

(This packet was printed on recycled paper.)

Public notice was given to *The Register-Guard* for publication on June 14, 2012.



**Lane Transit District**

**LANE TRANSIT DISTRICT  
REGULAR BOARD MEETING**

**Wednesday, June 20, 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		
	Towery _____ Necker _____ Evans _____ Dubick _____		
	Eyster _____ Gillespie _____ Kortge _____		

**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. Joint Work Session with Centro Latino Americano Board of Directors	(30 minutes)	7
	B. Safety and Security Program [Mark Johnson]	(30 minutes)	8

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

VIII.	EMPLOYEE OF THE MONTH – July 2012	( 5 minutes)	9
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) 10
  - 1. Minutes of the May 14, 2012, Special Board Meeting (Page 11)
  - 2. Minutes of the May 16, 2012, Regular Board Meeting (Page 16)
  - 3. Resolution Reaffirming LTD's District Boundaries (Page 20)
- B. Public Hearing and Approval of Supplemental Budget for Fiscal Year 2011-12 ( 5 minutes) 22  
[Todd Lipkin]
  - 1. Staff Presentation
  - 2. Opening of Public Hearing by Board President
  - 3. Public Testimony
    - Each speaker is limited to three (3) minutes
  - 4. Closing of Public Hearing
  - 5. Board Action
- C. Public Hearing and Adoption of Fiscal Year 2012-13 Budget (10 minutes) 24  
[Diane Hellekson]
  - 1. Staff Presentation
  - 2. Opening of Public Hearing by Board President
  - 3. Public Testimony
    - Each speaker is limited to three (3) minutes
  - 4. Closing of Public Hearing
  - 5. Board Action
- D. General Manager Fiscal Year 2013 Goals and Objectives (10 minutes) 30  
[Mary Adams]
- E. Appointment of New Members to EmX Steering Committee (10 minutes) 33  
[Tom Schwetz]

XI. ITEMS FOR INFORMATION AT THIS MEETING

- A. Board Member Reports (10 minutes) 34
  - 1. Meetings Held
    - a. Metropolitan Planning Organization's Citizen Advisory Committee (May 17)
    - b. EmX Steering Committee (June 5)
    - c. Lane Area Commission on Transportation (LaneACT) (June 13)
    - d. Metropolitan Policy Committee (June 14)
  - 2. Other Activities
    - a. American Public Transportation Association Board of Directors Executive Committee (June 2)
  - 3. No Meeting/No Report
    - a. Accessible Transportation Committee
    - b. LTD Pension Trusts

c.	LTD Board Human Resources Committee		
d.	Lane Council of Governments		
e.	Transportation Community Resource Group for the Eugene Transportation System Plan		
f.	Springfield Stakeholder Advisory Committee		
g.	LTD Board Service Committee		
h.	LTD Board Finance Committee		
B.	FY 2013-20 Capital Improvements Program Administrative Amendment [Todd Lipkin]	(10 minutes)	37
C.	Board Committee Assignments [Greg Evans]	(10 minutes)	44
D.	Monthly Financial Report—May 2012 [Diane Hellekson]	( 5 minutes)	45
E.	Fiscal Year 2012-13 Special Transportation Fund Allocations (respond if questions)		46
F.	Monthly Grant Report—May 2012 (respond if questions)		47
G.	Monthly Department Reports (respond if questions)		52
H.	Monthly Performance Reports (respond if questions)		60
XII.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING		62
A.	Punch Card Proposal		
B.	Appropriate Level of Service		
C.	Lane Coordinated Human Services Transportation Plan		
D.	Legislative Agenda		
E.	RideSource Out-of-Area Service Review		
F.	Budget Committee Appointments		
G.	Long-Range Transit Plan		
H.	Annual Performance Report		
I.	West Eugene EmX Extension		
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:** June 20, 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\06\June 20 Regular Mtg\GM Comments.docx

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 20, 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\06\June 20 Regular Mtg\announcesum.docx

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 20, 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 summer vacation dates.

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

**PROPOSED MOTION:** None.

Q:\Reference\Board Packet\2012\06\June 20 Regular Mtg\Calendar of Events Summary.docx

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 20, 2012

**ITEM TITLE:** JOINT SESSION WITH THE CENTRO LATINO AMERICANO BOARD OF DIRECTORS

**PREPARED BY:** Andy Vobora, Director of Community Relations

**ACTION REQUESTED:** None

---

### BACKGROUND:

The mission of Centro Latino Americano is to be, “a bilingual, multicultural agency dedicated to the empowerment of the Latino community of Lane County by offering social services, access to community resources, and advocating for fair treatment.” Their vision states, “Our vision is one in which the Latino community participates fully in the social, economic, and civic life of our country. Through opportunity and hard work, immigrants realize their own dreams, making it possible to give back to the larger community that they now call home. Our values include respect, integrity, accountability, as we advocate for equity and integration of all Latinos in our society. This is our home.”<sup>1</sup>

At Lane Transit District, our mission and vision may be different, but our values are quite similar. As agencies, LTD and Centro Latino have worked together on a number of initiatives. The Centro Board and staff have been open to collaborating on efforts that assist LTD in understanding the needs of Centro clients, and District staff continue to look to Centro for ideas on how best to involve Centro clients in our decision-making processes.

To further our joint efforts, four members of the Centro Latino Board of Directors will join the LTD Board to discuss their agency, their clients’ needs, and how our two agencies can enhance our relationship to better serve the Latino population.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

---

<sup>1</sup> <http://www.centrolatinoamericano.org/about-us/mission-values/> (accessed June 14, 2012).

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 20, 2012

**ITEM TITLE:** SAFETY AND SECURITY PROGRAM

**PREPARED BY:** Mark Johnson, Director of Transit Operations

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

---

**BACKGROUND:**

There have been some Board discussions recently about safety and security. The purpose of this presentation is to provide the Board with an update on the LTD security and safety programs. This is to keep the Board informed as to the District's priorities and goals related to keeping the system safe and secure.

**ATTACHMENT:** None.

**PROPOSED MOTION:** None.

Q:\Reference\Board Packet\2012\06\June 20 Regular Mtg\security summary.docx



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 20, 2012

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

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

---

### BACKGROUND:

**July 2012 Employee of the Month:** Bus Operator Sherry Watson has been chosen as the July 2012 Employee of the Month. Since she came to LTD in 1990, Sherry has received 16 Safe Driving awards; and in 2008, she also received a Monthly Value award.

Sherry was nominated for Employee of the Month by a customer who declared that Sherry is one of the most courteous bus drivers that he has ever encountered. The customer went on to compliment Sherry on her kind, caring demeanor as well as her diplomatic approach to everyday issues. He added that Sherry uses the utmost care when driving her routes and that he can hardly tell when the bus goes over bumps, comes to a stop, or accelerates.

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

The customer who nominated Sherry could not have said it better. Sherry has remained a true professional in the way she performs her duties as a bus operator for the District. Throughout her career at LTD, she has served on numerous committees; and she is currently serving on the Health for Life Committee. Sherry has been nominated numerous times for the Employee of the Month, and it is simple to see why: she always greets everyone with a smile and treats them with respect while maintaining her positive can-do attitude. She consistently provides customers with a smooth, safe ride and outstanding customer service.

Sherry sets a great example for all of us in the professional and compassionate way that she performs her job. Her hard work and sense of pride are appreciated by many at the District, and she is very well liked and respected by customers and coworkers alike.

Congratulations to Sherry on being selected as the July 2012 Employee of the Month.

**AWARD:** Sherry will attend the June 20, 2012, meeting to be introduced to the Board and to receive her award.

Q:\Reference\Board Packet\2012\06\June 20 Regular Mtg\EOM - .docx

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 20, 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 June 20, 2012:

- 1) Approval of the Minutes of the May 14, 2012, Special Board Meeting/Public Hearing
- 2) Approval of the Minutes of the May 16, 2012, Regular Board Meeting
- 3) Approval of the Resolution Reaffirming LTD's District Boundaries

**ATTACHMENTS:**

- 1) Minutes of the May 14, 2012, Special Board Meeting/Public Hearing
- 2) Minutes of the May 16, 2012, Regular Board Meeting
- 3) LTD Resolution No. 2012-014 Reaffirming District Boundaries

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

LTD Resolution No. 2012-013: It is hereby resolved that the Consent Calendar for June 20, 2012, is approved as presented.

Q:\Reference\Board Packet\2012\06\June 20 Regular Mtg\CCSUM.docx

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Monday, May 14, 2012

Pursuant to notice given to *The Register-Guard* for publication on May 10, 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 Monday, May 14, 2012, beginning at 5:30 p.m., in the Bascom-Tykeson Room, Eugene Public Library, 100 West 10<sup>th</sup> Avenue, Eugene, Oregon.

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

Absent: Greg Evans, Vice President

**CALL TO ORDER/ROLL CALL:** Mr. Eyster convened the meeting and called roll at 5:28 p.m.

**PRELIMINARY REMARKS BY BOARD PRESIDENT:** Mr. Eyster announced that the District had hosted a delegation from Nashville, Tennessee, that was visiting the Eugene-Springfield area to review the EmX system. He said that Nashville was considering implementing a bus rapid transit system; and during their visit they interviewed LTD staff, local elected officials, and businesses. He said that LTD felt honored that EmX was considered a model system by other communities.

**COMMENTS FROM THE GENERAL MANAGER:** General Manager Ron Kilcoyne said that the American Public Transportation Association held a bus rodeo as part of its annual conference and LTD's entrant, Bus Operator Justin Martin, finished seventh out of more than 40 drivers.

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

**BOARD CALENDARS:** Mr. Kilcoyne reviewed activities on the Board calendars. He specifically noted that the May 16 Board meeting would begin at 4:30 p.m., followed by the Budget Committee meeting at 6:00 p.m. The Budget Committee meeting may be continued on May 17, if necessary.

**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 history of fare pricing since 1981, and he noted that the RideSource fare was priced at twice the adult cash fare, which was consistent with the Americans with Disabilities Act. He also compared LTD's fare pricing with those districts of comparable size.

Mr. Vobora said that staff were developing a proposal for a 10-ride punch card in response to the Board's direction. He said that preliminary discussions had identified some benefits and costs associated with a punch card. Benefits included mitigation of the fare increase, customer convenience, availability in sales outlets, and increased prepaid fare use. Costs included printing, operator interaction, potential revenue loss, potential inventory control issues, and EmX fare enforcement.

Board members raised several issues related to the punch card proposal for staff to examine, including distinguishing between youth and adult cards with color coding, number of punches when using the card for one-way trips or as a day pass, durability of the punch card material, and potential sponsorship of the cards.

Mr. Vobora estimated that printing costs would be approximately \$2,000. He said that staff would return to the Board with a specific punch card proposal.

Mr. Eyster explained the guidelines for providing public testimony and opened the public hearing.

**Wendy Butler-Boyesen**, 1265 City View, Eugene, stated that she was a full-time bus rider and did not own a car. She said that she would feel the financial impact of the fare increase, but said that she felt that riders needed to pay their fare share for transit services. She supported the concept of a punch card.

**Kris Mcalister**, 839 3<sup>rd</sup> Place, Springfield, said that he was a bus rider and information volunteer. He also used RideSource. He commented that the fare increase would discourage riders from using the bus, and he knew a number of people who had stopping riding because they could not afford the current fares. He urged the Board to not adopt the fare increases.

**Jamall Richardson**, 6310 A Street, Springfield, student at Lane Community College and full-time EmX and regular service rider, commented on inappropriate behavior by a bus driver. He added that he did not feel the fare increase was fair. He said that buses were often either late or early, and he had missed classes because buses were not on schedule. He objected to the fare increase because he did not feel that riders were getting the service they deserved.

**Josef Siekiel-Zdzienicki**, 1025 Taylor Street, Eugene, said he walked and occasionally rode the bus. He liked the idea of a punch card, which would give riders more options and, therefore, encourage more people to use the bus.

**Mark Robinowitz**, no address given, urged the District to change its model, which he said assumed that oil would be cheap forever. He noted that LTD was part of the Lane Council of Governments, which declared in 2008 that the price of gasoline would rise to \$2.50 per gallon by 2025. He said that LTD's budget was based on certain assumptions about Lane County's economy, and those assumptions no longer worked. He said that Peak Oil occurred in 2008 and drilling was occurring at a faster pace in order to keep up with demand. He stated that oil used in Oregon and Washington comes from Alaska, and the Alaskan pipeline peaked 25 years ago and is now almost dry. Mr. Robinowitz said that he supported public transit; however, he questioned the projected cost of the West Eugene EmX Extension (WEEE). He said that Oregon law required that public transit, transportation, and land-use planning be linked, and he questioned how the WEEE route met that requirement. He distributed two documents: *Lane County VMT – Oregon State Highways and Peak Money: A Permanent Change*.

