



Public notice was given to *The Register-Guard*
for publication on May 10, 2012.

LANE TRANSIT DISTRICT SPECIAL BOARD MEETING AND PUBLIC HEARING ON FARES

Monday, May 14, 2012
5:30 p.m.

Bascom-Tykeson Rooms
Eugene Public Library
100 W. 10th Avenue, Eugene

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XII. 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).

Q:\Reference\Board Packet\2012\05\May 14 Special Meeting\bdagenda.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: May 14, 2012

ITEM TITLE: COMMENTS FROM THE GENERAL MANAGER

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENT: None

PROPOSED MOTION: None

Q:\Reference\Board Packet\2012\05\May 14 Special Meeting\GM Comments.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: May 14, 2012

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

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

ACTION REQUESTED: None

BACKGROUND:

This agenda item provides a formal opportunity for the Board president to announce additions to the agenda, and also for Board members to make announcements or to suggest topics for current or future Board meetings.

ATTACHMENT: None

PROPOSED MOTION: None

Q:\Reference\Board Packet\2012\05\May 14 Special Meeting\announcesum.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: May 14, 2012

ITEM TITLE: BOARD CALENDARS

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

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

BACKGROUND:

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

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\05\May 14 Special Meeting\Calendar of Events Summary.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: May 14, 2012

ITEM TITLE: PUBLIC HEARING: FISCAL YEAR 2012-2013 PRICING PLAN

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

ACTION REQUESTED: Conduct a Public Hearing on the Proposed Increases to Lane Transit District Fares

BACKGROUND:

The Board conducted a public hearing on April 9, 2012; and, following public testimony, the Board completed the first reading of the Eighteenth Amended Ordinance No. 35. A second public hearing is to be held on May 14, 2012, and the Board will be provided with all comments received via telephone call or in writing.

The Board will have time to consider all testimony prior to taking action at the May 16, 2012, Board meeting.

The following fare changes are recommended:

Fare Type	Cost		Change	
	Existing	Proposed	Absolute	Percentage
Adult Cash	\$1.50	\$1.75	\$0.25	16.7%
Half-Fare and Youth Cash	\$0.75	\$0.85	\$0.10	13.3%
Adult Day Pass	\$3.00	\$3.50	\$0.50	16.7%
Half-Fare and Youth Day Pass	\$1.50	\$1.75	\$0.25	16.7%
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%

ATTACHMENT: Public Comment Received To Date

PROPOSED MOTION: None

Q:\Reference\Board Packet\2012\05\May 14 Special Meeting\Public Hearing 2012 Fare Proposal.docx



CUSTOMER INPUT On Fares

March 2010 - Present

*This document contains names and addresses of people who have provided input
and may be available to the public under Oregon's public records law.*

LTD BOARD OF DIRECTORS
SPECIAL BOARD MEETING AND
PUBLIC HEARING ON FARES

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Comments

I don't understand why the going up. Is it to get less riders? I thought if anything they would go down in price so people can get around and stimulate this economy. So I fell like this is a negative to our future. I pay into enough different taxes for the bus as is now you need an additional fifty cents on top of three dollars? Please don't make it cheaper to drive for me. travis anderson - 4/3/12 email

From: Cathy Dorrah-Stewart
Sent: Friday, April 09, 2010 11:37 AM
To: General E-Mail Box
Subject: Family passes

Dear LTD, My family recently took a bus trip from Harlow Road to campus, to see about the feasibility of travelling around town by bus more often, by car less often. It was fun, the system was easy to navigate, the drivers were pleasant and helpful, the buses were clean.

It cost two adults and two fare-paying children \$9.00 total. It would have cost us approximately \$2.00 to take the same trip by car.

We'd love to travel around town more often by bus. The bus stops right at the end of our street, and gets us to our downtown and campus destinations quickly. We're even willing to pay a little more to travel by bus instead of taking our family car. But we can't afford that big a difference, especially since it will go up to \$10.50 once our youngest has his next birthday. Even the monthly passes are not a great deal for us because we don't travel around town daily.

We'd like LTD to consider adding an affordable family day pass and monthly pass to your fare options. In the long run, making public transportation more affordable for families, which means that more people would be traveling by bus.

Thanks for considering our idea!

Cathy Stewart and the Stewart family

From: Jesse Springer Cartoons
>> Sent: Tuesday, October 04, 2011 3:05 PM
>> To: General E-Mail Box
>> Subject: Tokens?

>>

>> Hi, Just wondering whether you sell tokens anymore? Thanks.

>> Jesse

>>

>> Springer Design & Illustration

>>

. . . I would put the concept of pre-paid individual fares into the suggestion box.

Thanks! – Jesse

From: shelli smith [mailto:shellispearl@yahoo.com]

Sent: Monday, March 26, 2012 7:08 PM

To: SCHAPPER Jeanne

Subject: Ridership Increase

Hi, My name is Shelli Toftemark Smith,

I ride LTD sporadically. I often want to get a bus pass because I would like to ride the bus regularly but by the time I really need a pass it is near the end of the month and buying the pass would cost too much for the amount of time left. I often put off appointments and miss important events in town because I do not have a pass and have spent more than I can afford at the end of the month. At the beginning of the month buying a bus pass seems like more than I can afford with no rides needed.

When I was 13, I spent time in Copenhagen, Denmark. We went everywhere by public transportation. The buses and trains were linked, I believe, and a punch card was used. It makes a lot of sense to me, for LTD to offer a punch card system so that people can ride from month to month as needed with one payment. Maybe I would end up paying as much as I would if I bought the monthly pass but I could use the bus when I need it rather than at the beginning of the month. Who knows maybe I would end up paying from the 15th to the 15th but it would encourage me to ride more.. which means I would spend money at different businesses across town and that would help our economy and if I felt excited about riding the bus, I could pass along my enthusiasm to others and everyone would benefit.. then we could multiply that and boom.. goes business :) Thanks for listening! Sincerely, Shelli Toftemark Smith 541-844-8419

P.S. The African American bus driver who helped me with my bags onto the bus on Echo Hollow was amazing!! Excellent Employee. The White male bus driver who drove from Delta Oaks on Sunday and parked the bus so that the man with the walking disability had to step across a 20 inch to a two inch angled gap with a puddle in between.. He was not a considerate employee.. the man nearly fell. The man let him know where he would need to be let off when he got on the bus and that he had a disability so the driver did have time to pull in parallel to the curb and close..

Thanks for listening!

Sent: Sunday, March 28, 2010 4:37 PM

To: General E-Mail Box

Subject: 2010-11 Service Cuts -- miscellaneous suggestions

1-11: Service-related comments

12. The rural routes could have an increased fare to help compensate for their expensiveness. Riders with a bus pass would not face that charge.

Sincerely, Isaac Meyer

INPUT RECEIVED AFTER APRIL 9, 2012 MEETING

To whom it may concern:

I would like to voice my opinion on the matter of the proposed fair increase. I think a \$0.50 increase to day passes is too great a hike in the current fare to the average full fare paying passenger. I understand that fuel and operating cost all have been increasing and a fare increase is inevitable. I would just like to urge you to use moderation in applying the new fare, so as not to alienate current and future passengers. As a daily rider for the past year i have spent a lot of time in LTD buses. If there is to be a fare increase I would like to see that all buses have the newer 3 bike carrier, since some still have the old 2 bike set up.

As well I would like to see where our funds are going? You say ridership is up, which brings you increased revenue yet you want to increase fares. Please, do the right thing.

Respectfully, Adam Rios

E-mail

I am a resident of Springfield who currently drives. I used to live in the Portland area and chose TRIMET, their transit system, over driving because there were fareless zones, the buses and transit stations felt relatively safe and clean, it was less stress than driving and parking downtown, it was the environmentally friendly choice, and it was more economical than the cost of driving with gas, parking, etc.. In Eugene, this isn't the case. It takes me 15 minutes to drive downtown, sometimes I can find a free parking spot, but if not, I still end up paying less between parking and gas than taking LTD. The fare it costs me to ride the bus to downtown or to go to U of O for two hours and the time it takes to get there exceeds the cost by driving.

