing vehicles will be in place by the end of March 2012.

School Solutions:

Staff are continuing to prepare a Regional Safe Routes to School Program strategic plan.

The Pool2school carpool match service has assisted families of more than 150 students during the 2011-12 school year.

Work Solutions:

Point2point Solutions hosted a quarterly Employee Transportation Coordinator (ETC) luncheon at the Next Stop Center. Twelve ETCs were in attendance. Presentations were given by Lane Transit District General Manager Ron Kilcoyne, Ridershare Program Coordinator Tracy Ellis, and Smart Trips Program Coordinator Claire Otwell.

Employer Programs Specialist Marcia Maffei gave a presentation to the Springfield Bicycle and Pedestrian Advisory Committee regarding the Business Commute Challenge.

On-the-go Solutions:

January statistics for the Lane County Drive Less Connect Program:

	January 2012	Total
New Users	16	424
Non-Single Occupancy Miles	19,128	387,115
Bike Trips	185	2,525
Bus Trips	247	2,905
Carpool Trips	372	5,415
Telework Trips	48	779
Vanpool Trips	120	2,132
Walk Trips	33	581

Education and Outreach:

Point2point Solutions staffed a booth at the Good Earth Home Show on January 20 - 22. All Point2point programs were emphasized at the booth, and an estimated 15,000 people attended the event.

Point2point Solutions launched the *SmartTrips* Gateway program on January 23. *SmartTrips* is conducting individualized marketing to 650 businesses located within a quarter mile of the Gateway EmX corridor. The goal of the program is to change travel behavior by highlighting transportation options. The residential portion of this program will be launched in April 2012. As part of this program launch, presentations were given to the Gateway Development Committee, the Washburn Neighborhood Association, and the Springfield Bicycle and Pedestrian Committee.

Tracy Ellis attended the LiveMove Speaker Series on Multi-Modal Universities at the University of Oregon. The purpose of the visit was to learn more about the use of Drive Less Connect (DLC) on the campus of Portland State University and to introduce DLC to the UO students in attendance.

Regional Bike Parking Study:

Purpose: To investigate current and future short- and long-term bicycle parking needs. The study will look at bike parking facilities and locations in the region. Short- and long-term recommendations will be made to increase multi-modal connectivity and increase overall bicycle usage throughout the metropolitan area. In addition, the study coordinators will look at policy

modifications that could be made to existing code language requirements related to bike parking.

Study Coordinators: Point2point Solutions, Lane Transit District

Partners:

- City of Eugene
- City of Springfield
- City of Coburg
- Lane Council of Governments
- Lane County
- Regional Bicycle Parking Advisory Committee

Funding: Surface Transportation Program-Urban Funds

Items Examined:

- National and international bicycle parking facility spectrum including staff and unstaffed bike stations, on-street parking options (e.g., electronic bicycle trees, CURB bike parking system), and bike loaner services. The facilities reviewed will accommodate people of all ages and abilities.

The best types and locations of bicycle parking facilities that support multi-modal travel for increased bicycle usage along EmX corridors, urban transit stations, Eugene and Springfield downtowns, employment and educational centers, and last-mile connectivity issues for rural and non-metro areas served by transit.

- Strategies to mitigate real and perceived bicycle parking security concerns as barriers to multi-modal connectivity and bicycle usage.
- Opportunities to increase capacity at or near locations that report competing bike parking need (e.g., transit riders using Eugene Public Library bicycle parking).
- Existing bicycle parking policies and potential recommendations.

In addition, the study will provide Lane Council of Governments with data for modeling regional bicycle usage for mode split forecasting and infrastructure demand.

Geographic Scope: Target areas include Eugene and Springfield, LTD EmX corridors, and LTD stations, new or proposed public and private development, key educational institutions, major employment hubs, and non-metro areas served by LTD.

A stakeholders meeting was held on January 26 with representatives from the University of Oregon, City of Eugene, City of Springfield, Lane Council of Governments, Lane Transit District, Greater Eugene Area Riders, Lane Community College, Lane County, and PeaceHealth Oregon Region.

FACILITIES PROJECTS

Joe McCormack, Facilities Manager

EmX Real-time Signs:

Work continues on installing the new signs. It's a slow and tedious process that will result in accurate information being communicated to passengers.

EmX North RiverBend Station:

Prior to commencing final design efforts, staff are working with FTA to incorporate the added station into the Gateway EmX project. This entails two things: 1) demonstrating that the District has enough funds remaining in the budget; and 2) no significant environmental impacts would result. Staff believe that they will be able to stay within the existing budget and not significantly impact the current environment at the RiverBend Campus. If FTA concurs, final design efforts will begin in March. Construction could begin in late summer or fall.

LTD Board Room:

There are a few conceptual Board Room layouts that are being developed. This is an effort that started late last year with a meeting of a broad group of individuals who have a vested interest in the functional aspects of the Board Room. Improving outdated audio/visual technology, furniture, and audience capacity were some key areas the group agreed upon. Work is continuing on some concepts and likely cost implications that will be shared at a future meeting.

River Road Station:

Long overdue for a facelift; staff are developing short-term rehabilitation plans and long-term station relocation concepts. It is hoped that work can begin this summer season on rehab of the shelter structures and improvement to site safety using the Crime Prevention Through Environmental Design philosophy.

UO Real-time Signs:

The last element of the UO Station renovation is the inclusion of new dynamic real-time passenger information signs. Staff are researching and developing a screen and mounting system that would provide a web-based display, which is believed will be more user-friendly at transfer stations (multiple departure bays).

Glenwood Finishes:

LTD's Glenwood Operations and Maintenance headquarter facility is 23 years old. Quality of initial construction materials and ongoing dedication to maintenance has been key to keeping the facility functional and a comfortable place to work. Twenty years is the typical age when equipment and finishes reach the end of their useful life. Staff have been trying to stay ahead of failing components by anticipating and planning for their replacement. Carpet and ceiling tile are expected to be replaced in the next fiscal year. Materials have been identified that should provide LTD with another twenty-plus years of use.

Electric Vehicle Charging Station:

By late February installation should begin on a new Level II electric vehicle charging station in the visitor's parking lot at LTD's administration building.

Fitness Room:

Conceived and funded by the LTD employee Health for Life Committee, the Operations Training room will be converted to the Employee Health and Fitness space. Operations and Fleet Maintenance training programs will be consolidated in the new Fleet Training Room.

Eugene Station Clocks:

The clocks in the Eugene Station have been a problem for years. A complete overhaul to properly synchronize all new digital clocks with the District’s system time is being evaluated. Previous efforts to address this issue have been stymied by the cost to retrofit the system. New ways to achieve the same result will be investigated.

Paint at Eugene Station:

A holdover from last year’s project list is repainting the high exterior steel structure including columns and arches surrounding the station. This will be scheduled for August 2012. Staff are confirming the scope and getting prices. This is likely to be night work given the high level of activity at the Eugene Station.

Direct Digital Controls at Eugene Station:

Direct Digital Controls (DDCs) are being installed for the Eugene Station HVAC equipment. This control system will better enable facility maintenance staff to monitor equipment and room temperatures and also trouble shoot failures remotely. The controls also are the most energy efficient way to run HVAC equipment, which will result in lower utility costs over the long run. Similar control systems have been installed previously at the RideSource building, the Springfield Station, and the recently renovated LTD Fleet Maintenance building.

Data Center:

This spring staff will hire a design consultant to prepare construction drawings and specifications for a new data center to be housed at the Glenwood campus. Construction is not likely to occur until the spring/summer of 2013.

DDCs at Glenwood:

After the Eugene Station is outfitted with DDC’s, the Glenwood Administration and Operations Building also will be retrofitted. This new system will replace an antiquated pneumatic control system that is terribly inefficient.

Bus Shelter Installations:

Staff are working with FTA to get authorization to fund about 15 new bus shelters at some of the most used bus stops in the system. FTA must concur that there is no significant impact to the environment prior to beginning work. Issuance of permits and actual construction will likely occur in late spring or summer.

**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

Staff recently have been focused primarily on communications with state legislators regarding the Oregon Health Authority budget proposal to eliminate the regional transportation brokerages and go out to bid a single statewide system. This proposal would seriously and negatively impact human services transportation in Lane County by eroding services available to area consumers and undoing efforts to improve coordination. ODOT Public Transit Division has announced a statewide solicitation for transportation for older adults and people with disabilities using funds from prior grant cycles where projects were not completed, costs were less than estimated, or fund allocations were not applied for by designated recipients. LTD will be applying for several projects. Funding is for the Fiscal Year 2012-2013.

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 first initial order of 15 of the new 40-foot hybrid buses have all been placed into service. Installation of the camera security system is complete; all camera systems have been functionally tested and are in revenue service.

