



Public notice of cancellation was given to *The Register-Guard* for publication on July 12, 2012.

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

**July 18, 2012**

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- I. Long-Range Transit Plan
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- K. West Eugene EmX Extension

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## AGENDA ITEM SUMMARY

**DATE:** July 18, 2012

**ITEM TITLE:** BOARD CALENDARS

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

**ACTION REQUESTED:** None.

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**BACKGROUND:**

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

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

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

**PROPOSED MOTION:** None.

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## AGENDA ITEM SUMMARY

**DATE:** July 18, 2012

**ITEM TITLE:** BOARD MEMBER REPORTS

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

**ACTION REQUESTED:** None

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### BACKGROUND:

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

### MEETINGS HELD:

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

1. **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. At the June 19 meeting, Hugh Massengill conducted his last meeting as Chair. Mary Otten was elected Chair, and bus operator Annie Saville was elected Vice-Chair of the committee for the coming year. LTD presented information about the number of people in mobility devices left behind due to full wheelchair bays. Staff also provided an update on the Coordinated Plan. The next meeting will be held on September 18.
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. At the June 19 meeting, trustees received an investment report, approved a change to the investment allocation, and reduced the assumed rate of return from 7.5 percent to 7.25 percent for both trusts. For the Salaried Trust, the trustees approved the summary plan description as presented by Milliman actuary Will Clark-Shim. The next meeting is scheduled to be held on October 17.
3. **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 June 21 meeting, LCOG staff presented the STP-U funding application for Safe Routes to School and gave a briefing on transportation funding issues. The main item was a presentation by the

ODOT area region manager discussing recent events the changing culture of ODOT. The next MPO CAC meeting will be held on July 19.

4. **Lane Council of Governments (LCOG) Board of Directors**: LTD Board Member Mike Dubick represents LTD on the LCOG Board of Directors as a non-voting member, with Board member Doris Towery serving as the alternate. The LCOG Board meets every other month. At the June 28 meeting, the Board discussed the executive director transition, the FY 2012-13 work program and budget, and the amendments to the LCOG contracting rules. The next meeting is scheduled to take place on September 27.
5. **Metropolitan Policy Committee (MPC)**: Board President Greg Evans and Board Member Doris Towery are LTD's MPC representatives, with Board Member Mike Eyster serving as an alternate. MPC meetings generally are held on the second Thursday of each month. At the July 12 meeting, the Committee received a report from the Metropolitan Planning Organization's (MPO) Citizen Advisory Committee. The MPC also were asked to approve an amendment to the MPO STP-U funding for FY 2012-13 Safe Routes to School program. The next meeting is scheduled to be held on August 9.

#### OTHER ACTIVITIES:

1. **American Public Transportation Association (APTA) Board of Directors Executive Committee**: Board President Greg Evans serves on this committee. The next Committee meeting will be held on September 7.

#### NO MEETINGS HELD:

1. **Lane Area Commission on Transportation (LaneACT)**: In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, Lane Council of Governments, and LTD. Board Member Michael Dubick serves as LTD's representative on this commission, which meets on the second Wednesday of the month. The July 11 meeting was canceled due to a workshop that was scheduled that same day regarding the new State Transportation Improvement Program process. The next LaneACT meeting is scheduled to be held on August 8.
2. **LTD Board Human Resources Committee**: The Board Human Resources Committee is composed of Chair Mike Dubick and Board Members Dean Kortge and Doris Towery. The next meeting is tentatively scheduled to be held on August 14.
3. **EmX Steering Committee**: The EmX Steering Committee generally meets quarterly and is composed of Chair Greg Evans, Board Members Doris Towery and Gary Gillespie, members of local units of government, and community representatives. The next meeting is scheduled to be held on September 11.
4. **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.

5. **Springfield Stakeholder Advisory Committee**: Board Member 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.
6. **LTD Board Service Committee**: The Board Service Committee is composed of Chair Greg Evans and Board Members Ed Necker and Doris Towery. The next meeting has not yet been scheduled.
7. **LTD Board Finance Committee**: The Board Finance Committee is composed of Chair Dean Kortge and Board Members Mike Dubick and Ed Necker. The next meeting has not yet been scheduled.

