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Public notice of cancellation was given to *The Register-Guard* for publication on August 9, 2012.

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

August 15, 2012

C O N T E N T S

	<u>Page No.</u>
I. ITEMS FOR INFORMATION	
A. Board Calendars	3
B. 10-Ride Punch Card	4
C. Board Member Reports	5
1. Meetings Held or Attended	
a. Metropolitan Planning Organization's Citizen Advisory Committee – July 19	
b. Lane Area Commission on Transportation – August 8	
2. Other Activities	
a. American Public Transportation Association (APTA) Board of Directors Executive Committee	
b. APTA Board Members Workshop – July 21–24	
3. No Meeting/No Report	
a. LTD Board Human Resources Committee	
b. EmX Steering Committee	
c. Metropolitan Policy Committee	
d. Accessible Transportation Committee	
e. Lane Council of Governments Board of Directors	
f. LTD Pension Trusts	
g. Transportation Community Resource Group for the Eugene Transportation System Plan	
h. Springfield Stakeholder Advisory Committee	
i. LTD Board Service Committee	
j. LTD Board Finance Committee	

D.	July and August Financial Reports	8
E.	July Grant Report	9
F.	Monthly Department Reports	14
G.	Monthly Performance Reports	22
II.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING	25
A.	Appropriate Level of Service (September 19)	
B.	LTD Employee Safety Program (September 19)	
C.	American Bus Benchmarking Group (October 8)	
D.	Lane Coordinated Human Services Transportation Plan (Fall)	
E.	Legislative Agenda (Fall)	
F.	RideSource Out-of-Area Service Review (Fall)	
G.	Budget Committee Appointments (Fall)	
H.	Long-Range Transit Plan	
I.	Annual Performance Report	
J.	West Eugene EmX Extension	

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AGENDA ITEM SUMMARY

DATE: August 15, 2012

ITEM TITLE: BOARD CALENDARS

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

ACTION REQUESTED: None.

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 and fall vacation dates.

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

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2012\08\Information Packet 8-15-12\Calendar of Events Summary.docx

AGENDA ITEM SUMMARY

DATE: August 15, 2012

ITEM TITLE: 10-RIDE PUNCH CARD

PREPARED BY: Andy Vobora, Director of Community Relations

ACTION REQUESTED: None. Information Only.

BACKGROUND:

During the 2012 review of fare pricing, the Lane Transit District Board of Directors discussed the concept of adding a new single-ride fare option to the District's current fare structure. The Board expressed specific interest in a 10-ride punch card, and customer testimony supported the introduction of this type of fare choice.

LTD staff have worked with bus operators and other employees on developing a system to implement the single-ride fare option. Both operational and administrative issues have been vetted, and the conclusion is that a ticket system would best meet the needs of customers. It also would be operationally compatible with the systems that LTD has in place to print, distribute, and enforce this type of fare option.

LTD's "Ticket to Ride" will be introduced in September 2012. The new 10-ride ticket books will be sold to the general public and to agencies who work with targeted groups of customers. The District currently offers Day Pass coupon books to agencies, which were introduced to fill the void left when tokens were eliminated several years ago. The new ticket books will eliminate the need to print and sell the Day Pass coupon books. This will save the District printing costs, continue to meet the needs of the social service agencies, and provide the convenience that some customers are looking for in a single-ride fare instrument.

The District will implement this program as a pilot project and will report back to the Board in Spring 2013. Evaluation of the program will involve a review that includes feedback from bus operators, administrative staff, agency staff, and customers.

ATTACHMENT: None.