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

Mr. Vobora explained that farebox recovery from all passenger fares ranges between 17 and 20 percent annually and occasionally was as high as 23 percent of the operating budget.

Mr. Eyster said that was why increases or decreases in ridership had a relatively small impact on the operating budget. Mr. Vobora agreed, particularly with the number of riders in the group pass system.

Mr. Necker commented that the cash fare riders were a smaller percent of riders. Mr. Vobora agreed, noting that cash fares represent about 25 percent of riders.

**EMPLOYEE OF THE MONTH:** The Board recognized Accessible Services Coordinator Susan Hekimoglu as the June 2012 Employee of the Month.

Mr. Eyster thanked Ms. Hekimoglu for her service and dedication to LTD's mission and presented a certificate of appreciation, a check, and a pin commemorating the award. Ms. Hekimoglu thanked the Board for her award and expressed her appreciation for 25 years of enriching and rewarding employment with LTD. She said that she had discovered a passion for customer service during her years with the District.

#### **ITEMS FOR ACTION AT THIS MEETING**

**MOTION Consent Calendar:** Mr. Kortge moved adoption of LTD Resolution No. 2012-09: It is hereby resolved that the Consent Calendar for May 14, 2012, is approved as presented. Ms. Towery provided the second. The Consent Calendar consisted of the minutes of the April 9, 2012, Special Board Meeting and April 18, 2012, Canceled Board Meeting.

## VOTE

The Consent Calendar was approved as follows:

AYES: Dubick, Eyster, Gillespie, Kortge, Necker, Towery (6)

NAYS: None

ABSTENTIONS: None

EXCUSED: Evans (1)

**ITEMS FOR INFORMATION AT THIS MEETING**

**Board Member Reports:** Mr. Eyster said that the reports were included in the agenda packet. There were no questions or comments.

**Monthly Financial Report:** Ms. Hellekson said that the District was now 10 months into the fiscal year and will achieve the budget on payroll taxes. She said that personnel services are being carefully managed and are staying consistent with the budget. Although fare revenue was down due to loss of Business Energy Tax Credit dollars for the student transit pass program, the District had been extremely cautious about budgeting fuel and would finish the fiscal year under budget in that category, which would help offset the fare loss.

Mr. Kortge inquired about including the unfunded liability of pension plans in the budget document. Ms. Hellekson said that would be discussed during the upcoming budget presentation at the May 16 Board meeting. She said that the unfunded liability was included as a footnote in the Comprehensive Annual Financial Report and would be booked to the balance sheet beginning in 2014.

Mr. Kortge urged that the unfunded pension liability be specifically identified, along with the unfunded liability related to other post-employment benefits.

**Other Items:** Mr. Kortge asked when the Board would again vote on the WEEE. Mr. Kilcoyne replied that the Federal Transit Administration (FTA) had not yet released the Environmental Analysis, which would trigger a 45-day review period. Following the public review process, the FTA would determine if new information had been obtained and issue a Finding of No Significant Impact (FONSI). He said that once the FONSI was issued, the Eugene City Council and LTD Board would be asked to reaffirm the project. He said that a vote might not be held until October 2012.

Mr. Kortge asked Mr. Kilcoyne to provide the Board with a copy of the consultant's report. He also asked that the Board be provided with information on the operating costs of the WEEE well in advance of another vote on the project.

Mr. Gillespie asked about the status of the federal transportation budget. Mr. Kilcoyne said that a House and Senate conference committee had been convened to try to reconcile differences between bills. He said that the Senate version was a two-year bill with primarily positive changes and no cuts to funding. The House had passed a three-month extension to current legislation, with the addition of some items not related to transportation. He said that the Conference Committee will be addressing authorizing legislation that establishes policies related to transportation. The Senate Appropriations Committee had passed an appropriations bill, but it was based on current legislation and not future legislation. He said that it appeared that the funding available in 2013 would be the same as 2012. Mr. Kilcoyne added that he felt it was likely that no action would be taken until after the 2012 election.

Mr. Necker asked about the status of earmarks and discretionary funds as they affected transit. Mr. Kilcoyne said that there was no congressional earmarking; discretionary funds were distributed

by the FTA through competitive grants. He said that the Senate bill ended most discretionary programs and shifted those funds to formula distribution. He said that could result in more formula funding for LTD. However, LTD had been successful in the past in obtaining discretionary grants for large purchases such as buses; and without those discretionary funds, would likely have to finance future vehicle purchases.

Mr. Dubick requested a projection of increased fare revenue as a result of the WEEE.

**ADJOURNMENT:** Mr. Eyster adjourned the meeting at 6:28 p.m.

LANE TRANSIT DISTRICT

ATTEST:

---

Dean Kortge  
Board Secretary

---

Jeanne Schapper  
Clerk of the Board

Date Approved: June 20, 2012

Q:\Reference\Board Packet\2012\06\June 20 Regular Mtg\BDMIN\_5-14-12.docx

MINUTES OF DIRECTORS MEETING  
LANE TRANSIT DISTRICT  
REGULAR BOARD MEETING/EXECUTIVE SESSION

Wednesday, May 16, 2012

Pursuant to notice given to *The Register-Guard* for publication on May 10, 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, May 16, 2012, beginning at 4:30 p.m., in the LTD Conference Room at 3500 East 17<sup>th</sup> Avenue, Eugene.

Present: Mike Eyster, President  
Greg Evans, Vice President  
Ed Necker, Treasurer  
Dean Kortge, Secretary  
Gary Gillespie  
Michael Dubick  
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 4:34 p.m.

**PRELIMINARY REMARKS BY BOARD PRESIDENT:** Mr. Eyster welcomed everyone to the meeting.

**COMMENTS FROM THE GENERAL MANAGER:** There were no comments from the general manager.

**ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA:** There were neither announcements nor additions to the agenda.

**MOTION EXECUTIVE SESSION:** Mr. Kortge moved that the LTD Board of Directors meet in Executive Session pursuant to ORS 192.660(2)(i), to review and evaluate, pursuant to standards, criteria, and policy directives adopted by the governing body, the employment-related performance of the chief executive officer (general manager) of LTD. Ms. Towery provided the second.

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

The Board entered executive (non-public) session at 4:36 p.m.



**RETURN TO REGULAR (OPEN) SESSION:** The Board returned to regular session at 5:29 p.m., and Mr. Eyster called a brief recess while the meeting moved to the Board Room.

**RECONVENE:** Mr. Eyster reconvened the meeting in the LTD Board Room at 5:32 p.m. and announced that the agenda item related to General Manager 2012-13 Goals and Objectives would be postponed to a future meeting.

**AUDIENCE PARTICIPATION;** Mr. Eyster described the procedures for addressing the Board.

**Pauline Hutson**, 1025 Taylor Street, Eugene, stated that two years ago she had conducted research on the cost of placing overhead utility lines underground for a distance of 10 to 11 blocks and had determined that the total cost would be about \$5-6 million dollars. She questioned the need for the expenditure when there were no guarantees of ongoing funding or ridership. She said that LTD would have to spend \$160-165 million for the 12-mile West Eugene EmX build out. She had contacted Eugene Water and Electric Board and been told that LTD had not provided any specific numbers regarding moving utilities. She urged the Board to return to the old system, restore neighborhood services, and create more transfer sites.

**Josef Siekiel-Zdzienicki**, 1025 Taylor Street, Eugene, said that he would be unable to stay for the Budget Committee meeting as there was a conflict with a presentation by Jarrett Walker on Eugene–Springfield transit.

**Bob Macherione**, 1994 Brewer Avenue, Eugene, distributed copies of a guest opinion piece he had written that was published in *The Register–Guard* on May 16, 2012. He read excerpts from the article to emphasize certain points in opposition to the EmX system and West Eugene EmX Extension.

#### **ITEMS FOR ACTION AT THIS MEETING**

##### **Second Reading and Adoption, Eighteenth Amended Fare Ordinance No. 35, An Ordinance Setting Fares for Use of District Services:**

MOTION Mr. Evans 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 by title only: "Eighteenth Amended Ordinance No. 35, An Ordinance Setting Fares for Use of District Services."

MOTION Mr. Gillespie moved the following resolution: LTD Resolution No. 2012-010: Be it resolved that the LTD Board of Directors hereby adopts Lane Transit District Eighteenth Amended Ordinance No. 35, an Ordinance Setting Fares for the Use of District Services. Mr. Dubick provided the second.

Mr. Necker said that he had been involved with accessible transportation issues for many years and remembers when *RideSource* was \$0.90 per ride. He said that the Americans with Disabilities Act allows districts to charge twice the adult cash fare for paratransit services, but does not require it. He wondered if it would be possible to maintain the paratransit fare at \$3.00, while enacting the rest of the ordinance and what the fiscal implications might be. Director of Service Planning, Accessibility, and Marketing Andy Vobora replied that it would be possible to keep the fare at \$3.00, and there would be little impact on farebox recovery.

Mr. Kortge said that he recollected was that the Accessible Transportation Committee (ATC) had concurred with the fare increase.

Mr. Necker said that the ATC had listened to the presentation about a fare increase, but had no response either positive or negative. Mr. Vobora added that in the past, the ATC had agreed with the strategy of a *RideSource* fare that was twice the adult cash fare; and when the current proposed increase was presented as consistent with that strategy, no objections were raised.

Mr. Kortge said that he felt that the Board should stay with its current policy.

Mr. Evans said that in better financial circumstances, it would be desirable to cap the cash fare; but that just was not possible. He preferred to stay with the Board's current policy.

Mr. Gillespie asked if *RideSource* users had a discounted rate beyond the current fare of double the adult cash fare. Mr. Vobora said that only the shopper service was additionally discounted.

Mr. Necker said that he would support the amended ordinance, but wanted to bring the issue to the Board for discussion.

Mr. Gillespie asked if there had been a drop in *RideSource* use after the last fare increase. Mr. Eyster said that there had, in fact, been an increase in ridership since that time.

Mr. Gillespie said that in view of the cost of the *RideSource* service to the District, he would have to support the fare increase.

Mr. Dubick commented that there were riders of fixed and limited incomes on both *RideSource* and the fixed-route system. He did not want to make a value judgment about who should pay a fare increase and who should not.

Ms. Towery pointed out that the Board's policy had been established after much thought and discussion. It was not easy to make the decision to increase fares, but the Board should stay with its policy and approve the resolution as presented.

VOTE

The motion was approved as follows:

AYES: Dubick, Evans, Eyster, Gillespie, Kortge, Necker, Towery (7)

NAYS: None

ABSTENTIONS: None

EXCUSED: None

**Public Hearing and Approval: LTD Subdistrict Boundaries:** Director of Human Resources and Risk Management Mary Adams said that there had been no changes since the proposed new subdistrict boundaries were presented to the Board its regular meeting on March 21. She distributed copies of a map showing the new and old boundary lines as well as the residences of Board members.

Mr. Eyster opened the public hearing and called for testimony. Seeing none, he closed the public hearing.

**MOTION** Ms. Towery moved that the Board adopt the following resolution: LTD Resolution 2012-011: It is hereby resolved that the Lane Transit District Board of Directors approve the Lane Transit District 2012 Board District Boundaries as recommended by the Oregon Secretary of State's Office. 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

**ADJOURNMENT:** Mr. Eyster adjourned the meeting at 5:59 p.m.

LANE TRANSIT DISTRICT

ATTEST:

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

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

Date Approved: June 20, 2012

Q:\Reference\Board Packet\2012\06\June 20 Regular Mtg\BDMIN 5-16-2012.docx



Lane Transit District  
P. O. Box 7070  
Eugene, Oregon 97401  
(541) 682-6100  
Fax: (541) 682-6111

**CONSENT CALENDAR ITEM:  
RESOLUTION REAFFIRMING DISTRICT BOUNDARIES**

Prepared by Andy Vobora, Director of Community Relations  
June 20, 2012

**ACTION REQUESTED**

Approval of resolution reaffirming District boundaries

**BACKGROUND**

Oregon Revised Statutes 267.207(3)(a) mandates that the boards of directors of transit districts annually determine the territory within which the system will operate. No changes are recommended to the LTD boundary for FY 2012-2013. Attached for the Board's approval as part of the Consent Calendar for June 20, 2012, is a resolution reaffirming LTD's boundaries for the coming fiscal year.

**CONSEQUENCES OF REQUESTED ACTION**

The District will operate within the boundaries set forth in Ordinance No. 24 (2008 Revision).