Production of the last nine buses associated with this purchase is complete. Deliveries of all nine buses have been accepted and these are on site. Post-delivery inspections, application of LTD striping and logos, and the security camera system installations are in progress or are being scheduled. System training for mechanics also is in the process of being scheduled for the new buses. As these tasks are completed, older buses will be exchanged with the new buses.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Todd Lipkin, Finance Manager

Payroll Processing:

- Fifty (50) payroll checks and 557 payroll direct deposits totaling \$885,225 were made in January 2012 (two pay dates).
- Three hundred twenty-three (323) W-2 forms were printed and distributed to employees.

Accounts Payable:

- Two hundred eighty-nine (289) vendor paper and electronic checks totaling \$3,354,530 were processed during the month of January 2012. This included one payment to Gillig Corporation for \$560,180 for the last of the fifteen 40-foot hybrid-electric buses that have been delivered.
- Forty-three (43) vendor 1099 forms were printed and mailed.

Accounts Receivable:

- Twelve (12) cash fare deposits totaling \$168,931 were processed in January 2012.
- Forty-six (46) nonprofit agency orders were processed in January 2012.
- Fifty-four (54) RideSource ticket book orders for 284 ticket books were processed in January 2012.

ACCOUNTING/INTERNAL AUDIT

Carol James, Chief Accountant/Internal Auditor

Accounting:

- The December 2011 financial reports were completed and posted on the website on January 17, 2012. The regular Board meeting on January 18, 2012, was cancelled.
- Staff began review of new Governmental Accounting Standards Board (GASB) requirements for the *Comprehensive Annual Financial Report* (CAFR) for the fiscal year ended June 30, 2012.
- Staff continued review of the new GASB exposure draft on pension reporting. While this new reporting requirement is not likely to appear in the District's CAFR until fiscal year ending June 30, 2014, a beginning liability under the new rules will need to be established as of June 30, 2012, for both pension plans.

Internal Audit:

- Four responses to the Request for Proposals for banking services were received. Staff have reviewed these proposals and interviewed one service provider. A decision is expected in February. The current banking services contract expires at the end of February 2012.
- Staff continued review and monitoring of pass sales through the Customer Service Center.

PURCHASING

Jeanette Bailor, Purchasing Manager

- Proposals have been received for agent of record for property and liability insurance, and a contract has been awarded.
- Bids have been received for seals and are being reviewed by Parts staff.
- Proposals have been received for banking services and are being reviewed.
- A Request for Proposals is being developed for Call Center software.
- Proposals were received for general electrical maintenance services and contracts were awarded to two firms.
- A Request for Letters of Qualification has been issued for miscellaneous engineering services.

**HUMAN RESOURCES AND
RISK MANAGEMENT**

Mary Adams, Director of Human Resources and Risk Management

Health Care:

LTD's new Health Management Team met for its orientation and kick-off on January 30. This is a group of nine staff members representing different departments and roles and four partners from health-related contractors. Pfizer has granted funds to five pilot programs around the United States to assist employers with improving health outcomes for employees and manage the long-term costs of health care. This team's work will be guided by the structure provided through the Pfizer grant program. At the kick-off meeting, various forms of data were presented and discussed, and several initial interventions were identified as a way to have quick impact on health outcomes.

Labor Negotiations:

LTD and ATU representatives most recently met with a state mediator on November 11. No future discussions are planned.

RECRUITMENT AND PERSONNEL

David Collier, Senior Human Resources Analyst

Recruitment:

- Jordan May, a Maintenance Department general service worker since 2007, was promoted to journey mechanic. This position is being vacated as a result of Jim Singleterry's retirement (see below). The District is currently recruiting for a general service worker to fill the vacated position.

Retirement:

- Bus Operator John Perry is retiring after 42 years with the District.
- Journey Mechanic Jim Singleterry is retiring after 35 years with the District.

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2012

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: January 2012 Performance Reports *(to be sent out electronically before the regularly scheduled meeting date)*
December 2011 RideSource Activity and Productivity Report

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Special Mobility Services: RideSource Activity and Productivity Information

December 2011 Revised	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	15,337	14,868	3.2%	95,614	90,630	5.5%	189,651	181,750	4.3%
RideSource(All Modes)	12,494	12,462	0.3%	75,567	75,159	0.5%	152,625	150,730	1.3%
Shopper	528	475	11.2%	2,945	2,676	10.1%	5,473	5,247	4.3%
Escort Volunteers-Metro	1,097	869	26.2%	8,253	5,239	57.5%	14,620	10,313	41.8%
Escort Volunteers-Rural	1,218	1,062	14.7%	8,849	7,556	17.1%	16,933	15,460	9.5%
RideSource Cost per Ride	\$ 22.41	\$ 22.51	-0.4%	\$ 21.83	\$ 21.63	0.9%	\$ 21.49	\$ 20.74	3.6%
RideSource(All Modes)	\$ 26.29	\$ 25.58	2.8%	\$ 26.30	\$ 24.80	6.1%	\$ 25.39	\$ 23.81	6.6%
RideSource Shopper	\$ 14.66	\$ 16.25	-9.8%	\$ 15.22	\$ 15.56	-2.2%	\$ 15.63	\$ 15.07	3.7%
RideSource Escort	\$ 3.27	\$ 4.28	-23.7%	\$ 3.22	\$ 4.27	-24.5%	\$ 3.65	\$ 3.94	-7.3%
Ride Reservations	13,399	13,148	1.9%	80,524	79,328	1.5%	161,899	158,519	2.1%
Cancelled Number	1,277	1,297	-1.5%	7,153	7,891	-9.4%	14,834	15,270	-2.9%
Cancelled % of Total	9.53%	9.86%		8.88%	9.95%		9.16%	9.63%	
No-Show Number	170	150	13.3%	957	808	18.4%	1,892	1,691	11.9%
No-Show % of Total	1.27%	1.14%		1.19%	1.02%		1.17%	1.07%	
Ride Refusals Number	0	0	0%	0	4	-100.0%	0	5	-100.0%
Ride Refusals % of Total	0.00%	0.00%		0.00%	0.01%		0.00%	0.00%	
Service Hours	7,222	6,821	5.9%	42,831	40,381	6.1%	84,968	80,699	5.3%
Agency Staff	6,982	6,636	5.2%	41,348	39,130	5.7%	82,292	77,596	6.1%
Agency SMS Volunteer	240	185	29.7%	1,483	1,251	18.5%	2,676	3,103	-13.8%
Avg. Trips/Service Hr.	1.80	1.90	-5.3%	1.83	1.93	-5.2%	1.86	1.93	-3.6%
RideSource System Miles	90,576	86,949	4.2%	548,729	541,754	1.3%	1,102,378	1,086,278	1.5%
Avg. Miles/Trip	6.96	6.72	3.5%	6.99	6.96	0.4%	6.97	6.96	0.1%
Miles/Vehicle Hour	12.54	12.75	-1.6%	12.81	13.42	-4.5%	12.97	13.46	-3.6%

Special Mobility Services: RideSource Activity and Productivity Information

<u>December 2011 Revised</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>
On-Time Performance %	88.6%	85.8%	3.2%	87.5%	84.0%	4.1%	87.3%	83.7%	4.3%
Sample	11,167	11,201		68,259	67,665		138,202	135,745	
On-Time	9,890	9,611		59,694	56,840		120,641	113,660	

- RideSource (All Modes) includes all rides except Shopper, Escort, & Taxi
- Escort Volunteers-Metro includes in-district volunteer rides and SMS volunteer escort rides.
- Escort Volunteers-Rural is out of district volunteer rides.

- 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 OF MEETING: February 15, 2012

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. **2012 Fare Analysis and Pricing Recommendation:** Staff included a review of the annual pricing plan in the January Board Meeting Information Packet. The process will continue with a discussion with the Board Finance Committee at its March 5 meeting and a recommendation going to the Board at the March 21 meeting.
- B. **Carsharing Program:** At the March 21 meeting, Point2point Staff, along with representatives from the WeCar Carsharing group, will introduce the new Regional Carsharing Program that is slated to launch in the region on March 31.
- C. **West Eugene EmX Extension:** The latest status on the various activities of West Eugene EmX Extension project will be presented and discussed at the March 21 Board meeting.
- D. **2012 Legislative Session:** At the March 21 Board meeting, staff will provide a summary of outcomes related to funding requests made during the short 2012 Legislative Session.
- E. **Capital Improvements Program Adoption:** Approval of the FY 2013-20 Capital Improvements Program will be requested from the Board at the April Board meeting.
- F. **Long-Range Financial Plan Adoption:** Approval of the FY 2013-20 Long-Range Financial Plan will be requested at the April Board meeting.
- G. **Annual Performance Report:** In conjunction with an update on progress related to the Long-Range Transit Plan, staff will provide a FY 2010-11 Performance Report for presentation at the April Board meeting.
- H. **Board Luncheon:** As part of the Fiscal Year 2012-13 Budget development process, a luncheon is being scheduled for early April that also will include the Board Budget Committee.
- I. **Lane Coordinated Human Services Transportation Plan:** The Lane Coordinated Human Services Transportation plan is in the process of being updated. It will be ready for a public hearing and Board approval in late winter or early spring.