As it is, I am not inclined to ride the bus in Springfield/Eugene because seats smell like puke or worse, and I am afraid I am going to get lice by sitting down in one of them. I have heard other people compare the public transit here to Portland and it feels less safe and clean to them as well. The transit areas don't feel well-patrolled by police like in Portland and don't feel safe. Now the bus fare is going to be increased and people like me who already don't ride the bus because it is less economic, aren't going to be more persuaded to do the "Green" choice and take the bus. Those who do need to depend on the bus because of economic reasons, are going to suffer the hardship of the increase. LTD does not make taking the bus a practical and economic decision.

Springfield resident, Sarina Dorie

E-mail

REGARDING FARE INCREASE

LTD opted to place into the community a brand new transit system That must have been a HUGE amount of money (was it a grant?) And probably thought There would be a *great increase in passengers* Evidently this isn't happening.

We did not see the need for the huge buses, and all the streets having to be prepared for the buses

Noticing now the scarcity of passengers, we now Feel badly that you are considering a raise in fare.

Sounds odd, but we like the" Breeze" size of bus And feel it would be suffice to run all of Lane County.

Chet & Sue Raube - raubefam@gmail.com

E-mail

If ridership is up like you say why do fares have to go up. I see the empty buses running all the way up to Blue River ranger station, I see the short buses (sorry can't put a name on the actual name) either sitting somewhere with the driver sleeping or virtually empty, and all the empty large ones driving around town all day, why doesn't LTD cut expenses rather than increase rates. Well it's because the bus isn't run like a business it's just another social service. Better to black out the windows so tax payers can't see that there is no one in them then to cut routes and expenses.

Like Running the bus up the river. People made the conscious choice to live up there, now our socialist society has to cater to them by providing cheap transportation.

Along with the EMX debacle LTD is a business failure, but the powers that be don't need to account to anyone like we do in real life and business. Any real business run like public transportation would fail miserably.

We don't have enough money for law enforcement or teachers but we can build the EMX? Man our priorities are messed up. But we are going to need more cheap public transportation in the future because our kids won't have an education so they won't have a job so they'll have to take the public provided transportation. Socialism here we come.

Dick Wike

E-mail

Dear LTD,

My name is Deron Fort, and I work at Lane Community College. Since moving to Eugene last summer, my wife and I decided to go from a 2 car family to a 1 car family because of financial reasons, as well as our interest in decreasing both fuel consumption and the number of cars on the road. Because my wife and I both work, I take the bus to work most days, paying the \$3 day pass fee to get me there and back. Due to the fact that I generally don't take the bus a handful of times each month, the monthly and 3-month passes have unfortunately never made financial sense. Given our situation, I am concerned about the possible fare increase of \$.50 per day. As fares rise, we must re-evaluate as a family at what point it makes more sense to simply purchase a second vehicle. We would rather not, but if money saved from riding the bus is not significant, we lean closer to the greatly increased flexibility of owning a car.

On a second note, I would also like to request that LTD consider deeper discounts for individuals purchasing the monthly or 3-month pass. Right now I can't do it because it's debatable in any given month whether I'd actually save any money. If I knew that I would save money each month with the longer pass, regardless of shifts in my schedule or family circumstances, I would absolutely take advantage. It seems to me that this would also be an advantage to LTD, as additional funds would be gathered in advance.

I truly enjoy riding LTD, and think it's a decision that is right for our community and the environment. Please consider not raising fares at this time, and long-term passes that provide a more significant savings to the rider.

Thanks so much,

Deron Fort, E-mail

Ms. Cobb is on a very limited income, is a senior citizen, and is handicapped. She is a RideSource user.

She uses RideSource for her doctor visits, and at \$3 there and \$3 back it comes to \$6 every time she has to see the doctor. She ends up using her monthly coupon book every month so she is spending \$30 every month.

She said that for someone in her case, .50¢ per ride is a major increase. She asked that we please consider people who are in her shoes and perhaps base the expense on income. Ms. Cobb said that her income is fixed and not going up at all, ever, but everything else is going up.

She suggested that if the rate must be raised, that perhaps we could offer a round trip fee at a discounted rate.

Ms. Cobb added that she knows that \$3.00 is a reasonable rate, and she greatly appreciates the RideSource service.

**Julie Cobb
541-344-8082**

LTD, I am totally against raising the bus fare. You keep taking away routes, decrease the amount of times the buses run the routes that are still left, and now you want to increase the fare. It is crazy. I am totally against it. This is a time right now where you should be helping the economy, not raising prices.

**Mindy McLeod
E-mail**

To Whom It May Concern: I am e-mailing you because I can't afford a fare hike. I realize that my opinion will probably not make any difference, but I am informing you anyway.

I have an M.A., but can mostly only find jobs in the school systems as a sub for \$9/hour. My bills are more than my pay each month so I keep dipping into savings. I wish you would look into cutting the salaries of management/things at the top instead of always passing along hikes to people who cannot afford it. Thank you.

**Sandi Mann, avid but poor rider
E-mail**

I don't believe that now is the time to raise fares for the bus pass. People still aren't working and can't afford the job search with higher fares. There has been little inflation and gas prices were high in 2008, the last time fares were raised, and are no higher than that today.

**Tim Hilton
625 G Street
Springfield, OR 97477
E-Mail**

Re: Fare Increase

Yesterday I got a post card about fare increases for the Bus. I would like to respond to this.

First of all let me say since I was 5 years old from 1959 until present I have ridden the buses in this area. First with Emerald Transportation and then LTD. I would like to say that increasing the fares is the wrong thing to do right now, as you have not improved services in all areas.

In my area route 19 you have CUT the service to one bus from 7 and last about 5:30 through here and no weekend buses at all.

If the Housing Director and I had not spoken at the meeting you would have removed the bus from the area.

Your expecting people to ride the MX and have more of them is not the answer. And when we do not have good service in our areas why rise the bus fare?

Another thing, you could have more income for the bus system if you were to do the following:

Change the free fare for Seniors from 65 to 70

Have zone fares for out of town service, to Junction City, McKenzie Bridge, Veneta, etc.

With fares being the same in the whole of the system how can you have operating funds when you go about 40-45 miles to McKenzie Bridge?

Also like lots of cities the size of Springfield/Eugene you could charge a commuter fare from 6-9 a.m. and 3-6 p.m.

Raise the fare 15 cents for those time slots.

Also on routes that do not need a big bus use one of the blue buses.

With the gas prices going DOWN not up, it seems to me raising the price of the bus fare is not for CASH, DAY PASSES, & those on HALF FARE or DISABLE FARE, & RIDE SOURCE

People whom are on fixed income will be hurt the most.

Even though we do have a great bus service and great drivers, you are doing yourselves an in service by raising the fares on what I have stated.

Think about trying what I suggested. Having ridden the bus 53 I believe you need to really do the pricing of the fares different.

Thank you.

MR. C.N. "DOC" TURRELL

412 W. QUINALT ST.

SPRINGFIELD, OR 97477-2708

PH: 541-744-3925

E-mail

Susan called to say that she wishes it wouldn't happen, but she understands why it needs to.

Susan Lockwood – 541-232-6330

Subject: Proposed Fare Increase

The problem I have with the proposed fare increase, is that it means having to carry even more change in my pockets.

It would be great if LTD sold passes that were good for so many rides. For example a 30 ride pass. And on each ride the bus driver punches out one of the remaining rides on the pass.

That would be more convenient for me. And it would lead to quicker boarding of the bus, as I would not be fiddling with change when getting on.