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## AGENDA ITEM SUMMARY

**DATE:** July 18, 2012

**ITEM TITLE:** JUNE FINANCIAL STATEMENTS

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

**ACTION REQUESTED:** None

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**BACKGROUND:**

Because the fiscal year-end closure process takes a period of several weeks to complete, the June financial report is not available at this time. In accordance with a statutory requirement, a preliminary financial report for the fiscal year ended on June 30 is always provided to Board members on or before July 31 of each year. The Comprehensive Annual Financial Report (CAFR), which contains audited financial statements for the previous fiscal year, is presented to the Board in the fall of the subsequent fiscal year.

The first phase of field work for the independent audit of Fiscal Year 2011-2012 was conducted during the week of June 25, 2012. The balance of the field work is scheduled to begin in September. Staff expect the CAFR to be ready for acceptance by the Board before the end of the calendar year.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

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## AGENDA ITEM SUMMARY

**DATE:** July 18, 2012

**ITEM TITLE:** JUNE 2012 GRANT REPORT

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

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

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### **BACKGROUND:**

The Monthly Grant Report for activity through June 30, 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.

### Federal Transit Administration TEAM Grant Applications

Two grant applications were reported in the May 2012 report as having been submitted to FTA for their consideration. A third grant was drafted and forwarded to Region X staff for their review in early July. 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 three grants is as follows:

- 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. Other priorities for Region X staff have kept them from reviewing grants. Hopefully this grant will be reviewed by Region X staff in July and submitted so the funds can be accessed before the end of the Federal fiscal year, which is September 30, 2012.
- OR-90-X161 – The West Eugene EmX Extension planning was removed from this grant application because the codes for this project needed to be changed and we wanted to execute this grant to get the preventive maintenance funds. The new grant amount is \$6,073,000 in 5307 funds for preventive maintenance, and security improvements. This grant was executed on July 2, 2012.
- OR-90-X164 – \$1,373,875 in 5307 funds for West Eugene EmX Extension (WEEE) small starts and environmental activities and for security improvements. The WEEE funds are the funds that were removed from the OR-90-X161. This grant was forwarded to Region X staff for their review on July 9, 2012. Once their review is complete, the grant will be officially submitted and should be executed within 60 days.



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. Lane Transit District was notified on July 5, 2012, that our application was not funded.

**ATTACHMENT:** Monthly Grant Report

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

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

13.13.06 EmX Vehicles	-	1,555,073.75	1,555,073.75	-
14.01.10 Guideway	-	4,300,805.32	3,398,470.97	902,334.35
14.02.20 Stations & Stops	-	743,703.39	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	-	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	1,664.00	7,721,200.00	8,253,911.20	(532,711.20)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	1,664.00	30,808,867.00	28,267,097.81	2,541,769.19

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	73.00	6,024,096.00	5,986,985.29	37,110.71
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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	240,064.16	264,505.84
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	621,385.86	264,506.14

OR-57-X012 - FTA 5317 New Freedom	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.7L.00 Mobility Management	-	96,528.00	-	96,528.00
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OR-77-0001 - FTA TIGGER TIGGER	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

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

OR-90-X152 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 40' Gillig Low Floor Bus	-	2,787,360.00	2,787,360.00	-
11.12.01 Finance & Int. Costs Gillig Bus Purch	-	186,499.00	186,498.55	0.45
11.13.01 40' Gillig Low Floor Bus	-	1,000,850.00	1,000,849.78	0.22
11.23.01 Extend EmX Lanes	-	201,520.00	201,520.52	(0.52)
11.32.02 River Road Station Land	-	2,261,504.00	2,261,504.46	(0.46)
11.32.06 Franklin EmX Fare Machines	-	350,000.00	350,000.00	-
11.42.07 Hardware	-	1,460,900.00	941,997.82	518,902.18
11.42.08 Software	-	480,000.00	318,471.18	161,528.82
11.42.09 Bus Security Cameras	-	60,224.00	60,224.59	(0.59)
11.42.09 Security Improvements	-	300,000.00	300,000.00	-
11.42.20 Miscellaneous equipment	-	175,000.00	72,616.15	102,383.85
11.43.03 Improvements	43,302.00	400,000.00	400,000.00	-
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	3,352.00	163,400.00	149,889.90	13,510.10
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
	46,654.00	18,531,037.00	17,571,021.23	960,015.77

OR-90-X161 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.09 Security Improvements	7,050.00	91,250.00	11,879.71	79,370.29
11.7A.00 Preventive Maintenance	-	7,500,000.00	3,309,816.23	4,190,183.77
	7,050.00	7,591,250.00	3,321,695.94	4,269,554.06