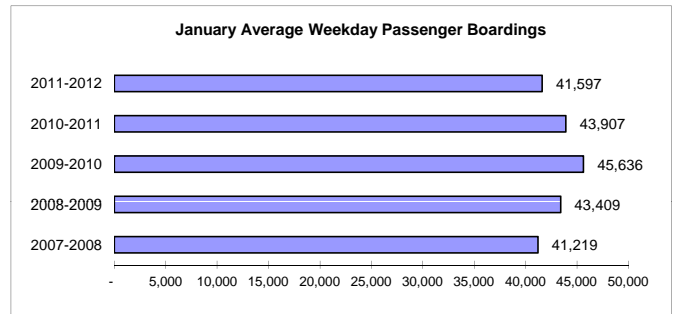
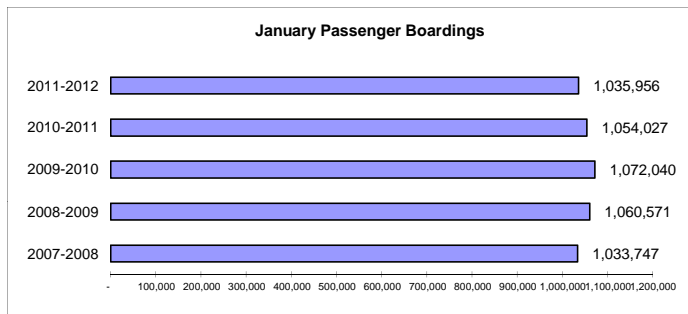
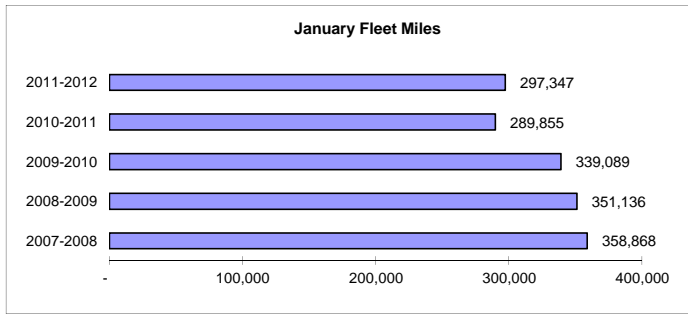
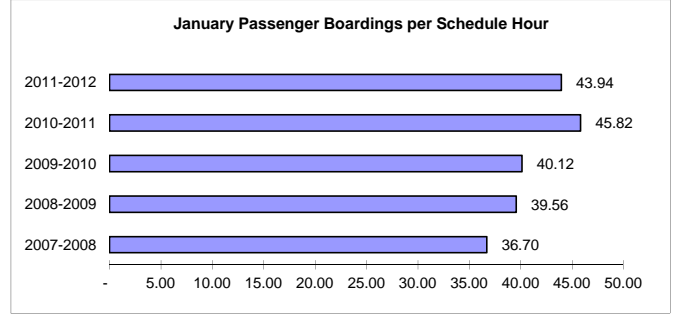
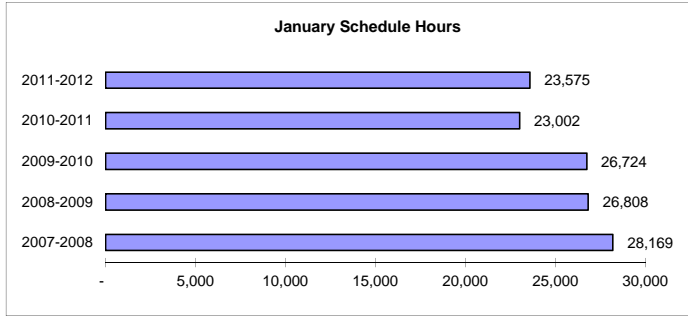
- J. **LTD Subdistrict Boundaries**: The adjustments to political districts due to the changes in population taken from the 2010 Census are nearly complete. The Oregon Secretary of State is finalizing LTD's subdistrict boundaries. When it is complete, a public hearing will be held in late spring followed by adoption of the new boundaries. The new boundaries would be in place for ten years after adoption.

- K. **Data Center Construction**: This summer LTD staff will ask for Board approval to move forward with this CIP project using a Construction Management/General Contractor (CM/GC) delivery method of construction.

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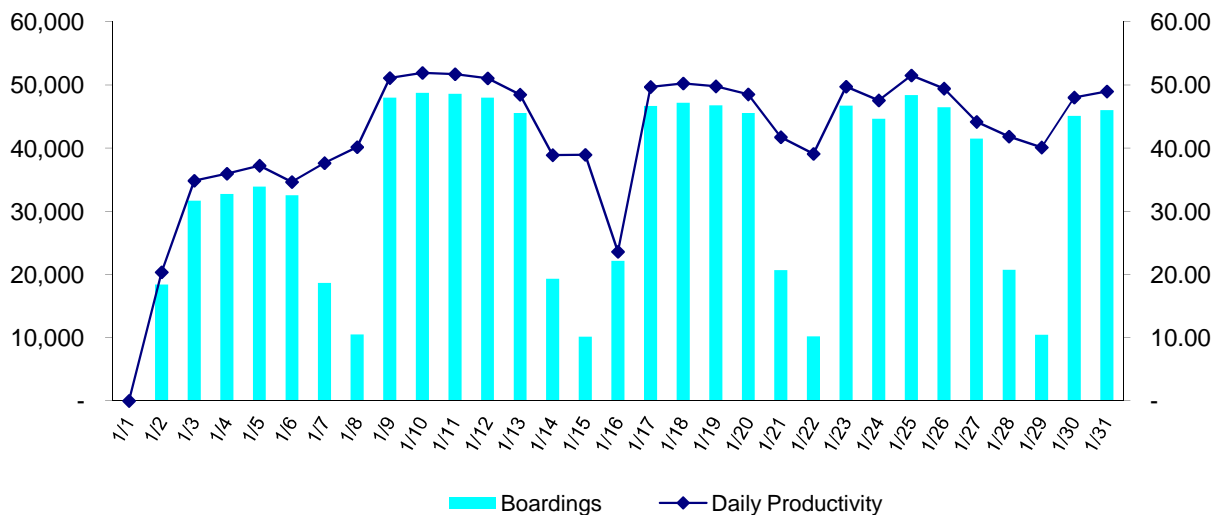
LANE TRANSIT DISTRICT
January 2012 Performance Report
13-February-2012