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2012\08\Information Packet 8-15-12\Punch Card Project Update.doc

AGENDA ITEM SUMMARY

DATE: August 15, 2012

ITEM TITLE: BOARD MEMBER REPORTS

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

ACTION REQUESTED: None

BACKGROUND:

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

MEETINGS HELD:

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

1. **Metropolitan Planning Organization's Citizen Advisory Committee:** Board Member Gary Gillespie serves on the Citizen Advisory Committee (CAC) for the Metropolitan Planning Organization (MPO). The Committee is composed of interested citizens and representatives of groups within the MPO area and is scheduled to meet on the third Thursday of each month. At the July 19 meeting, the Committee completed the annual review of the MPO public involvement program in order to make recommendations to the Metropolitan Policy Committee (MPC); LTD staff presented on the West Eugene EmX Extension Environmental Assessment; and Lane Council of Governments (LCOG) staff provided an update on the Federal Transportation Bill. The August meeting is canceled; the next meeting is scheduled to be held on September 20.
2. **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. Dave Galati, Oregon Department of Transportation (ODOT) Public Transit Division Regional Transit Coordinator spoke to the group at its August 8 meeting. Also at the meeting, Oregon Department of Environmental Quality presented information on the Oregon Clean Fuels Program; ODOT staff received endorsement for the Highway 126 West Plan; and ODOT staff also presented the State Transportation Improvement Program (STIP) funding allocation and project selection process. The Commission will discuss priorities for the STIP funding allocation at future meetings. Finally, Creswell Mayor Bob Hooker provided an Oregon Transportation Committee update and recap from the ConnectOregon IV Final Review Committee meeting. The next meeting of the LaneACT is scheduled to be held on September 12.

OTHER ACTIVITIES:

1. **APTA Board of Directors Executive Committee**: Board President Greg Evans serves on this committee. The next meeting will be held on September 7. This will be a virtual meeting and will include the association's annual business meeting and election of officers, and planning for the APTA Board of Directors' September 29 meeting that will be held during the APTA Annual Conference in Seattle.
2. **American Public Transportation Association (APTA) Board Members Workshop**: Board President Greg Evans attended this conference that was held on July 21 – 24 in Atlanta. Meeting agenda items included APTA's 2010-14 Strategic Goals; reports from APTA subcommittees and committee work plans for the coming year, including workforce development; and Transit Board Members Committee election of officers. Ms. Carol Herrera, Foothill Transit, West Covina, California, was elected Region VI representative. Her term will begin after the close of the September 7 Executive Committee Meeting.

NO MEETINGS HELD:

1. **LTD Board Human Resources Committee**: The Board Human Resources Committee is composed of Chair Doris Towery and Board Members Dean Kortge and Michael Dubick. The August meetings have been canceled, and the next meeting is tentatively scheduled to be held on September 11.
2. **EmX Steering Committee**: The EmX Steering Committee generally meets quarterly and is composed of Chair Gary Gillespie, Board Members Mike Eyster and Doris Towery, members of local units of government, and community representatives. The next meeting is scheduled to be held on September 11.
3. **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. The August 9 meeting was cancelled. The next meeting is scheduled to be held on September 13.
4. **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 is scheduled to be held on September 18.
5. **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 Mike Eyster serving as the alternate. The LCOG Board meets every other month. The next meeting is scheduled to be held on September 27.
6. **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 October 17.

7. **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. It is expected that the next meeting will be scheduled for the fall.
8. **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. It is expected that the next meeting will be scheduled for the fall.
9. **LTD Board Service Committee**: The Board Service Committee is composed of Chair Ed Necker and Board Members Gary Gillespie and Michael Dubick. The next meeting has not yet been scheduled.
10. **LTD Board Finance Committee**: The Board Finance Committee is composed of Chair Michael Dubick and Board Members Dean Kortge and Ed Necker. The next meeting has not yet been scheduled.

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AGENDA ITEM SUMMARY

DATE: August 15, 2012

ITEM TITLE: JULY AND AUGUST FINANCIAL REPORTS

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

ACTION REQUESTED: None

BACKGROUND:

Lane Transit District's fiscal year ends on June 30. Because of the time needed to process the fiscal year-end financial closing and to prepare for the annual independent audit in mid-August through early September, the July financial report is traditionally provided to the Board at the September Board meeting, along with the August financial report. The preliminary June 2012 financial report was provided to Board members before July 31.