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	327.00	222,891.00	210,211.31	12,679.69
11.72.11 Rideshare	-	450,498.00	450,498.00	-
	327.00	1,380,769.00	1,368,089.31	12,679.69



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	9.00	27,861.00	20,002.70	7,858.30
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	<u>9.00</u>	<u>3,532,885.00</u>	<u>3,525,026.38</u>	<u>7,858.62</u>

OR-95-X030 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.33.02 U of O Station Construction	-	2,340,354.00	1,804,316.64	536,037.36
11.7F.00 Gateway SmartTrips	594.00	100,301.00	93,977.04	6,323.96
	<u>594.00</u>	<u>2,440,655.00</u>	<u>1,898,293.68</u>	<u>542,361.32</u>

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	-
	<u>-</u>	<u>6,403,139.00</u>	<u>6,338,461.00</u>	<u>64,678.00</u>

## AGENDA ITEM SUMMARY

**DATE:** July 18, 2012

**ITEM TITLE:** DEPARTMENT REPORTS

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

**ACTION REQUESTED:** None

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**BACKGROUND:**

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

**ATTACHMENT:** Monthly Department Reports, July 18, 2012

**PROPOSED MOTION:** None

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## MONTHLY DEPARTMENT REPORTS

July 18, 2012

### PLANNING AND DEVELOPMENT

*Tom Schwetz, Director of Planning and Development*

#### **PROJECT DEVELOPMENT**

*John Evans, Senior Project Manager*

##### **West Eugene EmX Extension:**

LTD has reached an important milestone on the West Eugene EmX Extension (WEEE) project with the July 16 release of the Environmental Assessment (EA). During a 45-day period, the public can review the beneficial and adverse effects of the proposed transit project as outlined in the EA. On July 16 the EA will be available online at [we.emx.ltd.org](http://we.emx.ltd.org), and copies will be available at the LTD administration office, the LTD Customer Service Center, and at the Eugene and Springfield public libraries. In addition, members of the WEEE team will be available at two public drop-in sessions from 12:00 p.m. to 7:00 p.m. on Wednesday, July 25, and Tuesday, August 7, to explain the EA content and answer project questions.

At the end of the 45-day period (August 29), LTD and FTA will review and respond to comments. If the FTA finds that all significant impacts have been avoided or mitigated, a Finding of No Significant Impact (FONSI) will be issued. The WEEE project will then move into the final local review process, whereby the Eugene City Council and the LTD Board of Directors will decide whether or not to reaffirm the Locally Preferred Alternative (LPA). The LPA is the route and concept design that EmX would travel from the Eugene Station to the terminus at Commerce Street in West Eugene. If the project is reaffirmed, LTD will conduct preliminary design and engineering services during 2012-2014, and complete construction of the EmX corridor during 2015-2016. The new EmX service could open to the public by early 2017.

If the project is approved, LTD will implement additional outreach activities in an effort to keep businesses and residents informed. These efforts will include further development of a business assistance program designed to assist property owners and businesses during the construction phase of the project. LTD would manage the construction work to maintain business access, complete roadwork in sections to minimize the duration, and would continually inform the public that businesses remain open during construction.

The project would benefit the community in several ways:

- The project would add 8.8 new round-trip miles for a total of 24 round-trip miles of fast, frequent, and easy "one-seat ride" EmX service.
- Twenty-five new high-quality EmX stations and seven new EmX vehicles would serve passengers in West Eugene.

- Long-term transit operating costs would decrease, thereby maintaining funds for quality service into the future.
- Improvements along West 6<sup>th</sup>/7<sup>th</sup> and 11<sup>th</sup> Avenues would add capacity at eight major intersections and provide 5.9 miles of new pavement and 4.7 miles of upgraded sidewalks.
- Travel time for both transit and regular traffic along the entire West Eugene corridor would improve.
- Two new bike/pedestrian bridges over Amazon Creek would connect path users to West 11<sup>th</sup> Avenue.

## **POINT2POINT**

*Theresa Brand, Program Manager*

### **Program Management:**

Planning continues on the Regional Transportation Options Plan. A presentation was given to the Transportation Options Advisory Committee (TOAC) in May, outlining project progress to date, and will be presented to the Transportation Planning Committee (TPC) in July.

The Bike Sharing work group continues to do research in preparation for the development of an operating plan, should the project receive funding from the FTA. Notification is expected by the end of July.