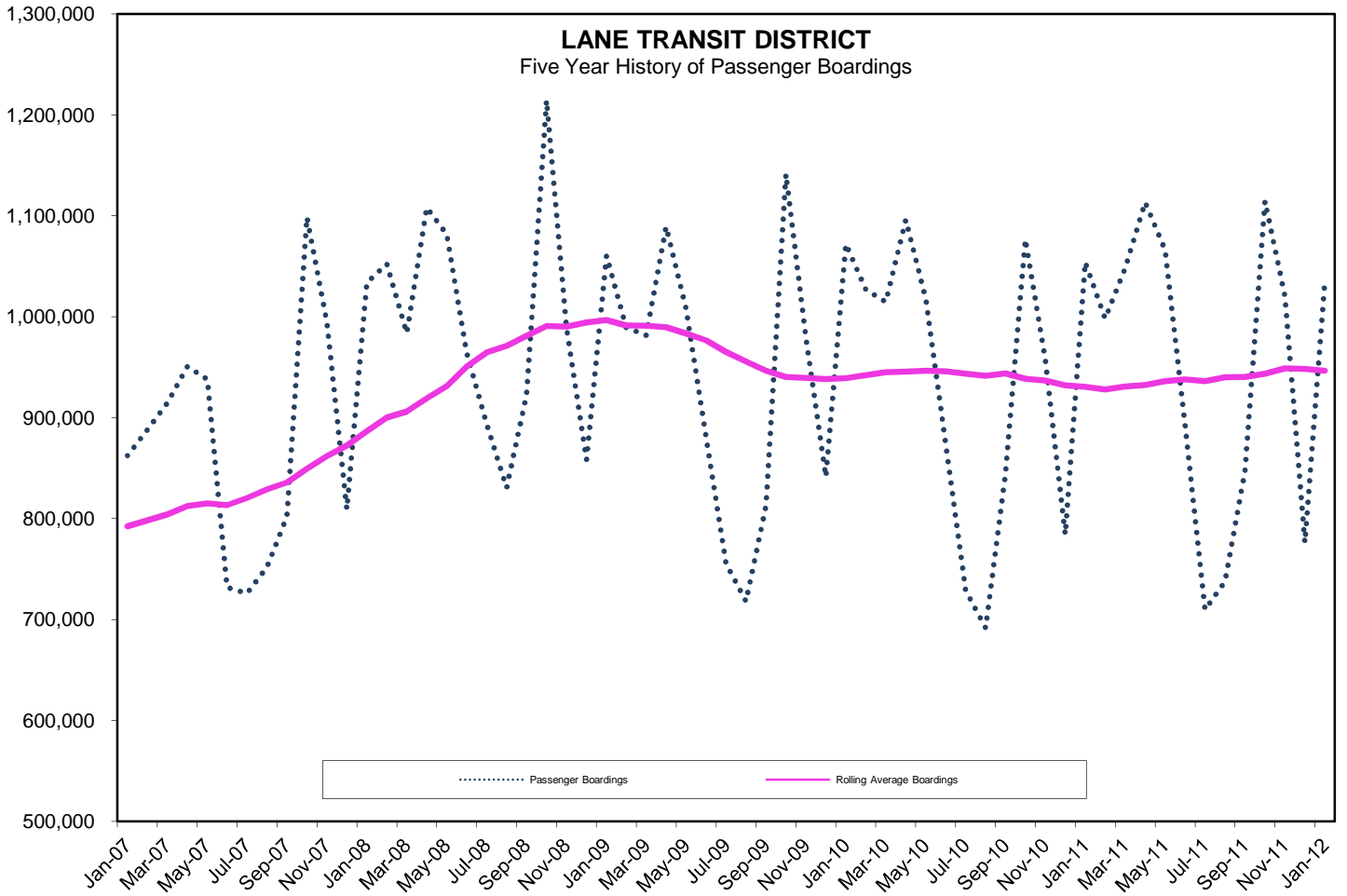
Performance Measure	Current Month	Prior Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	1,035,956	1,054,027	- 1.7%	6,241,760	6,135,733	+ 1.7%	11,359,655	11,165,234	+ 1.7%
Mobility Assisted Riders	8,670	7,900	+ 9.7%	69,658	67,091	+ 3.8%	114,400	119,484	- 4.3%
<u>Average Passenger Boardings:</u>									
Weekday	41,597	43,907	- 5.3%	36,366	35,572	+ 2.2%	38,724	37,904	+ 2.2%
Saturday	19,867	19,504	+ 1.9%	17,648	17,032	+ 3.6%	18,582	18,032	+ 3.0%
Sunday	10,338	10,791	- 4.2%	9,575	9,777	- 2.1%	9,809	10,042	- 2.3%
Monthly Scheduled Hours	23,575	23,002	+ 2.5%	157,790	161,176	- 2.1%	273,248	291,537	- 6.3%
Boardings Per Schedule Hour	43.9	45.8	- 4.1%	39.56	38.07	+ 3.9%	41.57	38.30	+ 8.6%
Weekly Schedule Hours	5,427	5,449	- 0.4%	5,267	5,364	- 1.8%	5,327	5,669	- 6.0%
Weekdays	22	21		149	150		256	257	
Saturdays	4	4		32	30		53	51	
Sundays	4	5		29	31		50	53	
Passenger Revenues & Sales									
Total Passenger Revenues	\$636,722	\$678,260	- 6.1%	\$3,807,210	\$4,206,360	- 9.5%	\$6,993,829	\$7,289,373	- 4.1%
Average Passenger Fare	\$0.615	\$0.643	- 4.5%	\$0.61	\$0.69	- 11.0%	\$0.62	\$0.65	- 5.7%
Farebox Revenue									
Adult Pass	2,094	2,273	- 7.9%	13,691	15,403	- 11.1%	25,308	27,197	- 6.9%
Youth Pass	1,111	128	+ 768.0%	4,916	1,312	+ 274.7%	5,552	2,098	+ 164.6%
Reduced Fare Pass	1,038	933	+ 11.3%	7,624	7,491	+ 1.8%	12,906	12,997	- 0.7%
Adult 3 Month Pass	86	77	+ 11.7%	662	475	+ 39.4%	1,024	805	+ 27.2%
Youth 3 Month Pass	143	16	+ 793.8%	540	46	+ 1073.9%	561	67	+ 737.3%
Reduced Fare 3 Month Pass	46	47	- 2.1%	391	403	- 3.0%	680	738	- 7.9%
Regular Tokens	324	663	- 51.1%	2,652	4,639	- 42.8%	4,706	9,942	- 52.7%
Reduced Fare Tokens	9	19	- 52.6%	81	90	- 10.0%	118	114	+ 3.5%
Fleet Services									
Fleet Miles	297,347	289,855	+ 2.6%	2,058,716	2,097,256	- 1.8%	3,549,013	3,771,256	- 5.9%
Average Passenger Boardings/Mile	3.48	3.64	- 4.2%	3.03	2.93	+ 3.6%	3.20	2.96	+ 8.1%
Fuel Cost	\$259,659	\$233,800	+ 11.1%	\$1,919,638	\$1,460,284	+ 31.5%	\$3,347,051	\$2,367,169	+ 41.4%
Fuel Cost Per Mile	\$0.873	\$0.807	+ 8.3%	\$0.932	\$0.696	+ 33.9%	\$0.943	\$0.628	+ 50.2%
Repair Costs	\$215,716	\$210,860	+ 2.3%	\$1,474,416	\$1,443,219	+ 2.2%	\$2,542,125	\$2,580,049	- 1.5%
Total Repair Cost Per Mile	\$0.725	\$0.727	- 0.3%	\$0.716	\$0.688	+ 4.1%	\$0.716	\$0.684	+ 4.7%
Preventive Maintenance Costs	\$34,883	\$29,742	+ 17.3%	\$224,107	\$205,066	+ 9.3%	\$389,324	\$378,133	+ 3.0%
Total PM Cost Per Mile	\$0.117	\$0.103	+ 14.3%	\$0.109	\$0.098	+ 11.3%	\$0.110	\$0.100	+ 9.4%
Mechanical Road Calls	73	72	+ 1.4%	521	559	- 6.8%	972	1,002	- 3.0%
Miles/Mech. Road Call	4,073	4,026	+ 1.2%	3,951	3,752	+ 5.3%	3,651	3,764	- 3.0%
Special Mobility Service									
SMS Rides	15,771	13,197	+ 19.5%	111,174	103,827	+ 7.1%	188,705	180,045	+ 4.8%
SMS Ride Refusals	-	-	+ 0.0%	-	4	- 100.0%	-	5	- 100.0%
RideSource	7,461	7,077	+ 5.4%	53,184	48,219	+ 10.3%	89,876	83,916	+ 7.1%
RideSource Refusals	-	-	+ 0.0%	-	2	- 100.0%	-	3	- 100.0%



Daily Ridership Recap January 2012

Date	Day	Service	Boardings	Mobility		Daily Productivity
				Assisted Boardings	Scheduled Hours	
1/1/2012	Sunday	Closed	-	-	-	-
1/2/2012	Monday	Weekday	18,403	202	904.00	20.36
1/3/2012	Tuesday	Weekday	31,700	497	910.30	34.82
1/4/2012	Wednesday	Weekday	32,736	434	910.30	35.96
1/5/2012	Thursday	Weekday	33,893	332	910.30	37.23
1/6/2012	Friday	Weekday	32,521	356	939.40	34.62
1/7/2012	Saturday	Saturday	18,676	313	496.40	37.62
1/8/2012	Sunday	Sunday	10,494	127	261.20	40.18
1/9/2012	Monday	Weekday	47,998	406	939.40	51.09
1/10/2012	Tuesday	Weekday	48,738	363	939.40	51.88
1/11/2012	Wednesday	Weekday	48,573	370	939.40	51.71
1/12/2012	Thursday	Weekday	47,965	330	939.40	51.06
1/13/2012	Friday	Weekday	45,535	364	939.40	48.47
1/14/2012	Saturday	Saturday	19,306	226	496.40	38.89
1/15/2012	Sunday	Sunday	10,167	71	261.20	38.92
1/16/2012	Monday	Weekday	22,181	140	939.40	23.61
1/17/2012	Tuesday	Weekday	46,653	253	939.40	49.66
1/18/2012	Wednesday	Weekday	47,168	265	939.40	50.21
1/19/2012	Thursday	Weekday	46,759	264	939.40	49.78
1/20/2012	Friday	Weekday	45,573	332	939.40	48.51
1/21/2012	Saturday	Saturday	20,718	208	496.40	41.74
1/22/2012	Sunday	Sunday	10,210	133	261.20	39.09
1/23/2012	Monday	Weekday	46,706	357	939.40	49.72
1/24/2012	Tuesday	Weekday	44,653	273	939.40	47.53
1/25/2012	Wednesday	Weekday	48,359	348	939.40	51.48
1/26/2012	Thursday	Weekday	46,437	355	939.40	49.43
1/27/2012	Friday	Weekday	41,484	364	939.40	44.16
1/28/2012	Saturday	Saturday	20,766	203	496.40	41.83
1/29/2012	Sunday	Sunday	10,479	111	261.20	40.12
1/30/2012	Monday	Weekday	45,117	313	939.40	48.03
1/31/2012	Tuesday	Weekday	45,988	360	939.40	48.95
Totals			1,035,956	8,670	23,575	43.94





AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2012

ITEM TITLE: JANUARY FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND:

Financial results for the first seven months of the FY 2011-12 fiscal year are summarized in the attached reports.