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE: August 15, 2012

ITEM TITLE: JULY 2012 GRANT REPORT

PREPARED BY: Todd Lipkin, Finance Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

The Monthly Grant Report for activity through July 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.

Federal Transit Administration TEAM Grant Applications

Two grant applications were reported in the June 2012 report as having been forwarded to Region X staff for their review. Two additional grant applications were submitted to FTA under the Job Access/Reverse Commute (JARC) and the New Freedom programs. 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 these four grants is as follows:

- *OR-95-X035 – \$971,101 in STP/STP-U funds for preventive maintenance, Point2point, and Safe Routes to School*

Final review was completed by Region X staff, and the application was submitted to FTA on July 23, 2012. This grant should be executed by the end of August 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 grant to facilitate the drawdown of preventive maintenance funds. Region X completed its review, and the grant was submitted to FTA on August 6, 2012. This grant should be executed by the end of September 2012.

- *OR-37-X016-02 – \$340,642 in 5316 Job Access/Reverse Commute (JARC) funds*
Funds will be used for mobility management projects including in-person transportation assessments and the transit training and host programs. Review of this grant was completed, and it was executed on August 6, 2012.
- *OR-57-X012 – \$77,222 in 5317 New Freedom funds*
Funds will be used for in-person transportation assessments. Review of this grant was completed, and it was executed on July 3, 2012.

Federal Transit Administration Notifications of Funding Availability (NOFA)

Lane Transit District has submitted four applications to the Federal Transit Administration (FTA) for a total of \$15,617,540 under four programs. Status updates for these applications are listed below:

- *State of Good Repair – \$7,240,320 for bus replacement and bus video surveillance*
LTD was awarded \$2.5 million for bus replacement.
- *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*
LTD was not awarded funds under the Bus Livability program.
- *Clean Fuels – \$6,427,520 for bus replacement*
The grant awards for this program have not been announced. It is expected that the award announcements will occur in August 2012.
- *Alternatives Analysis – \$1,452,000 for the analysis of alternatives along the Northwest Eugene - LCC corridor*
The grant awards for this program have not been announced. It is expected that the award announcements will occur in August 2012.

ATTACHMENT: Monthly Grant Report

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

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

13.13.06 EmX Vehicles	-	1,555,073.75	1,555,073.75	-
14.01.10 Guideway	-	4,300,805.32	3,398,470.97	902,334.35
14.02.20 Stations & Stops	-	743,703.39	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	1,827,286.74	402,644.04
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	8,296,492.31	(575,292.31)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	-	30,808,867.00	28,310,239.79	2,498,627.21

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	10,517.00	6,024,096.00	6,007,262.57	16,833.43
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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	1,285.00	1,062,000.00	5,493.26	1,056,506.74
11.62.02 Call Center Telephone System	-	298,000.00	-	298,000.00
	1,285.00	1,360,000.00	5,493.26	1,354,506.74

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

11.7L.00 Mobility Management'	-	425,803.00	-	425,803.00
11.7L.00 Mobility Management-Assessments	-	504,570.00	252,613.28	251,956.72
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
	-	1,311,695.00	633,934.98	677,760.02

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	943,587.60	517,312.40
11.42.08 Software	119,067.00	480,000.00	439,037.70	40,962.30
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	95,286.15	79,713.85
11.43.03 Improvements	-	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	3,117.00	163,400.00	157,827.49	5,572.51
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
	122,184.00	18,531,037.00	17,723,785.12	807,251.88

OR-90-X161 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.42.09 Security Improvements	77.00	91,250.00	12,069.10	79,180.90
11.7A.00 Preventive Maintenance	-	7,500,000.00	2,744,575.14	4,755,424.86
	77.00	7,591,250.00	2,756,644.24	4,834,605.76