Work was completed on the Bike Parking Study Request for Proposal (RFP). The deadline for RFP responses is July 19. To date, more than 40 firms have requested copies of the RFP bid documents. A rating team consisting of representatives from Eugene, Springfield, the University of Oregon, LTD, and Point2point staff will select the vendor in late July. LTD will provide the rating criteria, will have final approval of the selected vendor, and will negotiate the related contract.

Rideshare Program Coordinator Tracy Ellis, along with a representative from WeCar, will present *The Missing Link: Introducing Carsharing to the Transportation Mix* at the 2012 Pacific Intermountain Parking Transportation Association Conference in Seattle.

### **School Solutions:**

#### **Safe Routes to School (SRTS) Funding Request:**

Ms. Brand and Project Communications Coordinator Lisa VanWinkle presented to the Metropolitan Policy Committee (MPC) on June 14 regarding the request of \$116,500 to fund the FY 2012-13 SRTS program that serves schools in the Eugene 4J, Bethel, and Springfield school districts. After a 30-day public comment period that concluded on July 8, MPC approved the funding request.

#### **School Surveys:**

Surveys were sent to 158 families from the Pool2school database to confirm whether or not they want to continue the service for the coming school year and also to update their records.

Preparation is underway for distribution of the School Solutions program information for back-to-school this fall. School program flyers will be distributed to all regional schools in August.

**SRTS Program Strategy:**

The Safe Routes to Schools Program Strategy document will be finalized and presented to TPC for feedback in August or September. Once reviewed, it will be presented to MPC at a fall meeting.

**May International Walk-Bike Events:**

This May seven schools (for a total of 3,027 students) participated in the International Bike to School day. This event was combined with the Oregon Walk-Bike challenge event. This year's participating schools included:

- Bethel:** Irving Elementary, Malabon Elementary, Meadow View K-8, Prairie Mountain K-8, and Buena Vista Spanish Immersion School
- Eugene 4J:** Spring Creek Elementary
- Charter:** Ridgeline Montessori

Specifically, the following schools reported their participation details:

***Buena Vista Spanish Immersion School*** with 300 students had 67 percent participation. Of those, 52 percent walked, 37 percent biked, and 11 percent used other active means.

***Spring Creek Elementary School*** with 350 students had 58 percent participation. Of those, 60 percent walked, 36 percent biked, and 4 percent used other active means.

***Ridgeline Montessori*** with 192 students had 40 percent participation. Of those, 45 percent walked and 55 percent biked.