Passenger fares are 17.9 percent lower for the first seven months of the new year over the same period last year. The decline is due to the loss of the Student Transit Pass Program. It appears likely that one- and three-month student pass sales will offset only half of the \$1 million loss when the state-funded pass program was eliminated late in the 2011 legislative session. Group pass program participation remains strong, and receipts are 7.9 percent higher than in the previous year. Passenger boardings for the rolling twelve-month period, which ended January 31, increased 1.7 percent compared to the previous period, the same improvement reported through December. January 2012 boardings were 1.7 percent below January 2011.

Payroll tax revenues through January 31 are up 3.1 percent versus last year. The tax rate increased to 6.8 tenths of one percent (.0068) on January 1, 2012. The current-year budget assumed growth of 3.5 percent versus FY 2010-11. Receipts for the quarter that ended December 31 are disbursed by the Oregon Department of Revenue (DOR) in February. Staff will comment on February receipts at the February 15 meeting.

State-in-lieu receipts are up 8 percent for the first two quarters of the fiscal year over the same period last year. The University of Oregon accounts for the majority of receipts from this resource. The next state-in-lieu disbursement is expected in early April for the quarter ending March 31.

Interest rates of return remain at historic lows. The Local Government Investment Pool is still 0.5 percent, as has been true for the last several months.

Total personnel services expenditures, the largest category of operating expense, are essentially the same as for the previous year. The most recent contract covering employees represented by the Amalgamated Transit Union, Local 757, expired on June 30, 2011. Negotiations on a new contract

began last spring and continued with a second mediation session held on January 10. Board members received an update on the process at an executive session meeting on February 10.

Fuel prices fell in January, and the year-to-date average of \$3.22 per gallon through November dropped to \$3.18. The current-year budget assumes \$3.75 per gallon. The year-to-date high was \$3.40 per gallon on November 8, 2011. The low price of \$2.90 occurred on December 19, 2011. Presently, there are 263,000 gallons of fuel stored in Coos Bay that was purchased at an average of \$3.10 a gallon. That fuel will be used when market prices rise.

The General Fund is stable through January, but the lack of a collective bargaining agreement creates uncertainty. And, as previously noted, an offset for the loss of \$1 million in support of the Student Transit Pass Program from the Business Energy Tax Credit program in the current fiscal year has not yet been fully identified. Since fuel is expected to finish the fiscal year below budget, that positive variance will help offset fare subsidy losses.

Year-to-date expenditure results for the Accessible Services Fund and Medicaid Fund are as anticipated by the FY 2011-12 budget.

The majority of Capital Projects Fund activity has been the acquisition of new 40-foot hybrid-electric vehicles. In addition, funds have been expended for finalizing some features of the Gateway EmX project, planning for the West Eugene EmX Extension, and investing in passenger boarding improvements. Project expenditures are consistent with FY 2011-12 budget expectations.

ATTACHMENTS: Attached are the following financial reports for January 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

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Lane Transit District
Operating Financial Report
For the Fiscal Period Ending 1/31/2012 With Comparisons to Prior Year to Date
Current Year: 2011-2012
Unaudited

	Prior YTD 10-11	Adopted Budget	YTD Actual	% Budget	% Over Last Year
Revenues & Other Sources					
Passenger Fares	2,833,680	4,732,100	2,325,843	49.2%	-17.9%
Group Pass	1,372,679	2,377,200	1,481,390	62.3%	7.9%
Advertising	160,000	275,500	161,500	58.6%	0.9%
Special Service	444,548	448,300	528,366	117.9%	18.9%
Miscellaneous	224,396	145,400	107,235	73.8%	-52.2%
Total Operating	<u>5,035,303</u>	<u>7,978,500</u>	<u>4,604,334</u>	57.7%	-8.6%
Payroll Tax (cash basis)	11,650,714	22,573,900	12,017,086	53.2%	3.1%
Self-employment Tax (cash basis)	248,027	1,522,200	183,639	12.1%	-26.0%
State-in-Lieu (cash basis)	818,856	1,668,000	884,732	53.0%	8.0%
Operating Grants	2,745,284	4,780,500	1,394,071	29.2%	-49.2%
Total Taxes & Grants	<u>15,462,881</u>	<u>30,544,600</u>	<u>14,479,528</u>	47.4%	-6.4%
Interest Income	33,104	60,000	35,226	58.7%	6.4%
Sale of Assets	25,393	10,000	31,375	313.8%	23.6%
Total Revenues & Other Sources	<u>20,556,681</u>	<u>38,593,100</u>	<u>19,150,463</u>	49.6%	-6.8%
Expenditures & Other Uses					
Personnel Services					
Administration	4,790,630	8,484,000	4,778,609	56.3%	-0.3%
Administration - Contra Payroll	(687,621)	(970,000)	(593,654)	61.2%	-13.7%
Administration - Net	<u>4,103,009</u>	<u>7,514,000</u>	<u>4,184,955</u>	55.7%	2.0%
Contract	10,609,012	18,315,900	10,637,065	58.1%	0.3%
Total Personnel Services	<u>14,712,021</u>	<u>25,829,900</u>	<u>14,822,020</u>	57.4%	0.7%
Materials & Services					
General Administration	88,289	171,500	91,744	53.5%	3.9%
Government Relations	90,795	128,900	87,045	67.5%	-4.1%
Finance	91,505	173,300	92,283	53.3%	0.9%
Information Technologies	412,410	707,600	499,838	70.6%	21.2%
Human Resources	113,380	322,800	163,070	50.5%	43.8%
Service Planning	2,320	7,000	4,415	63.1%	90.3%
Marketing	295,346	365,300	225,508	61.7%	-23.6%
Graphics	6,177	10,600	9,091	85.8%	47.2%
Accessible Services	1,446	14,600	(47)	-0.3%	-103.3%
Planning & Development	10,641	15,900	17,406	109.5%	63.6%
point2point Solutions	181,903	482,700	165,413	34.3%	-9.1%
Facilities Services	553,144	1,145,100	664,661	58.0%	20.2%
Transit Operations	322,167	673,800	332,404	49.3%	3.2%
Customer Service Center	8,455	25,100	8,325	33.2%	-1.5%
Maintenance	2,147,469	4,844,000	2,202,544	45.5%	2.6%
Insurance / Liability Costs	699,660	1,312,700	660,491	50.3%	-5.6%
Accessible Services Transfer	527,992	1,915,100	1,364,828	71.3%	158.5%
Capital Transfer	-	3,062,900	3,031,900	99.0%	N/A
Total Materials & Services	<u>5,553,099</u>	<u>15,378,900</u>	<u>9,620,919</u>	62.6%	73.3%
Total Expenditures & Other Uses	<u>20,265,120</u>	<u>41,208,800</u>	<u>24,442,939</u>	59.3%	20.6%
Excess (Deficiency) of Revenues Over Expenditures	<u>291,561</u>	<u>(2,615,700)</u>	<u>(5,292,476)</u>		-1915.2%
Net to Fund	<u>291,561</u>	<u>(2,615,700)</u>	<u>(5,292,476)</u>		-1915.2%

**Lane Transit District
General Fund
Comparative Balance Sheets
January 31, 2012 and June 30, 2011
Unaudited**

	Current Balance	Balance 06/30/11
ASSETS		
Cash & Investments	\$ 10,119,331	\$ 13,405,048
Receivables	2,613,649	4,283,060
Accrued Payroll Taxes Receivable	5,228,600	5,240,169
Due from Other Governments	-	474,212
Due from Other Funds	90,800	-
Inventory of Parts and Supplies	1,987,857	1,368,341
Prepaid Expenses	517,339	662,955
Deposits	88,316	88,316
Property, Plant and Equipment Net of Accumulated Depreciation	113,197,848	113,197,848
Total Assets	<u>\$ 133,843,740</u>	<u>\$ 138,719,949</u>
LIABILITIES		
Accounts Payable	\$ 907,029	\$ 541,030
Accrued Payroll Related Payable	554,169	931,980
Unearned Revenue	569,821	112,102
Liability Claims/Other Payable	853,084	882,724
CAL/Sick Accrual	3,284,894	3,284,894
Net OPEB Obligation	1,902,048	1,902,048
Total Liabilities	<u>8,071,045</u>	<u>7,654,778</u>
FUND BALANCE		
Investment in Fixed Assets	18,315,791	18,315,791
Contributed Capital	<u>94,882,057</u>	<u>94,882,057</u>
Fund Balance Restricted to Assets	<u>113,197,848</u>	<u>113,197,848</u>
Fund Balance	17,867,323	23,817,415
Excess (Deficiency) of Revenues Over Expenditures	<u>(5,292,476)</u>	<u>(5,950,092)</u>
Ending Fund Balance	<u>12,574,847</u>	<u>17,867,323</u>
Total Reserves & Fund Balances	<u>125,772,695</u>	<u>131,065,171</u>
Total Liabilities & Fund Balance	<u>\$ 133,843,740</u>	<u>\$ 138,719,949</u>

**Lane Transit District
 Accessible Services Fund
 Comparative Balance Sheets
 January 31, 2012 and June 30, 2010
 Unaudited**