I only ride a LTD once or twice a week. So it is too costly for me to buy one of your monthly passes.

From: goozle456 [<mailto:goozle456@yahoo.com>]

E-Mail Box

Subject: Fares and Passes

Have you considered adopting the European system of paying fares? When stationed in Europe, the Street Cars and Buses did not accept cash. Most stops had a ticket dispenser that you could purchase a single ride ticket or one for multiple rides. Inside the Bus or Street Car, you put the ticket in a stamping machine, which validated the ticket with the date and time.

I agree with the Fare Hike, no I don't ride the bus... Commute to work by Bicycle. Riding the Bus is still far cheaper and better for the environment than driving your POV!

From: Jeffrey Hearn [<mailto:orygunrules@gmail.com>]

E-Mail

Called to let us know she is not happy with the fare increase. They have one car and her husband rides the bus M-F and they don't have the money for the increase and would be a hardship on them. I explained to her that the monthly bus pass is not part of the increase and she was happy about that but her concerns were for college kid that the bus is their only transportation, the homeless cannot afford it and thinks they should be allow to ride free.

Ruth Freeman 503-910-6889

Please DO NOT raise LTD fares. This will only serve to decrease ridership in a time when you should be trying to dramatically increase ridership.

I live in Veneta and often ride the 93 bus to Eugene for work. With fares currently at \$3 for a day pass, it is a tossup (financially) for me to take the bus or drive. Raising fares to \$3.50 would certainly make it more cost effective for me to drive. If it is more cost effective for me to drive over 15 miles, than it will certainly be more cost effective for someone living within city limits to drive. What incentive is there to pay \$3.50 to ride the bus to a location a few miles away when less than a dollar in gas will get you to the same location faster? Care for the environment is essential, but it has to be affordable.

For a city of its size, I believe Eugene has a great transportation system. There are always improvements to be made in efficiency, but the schedules are very dependable.

LTD- please continue to provide a quality service to this community by keeping your fares at the current rate.

Do not lose another paying customer.

Sincerely,

Melanie Giangreco, Veneta

E-mail

Seven people living in the household, five of whom rely solely on the bus, including their kids. With this increase, she feared that three kids would no longer be able to get to school because the school pass is no longer available and DHS is no longer issuing monthly passes. Their life already is financially hard, and this increase would make it that much harder to get by.

Via telephone by Susan Hekimoglu

From Kirsten Knapp of Springfield

Please don't increase this is getting hard enough as is...

Adrienne Valdez [adrienne.valdez@ipaper.com]

E-mail

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AGENDA ITEM SUMMARY

DATE OF MEETING: May 14, 2012

ITEM TITLE: JUNE EMPLOYEE OF THE MONTH

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

BACKGROUND:

June 2012 Employee of the Month: Accessible Services Coordinator Susan Hekimoglu was chosen as the June Employee of the Month (EOM). Susan has been with LTD since 1987 and will celebrate 25 years with the District in July. She received the LTD Vision Award in 2008, an Accessible Services Award in 2003; and through the years, also has received three Monthly Value awards and two EOM awards.

Susan's nomination for Employee of the Month came from a coworker who is continuously impressed with Susan's ability to handle difficult situations with extreme professionalism and effectiveness. There were several instances of Susan's competence mentioned in the nomination, including the supportive assistance she provided to the Customer Service Center during the March snow storm. The coworker also stated that on one particularly challenging day, Susan handled two difficult situations with calmness, respect, and excellent customer service. The coworker stated that Susan is always ready to pitch in and help wherever she is needed, and her focus is always on how to serve and treat LTD customers well.

When asked to comment on Susan's selection as Employee of the Month, Accessible Services Manager Terry Parker said:

Susan was nominated for this award because of her strong customer service ethics and approach; but, this isn't just about getting through challenging times, it is about Susan's constant attention to serving all customers. Susan began working for the District in 1987 as an Administrative Secretary, and in 2006 she began working full time with Accessible Services. I have seen Susan grow, learn, and change. She has been dedicated to becoming a more effective communicator, and she embraces opportunities to improve. I believe that she has found her passion.

I appreciate that Susan is ready to pitch in where ever she is needed. Her focus is always on how to serve and treat our customers well. Even in those unusual times when she has to respectfully disengage from an interaction, she still looks for ways to come to a better understanding. She is dedicated and puts a lot of heart into her job. Congratulations to Susan for her commitment to LTD and those we serve.

Congratulations to Susan on being selected as the June 2012 Employee of the Month.

AWARD: Susan will attend the May 14, 2012, meeting to be introduced to the Board and to receive her award.

AGENDA ITEM SUMMARY

DATE OF MEETING: May 14, 2012

ITEM TITLE: CONSENT CALENDAR

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

ACTION REQUESTED: Approval of Consent Calendar Items

BACKGROUND:

Issues that can be explained clearly in the written materials for each meeting, and that are not expected to draw public testimony or controversy, are included in the Consent Calendar for approval as a group. Board members can remove any items from the Consent Calendar for discussion before the Consent Calendar is approved each month.

The Consent Calendar for May 14, 2012:

Approval of the Minutes of the April 9, 2012, Special Board Meeting
Approval of the Minutes of the April 18, 2012, Canceled Board Meeting

ATTACHMENTS: Minutes of the April 9, 2012, Special Board Meeting
Minutes of the April 18, 2012, Canceled Board Meeting

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

LTD Resolution No. 2012-009: It is hereby resolved that the Consent Calendar for May 14, 2012, is approved as presented.

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MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT
SPECIAL BOARD MEETING/PUBLIC HEARING ON FARES

Monday, April 9, 2012

Pursuant to notice given to *The Register-Guard* for publication on April 5, 2012, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special Board meeting and public hearing on fares on Monday, April 9, 2012, beginning at 5:30 p.m., in the Bascom-Tykeson Room, Eugene Public Library, 100 West 10th Avenue, Eugene, Oregon.

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

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

PRELIMINARY REMARKS BY BOARD PRESIDENT: There were no remarks.

COMMENTS FROM THE GENERAL MANAGER: General Manager Ron Kilcoyne announced that it was the 32nd anniversary of his employment in public transit.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: Mr. Eyster announced that the Employee of the Month agenda item would take place prior to the public hearing.

BOARD CALENDARS: Mr. Kilcoyne reviewed activities on the Board calendars. He noted that the April 18 regular Board meeting was canceled. He added that there would be a second public hearing on fares on May 14 and that the May 16 Board meeting would begin at 4:30 p.m. to allow for the Budget Committee meeting to begin at 6:00 p.m.

EMPLOYEE OF THE MONTH: The Board recognized Bus Operator Darryl Beito as the May 2012 Employee of the Month.

Mr. Eyster thanked Mr. Beito for his service and dedication to LTD's mission and presented him with a certificate of appreciation, a check, and a pin commemorating the award. Mr. Beito expressed his appreciation for the acknowledgement of his service and thanked the Board for his award. He commented that LTD employees perform exceptional work every day of the year.

PUBLIC HEARING: FISCAL YEAR 2012-2013 PRICING PLAN: Director of Service Planning, Accessibility, and Marketing Andy Vobora reviewed the current fares and proposed increases in the following categories:

<u>Category</u>	<u>Current Fare</u>	<u>Proposed Fare</u>	<u>% of Increase</u>
Adult cash	\$1.50	\$1.75	16.7%
Half-Fare & Youth Cash	\$0.75	\$0.85	13.3%
Adult Day Pass	\$3.00	\$3.50	16.7%
Half-Fare & Youth Day Pass	\$1.50	\$1.75	16.7%
RideSource Fare	\$3.00	\$3.50	16.7%
Group Pass Monthly Contract-Taxpayer	\$4.57	\$4.84	5.8%
Group Pass Monthly Contract-Non-taxpayer	\$5.32	\$5.63	5.8%

Mr. Vobora stated that the last fare increase occurred more than four years ago. He reviewed the factors that the LTD Board would consider when deciding whether to adopt the increases: 1) impacts on Title VI populations; 2) the local inflation rate; 3) ridership and revenue trends; 4) local economic trends and automobile-related costs; 5) the current LTD service package; 6) economic impact on customers; 7) market conditions; and 8) LTD's financial position, goals, and objectives. He said that the RideSource increase had been reviewed with the Accessible Transportation Committee, which supported keeping it at the Americans with Disabilities Act maximum. Mr. Vobora said that, if adopted, the increases would become effective July 1, 2012.