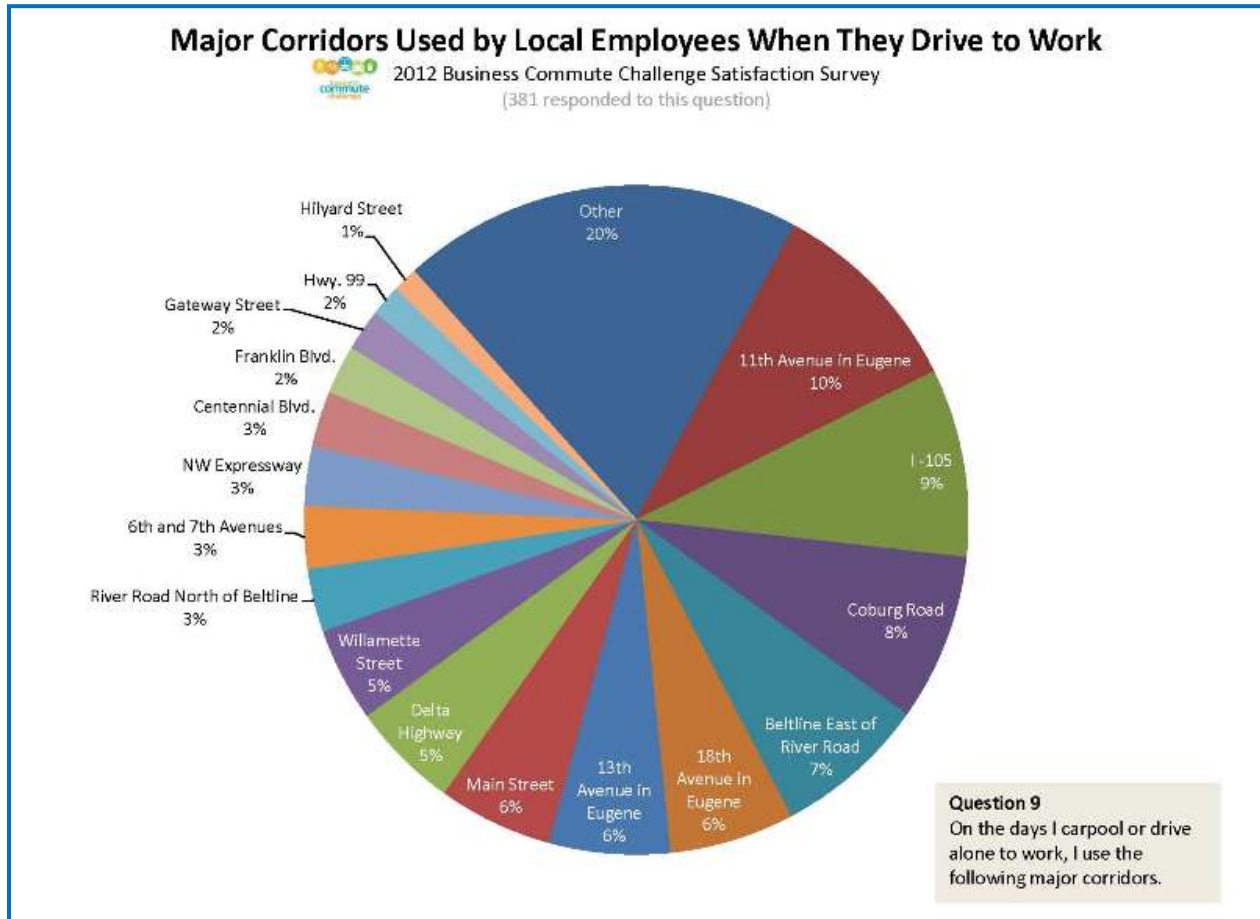
**Work Solutions:**

BRING Recycling (20 employees) and Oregon Department of Transportation District 5, Springfield, (53 employees) enrolled in the Emergency Ride Home program. A total of 583 employees are currently enrolled in the program representing 129 worksites.

**Business Commute Challenge:**

The Business Commute Challenge (BCC) individual satisfaction survey was completed last week with a 21 percent response rate. One of the survey questions asked what travel corridor did the participant use to get to work during the week of the BCC. The chart depicted on the next page identifies the results. This information is helpful in assessing congested travel corridors.





The team captain’s satisfaction survey closed on June 29. It will be helpful in gauging what the team captain’s experience was like and how we can better support them in their efforts of encouraging their co-workers to participate in the Challenge. Additionally, Point2point staff are inviting them to join the Employee Transportation Coordinator Network so that they can stay connected to transportation option information and be more informed ambassadors in their workplace.

Once again, Point2point will conduct a six-month follow up survey in November to all 2,150 individuals to see if they continued to use transportation options due to their participation in the 2012 Business Commute Challenge.

**BCC 2011 Follow Up Survey:**

A six-month post survey was conducted at the end of November 2011 with a 25 percent response rate. The goal was to find out if the BCC participants continued to use transportation options six months after the Challenge ended.

The survey found that there was a 5 percent increase in participants who use a mode other than driving alone 3-4 days per week and a 3 percent increase for those who walk, bike, bus, carpool, or click to work five days per week, proving that the Challenge is successful at changing travel behavior.

Staff are seeking a title sponsor for the 2013 challenge and more BCC event sponsorship dollars from local businesses to offset the cost and improve the bottom line.

**On-The-Go Solutions:**

The Dump the Pump campaign was conducted June 18 – 22. During this week, 735 non-single occupancy vehicle trips (8,410 miles) were recorded, resulting in a reduction of 5,218 pounds of CO<sub>2</sub> and a savings of 268 gallons of gasoline.

During the month of June, 78 new users were added to the Drive Less Connect database (many due to the Dump the Pump campaign). There were 2,346 alternative mode trips logged for a total of 32,401 miles.

The Oregon Department of Transportation (ODOT) has signed a contract with FLT Consulting, Inc. to continue work with Oregon's regional network administrators for Drive Less Connect as additional modules of the program are implemented.

**Education and Outreach:**

Point2point staff worked with City of Springfield staff at the Wheels by the Willamette event on June 13.

Grant funds were requested from ODOT Region 2 to support enhanced bike/ped safety materials for outreach during the summer. The materials have been ordered and will be used for summer and fall outreach and education events.

