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**Lane Transit District**

**LANE TRANSIT DISTRICT  
REGULAR BOARD MEETING**

**Wednesday, March 21, 2012  
5:30 p.m.**

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

**A G E N D A**

I.	CALL TO ORDER		<u>Page No.</u>
II.	ROLL CALL		
	Evans _____ Dubick _____ Eyster _____ Gillespie _____		
	Kortge _____ Towery _____ Necker _____		

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

III.	PRELIMINARY REMARKS BY BOARD PRESIDENT	( 5 minutes)	
IV.	COMMENTS FROM THE GENERAL MANAGER	( 3 minutes)	4
V.	ANNOUNCEMENTS AND ADDITIONS TO AGENDA	( 1 minute)	5
VI.	BOARD CALENDARS	( 1 minute)	6
VII.	WORK SESSION		
	A. Regional Carsharing Program [Tracy Ellis and Beth Wheeler]	(10 minutes)	7
	B. West Eugene EmX Extension Update [Tom Schwetz]	(40 minutes)	10

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

VIII.	EMPLOYEE OF THE MONTH – April 2012	( 5 minutes)	11
IX.	AUDIENCE PARTICIPATION		

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

X. ITEMS FOR ACTION AT THIS MEETING

- |   |              |    |
|---|--------------|----|
| A. Consent Calendar   | ( 2 minutes) | 12 |
| 1. Minutes of the February 10, 2012, Strategic Planning Session (Page 13) |              |    |
| 2. Minutes of the February 15, 2012, Regular Board Meeting (Page 27)      |              |    |
| B. Public Hearing: FY 2013-20 Capital Improvement Program Approval        |              | 35 |
| a. Staff Presentation and Public Hearing                                  | (10 minutes) |    |
| b. Presentation by Staff<br>[Todd Lipkin]                                 |              |    |
| c. Opening of Public Hearing by Board President                           |              |    |
| d. Public Testimony   |              |    |
| ◆ Each speaker is limited to three (3) minutes.                           |              |    |
| e. Closing of Public Hearing  |              |    |
| f. Staff Comments   |              |    |

XI. ITEMS FOR INFORMATION AT THIS MEETING

- |  |              |    |
|--|--------------|----|
| A. LTD Subdistrict Boundaries  | (30 minutes) | 41 |
| [Mary Adams, Josh Goldberg, and Wayne Coffey]  |              |    |
| B. 2012 Legislative Session Review   | (10 minutes) | 44 |
| [Mary Adams and Doug Barber]   |              |    |
| C. Board Member Reports  | (10 minutes) | 47 |
| 1. Meetings Held   |              |    |
| a. Transportation Community Resource Group for the Eugene Transportation System Plan (February 15) |              |    |
| b. Metropolitan Planning Organization's Citizen Advisory Committee (February 16 and March 15)      |              |    |
| c. LTD Board Service Committee (February 23)   |              |    |
| d. Lane Council of Governments (February 23)   |              |    |
| e. LTD Board Finance Committee (March 5)   |              |    |
| f. Metropolitan Policy Committee (March 8)   |              |    |
| g. LTD Board Human Resources Committee (March 9)   |              |    |
| h. Springfield Stakeholder Advisory Committee (March 13)   |              |    |
| i. Lane Area Commission on Transportation (March 14)   |              |    |
| 2. Other Activities  |              |    |
| a. American Public Transportation Association Board of Directors Executive Committee (March 10)    |              |    |
| 3. No Meeting/No Report  |              |    |
| a. EmX Steering Committee  |              |    |
| b. LTD Pension Trusts  |              |    |

D. LTD Fare Increase Analysis [Andy Vobora]	(30 minutes)	50
E. LTD Charter Service Pricing [Andy Vobora]	( 5 minutes)	52
F. Monthly Financial Report—February 2012 [Diane Hellekson]	( 5 minutes)	53
G. Monthly Grant Report—February 2012 (respond if questions)		54
H. Monthly Department Reports (respond if questions)		58
I. Monthly Performance Reports (respond if questions)		67
XII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING		70
A. FY 2012-13 Pricing Plan (April and May)		
B. Capital Improvements Program Adoption (April)		
C. Long-Range Financial Plan Adoption (April)		
D. Long-Range Transit Plan (April)		
E. Annual Performance Report (April)		
F. Lane Coordinated Human Services Transportation Plan (Early Spring)		
G. Board Room Reconfiguration (Spring)		
H. LTD Subdistrict Boundaries Adoption (Spring/Summer)		
I. EmX Steering Committee Membership (Spring/Summer)		
J. Election of Officers (June)		
K. Data Center Construction (Summer)		
L. West Eugene EmX Extension (throughout project)		
XIII. ADJOURNMENT		

**The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact LTD’s Administration office as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please call 682-6100 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairments).**

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 21, 2012

**ITEM TITLE:** COMMENTS FROM THE GENERAL MANAGER

**PREPARED BY:** Ron Kilcoyne, General Manager

**ACTION REQUESTED:** None

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**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:** March 21, 2012

**ITEM TITLE:** ANNOUNCEMENTS AND ADDITIONS TO AGENDA

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

**ACTION REQUESTED:** None

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**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:** March 21, 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.

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**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.

Board members also are asked to contact Jeanne Schapper with any changes in availability for LTD-related meetings and events, and to provide spring and summer vacation dates.

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

**PROPOSED MOTION:** None.

Q:\Reference\Board Packet\2012\03\Reg Mtg 3-21-12\Calendar of Events Summary.docx

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 21, 2012

**ITEM TITLE:** REGIONAL CARSHARING PROGRAM

**PREPARED BY:** Theresa Brand, Transportation Options Manager

**ACTION REQUESTED:** None. Information only.

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**BACKGROUND:**

The Regional Carsharing Program will officially launch on April 2, 2012. Point2point staff are working with representatives from the WeCar Carsharing group to prepare for the program launch in Eugene and Springfield.

The presentation to the Board at the March 21 meeting will outline how a carsharing program works from the user's standpoint and the efforts that are underway to launch and market the program in the region. Further detailed information on the program is provided in the attachment.

**ATTACHMENT:** Regional Carsharing Program

**PROPOSED MOTION:** None.

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## **ATTACHMENT: REGIONAL CARSHARING PROGRAM**

### **BACKGROUND:**

In 2010 the Eugene City Council requested that the Eugene Sustainability Commission study and report back to the Council the issues involved with the possible expansion of carsharing beyond the current University of Oregon campus program. The Sustainability Commission formed a subcommittee to conduct background research on successful carsharing programs and what factors are needed to spur potential development of a carsharing program in Eugene. At the same time, Point2Point Solutions at Lane Transit District (LTD) commissioned a carsharing market study with David Brooks, a well known carsharing expert, who worked with staff to produce the *Lane Carsharing Market Study (2010)*. Prior to his effort, the University of Oregon conducted a study on their current WeCar program, which analyzed the program and options for the future of their program.

The *Lane Carsharing Market Study*, along with research conducted by the City of Eugene's Sustainability Commission Carsharing Subcommittee, identified key market factors that are present in communities with successful carsharing programs, including:

- High education level – college graduate or beyond
- High level of alternative mode use (bike, walk, bus, and carpool/vanpool)
- Dense mixed-use areas with nearby destinations (shopping, restaurants, and entertainment)
- Areas with on-street parking congestion
- Median income levels (neither too high nor too low)

### **STUDY FINDINGS:**

Exploration of the carsharing issue included analysis of current carsharing programs, program benefits, and the relationship to potential reductions in parking demand and local vehicle miles traveled. The determination from the *Lane Carsharing Market Study* concluded that it was feasible to pursue a carsharing program in the MPO region.

### **PROGRAM ACTIONS TO DATE:**

1. The City of Eugene Sustainability Commission appointed a subcommittee to investigate the feasibility of carsharing in Eugene. Its work is complete with the recommendation below.
2. LTD, through Point2Point Solutions, completed a regional carsharing market study in mid-2010.
3. A stakeholders group was formed by LTD to outline criteria and expectations for a regional carsharing program and the scope of work for an RFP process. An RFP was issued by LTD.
4. Two carshare vendors submitted proposals. WeCar, a carsharing program by Enterprise Rent-A-Car, was selected to operate a regional carsharing program through a contract with LTD, on behalf of the region.
5. WeCar is working with staff at LTD, the city of Eugene, and the city of Springfield to prepare for the carsharing program launch.

### **PROGRAM LAUNCH:**

The Regional Carsharing Program will launch in Eugene on Monday, April 2, 2012, and in Springfield shortly thereafter. WeCar are working closely with both jurisdictions to identify car locations and prepare marketing efforts. A media event for the launch will be held on March 29 at 10:00 a.m. at the LTD administrative offices.



**HOW THE PROGRAM WILL WORK:**

Members will find carsharing easy and convenient. Individuals enroll at [wecar.com](http://wecar.com), reserve the vehicle on-line or by phone, and use their membership card to access the car, returning it to the same location. As part of a launch promotion, the application fee of \$25 has been waived, and the annual membership has been reduced by 50 percent to \$25 for the first year and includes \$35 in driving credits. The cost of using the vehicle, fuel, basic physical damage, and state-required liability insurance protection are included in the standard rate plan.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 21, 2012

**ITEM TITLE:** WEST EUGENE EmX EXTENSION UPDATE

**PREPARED BY:** Tom Schwetz, Director of Planning and Development

**ACTION REQUESTED:** None

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**BACKGROUND:**

Staff will provide an update on the West Eugene EmX Extension (WEEE) project, including the project's funding and federal environmental and local approval processes. Staff also will provide brief updates on the initialization for the Alternatives Analysis on the next EmX extension along Main Street, Springfield, and McVay Highway to Lane Community College, and other EmX activities during the past month.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 21, 2012

**ITEM TITLE:** APRIL EMPLOYEE OF THE MONTH

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

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### **BACKGROUND:**

**April 2012 Employee of the Month:** Bus Operator John Hampton has been chosen as the April Employee of the Month (EOM). Since John came to the District in 2007, he has received three Safe Driving awards and three Monthly Value awards.

John was nominated as the Employee of the Month by a coworker who wanted to recognize John's outstanding work during the UO football season and his overall contributions as a member of the LTD family. The coworker stated that John never says no, he never complains, and he usually is the first one to volunteer, no matter what the task. As a bus operator, John goes out of his way to make his passengers safe and comfortable. The coworker wanted John to know how much he is appreciated by staff and customers alike.

When asked to comment on John's selection as Employee of the Month, Transit Operations Supervisor Shawn Mercer said:

I was especially pleased to share the news with John that he had been selected as the April Employee of the Month. Early in his career as an operator, John set a personal goal to become an EOM by providing outstanding customer service. During his first performance evaluation, John asked me what it would take to achieve that goal. He told me that he had discovered that being able to help his passengers was one of the things he enjoyed most about his job.

John continually receives praise from customers and coworkers who appreciate that he is considerate, he has a sense of teamwork, and he is willing to go the extra mile. He is a valued member of the LTD family, and I am happy to see that he has accomplished this goal.

Congratulations to John on being selected as the April 2012 Employee of the Month.

**AWARD:** John will attend the March 21, 2012, meeting to be introduced to the Board and to receive his award.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 21, 2012

**ITEM TITLE:** CONSENT CALENDAR

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

**ACTION REQUESTED:** Approval of Consent Calendar Items

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**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 March 21, 2012:

Approval of the Minutes of the February 10, 2012, Strategic Planning Session  
Approval of the Minutes of the February 15, 2012, Regular Board Meeting

**ATTACHMENTS:** Minutes of the February 10, 2012, Strategic Planning Session  
Minutes of the February 15, 2012, Regular Board Meeting

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

LTD Resolution No. 2012-005: It is hereby resolved that the Consent Calendar for March 21, 2012, is approved as presented.

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MINUTES OF DIRECTORS  
STRATEGIC PLANNING SESSION  
LANE TRANSIT DISTRICT  
SPECIAL MEETING

Friday, February 10, 2012

Pursuant to notice given to *The Register-Guard* for publication on February 5, 2012, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a strategic planning work session on Friday, February 10, 2012, beginning at 9:00 a.m., at PacificSource, 110 International Way, Springfield.

Present:

Board

Mike Eyster, President  
Greg Evans, Vice President  
Dean Kortge, Secretary  
Ed Necker, Treasurer  
Gary Gillespie  
Doris Towery  
Michael Dubick

Staff

Ron Kilcoyne, General Manager  
Diane Hellekson, Director of Finance and Information  
Technology  
Tom Schwetz, Director of Planning and Development  
Mary Adams, Director of Human Resources and Risk  
Management  
George Trauger, Director of Maintenance  
Mark Johnson, Director of Transit Operations  
Andy Vobora, Director of Service Planning, Accessibility,  
and Marketing  
Steve Parrott, Information Technology Manager  
Joe McCormack, Facilities Manager  
John Evans, Senior Project Manager  
Jeanne Schapper, Administrative Services Manager/Clerk  
of the Board  
Todd Lipkin, Finance Manager  
Lynn Taylor, Minutes Recorder

Budget Committee:

Warren Wong  
Jon Hinds  
Donald Nordin  
Dwight Collins (arrived 12:30 p.m.)  
Peter Davidson (arrived 12:30 p.m.)

**CALL TO ORDER/ROLL CALL:** Mr. Eyster called the meeting to order at 9:00 a.m. and called the roll.

**WELCOME FROM BOARD PRESIDENT:** Mr. Eyster welcomed Board and Budget Committee members and thanked them for attending the work session. He acknowledged Greg Evans, who will be receiving the 2012 Trailblazer Award from the Oregon Northwest Black Pioneers this coming Saturday.

**WORK SESSION**

**Strategic Plan Update:** Director of Planning and Development Tom Schwetz said that the LTD *Road Map* was last reviewed in 2009. The Leadership Council had discussed whether LTD's goals, priorities, and strategies would lead to delivering LTD's vision. *The Road Map* is a useful tool to examine those questions because it contains LTD's Vision, Mission, Values, and Goals with Outcomes, and Implementation Strategies. He said that the review would focus on goal language, and staff would develop proposed language for more specific outcomes and strategies

based on the Board's discussion. He asked the Board to examine the five Goals contained in *The Road Map* and determine if they encompassed all aspects of LTD's Vision and how best to integrate *The Road Map* and Long-Range Transit Plan (LRTP) work.

Mr. Schwetz stated that *The Road Map* introduction set forth LTD's purpose and services, but the Vision Statement is a single sentence that could be revised and strengthened when that section of *The Road Map* is reviewed. There is general agreement that the Mission Statement and Core Values are acceptable as written. Mr. Schwetz said that the District had done a good job of integrating the Core Values throughout the organization and operations.

Mr. Eyster observed that bus drivers did much more than operate the bus; they were public relations representatives for the District, maintained order and safety on the bus, and assisted riders in many ways. He added that he hoped that there were ways to acknowledge those aspects of the District's bus operator service.

Mr. Evans said that he felt that the Mission Statement should include the term "affordable," as that is a key element to maintaining transit accessibility. Mr. Schwetz said that affordability is under a broader accessibility umbrella.

Mr. Necker observed that accessibility had two meanings: accessible to the public and accessible to the disabled.

Mr. Eyster said that the District has a history of innovative leadership and cutting-edge service, and he hoped that the Mission Statement or Core Values could reflect that legacy. Mr. Hinds agreed with the need to give credit to LTD's national leadership in delivering transit services.

Mr. Gillespie said that LTD's contribution to the community's quality of life by providing good, living-wage jobs also should be acknowledged.

Director of Service Planning, Accessibility, and Marketing Andy Vobora said that the section on brand components addressed more than logos and colors on buses; it included how the District operated as set forth in the sections on position, personality, and promise. He said that the challenge is how to further integrate those things into the District's culture.

Ms. Towery said that the District needed to better publicize the outstanding services that operators provided and the commendations that the District receives.

Mr. Schwetz said that *The Road Map* initially contained six goals, but staff are proposing merging Goals 5 and 6 into a single goal and adding a section on strategic context for the plan. He agreed with a suggestion that the context should be more global and not limited to the nations of Brazil, Russia, India, and China ("BRIC" Nations). He said that each goal has near- and long-term performance outcomes, and objectives from the LRTP are incorporated into *The Road Map* as long-term outcomes. He said that implementation strategies are organized into categories of current year, near-term (2-5 years), mid-term (6-10 years), and long-term (+10 years).

#### Goal 1 Discussion:

Mr. Necker said that the word "innovative" should appear somewhere in the goal to reflect that LTD is innovative in its makeup as a public transit agency. He said that the use of bus rapid transit as a more effective use of resources is an example.

Mr. Gillespie said that when data is presented, such as an increase in ridership, it should be compared to the appropriate goal to measure achievement or identify need for improvement.

Ms. Towery said that having a dashboard-type of display on the LTD website could demonstrate the District's goals and performance measures and how well LTD is performing in those areas. It could provide the public with a better sense of the District's achievements and efforts to improve services.

Mr. Kilcoyne commented that it also is important to present the dashboard to employee teams so that they could see how well they are performing against established goals. It also could remind them of where the District wanted to go and areas where improvements could be made.

Mr. Nordin noted that the goal referred to ridership, but that LTD is actually part of a network of agencies that are trying to improve transportation within the region. Transit ridership is just one component. Other components could be ease of movement, decrease in congestion, or other things that facilitated flow of travel within the community; although, he is not certain how ease of flow could be measured. Mr. Kilcoyne said that Goal 1 focused on the bus system while goals 2 and 3 better addressed the role that LTD played in the regional system.

Mr. Kortge said that the word "productivity" in the near-term outcomes should be defined, and the word "equitable" in the long-term outcomes is vague. Mr. Schwetz said that in the paradigm of productivity versus coverage, coverage is the equitable issue.

Mr. Kortge said that he felt that the term "equitable" could be misinterpreted to mean that coverage throughout the system should be the same. He preferred to see the word "coverage" used instead, and he suggested the phrase, "increase system boardings," be substituted for "productivity."

Mr. Dubick said that the outcomes should be listed so that they first address the goal of providing high-quality, effective, safe, and reliable service.

Ms. Towery said that she hoped that the dashboard could celebrate LTD's successes and how they contribute to the successes and mutual goals of the District's transportation partners. She gave the example of how EmX had improved a problem intersection in Springfield by helping the City achieve its goal of improving safety and traffic flow at that location. She said that there should be a venue for celebrating those types of regional partnerships and achievements. Mr. Vobora said that staff are looking at a dashboard model used by TriMet to demonstrate how the system is performing overall. Finance Manager Todd Lipkin added that the challenge is integrating data from a variety of sources to easily produce reports and information that can be used on a dashboard.

Mr. Hinds said that improving pedestrian and bicycle access is an important goal. He gave examples of how LTD transportation improvement projects had achieved improved safety for everyone. He has heard many riders express appreciation for the increased bike capacity on EmX buses. Mr. Schwetz said that there will be future presentations to the Board on bike sharing, car sharing, and bike parking, which are all things that will enhance ridership satisfaction.

Mr. Evans said that LTD is more than just a bus service; it delivers an integrated network of transportation options. Those things should be pointed out, as well as the economic development aspect of public transit. He said that the business community did not always see the value of the

services that LTD delivers. Mr. Vobora suggested working with Tim Duy with the Oregon Economic Forum to develop data about the economic impact of a transit system on a community.

Mr. Eyster asked to be sure that Mr. Necker's comment was noted regarding including the word "innovative" in the first goal.

Mr. Kilcoyne commented that he perceived innovation as a means and not an end. The District wanted to be open to the best way of accomplishing its goals. He said that he felt that "innovative" is an approach; "exceptional" is the goal.

Goal 2 Discussion:

Mr. Evans supported the goal, but suggested that it be reworded so as not to seem adversarial to the automobile. He said that the District wanted to reduce dependency on the automobile, but its role is to enhance the overall transportation system by being a complementary element to vehicle traffic and not to rid the roads of cars. The District is trying to increase the efficiency of travel through the area by providing a mass transit alternative that is complementary to other transportation modes.

Mr. Schwetz agreed that reducing automobile dependency is a desired outcome instead of a goal. Mr. Vobora said that the goal is to increase mobility throughout the system. Mr. Lipkin said that the District is not exclusively about reducing automobile use, but it is more focused on reducing single-occupancy automobile use. Mr. Kilcoyne said that the District provided an attractive alternative to driving alone in a car.

Mr. Dubick added that there are other aspects to reducing automobile dependency, such as reducing congestion and greenhouse gases that should be addressed in the goal.

Director of Finance and Information Technology Diane Hellekson said that another aspect of the goal is to increase travel capacity on existing corridors.

Mr. Gillespie suggested doing counts of the number of single-occupancy vehicles and other vehicles that traveled along the West Eugene EmX Extension corridor, such as 6<sup>th</sup> and 7<sup>th</sup> Avenues. This might help to establish a benchmark for determining whether EmX did improve traffic flow.

Mr. Kortge said that he felt that reducing the number of single-occupancy vehicles could be an outcome. In response, Mr. Schwetz said that reducing congestion during peak periods is a specific goal listed in the Regional Transportation Plan.

Mr. Hinds said that signal priority for buses at peak times, such as when Sheldon High School is letting out for the day, could improve traffic flow on Coburg Road and also would help the buses get to their destinations on time.

Goal 3 Discussion:

Mr. Kortge suggested removing the phrase "in addition" from the last sentence in the goal. He said that the goal should be emphatic about living within the District's budget.

Mr. Dubick suggested moving the modified last sentence to the beginning of the goal.



Mr. Hinds said that fiscal integrity included long-range plans to preserve LTD's innovative services such as EmX and RideSource and maintain the facilities to support those services. Strategies for addressing those issues should be apparent to the public in the LRTP.

Mr. Eyster said that an outcome might be to address the need for more diversified funding sources that would balance the District's revenue stream better than reliance on the payroll tax. Mr. Schwetz agreed that it is valid to question whether the payroll tax would be able to fund LTD's vision.

Mr. Evans suggested that the LTD and TriMet Boards meet jointly to discuss financing strategies as they share the same governance model and face the same issues.

Mr. Wong pointed out that the second outcome under near-term performance should be reworded to avoid implying that LTD's overhead is 20 percent. He objected to the use of the word "innovative" in long-term outcome LRTP G-5, 0-3, and suggested substituting a word such as "adequate," "balanced," or "diversified."

Goal 4 Discussion:

Mr. Kortge preferred that the term "progressive" not be used. He saw LTD's goal as being a key player in regional transportation planning.

Mr. Evans suggested the word "proactive."

Mr. Hinds suggested "comprehensive."

Mr. Schwetz said that this could be where LTD articulates what it desires in terms of how the regional transportation system functions. Staff would develop language that described the benefits to a regional transportation system.

Mr. Nordin liked the term "complementary" to describe the LTD role in the system.

Mr. Wong said that the goal as currently written suggests that LTD has taken a leading role in transportation planning; the concept of partnership with others in the region should be incorporated.

Mr. Eyster hoped that the language also could communicate LTD's cutting-edge characteristics.

Mr. Schwetz determined that Board members supported the language in the first near-term outcome that addressed building relationships in order to meet local transportation needs.

Mr. Gillespie said that creating partnerships is inherent in Board members' job descriptions. Members need to maintain contacts in the community, not only with their constituencies, but with the community as a whole. He said that he felt a need to ask people in the community to come speak to the Board about why they wanted EmX rather than waiting from them to come to a meeting and speak out.

Mr. Nordin said that long-term outcome LRTP G-4, 0-7, also should include outlying communities and not be limited to Eugene, Springfield, and Coburg.

Mr. Dubick emphasized the need to publicize to the community what LTD is doing well.

Goal 5 Discussion:

Mr. Gillespie said that involving employees in goals and evaluations and providing them with performance updates could help to accomplish Goal 5 and promote the values of the organization. Bringing the performance dashboard to the workforce is a good approach to achieving employee support of the District's goals.

Mr. Eyster agreed that more emphasis on employee involvement in the ongoing development of goals is needed.

Mr. Evans added that active engagement of employees in developing the District's vision and progressing toward achieving that vision is preferable to simply being aware of the vision.

Mr. Kortge commented that the near-term outcome of limiting medical plan claims is irrelevant to Goal 5, and the last mid-term outcome to implement a comprehensive employee health insurance program should be eliminated.

Mr. Dubick said that the question of employee health should be addressed as a part of the success of all employees. He said that the District should seek employee health as an outcome.

Mr. Wong advised that enhancing or improving the internal communication plan with all employees should be a near-term outcome.

**MOTION EXECUTIVE (NON-PUBLIC) SESSION:** Mr. Kortge moved that the Board meet in Executive Session pursuant to ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Mr. Necker 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 10:45 a.m.

**RETURN TO REGULAR (OPEN) SESSION:** The Board returned to regular session at 12:26 p.m.

**WORK SESSION WITH LTD BOARD BUDGET COMMITTEE**

**WEST EUGENE EMX UPDATE:** Mr. Kilcoyne provided a brief update on the West Eugene EmX Extension (WEEE) project. He said that the draft Environmental Analysis had been submitted to the FTA for review in September 2011. He said that Rick Duncan of Duncan & Brown Real Estate Analysts was presenting an analysis of the impact on real estate, parking, and access that could result from the project. This information would be added to the Environmental Analysis; and once the analysis is certified by the FTA, it will be released for public comment. Following the 45-day public comment period, the FTA will review the comments received; and the LTD Board and Eugene City Council will be asked to reaffirm their support for the project. He said that project development and final design stages had not yet been reached, and there could be further modifications.

Mr. Duncan provided an overview of the firm's recently completed technical report on the business and property impacts of the WEEE project Locally Preferred Alternative design. He used a map to illustrate the corridor and the extent of impacts along each segment. The scope of work for the analysis included reviewing general descriptions of the properties, walking the right-of-ways, reviewing acquisition maps, identifying potential land use and code issues, identifying existing property constraints or potential direct property impacts, identifying potential direct and indirect property and business effects, and recommending mitigation strategies to minimize those effects where possible.

Mr. Duncan said that of 477 properties abutting the proposed WEEE alignment, 118 with potential impacts were studied. The most impacted properties were the Adult Store on Garfield Street and King's Asian Market on West 11<sup>th</sup> Avenue. He said that the Adult Store impacts included loss of parking, billboard size and its location, and driveway access. King's Asian Market impacts were to parking spaces. He used diagrams to illustrate those impacts and potential mitigation strategies ranging from acquisition of an entire property to modifications to existing structures. In the case of the market, reduction of a median island on West 11<sup>th</sup> Avenue could eliminate impacts.