Mr. Vobora reviewed the Board's pricing policy and the history of fare increases during the last 30 years and pointed out that there had been no cash fare increases since 2008. He compared LTD fares with similar-sized transit districts and indicated that LTD's fares were about average.

In response to a question from Mr. Eyster, Mr. Vobora said that factors contributing to the need for a fare increase included the increasing costs involved in operating the District; particularly labor, parts, fuel, and revenue associated with fares and the payroll tax. He said that the goal was to keep pace with increased costs in order to avoid service reductions. He said that input from the public also was an important factor in the Board's decision-making process.

Mr. Eyster commented that a salary freeze for administrative staff had been in effect for several years and that the District had left a number of administrative positions unfilled.

Mr. Necker asked about the life and replacement cost of hybrid bus battery packs. Director of Maintenance George Trauger replied that the expected life of a battery pack was seven to eight years, and replacement costs were budgeted. He was exploring whether it was more economically feasible to rebuild the packs in-house rather than purchase them directly from the manufacturer. He said that the cost of a major engine overhaul on a bus was less than the cost of a battery pack.

Public Hearing on Proposed Fare Changes: Mr. Eyster explained the procedure for providing testimony and opened the public hearing.

Bob Macherione, 1994 Brewer, Eugene business owner and member of Our Money, Our Transit (OMOT), said that he did not believe that the financial data being provided was accurate. He gave the figure of 20 percent fare recovery as an example and said that was incorrect if RideSource and other obligations were included in the budget; fare recovery then decreased to 12 percent. He said that LTD funding came predominantly from taxpayers; and OMOT wanted to see good, sustainable bus service to be funded first and luxury items like EmX funded last. He said that LTD accepted federal funds for the two EmX lines and now had to fund that service before basic bus service. He said that if EmX had not been built, the District could have prevented three fare increases; but now

the public had to pay. He asked the Board to restore basic bus services, quit hiding unfunded pension debt, and operate the District responsibly.

Mr. Necker pointed out that *RideSource* was federally mandated but not federally funded.

Josef Siekiel-Zdzienicki, 1025 Taylor Street, Eugene, asked about the actual cost of *RideSource*. He understood that it was approximately \$28.00 per ride. He said that when he turned 65 he would be able to ride for free, and he asked if LTD had discussed with older people in the community the possibility of increasing the age to 68.

There being no further testimony, Mr. Eyster closed the public hearing.

Mr. Vobora said that it was difficult to precisely identify the revenue derived from fare increases because of the number of variables, but he was comfortable with the information provided by the Finance Department staff that showed approximately \$200,000-\$300,000 annually from cash fares and \$160,000 from group pass sales. He said that fare recovery for *RideSource* and the fixed-route system had always been calculated separately, with the fixed-route system ranging from 17 to 23 percent. The one-way cost for *RideSource* was \$26.00, and the fare recovery rate was much lower.

Mr. Vobora said that raising the ride-for-free age has been discussed. The age was originally set at 80, but it had been lowered during the years to encourage people to begin riding the fixed-route system as early as possible to decrease demand for the expensive paratransit service. He said that many seniors on fixed incomes appreciate the ability to ride the bus at no cost.

Mr. Evans acknowledged that tokens had been eliminated because of the administrative costs, and he asked if an instrument such as a fare card could be made available for those who wanted the option of purchasing a fare instrument that was less than a monthly pass. Mr. Vobora said that changing to an automated farebox system would involve \$2-\$3 million in capital costs. He said that the District's current fare collection system was very simple and inexpensive. A fully automated system was being considered in the Capital Improvements Program, and there were many benefits that were attractive. He agreed that there could be an interim step that could include tokens or a punch card, and staff could develop information on the costs and administrative aspects of those options if the Board wished.

Mr. Kortge said that Mr. Siekiel-Zdzienicki's comment regarding the age at which people could ride for free was well-taken. He said that it was basically a judgment call, and the Board had made a conscious decision to lower the age as an incentive for seniors to use the fixed-route system rather than *RideSource*. He said that it was important to separate *RideSource* when calculating farebox recovery rates because of the high cost to the District of operating the paratransit service. He said that he appreciated the feedback on EmX.

Mr. Gillespie echoed Mr. Evans' interest in a fare instrument such as a punch card. He was concerned that many single fare riders do not have the correct amount of cash; and since bus operators could not give change, riders could pay more.

Mr. Evans asked staff to provide an analysis of a punch card or debit card system to include capital, implementation, and ongoing costs.

AUDIENCE PARTICIPATION: Mr. Eyster explained the guidelines for providing testimony.

Bob Macherione, 1994 Brewer, Eugene business owner and member of Our Money, Our Transit, was disappointed that there were not more people testifying about fare increases and cautioned the Board not to interpret that as a lack of opposition. He calculated that since implementation of EmX there had been a 29 percent fare increase and 20 percent in basic services. He asked for restoration of bus service on Brewer Lane to serve low-income housing. He said that the Long-Range Financial Plan indicated that increasing amounts of federal 5307 funds would be relied on for basic operating costs, even though the federal transportation legislation had not been adopted, and 5307 funds might no longer be available as they had been in the past. He said that 5307 funds were substituted for regular maintenance funds in the District's budget, but that could create enormous problems if the 5307 funds were not available. He questioned whether that would require a large basic service reduction and urged the Board to not ignore the problem and push it off to the future.

Mr. Kilcoyne agreed that the Federal Transportation Authorization had been delayed and said that neither the Senate nor House versions of the bill eliminated 5307 funds. The Senate bill shifted 5309 funds (which were discretionary), into 5307 funds, thereby increasing the formula funds that would be available to transit districts. He said that there had been no proposals in Congress to decrease or eliminate formula funds for transit.

ITEMS FOR ACTION AT THIS MEETING

MOTION **Consent Calendar:** Mr. Evans moved adoption of LTD Resolution No. 2012-06: It is hereby resolved that the Consent Calendar for April 9, 2012, is approved as presented. Mr. Dubick provided the second. The Consent Calendar consisted of the minutes of the March 21, 2012, Regular Board Meeting.

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

Fiscal Year 2013-20 Capital Improvement Program (CIP): Financial Manager Todd Lipkin summarized that the CIP was published for public comment during the month of March, and there was a public hearing held at the March 21, 2012, Board meeting. He said that there had been no testimony or written comments received from the public.

MOTION Mr. Evans moved adoption of LTD Resolution No. 2012-007: It is hereby resolved that the Draft FY 2013-2010 Capital Improvements Program is approved as presented. Mr. Necker provided the second.

Mr. Evans asked if staff had considered possible scenarios if Congress drastically reduced transit funding in the future. Mr. Lipkin replied that staff had considered options if 5309 funds were eliminated. The CIP assumed that discretionary funding for bus replacement would continue, but it showed options such as debt financing bus purchases and repaying with increased 5307 funding. He said that the CIP also scaled back on preventive maintenance dollars toward the end of the plan so that money could be used for other purposes.