OR-90-X164 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.42.09 Security Improvements	-	16,181.00	-	16,181.00
12.71.11 WEEE Professional Services	-	1,158,861.00	1,158,861.49	(0.49)
12.79.00 WEEE Project Administration	-	443,045.00	443,045.02	(0.02)
	-	1,618,087.00	1,601,906.51	16,180.49



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	-	222,891.00	210,211.31	12,679.69
11.72.11 Rideshare	-	450,498.00	450,498.00	-
	-	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	-	27,861.00	20,599.29	7,261.71
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	-	3,532,885.00	3,525,622.97	7,262.03

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	1,805,137.19	535,216.81
11.7F.00 Gateway SmartTrips	708.00	100,301.00	100,301.00	-
	708.00	2,440,655.00	1,905,438.19	535,216.81

OR-95-X035 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.72.11 Rideshare	9,947.00	354,787.18	272,812.43	81,974.75
11.72.11 Safe Routes to School	-	83,584.00	-	83,584.00
11.72.11_Rideshare_Bike_Sharing	-	6,000.00	3,074.52	2,925.48
11.72.11_Rideshare_Carpool	-	2,000.00	865.02	1,134.98
11.72.11_Rideshare_CMP	-	600.00	318.20	281.80
11.72.11_Rideshare_ETC	-	6,000.00	3,359.26	2,640.74
11.72.11_Rideshare_Group Pass	-	35,212.82	35,212.82	-
11.72.11_Rideshare_Park and Ride	-	2,500.00	1,199.83	1,300.17
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	9,947.00	1,047,911.00	874,069.08	173,841.92

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: August 15, 2012

ITEM TITLE: DEPARTMENT REPORTS

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENT: Monthly Department Reports, August 15, 2012

PROPOSED MOTION: None

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MONTHLY DEPARTMENT REPORTS

August 15, 2012

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

PROJECT DEVELOPMENT

John Evans, Senior Project Manager

West Eugene EmX Extension:

The Environmental Assessment (EA) on the West Eugene EmX Extension (WEEE) project is currently in the public review phase following its July 16 public release. The 45-day review period extends to August 29 (two weeks longer than the 30 days required by federal law) to allow adequate time for agencies and the public to review the beneficial and adverse effects of the project. The EA is available online at we.emx.ltd.org, and copies are available for review at the LTD Administration office, the LTD Customer Service Center, and at the Eugene and Springfield public libraries. Members of the WEEE team staffed two public drop-in sessions from 12:00 noon to 7:00 p.m. on Wednesday, July 25, and Tuesday, August 7, to explain the EA content and to answer project questions.

At the end of the review period, LTD and the Federal Transit Administration (FTA) will respond to any substantive comments on the EA as part of the final environmental documentation of this stage of the project, which also is anticipated to include FTA's Finding of No Significant Impact (FONSI). A FONSI documents that all significant impacts have been avoided or shall be mitigated as part of the project's final design and construction. If the Eugene City Council and the LTD Board of Directors reaffirm their support of the project following completion of the environmental documentation, it is anticipated that LTD would conduct preliminary and final engineering during 2012-2014, complete construction during 2015-2016, and begin the new revenue service by early 2017.

LTD will implement additional outreach activities in an effort to keep businesses and residents informed and involved in the project. These efforts will include further development of a business assistance program designed to continue design refinements to minimize impacts, and also will include assisting 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 of construction, and continually inform the public that businesses remain open during construction.

POINT2POINT

Theresa Brand, Program Manager

Program Management:

RideShare Program Coordinator Tracy Ellis, along with a representative from WeCar and a representative from King County Metro, presented *The Missing Link: Introducing Carsharing to the Transportation Mix* at the 2012 Pacific Intermountain Parking Transportation Association Conference in Seattle, WA.