Mr. Duncan said that the study included 28 properties with potential parking impacts totaling 54 to 66 spaces. The range occurred because some properties had parking areas that were not striped, and the number of spaces had to be estimated. He said that parking mitigation strategies would reduce the impact to 20 parking spaces, 13 of which were located on the two most impacted properties, leaving only seven other spaces along the corridor that would be impacted by acquisitions. He described a variety of parking mitigation strategies and used specific properties to illustrate how they might be implemented. He recommended that contractors on the project be allowed to deal with the mitigations required.

Mr. Duncan said that there did not appear to be any property along the corridor that would be classified as "non-conforming use." He said that the goal is to avoid any impact that would result in a property becoming non-conforming. With respect to sidewalks, he said that the City is willing to be fairly flexible with respect to width; however, it would not allow a sidewalk to be less than five-feet wide.

In response to a question from Mr. Gillespie, Mr. Duncan said that contractors on this type of project are typically sensitive to businesses' concerns and make efforts to minimize the disruptions to access by working at night and making sure that other access points are available.

Mr. Duncan summarized that 118 of the 477 properties abutting the proposed project right-of-way were included in the study; there would be no impact to the remaining properties. There were 273 acres abutting the right-of-way; although that could change as a larger parcel determination is made, and acquisitions for the project would be less than 1 percent of that. He said that several properties had no acquisition area, 52 properties had less than 2 percent acquisition area, 35 properties ranged between 2 and 5 percent acquisition area, 19 properties had acquisitions in the 5 to 10 percent range, and three properties were proposed for 100 percent acquisition. Those three properties are owned by the Oregon Department of Transportation (ODOT) and would likely be donated to the project without an acquisition cost. He said that data sheets with more refined information would be included in the final report.

Mr. Duncan described the impacts to Tom's Teahouse, a property on 7<sup>th</sup> Avenue. He said that it was built as a motel in the 1940s, with two houses on the site; and the use was changed to a residential property in the mid-1990s. Mr. Duncan is not certain if the property is still being used

as residential. The impact would take out about two feet of what appears to be a front dwelling unit. As part of the mitigation, the project funds would pay for the portion of the property lost through acquisition and the cost of bringing the property back to its current standard. If that is not possible, the project funds would compensate the owner for the loss of the unit. He said that more detailed information could not be developed until it would be possible to enter the property.

Mr. Duncan said that appraisal work would not be done until engineering work determined the actual acquisitions required along the corridor. Based on the preliminary study, he estimated that the cost of acquisitions and some compensation and mitigation, to the extent they were known at this point, would be less than \$4 million. He said that this is a fairly small amount for a project of this size.

Mr. Davidson asked if business interruption, which would require compensation, had been budgeted. Mr. Duncan said that business interruption is not necessarily compensable. Oregon was a "taking and damages" state, which requires paying for real estate that is taken or damaged. There were federal requirements for appraisals before and after a project to determine impact.

Mr. Nordin asked if there was any consideration of whether a property became more valuable because of a project. Mr. Duncan said that when acquiring property through eminent domain, the project influence was not considered.

Mr. Duncan said that a final draft of the report would be submitted to the FTA in a week.

Mr. Eyster commented that the report was a snapshot of a moving picture as the project moved through each stage. He said that the District had an obligation to provide the information to the properties and businesses that would be impacted by the project.

Senior Project Manager John Evans said that letters to business and property owners had been drafted and would be sent out when Mr. Duncan's report was posted on the LTD website. The letters would direct owners to the report and offer to have LTD staff visit them to discuss specific impacts to their property.

**RECESS:** Mr. Eyster called a brief recess at 1:25 p.m.

**RECONVENE:** Mr. Eyster reconvened the meeting at 1:40 p.m.

**CURRENT YEAR BUDGET UPDATE:** Ms. Hellekson said that there had been small improvements to the local economy across all sectors. She said that economists estimated a return to pre-2008 levels by 2014. She said that there had been a significant decline in passenger fares as a result of losing the Business Energy Tax Credit (BETC), which funded the Student Transit Pass program. The current budget included \$1 million in BETC funds and was adopted before the District knew the funds would no longer be available. Ms. Hellekson estimated that between \$300,000 and \$500,000 in revenue could be recovered through the purchase of passes by students and parents. She noted that group pass purchases by the Springfield School District and some private schools also had helped reduce the deficit.

Ms. Hellekson said that through January, payroll taxes were up 3.1 percent over last year. She noted that there was a payroll tax rate increase in January, and she anticipated that the payroll tax budget for the fiscal year would be achieved. She said that personnel services were strictly under control, with less than a 1 percent growth during the last year. Fuel is budgeted at

\$3.75/gallon and costs through January were at \$3.18/gallon. The District had 263,000 gallons of fuel at the Coos Bay storage facility, which was purchased at \$3.10/gallon. She expected to end the fiscal year with a positive variance in fuel.

Ms. Hellekson distributed copies of the *Budget Calendar: Budget Year 2012-13* and the current revised draft of the Long-Range Financial Plan (LRFP), the first year of which would serve as the template for the FY 2012-13 budget. She reminded the Board that the District is currently without a labor contract for the majority of employees represented by the Amalgamated Transit Union (ATU) so there could be no discussion of personnel services assumptions outside of an executive session. She said that a lump sum had been inserted as a placeholder and no specificity was provided.

**FISCAL YEAR 2011-2012 LONG-RANGE FINANCIAL PLAN (LRFP) UPDATE:** Mr. Lipkin noted a correction to the Budget Calendar: that the LRFP would be presented to the Board in April, not in March as shown.

**Capital Improvements Program:** Mr. Lipkin said that the Capital Improvements Program (CIP) was being drafted and would be completed by the end of February. Public comments on the CIP would be accepted during the month of March, with a public hearing at the March 21 regular Board meeting. He said that staff were researching possible applications for several sources of FTA funding and would again apply for bus replacement funding. He then reviewed the schedule for public comment, review, and approval of the CIP and budget.

**Service Level:** Mr. Vobora reported that no reductions were planned to the current service levels, but some minor route changes had been implemented to improve efficiency. He said that the Annual Route Review would be less robust this year because there were no funds to add service. He said that some minor route modifications would be presented to the Service Committee and then to the LTD Board. Mr. Vobora reported that trips heavily used by students were being evaluated to determine which would remain and which could be eliminated. A slight service increase is being proposed for the EmX service; and reshuffling of service throughout the system would result in a net service add, but no budget increase. He observed that there were many full buses on routes, and discussions were being held with the University of Oregon and Lane Community College as part of the group pass conversation about purchasing service to supplement current routes.

Mr. Gillespie asked if downtown routes could be scheduled to leave the downtown station at five minutes after the hour and half hour to allow people who got off work at 5:00 p.m. or 5:30 p.m. time to catch the bus instead of waiting a half hour for the next one. Mr. Vobora said that possibility had been discussed for both morning and evening hours. He would discuss that again with service planners, but cautioned that there would be a cost as the entire system would need to shift.

Mr. Kortge asked if there was a dollar amount related to increased costs and/or a drop in revenue that triggered the need for service redesign throughout the system. Mr. Vobora said that the District looked to achieve cost savings elsewhere in the organization before considering services. Ms. Hellekson said that it would depend on whether the increased expenses or loss of revenue were permanent or temporary, which is why the District maintained reserves. Mr. Lipkin said that preventive maintenance had been a budget balancing tool in the last few years to ensure that the level of service could be sustained.

Information Technology Manager Steve Parrott asked how much elasticity there would be in the service plan before economic changes forced a major service redesign. Mr. Vobora said that during the last service redesign, the Board had been provided with information on various levels of service reductions, such as EmX frequency, RideSource and weekend service, and the dollar amounts associated with them. He said that he felt that the current level of service left little that could be reduced without major impacts.

Mr. Collins asked for an explanation of the increase in ridership at the same time that fare revenue decreased due to loss of BETC funds. Mr. Vobora said that farebox revenue is up, while overall fares were down because of BETC. He said that an increase in ridership likely resulted from increased use of the Group Pass Program. He said that, in general, the group pass programs balanced out, with some groups using the program intensively while others did not. With group pass programs there could be a large ridership increase without the commensurate revenue.

Mr. Gillespie asked if the proposed fare increase is intended to offset some of the lost BETC revenue. Ms. Hellekson replied that fares had not been raised in four years and the intent is to catch up with expenses.

**Payroll Tax:** Ms. Hellekson explained the process involved in raising the payroll tax to .008 percent, which includes a finding by the Board of local economic recovery. She reviewed the options for implementation of a payroll tax increase to .008 percent. She said that no immediate decision is necessary, and if the assumption is left in the LRFP, it could be changed next year.

Mr. Kortge asked how economic recovery is measured and noted that the pre-2008 number of jobs would not be restored until 2015. Ms. Hellekson said economic recovery is measured by the number of quarters of improvement, not the number of jobs.

Mr. Kortge preferred to wait until 2014 to begin considering a payroll tax increase.

Mr. Dubick said that he is comfortable with considering 2014 as the projected date as it could always be changed if economic circumstances warranted.

Mr. Kortge commented that health insurance premiums are reportedly increasing by 40 percent in 2014 and that factor should be considered in the District's financial planning.

Ms. Hellekson pointed out that removing the assumption of continuing the incremental progression of the payroll tax from the LRFP would have significant impact on out years.

**Federal, State, and Local Revenue:** Director of Human Resources and Risk Management Mary Adams reported on the legislative session. She said that House Bill 4028, which included some funding for transit (although not specifically for LTD), had passed out of committee and is moving through the legislature. She said that it appeared unlikely that bills that would create new debt for the State would not be passed by the Senate.

Mr. Vobora said that reauthorization of federal transportation legislation is unlikely to occur until 2013 because the Senate and House versions are so far apart. He said that a House bill would remove transit from the Highway Trust Fund and place it in the General Fund; and while the Senate bill would keep transit in the Trust Fund, it would take discretionary funds and put them

into formula fund distribution. The amount received on a formula basis would be too small for bus purchases unless saved up over a long period of years.

Mr. Lipkin added that conversion of discretionary funds to formula funds could require LTD to debt finance bus purchases and pay them off over a long period of time with the formula funds. He said that new federal guidelines for the 2012 appropriations allowed fuel to be an eligible capital expense and treated as preventive maintenance.

**Fare Changes:** Mr. Vobora observed that there had been no fare increases since 2008 and there was a small pass price increase in 2010. He said that staff would probably recommend a fare increase of 25 cents, and an analysis of potential revenue and impacts on riders would be done. The Board would determine in March whether it wished to proceed with the fare increase process.

Mr. Gillespie expressed concern that a fare increase to \$1.75 is a de facto increase to \$2.00 because most people would not have the correct change and consequently pay with two \$1.00 bills.

Mr. Hinds asked if raising the one-way fare to \$1.75 and keeping the day pass at \$3.00 would result in more day pass riders and subsequently increase revenue. Mr. Vobora said that when the system changed from transfers to the day-pass structure, the passes were priced at two times the cash fare because people paying only a one-way fare were less than 2 percent of ridership. He said he felt that revenue would be lost if the day-pass price is not raised to match the one-way fare increase.

Mr. Collins asked what the total revenue impact of a 25-cent increase would be. Mr. Vobora estimated that the fare increase would result in approximately \$200,000 in additional revenue.

Mr. Davidson said that if a payroll tax increase is implemented, it is important to show that riders also are being asked to pay more. He supported a 25-cent fare increase.

Mr. Hinds said that increasing the fare now is appropriate to avoid having the issue become part of the debate about implementing the WEEE project.

Mr. Evans agreed with Mr. Davidson that it is important to demonstrate balance to the business community by increasing cash fares along with the payroll tax rate.

**Personnel Services Costs:** Discussion of this item was deferred until after labor agreements are finalized.

**Pension Costs:** Ms. Hellekson stated that new valuations are being done for both pension plans: salaried employees and ATU employees. She said that both plans had unfunded liabilities and would require sizable additional contributions.

Ms. Adams said that the current plan for salaried employees is closed and new members are not being added. Options for dealing with the structure had been presented to the Human Resources and Finance Committees, and the committees were proposing a 20-year amortization period with a one-time reset on the market value of the plan.

Ms. Hellekson said that there were different reasons for the unfunded liabilities of each plan. Both plans had an assumed return rate of 7.5 percent, which had not been realistic during the past several years. She said that closing the salaried employees plan meant that the District would need to commit to a finite payment annually on the unfunded liability. The ATU plan is funded based on number of hours, not percentage of pay; and the service reduction had condensed those hours from more than 500,000 hours worked to less than 470,000 hours. The same amount of money is required to fund the plan, but it is spread over a fewer number of hours; and consequently, the contribution would increase from \$4.28/hour to \$4.89/hour on July 1, 2012.

Mr. Kortge wanted the Finance Committee to consider reducing the return rate from 7.5 percent to perhaps 6.75 percent. Ms. Hellekson said a sensitivity analysis of different return rates could be provided to the Committee in March.

Ms. Hellekson said that additional contributions to the plans had helped to mitigate the liabilities. Annual contributions to pension plans have been more than \$1 million.

Mr. Davidson said that the unfunded liability was affected by several factors, including the rate of investment return. He said that the discount rate going forward, based on the projected benefit structure, is another factor. He encouraged a sensitivity analysis on both the investments and discount rates and cautioned against reacting through fear instead of compiling and considering all of the facts. He said that an opportunity to consider would be to debt finance the liabilities in the current low interest environment.

Mr. Kortge said that the actuary also had suggested reviewing the actuarial tables because of changes in longevity of workers.

Mr. Wong said that he felt strongly that the unfunded liability was a serious issue. He suggested that the Board explore pension obligation bonds and budget strategies that would commit any surplus funds to buying down the unfunded liabilities. Ms. Hellekson agreed that a discussion of how to prioritize the use of surpluses needs to be a part of the budget conversation.

Mr. Evans asked if this was the appropriate time to move forward with Mr. Wong's suggestion about bonds. Ms. Hellekson said that the District would first have to go through the bond rating process, which is expensive. She said that the issue would be presented to the Finance Committee. She added that LTD's debt capacity needed to be considered, especially if the purchase of vehicles is debt financed in the future.

**Fuel:** Ms. Hellekson said that the fuel assumption next year would be \$3.75/gallon. Mr. Lipkin added that the LRFP did not assume a reduction in fuel consumption, but with 24 new hybrid buses there would likely be a small cushion.

Director of Maintenance George Trauger explained that the new electric/diesel hybrid buses currently in operation were demonstrating a 28-30 percent increase in fuel mileage.

Mr. Davidson asked if the fuel storage tanks could be filled when the price of fuel is low. Ms. Hellekson said that the District continued to put fuel in the tanks. Mr. Lipkin noted that there is a cost associated with fuel storage.

**RideSource Cost:** Mr. Vobora said that service demands were increasing as the population aged and that, along with fuel costs, contributed to the increased cost of the service. He expected



service costs to increase and continue at a rate of about 10 percent during the years ahead. He said that some State funding had been lost, and staff are searching for grants to fund paratransit services. He said that he is pleased that the RideSource Call Center is helping to keep the cost growth rate from being higher. He said that Accessible Services Program Manager Terry Parker is retiring in June and Accessible Services and Customer Services would be consolidated to eliminate overlaps in programming and customer assistance.

Mr. Eyster asked if proposed legislation to create a statewide Medicaid brokerage is likely to pass. Ms. Adams replied that it did not appear the proposal would succeed.

Mr. Necker confirmed that there is little legislative support for a statewide brokerage.

**Summary and Review:** Ms. Hellekson said that slow recovery of the economy affected the assumptions in the LRFP regarding the payroll tax rate and base growth. Assumptions for base growth were 3 percent in Year 1, with 4 percent and 5 percent growth in the following years. She reviewed the revenue assumptions for passenger fare operating, advertising, and special services revenues.

Mr. Lipkin reviewed the assumptions for preventive maintenance, Point2point Solutions funding, and other operating grants. He noted that reserves were less than \$3 million by Year 3, so interest would not be a significant source of revenue.

Mr. Evans asked if advertising options such as naming rights had been discussed. Mr. Vobora said there is little interest locally in that type of advertising partnership as most organizations did not have large enough advertising budgets, but staff would continue to seek out those opportunities.

Ms. Hellekson said that the Board's current policy required \$3 million in reserves at all times, based on the assumption that payroll taxes represented a stable form of revenue. She said that the sizable reserve that the District now had would be spent down over the long-term as the impacts of global economic problems and loss of grant funds were felt. The LRFP demonstrated that intent; and beginning in Year 3, there is no cushion in the reserve funds. She said that LTD had lost several experienced and highly skilled staff recently to organizations that offered a higher rate of pay.

Mr. Kortge asked if it is realistic to project a personnel services growth rate at 5 percent or less annually during the plan period. Mr. Lipkin said that the larger 5 percent increase between the current year and Year 1 is due to open positions during the current year that are expected to be filled in Year 1.

Mr. Eyster said that it appeared that LTD's salaries were beginning to fall behind, particularly in technical positions, making it difficult to retain staff. He asked if an informal comparison with compensation in other organizations could be done. Mr. Lipkin said that the challenge with a salary study is that the District would need to be committed to implementing it, which would increase the budget. From an employee morale perspective, if a study is done and not acted upon, it could have negative consequences.

Mr. Evans suggested a classification study instead of a compensation study. Ms. Hellekson said that Information Technology (IT) positions had to be reclassified upward before they could be filled.

Mr. Vobora commented that LTD recruitments still attracted many qualified applicants because of their desire to work for the District.

In response to a question from Mr. Kortge, Mr. Parrott said that the IT staff that left LTD went for several reasons: higher pay, the ability to work with employees in their age group, and larger equipment budgets. He said that pay is the first reason, and career growth is the second; pension plans were not a consideration. He said that when the job market is active, retention of IT staff averages 18 to 24 months.

Ms. Hellekson said that the input from Board and Budget Committee members would be used to develop a proposed budget. Another meeting would not be scheduled unless something dramatically affected the assumptions.

Mr. Eyster asked if Budget Committee members had any concerns with the assumptions.

Mr. Collins said that he perceived flat business growth at the present time; although there is some optimism, and new businesses are being established. He said that he felt that the assumptions were sufficiently conservative.

**ADJOURNMENT:** Mr. Eyster adjourned the meeting at 3:11 p.m.

LANE TRANSIT DISTRICT

ATTEST

\_\_\_\_\_  
Dean Kortge  
Board Secretary

\_\_\_\_\_  
Jeanne Schapper  
Administrative Services Manager/  
Clerk of the Board

Date Approved: March 21, 2012

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, February 15, 2012

Pursuant to notice given to *The Register-Guard* for publication on February 9, 2012, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular Board meeting and executive session on Wednesday, February 15, 2012, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17<sup>th</sup> Avenue, Eugene.

Present: Mike Eyster, President  
Greg Evans, Vice President  
Ed Necker, Treasurer  
Michael Dubick  
Gary Gillespie  
Doris Towery  
Ron Kilcoyne, General Manager  
Jeanne Schapper, Clerk of the Board  
Lynn Taylor, Minutes Recorder

Absent: Dean Kortge, Secretary

**CALL TO ORDER/ROLL CALL:** Mr. Eyster convened the meeting and called the roll at 5:33 p.m.

**PRELIMINARY REMARKS BY BOARD PRESIDENT:** Mr. Eyster stated that he would defer his remarks until after John Robert Smith had spoken, which was scheduled to take place at the beginning of the work session.

**COMMENTS FROM THE GENERAL MANAGER:** General Manager Ron Kilcoyne announced that Administrative Services Manager/Clerk of the Board Jeanne Schapper had received the designation of Certified Municipal Clerk. He also announced that LTD had received a national recognition award from the American Council of Engineering Companies for the Gateway EmX Extension.

**ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA:** There were no announcements or additions to the agenda.

**BOARD CALENDARS:** Mr. Eyster said that the Board meetings in March and April would likely be combined with public hearings for proposed fare changes and that staff would contact Board members to confirm schedules.

Mr. Gillespie said that he would be out of town on June 16-22, 2012.

Ms. Towery said that she would be out of town during spring break.

Mr. Kilcoyne reviewed activities on the Board calendars.

## WORK SESSION

**Connecting Communities Conference:** Director of Planning and Development Tom Schwetz introduced John Robert Smith, president and CEO of Reconnecting America and former mayor of the City of Meridian, Mississippi, who will be a keynote speaker at the next day's conference.

Mr. Smith congratulated LTD on receiving favorable news regarding federal funding for EmX. He said that the first multi-modal transportation center in the South was built in Meridian, and that they had encountered initial opposition similar to what LTD was experiencing with the West Eugene EmX Extension. He said that Meridian's system eventually proved to be a great success and is now celebrated by the community. He commended LTD for its vision and said that the decisions being made today would open access for generations to come. Mr. Smith said that LTD is seen as a national leader in bus rapid transit implementation, and its efforts are being watched by other districts across the country.

Mr. Eyster said that EmX is a multi-step iterative process, and the phase was initiated when the Eugene City Council asked LTD to consider West 11<sup>th</sup> Avenue as the next EmX route. He said that each step in the process considers the merits of the project and whether it should proceed to the next step. Recent significant points in the process included a consultant's report on the increased ridership and connection of people to jobs that would result from the addition of a West Eugene EmX route. He said that the project had met the Federal Transit Administration (FTA) requirements, and funding was included in the President's budget. A study of property impacts along the route indicated that only 20 parking spaces would be affected and mitigation strategies could reduce that amount. He said that information on operating expenses was still being developed for the Board's consideration.

**2011 Origin and Destination Survey Results:** Director of Service Planning, Accessibility, and Marketing Andy Vobora introduced Selena Barlow, with Transit Marketing, LLC, to present highlights from the results of the 2011 Origin and Destination Survey. He noted that the full report is available to the public on the LTD website.

Ms. Barlow described the methodology used to conduct the survey during a nine-day period in mid-October 2011. She said that 7,477 rider questionnaires were completed of which 6,647 were unduplicated responses. This provided a robust sample and valid data with a high confidence level. She said that the data would be used by the Lane Council of Governments for its travel modeling program.

Ms. Barlow said that data on the frequency of transit use had remained very consistent for the last four surveys with about half of customers riding four to six days per week, 30 percent riding one to three days per week, and the remainder riding seven days per week. She said that 39 percent of riders are choice riders, which means that they have the option of driving or taking the bus. She said that LTD's percentage of choice riders is higher than most other districts, and its percentage of transit-dependent riders is lower. She reviewed ridership demographic patterns, noting that more than half of the riders are thirty years old or younger. She reviewed statistics related to trip purpose and said that more than 60 percent of riders have commute needs related to school or work. She said that with respect to fare payment methods, LTD is one of the least cash-oriented systems. She added that EmX riders have virtually the same characteristics as riders on the rest of the system.

Ms. Barlow concluded her presentation with data on rider satisfaction and service improvements. She said that the areas of highest satisfaction are LTD drivers, customer service representatives,

and the LTD website. While the ratings by EmX riders and fixed-route riders are generally comparable, EmX riders tend to rate the system higher in areas related to frequency of buses, being on schedule, comfort while waiting for the bus, and schedule information at the bus stop. The two most desired system improvements are later evening service and more frequent service. She summarized that the demographics of riders is very similar to past surveys: a majority of riders are commuter oriented, and there had been an increase in customer satisfaction and a decline in perceived service problems between the 2007 and 2011 surveys, indicating that LTD is meeting the needs of riders.

**AUDIENCE PARTICIPATION:** There was no one present who wished to speak.

**EMPLOYEES OF THE MONTHS:** The Board recognized Bus Operator Instructor Jackie Cessna as the January 2012 Employee of the Month (EOM), Bus Operator/Temporary Supervisor Javier Rodriguez as the February 2012 EOM, and Bus Operator Gail Cramblit as the March 2012 EOM.

Mr. Eyster thanked Ms. Cessna, Mr. Rodriguez, and Ms. Cramblit for their service and dedication to LTD's mission and presented certificates of appreciation, checks, and pins commemorating the awards. Recipients expressed their appreciation for the acknowledgement of their service and thanked the Board for their awards.

Mr. Eyster recognized the services of Bus Operator John Perry who has been an LTD employee for 42 years and is retiring in March.

**RECESS:** Mr. Eyster called a brief recess at 6:37 p.m.

**RECONVENE:** Mr. Eyster reconvened the meeting at 6:49 p.m.

#### ITEMS FOR ACTION AT THIS MEETING

**MOTION** **Consent Calendar:** Mr. Evans moved adoption of LTD Resolution No. 2012-001: It is hereby resolved that the Consent Calendar for February 15, 2012, is approved as presented. Ms. Towery provided the second. The Consent Calendar consisted of the minutes of the December 12, 2011, Special Board Meeting; the December 21, 2011, Canceled Board Meeting; and the January 18, 2012, Canceled Board Meeting.

**VOTE** The Consent Calendar was approved as follows:  
 AYES: Dubick, Evans, Eyster, Gillespie, Necker, Towery (6)  
 NAYS: None  
 ABSTENTIONS: None  
 EXCUSED: Kortge (1)

**Statement of Principles on Immigrant Integration:** Mr. Vobora introduced Guadalupe Quinn, Coordinator of the Immigrants Rights Advocacy Program and Amigos Multicultural Services Center; and Bob Bussel, Director of the Labor Education and Research Center at the University of Oregon, who were there to speak on behalf of the Lane County Network for Immigrant Integration.

Ms. Quinn asked the Board for its endorsement of the Statement of Principles on Immigrant Integration. She provided a list of organizations and individuals who had already endorsed the Statement.

Mr. Bussel said that a challenge of the 21<sup>st</sup> century is living in a multicultural, multi-racial, and multi-ethnic world. Successful communities are those that are welcoming and integrated. He said that the network is composed of entities that, in one way or another, work with immigrants and are striving to create a greater sense of welcoming and inclusion. He said that LTD is a part of that network as a provider of vital services. He said that a welcoming statement with a broad signership of diverse elements within the community would provide a strong foundation for that effort.

In response to a question from Mr. Eyster, Mr. Bussel said that endorsers of the Statement include school districts, churches, FOOD for Lane County, the League of Women Voters, Oregon Red Cross, Selco Community Credit Union, Springfield Police Department, American Civil Liberties Union, the University of Oregon, and many agencies who serve the immigrant populations.

Ms. Towery asked if local governments were being asked to sign the Statement. Ms. Quinn said that local governments were on the outreach list for endorsement requests.

**MOTION** Mr. Evans moved 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. Mr. Gillespie provided the second.

Ms. Towery stated that LTD's services help provide quality of life for people in the community, and signing the State of Principles supported the District's purpose.