	Current Balance	Balance 6/30/2011
ASSETS		
Cash & Investments	\$ -	\$ -
Receivables	310	5,937
Grants Receivable	<u>639,014</u>	<u>645,586</u>
Total Assets	<u>\$ 639,324</u>	<u>\$ 651,523</u>
LIABILITIES		
Accounts Payable	\$ 70,390	\$ 164,591
Due to Other Funds	90,800	152,614
Oakridge Program Reserves	17,907	30,005
Unearned Revenue	<u>179,496</u>	<u>-</u>
Total Liabilities	<u>358,593</u>	<u>347,210</u>
RESERVES & BALANCES		
Fund Balance	304,313	298,795
Excess (Deficiency) of Revenues Over Expenditures	<u>(23,582)</u>	<u>5,518</u>
Ending Fund Balance	<u>280,731</u>	<u>304,313</u>
Total Liabilities & Fund Balances	<u>\$ 639,324</u>	<u>\$ 651,523</u>

**Lane Transit District
Medicaid Fund
Comparative Balance Sheets
January 31, 2012 and June 30, 2011
Unaudited**

	Current Balance	Balance 6/30/2011
ASSETS		
Cash & Investments	\$ 338,265	\$ 242,259
Receivables	455,859	375,008
Grants Receivable	<u>42,158</u>	<u>31,406</u>
Total Assets	<u>\$ 836,282</u>	<u>\$ 648,673</u>
LIABILITIES		
Accounts Payable	\$ 94,531	\$ 64,950
Medicaid Medical Reserves	<u>388,120</u>	<u>431,922</u>
Total Liabilities	<u>482,651</u>	<u>496,872</u>
RESERVES & BALANCES		
Fund Balance	151,801	150,270
Excess (Deficiency) of Revenues Over Expenditures	<u>201,830</u>	<u>1,531</u>
Ending Fund Balance	<u>353,631</u>	<u>151,801</u>
Total Liabilities & Fund Balances	<u>\$ 836,282</u>	<u>\$ 648,673</u>

Lane Transit District
Capital Projects Fund
Comparative Balance Sheets
January 31, 2012 and June 30, 2011
Unaudited

	Current Balance	Balance 06/30/11
ASSETS		
Cash & Investments	\$ 2,095,589	\$ 93,499
Accounts Receivable	26,720	436
Grants Receivable	1,090,660	1,601,427
Prepaid Expenses	-	564
Total Assets	<u>\$ 3,212,969</u>	<u>\$ 1,695,926</u>
LIABILITIES		
Accounts Payable	\$ 143,653	\$ 585,559
Retainage Payable	77,155	83,550
Unearned Revenue	1,678,337	74,094
Total Liabilities	<u>1,899,145</u>	<u>743,203</u>
RESERVES & BALANCES		
Fund Balance	952,723	81,594
Excess (Deficiency) of Revenues Over Expenditures	361,101	871,129
Ending Fund Balance	1,313,824	952,723
Total Liabilities & Fund Balances	<u>\$ 3,212,969</u>	<u>\$ 1,695,926</u>

**Lane Transit District
General Fund
Schedule of Resources and Requirements
For the Period 1/1/2012 - 1/31/2012
Unaudited**

	Annual Budget	Current Month			Year to Date		
		Budget	Actual	Variance	Budget	Actual	Variance
Resources							
Beginning Working Capital	10,304,200	-	-	-	10,304,200	14,645,700	4,341,500
Passenger Fares	4,732,100	405,340	351,714	(53,626)	2,740,780	2,325,843	(414,937)
Group Pass	2,377,200	240,000	285,008	45,008	1,376,000	1,481,390	105,390
Advertising	275,500	22,960	23,500	540	160,720	161,500	780
Special Service	448,300	38,800	37,332	(1,468)	407,000	528,366	121,366
Miscellaneous	145,400	10,140	7,811	(2,329)	73,980	107,236	33,256
Payroll Tax (cash basis)	22,573,900	1,300,000	909,760	(390,240)	12,410,000	12,017,086	(392,914)
Self-employment Tax (cash basis)	1,522,200	25,000	11,274	(13,726)	278,000	183,639	(94,361)
State-in-Lieu (accrual basis)	1,668,000	-	-	-	815,000	884,732	69,732
Operating Grants	4,780,500	397,130	5,425	(391,705)	2,779,910	1,394,070	(1,385,840)
Interest Income	60,000	5,000	4,206	(794)	35,000	35,226	226
Proceeds From Sale of Assets	10,000	-	-	-	10,000	31,375	21,375
Total General Fund Resources	48,897,300	2,444,370	1,636,030	(808,340)	31,390,590	33,796,163	2,405,573
Requirements							
General Administration	636,200	53,060	43,336	9,724	371,420	387,626	(16,206)
Government Relations	128,900	5,530	2,500	3,030	96,210	87,045	9,165
Finance	1,112,400	88,860	82,643	6,217	653,120	643,266	9,854
Information Technologies	1,203,800	100,350	62,804	37,546	702,450	679,616	22,834
Human Resources	965,700	80,500	58,772	21,728	563,500	539,924	23,576
Service Planning	451,300	37,410	33,854	3,556	264,370	243,487	20,883
Marketing	638,300	54,540	45,218	9,322	296,280	393,596	(97,316)
Graphics	153,100	12,770	4,467	8,303	89,390	69,104	20,286
Accessible Services	113,800	8,950	5,963	2,987	65,300	57,164	8,136
Planning & Development	344,500	28,730	34,386	(5,656)	201,110	177,953	23,157
<i>point2point Solutions</i>	953,600	79,510	58,073	21,437	556,570	399,050	157,520
Facilities Services	1,748,700	145,810	186,791	(40,981)	1,020,670	1,028,751	(8,081)
Transit Operations	17,238,900	1,433,440	1,579,687	(146,247)	10,051,730	9,932,760	118,970
Customer Service Center	482,500	80,900	46,406	34,494	566,300	278,285	288,015
Maintenance	8,746,400	688,250	542,603	145,647	4,817,750	4,468,093	349,657
Insurance / Liability Costs	1,312,700	109,420	80,738	28,682	765,940	660,491	105,449
Total Operating Requirements	36,230,800	3,008,030	2,868,241	139,789	21,082,110	20,046,211	1,035,899
Accessible Services Transfer	1,915,100	159,590	226,375	(66,785)	1,117,130	1,364,828	(247,698)
Capital Projects Transfer	3,062,900	-	-	-	-	3,031,900	(3,031,900)
Reserve-Operating Contingency	1,000,000	-	-	-	-	-	-
Reserve-Self-insurance and Risk	1,000,000	-	-	-	-	-	-
Reserve-Working Capital	5,688,500	-	-	-	-	-	-
Total Non-Operating Requirements	12,666,500	159,590	226,375	(66,785)	1,117,130	4,396,728	(3,279,598)
Total General Fund Requirements	48,897,300	3,167,620	3,094,616	73,004	22,199,240	24,442,939	(2,243,699)
Resources Less Requirements	-				9,191,350	9,353,224	

Lane Transit District
Accessible Services Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 1/1/2012 - 1/31/2012
Unaudited

				Percent of Year	58.3%
	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
Revenues & Other Sources					
State Special Transp Funds - In District	424,300	197,997	20,050	(226,303)	46.7%
State Special Transp Funds - Out of District	105,300	27,835	-	(77,465)	26.4%
State Special Transp Funds - Administration	-	-	-	-	NA
Special Transportation Operating	-	41,882	13,962	41,882	NA
Federal Grants - 5310	1,145,300	632,240	-	(513,060)	55.2%
Federal Grants - 5311	142,100	69,751	-	(72,349)	49.1%
Federal Grants - 5316 JARC	15,000	29,524	-	14,524	196.8%
Federal Grants - 5317 New Freedom	180,000	15,588	-	(164,412)	8.7%
Other Federal Grants	704,100	20,533	-	(683,567)	2.9%
Business Energy Tax Credit Revenue	900,000	-	-	(900,000)	0.0%
Farebox	294,700	173,388	23,468	(121,312)	58.8%
Local Grants	92,800	46,350	-	(46,450)	49.9%
Miscellaneous	-	150	-	150	NA
Transfer from General Fund	<u>1,915,100</u>	<u>1,364,828</u>	<u>226,375</u>	<u>(550,272)</u>	71.3%
Total Revenues	<u>5,918,700</u>	<u>2,620,066</u>	<u>283,855</u>	<u>(3,298,634)</u>	44.3%
Expenditures & Other Uses					
Eugene-Springfield Based Services					
ADA RideSource	4,909,300	2,151,445	265,470	2,757,855	43.8%
Mental Health & Homeless	79,000	35,725	496	43,275	45.2%
Travel Training & Host	124,300	59,254	61	65,046	47.7%
Job Access/Reverse Commute (JARC)	-	-	-	-	NA
Total Eugene-Springfield Based Services	<u>5,112,600</u>	<u>2,246,424</u>	<u>266,027</u>	<u>2,866,176</u>	43.9%
Rural Lane County Services					
South Lane	85,300	53,786	207	31,514	63.1%
Florence	161,700	92,895	12,518	68,805	57.4%
Oakridge	<u>193,700</u>	<u>84,842</u>	<u>40</u>	<u>108,858</u>	43.8%
Total Rural Lane County Services	440,700	231,523	12,765	209,177	52.5%
Mobility Management	205,000	63,948	-	141,052	31.2%
Lane County Coordination	153,000	101,753	23,610	51,247	66.5%
Transfer to Capital Fund	31,000	-	-	31,000	0.0%
Contingency	<u>244,500</u>	<u>-</u>	<u>-</u>	<u>244,500</u>	0.0%
Total Accessible Services Expenditures	<u>6,186,800</u>	<u>2,643,648</u>	<u>302,402</u>	<u>3,543,152</u>	42.7%
Unreserved Fund Balance					
Change to Fund Balance	(268,100)	(23,582)			
Beginning Balance	<u>268,100</u>	<u>304,313</u>			
Ending Balance	<u>\$ -</u>	<u>\$ 280,731</u>			