Mr. Kortge remarked that the CIP showed that the District would use \$100,000 of its funds to study the fourth leg of EmX. Mr. Lipkin said that the District had a \$750,000 grant to begin the alternatives

analysis for the fourth EmX extension. He said that all of the proposed versions of federal legislation included the New Starts portion of the 5309 funds; only the discretionary bus and bus facilities funds were being considered for elimination.

Mr. Kortge expressed concern about the operational costs of planned EmX extensions. Mr. Kilcoyne pointed out that the fourth EmX leg already had that level of service, and EmX could actually reduce operating costs.

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

Fiscal Year 2012-2020 Long-Range Financial Plan: Director of Finance and Information Technology Diane Hellekson stated that the plan was the same as was presented to the Board and Budget Committee during the February 10, 2012, Strategic Planning/Work Session. She noted that there were still some uncertainties about the future, primarily the course of federal funding and 5309 funds; but it appeared very likely that 5307 formula funds would continue. Ms. Hellekson said that there were contingencies for those potential scenarios, and the District still had 300,000 gallons of fuel in storage and was not yet close to the \$3.75 per gallon budgeted in the current year. She emphasized that as a government agency, LTD budgeted to its resources and was established to provide certain services essential to the quality of life in the community that could not be provided for profit. She said that because those services were subsidized by taxes and other forms of public funding, the District would always manage to those amounts and plan for the long term to avoid service reductions. She emphasized that during the life of the eight-year plan, there were no service reductions; and all costs associated with EmX corridors were fully covered.

MOTION Mr. Kortge moved the following resolution: LTD Resolution No. 2012-008: Resolved, that the LTD Board of Directors approves the FY 2013-2020 Long-Range Financial Plan as presented. Ms. Towery provided the second.

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

Fiscal Year 2012-13 Pricing Plan and First Reading Amended Fare Ordinance No. 35, An Ordinance Setting Fares for Use of District Services

MOTION Mr. Dubick moved that the Eighteenth Amended Ordinance No. 35 be read by title only. Mr. Kortge provided the second.

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

Mr. Eyster read the ordinance title: Eighteenth Amended Ordinance No. 35, an Ordinance Setting Fares for Use of District Services.

ITEMS FOR INFORMATION AT THIS MEETING

Monthly Financial Report: Ms. Hellekson stated that the financial report would be sent via e-mail and posted on the LTD website on April 17.

ADJOURNMENT: Mr. Eyster adjourned the meeting at 6:17 p.m.

LANE TRANSIT DISTRICT

ATTEST:

Dean Kortge
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: May 14, 2012

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, April 18, 2012

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

LANE TRANSIT DISTRICT

ATTEST:

Dean Kortge
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: May 14, 2012

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AGENDA ITEM SUMMARY

DATE OF MEETING: May 14, 2012

ITEM TITLE: BOARD MEMBER REPORTS

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

ACTION REQUESTED: None

BACKGROUND:

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

MEETINGS HELD:

1. **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 April 11 meeting, Oregon Department of Transportation (ODOT) staff introduced the ConnectOregon IV applications. After the presentation, the Committee prioritized the applications. At the May 9 meeting, Senator Floyd Prozanski presented information on the Territorial Road Project. In addition, ODOT staff provided an update on transportation enhancement and bicycle and pedestrian programs, and also provided an update on transportation trends and the changing culture of ODOT.
2. **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 meeting held on April 12, the Committee appointed three applicants to the Citizen Advisory Committee. ODOT staff presented the ConnectOregon IV applications and asked the Committee to provide comments to the Oregon Transportation Commission. Lane Council of Governments (LCOG) staff gave an update on the greenhouse gas planning process, which included the draft scenario planning scope document. Fregonese Associates also provided information on scenario planning to the Committee. At the meeting held on May 10, the MPC reviewed the draft addendum to the FY 2012-13 Unified Planning Work Program and provided feedback to staff. LCOG staff provided an update on the scenario planning process, and Point2point Solutions' staff presented the annual report.
3. **Accessible Transportation Committee (ATC)**: The 16-member ATC is made up of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the

third Tuesday of the month. Board Member Ed Necker was appointed to the ex-officio position representing the LTD Board on this committee. The ATC met on April 17 to review the Special Transportation Fund budget. This was the second year of the two-year allocation, and the Committee approved the proposed funding and forwarded a recommendation of approval to the LTD Board of Directors. The Committee also reviewed and discussed LTD's FY 2012-20 Fare Proposal and results of the recent Origin and Destination Study. The next meeting is scheduled to be held on June 19.

4. **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 April 19 meeting, Point2point Solutions' staff presented the annual report to the Committee and gave information on the launch of the carsharing program.
5. **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 meeting held on April 24, the Committee met in executive session to review the performance of the general manager. The next meeting is tentatively scheduled to be held on May 22.
6. **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 April 26 meeting, the Board confirmed the appointment of Brenda Wilson to LCOG's executive director position, effective July 1. She will replace Director George Kloeppel who will be retiring. Also at the meeting, the Board received a needs assessment from Senior and Disabled Services (SD&S) and adopted an area plan for SD&S.
7. **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. This Committee meets as needed. At the May 1 meeting, the Committee received an update from CH2M Hill and staff from the City of Springfield on the proposed project list for the TSP. The projects cover the five study areas that have been designated in Springfield.

NO MEETINGS HELD:

1. **LTD Pension Trusts:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. LTD Board Member Dean Kortge serves as a trustee for both plans. The next meeting is scheduled to be held on June 19.
2. **EmX Steering Committee:** The EmX Steering Committee generally meets quarterly and is composed of Chair Greg Evans, Board Members Doris Towery and Gary Gillespie, members of local units of government, and community representatives. The quarterly meeting that was scheduled for Tuesday, May 1, 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 sometime in the spring. A meeting will be rescheduled once the report has been released.

3. **Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP)**: The TCRG includes community members who have an interest in transportation issues in the City of Eugene. Board Member Ed Necker represents LTD on the TCRG, and Board Member Gary Gillespie represents the MPO's Citizen Advisory Committee on the TCRG for the development of the Eugene Transportation System Plan. The next meeting is tentatively scheduled to be held in September.
4. **LTD Board Service Committee**: The Board Service Committee is composed of Chair Greg Evans and Board Members Ed Necker and Doris Towery. The next meeting has not yet been scheduled.
5. **LTD Board Finance Committee**: The Board Finance Committee is composed of Chair Dean Kortge and Board Members Mike Dubick and Ed Necker. The next meeting has not yet been scheduled.

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AGENDA ITEM SUMMARY

DATE OF MEETING: May 14, 2012

ITEM TITLE: APRIL FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND:

In order to allow staff more month-end processing time while continuing to provide financial information to the Board on a timely basis, monthly financial reports are now separate from the Board packet. On the Tuesday before the regular monthly Board meeting, financial reports will be sent by e-mail to all Board members and senior LTD staff and posted to the LTD website. The April report will be posted on May 15.

ATTACHMENT: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: May 14, 2012

ITEM TITLE: April 2012 GRANT REPORT

PREPARED BY: Todd Lipkin, Finance Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

The Monthly Grant Report for activity through April 30, 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.

National Transit Database

- Responses to the National Transit Database (NTD) analyst were submitted to the NTD on April 18. It is believed that these are the final revisions. We are waiting for the FTA to complete its review and issue a closeout letter.

Federal Transit Administration TEAM Grant Applications

Three grant applications have been created in the Federal Transit Administration Transportation Electronic Award Management (TEAM) system. TEAM grants are the mechanism that LTD uses to directly access funds that have already been awarded. Two grants were submitted on April 30. The third is still being reviewed by FTA. LTD staff works with region staff to ensure the application is complete and ready for official submittal. Once the grant application is submitted, it takes up to 60 days for the grant to be executed so that LTD can access the funds. The current status of the three grants is as follows:

- OR-95-X030-01 - \$90,000 in STP funds for SmartTrips program: Submitted April 30, 2012.
- OR-95-X035 - \$971,101 in STP/STP-U funds for preventive maintenance, Point2point, and Safe Routes to School: Under review by FTA Region X. Expected submittal in May 2012.
- OR-90-X161 - \$7,273,000 in 5307 funds for preventive maintenance, West Eugene EmX planning, and security improvements: Submitted April 30, 2012.