**Smarttrips Gateway:**

SmartTrips Gateway is well underway and staff has delivered travel tools to more than 300 households within a quarter mile of the Springfield EmX transit line.

SmartTrips staff held a free bike maintenance class on June 6 at the Eugene Cascades and Coast Adventure Center on Gateway Street. The event was open to anyone interested in learning how to fix a flat tire and other basic bicycle upkeep skills.

There are a number of events occurring in July and staff will be sending an order form out to the second half of the SmartTrips target area (2,500 households). It is anticipated that an additional 300+ households will respond requesting the individualized transportation information.

Staff also are in the process of evaluating the business program through qualitative and quantitative surveying of participants.

**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*

**Staffing:**

There were 40 applications received for the marketing representative position, and six people were interviewed on July 12.

Accessible Services Program Manager Terry Parker is off on her sailing excursion; however, she will return in a temporary part-time role in September and will assist with the grant writing cycle.

Succession planning discussions continue as five staff members will be retiring during the next 15 months.

### **Planning:**

The fall bid work is in its late stages as the print deadline approaches for the *Rider's Digest*. Only minor changes are scheduled for the late September implementation.

Event services this summer include the Olympic Trials, the Oregon Country Fair, and minor regular service extended schedules for the Lane County Fair. At this time there has been no resolution regarding UO football shuttles; however, it is looking more like this service will be managed by private providers for the coming season.

### **Outreach:**

LTD is happy to again be a part of some great area summer events. You might see an advertisement or logo appear in a program for the Bach Festival, the Oregon Country Fair, the Springfield Summer Fair, the Fiesta Latina, the Blues and Brews Festival, and the BRING Garden Tour. These partnerships involve a trade of promotional services, and it provides LTD with a great opportunity to encourage bus riding to area events.

Paid media to support the Freedom Pass sales aired in June and early July. No information on sales figures is available at this time, but a report will be available in August.

Earned media was plentiful during the past month as the District saw stories on the budget, fares, the labor contract, event services, employment, and more.

### **Fares:**

The new fares have gone into effect. Even with signage at stations, posters on the buses, articles in the *Bus Talk*, web information, and social media alerts, some customers were still surprised.

## **CUSTOMER AND ACCESSIBLE SERVICES**

*Cosette Rees, Customer and Accessible Services Manager*

### **Staffing:**

With our first month behind us, staff completed the transition to the new workgroup with a half-day meeting to identify initiatives to work on in the coming months to gain efficiency and expand value to the organization and with our customers. The team is enthusiastic and looking forward to working together.

Human Services Transportation Coordinator Rand Stamm has accepted a position as Project Manager for Customer Facilities and Accessible Services at Sound Transit in Seattle, Washington. Recruitment is under way, and it is anticipated that the position will be filled by early August.

### **Community Care Organizations (CCO):**

The Oregon Health Authority announced Trillium Community Health Plan has been selected to provide health care for Lane County's Oregon Health Plan/Medicaid clients. CCO's are a new model of delivering health care in Oregon, establishing regional coordination of mental and

physical health care. Trillium will begin their contract on August 1, 2012. The transportation component has until January 1, 2013 to be in place. LTD continues to actively participate in this process toward continued transportation services under the new model.

## TRANSIT OPERATIONS

*Mark Johnson, Director of Transit Operations*

### LTD Bus Roadeo:

The LTD Bus Roadeo will be held on Sunday, July 22, beginning at 8:00 a.m. There are currently 42 bus operators signed up along with a number of administrative staff. This is a fun District event that has a lot of District employees volunteering as judges and other functions to help make it successful. The winner of the LTD Bus Roadeo will represent the District at the International Bus Roadeo in May 2013.

## MAINTENANCE

*George Trauger, Director of Maintenance*

Maintenance staff are continuing to keep busy this summer. The bus service for the 2012 U.S. Olympic Trials was a challenge that went well. All staff did an excellent job keeping up with the heavy service demand. There were special preparations made to provide buses for the additional extended service. Maintenance is now in full swing to provide additional buses for the Oregon Country Fair on July 13 - 15. Immediately after that, Maintenance will be rearranging the bus parking lot to provide space to host the LTD Bus Roadeo. Practice time is on Saturday, July 21, and the competitive events will be held on Sunday, July 22.

Mechanic training provided by Gillig also will take place during July 17 – 19, and July 24 – 26.