**VOTE** The resolution was approved as follows:  
 AYES: Dubick, Evans, Eyster, Gillespie, Necker, Towery (6)  
 NAYS: None  
 ABSTENTIONS: None  
 EXCUSED: Kortge (1)

**Disadvantaged Business Enterprise (DBE) Program Amendment:** Purchasing Manager Jeanette Bailor explained that the FTA had advised all transit districts of the need to amend their DBE policies to include small business enterprises to facilitate their competition. She said that the amendment incorporated a new definition of small business enterprise and added a section to the program that would foster competition with small businesses. She said that prime contractors on large construction projects would be asked to provide a procurement plan. to identify pieces of work that could be subcontracted to small businesses. The amendment also would prevent restrictive requirements such as excessive bonding that small businesses could not meet,. She said that prior to bidding contracts would be reviewed to determine if the entire contract or portions could be subcontracted to small businesses.

Mr. Evans asked about LTD's current DBE performance. Ms. Bailor replied that the target was 3.49 percent, and during the past six months LTD had achieved 5.16 percent. She said that the Gateway EmX project had achieved 7.8 percent.

Mr. Gillespie asked how a small business enterprise was defined. Ms. Bailor replied that it depended on the nature of the business; however, the definitions were contained within federal regulations.

Mr. Eyster asked if the \$1 million threshold could be lowered for contracts required to specify elements that could be performed by small businesses. Ms. Bailor said that the threshold could be set at any level, or based on any criteria, that the Board desired. She said that the language provided \$1 million as an example but did not limit the requirement to those contracts more than that amount. Each contract, regardless of the dollar amount, would be reviewed by staff to determine if there were subcontracting opportunities for small businesses.

Mr. Eyster, on behalf of the Board, urged staff to actively seek opportunities to engage DBEs and small business entities as a part of LTD's procurement efforts.

Mr. Evans emphasized the importance of an affirmative, aggressive outreach effort to inform DBEs and small businesses of contracting opportunities as a part of the amended DBE Program.

**MOTION** Mr. Gillespie moved 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. Mr. Necker provided the second.

**VOTE** The resolution was approved as follows:  
 AYES: Dubick, Evans, Eyster, Gillespie, Necker, Towery (6)  
 NAYS: None  
 ABSTENTIONS: None  
 EXCUSED: Kortge (1)

**Assumptions for Lane Transit District Salaried Employees' Retirement Plan Defined Benefit Plan:** Director of Human Resources and Risk Management Mary Adams stated that on January 1, 2012, all new administrative employees hired by LTD would be part of a new pension plan. She referred to recommendations from actuaries at the Milliman firm regarding options that were included in the agenda packet. She said that the Board's Finance and Human Resources committees met jointly on January 24, 2012, to review the recommendations, and were proposing that the Board adopt a 20-year amortization period and do a one-time reset to the market value of the assets for the plan.

**MOTION** Mr. Dubick moved 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. Mr. Evans provided the second.

Mr. Dubick commended the Human Resources and Finance committees for discussing options with representatives of Milliman first and said that he felt that the option selected would be a positive step toward the long-term financial health of the District by addressing the unfunded liability of the Salaried Employees' Retirement Plan.

**VOTE** The resolution was approved as follows:  
 AYES: Dubick, Evans, Eyster, Gillespie, Necker, Towery (6)  
 NAYS: None  
 ABSTENTIONS: None  
 EXCUSED: Kortge (1)

**ITEMS FOR INFORMATION AT THIS MEETING**

**Point2point Solutions Annual Program Report:** Point2point Solutions Program Manager Theresa Brand provided an update on the Point2point program. She said that Point2point promoted options to build a balanced and efficient transportation system and that it served the traveling public; public agencies; employers; local elementary, junior high, and high school students; and higher education institutions. She presented 2010 statistics on travel trips of all types in the region and the modes of transportation used. She highlighted Point2point services, including ridesharing, education and outreach, carsharing, SmartTrips, van pooling, congestion mitigation, planning and policy development, employer- and student-oriented programs, and group pass programs. The SmartTrips program was a six-month pilot project that was developed to assist in overcoming barriers to using alternative modes of transportation. The target area was within a quarter mile of the Gateway EmX corridor. The business component launched in February 2012 and will be followed by the residential component in April 2012. Ms. Brand added that the Drive Less Connect program was an online ridesharing program launched in September 2011 and membership was steadily increasing.

Mr. Eyster asked if there was a budget for Park & Ride expansion. Financial Manager Todd Lipkin said that there was an illustrative project line item in the Capital Improvement Program budget for Park & Ride lots. The need had been identified, but funding had not yet been secured. Mr. Vobora noted that LTD had purchased the Park & Ride lot at River Road Station, with the County retaining a portion of the property. He said that the County was developing its portion, which would result in the loss of some parking spaces at the River Road Station.

Mr. Eyster asked if Park & Ride lot usage was being tracked. Ms. Brand said that lot usage was reviewed and ways to mitigate sites that were highly used were considered. In response to a question from Mr. Gillespie, she said that she would follow-up on usage of the Veneta Park & Ride facilities.

Ms. Brand said that flex funding had been requested for an expanded Smart Trips program in other areas of the region. She said that congestion mitigation services continued to expand and that it was a good tool for both travelers and construction managers.

Ms. Brand noted that Point2point had established a stakeholder group and was developing a regional plan for short- and long-term bike parking. She anticipated that the plan would be completed in the fall of 2012. She said that there was interest in a bikeshare feasibility study and funding was being sought. She described the range of services to employers, including group bus passes, commuter clubs, vanpools, ridematching, employee transportation coordinators, information fairs tailored to an employer's needs, and a Business Commute Challenge.

Ms. Brand said that the loss of \$1.2 million in State funding had greatly reduced participation in the Student Transit Pass program, and other funds were being sought to replace that support on a long-term basis. The negative impact on students was somewhat lessened through school participation in the Group Pass Program, although not all school districts were participating.

Ms. Brand said that emerging opportunities included reduction of non-work trips, carsharing, secure bike parking, bike sharing, and expansion of the Safe Routes to School program. The school programs strive to help youth develop lifelong habits of transit use to promote a more sustainable community.



**Board Member Reports:**

Metropolitan Policy Committee (MPC): Mr. Evans reported that the MPC discussed House Bill 7, which was federal legislation that would remove transit districts from the Highway Trust Fund and place that money in the General Fund. He said that there was a better option emerging from the Senate Banking Committee.

Mr. Kilcoyne said that a House vote on HB 7 had been postponed and the Senate's version was preferable because it retained transit in the Highway Trust Fund, although there were still some concerns because it would end discretionary programs and all funds would be distributed by formula. That could create problems with funding large acquisitions, such as buses. He said that it was unlikely that Congress would agree on a bill and that the current legislation would be continued until next year.

Metropolitan Planning Organization's Citizen Advisory Committee (MPO CAC): Mr. Gillespie reported that the MPO CAC would meet on February 16 to review membership applications and make a recommendation to the MPC on appointment of new and continuing members. He indicated that he had applied for another term. The CAC also was reviewing the Unified Planning Work Plan. Mr. Kilcoyne added that he had sat on the CAC subcommittee that reviewed applications.

Other Activities: Mr. Evans announced that he had been appointed to the Governance Task Force and Workforce Development Task Force for the American Public Transportation Association (APTA). He said that a special project would be developing a partnership between APTA, the transportation industry, and community colleges.

Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan: Mr. Necker reported that the TCRG met earlier in the day. Work groups studied areas of the community to identify positive elements and problems and provide further input on the Eugene Transportation System Plan. Mr. Gillespie added that the draft plan would be edited based on the group's feedback and then released for public comment. He said that there was little support among work groups for a Beltline EmX project.

**Post-Project Evaluation – Fleet Maintenance Building Expansion/Remodel:** Ms. Bailor stated that staff had prepared a post-project evaluation of the Fleet Maintenance Building expansion/remodel, which is required when a Construction Manager/General Contractor delivery method is used. She said that the full evaluation was included in the agenda packet, and staff had concluded that the project went well and that the delivery method was beneficial. She said that the project was completed under budget, moved forward quickly, and achieved the desired results.

**2012 Legislative Session Report:** Ms. Adams said that the legislature was halfway through its 2012 35 day "short" session, and February 14 was the deadline for bills to pass out of the originating chamber. She said that there was a bill that could be a conduit for using lottery funds for transportation, and if passed, could result in additional funds for ConnectOregon. She said that language to establish a statewide Medicaid brokerage had been removed from the budget but could reappear in the next session. Ms. Adams added that Representative Nancy Nathanson was working with a group to determine if the model used in Lane County could be expanded to other areas of the state. Efforts also were being made to better integrate veteran transportation services.

**Monthly Financial Report:** Mr. Lipkin reviewed the financial report and noted that payroll tax receipts were up 2.6 percent over last year.

Mr. Evans asked if predicted increases in fuel costs during the summer would have an impact on LTD's next budget cycle. Mr. Lipkin replied that the District had approximately 300,000 gallons of fuel in storage, or about one-third of a year's supply. He said that he felt that fuel prices would decline after the summer. The projected cost of \$3.75 per gallon in the Long-Range Financial Plan should carry LTD through a spike in fuel prices.

Mr. Gillespie asked if the \$4 million cost of property impact mitigations along the West Eugene EmX corridor would be paid from the FTA grant. Mr. Kilcoyne said that the grant would fund those costs. He then pointed out that the mitigation costs were less than originally estimated for the project.

**ADJOURNMENT:** Mr. Eyster adjourned the meeting at 8:07 p.m.

LANE TRANSIT DISTRICT

ATTEST:

\_\_\_\_\_  
Dean Kortge  
Board Secretary

\_\_\_\_\_  
Jeanne Schapper  
Clerk of the Board

Date Approved: March 21, 2012

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 21, 2012

**ITEM TITLE:** FY 2013-2020 CAPITAL IMPROVEMENTS PROGRAM

**PREPARED BY:** Todd Lipkin, Finance Manager

**ACTION REQUESTED:** Hold a Public Hearing on the Capital Improvements Program

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### BACKGROUND:

The Capital Improvements Program (CIP), LTD's program of projects funded with federal, state, and local funding, is revised annually. The Draft Fiscal Year (FY) 2013-2020 Capital Improvements Program was posted on the LTD website for public comment, and a legal notice was published in *The Register-Guard* on Friday, March 2. The public comment period closes at 5:00 p.m. on Saturday, March 31. The FY 2013-2020 Capital Improvements Program will be presented to the Board for adoption at its April 18 meeting. Comments will be forwarded to Board members prior to that meeting.

Holding this public hearing allows the public to comment directly to the Board of Directors prior to its consideration of the CIP adoption at the April 18 Board meeting. The Draft FY 2013-2020 Capital Improvements Program includes funding for the following major projects:

- West Eugene EmX Extension
- Preliminary planning work on a fourth EmX corridor
- Replacement of LTD's bus fleet in accordance with the Fleet Plan
- Preventive maintenance

The funding for projects reflects the best estimate at this time. While all funds are not yet secured, there is a reasonable expectation that future funding for the draft program of projects will be received. For example, the plan assumes that 5307 funding will be reauthorized and that funding levels will follow the same trend as the previous legislation. Should the proposed funding not be realized, the program of projects will be reevaluated.

Also included in the draft CIP is an Illustrative Project List. This list represents projects where a need has been identified but no funding has been identified or is currently reasonably expected to be received.

**ATTACHMENT:** Draft FY 2013-2020 Capital Improvements Program

**PROPOSED MOTION:** None

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Project List	Funding Source	Year 1 FY 12-13	Year 2 FY 13-14	Year 3 FY 14-15	Year 4 FY 15-16	Year 5 FY 16-17	Year 6 FY 17-18	Year 7 FY 18-19	Year 8 FY 19-20	Eight-Year Total
<b>EmX Service</b>		<b>\$18,780,800</b>	<b>\$14,285,500</b>	<b>\$34,166,400</b>	<b>\$31,714,900</b>	<b>\$1,366,700</b>	<b>\$253,000</b>			<b>\$100,567,300</b>
West Eugene EmX Extension	5309 Small Starts- State Lottery Funds	\$14,346,500	\$10,818,700	\$26,028,700	\$23,320,000	\$287,800	\$198,600			\$75,000,300
		\$3,934,300	\$2,966,800	\$7,137,700	\$6,394,900	\$78,900	\$54,400			\$20,567,000
		<u>\$18,280,800</u>	<u>\$13,785,500</u>	<u>\$33,166,400</u>	<u>\$29,714,900</u>	<u>\$366,700</u>	<u>\$253,000</u>			<u>\$95,567,300</u>
4th EmX Corridor	5339 Lane Transit District	\$400,000	\$400,000	\$800,000	\$1,600,000	\$800,000				\$4,000,000
		\$100,000	\$100,000	\$200,000	\$400,000	\$200,000				\$1,000,000
		<u>\$500,000</u>	<u>\$500,000</u>	<u>\$1,000,000</u>	<u>\$2,000,000</u>	<u>\$1,000,000</u>				<u>\$5,000,000</u>
<b>Revenue Vehicles</b>			<b>\$5,085,000</b>	<b>\$516,000</b>	<b>\$12,565,000</b>		<b>\$325,000</b>	<b>\$13,800,000</b>		<b>\$32,291,000</b>
Revenue Vehicles	5307 5309 Lane Transit District		\$360,000	\$412,800	\$244,000		\$260,000			\$1,276,800
			\$3,847,050		\$10,175,800			\$11,454,000		\$25,476,850
			<u>\$877,950</u>	<u>\$103,200</u>	<u>\$2,145,200</u>		<u>\$65,000</u>	<u>\$2,346,000</u>		<u>\$5,537,350</u>
<b>Passenger Boarding/Facilities Improvements</b>		<b>\$3,935,000</b>	<b>\$1,110,000</b>	<b>\$496,750</b>	<b>\$288,500</b>	<b>\$200,375</b>	<b>\$202,250</b>	<b>\$204,125</b>	<b>\$206,125</b>	<b>\$6,643,125</b>
Gateway Park & Ride	5309 Lane Transit District	\$1,800,000								\$1,800,000
		\$450,000								\$450,000
		<u>\$2,250,000</u>								<u>\$2,250,000</u>
Glenwood Facility Improvements	5307 Lane Transit District	\$992,000	\$692,000	\$240,000	\$96,000					\$2,020,000
		\$248,000	\$173,000	\$60,000	\$24,000					\$505,000
		<u>\$1,240,000</u>	<u>\$865,000</u>	<u>\$300,000</u>	<u>\$120,000</u>					<u>\$2,525,000</u>
Other Facility Improvements	5307 Lane Transit District	\$40,000	\$56,000	\$16,000	\$16,000	\$40,000	\$40,000	\$40,000	\$40,000	\$288,000
		\$10,000	\$14,000	\$4,000	\$4,000	\$10,000	\$10,000	\$10,000	\$10,000	\$72,000
		<u>\$50,000</u>	<u>\$70,000</u>	<u>\$20,000</u>	<u>\$20,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$360,000</u>
Passenger Boarding Improvements	5307 5309 Lane Transit District	\$156,000	\$140,000	\$141,400	\$118,800	\$120,300	\$121,800	\$123,300	\$124,900	\$1,046,500
		\$160,000								\$160,000
		<u>\$79,000</u>	<u>\$35,000</u>	<u>\$35,350</u>	<u>\$29,700</u>	<u>\$30,075</u>	<u>\$30,450</u>	<u>\$30,825</u>	<u>\$31,225</u>	<u>\$301,625</u>
		<u>\$395,000</u>	<u>\$175,000</u>	<u>\$176,750</u>	<u>\$148,500</u>	<u>\$150,375</u>	<u>\$152,250</u>	<u>\$154,125</u>	<u>\$156,125</u>	<u>\$1,508,125</u>
<b>Hardware/Software</b>		<b>\$1,325,000</b>	<b>\$620,000</b>	<b>\$815,000</b>	<b>\$820,000</b>	<b>\$355,000</b>	<b>\$630,000</b>	<b>\$560,000</b>	<b>\$560,000</b>	<b>\$5,685,000</b>
	5307 Lane Transit District STP	\$1,060,000	\$472,000	\$652,000	\$656,000	\$260,000	\$504,000	\$448,000	\$448,000	\$4,500,000
		\$265,000	\$118,000	\$163,000	\$164,000	\$65,000	\$126,000	\$112,000	\$112,000	\$1,125,000
			\$30,000			\$30,000				\$60,000



Project List (cont'd)	Funding Source	Year 1 FY 12-13	Year 2 FY 13-14	Year 3 FY 14-15	Year 4 FY 15-16	Year 5 FY 16-17	Year 6 FY 17-18	Year 7 FY 18-19	Year 8 FY 19-20	Eight-Year Total
<b>Intelligent Transportation Systems</b>		<b>\$475,000</b>	<b>\$50,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>				<b>\$825,000</b>
CAD/AVL/APC/Announcement System	5307	\$200,000								\$200,000
	Lane Transit District	\$50,000								\$50,000
		\$250,000								\$250,000
Other ITS Improvements	5307	\$180,000	\$40,000	\$80,000	\$80,000	\$80,000				\$460,000
	Lane Transit District	\$45,000	\$10,000	\$20,000	\$20,000	\$20,000				\$115,000
		\$225,000	\$50,000	\$100,000	\$100,000	\$100,000				\$575,000
<b>Communications</b>		<b>\$72,500</b>	<b>\$1,012,500</b>	<b>\$82,500</b>	<b>\$12,500</b>	<b>\$72,500</b>	<b>\$22,500</b>	<b>\$2,500</b>	<b>\$12,500</b>	<b>\$1,290,000</b>
	5307	\$58,000	\$810,000	\$66,000	\$10,000	\$58,000	\$18,000	\$2,000	\$10,000	\$1,032,000
	Lane Transit District	\$14,500	\$202,500	\$16,500	\$2,500	\$14,500	\$4,500	\$500	\$2,500	\$258,000
<b>Transit Security Projects</b>		<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$2,000,000</b>
	5307	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,600,000
	Lane Transit District	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$400,000
<b>Miscellaneous Equipment</b>		<b>\$40,000</b>	<b>\$105,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$105,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$450,000</b>
	5307	\$32,000	\$84,000	\$32,000	\$32,000	\$84,000	\$32,000	\$32,000	\$32,000	\$360,000
	Lane Transit District	\$8,000	\$21,000	\$8,000	\$8,000	\$21,000	\$8,000	\$8,000	\$8,000	\$90,000
<b>Shop Equipment</b>		<b>\$30,000</b>	<b>\$30,000</b>	<b>\$94,050</b>	<b>\$30,000</b>	<b>\$50,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$324,050</b>
	5307	\$24,000	\$24,000	\$75,240	\$24,000	\$40,000	\$24,000	\$24,000	\$24,000	\$259,240
	Lane Transit District	\$6,000	\$6,000	\$18,810	\$6,000	\$10,000	\$6,000	\$6,000	\$6,000	\$64,810
<b>Support Vehicles</b>		<b>\$60,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$760,000</b>
	5307	\$48,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$608,000
	Lane Transit District	\$12,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$152,000
<b>Accessible Services Vehicles and Projects</b>		<b>\$700,000</b>	<b>\$700,000</b>	<b>\$840,000</b>	<b>\$840,000</b>	<b>\$840,000</b>	<b>\$840,000</b>	<b>\$840,000</b>	<b>\$840,000</b>	<b>\$6,440,000</b>
	5310	\$628,110	\$628,110	\$753,732	\$753,732	\$753,732	\$753,732	\$753,732	\$753,732	\$5,778,612
	Lane Transit District	\$71,890	\$71,890	\$86,268	\$86,268	\$86,268	\$86,268	\$86,268	\$86,268	\$661,388
<b>Transportation Options</b>		<b>\$497,800</b>	<b>\$497,800</b>	<b>\$497,800</b>	<b>\$497,800</b>	<b>\$497,800</b>	<b>\$497,800</b>	<b>\$497,800</b>	<b>\$497,800</b>	<b>\$3,982,400</b>
	5307	\$81,700	\$81,700	\$81,700	\$81,700	\$81,700	\$81,700	\$81,700	\$81,700	\$653,600
	City of Eugene	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$40,000
	City of Springfield	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$40,000
	Lane County	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$40,000
	Lane Transit District	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$40,000
	STP	\$96,100	\$96,100	\$96,100	\$96,100	\$96,100	\$96,100	\$96,100	\$96,100	\$768,800
	STP-U	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$2,400,000



Project List (cont'd)	Funding Source	Year 1 FY 12-13	Year 2 FY 13-14	Year 3 FY 14-15	Year 4 FY 15-16	Year 5 FY 16-17	Year 6 FY 17-18	Year 7 FY 18-19	Year 8 FY 19-20	Eight-Year Total
<b>Preventive Maintenance</b>		<b>\$4,357,227</b>	<b>\$3,800,000</b>	<b>\$4,300,000</b>	<b>\$4,500,000</b>	<b>\$4,600,000</b>	<b>\$4,200,000</b>	<b>\$3,800,000</b>	<b>\$3,000,000</b>	<b>\$32,557,227</b>
	5307	\$3,800,000	\$3,800,000	\$4,300,000	\$4,500,000	\$4,600,000	\$4,200,000	\$3,800,000	\$3,000,000	\$32,000,000
	Lane Transit District	\$57,227								\$57,227
	STP-U	\$500,000								\$500,000
<b>Project Total</b>		<b>\$30,523,327</b>	<b>\$27,645,800</b>	<b>\$42,298,500</b>	<b>\$51,758,700</b>	<b>\$8,537,375</b>	<b>\$7,390,550</b>	<b>\$20,124,425</b>	<b>\$5,536,425</b>	<b>\$193,815,102</b>



Illustrative Project List	Funding Source	Year 1 FY 12-13	Year 2 FY 13-14	Year 3 FY 14-15	Year 4 FY 15-16	Year 5 FY 16-17	Year 6 FY 17-18	Year 7 FY 18-19	Year 8 FY 19-20	Eight-Year Total
<b>Illustrative</b>		<b>\$1,750,000</b>	<b>\$6,233,000</b>	<b>\$7,500,000</b>	<b>\$14,055,000</b>	<b>\$3,675,000</b>				<b>\$33,213,000</b>
Franklin EmX Corridor-Glenwood Lanes	Illustrative				\$5,055,000					\$5,055,000
EmX Vehicle Docking System	Illustrative		\$2,000,000							\$2,000,000
Fare Management-Fixed Route	Illustrative					\$3,675,000				\$3,675,000
Future Park & Rides	Illustrative			\$3,000,000						\$3,000,000
Gateway Park & Ride	Illustrative	\$1,750,000	\$2,100,000							\$3,850,000
Glenwood Energy Upgrades	Illustrative			\$500,000						\$500,000
Glenwood Facility Renovation/Expansion	Illustrative		\$2,000,000	\$4,000,000	\$6,000,000					\$12,000,000
LCC Station Shelter Addition	Illustrative		\$133,000							\$133,000
River Road Station Relocation	Illustrative				\$3,000,000					\$3,000,000
<b>Illustrative Project Total</b>		<b>\$1,750,000</b>	<b>\$6,233,000</b>	<b>\$7,500,000</b>	<b>\$14,055,000</b>	<b>\$3,675,000</b>				<b>\$33,213,000</b>



Funding Summary		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Eight-Year
Funding Source		FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Total
<b>Federal</b>		<b>\$25,102,410</b>	<b>\$22,959,660</b>	<b>\$34,355,672</b>	<b>\$42,384,132</b>	<b>\$7,911,632</b>	<b>\$6,909,932</b>	<b>\$17,434,832</b>	<b>\$5,190,432</b>	<b>\$162,248,702</b>
5307	Urbanized Area Formula Program	\$6,871,700	\$6,839,700	\$6,377,140	\$6,138,500	\$5,644,000	\$5,561,500	\$4,831,000	\$4,040,600	\$46,304,140
5309	Bus & Bus Facilities Program	\$1,960,000	\$3,847,050		\$10,175,800			\$11,454,000		\$27,436,850
5309 Small Starts	Small Starts	\$14,346,500	\$10,818,700	\$26,028,700	\$23,320,000	\$287,800	\$198,600			\$75,000,300
5310	Special Needs of Elderly and Disabled Indiv.	\$628,110	\$628,110	\$753,732	\$753,732	\$753,732	\$753,732	\$753,732	\$753,732	\$5,778,612
5339	Alternatives Analysis Program	\$400,000	\$400,000	\$800,000	\$1,600,000	\$800,000				\$4,000,000
STP	Surface Transportation Program	\$96,100	\$126,100	\$96,100	\$96,100	\$126,100	\$96,100	\$96,100	\$96,100	\$828,800
STP-U	Surface Transportation Program-Urban	\$800,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$2,900,000
<b>State</b>		<b>\$3,934,300</b>	<b>\$2,966,800</b>	<b>\$7,137,700</b>	<b>\$6,394,900</b>	<b>\$78,900</b>	<b>\$54,400</b>			<b>\$20,567,000</b>
State Lottery Funds		\$3,934,300	\$2,966,800	\$7,137,700	\$6,394,900	\$78,900	\$54,400			\$20,567,000
<b>Local-Other</b>		<b>\$1,486,617</b>	<b>\$1,719,340</b>	<b>\$805,128</b>	<b>\$2,979,668</b>	<b>\$546,843</b>	<b>\$426,218</b>	<b>\$2,689,593</b>	<b>\$345,993</b>	<b>\$10,999,400</b>
City of Eugene		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$40,000
City of Springfield		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$40,000
Lane County		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$40,000
Lane Transit District		\$1,471,617	\$1,704,340	\$790,128	\$2,964,668	\$531,843	\$411,218	\$2,674,593	\$330,993	\$10,879,400
<b>Illustrative</b>		<b>\$1,750,000</b>	<b>\$6,233,000</b>	<b>\$7,500,000</b>	<b>\$14,055,000</b>	<b>\$3,675,000</b>				<b>\$33,213,000</b>
Illustrative		\$1,750,000	\$6,233,000	\$7,500,000	\$14,055,000	\$3,675,000				\$33,213,000
<b>Funding Total</b>		<b>\$32,273,327</b>	<b>\$33,878,800</b>	<b>\$49,798,500</b>	<b>\$65,813,700</b>	<b>\$12,212,375</b>	<b>\$7,390,550</b>	<b>\$20,124,425</b>	<b>\$5,536,425</b>	<b>\$227,028,102</b>



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 21, 2012

**ITEM TITLE:** LTD SUBDISTRICT BOUNDARIES

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

**ACTION REQUESTED:** Provide feedback and give direction to Secretary of State's Office staff regarding changes to LTD's subdistrict boundaries. A final recommendation will be provided to the Board of Directors for adoption at a future meeting.