**ATTACHMENT**

LTD Resolution No. 2012-014, A Resolution Reaffirming the Territory in the District Within Which the Transit System Will Operate in Accordance with Oregon Revised Statutes 267.207(3)(a)

Q:\Reference\Board Packet\2012\06\June 20 Regular Mtg\12boundary consent cal.doc

**RESOLUTION**

**LANE TRANSIT DISTRICT**

LTD Resolution No. 2012-014

A RESOLUTION REAFFIRMING THE TERRITORY IN THE DISTRICT  
WITHIN WHICH THE TRANSIT SYSTEM WILL OPERATE IN  
ACCORDANCE WITH OREGON REVISED STATUTES 267.207(3)(a)

WHEREAS, ORS 267.207(3)(a) requires that the Board of Directors of the Lane Transit District annually determine the territory in the District within which the transit system will operate;

THEREFORE, HEREBY BE IT RESOLVED, that for Fiscal Year 2012–2013, the Lane Transit District will continue to operate service within the boundaries specified in Lane Transit District Ordinance Number 24 (2008 Revision).

June 20, 2012

Date Adopted

\_\_\_\_\_  
Board President

Q:\Reference\Board Packet\2012\06\June 20 Regular Mtg\12Boundary Resolution.doc

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 20, 2012

**ITEM TITLE:** APPROVAL OF SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2011-2012

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

**ACTION REQUESTED:**

- (1) Hold a public hearing on the Supplemental Budget for Fiscal Year 2011-2012.
- (2) Approve the resolution adjusting the Fiscal Year 2011-2012 Adopted Budget for the General Fund and the Accessible Services Fund as described below.

---

### **BACKGROUND:**

The FY 2011-2012 Adopted Budget is being adjusted for the following reasons:

#### **General Fund**

Transfer to Accessible Services Fund – A \$335,660 transfer from the General Fund to the Accessible Services Fund is needed due to the delayed receipt of Business Energy Tax Credit revenue.

#### **Accessible Services Fund**

Resources – Changes being made are an increase in the Transfer from the General Fund of \$335,660 with the same \$335,660 reduction in Business Energy Tax Credit (BETC) revenue due to a delay in receipt of BETC funds since a pass-through partner(s) has not been secured.

### **RESULTS OF RECOMMENDED ACTION:**

The FY 2011-2012 Adopted Budget will be modified for the noted changes so that anticipated expenditures and transfers will not exceed amended appropriations as required by Oregon Local Budget Law.

**ATTACHMENT:** LTD Resolution No. 2012-015

**PROPOSED MOTION:** I move approval of LTD Resolution No. 2012-015, which amends the LTD Fiscal Year 2011-2012 budget as represented in the resolution.

Q:\Reference\Board Packet\2012\06\June 20 Regular Mtg\FY 11-12 Supplemental Budget 1 summary.docx

**LANE TRANSIT DISTRICT RESOLUTION NO. 2012-015**

Be it resolved that appropriations for the FY 2011-2012 budget adopted by the Board of Directors be adjusted as indicated below.

**Summary of Supplemental Budget**

	Adopted	Increase (Decrease)	Amended
<b>General Fund</b>			
Appropriations			
Transfer to Accessible Services Fund	1,915,100	335,660	2,250,760
Contingency	7,719,500	<u>(335,660)</u>	7,383,840
 Increase in Appropriations - General Fund		<u>-</u>	
 <b>Accessible Services Fund</b>			
Resources			
Transfer from General Fund	1,915,100	335,660	2,250,760
Business Energy Tax Credit Revenue	900,000	<u>(335,660)</u>	564,340
 Increase in Resources - Accessible Services Fund		<u>-</u>	

Adopted by Lane Transit District Board of Directors on the 20th day of June, 2012.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 20, 2012

**ITEM TITLE:** ADOPTION OF FISCAL YEAR 2012-2013 BUDGET

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

**ACTION REQUESTED:** (1) Hold a public hearing on Fiscal Year 2012-13 budget  
(2) Adopt Fiscal Year 2012-13 budget by attached resolution

---

### BACKGROUND:

The LTD Budget Committee approved the budget for Fiscal Year 2012-13 on May 16, 2012. The fixed-route operating budget is \$38,250,700. The grand legal total of all combined funds plus reserves and transfers is \$92,497,400. A public hearing on the budget must be held, and budget law requires that the Board of Directors must adopt a final budget before July 1, 2012.

The budget described in the attached resolution for all Lane Transit District funds is the same as the authorized spending in the budget for FY 2012-13 approved by the LTD Budget Committee on May 16. Following the close of the public hearing, the Board must act to either adopt the budget as presented or amend the budget and then adopt it.

Budget highlights and a brief overview will be presented at the June 20 Board meeting. A copy of the final budget document will be provided to each member of the Budget Committee following adoption of a FY 2012-13 budget.

### RESULTS OF RECOMMENDED ACTION:

Staff will file the adopted budget with the State of Oregon, as required, and the new budget will become the FY 2012-13 business plan beginning July 1, 2012.

**ATTACHMENTS:**

- (1) Resolution
- (2) General Fund Approved Budget
- (3) Accessible Services Fund Approved Budget
- (4) Medicaid Fund Approved Budget
- (5) Capital Projects Fund Approved Budget

**PROPOSED MOTION:** I move approval of Resolution No. 2012-016, adopting the LTD Fiscal Year 2012-13 approved budget as presented and appropriating \$92,497,400 as represented in the resolution.





**LANE TRANSIT DISTRICT RESOLUTION NO. 2012-016**

BE IT RESOLVED that the Board of Directors of Lane Transit District hereby adopts the budget for the Fiscal Year 2012-2013 in the total combined fund sum of \$92,497,400 now on file at the Lane Transit District offices.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2012, and for the purposes shown below are hereby appropriated as follows:

<u>GENERAL FUND - OPERATING BUDGET</u>	
Personnel Services	\$ 27,574,800
Materials & Services	<u>10,675,900</u>
Total Operating	38,250,700
<u>GENERAL FUND - NON-OPERATING</u>	
Transfer to Accessible Services Fund	2,501,300
Transfer to Capital Projects Fund	1,600,000
Operating Contingency	1,000,000
Other Contingency	6,944,400
Self-Insurance Contingency	<u>1,000,000</u>
Total Non-Operating	<u>13,045,700</u>
Total General Fund	<u><u>48,897,300</u></u>
<u>ACCESSIBLE SERVICES FUND</u>	
Materials & Services	6,008,900
Transfer to Capital Projects Fund	40,000
Operating Contingency	<u>176,300</u>
Total Accessible Services Fund	<u><u>6,225,200</u></u>
<u>MEDICAID FUND</u>	
Materials & Services	5,061,300
Operating Contingency	<u>151,800</u>
Total Medicaid Fund	<u><u>5,213,100</u></u>
<u>CAPITAL PROJECTS FUND</u>	
Capital Outlay	29,198,600
Debt Service	-
Capital Reserve	<u>564,100</u>
Total Capital Projects Fund	<u><u>29,762,700</u></u>

June 20, 2012  
Date Adopted

\_\_\_\_\_  
Board President



**Lane Transit District  
General Fund Revenue and Expenditure Summary  
Fiscal Year 2012-2013**

	<b>FY 2009-10 Actual Restated</b>	<b>FY 2010-11 Actual</b>	<b>FY 2011-12 Budget</b>	<b>FY 2011-12 Estimate</b>	<b>FY 2012-13 Proposed</b>	<b>FY 2012-13 Approved</b>
<b>Resources</b>						
Beginning Working Capital	4,868,204	8,241,408	10,304,200	12,565,830	10,306,300	10,306,300
<b>Operating Revenues</b>						
Cash Fares & Passes	4,730,625	5,012,886	4,732,100	4,051,300	4,456,900	4,456,900
Group Passes	2,301,402	2,380,148	2,377,200	2,609,800	2,740,300	2,740,300
Operating Revenues (Passenger Fares)	<u>7,032,027</u>	<u>7,393,034</u>	<u>7,109,300</u>	<u>6,661,100</u>	<u>7,197,200</u>	<u>7,197,200</u>
<b>Other Revenues</b>						
Special Services	634,084	482,435	448,300	566,300	572,500	572,500
Advertising	267,500	275,500	275,500	279,100	279,100	279,100
Miscellaneous	281,809	505,582	145,400	177,250	134,800	134,800
Interest	56,200	60,462	60,000	59,900	60,000	60,000
Sales of Assets	-	-	10,000	31,400	15,000	15,000
Payroll Taxes	21,424,079	22,197,770	22,573,900	23,000,000	24,046,500	24,046,500
Self-employment Taxes	1,381,109	1,440,902	1,522,200	1,600,000	1,672,800	1,672,800
State-in-Lieu	1,755,311	1,740,509	1,668,000	1,813,200	1,820,000	1,820,000
American Recovery & Reinvestment Act (ARRA)	3,201,570	-	-	-	-	-
Federal Formula Grants - Section 5307	820,133	4,613,028	3,500,000	4,539,600	5,102,200	5,102,200
Other Jurisdictions	18,000	17,500	15,000	17,500	15,000	15,000
BETC Revenue	52,046	-	-	-	-	-
Other Operating Grants	427,731	72,763	1,265,500	73,250	75,000	75,000
Other Revenues	<u>30,319,572</u>	<u>31,406,451</u>	<u>31,483,800</u>	<u>32,157,500</u>	<u>33,792,900</u>	<u>33,792,900</u>
Revenues	<u>37,351,599</u>	<u>38,799,485</u>	<u>38,593,100</u>	<u>38,818,600</u>	<u>40,990,100</u>	<u>40,990,100</u>
Resources	<u>42,219,803</u>	<u>47,040,893</u>	<u>48,897,300</u>	<u>51,384,430</u>	<u>51,296,400</u>	<u>51,296,400</u>
<b>Requirements</b>						
<b>Operating Requirements</b>						
Personnel Services	25,622,536	24,818,713	25,829,900	25,887,300	27,574,800	27,574,800
Materials & Services	6,323,238	7,201,147	9,088,200	8,648,800	9,259,700	9,259,700
Insurance & Risk Services	1,140,688	1,054,275	1,312,700	1,259,400	1,416,200	1,416,200
Operating Requirements	<u>33,086,462</u>	<u>33,074,135</u>	<u>36,230,800</u>	<u>35,795,500</u>	<u>38,250,700</u>	<u>38,250,700</u>
<b>Transfers</b>						
Transfer to Accessible Services Fund	888,615	1,400,925	1,915,100	2,250,760	2,501,300	2,501,300
Transfer to Medicaid Fund	3,318	-	-	-	-	-
Transfer to Capital Projects Fund	-	-	3,062,900	3,031,900	1,600,000	1,600,000
Total Transfers	<u>891,933</u>	<u>1,400,925</u>	<u>4,978,000</u>	<u>5,282,660</u>	<u>4,101,300</u>	<u>4,101,300</u>
Operating Requirements and Transfers	<u>33,978,395</u>	<u>34,475,060</u>	<u>41,208,800</u>	<u>41,078,160</u>	<u>42,352,000</u>	<u>42,352,000</u>
<b>Reserves</b>						
Reserves - Operating Contingency	-	-	1,000,000	-	1,000,000	1,000,000
Reserves - Working Capital	-	-	5,688,500	-	6,944,400	6,944,400
Reserves - Self-Insurance, Risk, and HR Liability	-	-	1,000,000	-	1,000,000	1,000,000
Reserves	<u>-</u>	<u>-</u>	<u>7,688,500</u>	<u>-</u>	<u>8,944,400</u>	<u>8,944,400</u>
Requirements	<u>33,978,395</u>	<u>34,475,060</u>	<u>48,897,300</u>	<u>41,078,160</u>	<u>51,296,400</u>	<u>51,296,400</u>
Total FTE	327.25	294.50	306.65	303.03	308.38	308.38

	<b>FY 2010-11 Actual compared with FY 2009-10 Actual Restated</b>	<b>FY 2011-12 Estimate compared with FY 2010-11 Actual</b>	<b>FY 2012-13 Proposed compared with FY 2011-12 Budget</b>	<b>FY 2012-13 Approved compared with FY 2011-12 Budget</b>
<b>Percentage Change Analysis</b>				
Total Resources	11.4%	9.2%	4.9%	4.9%
Total Revenues	3.9%	0.0%	6.2%	6.2%
Total Other Revenues	3.6%	2.4%	7.3%	7.3%
Total Passenger Fares	5.1%	-9.9%	1.2%	1.2%
Total Requirements	1.5%	19.2%	4.9%	4.9%
Total Reserves	-	-	16.3%	16.3%
Total Operating Requirements and Transfers	1.5%	19.2%	2.8%	2.8%
Total Transfers	57.1%	277.1%	-17.6%	-22.4%
Total Operating Requirements	0.0%	8.2%	5.6%	6.9%