School Services:

The Metropolitan Policy Committee approved \$116,500 of Surface Transportation Program-Urban (STP-U) money to fund the 2012-13 Safe Routes to School program. The program encourages K-8 students to walk or bicycle to school. Ms. Brand and Project Communications Coordinator Lisa VanWinkle prepared the request, and stakeholders provided testimony.

Ms. Brand and Ms. VanWinkle are working with Lane County, Eugene, and Springfield transportation planners and Safe Routes to School coordinators to develop a process that will create maps for local schools in all three local school districts. The maps will identify recommended routes for walking and bicycling to school from adjacent neighborhoods. This work is funded by the STP-U money that was granted to Point2point.

Employer Services:

Concentric Sky, a local web developing agency located in downtown Eugene, joined the Group Pass Program with 10 employees.

Ms. Ellis provided an Emergency Ride Home orientation for BRING Recycling.

Regional Bike Parking Study:

The Regional Bike Parking Study subgroup met to rate the three organizations who responded to the Request for Proposal, and Alta Planning & Design from Portland, Oregon, was chosen. The next step will be the project kickoff, which will take place in September.

Drive Less Connect Program Update:

The Drive Less Connect program is running very smoothly, and new users are continuing to be enrolled. During the month of July, the following took place:

- 15 new users enrolled in the Drive Less Connect Rideshare database in July
- 686 trips were logged for a total of 9,740 non-SOV miles
- 32 ridematch searches were conducted with 66 percent success rate
- 21 ridematch requests were sent

Point2point received a grant from the Oregon Department of Transportation to plan and execute marketing and outreach for the Drive Less Connect Rideshare database. Point2point's work plan and budget were submitted and approved.

SmartTrips Gateway:

SmartTrips Gateway is well underway, and staff have delivered travel tools to more than 500 households within a quarter mile of the Springfield EmX transit line. SmartTrips staff held two successful and well attended community events in Springfield during the month of July. The first

was a historic walking tour of the Washburne neighborhood. The tour began at the Ebbert Memorial United Methodist Church, followed by a guided tour from the Washburne Neighborhood Association president. The tour concluded with a book signing at the Springfield Museum.

The second event was a Family Fun Bike Ride in which 35 participants rode on a leisurely three-mile bike trip and were rewarded with free bike tune ups at the end.

Staff had a presence at a number of community events in Springfield promoting services and distributing free transportation materials. These events included two movie nights in the park, the Springfield Summer Fair, the Springfield Farmer's Market, Fiesta Latina, and the Latino Business Expo at Selco Community Credit Union.

FACILITIES PROJECTS

Joe McCormack, Facilities Manager

Eugene Station:

LTD has hired local firm, Chambers Construction, a local firm, to clean and repaint the maroon-colored arches that span the four Eugene Station bus driveways. The contractor also will clean and reseal the columns that support the arches. Slated to begin on Tuesday, August 14, the work will take place at night on weekdays, between 11:00 p.m. and 5:00 a.m. in order to maintain normal transit service during the day. Maintenance activities will take approximately one week per arch, for a total of four to five weeks. The work will not impact traffic flow nor parking because contractor vehicles and equipment will be placed within the Eugene Station.

Due to the need for nighttime work, LTD requested that the contractor take steps to minimize noise from the cleaning and painting equipment, and LTD obtained approval from the City of Eugene for a variance from the noise ordinance. LTD staff also informed residents and businesses near the Eugene Station about the planned work. This will be the first repainting and resealing maintenance for the arches and columns since the Eugene Station was built in 1996, nearly 16 years ago.

Also in August, LTD will repair pavement on Willamette Street adjacent to the east driveway at the Eugene Station. To maintain normal bus service, crews will complete the work in two phases so that only half of the driveway will be affected at any given time. A few on-street parking spaces on Willamette Street, across from the bus entrance, will be closed during construction to preserve traffic flow in both directions. The pavement repair work is expected to take approximately two weeks. During the construction period, Eugene Station Bays N and O will be closed; and LTD will serve passengers for Routes 13, 32, and 98 from alternate bays. Signage will direct customers to the alternate boarding locations.