Lane Transit District
Medicaid Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 1/1/2012 - 1/31/2012
Unaudited

	Adopted Budget	YTD Actual	Current Month Actual	Percent of Year Variance	50.0% YTD % of Budget
Revenues & Other Sources					
Medicaid	4,505,200	2,630,934	434,802	(1,874,266)	58.4%
Medicaid Non-Medical	320,300	249,333	-	(70,967)	77.8%
State Discretionary Funds	<u>79,500</u>	<u>76,838</u>	<u>-</u>	<u>(2,662)</u>	96.7%
Total Revenues	<u>4,905,000</u>	<u>2,957,105</u>	<u>434,802</u>	<u>(1,947,895)</u>	60.3%
Expenditures & Other Uses					
Medicaid Medical Service	3,600,000	2,093,060	350,038	1,506,940	58.1%
Medicaid Non-Medical Service	368,000	280,314	25,499	87,686	76.2%
RideSource Call Center Administration	600,000	269,028	-	330,972	44.8%
Mobility Management	92,000	29,324	-	-	
Lane Transit District Administration	245,000	83,550	2,689	161,450	34.1%
Contingency	<u>150,300</u>	<u>-</u>	<u>-</u>	<u>150,300</u>	0.0%
Total Medicaid Fund Expenditures	<u>5,055,300</u>	<u>2,755,275</u>	<u>378,226</u>	<u>2,237,348</u>	54.5%
Unreserved Fund Balance					
Change to Fund Balance	(150,300)	201,830			
Beginning Balance	<u>150,300</u>	<u>151,801</u>			
Ending Balance	<u>-</u>	<u>353,631</u>			



Lane Transit District
Capital Projects Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 1/1/2012 - 1/31/2012
Unaudited

Percent of Year **58.3%**

	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
Revenues & Other Sources					
Federal Grant Income					
Formula Funds (Section 5307)	4,921,000	1,546,540	-	(3,374,460)	31.4%
American Recovery & Reinvestment Act (ARRA)	64,700	1,903,565	-	1,838,865	2942.1%
Discretionary Funds	20,595,300	7,516,211	557,718	(13,079,089)	36.5%
Other Funds	2,040,700	-	-	(2,040,700)	0.0%
Total Federal Grants	<u>27,621,700</u>	<u>10,966,316</u>	<u>557,718</u>	<u>(16,655,384)</u>	39.7%
Connect Oregon	-	6,240	-	6,240	N/A
Other State Grant Income	2,696,700	-	-	(2,696,700)	0.0%
Other Local Funds	-	26,720	-	26,720	N/A
Miscellaneous Income	-	102	-	102	N/A
Transfer from General Fund	3,031,900	3,031,900	-	-	100.0%
Transfer from Accessible Services Fund	31,000	-	-	(31,000)	0.0%
Total Resources	<u>33,381,300</u>	<u>14,031,278</u>	<u>557,718</u>	<u>(19,350,022)</u>	42.0%
Expenditures					
Grant Paid Capital					
EmX					
Gateway EmX Extension	2,100,000	1,180,233	63,331	919,767	56.2%
West Eugene EmX Extension	5,000,000	912,925	66,477	4,087,075	18.3%
Total EmX	<u>7,100,000</u>	<u>2,093,158</u>	<u>129,808</u>	<u>5,006,842</u>	29.5%
Revenue Rolling Stock	13,908,800	8,526,135	26,408	5,382,665	61.3%
PBI/Facilities	8,504,000	1,633,470	31,301	6,870,530	19.2%
Software & Hardware	1,251,500	105,349	9,246	1,146,151	8.4%
Intelligent Transportation Systems	625,000	810	201	624,190	0.1%
Transit Security Projects	927,700	355,594	82,965	572,106	38.3%
Bus Related Equipment	200,000	-	-	200,000	0.0%
Miscellaneous Equipment	222,500	5,494	-	217,006	2.5%
Communications	297,300	98,696	-	198,604	33.2%
Shop Equipment	87,500	8,177	5,995	79,323	9.3%
Support Vehicles	75,000	-	-	75,000	0.0%
Accessible Services Vehicles	182,000	843,293	136,435	(661,293)	463.3%
Budgeted for Capital Contingency/Reserves	945,700	-	-	945,700	0.0%
Total Expenditures	<u>34,327,000</u>	<u>13,670,176</u>	<u>422,359</u>	<u>20,656,824</u>	39.8%
Unreserved Fund Balance					
Change to Fund Balance	(945,700)	361,101			
Beginning Fund Balance	945,700	952,722			
Ending Fund Balance	<u>-</u>	<u>1,313,823</u>			



Helping the Region 'Get There Another Way' Point2point Annual Program Report 2011

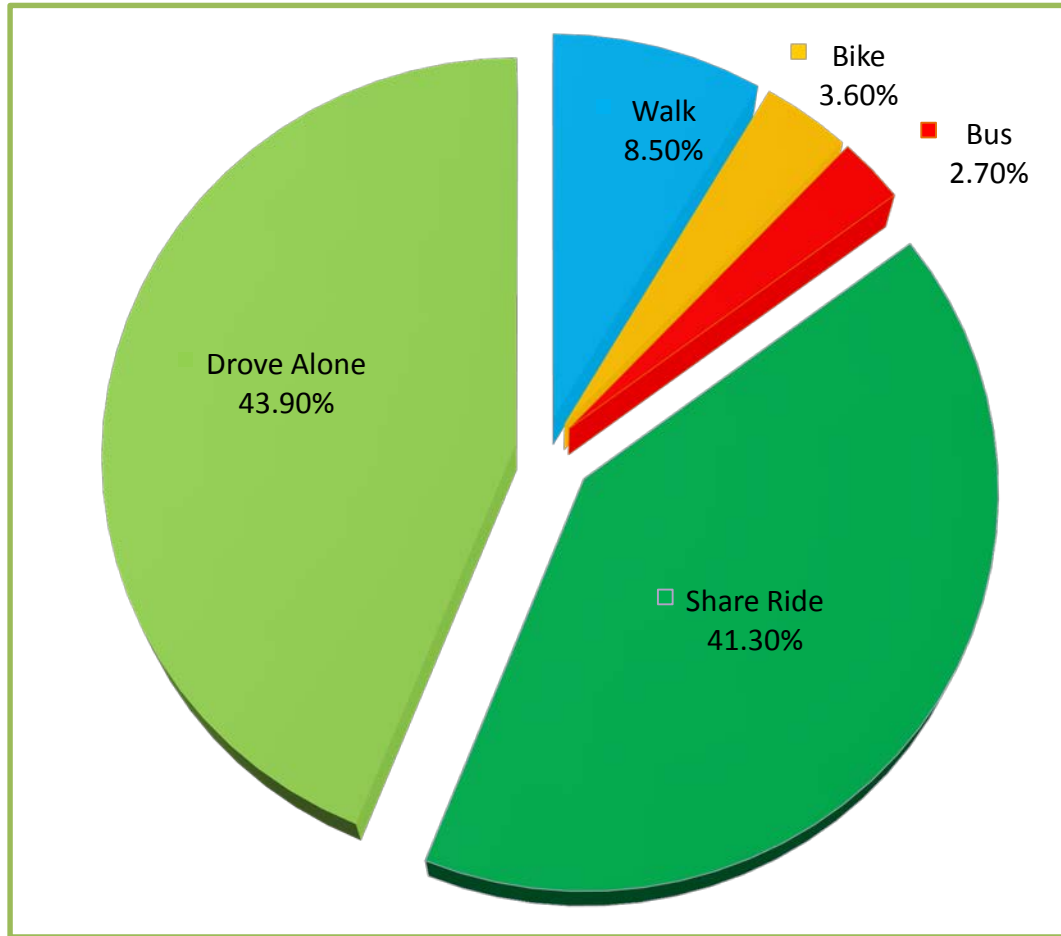
***Lane Transit Board of Directors
February 15, 2012***