**Lane Transit District  
Accessible Services Fund  
Fiscal Year 2012-2013**

	<b>FY 2009-10 Actual</b>	<b>FY 2010-11 Actual</b>	<b>FY 2011-12 Budget</b>	<b>FY 2011-12 Estimate</b>	<b>FY 2012-13 Proposed</b>	<b>FY 2012-13 Approved</b>
<b>Resources</b>						
Beginning Working Capital	155,451	298,795	268,100	304,310	216,300	216,300
State Special Transportation Funds (STF)	529,713	547,226	529,600	512,800	473,000	473,000
State Transportation Operating (STO)	444,336	422,988	-	-	-	-
American Recovery & Reinvestment Act (ARRA)	26,671	8,629	-	-	-	-
Federal Elderly & Disabled Funds - 5310	932,852	1,158,711	1,101,100	1,164,900	1,528,500	1,528,500
Federal Non-Urbanized Area Formula Funds - 5311	184,598	129,653	142,100	137,600	154,900	154,900
Federal Job Access/Reverse Commute (JARC) Funds - 5316	129,708	64,934	15,000	22,000	25,000	25,000
Federal New Freedom - 5317	56,231	67,216	180,000	134,000	152,000	152,000
Other Federal Grants	889,973	830,136	704,100	704,100	704,100	704,100
Medicaid Medical	33,642	9,520	-	12,000	-	-
Other State Grants	-	45,113	44,200	44,200	60,300	60,300
Business Energy Tax Credit Revenue	126,962	-	900,000	-	-	-
Farebox	288,486	284,576	294,700	294,800	319,500	319,500
Local Funds	70,090	68,090	92,800	92,700	90,300	90,300
Miscellaneous Income	2,623	154	-	-	-	-
Interest Income	1,324	940	-	-	-	-
Transfer from General Fund	888,615	1,400,925	1,915,100	2,250,760	2,501,300	2,501,300
<b>Total Resources</b>	<b>4,761,275</b>	<b>5,337,606</b>	<b>6,186,800</b>	<b>5,674,170</b>	<b>6,225,200</b>	<b>6,225,200</b>
<b>Requirements</b>						
Eugene/Springfield-Based Service						
ADA Ride Source	3,632,982	4,173,254	4,909,300	4,451,100	4,989,600	4,989,600
Transit Training and Hosts	90,528	118,045	124,300	122,500	130,000	130,000
Job Access/Reverse Commute	28,819	-	-	-	-	-
Special Transport	67,339	70,880	79,000	80,000	86,600	86,600
<b>Total Eugene/Springfield-Based Service</b>	<b>3,819,668</b>	<b>4,362,179</b>	<b>5,112,600</b>	<b>4,653,600</b>	<b>5,206,200</b>	<b>5,206,200</b>
Rural Lane County Services						
South Lane	122,380	64,659	85,300	85,300	104,000	104,000
Oakridge	140,305	157,548	193,700	177,500	188,000	188,000
Florence	146,122	151,422	161,700	159,500	172,000	172,000
<b>Total Rural Lane County Services</b>	<b>408,807</b>	<b>373,629</b>	<b>440,700</b>	<b>422,300</b>	<b>464,000</b>	<b>464,000</b>
Mobility Management	112,466	165,934	205,000	150,000	170,000	170,000
Lane County Coordination	87,640	126,781	153,000	144,000	168,700	168,700
<b>Total Operating Requirements</b>	<b>4,428,581</b>	<b>5,028,523</b>	<b>5,911,300</b>	<b>5,369,900</b>	<b>6,008,900</b>	<b>6,008,900</b>
Transfer to Capital Projects Fund	33,899	4,769	31,000	88,000	40,000	40,000
Contingency	-	-	244,500	-	176,300	176,300
<b>Total Requirements</b>	<b>4,462,480</b>	<b>5,033,292</b>	<b>6,186,800</b>	<b>5,457,900</b>	<b>6,225,200</b>	<b>6,225,200</b>

	<b>FY 2010-11 Actual compared with FY 2009-10 Actual</b>	<b>FY 2011-12 Estimate compared with FY 2010-11 Actual</b>	<b>FY 2012-13 Proposed compared with FY 2011-12 Budget</b>	<b>FY 2012-13 Approved compared with FY 2011-12 Budget</b>
Percentage Change Analysis				
Total Resources	12.1%	6.3%	0.6%	0.6%
Transfer from General Fund	57.7%	60.7%	30.6%	30.6%
Total Requirements	12.8%	8.4%	0.6%	0.6%



**Lane Transit District  
Medicaid Fund  
Fiscal Year 2012-2013**

	<b>FY 2009-10 Actual Restated</b>	<b>FY 2010-11 Actual</b>	<b>FY 2011-12 Budget</b>	<b>FY 2011-12 Estimate</b>	<b>FY 2012-13 Proposed</b>	<b>FY 2012-13 Approved</b>
<b>Resources</b>						
Beginning Working Capital	147,467	150,270	150,300	151,800	151,800	151,800
Medicaid	3,758,812	4,156,227	4,505,200	4,327,730	4,521,100	4,521,100
Medicaid Non-Medical	337,833	318,992	320,300	407,940	419,800	419,800
State Special Transportation Fund (STF) Operating	17,515	-	-	37,160	88,200	88,200
State Discretionary Funds	25,400	57,948	79,500	79,500	32,200	32,200
Interest	2,803	1,531	-	-	-	-
Transfer from General Fund	3,318	-	-	-	-	-
<b>Total Resources</b>	<b>4,293,148</b>	<b>4,684,968</b>	<b>5,055,300</b>	<b>5,004,130</b>	<b>5,213,100</b>	<b>5,213,100</b>
<b>Requirements</b>						
Medicaid Medical Service	3,131,480	3,379,930	3,600,000	3,588,150	3,735,400	3,735,400
Medicaid Non-Medical Service	364,304	370,385	368,000	501,200	516,200	516,200
RideSource Call Center Administration	392,644	544,100	600,000	541,050	574,100	574,100
Mobility Management	44,558	76,840	92,000	57,300	61,100	61,100
Lane Transit District Administration	209,892	161,912	245,000	164,630	174,500	174,500
<b>Total Operating Requirements</b>	<b>4,142,878</b>	<b>4,533,167</b>	<b>4,905,000</b>	<b>4,852,330</b>	<b>5,061,300</b>	<b>5,061,300</b>
Contingency	-	-	150,300	-	151,800	151,800
<b>Total Requirements</b>	<b>4,142,878</b>	<b>4,533,167</b>	<b>5,055,300</b>	<b>4,852,330</b>	<b>5,213,100</b>	<b>5,213,100</b>
		<b>FY 2010-11 Actual compared with FY 2009-10 Actual Restated</b>		<b>FY 2011-12 Estimate compared with FY 2010-11 Actual</b>	<b>FY 2012-13 Proposed compared with FY 2011-12 Budget</b>	<b>FY 2012-13 Approved compared with FY 2011-12 Budget</b>
Percentage Change Analysis						
Total Resources		9.1%		6.8%	3.1%	3.1%
Total Requirements		9.4%		7.0%	3.1%	3.1%



**Lane Transit District  
Capital Projects Fund  
Fiscal Year 2012-2013**

	<b>FY 2009-10 Actual</b>	<b>FY 2010-11 Actual</b>	<b>FY 2011-12 Budget</b>	<b>FY 2011-12 Estimate</b>	<b>FY 2012-13 Proposed</b>	<b>FY 2012-13 Approved</b>
<b>Resources</b>						
Beginning Working Capital	5,038,069	81,594	945,700	952,720	1,044,400	1,044,400
<b>Federal Grants</b>						
Formula Funds (Section 5307)	1,595,870	2,720,354	4,921,000	3,822,900	4,663,700	4,663,700
American Recovery & Reinvestment Act (ARRA)	4,995,568	1,162	64,700	3,060,000	69,400	69,400
Discretionary Funds	14,033,722	10,093,678	20,432,000	10,736,950	18,410,900	18,410,900
Other Funds	1,350,469	-	2,040,700	-	-	-
<b>Total Federal Grants</b>	<b>21,975,629</b>	<b>12,815,194</b>	<b>27,458,400</b>	<b>17,619,850</b>	<b>23,144,000</b>	<b>23,144,000</b>
Connect Oregon	2,396,491	1,114,819	-	-	-	-
Other State of Oregon Grants	-	279,460	2,860,000	-	3,934,300	3,934,300
Other Local Funds	313,848	436	-	-	-	-
Miscellaneous Income	200	400	-	-	-	-
Proceeds from Debt Financing	-	-	-	-	-	-
Transfer from General Fund	-	-	3,031,900	3,031,900	1,600,000	1,600,000
Transfer from Accessible Services Fund	33,899	4,769	31,000	88,000	40,000	40,000
<b>Total Resources</b>	<b>29,758,136</b>	<b>14,296,672</b>	<b>34,327,000</b>	<b>21,692,470</b>	<b>29,762,700</b>	<b>29,762,700</b>
<b>Requirements</b>						
<b>Capital Projects</b>						
<b>EmX</b>						
Gateway Extension	17,255,212	4,770,140	2,100,000	1,289,090	2,080,000	2,080,000
West Eugene Extension	1,937,202	1,424,608	5,000,000	1,400,000	18,280,800	18,280,800
Main Street/McVay Alternatives Analysis	-	-	-	-	937,500	937,500
EmX Vehicles	3,775,198	17,970	-	-	-	-
<b>Total EmX</b>	<b>22,967,612</b>	<b>6,212,718</b>	<b>7,100,000</b>	<b>2,689,090</b>	<b>21,298,300</b>	<b>21,298,300</b>
Revenue Vehicles	219,665	4,062,657	13,908,800	13,783,800	125,000	125,000
Passenger Boarding Improvements/Facilities	4,981,517	1,295,034	8,504,000	2,045,030	3,445,000	3,445,000
Hardware/Software	259,496	773,120	1,251,500	335,200	2,782,800	2,782,800
Intelligent Transportation Systems	67,410	11,531	625,000	283,870	526,600	526,600
Transit Security Projects	-	93,247	927,700	536,100	297,400	297,400
Bus-Related Equipment	-	-	200,000	-	-	-
Miscellaneous Equipment	10,300	16,053	222,500	40,000	305,000	305,000
Communications	20,783	1,559	297,300	10	80,000	80,000
Shop Equipment	15,018	4,400	87,500	40,000	78,500	78,500
Support Vehicles	61,459	104	75,000	25,000	60,000	60,000
Accessible Services Vehicles & Projects	1,073,282	873,526	182,000	870,000	200,000	200,000
<b>Total Capital Projects</b>	<b>29,676,542</b>	<b>13,343,949</b>	<b>33,381,300</b>	<b>20,648,100</b>	<b>29,198,600</b>	<b>29,198,600</b>
Debt Service and Related Costs	-	-	-	-	-	-
Capital Reserves	-	-	945,700	-	564,100	564,100
<b>Total Requirements</b>	<b>29,676,542</b>	<b>13,343,949</b>	<b>34,327,000</b>	<b>20,648,100</b>	<b>29,762,700</b>	<b>29,762,700</b>
<b>Reserves</b>						
<b>Fund Balance Reserves</b>						
Beginning Balance	5,038,069	81,594	945,700	952,720	1,044,400	1,044,400
Increase (Decrease) for Period	(4,956,475)	871,129	-	91,650	(480,300)	(480,300)
<b>Total Fund Balance Reserves</b>	<b>81,594</b>	<b>952,723</b>	<b>945,700</b>	<b>1,044,370</b>	<b>564,100</b>	<b>564,100</b>

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 20, 2012

**ITEM TITLE:** GENERAL MANAGER FISCAL YEAR 2013 GOALS AND OBJECTIVES

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

**ACTION REQUESTED:** Approval of the general manager's goals and objectives for Fiscal Year 2013

---

**BACKGROUND:**

The general manager is the direct employee of the LTD Board of Directors. The Board customarily reviews the performance of the general manager each fall through the work of the Board's Human Resources Committee. In June 2011 the Board hired a new general manager who began work in his new position in mid-July, 2011. Part of the process for evaluating the performance of the general manager is annually setting performance goals and objectives. The Board's Human Resources Committee met to develop draft goals and objectives for Fiscal Year 2013. The attached document is being recommended for Board adoption.

**ATTACHMENT:** LTD General Manager FY 2013 Performance Goals and Objectives

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

LTD Resolution No. 2012-017: It is hereby resolved that the LTD Board of Directors approves the LTD General Manager Fiscal Year 2013 Goals and Objectives.