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### BACKGROUND:

As a result of the 2010 Census, the Oregon Secretary of State's office has been conducting subdistrict boundary reviews of Oregon's transit districts. The Secretary of State's office is required, per Oregon statute, to perform such a review of Lane Transit District and nine other transit districts. Specific statutory criteria must be followed in this process. In addition, staff at the Secretary of State's office have considered input from Lane Council of Governments and 2010 Census data to prepare a draft of the new subdistrict boundaries. Josh Goldberg of the Secretary of State's office and contractor Wayne Coffey will attend the March 21 Board meeting to present the draft. Input from Board members will be considered by Mr. Goldberg and Mr. Coffey in preparing the final recommendation. This final recommendation will be brought to a future LTD Board meeting for final adoption.

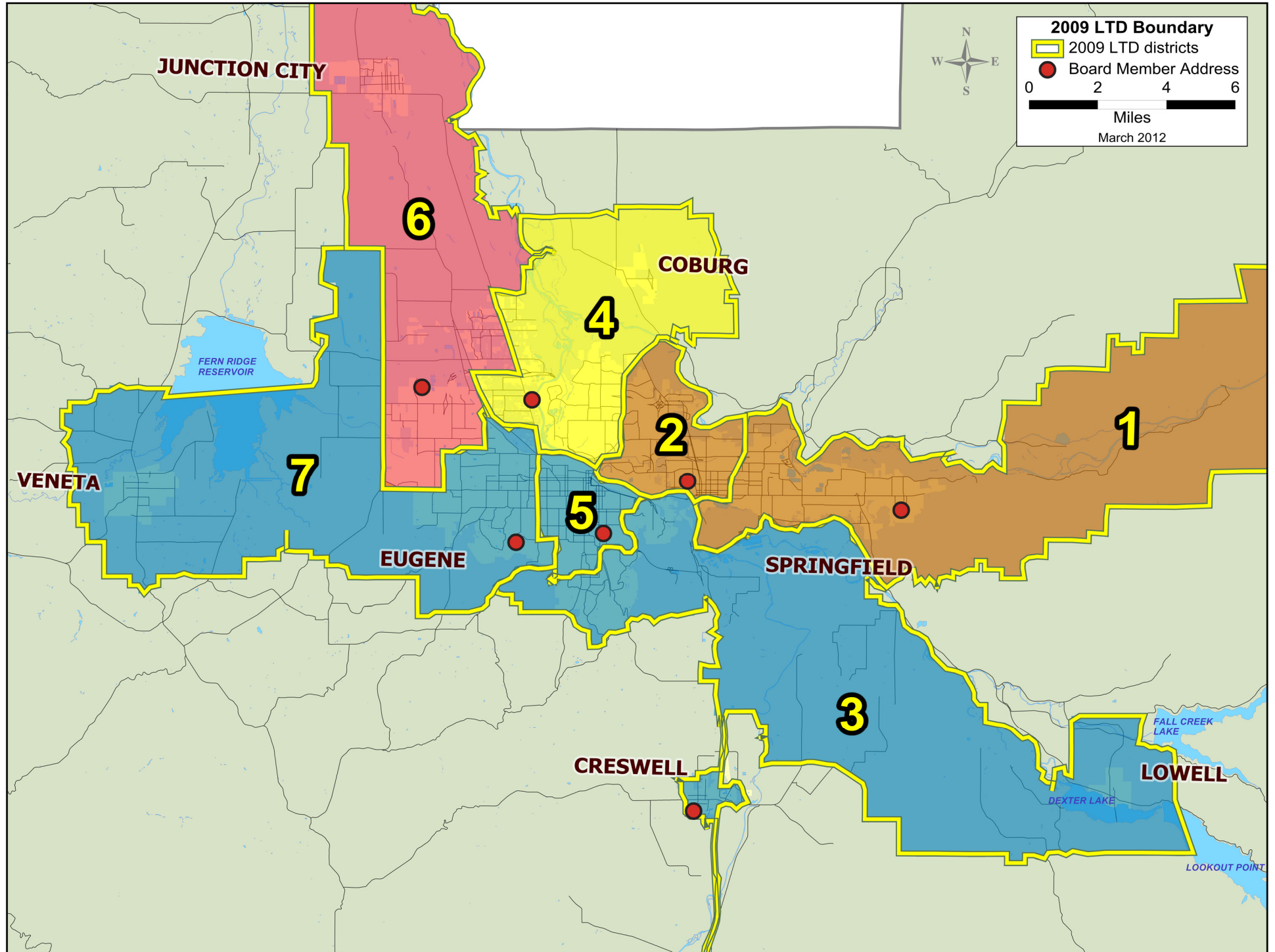
### RESULTS OF RECOMMENDED ACTION:

Secretary of State's office staff will refine the draft subdistrict boundary proposal and provide a final plan for adoption by the Board of Directors.

### ATTACHMENTS:

- 1) Map of Existing LTD Districts and Board Member Addresses
- 2) Preliminary Map of 2010 Census Block Analysis (*DRAFT*)

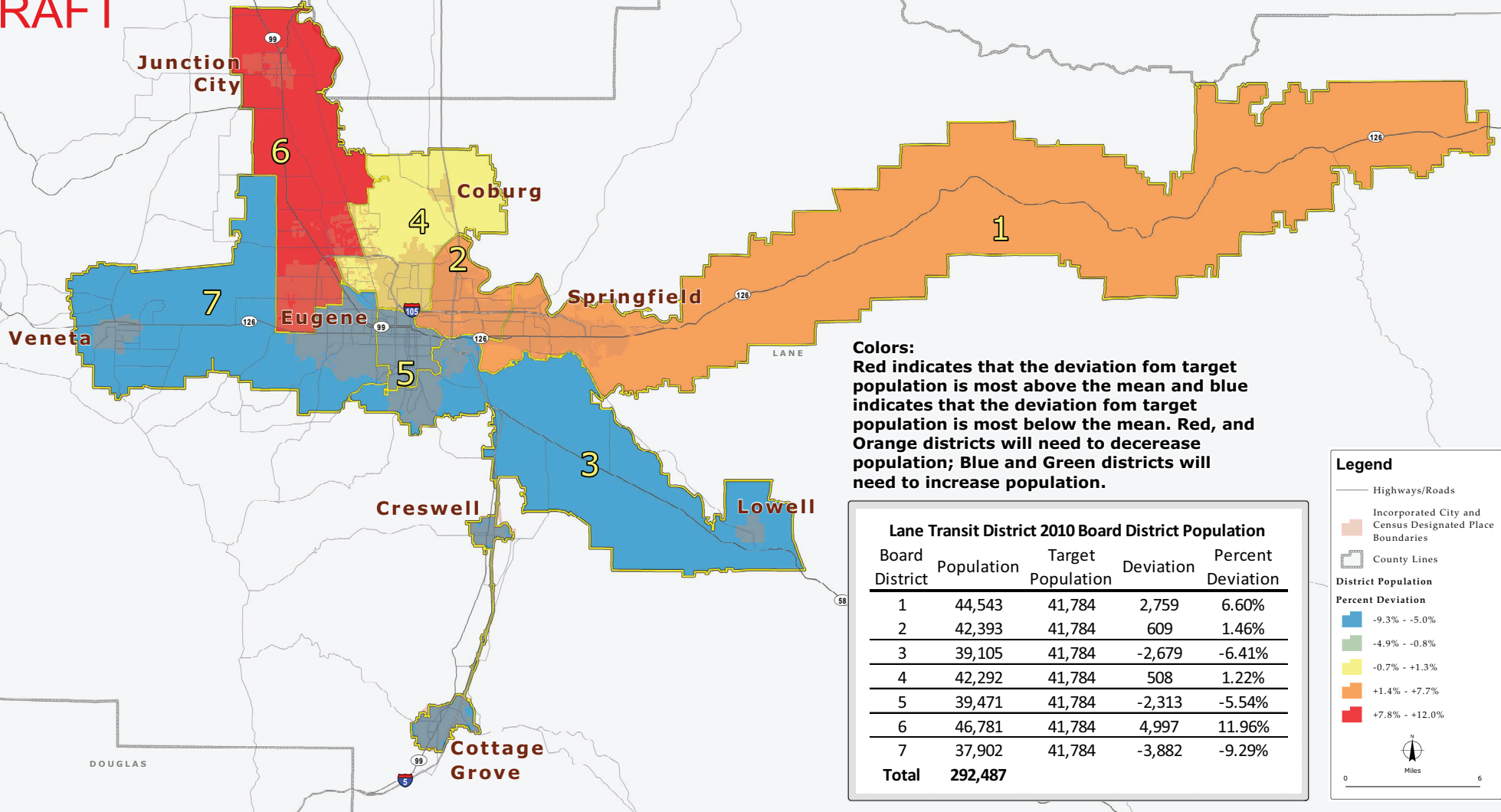
*(A map of the proposed boundaries was not available for inclusion in the Board meeting packet. When it is received, it will be made available for viewing on LTD's website, [ltd.org](http://ltd.org), and it will be e-mailed to the LTD Board of Directors.)*



**Lane Transit District**  
**Preliminary Map of**  
**2010 Census Block Analysis**

Results based on 2009 Adjusted  
 Sub-District Boundaries

**DRAFT**



**Colors:**  
 Red indicates that the deviation fom target population is most above the mean and blue indicates that the deviation fom target population is most below the mean. Red, and Orange districts will need to decrease population; Blue and Green districts will need to increase population.

Lane Transit District 2010 Board District Population				
Board District	Population	Target Population	Deviation	Percent Deviation
1	44,543	41,784	2,759	6.60%
2	42,393	41,784	609	1.46%
3	39,105	41,784	-2,679	-6.41%
4	42,292	41,784	508	1.22%
5	39,471	41,784	-2,313	-5.54%
6	46,781	41,784	4,997	11.96%
7	37,902	41,784	-3,882	-9.29%
<b>Total</b>	<b>292,487</b>			

**Legend**

- Highways/Roads
- Incorporated City and Census Designated Place Boundaries
- County Lines

**District Population**

**Percent Deviation**

- 9.3% - -5.0%
- 4.9% - -0.8%
- 0.7% - +1.3%
- +1.4% - +7.7%
- +7.8% - +12.0%

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 21, 2012

**ITEM TITLE:** 2012 LEGISLATIVE SESSION REVIEW

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

**ACTION REQUESTED:** None. Information Only.

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### 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. After an early agreement to complete its work by February 29, the legislature completed its work late on Monday, March 5. Although not as early as first planned, this closure met the statutory deadline of March 6.

Legislative leadership expressed significant budget concerns early and throughout the session. Although there were individuals from both parties who presented proposals for new money, including additional funds for ConnectOregon, the legislature only passed a limited amount of new spending. The most significant bills that passed related to the governor's agenda for health care and education reform.

The attempt to add additional funds to the ConnectOregon pool did not pass, nor did a bill to dedicate certain lottery funds toward specific projects. Likewise, an attempt to create a state-wide Medicaid brokerage did not pass.

With the next session beginning in less than ten months, staff will prepare for the traditional session that will contain significant policy bills. Staff will provide a legislative agenda for Board approval in Fall 2012.

**ATTACHMENT:** 2012 End-of-Session Review by Lobby Oregon

**PROPOSED MOTION:** None.

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# 2012 End-of-Session Review

Prepared for LTD

March 8, 2012

## **EMX FUNDING DELAYED UNTIL 2013**

The Debt Commission Report in January made some legislators, particularly House Republicans, reluctant to take on more state debt during the short session, particularly the use of lottery bonds.

In the final budget agreement, the only lottery bond approval was for community college construction, which is widely scattered throughout the state. Only if the State Treasurer certifies that state lottery revenues will support additional debt after the February 2013 revenue forecast will lottery bonds be sold and \$9.6 million be appropriated for community colleges.

Other projects proposed for lottery bonding including ConnectOregon, water and sewer projects, and EmX were not approved. Bonding for the Vernonia School was also not approved but an emergency loan fund was converted to a loan and grant fund to pay for the Vernonia project.

Rep. Dave Hunt brought the issue of lottery bond funding to the House floor by proposing the contents of HB 4028 as a Minority Report to SB 1544. Democrats argued jobs. Republicans argued fiscal responsibility. The Minority Report failed 30-30 on a straight party line vote.

## **BUY AMERICA FOR TRANSIT (SB 1556)**

*Passed*

Legislators hope SB 1556 will help companies like United Streetcar in Clackamas County. The bill allows transit companies to give preference to a bidder whose vehicle has more U.S. content than the 60% currently required by federal standards.

Legislators emphasized that SB 1556 is a permissive bill and does not impose a new mandate on local transit agencies.

Both chambers passed the bill unanimously. It awaits the Governor's signature.

## **PUBLIC BODY DELIBERATIONS (SB 1526)**

The Senate Judiciary Committee held one hearing on how email and other electronic communications fit with Oregon's public meetings law. The issue grew out of the Lane County Commission court case that found the commissioners guilty of violating the public meetings law by deliberating via sequential emails.

The committee quickly realized that the issue was too complicated to be resolved in the short legislative session. Committee chair, Sen. Floyd Prozanski pledged to work on it during the interim and bring legislation to the 2013 session.

## **CRIMINAL BACKGROUND CHECKS (HB 4091)**

*Passed*

Many workers, employers and volunteers face the expense and hassle of multiple criminal background checks.

During debate on the Senate floor, Sen. Elizabeth Steiner Hayward (D-Portland) said she was a poster child for why this bill is needed. "I've had three criminal background checks in the last six months," she said. "One to become a foster parent. One to run for the Senate. And one to become a volunteer in the Portland Public Schools." She said she still has not been cleared to become a school volunteer.

The bill creates a work group through the Department of Administrative Services to develop a system for streamlining the criminal background check system.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 21, 2012

**ITEM TITLE:** BOARD MEMBER REPORTS

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

**ACTION REQUESTED:** None

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### 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. **Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP):** The TCRG includes community members who have an interest in transportation issues in the City of Eugene. Board Member Ed Necker represents LTD on the TCRG, and Board Member Gary Gillespie represents the MPO's Citizen Advisory Committee on the TCRG for the development of the Eugene Transportation System Plan. At the February 15 meeting, City of Eugene staff shared the revised goals and objectives developed at the last meeting and discussed potential projects and programs that could address transportation needs within subareas. The next meeting of the TCRG has not yet been scheduled.
2. **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 February 16 meeting, the Committee approved a list of new members recommended by the recruitment subcommittee to be forwarded to the Metropolitan Policy Committee (MPC). The Committee also reviewed and discussed the CAC draft work program and made recommendations to be forwarded to the MPC for consideration. Oregon Department of Transportation (ODOT) staff updated the Committee on the Beltline Facility Plan. At the March 15 meeting, the CAC had an orientation for new members prior to the meeting. During the meeting, the Committee elected the chair and vice chair. The main agenda items included presentations by LTD staff on the rider survey results and the fare proposal.

3. **LTD Board Service Committee**: The Board Service Committee is composed of Chair Greg Evans and Board Members Ed Necker and Doris Towery. At the February 23 meeting, LTD staff reviewed changes being evaluated as part of the annual route review process. The changes presented were minor; therefore, no public hearings will be necessary. The package includes the deletion of several special school-time departures that have been deemed unnecessary as well as an addition of EmX frequency in the evening transition period around 9:00 p.m. The total cost of these changes is approximately .12 percent of service hours. Changes will be implemented on September 30.
4. **Lane Council of Governments (LCOG) Board of Directors**: LTD Board Member Mike Dubick represents LTD on the LCOG Board of Directors as a non-voting member, with Board member Doris Towery serving as the alternate. The LCOG Board meets every other month. At the February 23 meeting, the Board received a report from the Executive Director Search Committee; a presentation from Kay Metzger, the Director of Senior and Disabled Services; and a mid-year financial report. The next meeting of the Board will be held on April 26.
5. **LTD Board Finance Committee**: The Board Finance Committee is composed of Chair Dean Kortge and Board Members Mike Dubick and Ed Necker. At the March 5 meeting, Committee heard a proposal to adjust cash fares and day-pass prices on July 1. That proposal will be forwarded to the full Board and be presented to the community through public hearings so that the Board can receive public input. The Committee also heard a proposal to change charter service pricing from the fully allocated cost to a cost that includes only 20 percent of depreciation charges. The last agenda item considered was a report from Milliman (LTD's actuarial firm for pension plan work) analyzing the effect of return on investment assumptions on future plan contributions.
6. **Metropolitan Policy Committee (MPC)**: Board Members Mike Eyster and Greg Evans are LTD's MPC representatives, with Mike Dubick serving as an alternate. MPC meetings generally are held on the second Thursday of each month. At the March 8 meeting, the MPC appointed new CAC members and discussed the CAC work program. ODOT staff reviewed the Draft 2015-2018 Surface Transportation Improvement Project (STIP) Eligibility Criteria and Prioritization Factors and asked for comments from the Committee. ODOT staff also presented an update on the Oregon Sustainable Transportation Initiative: Statewide Strategy.
7. **LTD Board Human Resources Committee**: The Board Human Resources Committee is composed of Chair Mike Dubick and Board Members Dean Kortge and Gary Gillespie. At the March 9 meeting, the Committee discussed the general manager evaluation process.
8. **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. At the March 13 meeting, City of Springfield staff reviewed the Stakeholder Advisory Committee's charge and protocols, gave an update on progress since January 2011, and reviewed the TSP process schedule. The Committee also reviewed and commented on the policy development process and the draft evaluation criteria, and then discussed ideas to improve congested corridors.
9. **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 March 14 meeting, ODOT staff presented an update on the Highway 126 Facility Plan and an overview of ConnectOregon IV and the application process. ODOT staff also led a STIP project priorities education exercise and presented the Draft 2015-2018 STIP Eligibility Criteria and Priority Factors. City of Springfield staff presented information on the Franklin Boulevard multi-way project.

**OTHER ACTIVITIES:**

1. **American Public Transportation Association Board of Directors Executive Committee:** Board Member Greg Evans serves on this committee. The Committee met on March 10 during the Legislative Conference in Washington, D.C.

**NO MEETINGS HELD:**

1. **EmX Steering Committee:** The EmX Steering Committee generally meets quarterly and is composed of Chair Greg Evans, Board Members Doris Towery and Gary Gillespie, members of local units of government, and community representatives. The quarterly meeting that was scheduled for Tuesday, March 6, was postponed to better coincide with the release of the West Eugene EmX Extension Environmental Assessment by the Federal Transit Administration. The report is expected to be released in early spring. A meeting will be rescheduled once the report has been released; that meeting is tentatively scheduled for May 1.
2. **LTD Pension Trusts:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. LTD Board Member Dean Kortge serves as a trustee for both plans. The next meeting has not yet been scheduled.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 21, 2012

**ITEM TITLE:** LTD FARE INCREASE ANALYSIS

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

**ACTION REQUESTED:** None. Information only.

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### BACKGROUND:

The Board Finance Committee discussed a proposal to increase fares at its March 5, 2012, meeting, and directed staff to bring the analysis to the full Board for discussion at its March 21, 2012, meeting. Staff will present a review covering each of the fare policy considerations and will request direction from the Board.

The District's fare policy states the following:

When considering changes to the fare, the Board will consider:

- The effects of the change on Title VI populations
- The inflation rate
- Ridership and revenue trends
- Local economic trends
- Trends in automobile-related costs, such as gasoline
- Service changes
- Economic impact on customers
- Market conditions and opportunities
- The District's financial situation
- The District's goals and objectives

The Title VI analysis, which looks at the effects of a fare change on minority and low-income riders, has been completed following a review of the 2011 Origin and Destination Rider Survey. The staff presentation will review the analysis, and written copies will be provided to the Board at the meeting.

The District's fare policy continues to support rotating fare price increases, which means that the District should evaluate a cash fare increase for 2012. The last cash fare increase occurred in 2008 when adult fares increased from \$1.25 to \$1.50. An increase to \$1.75 translates to a 16.7 percent increase, or slightly more than 4 percent annually. The Portland Consumer Price Index increased 0.2 percent to 3.8 percent during the past four years.

A change in cash fares also affects Day Pass pricing, which currently is calculated at two times the cash fare. An increase in the adult cash fare also provides the opportunity to evaluate an increase in the RideSource fare. The Accessible Transportation Committee has traditionally been supportive of

maintaining the RideSource fare at the American's with Disabilities Act limit of two times the adult cash fare. If the District were to increase the adult cash fare by 25 cents and make commensurate changes in the Day Pass and RideSource prices, Day Passes and RideSource fares would increase to \$3.50.

Group pass pricing changes are traditionally made annually; however, the Board has, in response to the economic downturn, chosen not to increase prices during the past three years. An increase in the rate would not affect current participants until contracts are renewed in January 2013. Rates stand at \$4.57 per participant, per month (taxpayer rate), and \$5.32 per participant, per month (non-taxpayer rate). The group pass policy allows the Board flexibility in setting prices and provides the following language to guide the Board's discussion: "The base rate will be increased annually, not to exceed the three-year rolling average of LTD cost increases." LTD's three-year rolling average is 5.8 percent, which would set the upper limit of an increase at \$4.84 (taxpayer rate) and \$5.63 (non-taxpayer rate). Companies continue to opt in and out of the program based upon their own financial circumstances and the use of the program by their employees. The loss of the Business Energy Tax Credit program does not appear to have had a negative impact on whether businesses continue to participate in the Group Pass program. An increase in the price will cause some businesses to reevaluate their participation.

If the Board supports moving forward with a fare increase, staff will prepare the proposal for public review. Outreach will include paid and non-paid media, direct marketing to riders, a mailing to Title VI organizations, and more. A public hearing is required; and at this time, the District is planning for two hearings at the Eugene Public Library on: 1) April 9, 2012; and 2) May 14, 2012. If, following a discussion of the public testimony, the Board approves an increase, the effective date of the increase would be July 1, 2012. The exception to this implementation date is the change in group pass rates, which is coordinated with the calendar year.

**ATTACHMENT:** None.

**PROPOSED MOTION:** None.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 21, 2012

**ITEM TITLE:** LTD CHARTER SERVICE PRICING

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

**ACTION REQUESTED:** Discussion and Direction

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**BACKGROUND:**

The District's fare policy includes the Charter Service Policy, which states that, "charter service pricing will be based upon the sum of all direct and indirect operating costs, measured at a rate per schedule hour of service (rounded up to the nearest whole dollar) as outlined in the District's Fully Allocated Cost Plan."

The Fully Allocated Cost Plan currently accounts for the depreciation of capital assets at their full value. This methodology overstates the cost due to the fact that the District funds the purchase of capital assets through grants and anticipates using grants to replace these assets in the future. By calculating the Fully Allocated Cost using a 20 percent depreciation cost structure, the rate that the District charges event organizers for charter service is more reasonable and competitive. The newly developed rates will continue to fully cover all operating costs and account for the local share of depreciation of capital assets.

Staff reviewed this proposal with the Board Finance Committee on March 5, 2012, and were directed to bring the topic before the Board for discussion. Staff recommend a change to this pricing methodology, but also recommend that current pricing be used until such time as the pricing of charter services catches up to current rates. This will ensure that the District does not reduce current income that has been budgeted for events in the coming year. The event organizers will appreciate that rates will remain the same for the coming year or longer.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 21, 2012

**ITEM TITLE:** FEBRUARY FINANCIAL STATEMENTS

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

**ACTION REQUESTED:** None

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**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:** March 21, 2012

**ITEM TITLE:** FEBRUARY 2012 GRANT REPORT

**PREPARED BY:** Todd Lipkin, Finance Manager

**ACTION REQUESTED:** None. Information Only.

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### BACKGROUND:

The Monthly Grant Report for activity through February 29, 2012, follows this summary. It contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) Connect Oregon grants that have a remaining balance or have had activity within the last six months. All grant totals are reported in total project dollars, so they include both the grant-funded amount and any applicable local match. Due to the timing of this report, all of the invoices for the report month have not been received. Any additional invoices charged to this report month will be reflected in the Grant Totals expenditure amounts next month.

### Federal Transit Administration Grants

- LTD is working with the National Transit Database (NTD) analysts to complete the issue responses to their initial review. This round of responses has taken longer than expected because it took time to get guidance from them on the input of the new fixed-guideway segments for the Gateway EmX system. This round of responses should be submitted to the NTD analyst by mid-March.
- The Surface Transportation Program (STP/STP-U) funds transfer reported in February has not been completed as of this report. It is expected that these funds will be transferred from FHWA to FTA in March based on FTA's estimate. Once the funds are transferred, we 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. Staff is still determining what projects to apply for. Some projects under consideration include bus replacements, bus security camera replacement, and a bike sharing program that partners LTD with the University of Oregon and the City of Eugene.

**ATTACHMENT:** Monthly Grant Report

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24930 ODOT - ODOT State Connect Oregon	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	-	2,229,930.78	1,825,952.15	403,978.63
14.06.60 ROW, Land, Existing Improvements	-	1,929,027.42	1,515,170.42	413,857.00
14.08.80 Professional Services	530.00	7,721,200.00	8,206,663.85	(485,463.85)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	530.00	30,808,867.00	28,137,215.74	2,671,651.26

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	439,237.00	6,024,096.00	2,208,602.24	3,815,493.76
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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	192,452.70	312,117.30
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	573,774.40	312,117.60

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	125,000.00	3,000,000.00	2,000,000.00	1,000,000.00
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OR-90-X151 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.40 Bus Related	-	250,000.00	250,000.00	-
11.13.06 EmX Vehicles	-	1,130,000.00	1,130,000.00	-
11.33.20 Passenger Boarding Improvements	-	50,000.00	50,000.00	-
11.42.07 Hardware	-	550,000.00	550,000.00	-
11.42.11 Support Vehicles	-	150,000.00	132,673.94	17,326.06
11.93.02 Shelters	-	54,239.00	54,239.00	-
	-	<u>2,184,239.00</u>	<u>2,166,912.94</u>	<u>17,326.06</u>

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	939,148.48	521,751.52
11.42.08 Software	-	480,000.00	184,794.87	295,205.13
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	-	175,000.00	67,657.15	107,342.85
11.43.03 Improvements	17,949.00	400,000.00	261,856.04	138,143.96
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	2,925.00	163,400.00	131,060.29	32,339.71
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
	<u>20,874.00</u>	<u>18,531,037.00</u>	<u>17,272,563.01</u>	<u>1,258,473.99</u>

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	896.00	222,891.00	202,111.92	20,779.08
11.72.11 Rideshare	-	450,498.00	450,498.00	-
	<u>896.00</u>	<u>1,380,769.00</u>	<u>1,359,989.92</u>	<u>20,779.08</u>

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	225.00	27,861.00	19,023.85	8,837.15
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	<u>225.00</u>	<u>3,532,885.00</u>	<u>3,524,047.53</u>	<u>8,837.47</u>





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	1,782,467.30	557,886.70
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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:** March 21, 2012

**ITEM TITLE:** DEPARTMENT REPORTS

**PREPARED BY:** Ron Kilcoyne, General Manager

**ACTION REQUESTED:** None

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**BACKGROUND:**

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

**ATTACHMENT:** Monthly Department Reports, March 21, 2012

**PROPOSED MOTION:** None

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## MONTHLY DEPARTMENT REPORTS

March 21, 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 West Eugene EmX Extension (WEEE) Environmental Assessment (EA). The FTA Region 10 staff are currently reviewing the third draft of the EA. Final approval and public release of the document by the FTA is dependent upon completion of the agency's internal review process, which is expected to occur in late March or early April. A 45-day public review period will begin when the EA is published. The FTA will respond to any substantive comments on the analysis contained in the EA and include the responses with its decision regarding a Finding of No Significant Impacts (FONSI). If the FTA issues a FONSI, the federal environmental review period will be complete and the project will move into a final local review. This local review involves the Eugene City Council and the LTD Board of Directors reaffirming the selection of the Locally Preferred Alternative as described and analyzed in the EA.