Bus Stops and Shelters:

Facilities staff continue to work on refurbishing bus shelters on a corridor-by-corridor basis. Shelters are being refurbished with a revised color scheme that coordinates with LTD's current brand colors and newly installed bus stop signs.

310 Garfield:

The office complex adjacent to the RideSource operations facility has been abated and demolished. This building was original to the property when LTD purchased it in 2003 for the RideSource facility and future expansion. The building had outlived its useful life, was filled with asbestos-contaminated materials, and lacked adequate life-safety features. The parcel will remain vacant until LTD identifies a future use for it.

Community Relations

Andy Vobora, Director of Community Relations

Fall Bid:

Bid work continues for Service Planning, Marketing, and Graphics. *The Rider's Digest* has gone to the printer and will be available in time for the Eugene Celebration. The theme of this year's *Rider's Digest* is "choices." The cover will highlight the various transportation options offered by LTD and Point2point. This same theme will be carried forward into the design of the backdrop used in the Eugene Celebration booth and at a variety of events during the coming year.

Staffing:

Russ Arnold joined the LTD Marketing staff on August 6. Russ comes to LTD from the University of Oregon and has extensive marketing and graphic design skills.

Outreach:

The District has been actively featured in a variety of news media stories during the past month. These include stories regarding the increase in fares, the West Eugene EmX Extension, and the federal funding for buses.

IntroDucktion took place on the UO campus during the past month. LTD staff hosted a table at the event where incoming students and their parents take part in campus orientation activities.

LTD continued its active involvement with area event organizers. This time of year is busy, and recent events include the Springfield Summer Fair, Fiesta Latina, Blues and Brews Festival, Lane County Fair, and the Eugene Celebration. LTD will staff a booth at the Eugene Celebration with General Manager Ron Kilcoyne hosting on Saturday. Paid advertising will support this outreach effort.

LTD is title sponsor of the Springfield Chamber's quarterly breakfast on August 14. The topic of the day is about building education centers in both cities as a part of economic development. Both mayors are scheduled to speak, as well as Nancy Golden from the Springfield School District and Andrea Newton from LCC. LTD will have five minutes at the podium, which will provide an opportunity to discuss how high-quality public transportation supports economic development and education.

Web Page Redevelopment:

The District has signed an intergovernmental agreement to work with Lane Council of Governments' programmers to retool the District's web page. This will involve a new Content Management System and new functionality.

ACCESSIBLE AND CUSTOMER SERVICES (ACES)

Cosette Rees, Accessible and Customer Services Manager

Workgroup News:

The Accessible Service workgroup and Customer Service workgroups will now be known within the organization as ACES (Accessible and Customer Services). This reflects the combination of the two workgroups into one powerhouse team.

Staffing:

It is an honor to announce that Kris Lyon has been hired as the human services transportation coordinator position, filling an opening created when Rand Stamm moved out of the area. Staff already have a great working relationship with Kris as she has effectively managed the customer service function for Special Mobility Services at the RideSource Call Center for many years. Kris brings a wealth of knowledge, experience, and established relationships to compliment the ACES workgroup. To ensure a smooth transition, Kris will officially begin working for LTD on September 5.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

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

MAINTENANCE

George Trauger, Director of Maintenance

The service for the Oregon Country Fair on July 13 – 15 went very well. The Bus Rodeo on July 22 also went very smoothly with second shift and several general service workers doing an excellent job of rearranging the bus parking lot to provide space.

Mechanic training provided by Gillig on July 17 – 19 and July 24 – 26 was very successful. The mechanics gave very positive feedback and mentioned that they received needed information provided by these classes. Mechanic hybrid training, also provided by Gillig, is scheduled for the week of August 14 – 16.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Todd Lipkin, Finance Manager

Payroll Processing:

- Thirty-eight (38) payroll checks and 555 payroll direct deposits totaling \$1,099,341 were made in July 2012 (two pay dates).