Q:\Reference\Board Packet\2012\06\June 20 Regular Mtg\GM Goals and Objectives FY 2013.docx

LTD General Manager  
FY 2013 Performance Goals and Objectives

The Board of Directors and the General Manager understand the GM's role is to provide oversight and direction to staff for accomplishing many of the following goals. Ultimately, the Board holds the General Manager responsible for the overall accomplishments of these goals and the performance of Lane Transit District.

Personal Goals:

1. Articulate a vision for LTD. Oversee completion of a Long-Range Plan that supports this vision.
2. Improve relations with staff. Provide opportunities for staff to know the general manager better and for the general manager to know the team better.
  - a. Distribute a weekly e-mail message to all team members on current events and topics of interest to the agency.
  - b. Attend individual department meetings at least quarterly.
  - c. Participate in all fall training classes with staff.
  - d. On occasion, help out with Operations functions, such as bus cleaning or assisting in the Customer Service Center.
  - e. Ride each bus route at least once.
3. Improve relationships and communications with Board members. Provide opportunities for the Board members to get to know the general manager better and for the general manager to get to know Board members better. Keep Board members regularly informed on current issues affecting the District and the community.
  - a. Have lunch with the Board president and another Board member monthly. This would provide an opportunity for visiting with each Board member at least twice each year.
  - b. Regularly notify Board members of newsworthy items via e-mail.
4. Continue community outreach by presenting to all neighborhood groups and service clubs in service area.
  - a. Make presentations to all organized neighborhood groups that I have not yet met.
  - b. Make presentations to all appropriate service groups that I have not yet met.
  - c. Form kitchen cabinet of community leaders to meet at least quarterly to provide advice on issues facing the District.
  - d. Accept invitations to participate in community events.

Agency Goals:

1. Secure a new labor agreement in compliance with the Long-Range Financial Plan.
2. Conclude the Environmental Analysis of the West Eugene EmX Extension, and achieve final resolution with the Eugene City Council and LTD Board of Directors. Secure local match if the project is reaffirmed by the City Council and the LTD Board.
3. Initiate the planning for the LCC –Thurston corridor utilizing a community- based participatory design process.
4. Increase revenue service hours by 5 percent through improved equipment blocking and administrative efficiencies.
5. Conduct a complete evaluation of administrative procedures to improve working conditions and efficiency.
6. Determine the appropriate level of service and quantify/qualify the benefits of providing this level of service.
7. Form a workgroup of community stakeholders to develop a consensus on how to provide adequate funding for the appropriate level of service determined in Goal 6 above and to reduce the volatility of LTD's funding. Develop strategy for securing legislative and/or electoral success.
8. Encourage and support staff development and diversity within the organization.



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 20, 2012

**ITEM TITLE:** APPOINTMENT OF NEW MEMBERS TO THE LTD BOARD EmX STEERING COMMITTEE

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

**ACTION REQUESTED:** Appoint New Members to the EmX Steering Committee

---

### BACKGROUND:

The EmX Steering Committee was established in 1998 as an advisory body to the LTD Board on key EmX issues. The Committee is structured to include three LTD Board representatives; elected representatives from the City of Eugene, the City of Springfield, and Lane County; an ODOT official; and several at-large representatives. The Committee is currently composed of the following members:

Greg Evans, (LTD Board of Directors)	Frannie Brindle (ODOT)
Gary Gillespie (LTD Board of Directors)	Tammy Fitch (At-Large)
Doris Towery (LTD Board of Directors)	Gerry Gaydos (At-Large)
George Poling (Eugene City Council)	Steve Gordon (At-Large)
Hillary Wylie (Springfield City Council)	Josh Skov (At-Large)
Sid Leiken (Lane County Board)	

As we approach the beginning of the Main Street/McVay Alternatives Analysis, it is important to replace the At-Large positions recently vacated by Dave Jewett and Dan Egan. In addition, staff feel that it is important to add additional business-related representatives to the Committee. To that end, staff are recommending the addition of the following individuals to the EmX Steering Committee as At-Large members:

- Denise Bean: Resident of Springfield and owner of Bean Counter Tax Services in Springfield
- Rick Satre: Resident of Springfield and Principal at Schirmer Satre Group located in Eugene
- Joseph McKinney: Resident of Eugene and CEO of Oregon Roads in Eugene
- A representative of the Eugene Chamber

At the time of this writing, we are awaiting a specific name from the Eugene Chamber. Staff will provide more in-depth biographies of the individuals being recommended prior to or at the meeting.

**ATTACHMENT:** None

**PROPOSED MOTION:** I move approval of the following resolution:

LTD Resolution No. 2012-018: It is hereby resolved that Denise Bean, Rick Satre, Joseph McKinney, and           (Chamber representative)           are appointed to the LTD Board EmX Steering Committee.

Q:\Reference\Board Packet\2012\06\June 20 Regular Mtg\EmX Steering Comm Appointments\_TBS.docx

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 20, 2012

**ITEM TITLE:** BOARD MEMBER REPORTS

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

**ACTION REQUESTED:** None

---

### BACKGROUND:

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

### MEETINGS HELD:

Board members may take this opportunity to report briefly on any one-on-one meetings they have held with local officials or other meetings that they have attended on behalf of LTD.

1. **Metropolitan Planning Organization's Citizen Advisory Committee:** Board Member Gary Gillespie serves on the Citizen Advisory Committee (CAC) for the Metropolitan Planning Organization (MPO). The Committee is composed of interested citizens and representatives of groups within the MPO area and is scheduled to meet on the third Thursday of each month. At the May 17 meeting, Lane Council of Governments (LCOG) presented the Unified Planning Work Program Interim Review and provided information on the incoming LCOG executive director as well as MPO transitions. A presentation also was given by City of Eugene staff on Eugene's 20-minute neighborhood assessment. The next MPO CAC meeting will be held on June 21.
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. At the June 5 meeting, LTD staff gave an update on current EmX operations and an overview of the West Eugene EmX Extension project status. LTD staff also provided an overview of the forthcoming alternatives analysis on the proposed EmX extension in Springfield. The next meeting is scheduled to be held on September 11.
3. **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 June 13 meeting, Oregon Department of Transportation (ODOT) staff gave an update on the Statewide Transportation Strategy Plan: the LaneACT Committee reviewed the draft work plan and calendar; and ODOT staff presented the annual report, which will go to the Oregon Transportation Committee for feedback.

4. **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. Lynn Peterson, Governor Kitzhaber's Transportation Policy Advisor, discussed the Governor's transportation agenda with the MPC at its June 14 meeting. Also during the meeting, LCOG staff presented the application for MPO Surface Transportation Program-Urban funding for the FY 2012-13 Safe Routes to School Program, the draft scope of work for scenario planning, and the draft Oregon Statewide Transportation Strategy. In addition, ODOT staff presented on the Oregon Disadvantaged Business Enterprise Program.

#### **OTHER ACTIVITIES:**

1. **American Public Transportation Association (APTA) Board of Directors Executive Committee**: Board Member Greg Evans serves on this committee. The Committee met on June 2 in Dallas, Texas. At the meeting, the Committee received a legislative update, approved APTA's FY 2012-13 Business Plan and Budget, discussed preparations for the Summer 2012 APTA Board of Directors Meeting, and held an executive session to review and evaluate the performance of APTA President and CEO Michael Melaniphy.

#### **NO MEETINGS HELD:**

1. **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 next meeting will be held on June 19.
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 will be held on June 19.
3. **LTD Board Human Resources Committee**: The Board Human Resources Committee is composed of Chair Mike Dubick and Board Members Dean Kortge and Gary Gillespie. The next meeting is tentatively scheduled to be held on June 26.
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. The next meeting of the Board will be held on June 28.
5. **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. The next meeting has not yet been scheduled.
6. **Springfield Stakeholder Advisory Committee**: Board President Mike Eyster represents the District on the Stakeholder Advisory Committee for the development of the Springfield Transportation System Plan (TSP). Committee members consist of citizens and representatives from organizations with a distinct interest in the future of transportation in Springfield. The next meeting has not yet been scheduled.

7. **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.
8. **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.

Q:\Reference\Board Packet\2012\06\June 20 Regular Mtg\BD Report Summary.docx

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 20, 2012

**ITEM TITLE:** FY 2013-20 CAPITAL IMPROVEMENTS PROGRAM ADMINISTRATIVE AMENDMENT

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

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

---

### BACKGROUND:

The Capital Improvements Program (CIP) is LTD's program of projects funded with federal, state, and local funding and is reviewed and revised annually.

The FY 2013-20 Capital Improvements Program was approved by the LTD Board of Directors at the April 9 Board meeting. Occasionally, the approved CIP needs to be amended to make administrative changes. Since an administrative amendment does not go through the full public review process, changes requested are minor in nature. Some reasons for amending the CIP through an administrative amendment are as follows:

- 1) Minor cost increase
- 2) Decrease in cost
- 3) Change in schedule
- 4) Receipt of funding for a specific purpose

These administrative amendments to the FY 2013-20 Capital Improvements Program align the CIP with the budget approved by the Budget Committee on May 16. The amendments are as follows:

### Amendments

- Gateway EmX Extension: The balance of the Gateway EmX Extension funding was added to fund the construction of a new station at the RiverBend Medical Center and complete the installation of passenger information on EmX. The \$2,080,000 added is due to the change in schedule for the addition of the new station and the delay in passenger information.
- Fourth EmX Corridor: This project has been renamed Corridor Alternatives Analysis, and the FY 2013 funding has been increased by \$437,500 to program the full amount of the 5339 Alternatives Analysis funds awarded by the Federal Transit Administration. Future year funds have been decreased by the same amount to keep the project total the same.
- Veterans Transportation and Community Living Initiative (VTCLI) Grant: This grant is being programmed to upgrade the software and telephone systems at the RideSource Call Center. The total amount added for this specific purpose is \$1,335,400.
- University of Oregon Station: There is still \$550,700 left on the UO Station grant. This grant was scheduled to be closed out in FY 2011-12. However, since the passenger information project schedule has been extended, this amount was included in the Capital Projects Fund budget to give budget authority to spend the funds.

- Gateway Park & Ride: The Gateway Park & Ride was removed from the CIP. The project has been cancelled because the additional funding required was not received from the Federal Transit Administration. The total decrease in cost is \$2,250,000. An additional reduction of \$3,850,000 was made to the Illustrative Project List for the cancellation of this project.
- Year-end Adjustments/Rollovers: During the budget development process, projects from the current year are reviewed for completeness. Incomplete projects need to be carried forward to the new fiscal year, and some cost adjustments may need to be made to the CIP to reflect current cost estimates. The net increase for these changes in schedule is \$1,526,700. These rollovers cover such projects as transit security cameras, passenger and facilities improvements, hardware and software replacement, and other equipment.

These administrative amendments reflect a total decrease in project costs of \$607,200 in the FY 2013-20 Capital Improvements Program.

**ATTACHMENT:** FY 2013-20 Capital Improvements Program with Administrative Amendment

**PROPOSED MOTION:** None.

Q:\Reference\Board Packet\2012\06\June 20 Regular Mtg\cip amendment june 20.docx



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>\$21,298,300</b>	<b>\$14,348,000</b>	<b>\$34,166,400</b>	<b>\$31,214,900</b>	<b>\$1,366,700</b>	<b>\$253,000</b>			<b>\$102,647,300</b>
Gateway EmX Extension	5309 Small Starts- Lane Transit District	\$1,636,400 \$443,600								\$1,636,400 \$443,600
		<u>\$2,080,000</u>								<u>\$2,080,000</u>
West Eugene EmX Extension	5309 Small Starts- State Lottery Funds	\$14,346,500 \$3,934,300	\$10,818,700 \$2,966,800	\$26,028,700 \$7,137,700	\$23,320,000 \$6,394,900	\$287,800 \$78,900	\$198,600 \$54,400			\$75,000,300 \$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>
Corridor Alternatives Analysis	5339 Lane Transit District	\$750,000 \$187,500	\$450,000 \$112,500	\$800,000 \$200,000	\$1,200,000 \$300,000	\$800,000 \$200,000				\$4,000,000 \$1,000,000
		<u>\$937,500</u>	<u>\$562,500</u>	<u>\$1,000,000</u>	<u>\$1,500,000</u>	<u>\$1,000,000</u>				<u>\$5,000,000</u>
<b>Revenue Vehicles</b>		<b>\$125,000</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>\$32,416,000</b>
Revenue Vehicles	5307 5309 Lane Transit District		\$360,000 \$3,847,050	\$412,800 \$103,200	\$244,000 \$2,145,200		\$260,000 \$65,000	\$11,454,000 \$2,346,000		\$1,276,800 \$25,580,600 \$5,558,600
		<u>\$21,250</u>	<u>\$877,950</u>	<u>\$103,200</u>	<u>\$2,145,200</u>		<u>\$65,000</u>	<u>\$2,346,000</u>		<u>\$5,558,600</u>
<b>Passenger Boarding/Facilities Improvements</b>		<b>\$2,791,800</b>	<b>\$1,010,000</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>\$5,399,925</b>
Glenwood Facility Improvements	5307 Lane Transit District	\$1,172,800 \$293,200	\$612,000 \$153,000	\$240,000 \$60,000	\$96,000 \$24,000					\$2,120,800 \$530,200
		<u>\$1,466,000</u>	<u>\$765,000</u>	<u>\$300,000</u>	<u>\$120,000</u>					<u>\$2,651,000</u>
Other Facility Improvements	5307 Lane Transit District	\$40,000 \$10,000	\$56,000 \$14,000	\$16,000 \$4,000	\$16,000 \$4,000	\$40,000 \$10,000	\$40,000 \$10,000	\$40,000 \$10,000	\$40,000 \$10,000	\$288,000 \$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 5307 ARRA 5309 Lane Transit District	\$249,920 \$4,700 \$326,400	\$140,000	\$141,400 \$35,350	\$118,800 \$29,700	\$120,300 \$30,075	\$121,800 \$30,450	\$123,300 \$30,825	\$124,900 \$31,225	\$1,140,420 \$4,700 \$326,400 \$366,705
		<u>\$725,100</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>\$1,838,225</u>
U of O Station Remodel	Lane Transit District STP	\$56,557 \$494,143								\$56,557 \$494,143
		<u>\$550,700</u>								<u>\$550,700</u>



