



Public notice was given to *The Register-Guard* for publication on December 13, 2012.

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING
Wednesday, December 19, 2012
5:30 p.m.
LTD BOARD ROOM
3500 E. 17th Avenue, Eugene
(off Glenwood Boulevard in Glenwood)**

A G E N D A

	<u>Page No.</u>
I. CALL TO ORDER	
II. ROLL CALL	
Gillespie _____ Kortge _____ Towery _____ Necker _____	
Evans _____ Dubick _____ Eyster _____	
<u>The following agenda items will begin at 5:30 p.m.</u>	
III. PRELIMINARY REMARKS BY BOARD PRESIDENT	(5 minutes)
IV. COMMENTS FROM THE GENERAL MANAGER	(3 minutes) 4
V. ANNOUNCEMENTS AND ADDITIONS TO AGENDA	(1 minute) 5
VI. BOARD CALENDARS	(1 minute) 6
VII. EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(i), to review and evaluate the employment- related performance of the LTD general manager	(45 minutes) 7
VIII. WORK SESSION	
A. Board Meetings Format Discussion	(15 minutes) 8
[Ron Kilcoyne]	
<u>The following agenda items will begin at approximately 6:30 p.m.</u>	
IX. EMPLOYEE OF THE MONTH – January 2013	(5 minutes) 9
X. AUDIENCE PARTICIPATION	
♦ <i>Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.</i>	
♦ <i>Citizens testifying are asked to limit testimony to three minutes.</i>	

XI.	ITEMS FOR ACTION AT THIS MEETING		
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1.	Minutes of the October 17, 2012, Regular Board Meeting (Page 11)		
2.	Minutes of the November 12, 2012, Special Board Meeting (Page 18)		
3.	LTD Board Budget Committee Nominations (Page 25)		
B.	Audit Report for Fiscal Year Ending June 30, 2012 [Diane Hellekson and Charles Swank]	(10 minutes)	29
1.	Audit Report		
2.	Acceptance of Audit Report		
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A.	Board Member Reports	(10 minutes)	31
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a.	Lane Area Commission on Transportation (November 14 and December 12)		
b.	Metropolitan Planning Organization’s Citizen Advisory Committee (November 15)		
c.	Accessible Transportation Committee (November 20)		
d.	EmX Steering Committee (December 4)		
e.	Springfield Stakeholder Advisory Committee (December 5)		
f.	Metropolitan Policy Committee (December 13)		
g.	Lane Council of Governments Board of Directors (December 13)		
h.	LTD Board Finance Committee (December 19)		
2.	No Meeting/No Report		
a.	LTD Board Human Resources Committee		
b.	Transportation Community Resource Group for the Eugene Transportation System Plan		
c.	LTD Pension Trusts		
d.	LTD Board Service Committee		
B.	Comprehensive Annual Financial Report [Diane Hellekson]	(5 minutes)	34
C.	Lane Transit District Sustainability Program Update [Theresa Brand and Allison Camp]	(10 minutes)	40
D.	West Eugene EmX Extension Update [Tom Schwetz and John Evans]	(10 minutes)	43
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H.	Monthly Department Reports (respond if questions)		51

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	A. Ordinance Review	
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	E. Ordinance No. 36	
	F. LTD/ATU Pension Work Group	
	G. High-Capacity Transit Corridor	
	H. Appropriate Level of Service	
XIV.	ADJOURNMENT	

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

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2012

ITEM TITLE: COMMENTS FROM THE GENERAL MANAGER

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2012

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

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

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2012

ITEM TITLE: BOARD CALENDARS

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

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

BACKGROUND:

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

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

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

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2012

ITEM TITLE: EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i)

PREPARED BY: Greg Evans, President, Board of Directors

ACTION REQUESTED: That the Board move into Executive (non-public) Session pursuant to ORS 192.660(2)(i), to review and evaluate, pursuant to standards, criteria, and policy directives adopted by the governing body, the employment-related performance of the chief executive officer (general manager) of LTD.

ATTACHMENT: None.

PROPOSED MOTION: I move that the Board meet in Executive Session pursuant to ORS 192.660(2)(i), to review and evaluate the employment-related performance of the LTD general manager.

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2012

ITEM TITLE: BOARD MEETINGS FORMAT DISCUSSION

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: That the LTD Board of Directors come to a consensus as to where public comment will be listed in the Board meeting's agenda.