Supporting Regional Transportation Options

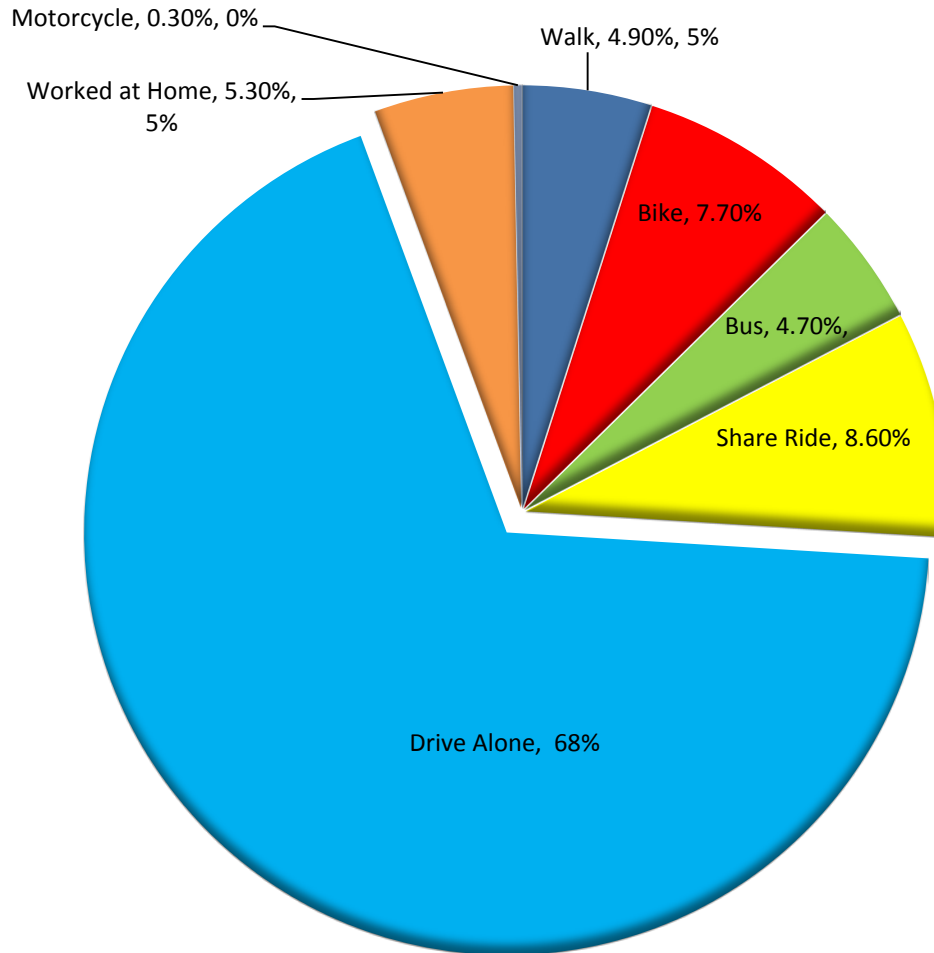


MPO Regional Travel Mode Split 2010



Source: 2010 LCOG Regional Travel Model

MPO Journey to Work Mode Split 2010



Source: 2010 Census – Journey to Work Data

Menu of Transportation Services & Options



walk.



bike.



bus.



pool.



click.

Supporting the traveling public with choices

Ridesharing:

- Ride Matching (car & vanpooling)
- Park & Rides

Education & Outreach:

- General Outreach
- Congestion Mitigation Program
- Drive Less Connect
- Eye to Eye

Carsharing

SmartTrips



Potential barriers to using transportation choices

Getting Bikes on Buses

Secure Bike Parking

Travel Time

Weather

Safety Concerns

Car-centric Culture

Lack of awareness of choices

Lack of Carpool Partner

Old Habits



2011 Program Outcomes



Focus on Encouraging Commute Options



Drive less. *Connect.*

Matching people with places.



business
commute
challenge

BCC 2011

2,329 Participants – 142 Teams



Drive less Connect



2011 – 422 Users
Logged 5, 027 Carpool Trips
Saved 13, 451 Gallons of Gas



We're making a difference



Encouraging Healthy Commute Options

Bike to Work

Walk to Work

Bus to Work



We're making a difference



Emergency Ride Home

Employee Name

ID# 5555

Company Name

Joined: 1/25/10

Your ERH Administrator:

Administrator Name

555-1212

Name@Comcast.nt



Emergency Ride Home Program

- Seeing rapid growth
- Employers in database – 123
- Employees - 580

Valley Van Pool (www.valleyvanpool.info)

- 8 Vans carry 90 people in/out of Eugene each week
- Eliminates 83,000 lbs of Co2 Weekly
- Removes 82 vehicles off road system daily and about 400 per week
- \$130 - \$160 Seat per month – Cost \$300 to \$600 Drive Alone

Park & Ride

- 24 Park & Rides
- Not only for transit users



SmartTrips:

is a proven method of using **education** and **incentives** to encourage people to try new ways of making trips.



Quick Facts: Gateway SmartTrips Program

- Target area:** 650 businesses and 5,000 households within a quarter mile of the Gateway EmX corridor
- Funding Source:** 2011 ODOT Flex Fund Grant
- Launch Date:** The business program will launch in January of 2012 and the residential program will follow in April 2012
- Partners:** The City of Springfield is a primary partner in this effort and has provided monetary and in-kind support. Other partners include NEDCO (Neighborhood Economic Development Corporation), Willamalane Park and Recreation District, PeaceHealth, Springfield Chamber's Gateway Development Committee, Washburne Neighborhood Association, and ODOT.



Congestion Mitigation Efforts



It's construction season!
Road projects are
happening all around us.

Stay informed about closures and detours
and learn about your travel options.

Go to:
www.KeepUsMoving.info

Or call:
Metro Road Construction Hotline:
984-8484



2011 – 9,300 Website Hits

KeepUsMoving.info

Working together to keep you moving

Transportation Options Partners Completed Projects

Commuting Tip # 1
 Bicycles are vehicles and should act and be treated as such on the roadways

Receive Project E-Mail Updates

Regional Transportation Options

Traveling Outside of the Area?

Filter by jurisdiction
 Filter by mode

Name
Goodpasture Covered Bridge -
I-5/Willamette River Bridge
I-5 Coburg Interchange
Jefferson/Washington Street
OR 99: Roosevelt to Garfield
Washington Street Pavement

Map Legend

- Springfield
- Eugene
- Lane County
- Coburg
- ODOT
- Willamette
- LMD
- Private Funding

This website is a partnership between and supports projects for the Central Lane Metropolitan Planning Organization's (MPO) partnering jurisdictions including, City of Coburg, City of Eugene, City of Springfield, Lane County, Oregon Department of Transportation, and Lane Transit District.

This coming year brings another round of major transportation construction to the area. As a result, a more efficient, proactive, and partner-based approach has been developing between local jurisdictions to improve communication to the community about upcoming transportation projects that will affect the public.

To learn more about projects that are being planned, visit the

Group Pass Program Outcomes



Participants	2005	2010	2011
GPP Employers & U of O and LCC			
# of Organizations	56	88	83
# of Individuals	40,960	45,000	45,580
Student Transit Pass Grades 6 - 12			<i>* Half of school Year</i>
	20,940	24,000	
GPP Grades 6 – 12 students	0	0	21
# of Schools/School Programs	0	0	4,740
# of 6 - 12 Students			
Regional Individuals Served	61,900	69,000	50,320



Emerging Opportunities



- Reducing the ***non-work*** vehicle trips in our region – 20/80
- Park & Ride centers linked to transit and high volume corridors
- Carsharing – Coming March 2012
- Secure Bike Parking – Bike Parking Facilities Study/Plan
- Bike Sharing
- Safe Routes to Schools Program Expansion

Research, Planning, and Policy Impacts



Research on Trends/New Concepts:

Carsharing

Bikesharing

Bike Parking Facilities

Park & Ride Trends

Staffing of: Committee Committee

T.O.A.C.

Transportation Options Advisory

T.P.C.

Transportation Planning

ToGo

Transportation Options Group of Oregon



Safe Routes to Schools Outcomes



- ❑ Led successful grant effort: Bethel School District Coordinator Hired
- ❑ Successful Infrastructure Grants: 4J and Bethel School Districts
- ❑ Acquired funding from MPO to Develop and Implement Regional SRTS Program
- ❑ Point2point Solutions has led or assisted in bringing \$1.5 Million for infrastructure projects and non-infrastructure programs to the region

School Program Outcomes



Walking School Buses

School Pool Program

May Bike Challenge

International Walk & Bike To School Day



Walk & Bike to School Events	2009	2010	2011
#Schools Requesting Support	14	14	15
Student Participation	5,860	7,200	6,550



Helping Form Healthy Mobility Habits



Carsharing Is Coming



Definition: Carsharing

Short-term car rental arrangement

An urban car rental service where customers sign up as members and pay an hourly fee to reserve a rental car for periods of time, pick up the car at a designated place (near transit, neighborhood, employment hubs) and return the car there.



Cars coming March 31st



Building a More Sustainable Community



Why We Do What We Do



Questions ???