## FINANCE AND INFORMATION TECHNOLOGY

*Diane Hellekson, Director of Finance and Information Technology*

### FINANCE

*Todd Lipkin, Finance Manager*

### Payroll Processing:

- Seventy (70) payroll checks and 835 payroll direct deposits totaling \$1,299,185 were made in June 2012 (three pay dates).

**Accounts Payable:**

- Two hundred forty-one (241) vendor paper and electronic checks totaling \$2,558,788 were processed during the month of June 2012.

**Accounts Receivable:**

- Thirteen (13) cash fare deposits totaling \$163,506 were processed in June 2012.
- Forty-three (43) nonprofit agency orders were processed in June 2012.
- Forty-eight (48) RideSource ticket book orders for 77 ticket books were processed in June 2012.

**Budget Preparation:**

- The FY 2012-13 budget was adopted by the Board of Directors at the June 20 meeting.

**ACCOUNTING/INTERNAL AUDIT**

*Carol James, Chief Accountant/Internal Auditor*

**Accounting:**

The May 2012 financial reports were completed and posted on the LTD website on June 19, 2012. This was in time for the regular monthly Board meeting held on June 20, 2012.

Auditors from Grove Mueller and Swank, CPA, were on site the week of June 25. Their work focused on review and testing of financial policies and procedures related to financial reporting and internal controls. They will return in September to complete the audit for the fiscal year ended June 30, 2012.

**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 still being tested and evaluated for the RideSource Call Center software.
- Proposals are due by July 19 for a consultant to review bike parking.
- A request for qualifications has been issued and letters of qualification received for miscellaneous planning and environmental services. Interviews have been set for the top ranking firms.
- An RFP has been issued for bus operator uniforms.
- Blanket purchase orders are being issued for the new fiscal year for goods and services.
- Purchase orders are being closed out for year-end processing.

## **HUMAN RESOURCES AND RISK MANAGEMENT**

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

### **Labor Contract Negotiations:**

Settlement was reached on a new, three year Working and Wage Agreement that will be in effect from July 1, 2011, through June 30, 2014. Among other changes, the new contract allows for 2 percent wage increases on each July 1 of the contract term. It also includes caps on future health care premium increases and a phasing out of the \$2.00 per hour premium currently being paid to drivers of the EmX service. The contract was ratified by ATU members on June 29, 2012, and adopted by the LTD Board of Directors on July 2, 2012.

Human Resources, Operations, and Finance department staff are all working on further defining and implementing the changes. In the interim, a special committee will be set up to discuss future changes to the Lane Transit District and Amalgamated Transit Union Pension Plan.

### **Health Care:**

The Health Management Team will meet on July 20 to review data and learn about how to communicate complicated health care information to plan members.

### **RECRUITMENT AND PERSONNEL**

*David Collier, Senior Human Resources Analyst*

#### **Hiring:**

Applications were accepted and screened for the marketing representative position that opened up when Cosette Rees accepted the Customer and Accessible Services Manager position that was vacated when Terry Parker retired. Interviews were held on July 12.

Applications have now been screened for the temporary bus cleaner (equipment detail) position. The selected applicant will fill in for an employee who is on extended medical leave. Interviews were held on July 13.

The hiring process will soon begin for the next group of bus operators with an expected hire date of October 8.

## AGENDA ITEM SUMMARY

**DATE:** July 18, 2012

**ITEM TITLE:** MONTHLY PERFORMANCE REPORTS

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

**ACTION REQUESTED:** None

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**BACKGROUND:**

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

**ATTACHMENTS:** June 2012 Performance Reports *(to be sent out electronically with the Financial Report by July 31)*  
May 2012 RideSource Activity and Productivity Report

Q:\Reference\Board Packet\2012\07\Information Packet 7-18-12\performance summary.docx