Federal Transit Administration Notifications of Funding Availability (NOFA)

Lane Transit District has submitted three applications to the Federal Transit Administration (FTA) for a total of \$14,165,540 under three programs. Award announcements for these three programs are scheduled for July or August 2012. The three applications are as follows:

- State of Good Repair – \$7,240,320 for bus replacement and bus video surveillance.

- Bus Livability – \$497,700 for the purchase of infrastructure for a 10-station bike share system with stations located at the University of Oregon and in the City of Eugene.
- Clean Fuels – \$6,427,520 for bus replacement.

Department of Homeland Security Transit Security Grant Program (TSGP)

Lane Transit District submitted an application through the Department of Homeland Securities TSGP on May 4 for the replacement/installation of video surveillance systems on the District's buses and facilities. The \$1,891,300 grant application would replace the surveillance system on 65 buses and install 110 cameras at various facilities within the District. Awards are scheduled to be announced by September 30, 2012.

ATTACHMENT: Monthly Grant Report

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

Veneta Transit Center	-	820,000.00	744,137.16	75,862.84
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OR-03-0122 - FTA 5309 Small Starts	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

13.13.06 EmX Vehicles	-	1,555,073.75	1,555,073.75	-
14.01.10 Guideway	-	4,300,805.32	3,398,470.97	902,334.35
14.02.20 Stations & Stops	-	743,703.39	843,447.42	(99,744.03)
14.04.40 Sitework & Special Conditions	-	11,241,013.34	10,792,437.18	448,576.16
14.05.50 Systems	-	2,229,930.78	1,826,143.11	403,787.67
14.06.60 ROW, Land, Existing Improvements	-	1,929,027.42	1,515,170.42	413,857.00
14.08.80 Professional Services	-	7,721,200.00	8,222,762.91	(501,562.91)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	-	<u>30,808,867.00</u>	<u>28,153,505.76</u>	<u>2,655,361.24</u>

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
	-	<u>1,250,000.00</u>	<u>840,000.00</u>	<u>410,000.00</u>

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	2,175,900.00	6,024,096.00	5,542,803.51	481,292.49
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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	205,276.68	299,293.32
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
	-	<u>885,892.00</u>	<u>586,598.38</u>	<u>299,293.62</u>

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	625,000.00	3,000,000.00	2,875,000.00	125,000.00
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OR-90-X151 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.40 Bus Related	-	250,000.00	250,000.00	-
11.13.06 EmX Vehicles	-	1,130,000.00	1,130,000.00	-
11.33.20 Passenger Boarding Improvements	-	50,000.00	50,000.00	-
11.42.07 Hardware	-	550,000.00	550,000.00	-
11.42.11 Support Vehicles	-	150,000.00	132,673.94	17,326.06
11.93.02 Shelters	-	54,239.00	54,239.00	-
	-	2,184,239.00	2,166,912.94	17,326.06

OR-90-X152 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 40' Gillig Low Floor Bus	-	2,787,360.00	2,787,360.00	-
11.12.01 Finance & Int. Costs Gillig Bus Purch	-	186,499.00	186,498.55	0.45
11.13.01 40' Gillig Low Floor Bus	-	1,000,850.00	1,000,849.78	0.22
11.23.01 Extend EmX Lanes	-	201,520.00	201,520.52	(0.52)
11.32.02 River Road Station Land	-	2,261,504.00	2,261,504.46	(0.46)
11.32.06 Franklin EmX Fare Machines	-	350,000.00	350,000.00	-
11.42.07 Hardware	2,849.00	1,460,900.00	941,997.82	518,902.18
11.42.08 Software	-	480,000.00	318,156.18	161,843.82
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	72,616.15	102,383.85
11.43.03 Improvements	-	400,000.00	289,986.79	110,013.21
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	140,944.34	22,455.66
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
	5,774.00	18,531,037.00	17,451,747.46	1,079,289.54

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	1,648.00	222,891.00	206,093.06	16,797.94
11.72.11 Rideshare	-	450,498.00	450,498.00	-
	1,648.00	1,380,769.00	1,363,971.06	16,797.94

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	-	27,861.00	19,639.06	8,221.94
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	-	3,532,885.00	3,524,662.74	8,222.26



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	1,789,666.47	550,687.53
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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: May 14, 2012

ITEM TITLE: DEPARTMENT REPORTS

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENT: Monthly Department Reports, May 14, 2012

PROPOSED MOTION: None

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MONTHLY DEPARTMENT REPORTS

May 14, 2012

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

PROJECT DEVELOPMENT

John Evans, Senior Project Manager

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

POINT2POINT SOLUTIONS

Theresa Brand, Program Manager

Program Management:

Program Manager Theresa Brand is serving on the Regional Transportation Options Plan (RTOP) Planning Group, and the project is moving forward. The focus group meetings have concluded, and meetings that will wrap up the existing conditions section of the plan have been scheduled with Veneta, Junction City, Coburg, and Creswell. Work is underway for an opportunities analysis. The draft recommendations for the project, along with a Transportation Demand Management toolkit, is anticipated to be developed by late fall.

In anticipation of the Federal Transit Administration (FTA) funding the Bike Sharing Program, staff continue to work with local partners (including the University of Oregon's Bike Program and the City of Eugene Transportation staff) on the development of a draft operating plan for the program. Notification of the grant request will be in July 2012. Should the program be funded, the operating plan will be instrumental in the first year for the setup and operation of the program in Eugene.

Smart Trips Program Coordinator Claire Otwell, Ridershare Program Coordinator Tracy Ellis, and Ms. Brand attended the Active Transportation Summit in Salem on April 17. State and regional bicycle and pedestrian programs were discussed, along with new trends and funding ideas. There is a good deal of work being done in these areas throughout the state with infrastructure improvements and program services.

A review of the 2011 Point2point program and a presentation on the WeCar program was given to the Metropolitan Planning Organization's Citizen's Advisory Committee at its April 19 meeting.

Ms. Ellis and WeCar staff presented information to the City of Eugene's Sustainability Commission.

Ms. Ellis continued efforts with the Oregon Public Transportation Conference (OPTC) planning committee.

School Solutions:

Project Communications Coordinator Lisa VanWinkle continued work with the Safe Routes to School (SRTS) program staff and a group of stakeholders to develop an SRTS Regional Strategy in order to plan for the next ten years of SRTS programs in the Cities of Eugene and Springfield.

Fifteen local schools have registered to participate in the statewide May Walk + Bike Challenge.

Work Solutions:

Food for Lane County joined the Emergency Ride Home program.

Two new employers joined Lane Transit District's Group Pass Program: 1) Whitewater Designs in west Eugene, and 2) NewSee, LLC, in downtown Eugene. Both employers have less than 10 employees each.

A quarterly Employee Transportation Coordinator (ETC) luncheon was held at the Next Stop Center on April 18. There were 12 ETC's in attendance, representing 700 employees. Presentations were given by staff on West Eugene EmX, WeCar, The Business Commute Challenge, and Drive Less Connect.

Registration for the 2012 Business Commute Challenge opened on April 9. The Challenge will be held this year from May 12 through May 18.

On-the-go Solutions:

The WeCar carsharing program was launched on April 2. Ms. Ellis and WeCar staff have had conversations with developers about adding WeCars to their student housing projects. Martek International has agreed to place one WeCar at their location on Garden Avenue in Eugene, and Capstone has agreed to place two WeCars at 13th and Olive when that project is complete.