**Lane Transit District**  
**Capital Improvements Program FY 2013-2020**  
**13-20 approved 4/9/2012 admin amendment 5/16/2012**

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>Hardware/Software</b>		<b>\$3,080,800</b>	<b>\$870,000</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>\$7,690,800</b>
Other Hardware/Software	5307	\$1,396,320	\$672,000	\$652,000	\$656,000	\$260,000	\$504,000	\$448,000	\$448,000	\$5,036,320
	Lane Transit District	\$349,080	\$168,000	\$163,000	\$164,000	\$65,000	\$126,000	\$112,000	\$112,000	\$1,259,080
	STP		\$30,000			\$30,000				\$60,000
		<u>\$1,745,400</u>	<u>\$870,000</u>	<u>\$815,000</u>	<u>\$820,000</u>	<u>\$355,000</u>	<u>\$630,000</u>	<u>\$560,000</u>	<u>\$560,000</u>	<u>\$6,355,400</u>
RideSource Call Center Improvements-VTCLI	5309	\$1,068,320								\$1,068,320
	Lane Transit District	\$267,080								\$267,080
		<u>\$1,335,400</u>								<u>\$1,335,400</u>
<b>Intelligent Transportation Systems</b>		<b>\$526,600</b>	<b>\$50,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>				<b>\$876,600</b>
CAD/AVL/APC/Announcement System	5307	\$220,400								\$220,400
	Lane Transit District	\$55,100								\$55,100
		<u>\$275,500</u>								<u>\$275,500</u>
Other ITS Improvements	5307	\$200,880	\$40,000	\$80,000	\$80,000	\$80,000				\$480,880
	Lane Transit District	\$50,220	\$10,000	\$20,000	\$20,000	\$20,000				\$120,220
		<u>\$251,100</u>	<u>\$50,000</u>	<u>\$100,000</u>	<u>\$100,000</u>	<u>\$100,000</u>				<u>\$601,100</u>
<b>Communications</b>		<b>\$265,000</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>\$1,482,500</b>
	5307	\$212,000	\$810,000	\$66,000	\$10,000	\$58,000	\$18,000	\$2,000	\$10,000	\$1,186,000
	Lane Transit District	\$53,000	\$202,500	\$16,500	\$2,500	\$14,500	\$4,500	\$500	\$2,500	\$296,500
<b>Transit Security Projects</b>		<b>\$652,600</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>\$2,402,600</b>
	5307	\$470,320	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,870,320
	5307 ARRA	\$64,700								\$64,700
	Lane Transit District	\$117,580	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$467,580
<b>Miscellaneous Equipment</b>		<b>\$120,000</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>\$530,000</b>
	5307	\$96,000	\$84,000	\$32,000	\$32,000	\$84,000	\$32,000	\$32,000	\$32,000	\$424,000
	Lane Transit District	\$24,000	\$21,000	\$8,000	\$8,000	\$21,000	\$8,000	\$8,000	\$8,000	\$106,000
<b>Shop Equipment</b>		<b>\$78,500</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>\$372,550</b>
	5307	\$62,800	\$24,000	\$75,240	\$24,000	\$40,000	\$24,000	\$24,000	\$24,000	\$298,040
	Lane Transit District	\$15,700	\$6,000	\$18,810	\$6,000	\$10,000	\$6,000	\$6,000	\$6,000	\$74,510
<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>\$200,000</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>\$5,940,000</b>
	5310	\$179,460	\$628,110	\$753,732	\$753,732	\$753,732	\$753,732	\$753,732	\$753,732	\$5,329,962
	Lane Transit District	\$20,540	\$71,890	\$86,268	\$86,268	\$86,268	\$86,268	\$86,268	\$86,268	\$610,038





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>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
<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>\$34,053,627</b>	<b>\$27,858,300</b>	<b>\$42,298,500</b>	<b>\$51,258,700</b>	<b>\$8,537,375</b>	<b>\$7,390,550</b>	<b>\$20,124,425</b>	<b>\$5,536,425</b>	<b>\$197,057,902</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>\$4,133,000</b>	<b>\$7,500,000</b>	<b>\$14,055,000</b>	<b>\$3,675,000</b>					<b>\$29,363,000</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
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>\$4,133,000</b>	<b>\$7,500,000</b>	<b>\$14,055,000</b>	<b>\$3,675,000</b>					<b>\$29,363,000</b>



**Lane Transit District**  
**Capital Improvements Program FY 2013-2020**  
**13-20 approved 4/9/2012 admin amendment 5/16/2012**

<b>Funding Summary</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Eight-Year</b>
<b>Funding Source</b>		<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>Total</b>
<b>Federal</b>		<b>\$27,921,613</b>	<b>\$23,129,660</b>	<b>\$34,355,672</b>	<b>\$41,984,132</b>	<b>\$7,911,632</b>	<b>\$6,909,932</b>	<b>\$17,434,832</b>	<b>\$5,190,432</b>	<b>\$164,837,905</b>
5307	Urbanized Area Formula Program	\$8,051,140	\$6,959,700	\$6,377,140	\$6,138,500	\$5,644,000	\$5,561,500	\$4,831,000	\$4,040,600	\$47,603,580
5307 ARRA	American Recovery & Reinvestment Act	\$69,400								\$69,400
5309	State of Good Repair	\$1,498,470	\$3,847,050		\$10,175,800			\$11,454,000		\$26,975,320
5309 Small Starts	Small Starts	\$15,982,900	\$10,818,700	\$26,028,700	\$23,320,000	\$287,800	\$198,600			\$76,636,700
5310	Special Needs of Elderly and Disabled Indiv.	\$179,460	\$628,110	\$753,732	\$753,732	\$753,732	\$753,732	\$753,732	\$753,732	\$5,329,962
5339	Alternatives Analysis Program	\$750,000	\$450,000	\$800,000	\$1,200,000	\$800,000				\$4,000,000
STP	Flex Funds	\$590,243	\$126,100	\$96,100	\$96,100	\$126,100	\$96,100	\$96,100	\$96,100	\$1,322,943
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>\$2,197,714</b>	<b>\$1,761,840</b>	<b>\$805,128</b>	<b>\$2,879,668</b>	<b>\$546,843</b>	<b>\$426,218</b>	<b>\$2,689,593</b>	<b>\$345,993</b>	<b>\$11,652,997</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		\$2,182,714	\$1,746,840	\$790,128	\$2,864,668	\$531,843	\$411,218	\$2,674,593	\$330,993	\$11,532,997
<b>Illustrative</b>			<b>\$4,133,000</b>	<b>\$7,500,000</b>	<b>\$14,055,000</b>	<b>\$3,675,000</b>				<b>\$29,363,000</b>
Illustrative			\$4,133,000	\$7,500,000	\$14,055,000	\$3,675,000				\$29,363,000
<b>Funding Total</b>		<b>\$34,053,627</b>	<b>\$31,991,300</b>	<b>\$49,798,500</b>	<b>\$65,313,700</b>	<b>\$12,212,375</b>	<b>\$7,390,550</b>	<b>\$20,124,425</b>	<b>\$5,536,425</b>	<b>\$226,420,902</b>

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 20, 2012

**ITEM TITLE:** BOARD COMMITTEE ASSIGNMENTS

**PREPARED BY:** Greg Evans, Board President-elect

**ACTION REQUESTED:** None.

---

**BACKGROUND:**

In June of each year, Board members review their current committee assignments, and assignments may be revised depending on Board members' preferences. Committee assignments will be finalized at the June 20 Board meeting.

**ATTACHMENT:** LTD Board of Directors Committees and Special Assignments document to be e-mailed separately to Board members before the June 20 Board meeting.

**PROPOSED MOTION:** None.

Q:\Reference\Board Packet\2012\06\June 20 Regular Mtg\Committee Assignmts Summary.docx

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 20, 2012

**ITEM TITLE:** MAY 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 May report will be posted on June 19.

**ATTACHMENT:** None

Q:\Reference\Board Packet\2012\06\June 20 Regular Mtg\12fin10packet.doc

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 20, 2012

**ITEM TITLE:** FISCAL YEAR 2012-13 SPECIAL TRANSPORTATION FUND ALLOCATIONS

**PREPARED BY:** Susan Hekimoglu, Accessible Services Specialist

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

---

### BACKGROUND:

At its April 17, 2012, meeting, the Accessible Transportation Committee approved the proposed project funding from the Fiscal Year 2012-13 Special Transportation Fund (STF) and forwarded a recommendation of approval to the LTD Board of Directors and the Budget Committee. Subsequently, the proposed allocations were included on page 38 of the May 16, 2012, LTD Budget Committee meeting packet. The Budget Committee approved the proposed FY 2012-13 Budget, which included these Special Transportation Fund (STF) recommendations.

The Special Transportation Fund included an in-District allocation for projects performed within LTD's fixed-route service boundary, and an out-of-District allocation for those projects performed outside of LTD's boundary. Staff applied for additional funds for some services and had been notified that the funds would be received. Overall project budgets included this additional funding with associated changes in the respective STF allocations.

The FY 2012-13 Proposed Budget included \$455,000 for in-District Projects, including the RideSource Metro package of services required under the Americans with Disabilities (ADA) Act. Those services include the RideSource Metro complementary paratransit, RideSource Shopper, RideSource Escort (volunteer), and Pearl Buck preschool service. Other in-District services include mental health transportation provided by White Bird Clinic, travel training and transit host services provided by Alternative Work Concepts, transportation eligibility services provided by Lane Council of Governments Senior Connections and Alternative Work Concepts, and South Lane services provided by South Lane Wheels.

The FY 2012-13 proposed allocation for out-of-District services of \$122,550 includes funding for Rhody Express and associated ADA complementary paratransit services in Florence, Diamond Express and Dial-a-Ride services in Oakridge, and funding for rural vehicle local match.

**ATTACHMENT:** None.

**PROPOSED MOTION:** None.

Q:\Reference\Board Packet\2012\06\June 20 Regular Mtg\06-2012\_STF Budget AIS.docx

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 20, 2012

**ITEM TITLE:** MAY 2012 GRANT REPORT

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

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

---

### **BACKGROUND:**

The Monthly Grant Report for activity through May 31, 2012, follows this summary. It contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation *ConnectOregon* grants that have a remaining balance or have had activity within the last six months. All grant totals are reported in total project dollars, so they include both the grant-funded amount and any applicable local match. Due to the timing of this report, not all of the invoices for the report month have been received. Any additional invoices charged to this report month will be reflected in the Grant Totals expenditure amounts next month.

#### National Transit Database

- The closeout letter for the National Transit Database report for report year 2011 (Fiscal Year 2010-11) has been received. LTD's report has been closed out without issues. A presentation to the Board on the NTD data will be made in the fall.