Accounts Payable:

- Two hundred sixty-eight (268) vendor paper and electronic checks totaling \$4,386,566 were processed during the month of July 2012. This included \$510,078 to SAIF Corporation for the FY 2012-13 workers' compensation insurance premium.

Accounts Receivable:

- Thirteen (13) cash fare deposits totaling \$166,086 were processed in July 2012.
- Forty-two (42) nonprofit agency orders were processed in July 2012.
- Forty-nine (49) RideSource ticket book orders for 157 ticket books were processed in July 2012.

Budget Preparation

- The FY 2012-2013 Adopted Budget was posted on the LTD website.

ACCOUNTING/INTERNAL AUDIT

Carol James, Chief Accountant/Internal Auditor

Accounting:

- The June 2012 financial reports were completed and posted on the LTD website before the end of July 2012. This is the normal timeline for the preliminary year-end reports required by State statute. The regular monthly Board meeting for July was canceled.
- Staff spent most of the last month starting the process to close out the fiscal year ended June 30, 2012, by preparing financial statements and preparing for the annual financial audit.

Internal Audit:

- Staff continued review and monitoring of pass sales through the Customer Service Center.

PURCHASING

Jeanette Bailor, Purchasing Manager

- A Request For Proposal (RFP) has been issued and proposals are still being tested and evaluated for Call Center software.
- RFPs were received on July 19 for a consultant to review bike parking, and a contract has been awarded.
- A Request for Qualifications has been issued and letters of qualification received for environmental planning services. Interviews have taken place for the top ranking firms, and a contract will soon be awarded.
- Bids have been received and a contract awarded for bus filters.
- Bids were received and are being reviewed for bus operator uniforms.
- A request for quotations for security camera upgrade has been issued.
- Blanket purchase orders are being issued for the new fiscal year for goods and services.

HUMAN RESOURCES AND RISK MANAGEMENT

Mary Adams, Director of Human Resources and Risk Management

Health Management Team

The Health Management Team met on July 20 to focus on data and key messages. Representatives for PacificSource reviewed the scope of data that they collected, and presented the annual plan utilization report for 2011. Ardis Belknap, of Oregon Health Care Quality Corporation, led the group through a process designed to generate possible key messages to LTD plan members related to managing health. Two work groups also met to discuss next steps in managing the District's health care vendors and engaging LTD employees.

Labor Relations

Work continues for implementation of the new 2011-14 Working and Wage Agreement. The draft document is currently in review, and a process is being developed for implementing the health insurance opt-out program, change in Coordination of Benefits process, and the additional option for how retirement health care can be taken.

RECRUITMENT AND PERSONNEL

David Collier, Senior Human Resources Analyst

Russell Arnold was hired as a Marketing Representative and started work on August 6, and as mentioned earlier in the Department Report, Kris Lyons will start work on September 4 as Human Services Transportation Coordinator.

A journey level mechanic position is being filled due to a retirement. The posting closed on July 27 and interviews are taking place on August 9.

The District is currently recruiting for eight bus operator positions. The position closed on August 3, and skills assessments and interviews will take place later in August. The new operators will start on October 8. There was a tremendous response to this recruitment due to the promotion of allowing candidates to test their skills driving a bus on District property. As of August 1, there were 398 applications received, which is the largest number of applications received for any position in the past eight years.