In mid-February LTD was notified by the FTA that the WEEE project had been named for funding through the federal Small Starts funding program. An allocation of \$19 million is included in the President's Fiscal Year 2013 budget, and a total of \$74,999,999 has been allocated to complete the project.

In early January LTD was notified by the FTA that the WEEE project had 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.

#### **POINT2POINT SOLUTIONS**

*Theresa Brand, Program Manager*

##### **Program Management:**

Ridershare Program Coordinator Tracy Ellis, Smart Trips Program Coordinator Claire Otwell, and Program Manager Theresa Brand met with other state transportation options professionals at the quarterly Transportation Options Group of Oregon (ToGo) meeting. Staff also attended the Statewide Transportation Options meeting on February 16-17 in the Portland metro area. Both Ms. Brand and Ms. Ellis serve on the ToGo Board of Directors.

A presentation was developed outlining Point2point Solutions' 2011 program efforts. This was presented to the Lane Transit District Board of Directors in February and will be presented to the Metropolitan Policy Committee in April.

Ms. Brand worked with Finance Manager Todd Lipkin in preparation for the Transportation Options Advisory Committee (TOAC) budget subcommittee meeting, which was held in early March. This was the first step in preparation for the FY 2012-13 Point2point budget that will be drafted and finalized in late March.

The Regional SmartTrips Program Flex Fund grant request has made it into the final round of consideration for funding from the Oregon Transportation Commission (OTC). Staff are waiting to hear the final decision, which will take place at the March 21 OTC meeting in Salem. If approved, two new SmartTrips neighborhood programs will be launched in 2012; one in the Bethel area in Eugene, and one along Main Street in Springfield.

Ms. Brand attended an informal bike sharing program meeting that was organized by the University of Oregon's (UO) Bike Program staff. The UO is interested in conducting a pilot bike sharing program on campus in the near future. The City of Eugene Transportation Planning staff also was in attendance.

Project work continues on the development of a Regional Transportation Options Plan. To date, all focus group work has concluded. Findings will be synthesized, with the results being placed into the existing conditions portion of the document draft. An inventory is currently being conducted of existing transportation demand programs and strategies, along with performance measures. Results will be compiled and brought before the TOAC for feedback this spring. The project is slated to be completed in Summer 2012.

Ms. Ellis serves on the Oregon Public Transportation Conference (OPTC) planning committee for the Oregon Transit Association (OTA). Planning has begun for this year's conference, which will be held on September 10-12 in Seaside, Oregon. It should be noted that the conference will be held one month earlier than usual.

Also being planned is the free annual bike maintenance class for LTD employees in early April.

### **School Solutions:**

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

Staff are working with jurisdictions on a process that would create maps to show recommended routes for children to walk or bike to neighborhood schools.

### **On-the-go Solutions:**

Preparations continue for the launch of the regional carsharing program. Point2point Solutions' staff have been meeting with WeCar (a division of Enterprise Rent-A-Car), the cities of Eugene and Springfield, and Lane Transit District (LTD) on the coordination of the public launch and marketing activities.

A media event for the launch of the carsharing program has been scheduled for Thursday, March 29 at 10:00 a.m. The LTD administrative offices will likely be the venue. The mayors of Eugene and Springfield have been confirmed as speakers. The carsharing program will officially launch on Monday, April 2.

February was the first month of the LTD Drive Less Challenge. LTD employees have been challenged to sign up in the Drive Less Connect database and log all of their non-drive-alone trips. Twenty-five employees are participating and have logged 687 trips, for a total of 4,826 vehicle miles reduced. This equates to a reduction of 2,679 pounds of CO<sub>2</sub>. The Challenge continues through the end of March.

February statistics for the Lane County Drive Less Connect Program:

	<b>February 2012</b>
New Users	18
Non-Single-Occupancy Vehicle Miles Logged	32,424
Bike Trips	255
Bus Trips	294
Carpool Trips	476
Telework Trips	52
Vanpool Trips	140
Walk Trips	33
<b>Savings</b>	
Pounds in Reduced Carbon Dioxide Emissions	19,002
Gallons of Gasoline	962
Monetary Savings	\$6,658

**Education and Outreach:**

Employer Programs Specialist Marcia Maffei and Ms. Brand gave a presentation to two Lane Community College Sustainability classes regarding the barriers of alternative transportation and how Point2point Solutions tries to eliminate them.

Ms. Ellis and Ms. Otwell staffed a booth at the University of Oregon (UO) Off-Campus Housing Fair.

**Regional Bike Parking Study:**

Thirteen stakeholders attended the second Regional Bike Parking Study meeting at Lane Council of Governments. John Ciccarelli, principal author of the *Association of Pedestrian and Bicycle Professionals Bicycle Parking Guidelines* and CEO of Bicycle Solutions, gave a presentation on bike parking guidelines. Staff also held a transportation professionals meet and greet with Mr. Ciccarelli, which included Live Move students from the UO.

**SmartTrips Gateway:**

Staff continue outreach to businesses located along the Gateway EmX corridor. This outreach will continue through April. Thus far, staff have distributed nearly 300 employee packets to 50 different businesses. Around 700 Gateway Walking, Biking, and Transit maps and 200 Eugene-Springfield Bike maps have been given to storefront businesses to distribute to their customers. Employee packets and maps have been printed in both Spanish and English. The Spanish materials have been very popular with local businesses.

There will be an Employee Noon Ride event on March 16 with City of Springfield Mayor Christine Lundberg.

**FACILITIES PROJECTS**

*Joe McCormack, Facilities Manager*

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

## **SERVICE PLANNING, ACCESSIBILITY, AND MARKETING**

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

### **Outreach:**

Marketing staff participated in the UO Housing Fair in March. This event provided information regarding the variety of services available to students who are going to live off campus in the coming year. LTD's bus service provides an opportunity for students who live throughout the metro area to easily commute, which means students can simply find affordable housing outside the UO area, and leave the driving to LTD.

LTD sponsored the Eugene Neighborhood Leaders Council-Good Neighbor Faire on March 4. The event featured a presentation by author Richard Heinberg. Mr. Heinberg is widely regarded as one of the world's most effective communicators of the urgent need to transition away from fossil fuels, and offers a vision for a sustainable future. The event also included a host of presentations on sustainable practices and community organization booths that provided a variety of information and resources. LTD and WeCar shared a booth.

A survey was sent to those who participated in the Connecting Communities conference. The results will be used to judge how LTD can best develop future community dialogues.

General Manager Ron Kilcoyne and Director of Service Planning, Accessibility, and Marketing Andy Vobora continue to circulate throughout various community organizations (several Rotary and Lion's Club meetings, GreenLane, and other community groups), presenting information on commonly asked questions about the District and the West Eugene EmX project. These gatherings have been well attended and the interactions have given folks a chance to meet Mr. Kilcoyne and learn more about LTD. More meetings are scheduled in the weeks ahead.

### **Planning:**

Planning staff are in the vortex of bid work. This is the time of year that staff are working on summer bid and beginning work on fall bid. This overlap occurs due to the *Rider's Digest* printing deadlines. The fall bid work, while involving minor adjustments to the system, required a series of on-board surveys to test rider interest in adjusting trip times.

Staff are participating in a variety of discussions regarding the development of student housing in downtown Eugene. It is exciting to see developments located in the proximity of transit service. A capacity analysis is underway, which will help LTD better understand how to accommodate the demand that may be created by this influx of riders.

### **Event Services:**

The Oregon Country Fair (OCF) service request has arrived, and staff put the package out for private provider review. A number of private carriers showed interest, which means that it is unlikely that LTD will play a role in the shuttle service this summer. Staff continue to work with the event organizer to develop an operational plan that meets their needs. The discussion centers on the use of the Eugene Station by the private provider. This connection to the regular LTD system is important to the event organizer, and LTD is interested in maintaining this connection for LTD riders who are transferring to the OCF shuttles.

**Media:**

Matt Cooper left *The Register-Guard* and is now working at the UO. Greg Bolt is now assigned to cover LTD articles.

Alan Pittman left the *Eugene Weekly*; his replacement is Shannon Finnell.

Paid media is being developed for promotion of the April and May fare hearings and the WEEE environmental review period.

**Government Relations:**

The United Front (UF) group has met, and an update to the UF book is underway. The trip is scheduled for a month later this year (now occurring in April), and Mr. Kilcoyne and Board President Mike Eyster will represent LTD on the trip.

Smith Dawson & Andrews staff arranged for delegation meetings during the American Public Transit Administration (APTA) Legislative Conference, which took place on March 11-13. Mr. Kilcoyne and Board Vice President Greg Evans will report to the Board on the conference and meetings at the March 21 regular Board meeting.

The transportation bill authorization efforts continue. Staff are in contact with Smith Dawson & Andrews staff and delegation staff as various versions of the House and Senate bills emerge. The Senate version continues to best meet the needs of transit; however, the move from discretionary grant funding to increased formula funding remains a concern for LTD. This concern is apparently not widely shared by other districts because, like Tri-Met, they debt finance their bus purchases and use formula funds to pay the debt service. LTD would like to avoid debt financing if possible.

**ACCESSIBLE SERVICES**

*Terry Parker, Accessible Services Manager*

Accessible Services is preparing to release the Request for Proposal for RideSource Call Center Operations software. This has been a major undertaking. Kudos go to LTD Software Engineer Ethan Nelson for his great work.

Potential action during the legislative session and newly created Community Care Organizations (CCO) under the Oregon Health Authority threaten to unravel Oregon's Non-Emergency Medical Transportation (NEMT) network and system. About half of all trips provided through the RideSource Call Center are for NEMT trips for people eligible under the Oregon Health Plan (Medicaid). Human Services Transportation Specialist Rand Stamm, in conjunction with the Oregon Transit Association and other Call Center managers, has worked to educate elected officials about the benefits of the regional model. It appears that NEMT was included in the CCO implementation plan without knowledge or understanding of the current system that is nationally recognized for its innovation and effectiveness. Oregon now has a strong, coordinated NEMT system. Costs per trip are trending downward, even as the number of clients served increases. There are a myriad of complex financial and client service considerations that warrant significant discussion prior to deciding the future of NEMT in Oregon.

## TRANSIT OPERATIONS

*Mark Johnson, Director of Transit Operations*

### **American Bus Benchmarking Group:**

In February Director of Transit Operations Mark Johnson attended the American Bus Benchmarking meeting in Fort Worth, TX. The group continues to refine key performance indicators and put together measuring and comparative data. There are currently 13 properties involved with the benchmarking group, and it includes a wide variety of agencies from around the United States. The purpose of the group is to develop consistent measuring tools to improve performance for all agencies involved.

### **APTA Bus Safety and Operations Standards Committee:**

Mr. Johnson also attended an APTA Bus Safety and Operations Committee standards meeting in February. This group has been working to develop standards for bus operations. Bus operator and operations supervisor training are the key areas where standards have been developed. The Committee also is developing industry standards in drug and alcohol policies, pre-trip inspections, fitness for duty, and incident management.

## MAINTENANCE

*George Trauger, Director of Maintenance*

Deliveries of the remaining nine buses have been accepted and are on site. Post-delivery inspections, application of LTD striping and logos, and the security camera system installations are in progress or nearly complete. As these tasks are completed, the oldest buses will be exchanged with the new buses. Training on the new buses for mechanics has been scheduled during July and August.

Jim Singletery, Journeyman Mechanic, retired on March 14 after 37 years of service with the District. Jordan May, who has been a general service worker with the District for four years, applied and was promoted to the Journeyman Mechanic's position on March 5.

Interviews for the vacant general service worker position were conducted on February 21, and a successful applicant was selected. Riley Kelley started on March 8 as the new General Service Worker.



## **FINANCE AND INFORMATION TECHNOLOGY**

*Diane Hellekson, Director of Finance and Information Technology*

### **FINANCE**

*Todd Lipkin, Finance Manager*

#### **Payroll Processing:**

- Forty-six (46) payroll checks and 563 payroll direct deposits totaling \$857,514 were made in February 2012 (two pay dates).

#### **Accounts Payable:**

- Two hundred fifty-three (253) vendor paper and electronic checks totaling \$3,554,749 were processed during the month of February 2012.

#### **Accounts Receivable:**

- Eleven (11) cash fare deposits totaling \$151,272 were processed in February 2012.
- Thirty-eight (38) nonprofit agency orders were processed in February 2012.
- Fifty-one (51) RideSource ticket book orders for 173 ticket books were processed in February 2012.

### **ACCOUNTING/INTERNAL AUDIT**

*Carol James, Chief Accountant/Internal Auditor*

#### **Accounting:**

- The January 2012 financial reports were completed and posted on the website on February 13, 2012, in time for the regular monthly Board meeting held February 15, 2012.
- Staff began review of new Governmental Accounting Standards Board (GASB) requirements for the *Comprehensive Annual Financial Report* (CAFR) for the fiscal year ending June 30, 2012.

#### **Internal Audit:**

- Staff worked with Department of Revenue (DOR) staff to review payroll tax collections for the fourth quarter of 2011. Staff noticed cash collections were down from expected returns and contacted DOR for additional information. Working together, a total of \$172,000 in additional receipts dues was identified. DOR has processed these for collection, but actual receipt of these funds may take some time. Staff are continuing to look for an additional \$192,000, which was anticipated but not received.
- Staff continued review and monitoring of pass sales through the Customer Service Center.

## **PURCHASING**

*Jeanette Bailor, Purchasing Manager*

- A Request for Proposals (RFP) has been issued for an HVAC control system.
- A request for bids has been issued for hazardous material abatement and demolition of the empty building at 310 Garfield on the lot next to RideSource.
- A contract has been awarded for banking services to Bank of America, the current contractor.
- An RFP has been issued for Call Center software.

## **HUMAN RESOURCES AND RISK MANAGEMENT**

*Mary Adams, Director of Human Resources and Risk Management*

### **Health Care:**

Work continues on the Oregon Health Strategies Project. A series of actions have resulted from the kick-off meeting of LTD's new Health Management Team. Information sharing contracts are being created between PacificSource and the Oregon Healthcare Quality Corporation so that aggregate data (no identifying names) can be accessed by the team for purposes of improving health care outcomes. Three work groups have been identified and will begin work soon on an initial set of activities. Among those activities is a health care vendor summit.

### **Pension Plan Transition:**

Staff from LTD and Valic have finalized the details needed to implement the new salaried pension plan. The plan changes require that new plan members have different accounts than employees who were members as of December 31, 2011.

### **Labor Contract Negotiations:**

Representatives from LTD and the ATU are continuing to meet and negotiate a new collective bargaining agreement.

## **RECRUITMENT AND PERSONNEL**

*David Collier, Senior Human Resources Analyst*

As mentioned in the maintenance section of the Department Report, Riley Kelly started on March 8 as a general service worker. Riley comes to LTD from International Paper in Albany where he worked for 13 years until the plant shut down. Riley recently received his AA degree in Diesel Technology from Lane Community College.

Recruitment is open until April 13 for the new position of customer accessible services manager, and interviews will follow. The current accessible services manager, Terry Parker, is retiring in June. The new position will combine management of the Customer Service and Accessible Services departments.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 21, 2012

**ITEM TITLE:** MONTHLY PERFORMANCE REPORTS

**PREPARED BY:** Ron Kilcoyne, General Manager

**ACTION REQUESTED:** None

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

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## Special Mobility Services: RideSource Activity and Productivity Information

1/31/2012 Revised	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
<b>RideSource Ridership</b>	15,963	15,418	3.5%	111,577	106,048	5.2%	190,196	182,244	4.4%
RideSource(All Modes)	13,063	12,752	2.4%	88,630	87,911	0.8%	152,936	151,435	1.0%
Shopper	475	419	13.4%	3,420	3,095	10.5%	5,529	5,241	5.5%
Escort Volunteers-Metro	1,438	970	48.2%	9,691	6,209	56.1%	15,088	10,324	46.1%
Escort Volunteers-Rural	987	1,277	-22.7%	9,836	8,833	11.4%	16,643	15,244	9.2%
<b>RideSource Cost per Ride</b>	\$ 21.96	\$ 20.63	6.5%	\$ 21.85	\$ 21.48	1.7%	\$ 21.60	\$ 20.78	4.0%
RideSource(All Modes)	\$ 25.61	\$ 23.70	8.0%	\$ 26.20	\$ 24.64	6.3%	\$ 25.55	\$ 23.80	7.3%
RideSource Shopper	15.76	15.30	3.0%	15.29	15.53	-1.5%	15.66	15.12	3.6%
RideSource Escort	\$ 3.52	\$ 4.15	-15.2%	\$ 3.26	\$ 4.25	-23.3%	\$ 3.61	\$ 4.03	-10.5%
<b>Ride Reservations</b>	13,721	13,469	1.9%	94,245	92,797	1.6%	162,151	159,343	1.8%
Cancelled Number	1,194	1,296	-7.9%	8,347	9,187	-9.1%	14,732	15,391	-4.3%
Cancelled % of Total	8.70%	9.62%		8.86%	9.90%		9.09%	9.66%	
No-Show Number	160	146	9.6%	1117	954	17.1%	1,906	1,693	12.6%
No-Show % of Total	1.17%	1.08%		1.19%	1.03%		1.18%	1.06%	
Ride Refusals Number	0	0	0.0%	0	4	-100.0%	0	5	-100.0%
Ride Refusals % of Total	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	
<b>Service Hours</b>	7,460	6,875	8.5%	50,291	47,256	6.4%	85,553	81,154	5.4%
Agency Staff	7,263	6,698	8.4%	48,611	45,828	6.1%	82,857	78,161	6.0%
Agency SMS Volunteer	197	177	11.3%	1,680	1,428	17.6%	2,696	2,993	-9.9%
Avg. Trips/Service Hr.	1.81	1.92	-5.7%	1.83	1.93	-5.2%	1.85	1.93	-4.1%
<b>RideSource System Miles</b>	93,426	90,035	3.8%	642,155	631,789	1.6%	1,105,769	1,089,867	1.5%
Avg. Miles/Trip	6.90	6.84	1.0%	6.98	6.94	0.5%	6.98	6.96	0.3%
Miles/Vehicle Hour	12.52	13.10	-4.4%	12.77	13.37	-4.5%	12.92	13.43	-3.8%
<b>On-Time Performance %</b>	88.1%	86.5%	1.9%	87.6%	84.4%	3.8%	87.4%	84.1%	3.9%
Sample	11,634	11,550		79,893	79,215		138,286	136,448	
On-Time	10,253	9,993		69,947	66,833		120,901	114,779	

- 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.

**Special Mobility Services: RideSource Activity and Productivity Information**

<u>1/31/2012 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>
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- 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:** March 21, 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

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### BACKGROUND:

The action or information items listed below will be included on the agenda for future Board meetings:

- A. **FY 2012-13 Pricing Plan:** Public hearings on proposed changes to the pricing plan are scheduled to be held on April 9 and May 14 at the Eugene Public Library. The Board will be asked to approve the final recommended pricing plan at the May 16 regular Board meeting.
- B. **Capital Improvements Program Adoption:** Approval of the FY 2013-20 Capital Improvements Program will be requested from the Board at the April 18 Board meeting.
- C. **Long-Range Financial Plan Adoption:** Approval of the FY 2013-20 Long-Range Financial Plan will be requested at the April 18 Board meeting.
- D. **Long-Range Transit Plan:** An update on progress of the Long-Range Transit Plan will be presented at the April 18 Board meeting.
- E. **Annual Performance Report:** In conjunction with an update on the Long-Range Transit Plan, staff will provide a FY 2010-11 Performance Report for presentation at the April 18 Board meeting.
- F. **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 early spring.
- G. **Board Room Reconfiguration:** Staff, along with assistance from Pivot Architecture, are reviewing the layout of the Board Room. A revised plan will be presented to the Board for review and comment in a meeting later this spring.
- H. **LTD Subdistrict Boundaries Adoption:** The Oregon Secretary of State is finalizing LTD's subdistrict boundaries and will request input from the LTD Board of Directors at the March 21 meeting. When the boundary plan is complete, it will be presented to the LTD Board for adoption at a future meeting. The new boundaries will be in place for ten years after adoption.
- I. **EmX Steering Committee Membership:** Vacancies have occurred on this committee. The Board will be asked to appoint individuals to fill these positions at a future Board meeting.

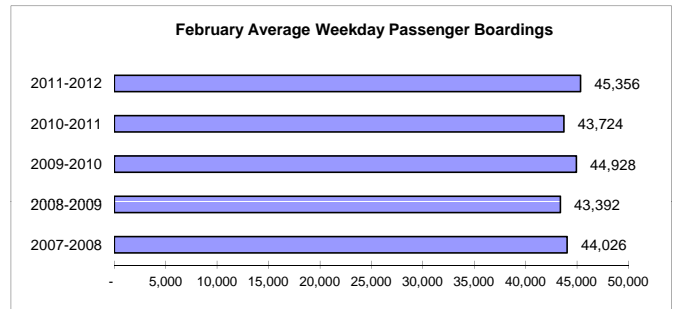
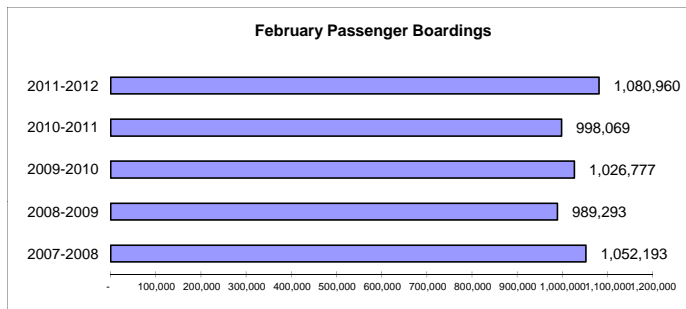
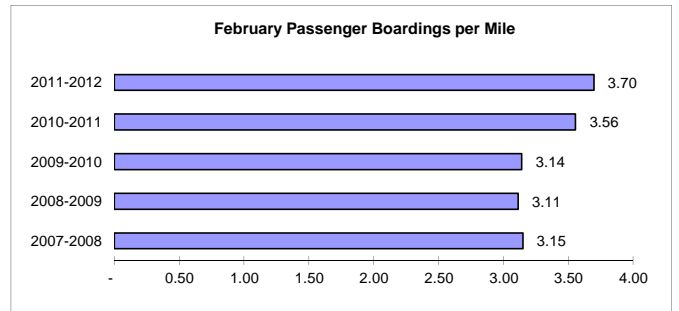
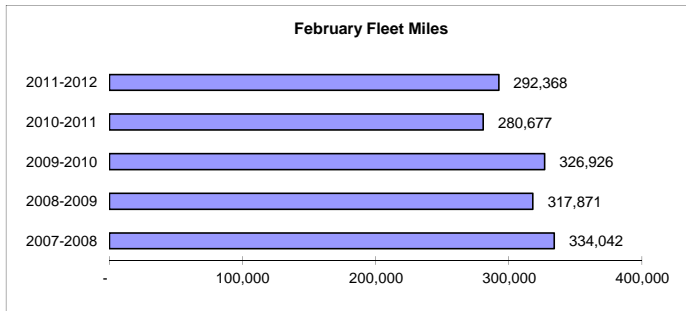
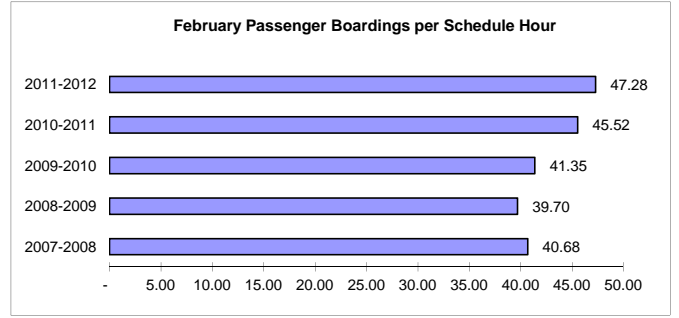
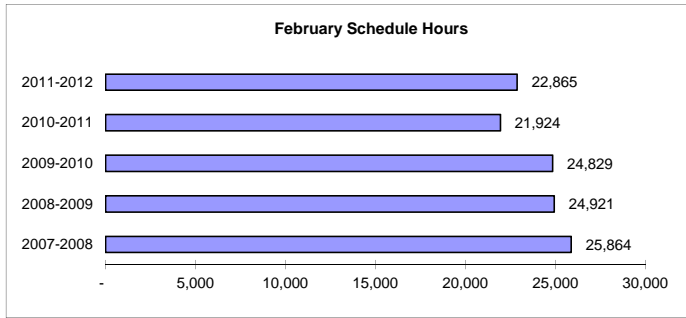
- J. **Election of Officers**: At the June 20 Board meeting, the Board will elect from its members a president, vice president, secretary, and treasurer to fill two-year terms beginning July 1, 2012.
- K. **Data Center Construction**: This summer LTD staff will ask for Board approval to move forward with this CIP project using a Construction Management/General Contractor (CM/GC) delivery method of construction.
- L. **West Eugene EmX Extension**: Periodic updates on the West Eugene EmX Extension project will be presented to the Board throughout the various stages of the project.