## Special Mobility Services: RideSource Activity and Productivity Information

<u>5/31/2012 REVISED</u>	<u>Current Month</u>	<u>Prior Year's Month</u>	<u>% Change</u>	<u>Current YTD</u>	<u>Previous YTD</u>	<u>% Change</u>	<u>Current 12 Month</u>	<u>Prior 12 Month</u>	<u>% Change</u>
<b>RideSource Ridership</b>	17,105	15,778	8.4%	178,131	168,835	5.5%	193,963	183,523	5.7%
RideSource(All Modes)	14,483	12,960	11.8%	143,569	139,508	2.9%	156,278	151,718	3.0%
Shopper	572	426	34.3%	5,433	4,733	14.8%	5,904	5,210	13.3%
Escort Volunteers-Metro	962	1,064	-9.6%	13,998	10,364	35.1%	15,240	11,173	36.4%
Escort Volunteers-Rural	1,088	1,328	-18.1%	15,131	14,230	6.3%	16,541	15,422	7.3%
<b>RideSource Cost per Ride</b>	\$ 23.25	\$ 21.42	8.5%	\$ 22.04	\$ 21.37	3.1%	\$ 21.99	\$ 21.30	3.2%
RideSource(All Modes)	\$ 26.35	\$ 24.86	6.0%	\$ 26.08	\$ 24.58	6.1%	\$ 26.03	\$ 24.49	6.3%
RideSource Shopper	\$ 13.73	\$ 15.58	-11.9%	\$ 15.04	\$ 15.83	-5.0%	\$ 15.09	\$ 15.55	-2.9%
RideSource Escort	\$ 3.99	\$ 3.80	5.0%	\$ 3.40	\$ 4.26	-20.1%	\$ 3.43	\$ 4.23	-18.9%
<b>Ride Reservations</b>	15,419	13,748	12.2%	153,598	147,395	4.2%	166,906	160,196	4.2%
Cancelled Number	1,205	1,227	-1.8%	14,300	14,461	-1.1%	15,411	15,636	-1.4%
Cancelled % of Total	7.82%	8.92%		9.31%	9.81%		9.23%	9.76%	
No-Show Number	170	158	7.6%	1,789	1,582	13.1%	1,950	1,707	14.2%
No-Show % of Total	1.10%	1.15%		1.16%	1.07%		1.17%	1.07%	
Ride Refusals Number	2	-	0.0%	2	4	-50.0%	2	5	-60.0%
Ride Refusals % of Total	0.01%	0.00%		0.00%	0.00%		0.00%	0.00%	
<b>Service Hours</b>	8,272	7,135	15.9%	81,653	75,301	8.4%	88,870	81,938	8.5%
Agency Staff	8,059	6,922	16.4%	79,106	73,096	8.2%	86,084	79,429	8.4%
Agency SMS Volunteer	213	213	0.0%	2,547	2,205	15.5%	2,786	2,509	11.0%
Avg. Trips/Service Hr.	1.82	1.88	-3.2%	1.82	1.92	-5.2%	1.82	1.92	-5.2%
<b>RideSource System Miles</b>	103,342	94,258	9.6%	1,032,867	1,001,747	3.1%	1,126,523	1,091,360	3.2%
Avg. Miles/Trip	6.86	7.04	-2.5%	6.93	6.94	-0.2%	6.95	6.95	-0.1%
Miles/Vehicle Hour	12.49	13.21	-5.4%	12.65	13.30	-4.9%	12.68	13.32	-4.8%
<b>On-Time Performance %</b>	89.0%	87.2%	2.1%	87.8%	85.4%	2.7%	87.7%	85.3%	2.9%
Sample	12,905	11,900		128,719	126,089		140,238	137,074	
On-Time	11,483	10,374		112,987	107,725		123,049	116,861	



## Special Mobility Services: RideSource Activity and Productivity Information

<u>5/31/2012 REVISED</u>	<u>Current Month</u>	<u>Prior Year's Month</u>	<u>% Change</u>	<u>Current YTD</u>	<u>Previous YTD</u>	<u>% Change</u>	<u>Current 12 Month</u>	<u>Prior 12 Month</u>	<u>% Change</u>
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- 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:** July 18, 2012

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

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

**ACTION REQUESTED:** None

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### BACKGROUND:

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. **LTD Employee Safety Program:** An overview of the LTD Employee and Bus Safety Program and its performance metrics will be presented at the September Board meeting.
- D. **American Bus Benchmarking Group (ABBG):** At the October 8 work session, representatives from the Imperial College in London will present the work and progress on the ABBG and discuss LTD's involvement.
- E. **Lane Coordinated Human Services Transportation Plan:** The Lane Coordinated Human Services Transportation Plan is in the process of being updated. It will be ready for a public hearing and Board approval in the fall.
- F. **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.
- G. **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.
- H. **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.
- I. **Long-Range Transit Plan:** An update on progress of the Long-Range Transit Plan will be presented at a future meeting.

- J. **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.
- K. **West Eugene EmX Extension:** Periodic updates on the West Eugene EmX Extension project will be presented to the Board throughout the various stages of the project.

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