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AGENDA ITEM SUMMARY

DATE: August 15, 2012

ITEM TITLE: MONTHLY PERFORMANCE REPORTS

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENTS: July 2012 Performance Reports (*to be sent out electronically with the Financial Report*)
June 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

June-12	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	15,946	15,832	0.7%	194,077	184,667	5.1%	194,077	184,667	5.1%
RideSource(All Modes)	13,072	12,709	2.9%	156,641	152,217	2.9%	156,641	152,217	2.9%
Shopper	511	471	8.5%	5,944	5,204	14.2%	5,944	5,204	14.2%
Escort Volunteers-Metro	1,102	1,242	-11.3%	15,100	11,606	30.1%	15,100	11,606	30.1%
Escort Volunteers-Rural	1,261	1,410	-10.6%	16,392	15,640	4.8%	16,392	15,640	4.8%
RideSource Cost per Ride	\$ 22.13	\$ 21.46	3.1%	\$ 22.05	\$ 21.38	3.1%	\$ 22.05	\$ 21.38	3.1%
RideSource(All Modes)	\$ 25.74	\$ 25.36	1.5%	\$ 26.06	\$ 24.64	5.7%	\$ 26.06	\$ 24.64	5.7%
RideSource Shopper	\$ 13.74	\$ 15.75	-12.7%	\$ 14.93	\$ 15.82	-5.7%	\$ 14.93	\$ 15.82	-5.7%
RideSource Escort	\$ 4.00	\$ 3.77	6.2%	\$ 3.45	\$ 4.21	-18.1%	\$ 3.45	\$ 4.21	-18.1%
Ride Reservations	13,975	13,308	5.0%	167,573	160,703	4.3%	167,573	160,703	4.3%
Cancelled Number	1,172	1,111	5.5%	15,472	15,572	-0.6%	15,472	15,572	-0.6%
Cancelled % of Total	8.39%	8.35%		9.23%	9.69%		9.23%	9.69%	
No-Show Number	160	161	-0.6%	1,949	1,743	11.8%	1,949	1,743	11.8%
No-Show % of Total	1.14%	1.21%		1.16%	1.08%		1.16%	1.08%	
Ride Refusals Number	0	0	0.0%	2	4	-50.0%	2	4	-50.0%
Ride Refusals % of Total	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	
Service Hours	7,733	7,217	7.1%	89,386	82,518	8.3%	89,386	82,518	8.3%
Agency Staff	7,541	6,978	8.1%	86,647	80,074	8.2%	86,647	80,074	8.2%
Agency SMS Volunteer	192	239	-19.7%	2,739	2,444	12.1%	2,739	2,444	12.1%
Avg. Trips/Service Hr.	1.76	1.83	-3.8%	1.82	1.91	-4.7%	1.82	1.91	-4.7%
RideSource System Miles	96,644	93,656	3.2%	1,129,511	1,095,403	3.1%	1,129,511	1,095,403	3.1%
Avg. Miles/Trip	7.12	7.11	0.1%	6.95	6.96	-0.2%	6.95	6.96	-0.2%
Miles/Vehicle Hour	12.50	12.98	-3.7%	12.64	13.27	-4.8%	12.64	13.27	-4.8%

Special Mobility Services: RideSource Activity and Productivity Information

June-12	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
On-Time Performance %	89.5%	87.4%	2.5%	87.9%	85.6%	2.7%	87.9%	85.6%	2.7%
Sample	11,576	11,519		140,295	137,608		140,295	137,608	
On-Time	10,361	10,062		123,348	117,787		123,348	117,787	

- 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: August 15, 2012

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

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

ACTION REQUESTED: None

BACKGROUND:

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. **Appropriate Level of Service:** Staff will begin collection analysis in July with a Board presentation in September.
- B. **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.
- C. **American Bus Benchmarking Group (ABBG):** Tentatively scheduled for 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.
- D. **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.
- E. **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.
- F. **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.
- G. **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.
- H. **Long-Range Transit Plan:** An update on progress of the Long-Range Transit Plan will be presented at a future meeting.
- I. **Annual Performance Report:** In conjunction with an update on the Long-Range Transit Plan, staff will provide a FY 2011-12 Performance Report for presentation at a future meeting.
- J. **West Eugene EmX Extension:** Periodic updates on the West Eugene EmX Extension project will be presented to the Board throughout the various stages of the project.