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**LANE TRANSIT DISTRICT**  
**February 2012 Performance Report**  
19-March-2012

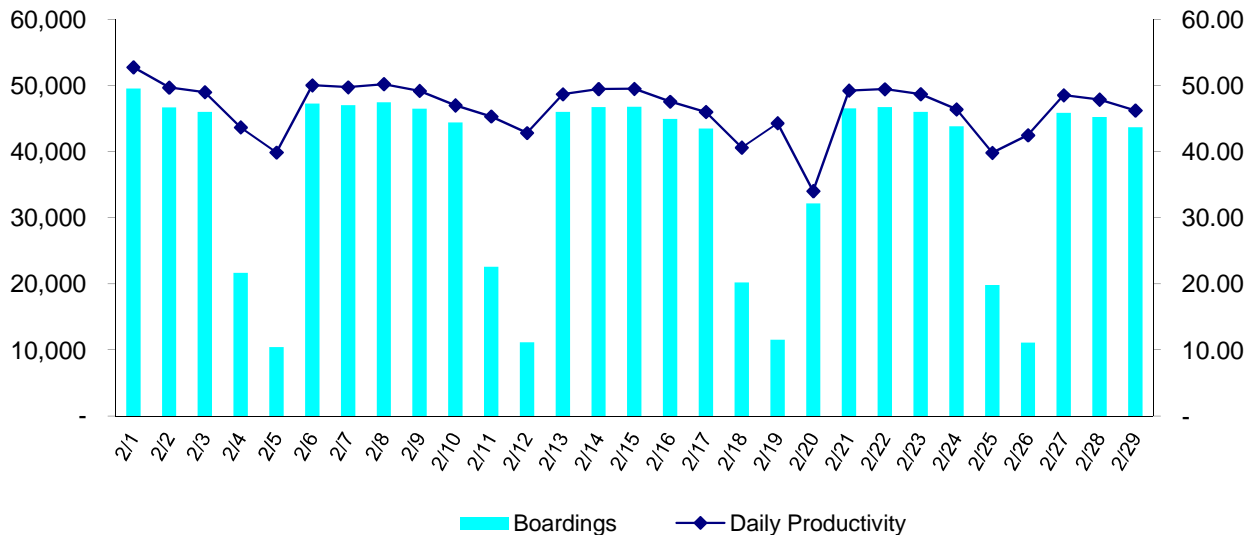
Performance Measure	Current Month	Prior Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
<b>Fixed Route Service</b>									
Passenger Boardings	1,080,960	998,069	+ 8.3%	7,322,720	7,133,802	+ 2.6%	11,442,546	11,136,526	+ 2.7%
Mobility Assisted Riders	9,532	8,165	+ 16.7%	79,190	75,256	+ 5.2%	115,767	117,978	- 1.9%
<u>Average Passenger Boardings:</u>									
Weekday	45,356	43,724	+ 3.7%	37,490	36,591	+ 2.5%	38,860	37,804	+ 2.8%
Saturday	21,060	20,356	+ 3.5%	18,074	17,448	+ 3.6%	18,640	18,016	+ 3.5%
Sunday	11,060	10,543	+ 4.9%	9,761	9,872	- 1.1%	9,853	9,961	- 1.1%
Monthly Scheduled Hours	22,865	21,924	+ 4.3%	180,655	183,100	- 1.3%	274,189	288,633	- 5.0%
Boardings Per Schedule Hour	47.3	45.5	+ 3.8%	40.53	38.96	+ 4.0%	41.73	38.58	+ 8.2%
Weekly Schedule Hours	5,480	5,481	- 0.0%	5,294	5,379	- 1.6%	5,327	5,609	- 5.0%
Weekdays	21	20		170	170		257	257	
Saturdays	4	4		36	34		53	51	
Sundays	4	4		33	35		50	53	
<b>Passenger Revenues &amp; Sales</b>									
Total Passenger Revenues	\$625,168	\$666,649	- 6.2%	\$4,432,280	\$4,873,009	- 9.0%	\$6,952,250	7,305,487	- 4.8%
Average Passenger Fare	\$0.578	\$0.668	- 13.4%	\$0.61	\$0.68	- 11.4%	\$0.61	\$0.66	- 7.4%
Farebox Revenue									
Adult Pass	2,079	2,239	- 7.1%	15,770	17,642	- 10.6%	25,148	27,207	- 7.6%
Youth Pass	1,084	121	+ 795.9%	6,000	1,433	+ 318.7%	6,515	2,093	+ 211.3%
Reduced Fare Pass	1,095	1,022	+ 7.1%	8,719	8,513	+ 2.4%	12,979	13,001	- 0.2%
Adult 3 Month Pass	79	47	+ 68.1%	741	522	+ 42.0%	1,056	807	+ 30.9%
Youth 3 Month Pass	65	3	+ 2066.7%	605	49	+ 1134.7%	623	59	+ 955.9%
Reduced Fare 3 Month Pass	62	46	+ 34.8%	453	449	+ 0.9%	696	741	- 6.1%
Regular Tokens	249	422	- 41.0%	2,901	5,061	- 42.7%	4,533	8,647	- 47.6%
Reduced Fare Tokens	15	9	+ 66.7%	96	99	- 3.0%	124	118	+ 5.1%
<b>Fleet Services</b>									
Fleet Miles	292,368	280,677	+ 4.2%	2,351,084	2,377,933	- 1.1%	3,560,704	3,725,007	- 4.4%
Average Passenger Boardings/Mile	3.70	3.56	+ 4.0%	3.11	3.00	+ 3.8%	3.21	2.99	+ 7.5%
Fuel Cost	\$266,056	\$235,803	+ 12.8%	\$2,185,694	\$1,696,087	+ 28.9%	\$3,377,304	\$2,413,902	+ 39.9%
Fuel Cost Per Mile	\$0.910	\$0.840	+ 8.3%	\$0.930	\$0.713	+ 30.3%	\$0.948	\$0.648	+ 46.4%
Repair Costs	\$214,287	\$196,199	+ 9.2%	\$1,688,703	\$1,639,418	+ 3.0%	\$2,560,213	\$2,529,374	+ 1.2%
Total Repair Cost Per Mile	\$0.733	\$0.699	+ 4.9%	\$0.718	\$0.689	+ 4.2%	\$0.719	\$0.679	+ 5.9%
Preventive Maintenance Costs	\$29,851	\$29,227	+ 2.1%	\$253,958	\$234,293	+ 8.4%	\$389,948	\$379,924	+ 2.6%
Total PM Cost Per Mile	\$0.102	\$0.104	- 1.9%	\$0.108	\$0.099	+ 9.6%	\$0.110	\$0.102	+ 7.4%
Mechanical Road Calls	57	90	- 36.7%	578	649	- 10.9%	939	995	- 5.6%
Miles/Mech. Road Call	5,129	3,119	+ 64.5%	4,068	3,664	+ 11.0%	3,792	3,744	+ 1.3%
<b>Special Mobility Service</b>									
SMS Rides	17,226	15,644	+ 10.1%	128,400	119,471	+ 7.5%	190,287	181,118	+ 5.1%
SMS Ride Refusals	-	-	+ 0.0%	-	4	- 100.0%	-	5	- 100.0%
RideSource	8,448	6,373	+ 32.6%	61,632	54,592	+ 12.9%	91,951	83,448	+ 10.2%
RideSource Refusals	-	-	+ 0.0%	-	2	- 100.0%	-	3	- 100.0%

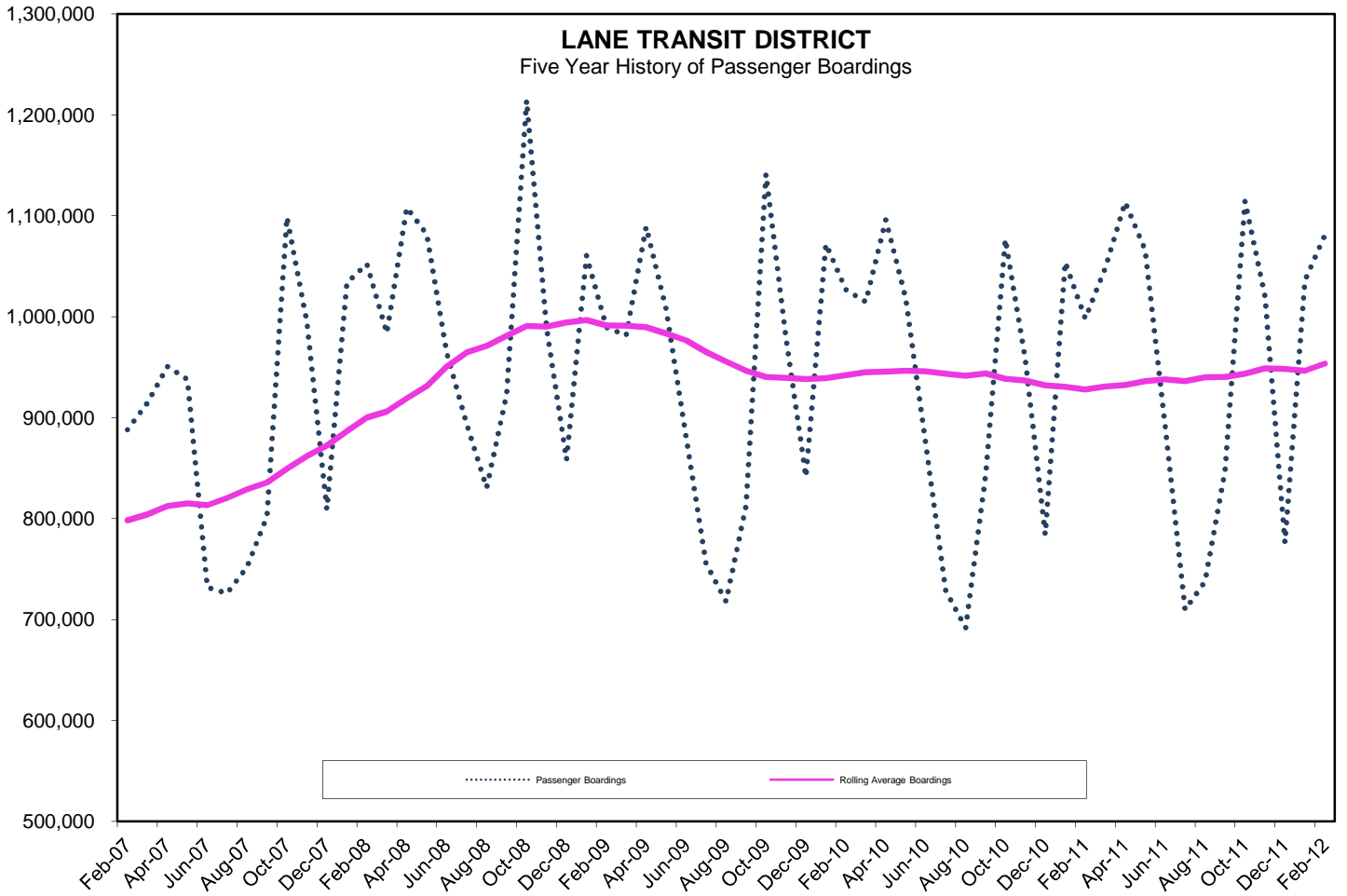




## Daily Ridership Recap February 2012

Date	Day	Service	Boardings	Mobility	Scheduled Hours	Daily Productivity
				Assisted Boardings		
2/1/2012	Wednesday	Weekday	49,530	477	939.40	52.73
2/2/2012	Thursday	Weekday	46,652	382	939.40	49.66
2/3/2012	Friday	Weekday	45,998	502	939.40	48.97
2/4/2012	Saturday	Saturday	21,668	345	496.40	43.65
2/5/2012	Sunday	Sunday	10,408	155	261.20	39.85
2/6/2012	Monday	Weekday	47,262	368	945.10	50.01
2/7/2012	Tuesday	Weekday	46,985	346	945.10	49.71
2/8/2012	Wednesday	Weekday	47,433	336	945.10	50.19
2/9/2012	Thursday	Weekday	46,466	396	945.10	49.17
2/10/2012	Friday	Weekday	44,393	430	945.10	46.97
2/11/2012	Saturday	Saturday	22,550	293	497.80	45.30
2/12/2012	Sunday	Sunday	11,178	148	261.20	42.79
2/13/2012	Monday	Weekday	45,976	361	945.10	48.65
2/14/2012	Tuesday	Weekday	46,732	397	945.10	49.45
2/15/2012	Wednesday	Weekday	46,761	376	945.10	49.48
2/16/2012	Thursday	Weekday	44,925	364	945.10	47.53
2/17/2012	Friday	Weekday	43,456	406	945.10	45.98
2/18/2012	Saturday	Saturday	20,207	200	497.80	40.59
2/19/2012	Sunday	Sunday	11,565	134	261.20	44.28
2/20/2012	Monday	Weekday	32,147	244	945.10	34.01
2/21/2012	Tuesday	Weekday	46,507	384	945.10	49.21
2/22/2012	Wednesday	Weekday	46,712	349	945.10	49.43
2/23/2012	Thursday	Weekday	45,999	471	945.10	48.67
2/24/2012	Friday	Weekday	43,824	429	945.10	46.37
2/25/2012	Saturday	Saturday	19,814	203	497.80	39.80
2/26/2012	Sunday	Sunday	11,089	136	261.20	42.45
2/27/2012	Monday	Weekday	45,847	328	945.10	48.51
2/28/2012	Tuesday	Weekday	45,218	323	945.10	47.84
2/29/2012	Wednesday	Weekday	43,658	249	945.10	46.19
<b>Totals</b>			<b>1,080,960</b>	<b>9,532</b>	<b>22,865</b>	<b>47.28</b>





## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 21, 2012

**ITEM TITLE:** FEBRUARY FINANCIAL STATEMENTS

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

**ACTION REQUESTED:** None

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### BACKGROUND:

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

Passenger fares are 18.1 percent lower for the first eight 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 9.3 percent higher than in the previous year. Passenger boardings for the rolling twelve-month period, which ended February 29, increased 2.7 percent compared to the previous period, the same improvement reported through December. February 2012 boardings were 8.3 percent higher than February 2011 primarily due to Leap Day, which was on a weekday. The extra weekday added 43,658 boardings. High fuel prices are probably also affecting ridership.

Payroll tax revenues through February 29 are up 1.5 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, so receipts appear to have slowed for the most recent calendar quarter. Disbursements by the Oregon Department of Revenue have also slowed as staffing reductions were implemented, and some receipts that would have been expected in February were received in March. There are still some receipts due from the tax period that ended on December 31, 2011. However, even with the addition of the anticipated revenue, receipts will only be up about 2.2 percent over last year. It is too soon to speculate if LTD will see a shortfall for FY 2011-12. With the local economy continuing its slow recovery, annual growth should remain positive.

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 several months.

Total personnel services expenditures, the largest category of operating expense, are up 1.2 percent primarily because fewer administrative salaries have been charged to capital projects in the current

fiscal 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 third mediation period session held on March 6.

Fuel prices rose in February, and the year-to-date average of \$3.18 per gallon through January increased to \$3.19. The current-year budget assumes \$3.75 per gallon. The year-to-date high was \$3.70 per gallon on March 2, 2012. The low price of \$2.90 occurred on December 19, 2011. Presently, there are 322,000 gallons of fuel stored in Coos Bay that was purchased at an average of \$3.12 a gallon. That fuel will be used when market prices rise above what is required to meet the \$3.75 per gallon assumed by the budget.

The General Fund is stable through February, 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 February 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 2/29/2012 With Comparisons to Prior Year to Date**  
**Current Year: 2011-2012**  
**Unaudited**

	Prior YTD 10-11	Adopted Budget	YTD Actual	% Budget	% Over Last Year
<b>Revenues &amp; Other Sources</b>					
Passenger Fares	3,259,258	4,732,100	2,668,350	56.4%	-18.1%
Group Pass	1,613,749	2,377,200	1,763,930	74.2%	9.3%
Advertising	183,000	275,500	185,500	67.3%	1.4%
Special Service	444,548	448,300	528,366	117.9%	18.9%
Miscellaneous	231,985	145,400	145,077	99.8%	-37.5%
Total Operating	<u>5,732,540</u>	<u>7,978,500</u>	<u>5,291,223</u>	66.3%	-7.7%
Payroll Tax (cash basis)	16,602,853	22,573,900	16,850,196	74.6%	1.5%
Self-employment Tax (cash basis)	280,169	1,522,200	209,592	13.8%	-25.2%
State-in-Lieu (cash basis)	818,856	1,668,000	884,732	53.0%	8.0%
Operating Grants	3,097,526	4,780,500	1,411,921	29.5%	-54.4%
Total Taxes & Grants	<u>20,799,404</u>	<u>30,544,600</u>	<u>19,356,441</u>	63.4%	-6.9%
Interest Income	38,746	60,000	40,473	67.5%	4.5%
Sale of Assets	25,393	10,000	31,375	313.8%	23.6%
Total Revenues & Other Sources	<u>26,596,083</u>	<u>38,593,100</u>	<u>24,719,512</u>	64.1%	-7.1%
<b>Expenditures &amp; Other Uses</b>					
<b>Personnel Services</b>					
Administration	5,437,730	8,484,000	5,440,037	64.1%	0.0%
Administration - Contra Payroll	(769,889)	(970,000)	(639,392)	65.9%	-17.0%
Administration - Net	<u>4,667,841</u>	<u>7,514,000</u>	<u>4,800,645</u>	63.9%	2.8%
Contract	11,950,726	18,315,900	12,025,434	65.7%	0.6%
Total Personnel Services	<u>16,618,567</u>	<u>25,829,900</u>	<u>16,826,079</u>	65.1%	1.2%
<b>Materials &amp; Services</b>					
General Administration	97,721	171,500	97,055	56.6%	-0.7%
Government Relations	97,334	128,900	94,627	73.4%	-2.8%
Finance	100,107	173,300	95,746	55.2%	-4.4%
Information Technologies	423,009	707,600	506,647	71.6%	19.8%
Human Resources	127,060	322,800	201,146	62.3%	58.3%
Service Planning	2,613	7,000	4,776	68.2%	82.8%
Marketing	320,951	365,300	248,247	68.0%	-22.7%
Graphics	7,486	10,600	9,731	91.8%	30.0%
Accessible Services	782	14,600	-	0.0%	-100.0%
Planning & Development	12,452	15,900	19,565	123.1%	57.1%
<i>point2point Solutions</i>	194,161	482,700	160,461	33.2%	-17.4%
Facilities Services	623,623	1,145,100	709,767	62.0%	13.8%
Transit Operations	381,110	673,800	374,272	55.5%	-1.8%
Customer Service Center	8,828	25,100	8,989	35.8%	1.8%
Maintenance	2,396,321	4,844,000	2,682,504	55.4%	11.9%
Insurance / Liability Costs	781,201	1,312,700	743,186	56.6%	-4.9%
Accessible Services Transfer	529,947	1,915,100	1,601,254	83.6%	202.2%
Capital Transfer	-	3,062,900	3,031,900	99.0%	N/A
Total Materials & Services	<u>6,104,706</u>	<u>15,378,900</u>	<u>10,589,873</u>	68.9%	73.5%
Total Expenditures & Other Uses	<u>22,723,273</u>	<u>41,208,800</u>	<u>27,415,952</u>	66.5%	20.7%
Excess (Deficiency) of Revenues Over Expenditures	<u>3,872,810</u>	<u>(2,615,700)</u>	<u>(2,696,440)</u>		-169.6%
<b>Net to Fund</b>	<u>3,872,810</u>	<u>(2,615,700)</u>	<u>(2,696,440)</u>		-169.6%

**Lane Transit District  
General Fund  
Comparative Balance Sheets  
February 29, 2012 and June 30, 2011  
Unaudited**

	Current Balance	Balance 06/30/11
<b>ASSETS</b>		
Cash & Investments	\$ 12,464,181	\$ 13,405,048
Receivables	1,914,760	4,283,060
Accrued Payroll Taxes Receivable	5,228,600	5,240,169
Due from Other Governments	-	474,212
Due from Other Funds	201,627	-
Inventory of Parts and Supplies	2,106,926	1,368,341
Prepaid Expenses	454,409	662,955
Deposits	88,316	88,316
Property, Plant and Equipment Net of Accumulated Depreciation	113,197,848	113,197,848
<b>Total Assets</b>	<b><u>\$ 135,656,667</u></b>	<b><u>\$ 138,719,949</u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 336,978	\$ 541,030
Accrued Payroll Related Payable	613,757	931,980
Unearned Revenue	300,808	112,102
Liability Claims/Other Payable	849,451	882,724
CAL/Sick Accrual	3,284,894	3,284,894
Net OPEB Obligation	1,902,048	1,902,048
<b>Total Liabilities</b>	<b><u>7,287,936</u></b>	<b><u>7,654,778</u></b>
<b>FUND BALANCE</b>		
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>(2,696,440)</u>	<u>(5,950,092)</u>
Ending Fund Balance	<u>15,170,883</u>	<u>17,867,323</u>
Total Reserves & Fund Balances	<u>128,368,731</u>	<u>131,065,171</u>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>\$ 135,656,667</u></b>	<b><u>\$ 138,719,949</u></b>

**Lane Transit District  
 Accessible Services Fund  
 Comparative Balance Sheets  
 February 29, 2012 and June 30, 2010  
 Unaudited**

	Current Balance	Balance 6/30/2011
<b>ASSETS</b>		
Cash & Investments	\$ -	\$ -
Receivables	82,495	5,937
Grants Receivable	<u>601,587</u>	<u>645,586</u>
<b>Total Assets</b>	<b><u>\$ 684,082</u></b>	<b><u>\$ 651,523</u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 89,477	\$ 164,591
Due to Other Funds	201,627	152,614
Oakridge Program Reserves	4,402	30,005
Unearned Revenue	<u>85,273</u>	<u>-</u>
Total Liabilities	<u>380,779</u>	<u>347,210</u>
<b>RESERVES &amp; BALANCES</b>		
Fund Balance	304,313	298,795
Excess (Deficiency) of Revenues Over Expenditures	<u>(1,010)</u>	<u>5,518</u>
Ending Fund Balance	<u>303,303</u>	<u>304,313</u>
<b>Total Liabilities &amp; Fund Balances</b>	<b><u>\$ 684,082</u></b>	<b><u>\$ 651,523</u></b>



**Lane Transit District  
Medicaid Fund  
Comparative Balance Sheets  
February 29, 2012 and June 30, 2011  
Unaudited**

	Current Balance	Balance 6/30/2011
<b>ASSETS</b>		
Cash & Investments	\$ 354,822	\$ 242,259
Receivables	488,086	375,008
Grants Receivable	-	31,406
<b>Total Assets</b>	<b>\$ 842,908</b>	<b>\$ 648,673</b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 91,244	\$ 64,950
Medicaid Medical Reserves	402,026	431,922
<b>Total Liabilities</b>	<b>493,270</b>	<b>496,872</b>
<b>RESERVES &amp; BALANCES</b>		
Fund Balance	151,801	150,270
Excess (Deficiency) of Revenues Over Expenditures	197,837	1,531
Ending Fund Balance	349,638	151,801
<b>Total Liabilities &amp; Fund Balances</b>	<b>\$ 842,908</b>	<b>\$ 648,673</b>

**Lane Transit District**  
**Capital Projects Fund**  
**Comparative Balance Sheets**  
**February 29, 2012 and June 30, 2011**  
**Unaudited**

	Current Balance	Balance 06/30/11
<b>ASSETS</b>		
Cash & Investments	\$ 2,533,411	\$ 93,499
Accounts Receivable	29,720	436
Grants Receivable	514,378	1,601,427
Prepaid Expenses	-	564
<b>Total Assets</b>	<b><u>\$ 3,077,509</u></b>	<b><u>\$ 1,695,926</u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 655,074	\$ 585,559
Retainage Payable	77,187	83,550
Unearned Revenue	1,678,962	74,094
<b>Total Liabilities</b>	<b><u>2,411,223</u></b>	<b><u>743,203</u></b>
<b>RESERVES &amp; BALANCES</b>		
Fund Balance	952,723	81,594
Excess (Deficiency) of Revenues Over Expenditures	<u>(286,437)</u>	<u>871,129</u>
Ending Fund Balance	<u>666,286</u>	<u>952,723</u>
<b>Total Liabilities &amp; Fund Balances</b>	<b><u>\$ 3,077,509</u></b>	<b><u>\$ 1,695,926</u></b>

**Lane Transit District  
General Fund  
Schedule of Resources and Requirements  
For the Period 2/1/2012 - 2/29/2012  
Unaudited**