Education and Outreach:

Point2point staffed a booth at the Earth Day event at Eugene Water and Electric Board. Information on the Business Commute Challenge (BCC) and Drive Less Connect (DLC) were presented.

Ms. VanWinkle gave a presentation to approximately 75 Delta Rotarians regarding Point2point services.

A bike tune-up clinic was held April 26 for LTD employees in preparation for the BCC.

Employer Programs Specialist Marcia Maffei delivered a presentation to Foley Vision Center on April 12 regarding the BCC and Point2point's programs.

SmartTrips Gateway:

After distributing nearly 700 employee transportation packets and 1,000 Gateway walking, biking, and transit maps to local businesses; SmartTrips staff are wrapping up the business outreach portion of the program. Staff are currently in the process of evaluating the program results.

The SmartTrips residential program officially launched on May 1 with a brochure that explains SmartTrips and how it can assist households with their transportation options. An order form will follow shortly after and will be sent out in stages to all 5,000 households in the target area. The goal is that 500 households (10 percent of the target area) will order transportation travel tools.

Staff have received back 420 pre-program residential travel surveys out of the 5,000 that were sent. A number of households filled out the Spanish version of the travel survey. A post-program travel survey will be sent in September to evaluate potential mode shift effects of the program.

FACILITIES PROJECTS

Joe McCormack, Facilities Manager

Gateway EmX – New Pavilion Station:

Staff are working with the regional Federal Transit Administration (FTA) office to demonstrate that there are sufficient project dollars remaining in the Gateway EmX project to include construction of another EmX station at the north end of the Sacred Heart Medical Center at RiverBend campus. Staff also are providing FTA documentation demonstrating no significant impact would result by the inclusion of this station, tentatively named the Pavilion Station.

Glenwood HVAC Upgrade:

Staff are in the process of awarding the HVAC bid to retrofit the Glenwood Administrative office building with new direct digital HVAC controls. Conversion to this new efficient control system will allow Facility Maintenance staff to troubleshoot issues, make seasonal adjustments, and monitor system performance remotely from their desktops. Additionally, it is anticipated that an energy savings of between 10 and 15 percent will be attained once the new system is installed.

Office Space at Eugene Station:

Some staff from the Glenwood offices will move their offices to the Eugene Station to accommodate the consolidation of the Customer Service and Accessible Services Departments. This also requires some minor facility modifications. The most significant modification is the creation of a new office for the District's security manager in the 1099 Olive building. The new office will make more intensive use of some existing square footage and consolidate Security and Operations staff into the same work area. Most staff moving activities will be complete by the end of May.

Real-Time Sign Demo for University of Oregon (UO):

Staff have been analyzing an exterior-rated LCD panel for use at the UO Station. The LCD panel would eventually display real-time information for arriving/departing buses in a format that would resemble arrival/departure displays at an airport terminal. The goal is to have two displays installed at the new UO Station this summer. If successful, the UO installation could be a prototype for this kind of communication at other transfer stations in the future.

Shelter Painting:

Installation of glassless style shelters for bus stops began more than 13 years ago. There are now about 200 of these shelters throughout the District, and they have been holding up as well as anticipated. The glassless shelters have required nearly no maintenance and have been vandal resistant; however, some of the shelters are showing their age. Wear and tear and exposure to UV rays for more than a decade have deteriorated paint around the base plates and anchor bolts, as well as depleted the color pigment and protective coatings on the furniture and shelter trim. This summer Facility Maintenance staff will continue the base plate rehabilitation efforts and begin a furniture rehabilitation project that will include changing the colors to a more UV-resistant pigment.

COMMUNITY RELATIONS

Andy Vobora, Director of Community Relations

Changes:

You read it correctly. The department is no longer called Service Planning and Marketing (SPAM). The merging of Accessible Services and Customer Services into one department is occurring this spring; and, as part of the change, the group will be a part of the new Community Relations Department.

After reviewing 37 applications and conducting interviews with six finalists, I am happy to announce that LTD's Public Relations Specialist Cosette Rees has been hired as the first Accessible and Customer Services Manager. Ms. Rees will assume her new role in June and have the opportunity to spend a month with Accessible Services Manager Terry Parker before Ms. Parker retires. Ms. Parker will return this fall part-time to assist with grant writing, and then she will formally retire in December. The next step will be to evaluate Ms. Rees' current position.

Planning:

Service planners have completed summer bid work and are now deep into fall bid preparation. Minor routing changes on Route 1 Campbell Center and Route 52 Irving were suggested as possibilities for fall bid; but, following an analysis of the turning movements and other impacts, it was decided that no changes would be made at this time.

Outreach and Media:

This month many one-on-one visits were done along the proposed West Eugene EmX Extension corridor. Other outreach activities included speaking engagements at the City Club and several more Rotary clubs, and an Olive Plaza tenant meeting. Numerous additional meetings are planned for May.

Information about the proposed fare increase was mailed to RideSource riders, notices were placed in *Bus Talk* and on the LTD website, ads appeared in *The Register-Guard*, and signs at LTD stations continue to highlight the opportunities to provide feedback.

The summer season brings many opportunities to highlight bus detours that are necessary due to community events and construction. The Eugene Marathon and the UO Spring Game started the season last month. Customer information was provided via the website and through social media outlets.

Event Services:

There are some great summer events coming this year, and LTD will be teaming up with a number of organizations to highlight the options for fun. The Summer Youth Pass will go on sale in June; youth and all other LTD pass holders will again receive a \$2.00 discount at Eugene Emeralds games this summer. Other co-sponsorships include the Bach Festival, the Habitat for Humanity Blues and Brews Festival, the Oregon Country Fair, and the BRING Home and Garden Tour.

Track Town 12 is coming up quickly, and both Public Relations Specialist Angie Sifuentez and Service Planning Manager Will Mueller are working closely with the transportation

subcommittee and Starline Luxury Coaches on the athlete and fan shuttle services that will be provided. Mark your calendar for June 22, and take a shuttle or ride EmX to all of the great events during the ten days of the Olympic Trials.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

Veterans Services of Lane County and the RideSource Call Center launched transportation trips for local veterans. Veterans who are living within Lane County and need transportation to VA medical appointments or Veterans Services appointments can make arrangements through the Call Center. This free service is a product of the Veterans Transportation and Community Living Initiative.

Accessible Services Manager Terry Parker chaired the Easter Seals ProjectACTION National Steering Committee in Washington, D.C. She met with staff of the United States Access Board to provide information about LTD’s experience with new ramps with 1:6 slope, which is intended to improve accessibility when deployed to the ground. The transition from the old Americans with Disabilities Act (A) Accessibility Guidelines standard of 1:4 is slated to change to the new standard of 1:6 as proposed in the final rule on bus and van ADA guidelines. Features of new redesigned ramps create unintended challenges and difficulties for riders with mobility devices, as well as for bus operators who must now learn and recall nuances when positioning the different styles of ramps within the fleet.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

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

MAINTENANCE

George Trauger, Director of Maintenance

Twenty-one of the new 1100-series buses are now in service. The remaining three buses are nearing completion and will be ready for service soon. All of the security camera systems, both interior cameras and exterior cameras, are now installed and operational. The majority of the 1100s were exchanged with the 1994 Gillig 100-series, which are the District’s oldest buses. Many of these 100-series buses will be scheduled for auction in the fall. Training for the mechanics on the 1100-series buses is scheduled to occur in July and August. An air conditioning class is scheduled for the second week in May. Mechanic training is a critical piece on any new bus purchase for Maintenance personnel when considering all of the latest electronics and technologies.

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 561 payroll direct deposits totaling \$874,688 were made in April 2012 (two pay dates).

Accounts Payable:

- Two hundred sixty-two (262) vendor paper and electronic checks totaling \$5,147,637 were processed during the month of April 2012. This included payments to Gillig Corporation for \$2.8 million for the purchase of five 40-foot hybrid-electric buses.