#### Federal Transit Administration TEAM Grant Applications

Three grant applications were reported in the April 2012 report as having been submitted to FTA for their consideration. A fourth grant was submitted in early May. TEAM grants are the mechanism that LTD uses to directly access funds that have already been awarded. Upon execution of the grant agreement, LTD has access to the funds and can begin processing reimbursement requests (drawdowns) as funds are spent. The current status of the four grants is as follows:

- OR-95-X030-01 - \$90,000 in STP funds for *Smart Trips* program: Executed May 31, 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 June 2012.
- OR-90-X161 - \$7,273,000 in 5307 funds for preventive maintenance, West Eugene EmX planning, and security improvements: Submitted April 30, 2012. This grant has been through its processing cycle and is under final review. Execution is expected to occur within the first two weeks of June 2012.
- OR-04-0041 - \$1,088,000 Veterans Transportation and Community Living Initiative for *RideSource* Call Center Systems Improvements. This grant will fund new call center software, related hardware, and upgrade the telephone system at the Call Center. This grant was executed on May 31, 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

Q:\Reference\Board Packet\2012\06\June 20 Regular Mtg\Grant report summary june 20.docx





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
-----------------------	---	------------	------------	-----------

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	855,285.99	(111,582.60)
14.04.40 Sitework & Special Conditions	-	11,241,013.34	10,862,459.61	378,553.73
14.05.50 Systems	583.00	2,229,930.78	1,826,725.87	403,204.91
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	8,250,728.63	(529,528.63)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	583.00	30,808,867.00	28,263,915.24	2,544,951.76

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	435,180.00	6,024,096.00	5,977,983.51	46,112.49
------------------------------------	------------	--------------	--------------	-----------

OR-04-0041 - FTA 5309 VTCLI	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.42.08 Call Center Software	-	1,062,000.00	-	1,062,000.00
11.62.02 Call Center Telephone System	-	298,000.00	-	298,000.00
	-	1,360,000.00	-	

OR-37-X016 - FTA 5316 Job Access/Reverse Commute	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.7L.00 Mobility Management	-	504,570.00	228,144.66	276,425.34
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	609,466.36	276,425.64

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
----------------------------------------------	---	--------------	---	--------------

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	3,000,000.00	-
---------------------------------------	------------	--------------	--------------	---



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	941,997.82	518,902.18
11.42.08 Software	-	480,000.00	318,234.93	161,765.07
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	61,059.00	400,000.00	354,885.15	45,114.85
11.43.03 Maintenance Facility Remodel	-	1,475,289.00	1,475,288.81	0.19
11.62.20 Communications Equipment	-	50,000.00	30,328.13	19,671.87
11.71.12 Vanpools	3,575.00	163,400.00	146,601.53	16,798.47
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>64,634.00</u>	<u>18,531,037.00</u>	<u>17,522,381.76</u>	<u>1,008,655.24</u>

OR-90-X161 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.09 Security Improvements	-	91,250.00	3,685.68	87,564.32
11.7A.00 Preventive Maintenance	2,493,240.00	7,500,000.00	2,493,240.17	5,006,759.83
44.27.00 WEEE Alternatives Analysis	1,483,713.00	1,500,000.00	1,483,714.15	16,285.85
	<u>3,976,953.00</u>	<u>9,091,250.00</u>	<u>3,980,640.00</u>	<u>5,110,610.00</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	112.00	222,891.00	208,654.14	14,236.86
11.72.11 Rideshare	-	450,498.00	450,498.00	-
	<u>112.00</u>	<u>1,380,769.00</u>	<u>1,366,532.14</u>	<u>14,236.86</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	-	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	299.00	2,340,354.00	1,803,106.38	537,247.62
11.7F.00 Gateway SmartTrips	85,700.00	100,301.00	86,383.87	13,917.13
	85,999.00	2,440,655.00	1,889,490.25	551,164.75

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:** June 20, 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, June 20, 2012

**PROPOSED MOTION:** None

Q:\Reference\Board Packet\2012\06\June 20 Regular Mtg\Dept Rept AIS.docx



## MONTHLY DEPARTMENT REPORTS

June 20, 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**

*Theresa Brand, Program Manager*

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

To further align with the District, Point2point Solutions will now be known as Point2point at Lane Transit District.

A team made up of staff from Point2point, the University of Oregon, and the City of Eugene continue to meet and prepare ideas for the development of an operating plan in anticipation of funding the Bike Sharing Program. A grant application has been submitted to the Federal Transit Administration (FTA) for the program, and notification should be received in early July.

Ridershare Program Coordinator Tracy Ellis made a presentation to the GreenLane Sustainable Business Network regarding the WeCar program, the regional program that launched on April 2. WeCar staff are already in discussion with local developers regarding interest in additional car placements.

Ms. Ellis attended the State Transportation Options Statewide meeting in Ashland on May 11. In addition, she attended a meeting with the Transportation Options (TO) Group of Oregon. Point2point is involved in an ongoing basis with statewide TO information sharing and planning for training events such as the Oregon Transportation Conference.

Ms. Ellis continues work with the Oregon Public Transportation Conference planning committee.

##### **School Solutions:**

Ms. Brand and Project Communications Coordinator Lisa VanWinkle garnered support from the region's Transportation Planning Committee to seek Central Lane Metropolitan Policy Committee (MPC) approval for investing \$117,000 of Surface Transportation Projects – Urban funds to maintain the Safe Routes to School program during the 2012-13 school year. The Safe Routes to School (SRTS) program encourages K-8 students to walk or bike to school. The funding request went before the MPC at the June 14 meeting.

Ms. VanWinkle continues to meet with local SRTS staff in finalizing the SRTS program strategy. This report will be completed by mid-summer and available for Board Review by August.

**On-the-go Solutions:**

Two new employers enrolled in the Emergency Ride Home program: 1) Dynamic Measurement Group, and 2) Forrest Paint.

A vehicle count was conducted at nine shared and exclusive-use LTD Park & Ride lots. The Springfield Station is at capacity at all times, and its overflow area at the Booth Kelly parking lot is near capacity at all times as well. Park & Ride users also have begun casually using a gravel lot south of the Springfield Station. The Amazon Station Park & Ride is at or near capacity at most times, but it should be noted that many users of this lot use it for recreational purposes (jogging path, dog park, etc.). The lots at Thurston, River Road, Seneca, Veneta Station, West Lane Shopping Center in Veneta, and the Eugene Faith Center have no capacity issues. The Willamette Christian Center Park & Ride is at 30 – 65 percent capacity on most days.

Thirty-seven new users signed up to use the Drive Less Connect database for a total of 526 registered users. To date, there have been 714 ride matches performed with 47 percent (338) receiving at least one match.

**Education and Outreach:**

The BCC is a fun and friendly weeklong competition where local Eugene-Springfield employers and workplace teams join forces to turn the daily commute into a transportation adventure.

- It's about driving less and saving money.
- It's about exploring active/healthy transportation options.
- It's a chance to win great prizes.

The 2012 Business Commute Challenge (BCC) concluded on May 24 with a wrap-up party that was held at the Atrium in downtown Eugene. Springfield Mayor Christine Lundberg, Eugene Mayor Kitty Piercy, and LTD General Manager Ron Kilcoyne spoke along with emcee KEZI 9 Meteorologist Melissa Frey.

The 2012 BCC had 2,150 individual employees participate. Those individuals formed 169 teams that represented 107 unique businesses in the region. The Business Commute Challenge reduced 68,780 miles in one week which represents a savings of 55,695 pounds of CO<sub>2</sub>.

Point2point held eight events in May to promote the Business Commute Challenge.

Lane Transit District's team, LTD Express, won First Place in the team category of 300+ employees.

The final 2012 Business Commute Challenge report will be available in July.

Point2point staff presented information on transportation options and Drive Less Connect at the EWEB safety fair, the Organically Grown Company transportation fair, and the Eugene Chamber Business-After-Hours business showcase.

**Regional Bike Parking Study:**

Point2point staff held the latest in a series of meetings with the Regional Bike Parking stakeholders in preparation for the forthcoming Regional Bike Parking study. An RFP is currently being developed and will be going out in mid-June. It is anticipated that a vendor will be selected by August and that work will begin on the study by September 1. Once completed, the information in the study will help to inform staff of issues and choices around short- and long-term bike parking in the region. The project manager for this study is Employer Programs Specialist Marcia Maffei with assistance from UO Graduate Student/LTD Intern Hannah Oliver.

**SmartTrips Gateway:**

Since the official launch of the household portion of the SmartTrips Gateway program, 164 different households in Springfield have ordered individualized transportation options information. Examples of resources that are available for ordering include a Buy Local coupon book; biking and walking maps and information; the LTD *Rider's Digest*; Accessible Services information; resources for children; information on carpooling, vanpooling, and carsharing; a week of free bus passes; and much more. These packets are hand delivered by bicycle. Point2point staff are gearing up for a full summer of fun community events including bike classes, bike rides, a historic walking tour, and an EmX movie outing.

**FACILITIES PROJECTS**

*Joe McCormack, Facilities Manager*

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

**Community Relations**

*Andy Vobora, Director of Community Relations*

**10-10-10:**

The 10 millionth EmX Rider Celebration was successful in a variety of ways. There were approximately 200 people who came to celebrate, and the group was excited to participate in the prize drawings hosted by LTD and the KDUK radio station. Media coverage leading up to the event was strong, and the event was covered by two area television stations. Remote radio interviews were conducted with LTD General Manager Ron Kilcoyne, LTD Board Member Doris Towery, and Eugene Mayor Kitty Piercy. The winner of the Hutch's bicycle was ecstatic.

**Outreach:**

LTD staffed a booth at the Eugene Chamber Greeters Expo in May. The event, which was held at the Chamber's media studios, attracted more than 600 attendees.

Community meetings included both neighborhood groups and civic organizations. Mr. Kilcoyne and Mr. Vobora presented to the Downtown Neighborhood Association and the Northeast Neighborhood Association. Meetings with the Eugene Airport Rotary and the Emerald Executive Association were well attended and provided a good forum for discussion. Mr. Vobora also presented to residents of the Olive Plaza.

**Summer Events:**

It's that time again! Staff have been working hard on the Olympic Trials; and while LTD is not the primary contractor, the District's involvement and guidance have played a pivotal role in developing the service package. Kudos go to Service Planning Manager Will Mueller and Public Relations Specialist Angie Sifuentez.

The Oregon Country Fair (OCF) is coming soon, and LTD and First Student Charters will again partner in providing the shuttle service. LTD will operate shuttles out of the Eugene Station, and First Student will handle the Valley River Center Park & Ride service. Attendees will be allowed

to use their OCF tickets to ride on LTD buses for no charge, which gives attendees the option of leaving their cars at home and using the regular system to connect to a shuttle to the fair.

The District is partnering with several recognized community events again this summer. The list includes the Oregon Bach Festival, Habitat for Humanity's Blues and Brews Festival, and the BRING Recycling Home and Garden Tour. Watch for information about these great events in LTD social media, newsletters, and more.

### **Freedom Pass:**

LTD's summer youth pass, titled The Freedom Pass, has been distributed to sales outlets, and a media campaign has been underway throughout the month. The two-month bus pass that is valid in July and August is available to youth ages 6-18 for \$35. As part of the promotional effort for youth, LTD has partnered with the Eugene Emeralds to provide a \$2 discount for LTD pass holders, and the discount applies to any LTD pass. This promotion was very popular last summer.

### **Fare Increase:**

Information about the fare increase has been posted at stations, highlighted in *Bus Talk*, and communicated on the LTD website and social media channels. The EmX ticket vending machine software update has been received from Parkeon; and Information Technology Manager Steve Parrott is coordinating the installation of the update, which is scheduled for July 1. A big thanks goes to Mr. Parrott for coordinating this 4:00 a.m. work project.

The LTD Leadership Council agreed to a plan that will allow the District to move forward with a 10-ride punch card. The program will be introduced on a two-year trial basis, with specific sales targets that must be reached if the program is to be continued. In addition to evaluating the sales criteria, staff will evaluate operational and administrative aspects of the program prior to making a decision to continue. It is anticipated that the punch cards will be available this fall.

### **Staffing:**

The posting for the vacant Marketing Representative/Public Relations Specialist position is posted, and it is hoped that this position is filled by early August. Cosette Rees assumed her new duties as Manager of Customer and Accessible Services on June 4, and the Accessible Services staff moved into the Customer Service Center building on June 1. Accessible Services Manager Terry Parker's last day as manager is Friday, June 29. She will return in a part-time capacity for three months beginning in September. Her role will be to oversee the writing of discretionary grants that come up for renewal every two years.

## **CUSTOMER AND ACCESSIBLE SERVICES**

*Cosette Rees, Customer and Accessible Services Manager*

### **Service Animals:**

Earlier this month LTD received a request from an animal trainer to have a bus sent out to familiarize service animals-in-training with buses. LTD is required to allow service animals-in-training the same access as fully trained animals. However, it was discovered that these dogs in training ranged in age from 11 weeks to 6 months, and that may be too young to deal with all of the things that can happen on buses. Staff plan to collaborate with this trainer to provide input on the proper point in an animal's training that it would be allowed on the bus.