	Annual Budget	Current Month			Year to Date		
		Budget	Actual	Variance	Budget	Actual	Variance
<b>Resources</b>							
Beginning Working Capital	10,304,200	-	-	-	10,304,200	14,645,700	4,341,500
Passenger Fares	4,732,100	395,340	342,628	(52,712)	3,136,120	2,668,350	(467,770)
Group Pass	2,377,200	240,000	282,540	42,540	1,616,000	1,763,930	147,930
Advertising	275,500	22,960	23,500	540	183,680	185,500	1,820
Special Service	448,300	-	-	-	407,000	528,366	121,366
Miscellaneous	145,400	6,740	3,055	(3,685)	80,720	145,077	64,357
Payroll Tax (cash basis)	22,573,900	4,250,000	4,833,110	583,110	16,660,000	16,850,196	190,196
Self-employment Tax (cash basis)	1,522,200	32,000	25,953	(6,047)	310,000	209,592	(100,408)
State-in-Lieu (accrual basis)	1,668,000	-	-	-	815,000	884,732	69,732
Operating Grants	4,780,500	397,130	-	(397,130)	3,177,040	1,411,921	(1,765,119)
Interest Income	60,000	5,000	2,992	(2,008)	40,000	40,473	473
Proceeds From Sale of Assets	10,000	-	5,248	5,248	10,000	31,375	21,375
<b>Total General Fund Resources</b>	<b>48,897,300</b>	<b>5,349,170</b>	<b>5,519,026</b>	<b>169,856</b>	<b>36,739,760</b>	<b>39,365,212</b>	<b>2,625,452</b>
<b>Requirements</b>							
General Administration	636,200	53,060	37,455	15,605	424,480	428,942	(4,462)
Government Relations	128,900	10,530	4,915	5,615	106,740	94,627	12,113
Finance	1,112,400	88,860	75,951	12,909	741,980	720,841	21,139
Information Technologies	1,203,800	100,350	51,942	48,408	802,800	733,363	69,437
Human Resources	965,700	80,500	60,328	20,172	644,000	631,673	12,327
Service Planning	451,300	37,410	32,200	5,210	301,780	275,880	25,900
Marketing	638,300	42,790	38,068	4,722	439,070	437,624	1,446
Graphics	153,100	12,770	8,489	4,281	102,160	77,822	24,338
Accessible Services	113,800	8,800	7,905	895	74,100	66,301	7,799
Planning & Development	344,500	28,730	29,571	(841)	229,840	209,287	20,553
<i>point2point Solutions</i>	953,600	79,510	46,270	33,240	636,080	451,781	184,299
Facilities Services	1,748,700	145,810	73,231	72,579	1,166,480	1,118,599	47,881
Transit Operations	17,238,900	1,442,840	1,281,339	161,501	11,494,570	11,233,618	260,952
Customer Service Center	482,500	80,900	35,355	45,545	647,200	314,014	333,186
Maintenance	8,746,400	688,250	621,622	66,628	5,506,000	5,245,240	260,760
Insurance / Liability Costs	1,312,700	109,420	79,190	30,230	875,360	743,186	132,174
<b>Total Operating Requirements</b>	<b>36,230,800</b>	<b>3,010,530</b>	<b>2,483,831</b>	<b>526,699</b>	<b>24,192,640</b>	<b>22,782,798</b>	<b>1,409,842</b>
Accessible Services Transfer	1,915,100	159,590	227,061	(67,471)	1,276,720	1,601,254	(324,534)
Capital Projects Transfer	3,062,900	255,240	286,437	(31,197)	2,041,920	3,031,900	(989,980)
Reserve-Operating Contingency	1,000,000	-	-	-	-	-	-
Reserve-Self-insurance and Risk	1,000,000	-	-	-	-	-	-
Reserve-Working Capital	5,688,500	-	-	-	-	-	-
<b>Total Non-Operating Requirements</b>	<b>12,666,500</b>	<b>414,830</b>	<b>513,498</b>	<b>(98,668)</b>	<b>3,318,640</b>	<b>4,633,154</b>	<b>(1,314,514)</b>
<b>Total General Fund Requirements</b>	<b>48,897,300</b>	<b>3,425,360</b>	<b>2,997,329</b>	<b>428,031</b>	<b>27,511,280</b>	<b>27,415,952</b>	<b>95,328</b>
<b>Resources Less Requirements</b>	<b>-</b>				<b>9,228,480</b>	<b>11,949,260</b>	

**Lane Transit District**  
**Accessible Services Fund**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Period 2/1/2012 - 2/29/2012**  
**Unaudited**

				Percent of Year	66.7%
	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
<b>Revenues &amp; Other Sources</b>					
State Special Transp Funds - In District	424,300	311,219	25,300	(113,081)	73.3%
State Special Transp Funds - Out of District	105,300	44,606	3,258	(60,694)	42.4%
State Special Transp Funds - Administration	-	-	-	-	NA
Special Transportation Operating	-	41,882	-	41,882	NA
Federal Grants - 5310	1,145,300	632,240	1,541	(513,060)	55.2%
Federal Grants - 5311	142,100	68,193	(1,541)	(73,907)	48.0%
Federal Grants - 5316 JARC	15,000	75,734	-	60,734	504.9%
Federal Grants - 5317 New Freedom	180,000	15,588	-	(164,412)	8.7%
Other Federal Grants	704,100	10,222	-	(693,878)	1.5%
Business Energy Tax Credit Revenue	900,000	19,998	-	(880,002)	2.2%
Farebox	294,700	200,125	26,736	(94,575)	67.9%
Local Grants	92,800	69,525	23,175	(23,275)	74.9%
Miscellaneous	-	150	-	150	NA
Transfer from General Fund	<u>1,915,100</u>	<u>1,587,530</u>	<u>227,061</u>	<u>(327,570)</u>	82.9%
Total Revenues	<u>5,918,700</u>	<u>3,077,012</u>	<u>305,530</u>	<u>(2,841,688)</u>	52.0%
<b>Expenditures &amp; Other Uses</b>					
Eugene-Springfield Based Services					
ADA RideSource	4,909,300	2,529,187	252,570	2,380,113	51.5%
Mental Health & Homeless	79,000	42,401	-	36,599	53.7%
Travel Training & Host	124,300	68,593	28	55,707	55.2%
Job Access/Reverse Commute (JARC)	-	-	-	-	NA
Total Eugene-Springfield Based Services	<u>5,112,600</u>	<u>2,640,181</u>	<u>252,598</u>	<u>2,472,419</u>	51.6%
Rural Lane County Services					
South Lane	85,300	53,786	-	31,514	63.1%
Florence	161,700	105,690	12,794	56,010	65.4%
Oakridge	<u>193,700</u>	<u>101,231</u>	<u>32</u>	<u>92,469</u>	52.3%
Total Rural Lane County Services	440,700	260,707	12,826	179,993	59.2%
Mobility Management	205,000	71,938	-	133,062	35.1%
Lane County Coordination	153,000	105,196	5,861	47,804	68.8%
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>3,078,022</u>	<u>271,285</u>	<u>3,108,778</u>	49.8%
<b>Unreserved Fund Balance</b>					
Change to Fund Balance	(268,100)	(1,010)			
Beginning Balance	<u>268,100</u>	<u>304,313</u>			
Ending Balance	<u>\$ -</u>	<u>\$ 303,303</u>			

**Lane Transit District**  
**Medicaid Fund**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Period 2/1/2012 - 2/29/2012**  
**Unaudited**

	<b>Adopted Budget</b>	<b>YTD Actual</b>	<b>Current Month Actual</b>	<b>Percent of Year Variance</b>	<b>66.7% YTD % of Budget</b>
<b>Revenues &amp; Other Sources</b>					
Medicaid	4,505,200	2,980,528	370,343	(1,524,672)	66.2%
Medicaid Non-Medical	320,300	288,537		(31,763)	90.1%
State Discretionary Funds	79,500	76,838	-	(2,662)	96.7%
Total Revenues	<u>4,905,000</u>	<u>3,345,903</u>	<u>370,343</u>	<u>(1,559,097)</u>	68.2%
<b>Expenditures &amp; Other Uses</b>					
Medicaid Medical Service	3,600,000	2,387,255	294,195	1,212,745	66.3%
Medicaid Non-Medical Service	368,000	315,753	23,437	52,247	85.8%
RideSource Call Center Administration	600,000	315,602	-	284,398	52.6%
Mobility Management	92,000	33,408	-	-	
Lane Transit District Administration	245,000	96,048	128	148,952	39.2%
Contingency	150,300	-	-	150,300	0.0%
Total Medicaid Fund Expenditures	<u>5,055,300</u>	<u>3,148,066</u>	<u>317,759</u>	<u>1,848,642</u>	62.3%
<b>Unreserved Fund Balance</b>					
Change to Fund Balance	(150,300)	197,837			
Beginning Balance	<u>150,300</u>	<u>151,801</u>			
Ending Balance	<u>-</u>	<u>349,638</u>			



**Lane Transit District**  
**Capital Projects Fund**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Period 2/1/2012 - 2/29/2012**  
**Unaudited**

Percent of Year **66.6%**

	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
<b>Revenues &amp; Other Sources</b>					
Federal Grant Income					
Formula Funds (Section 5307)	4,921,000	1,605,177	14,583	(3,315,823)	32.6%
American Recovery & Reinvestment Act (ARRA)	64,700	2,055,041	125,865	1,990,341	3176.3%
Discretionary Funds	20,595,300	7,432,743	364,984	(13,162,557)	36.1%
Other Funds	2,040,700	-	-	(2,040,700)	0.0%
Total Federal Grants	<u>27,621,700</u>	<u>11,092,961</u>	<u>505,432</u>	<u>(16,528,739)</u>	40.2%
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	286,437	-	100.0%
Transfer from Accessible Services Fund	31,000	-	-	(31,000)	0.0%
Total Resources	<u>33,381,300</u>	<u>14,157,923</u>	<u>791,869</u>	<u>(19,223,377)</u>	42.4%
<b>Expenditures</b>					
Grant Paid Capital					
EmX					
Gateway EmX Extension	2,100,000	1,183,415	3,182	916,585	56.4%
West Eugene EmX Extension	5,000,000	1,013,622	70,454	3,986,378	20.3%
Total EmX	<u>7,100,000</u>	<u>2,197,037</u>	<u>73,636</u>	<u>4,902,963</u>	30.9%
Revenue Rolling Stock	13,908,800	9,092,704	564,037	4,816,096	65.4%
PBI/Facilities	8,504,000	1,665,636	23,010	6,838,364	19.6%
Software & Hardware	1,251,500	110,945	5,909	1,140,555	8.9%
Intelligent Transportation Systems	625,000	809	-	624,191	0.1%
Transit Security Projects	927,700	358,700	1,540	569,000	38.7%
Bus Related Equipment	200,000	-	-	200,000	0.0%
Miscellaneous Equipment	222,500	5,494	-	217,006	2.5%
Communications	297,300	127,735	-	169,565	43.0%
Shop Equipment	87,500	29,707	-	57,793	34.0%
Support Vehicles	75,000	-	-	75,000	0.0%
Accessible Services Vehicles	182,000	855,593	12,300	(673,593)	470.1%
Budgeted for Capital Contingency/Reserves	945,700	-	-	945,700	0.0%
Total Expenditures	<u>34,327,000</u>	<u>14,444,360</u>	<u>680,432</u>	<u>19,882,640</u>	42.1%
<b>Unreserved Fund Balance</b>					
Change to Fund Balance	(945,700)	(286,437)			
Beginning Fund Balance	945,700	952,722			
Ending Fund Balance	<u>-</u>	<u>666,285</u>			



# Regional Carshare Program

## Lane Transit District Board Meeting

March 21, 2012

Theresa Brand

Transportation Options Manager

Point2point Solutions at Lane Transit District



walk.  
share

bike.

bus.

pool.

WeCar

# What is carsharing?

*A service that provides members with easy access to cars for short term use.*



walk.  
share

bike.

bus.

pool.

WeCar





# The missing link...



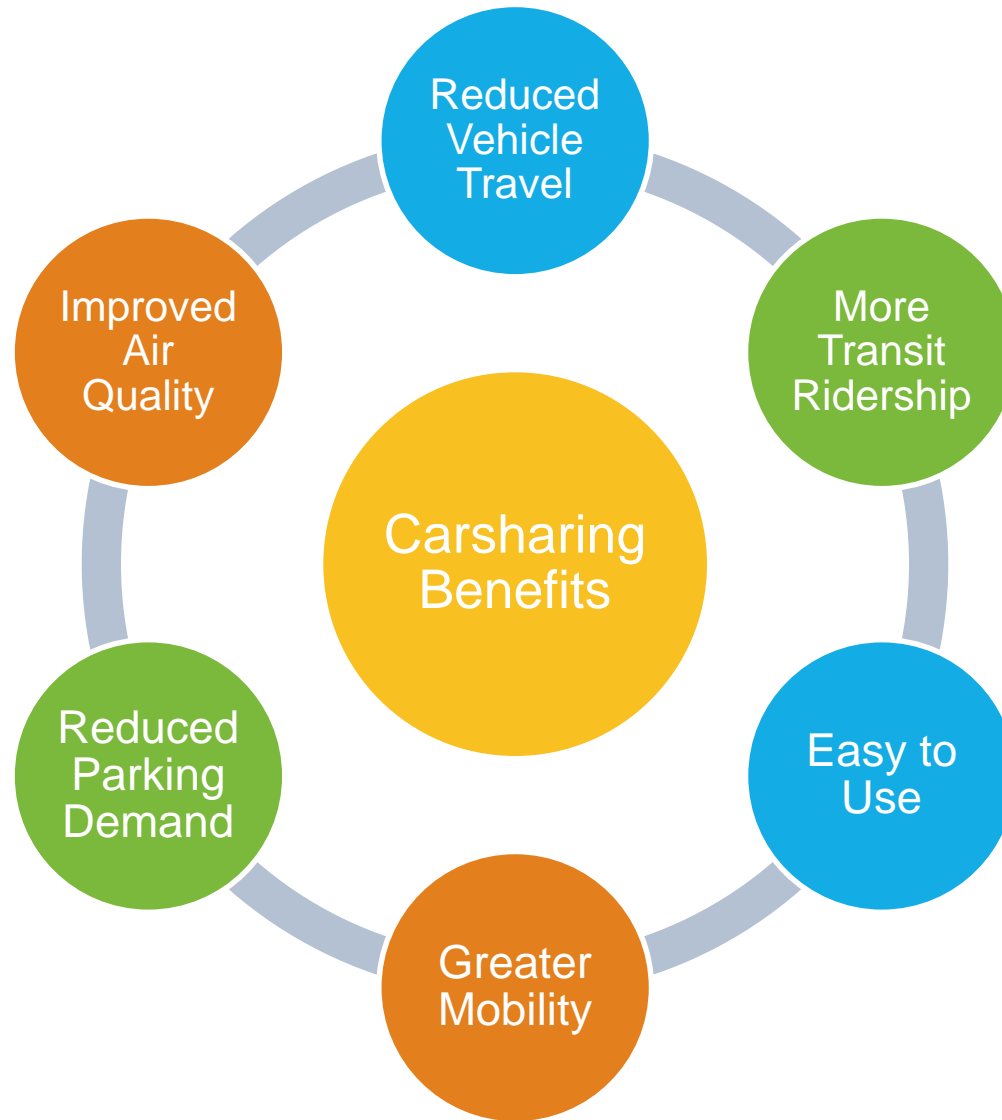
walk.  
share

bike.

bus.

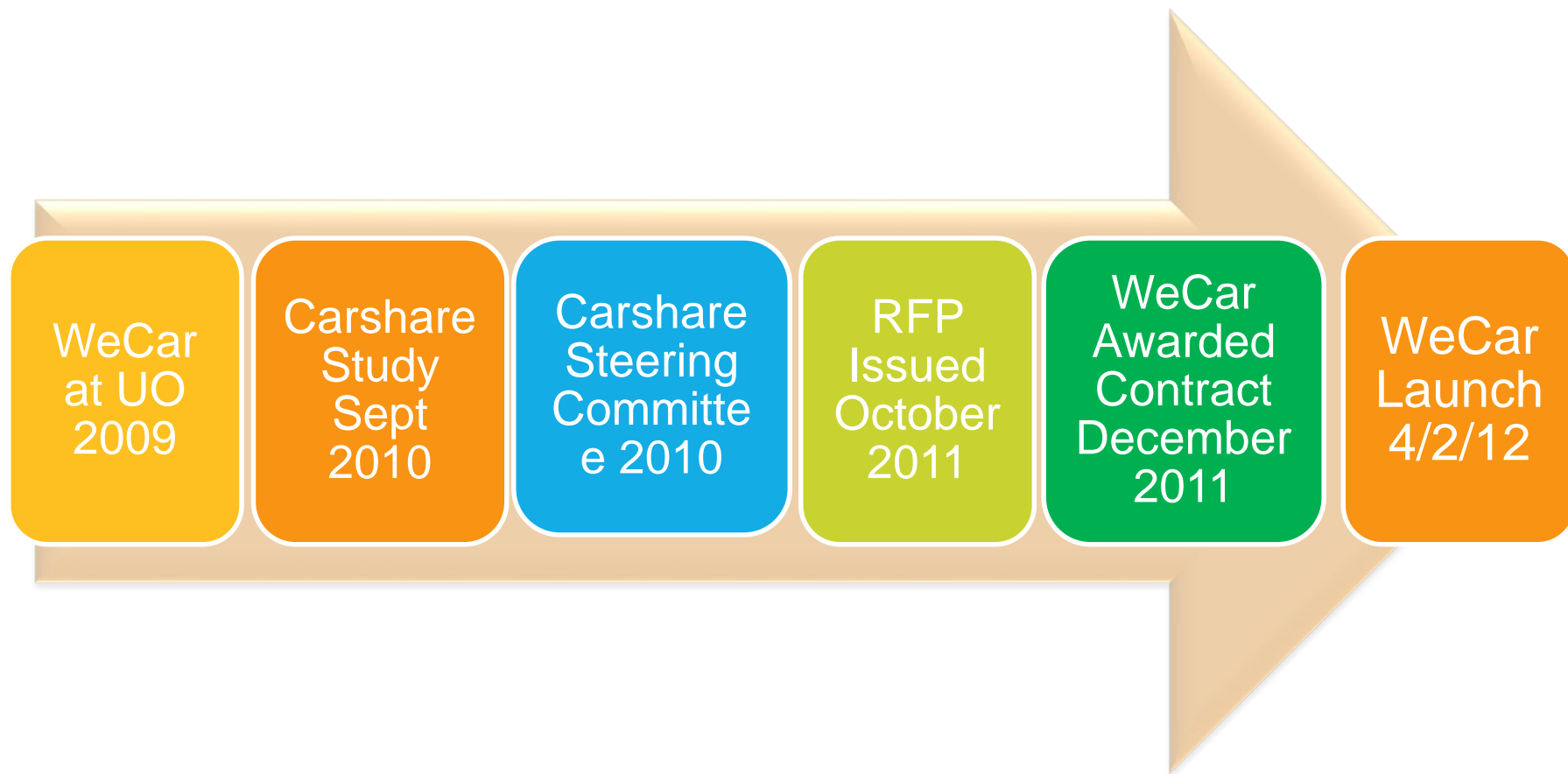
pool.

WeCar.





# How we got here...



walk.  
share

bike.

bus.

pool.

WeCar



# Upcoming Events

## **WeCar Launch Ceremony**

Thursday, March 29, 2012

Lane Transit District Admin Office, Glenwood

10:00 a.m.

## **Springfield Chamber Ribbon Cutting Ceremony**

Thursday, March 29, 2012

500 Block of Main Street

12:00 p.m.

## **Eugene Chamber Ribbon Cutting Ceremony**

Thursday, March 29, 2012

906 Charnelton Street

2:30 p.m.

# WeCar: Lane Transit District Board of Directors

Presented by:

Theresa Brand on behalf of

Beth Wheeler, Director of Business Rental Sales

March 2012



# Car Sharing: How it Works & Benefits



1

Potential member visits WeCar website to sign up

WeCar approves application

3



Member visits WeCar website to reserve a vehicle, receives electronic confirmation of reservation

4



Member swipes member card in front window for entry and swipes again to complete rental transaction



2



We Car member receives membership materials

5



Member receives electronic invoice

WeCar



# The Reservation Process

**Check Availability**

Start:  
06/30/08 02:00 PM

End:  
06/30/08 05:00 PM

My time is flexible

Show non-matches

Location/Address:  
Custom Location

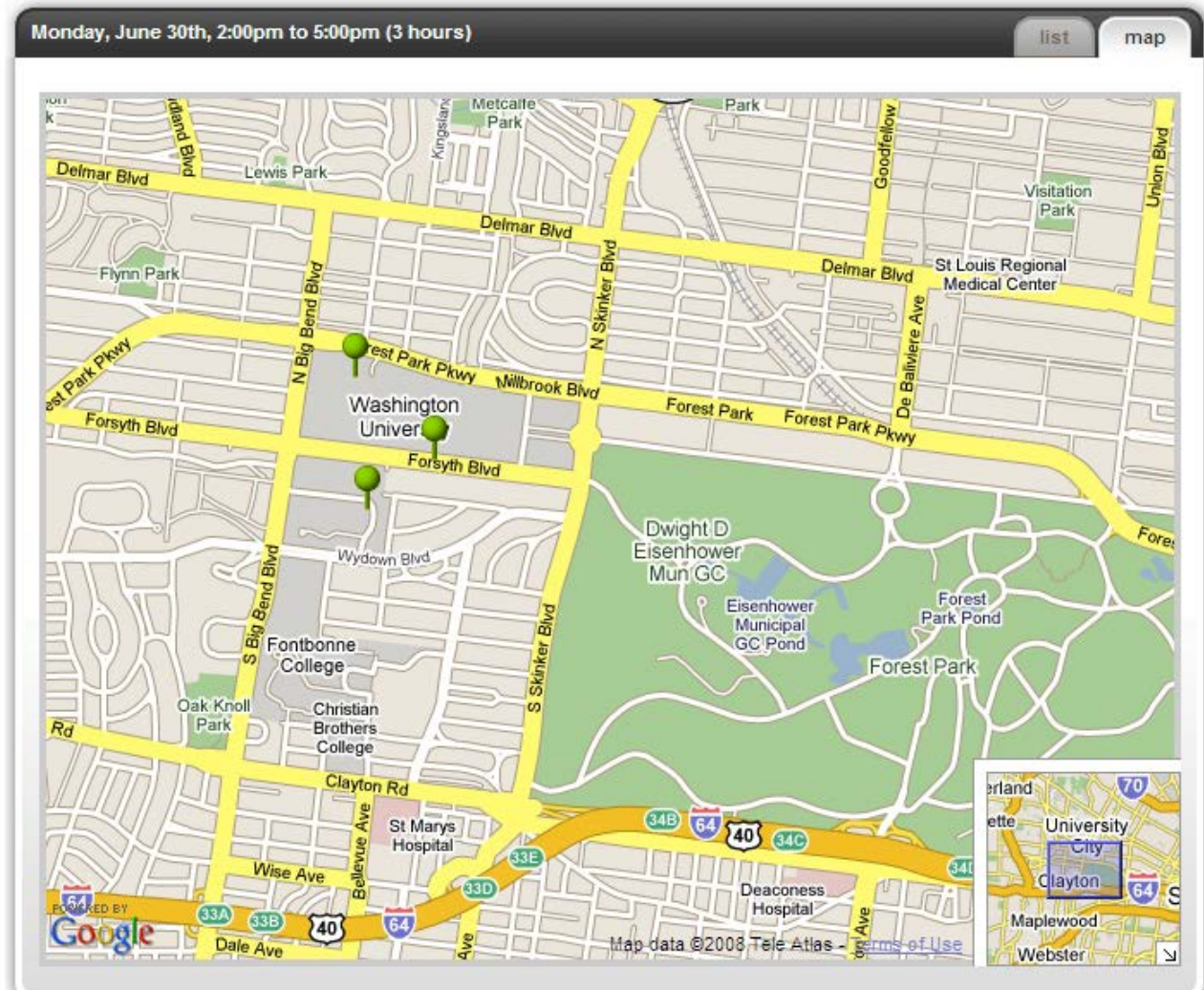
Select a New Address

Vehicles:  
Hybrid

Select Multiple Vehicles

**SEARCH**

- MAP FEATURES**
- Available
  - Not Available
  - You Are Here







# The Reservation Process



wasnu TestDriver - Sign Out

[SIGN OUT](#) [HELP](#)

- [New Reservation](#)
- [My Reservations](#)
- [My Messages](#)
- [My Account](#)
- [Member Feedback](#)

**Check Availability**

Start: 08/30/08 02:15 PM

End: 08/30/08 03:15 PM

My time is flexible

Show non-matches

Location/Address: Custom Location

Vehicles: All Models

**LEGEND**

- Available
- Unavailable
- Requested time: available
- Requested time: unavailable

**FEATURES**

Monday, June 30th, 2:15pm to 3:15pm (1 hour) list map

Location	Vehicle	Availability	Hourly EST. COST
Lot E School of Medicine - 4.24 mile(s)	Toyota Prius Hybrid	Available	\$10.00
Mallinckrodt Lot - 7.51 mile(s)	Ford Escape Hybrid	Available	\$12.00
South 40 - 7.72 mile(s)	Toyota Sienna Hybrid	Available	\$12.00
Snow Way Garage - 7.81 mile(s)	Toyota Prius Hybrid	Available	\$10.00
	Toyota Camry Hybrid	Available	\$10.00





# The Reservation Process



WashU TestDriver - Sign Out

[SIGN OUT](#) [Help](#)

- [New Reservation](#)
- [My Reservations](#)
- [My Messages](#)
- [My Account](#)
- [Member Feedback](#)

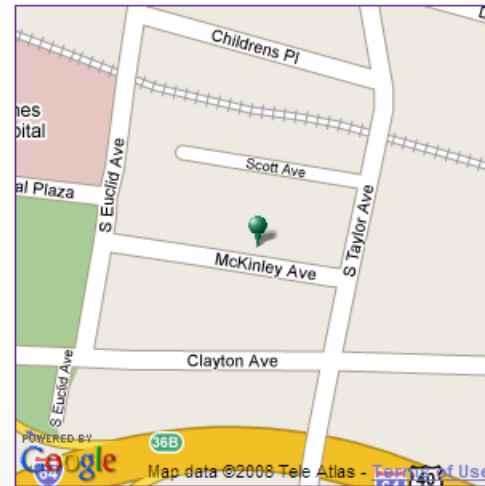
## NEW Reservation Confirmation

Please [Print](#) or copy the following confirmation details. Please always have these details with you for reference.