Accounts Receivable:

- Thirteen (13) cash fare deposits totaling \$167,285 were processed in April 2012.
- Forty-five (45) nonprofit agency orders were processed in April 2012.
- Sixty-four (64) RideSource ticket book orders for 287 ticket books were processed in April 2012.

Budget Preparation

- FY 2012-13 materials and services budget requests were reviewed and the final materials and services budget was determined.
- Work began on personnel services budget development in preparation for the Budget Committee meeting on May 16.

ACCOUNTING/INTERNAL AUDIT

Carol James, Chief Accountant/Internal Auditor

Accounting:

The March 2012 financial reports were completed and posted on the LTD website on April 17. This was not in time for the special Board meeting held on Monday, April 9. The regular monthly Board meeting scheduled for April 18 was canceled.

Staff continue to review the new *Governmental Accounting Standards Board (GASB)* requirements for the *Comprehensive Annual Financial Report (CAFR)* for the fiscal year ending June 30, 2012.

Staff received notice that the District's CAFR for the fiscal year ended June 30, 2011, received the Certificate of Achievement for Excellence in Financial Reporting from The Government Finance Officers Association (GFOA), indicating that the FY 2011 CAFR had achieved the highest standards in government accounting and reporting. This is the sixteenth year that the District's CAFR has earned this award.

Internal Audit:

Staff continued work with Oregon Department of Revenue staff on payroll tax collections for the fourth quarter of 2011. Collections still appear below the expected range given the economic news. 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.

Staff observed the annual physical inventory of rolling stock spare parts. No significant variances were noted. The complete report is due by the end of May.

PURCHASING

Jeanette Bailor, Purchasing Manager

Proposals have been received and a contract awarded for an HVAC control system.

Bids have been received and a contract awarded for hazardous material abatement and demolition of the empty building at 310 Garfield on the lot next to RideSource.

A Request for Proposals has been issued, and proposals have been received for Call Center software.

Bids were received for bus filters.

A request for qualifications is being developed for environmental planning services and will be sent out this month.

**HUMAN RESOURCES AND
RISK MANAGEMENT**

Mary Adams, Director of Human Resources and Risk Management

Health Management Team:

Subcommittees for the new Health Management Team have been meeting to set up a system that will better manage health care vendors, solidify leadership support, and develop health care champions. The Oregon Coalition of Health Care Purchasers has provided LTD with a new project coordinator who has significant experience in vendor management. Team members attended an orientation with the new coordinator on April 23. A similar meeting was held with ATU leadership on April 24. All involved have been very supportive of this project.

RECRUITMENT AND PERSONNEL

David Collier, Senior Human Resources Analyst

Diversity Council:

The Diversity Council is planning a potluck event on May 24. The Council is encouraging employees to bring food dishes reflecting their heritage to share with other employees.

AGENDA ITEM SUMMARY

DATE OF MEETING: May 14, 2012

ITEM TITLE: MONTHLY PERFORMANCE REPORTS

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENTS: April 2012 Performance Reports *(to be sent out electronically with the April Financial Statements on May 15)*
March 2012 RideSource Activity and Productivity Report

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Special Mobility Services: RideSource Activity and Productivity Information

March-12	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	15,379	16,381	-6.1%	144,237	136,776	5.5%	192,128	182,421	5.3%
RideSource(All Modes)	12,688	13,598	-6.7%	114,944	113,272	1.5%	153,889	151,154	1.8%
Shopper	499	427	16.9%	4,383	3,894	12.6%	5,693	5,211	9.2%
Escort Volunteers-Metro	995	1,127	-11.7%	12,065	8,267	45.9%	15,404	10,720	43.7%
Escort Volunteers-Rural	1,197	1,229	-2.6%	12,845	11,343	13.2%	17,142	15,336	11.8%
RideSource Cost per Ride	\$ 23.83	\$ 21.27	12.0%	\$ 21.95	\$ 21.42	2.5%	\$ 21.79	\$ 21.02	3.7%
RideSource(All Modes)	\$ 27.60	\$ 24.33	13.4%	\$ 26.25	\$ 24.57	6.8%	\$ 25.90	\$ 24.12	7.4%
RideSource Shopper	\$ 15.52	\$ 16.13	-3.8%	\$ 15.32	\$ 15.67	-2.2%	\$ 15.44	\$ 15.20	1.6%
RideSource Escort	\$ 3.93	\$ 4.54	-13.3%	\$ 3.28	\$ 4.32	-24.2%	\$ 3.44	\$ 4.16	-17.2%
Ride Reservations	14,662	14,266	2.8%	123,340	119,826	2.9%	164,217	159,488	3.0%
Cancelled Number	2,174	1,307	66.3%	11,853	12,070	-1.8%	15,355	15,687	-2.1%
Cancelled % of Total	14.83%	9.16%		9.61%	10.07%		9.35%	9.84%	
No-Show Number	169	157	7.6%	1,448	1,244	16.4%	1,947	1,674	16.3%
No-Show % of Total	1.15%	1.10%		1.17%	1.04%		1.19%	1.05%	
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%	
Service Hours	7,521	7,355	2.3%	65,545	61,059	7.3%	87,004	81,338	7.0%
Agency Staff	7,311	7,142	2.4%	63,443	59,239	7.1%	84,278	78,596	7.2%
Agency SMS Volunteer	210	213	-1.4%	2,102	1,820	15.5%	2,726	2,742	-0.6%
Avg. Trips/Service Hr.	1.75	1.91	-8.4%	1.82	1.92	-5.2%	1.83	1.92	-4.7%
RideSource System Miles	92,420	96,473	-4.2%	830,306	813,080	2.1%	1,112,629	1,086,732	2.4%
Avg. Miles/Trip	7.01	6.88	1.9%	6.96	6.94	0.3%	6.97	6.95	0.3%
Miles/Vehicle Hour	12.29	13.12	-6.3%	12.67	13.32	-4.9%	12.79	13.36	-4.3%
On-Time Performance %	87.7%	87.9%	-0.2%	87.6%	85.1%	3.0%	87.5%	84.7%	3.3%
Sample	11,362	12,349		103,391	102,189		138,810	136,356	
On-Time	9,969	10,854		90,559	86,929		121,417	115,489	

Special Mobility Services: RideSource Activity and Productivity Information

March-12	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
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- RideSource (All Modes) includes all rides except Shopper, Escort, & Taxi
- Escort Volunteers-Metro includes in-district volunteer rides and SMS volunteer escort rides.
- Escort Volunteers-Rural is out of district volunteer rides.

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

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

AGENDA ITEM SUMMARY

DATE OF MEETING: May 14, 2012

ITEM TITLE: ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

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

ACTION REQUESTED: None

BACKGROUND:

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

- A. **Board Breakfast**: A breakfast is planned for June 14 in the LTD Board Room that will include Lynn Peterson, Governor Kitzhaber's transportation advisor and former Clackamas County Board of Commissioners chair.
- B. **FY 2012-13 Budget Adoption**: In May the LTD Budget Committee will discuss the proposed Fiscal Year 2012-13 budget. The budget approved by the Budget Committee will be on the agenda for adoption by the LTD Board of Directors at the June 20 Board meeting. The budget must be adopted before the end of fiscal year on June 30.
- C. **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.
- D. **LTD Service Boundary**: State law requires that LTD annually determine the territory in the District in which the transit system will operate. No changes are planned; therefore, a resolution reaffirming the current boundaries is scheduled for approval at the June 20 Board meeting.
- E. **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 June.
- F. **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 in late spring or early summer.
- G. **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.
- H. **Long-Range Transit Plan**: An update on progress of the Long-Range Transit Plan will be presented at a future meeting.
- I. **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 a future meeting.

- J. **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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