**Workgroup Transition:**

The joining of the Accessible Service and Customer Service workgroups has only just begun with Accessible Service staff moving downtown to the Eugene Station. Benefits already are being felt as having the Accessible Service staff downtown provides on-site support to Customer Service on related questions and clarification. It is fortunate that Terry Parker remains at the District through June to complete the manager transition.

**TRANSIT OPERATIONS**

*Mark Johnson, Director of Transit Operations*

**Summer Detours:**

Detours for road construction and special events are in full swing. Operations' staff have been working with event planners, contractors, and city personnel to minimize the impact of the detours on LTD customers. It will be a long and disruptive construction year with several major projects planned.

**APTA Security/Emergency Management Standards Working Group:**

Mr. Johnson is a member of the APTA Security/Emergency Management standards working group, and LTD will be hosting the working group meeting in July. There will be several transit security and emergency management professionals convening for two days of meetings to develop industry emergency management standards.

**MAINTENANCE**

*George Trauger, Director of Maintenance*

All 24 of the new 1100-series buses are now in service. The security camera system also is up and functioning. The interior cameras are providing much needed documentation when necessary. The exterior cameras also are an additional benefit for external views. With all of the rains lately, there have been many discussions with the vendor to resolve some issues of water leaking into the housings on a few of the external cameras. Training for the mechanics for the 1100-series buses is on schedule to occur in July and August. The air conditioning class that was completed during the second week of May was very beneficial and well received by all mechanics who attended. For those who did not attend, a follow-up class will be conducted by our in-house maintenance trainers. Mechanic training is a critical piece with any new bus purchase for Maintenance personnel. New electronics and constant evolving technologies require sufficient training to maintain vehicles and auxiliary equipment.

Maintenance staff also are gearing up for the extremely busy summer. Service for the 2012 U.S. Olympic Trials is almost upon us, which will require additional preparation to provide buses for expected crowds and additional extended service. After that, the Oregon Country Fair will come up quickly in the second week of July.

## **FINANCE AND INFORMATION TECHNOLOGY**

*Diane Hellekson, Director of Finance and Information Technology*

### **FINANCE**

*Todd Lipkin, Finance Manager*

#### **Payroll Processing:**

- Forty-three (43) payroll checks and 562 payroll direct deposits totaling \$853,678 were made in May 2012 (two pay dates).

#### **Accounts Payable:**

- Three hundred twenty (320) vendor paper and electronic checks totaling \$4,444,977 were processed during the month of May 2012. This included a \$560,180 payment to Gillig Corporation for the final 40-foot, hybrid-electric bus in the 24-bus purchase.

#### **Accounts Receivable:**

- Thirteen (13) cash fare deposits totaling \$155,194 were processed in May 2012.
- Thirty-six (36) nonprofit agency orders were processed in May 2012.
- Sixty-six (66) RideSource ticket book orders for 190 ticket books were processed in May 2012.

#### **Budget Preparation:**

- The FY 2012-13 proposed budget was finalized.
- The FY 2012-13 proposed budget notebook was printed, distributed to Budget Committee members, and posted to the LTD website.
- The budget presentation was developed for the May 16, 2012, Budget Committee meeting.
- The Budget Committee approved the FY 2012-13 proposed budget at its meeting on May 16, 2012.

### **ACCOUNTING/INTERNAL AUDIT**

*Carol James, Chief Accountant/Internal Auditor*

#### **Accounting:**

The April 2012 financial reports were completed and posted on the LTD website on May 15, 2012, which was not in time for the May 14 special Board meeting. The monthly financial reports were handed out to the Board at this special meeting. The regular monthly Board meeting was held on May 16, 2012.

Staff attended two different training sessions on the new *Governmental Accounting Standards Board (GASB)* requirements for the *Comprehensive Annual Financial Report (CAFR)* for the fiscal year ended June 30, 2012. While the GASB has not released the final pronouncement, the direction of the new pension recording and reporting requirements appears to be cast in

stone. There are substantial changes, including reporting the net pension liability on the balance sheet. The implementation date is currently scheduled for June 2015.

**Internal Audit:**

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, and proposals are being evaluated for Call Center software.
- An RFP is being issued this month for a consultant to review bike parking.
- A request for qualifications has been issued and letters of qualification received for environmental planning services.
- An RFP has been issued for bus operator uniforms.

**HUMAN RESOURCES AND  
RISK MANAGEMENT**

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

**RECRUITMENT AND PERSONNEL**

*David Collier, Senior Human Resources Analyst*

**Recruitment:**

Recruitment for a Marketing Representative began on June 10 to fill the position vacated by Cosette Rees. The expectation is to have the position filled by early August.

A graduate student from the University of Oregon Conflict Resolution Program will intern with the HR Department part-time through the summer.

**Diversity Council:**

On June 7 members of the Diversity Council attended the Blacks in Government training on the topic of inclusion.

Q:\Reference\Board Packet\2012\06\June 20 Regular Mtg\Dept Report.docx

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** June 20, 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:** May 2012 Performance Reports *(to be sent out electronically before the regularly scheduled meeting date)*  
April 2012 RideSource Activity and Productivity Report

Q:\Reference\Board Packet\2012\06\June 20 Regular Mtg\performance summary.docx

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

<u>4/30/2012 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>
<b>RideSource Ridership</b>	16,789	16,281	3.1%	161,026	153,057	5.2%	192,636	182,656	5.5%
RideSource(All Modes)	14,142	13,276	6.5%	129,086	126,548	2.0%	154,755	151,091	2.4%
Shopper	478	413	15.7%	4,861	4,307	12.9%	5,758	5,206	10.6%
Escort Volunteers-Metro	971	1,033	-6.0%	13,036	9,300	40.2%	15,342	10,859	41.3%
Escort Volunteers-Rural	1,198	1,559	-23.2%	14,043	12,902	8.8%	16,781	15,500	8.3%
<b>RideSource Cost per Ride</b>	\$ 21.54	\$ 20.99	2.6%	\$ 21.91	\$ 21.37	2.5%	\$ 21.83	\$ 21.21	3.0%
RideSource(All Modes)	\$ 24.44	\$ 24.39	0.2%	\$ 26.06	\$ 24.55	6.1%	\$ 25.90	\$ 24.37	6.3%
RideSource Shopper	\$ 14.05	\$ 16.20	-13.2%	\$ 15.19	\$ 15.86	-4.2%	\$ 15.27	\$ 15.45	-1.2%
RideSource Escort	\$ 4.27	\$ 4.32	-1.3%	\$ 3.36	\$ 4.31	-22.0%	\$ 3.42	\$ 4.22	-18.9%
<b>Ride Reservations</b>	14,839	13,821	7.4%	138,179	133,647	3.4%	165,235	159,362	3.7%
Cancelled Number	1,242	1,164	6.7%	13,095	13,234	-1.1%	15,433	15,600	-1.1%
Cancelled % of Total	8.37%	8.42%		9.48%	9.90%		9.34%	9.79%	
No-Show Number	171	180	-5.0%	1619	1424	13.7%	1,938	1,679	15.4%
No-Show % of Total	1.15%	1.30%		1.17%	1.07%		1.17%	1.05%	
Ride Refusals Number	0	0	0%	0	4	-100.0%	0	5	-100.0%
Ride Refusals % of Total	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	
<b>Service Hours</b>	7,836	7,107	10.3%	73,381	68,166	7.7%	87,733	81,384	7.8%
Agency Staff	7,604	6,935	9.6%	71,047	66,174	7.4%	84,947	78,775	7.8%
Agency SMS Volunteer	232	172	34.9%	2,334	1,992	17.2%	2,786	2,609	6.8%
Avg. Trips/Service Hr.	1.87	1.93	-3.1%	1.83	1.92	-4.7%	1.83	1.92	-4.7%
<b>RideSource System Miles</b>	99,219	94,409	5.1%	929,525	907,489	2.4%	1,117,439	1,086,614	2.8%
Avg. Miles/Trip	6.79	6.90	-1.6%	6.94	6.94	0.1%	6.96	6.95	0.1%
Miles/Vehicle Hour	12.66	13.28	-4.7%	12.67	13.31	-4.9%	12.74	13.35	-4.6%
<b>On-Time Performance %</b>	88.1%	86.9%	1.4%	87.6%	85.3%	2.8%	87.6%	84.9%	3.1%
Sample	12,423	12,000		115,814	114,189		139,233	136,319	
On-Time	10,945	10,422		101,504	97,351		121,940	115,768	

- 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:** June 20, 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:

Taking into consideration summer schedules, July and August Board meeting have been canceled. If there is an issue requiring Board action that should arise during the summer, a meeting with the Board will be scheduled. The action or information items listed below will be included on the agenda for future Board meetings.

- A. **Punch Card Proposal:** Staff are developing a proposal for a 10-ride punch card in response to the Board's direction. The proposal should be ready for Board review this summer.
- B. **Appropriate Level of Service:** Staff will begin collection analysis in July with a Board presentation in September.
- C. **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 the fall.
- D. **Legislative Agenda:** Later in the fall, staff will provide to the Board an overview of funding requests and discuss strategy for the 2013 Legislative Session.
- E. **RideSource Out-of-Area Service Review:** The Board asked that the RideSource Out-of-Area Service program be revisited following a six-month extension of the program. Staff will gather data and report usage figures this fall.
- F. **Budget Committee Appointments:** At the end of this calendar year, two Budget Committee members' terms will expire. Appointments will be approved at a Board meeting later this fall.
- G. **Long-Range Transit Plan:** An update on progress of the Long-Range Transit Plan will be presented at a future meeting.
- H. **Annual Performance Report:** In conjunction with an update on the Long-Range Transit Plan, staff will provide a FY 2011-12 Performance Report for presentation at a future meeting.
- I. **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.

Q:\Reference\Board Packet\2012\06\June 20 Regular Mtg\FUTURESUM.docx

# LTD BOARD OF DIRECTORS COMMITTEES AND SPECIAL ASSIGNMENTS

July 1, 2012

## **BOARD OFFICERS**

*(Terms expire 6/30/14)*

President – Greg Evans  
Vice President – Doris Towery  
Secretary – Gary Gillespie  
Treasurer – Ed Necker

## **METROPOLITAN POLICY COMMITTEE (MPC)**

(meets 2<sup>nd</sup> Thursday of the month)

Greg Evans  
Doris Towery  
Alternate: Mike Eyster

## **HUMAN RESOURCES COMMITTEE**

(meets 2<sup>nd</sup> and 4<sup>th</sup> Thursdays, as needed)

\*Michael Dubick  
Doris Towery  
Dean Kortge

## **METROPOLITAN PLANNING ORGANIZATION CITIZEN ADVISORY COMMITTEE (MPO CAC)**

(meets on the 3<sup>rd</sup> Thursday of each month)

\*\*Gary Gillespie  
Ron Kilcoyne, Liaison to MPC

## **\*\*\*SERVICE COMMITTEE**

(meets every other month, or as needed)

Gary Gillespie  
Ed Necker  
Michael Dubick

## **LANE COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS**

(meets every other month - 4<sup>th</sup> Thursday)

Michael Dubick  
Alternate: Mike Eyster

## **FINANCE COMMITTEE**

(meetings scheduled as needed)

Michael Dubick  
\*Dean Kortge  
Ed Necker

## **TRANSPORTATION COMMUNITY RESOURCE GROUP (TCRG) FOR THE EUGENE TRANSPORTATION SYSTEM PLAN (TSP):**

(Meetings scheduled as needed)

Ed Necker  
\*\*Gary Gillespie (representing MPO's CAC)

## **\*\*\*EmX STEERING COMMITTEE**

(meets quarterly on 1<sup>st</sup> Tuesday)

Mike Eyster  
Gary Gillespie  
Doris Towery

## **LANE AREA COMMISSION ON TRANSPORTATION**

(meets on the 2<sup>nd</sup> Wednesday of each month)

Michael Dubick  
Alternate: Ron Kilcoyne

## **PENSION TRUSTS**

(meetings scheduled as needed)

Dean Kortge

## **SPRINGFIELD TRANSPORTATION SYSTEM PLAN STAKEHOLDER ADVISORY COMMITTEE**

(Meetings scheduled as needed)

Mike Eyster

## **ACCESSIBLE TRANSPORTATION COMMITTEE**

(meets on the 3<sup>rd</sup> Tuesday of each month)

Ed Necker

-----  
\*Denotes Current Committee Chair  
\*\*\*Committee Chair to be Determined

-----  
\*\*MPC Approval Pending  
Q:\ATEAM\BOARD\BdCommittees 2012-13 Draft.docx  
Updated: 8/6/2018 9:48:28 AM