### YOUR NEW RESERVATION DETAILS ARE:

Member Name: WashU TestDriver  
 Member ID: 100-1  
 Stack: [Lot E School of Medicine - Toyota Prius Hybrid](#)  
 Start: 6:00pm Monday, June 30, 2008  
 End: 9:00pm Monday, June 30, 2008  
 Duration: 3 hour(s)  
 Job Code:  
 Reservation ID: 109  
 \$30.00 (Time) +  
 \$0.00 (Distance @ 9 mile(s)) +  
 Estimated Cost: \$0.00 (Fee) +  
 \$0.00 (Tax) =  
 \$30.00 (Total)

- [CHANGE](#)
  - [CANCEL](#)
  - [PRINT CONFIRMATION](#)
  - [SAVE TO OUTLOOK](#)
  - [SAVE TO FAVORITES](#)
- No Email Available  
[Edit Email Preferences](#)



### LOCATION INFORMATION:

Lot E School of Medicine for Wash U



\$10.00 HOURLY / \$60.00 DAILY



# Benefits and Impacts: Community\*

- **Takes vehicles off the road**
  - 4.6 to 20 cars/unit fleet reduction
- **Reduced CO2 emissions by:**
  - As much as 65% per vehicle
  - 89% of assessed emissions
- **Creates Modal Shifts in its members' transportation habits**
  - 44% average decline in VMT
- **Members are less inclined to purchase a 2<sup>nd</sup> vehicle**
  - 25-71% Members report not purchasing a vehicle because of membership

\* When used in Hybrid, Plug in Hybrid conversions, fuel efficient vehicles, EV's

\* Statistics based on the report "**NORTH AMERICAN CARSHARING: A TEN-YEAR RETROSPECTIVE**" by Shaheen, Cohen, and Chung. TRB 09-3688 Conducted by Innovative Mobility Research  
[www.imr.berkeley.edu](http://www.imr.berkeley.edu)

# The WeCar Difference

# ENTERPRISE HOLDINGS™

- Family Owned & Operated:
  - Ranked #17 on Forbes Top 500 Private Companies in America



- 50+ years of financial stability & profitability
- Rental Car Leader in Customer Service: JD Power & Associates
- 1.1 million vehicles, the worlds largest fleet
- 7,500 locations
  - 65 locations in Oregon and SW Washington
  - 4 location in Eugene/Springfield**
- Only** signed Car sharing company with **State of OR/DAS**





# WeCar's Value Proposition

- Locally managed and operated
- Community Involvement
- Access to largest fleet of vehicles in the rental industry:  
Vehicle Scalability
- Environmental Consciousness



# Locations

## Eugene

906 Charnelton Street

1711 Patterson Street

1059 Hilyard Street

## Springfield

500 Block of Main Street



# Program Details

- Begins April 2
- 4 Ford Fusions
- Rates:
  - Include Physical Damage Coverage, MFR Liability, Fuel
  - Rates vary depending on member's choice
  - Hourly, Overnight and Daily Rates available
- Waived application fee (first year)
- Reduced Membership Fee
- Driving Credits (with no expiration date)

\*not including miles



# Q & A



## Equity Assessment of Fare Changes Proposal March 21, 2012

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Analysis of proposed fare changes is conducted during the planning stages before a proposal is presented to the public for comment, and in advance of decisions by the Lane Transit District Board of Directors for approval of the proposal. Fare changes are analyzed to determine whether proposed changes would have a discriminatory impact on minority and low-income populations. LTD is considering fare changes that, if approved, would become effective on July 1, 2012. The Board is expected to consider the proposed changes to fixed-route and paratransit fares at their meeting on March 21, 2012, with a final decision on approval at their meeting on May 16, 2012.

### **Background**

Historically LTD has raised fares according to the District's fare policy. Increases typically followed a pattern of rotating increases by fare type and keeping the increases small. These annual increases allowed the District to keep pace with the increased costs of providing service. Following a 2008 change in the types of fares offered, the opportunity to rotate fares became more complicated, and the District chose to move away from annual increases to increases every several years. The rotation between cash fares and bus pass prices was combined with years where no fare changes were implemented.

As part of any fare change proposal, the District's policy directs staff to evaluate the following considerations:

- The effects of the change on Title VI populations
- The inflation rate
- Ridership and revenue trends
- Local economic trends
- Trends in automobile-related costs, such as gasoline
- Service changes
- Economic impact on customers
- Market conditions and opportunities
- The District's financial situation
- The District's goals and objectives

This report will focus on the Title VI impacts; however, it is worth highlighting a number of the considerations above. The overall inflation rate has been modest but the District's costs to maintain operations have grown due to the cost of fuel and labor. Revenues, of which approximately 70 percent come from business payroll taxes, decreased during the first stages of the recession and have begun to grow at very modest rates over the past two years. This growth rate has not kept pace with increases in the cost of operations. In response to the economic downturn, LTD reduced staffing levels, instituted pay freezes and unpaid furlough days for administrative staff, left vacant positions unfilled, and ultimately restructured service levels to balance the budget. At the same time, the

demand for service continues to be high. Ridership is growing and overloads are common during peak travel periods. Fuel costs are again rising quickly, which puts additional strain on the operating budget. The District is without a labor contract and it appears that the process is moving toward binding interest arbitration. Once settled, labor contract costs will be known and can be factored into the overall budget picture.

**Fare Changes**

The fare change proposal for July 1, 2012, will include proposed changes to generate revenues of approximately \$350,000 to help maintain current service levels. Proposed changes are outlined below.

Fare Type	Cost		Change	
	Existing	Proposed	Absolute	Percentage
Adult Cash	\$1.50	\$1.75	\$0.25	16.7%
Half-Fare & Youth Cash	\$0.75	\$0.85	\$0.10	13.3%
Adult Day Pass	\$3.00	\$3.50	\$0.50	16.7%
Half-Fare & Youth Day Pass	\$1.50	\$1.70	\$0.20	13.3%
RideSource Fare	\$3.00	\$3.50	\$0.50	16.7%
Group Pass Monthly Contract Rate - Taxpayer	\$4.57	\$4.84	\$0.27	5.8%
Group Pass Monthly Contract Rate - Non-Taxpayer	\$5.32	\$5.63	\$0.31	5.8%

The last increase to cash fares occurred in July 2008. Monthly and three-month pass prices would remain unchanged. Currently the Honored Rider fare for customers age 65 and older is free, and this program would remain unchanged.

The recommendation for RideSource, LTD’s paratransit service, is to remain priced at the American’s with Disabilities Act (ADA) maximum of two times the adult cash fare. Historically the pricing of ADA fares, at the ADA maximum, has been supported by the LTD Accessible Transportation Committee (ATC). The ATC recognizes the significant costs associated with providing paratransit service and is supportive of maintaining the RideSource fare at the ADA maximum as proposed.

LTD’s Group Pass program is a contract that over 74 local agencies and institutions choose to participate in. The program allows agencies to provide transit passes to all of their employees or students at a low monthly rate. Group Pass rates are set by Board policy and are not evaluated as part of the Title VI analysis.

**Impacts of Fare Changes**

Prior to fare changes, LTD’s Service Planning, Accessibility, and Marketing Department staff analyze the impacts of proposed fare changes to minority and low-income populations.

The Federal Transit Administration (FTA) Title VI guidelines define minority persons to include five groups: 1) American Indian and Alaska Native, (2) Asian, (3) Black or African American, (4) Hispanic or Latino, and (5) Native Hawaiian and Other Pacific Islander.

The FTA Title VI guidelines define “low income” as “a person whose median household income is at or below the Department of Health and Human Services’ (HHS) poverty

guidelines.” The HHS poverty guidelines<sup>1</sup> are used to determine eligibility for federal and other programs and vary by household size. The base income level is \$10,890 for a one-person household, increasing by \$3,820 for each additional person. For example, the poverty guideline for a family of four is \$22,350. The poverty threshold is defined based on both family size and age composition.<sup>2</sup> For example, the poverty threshold for a four-person family with two children under age 18 is \$22,113. For the purpose of this analysis, low income is considered to be “less than \$25,000.”

The following graphs and tables display fare types for minority status, as well as fare types for income level.

**Impacts on Minority Populations**

Data for Fare Type x Minority Status (Figure 1 below) provides information from LTD’s 2011 Origin and Destination Survey and shows that riders who choose cash fares and Day Passes are equally represented within the minority and non-minority categories. This would indicate that LTD’s proposed fare increase would not result in a disparate impact to minority populations.

Figure 1

Minority Analysis	Cost		Change		Usage by Group	
	Existing	Proposed	Absolute	Percentage	Minority	Caucasian
Adult Cash	\$1.50	\$1.75	\$0.25	16.7%	11%	12%
Half-Fare & Youth Cash	\$0.75	\$0.85	\$0.10	13.3%	6%	5%
Adult Day Pass	\$3.00	\$3.50	\$0.50	16.7%	9%	8%
Half-Fare & Youth Day Pass	\$1.50	\$1.70	\$0.20	13.3%	3%	3%

Data for Fare Category x Minority Status x Income (Figure 2-attached) shows that trips by minority and non-minority populations are equally as likely to be made using cash (18%) and Day Passes (11%). By evaluating this data across all income categories, LTD is able to illustrate that there is great consistency of use by minority and non-minority riders; therefore, the proposed increases would not result in a disparate impact on minority populations. Figure 2a below provides a higher level of detail for all fare types. The consistency in payment methods by minority and non-minority riders is confirmed at this level of analysis.

<sup>1</sup> <http://aspe.hhs.gov/poverty/11poverty.shtml>  
<sup>2</sup> <http://www.census.gov/hhes/www/poverty/about/overview/measure.html>

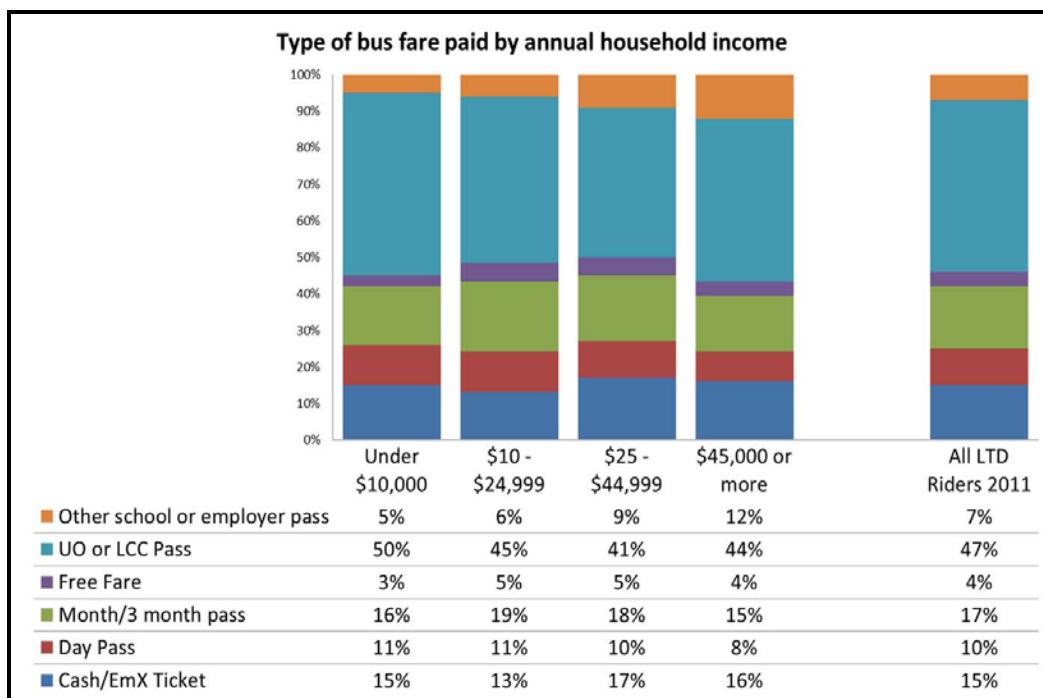
Figure 2a

		Caucasian	Minority
<b>Cash</b>	Full fare	12%	11%
	Half- fare youth	2%	3%
	Half- fare EZ Access	3%	3%
<b>Day Pass</b>	Full fare	9%	8%
	Half- fare youth	2%	2%
	Half- fare EZ Access	1%	1%
<b>Month Pass</b>	Full fare	12%	11%
	Half- fare youth	2%	3%
	Half- fare EZ Access	3%	3%
<b>Free Fare</b>	Honored Rider	4%	3%
	LTD Employee	0%	0%
	Promotion Coupon	0%	0%
<b>Other Pass</b>	UO Student	25%	33%
	UO Faculty/Staff	4%	3%
	LCC Student	20%	17%
		100%	100%

**Impacts on Low-Income Populations**

Data for Fare Type x Household Income (Figure 3 below) shows that trips made by individuals at lower income levels are not significantly more likely to be made using a cash fare or a Day Pass. The lowest income riders are more likely to be using a University of Oregon (UO) or Lane Community College (LCC) group pass. The small increase in group pass rates, 31¢ per month, will have no measurable effect on these riders. Figure 3a (*attached*) provides a look at the data across a more refined set of income thresholds and focuses on the effects of changes to the cash fare and the Day Pass fare. Based on this data, an increase in the price of cash and Day Pass fares will not have a disparate impact on minority and non-minority riders.

Figure 3



## **Mitigation Strategies**

Based on the analysis, no mitigation is recommended; however, LTD is sensitive to the impact of fare increases on customers and will continue to maintain and pursue programs that provide customers with options. The following programs are currently offered and will be maintained in the future:

**Youth Fares.** LTD offers half-fare to youth ages 6-18. The half-fare pricing structure applies to cash, monthly bus passes, and three-month bus passes. LTD works with area school districts to develop bus pass programs for youth riders. Currently Eugene School District 4J provides monthly bus passes to all Title I-eligible high school students. Free bus passes also are provided to high school students at Springfield high schools and a number of private and charter schools in the metro area.

**Not-for-Profit Agency Discount Program.** This program offers a 50 percent discount on fare purchases to private, not-for-profit agencies. Government agencies purchase fares for a variety of their programs, so the not-for-profit discount program fills the gap for low-income riders who are not part of another community program. In the current year, LTD will discount approximately \$200,000 in fares through this program.

**Donations.** Through a variety of community partnerships, LTD provides free passes to assist targeted populations. The Egan Warming Center provides emergency housing for homeless individuals and families when temperatures drop below 30 degrees. LTD provides free rides to anyone traveling to a warming center location and free Day Passes for event organizers to distribute to participants to leave the facility the following day. LTD also provides Day Pass coupons to a variety of local events that target low-income individuals and families and minority groups. In 2011 the District provided 7,774 free Day Pass coupons to area organizations.

**Half-Fare Program.** The federally required Half-Fare Program for Medicare cardholders, people with disabilities who need special facilities and/or special training, has been modified to provide greater access to area residents. The District currently has 7,041 individuals participating in the Half-Fare Program.

**Honored Rider.** Customers age 65 and older are eligible to ride for free with their Honored Rider photo-identification card. The District currently has 11,421 individuals participating in the Honored Rider program.

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Q16 What is your total annual household income?																				
	1 Less than 10,000	2 10,000 to 14,999	3 15,000 to 24,999	4 25,000 to 34,999	5 35,000 to 44,999	6 45,000 to 54,999	7 55,000 to 74,999	8 75,000 to 99,999	9 100,000 or more	Total										
	1.00 Minority	2.00 Caucasian	1.00 Minority	2.00 Caucasian	1.00 Minority	2.00 Caucasian	1.00 Minority	2.00 Caucasian	1.00 Minority	2.00 Caucasian	1.00 Minority	2.00 Caucasian	1.00 Minority	2.00 Caucasian	1.00 Minority	2.00 Caucasian	1.00 Minority	2.00 Caucasian	1.00 Minority	2.00 Caucasian
	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %
1 Used cash fare	18%	18%	17%	17%	16%	17%	25%	18%	18%	16%	9%	16%	16%	22%	13%	24%	26%	18%	18%	18%
2 Did not use cash fare	82%	82%	83%	83%	84%	83%	75%	82%	82%	84%	91%	84%	84%	78%	87%	76%	74%	82%	82%	82%
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
1 Used daypass	11%	11%	11%	12%	9%	13%	8%	12%	10%	11%	2%	11%	8%	8%	18%	8%	9%	2%	10%	11%
2 Did not use daypass	89%	89%	89%	88%	91%	87%	92%	88%	90%	89%	98%	89%	92%	92%	82%	92%	91%	98%	90%	89%
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

FIGURE 2  
Data for Fare Category x  
Minority Status X Income

		Q16 What is your total annual household income?									
		1 Less than 10,000	2 10,000 to 14,999	3 15,000 to 24,999	4 25,000 to 34,999	5 35,000 to 44,999	6 45,000 to 54,999	7 55,000 to 74,999	8 75,000 to 99,999	9 100,000 or more	Total
		Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %
Q14_cash How did you pay for this trip? Cash	1 Used cash fare	18%	17%	16%	21%	16%	13%	20%	20%	22%	18%
	2 Did not use cash fare	82%	83%	84%	79%	84%	87%	80%	80%	78%	82%
	Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Q14_daypass How did you pay for this trip? Day Pass	1 Used daypass	11%	11%	12%	10%	11%	7%	8%	12%	6%	11%
	2 Did not use daypass	89%	89%	88%	90%	89%	93%	92%	88%	94%	89%
	Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

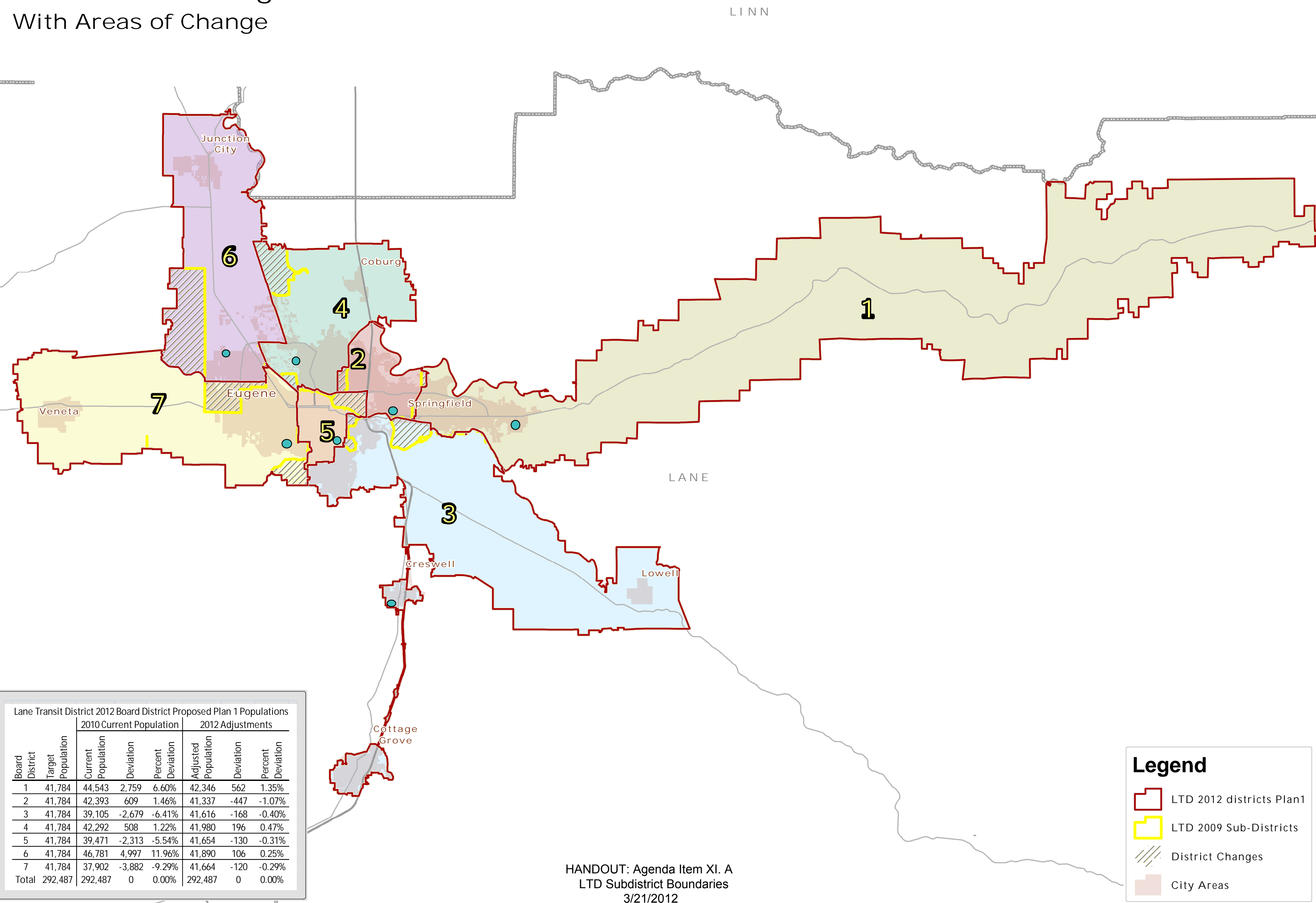
FIGURE 3a  
Data for Fare Type x  
Household Income

		Among those without a Group Pass, what Fare Medium do they use?													
		Less than \$10,000		\$10,000 to \$14,999		\$15,000 to \$24,999		\$25,000 to \$34,999		\$35,000 to \$44,999		\$45,000 to \$74,999		\$75,000 or more	
		group_pass		group_pass		group_pass		group_pass		group_pass		group_pass		group_pass	
		Uses group pass	Does not use group pass	Uses group pass	Does not use group pass	Uses group pass	Does not use group pass	Uses group pass	Does not use group pass	Uses group pass	Does not use group pass	Uses group pass	Does not use group pass	Uses group pass	Does not use group pass
		Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %	Column N %
How did you pay for this trip? Cash	Used cash fare	1%	40%	1%	38%	1%	33%	1%	42%	1%	38%	1%	42%	2%	48%
	Did not use cash fare	99%	60%	99%	62%	99%	67%	99%	58%	99%	62%	99%	58%	98%	52%
How did you pay for this trip? Day Pass	Used daypass	0%	25%	1%	26%	0%	24%	1%	20%	0%	26%	1%	19%	1%	19%
	Did not use daypass	100%	75%	99%	74%	100%	76%	99%	80%	100%	74%	99%	81%	99%	81%
How did you pay for this trip? Month/3-month pass	Used monthpass	1%	36%	0%	37%	2%	45%	1%	39%	0%	37%	1%	44%	3%	29%
	Did not use monthpass	99%	64%	100%	63%	98%	55%	99%	61%	100%	63%	99%	56%	97%	71%

# Lane Transit District

## Preliminary Map of 2012 Redistricting Plan 1





### With Areas of Change



Lane Transit District 2012 Board District Proposed Plan 1 Populations								
Board District	Target Population	2010 Current Population			2012 Adjustments			
		Current Population	Deviation	Percent Deviation	Adjusted Population	Deviation	Percent Deviation	
1	41,784	44,543	2,759	6.60%	42,346	562	1.35%	
2	41,784	42,393	609	1.46%	41,337	-447	-1.07%	
3	41,784	39,105	-2,679	-6.41%	41,616	-168	-0.40%	
4	41,784	42,292	508	1.22%	41,980	196	0.47%	
5	41,784	39,471	-2,313	-5.54%	41,654	-130	-0.31%	
6	41,784	46,781	4,997	11.96%	41,890	106	0.25%	
7	41,784	37,902	-3,882	-9.29%	41,664	-120	-0.29%	
Total	292,487	292,487	0	0.00%	292,487	0	0.00%	

HANDOUT: Agenda Item XI. A  
 LTD Subdistrict Boundaries  
 3/21/2012

**Legend**

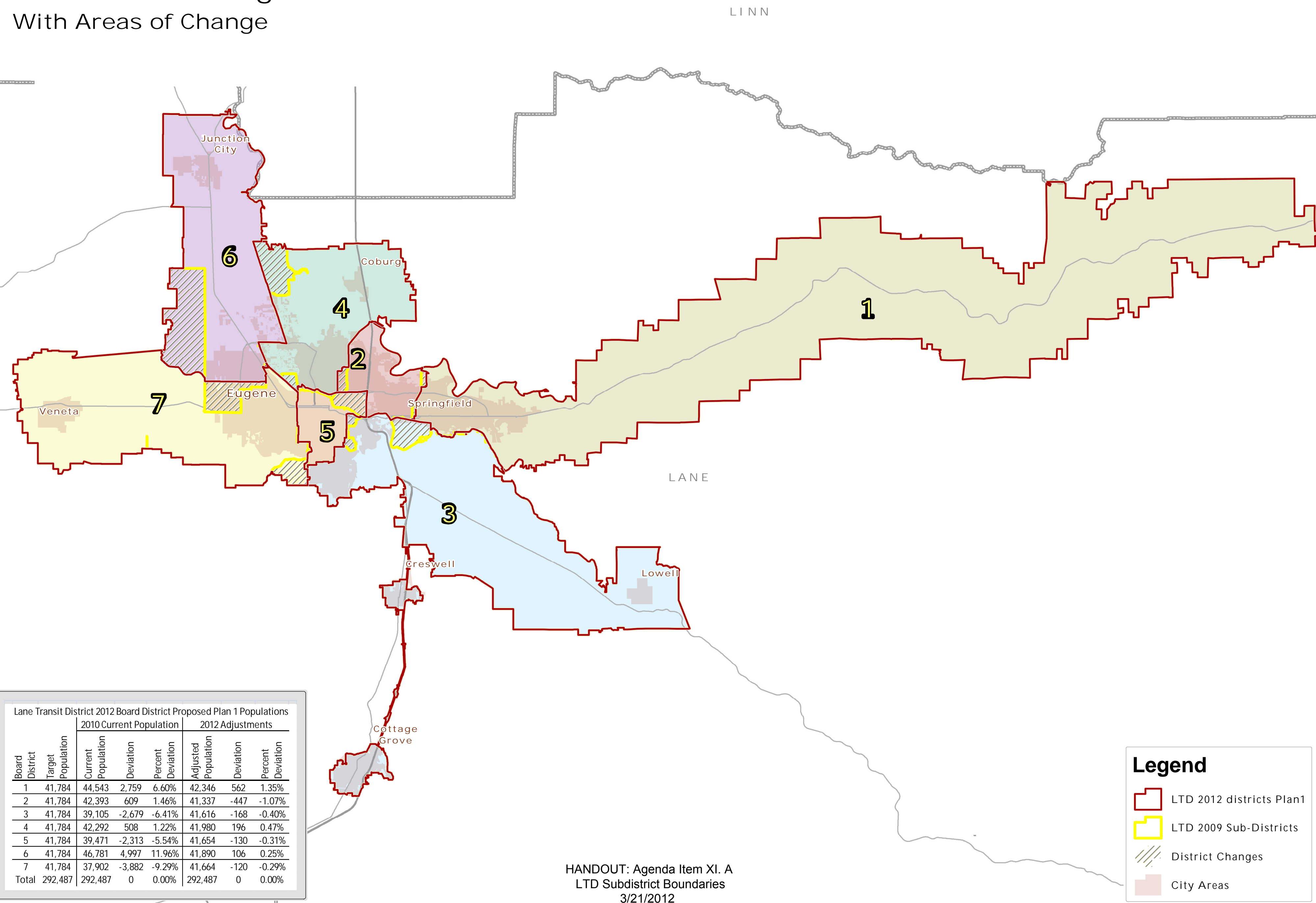
-  LTD 2012 districts Plan1
-  LTD 2009 Sub-Districts
-  District Changes
-  City Areas



# Lane Transit District





## Preliminary Map of 2012 Redistricting Plan 1

### With Areas of Change



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<b>Total</b>	<b>292,487</b>	<b>292,487</b>	<b>0</b>	<b>0.00%</b>	<b>292,487</b>	<b>0</b>	<b>0.00%</b>	

**Legend**

-  LTD 2012 districts Plan1
-  LTD 2009 Sub-Districts
-  District Changes
-  City Areas

HANDOUT: Agenda Item XI. A  
 LTD Subdistrict Boundaries  
 3/21/2012