BACKGROUND:

At the October Board meeting, staff made some suggestions to the Board about revising the order of items on the Board meeting agenda. It was decided that the meeting could begin with remarks from the Board president and general manager, followed by introduction of the Employee of the Month. The Board also seemed in general agreement that work sessions would be eliminated at regular meetings, and the general business portion of the meeting would begin with Items for Action, with presentations and discussions as needed.

There did not appear to be agreement among Board members regarding how public comment should be addressed. At the December 19 regular meeting, the Board will be asked to come to a consensus as to where public comment will be listed in the Board meeting agenda.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2012

ITEM TITLE: JANUARY EMPLOYEE OF THE MONTH

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

BACKGROUND:

January 2013 Employee of the Month: The January Employee of the Month (EOM) is Graphic Designer Craig Runyon who began working for the District in December 2011. Craig has received two monthly value awards in his short time here, and he serves on the LTD Green Team. He was nominated for this award by a coworker who was impressed with the initiative that Craig took to change some things in Graphics and make it a more “green” environment. His efforts included switching outdoor sign materials to materials that don’t need to be laminated; finding resources for recycling non-paper media; and finding ways to use, trade, or recycle items that no longer meet the department’s needs.

When asked to comment on Craig’s selection as Employee of the Month, Director of Customer Services and Planning Andy Vobora said:

Craig came to LTD with an impressive background in design and a wealth of experience working for the *Washington Post* and *The Register-Guard*. In addition to his work, he spent time teaching design as an adjunct professor. LTD and the community received a tremendous asset when Craig moved his family from Maryland to Eugene seven years ago.

Taking LTD’s sustainability initiative to heart, Craig serves on the LTD Green Team, and he recently assisted with employee sustainability training. Above and beyond these efforts, Craig is always seeking ways to change the District’s environment to a friendlier atmosphere.

Co-worker Hannah Bradford stated, “I really appreciate Craig’s initiative on the changes that make us more sustainable and will save the District money and time.”

Congratulations to Craig on being selected as the January 2013 Employee of the Month.

AWARD: Craig will attend the December 19, 2012, meeting to be introduced to the Board and to receive his award.

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2012

ITEM TITLE: CONSENT CALENDAR

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

ACTION REQUESTED: Approval of Consent Calendar Items

BACKGROUND:

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

The Consent Calendar for December 19, 2012:

- 1) Approval of the Minutes of the October 17, 2012, Regular Board Meeting
- 2) Approval of the Minutes of the November 12, 2012, Special Board Meeting
- 3) LTD Board Budget Committee Nominations:

ATTACHMENTS: Minutes of the October 17, 2012, Regular Board Meeting
Minutes of the November 12, 2012, Special Board Meeting
LTD Board Budget Committee Nominations: Dwight Collins and Edward Gerdes

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

LTD Resolution No. 2012-027: It is hereby resolved that the Consent Calendar for December 19, 2012, is approved as presented.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, October 17, 2012

Pursuant to notice given to *The Register-Guard* for publication on October 11, 2012, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular Board meeting on Wednesday, October 17, 2012, beginning at 6:30 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

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

CALL TO ORDER/ROLL CALL: Mr. Evans convened the meeting and called roll at 6:30 p.m.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Evans presented an Oregon Department of Transportation Award of Excellence in recognition of 27 years of exceptional service to Accessible Services Program Manager Terry Parker. He cited her areas of expertise, accomplishments, and many contributions to public transportation, particularly accessible transportation. He said that although she was retiring at the end of 2012, her efforts would provide a legacy that would shape transportation services into the future.

Ms. Parker expressed her appreciation for the award and thanked LTD for providing an environment in which she could thrive and pursue her dreams.

Mr. Evans announced that the Oregon Transit Association had honored former Board president Mike Eyster with its Outstanding Transportation Board Member of the Year award. Mr. Evans recognized Mr. Eyster's efforts as a member and leader on the LTD Board and for his contributions to the community as well as to public transportation.

In response to a request from Mr. Evans to offer his comments, former LTD general manager Mark Pangborn said that he had submitted a letter in support of Mr. Eyster's nomination. He said that he was grateful that he had the opportunity to work in an organization like LTD where the community members of the Board are hard-working and contribute their talents to the District. He said that the Board had dealt with a number of controversial issues, and Mr. Eyster had shown extraordinary leadership during those times. He said that it had been a privilege to serve with him.

Mr. Eyster expressed his appreciation for the award. He described his experiences as an LTD Board member, and he said that it had been a privilege to be a part of the organization.

COMMENTS FROM THE GENERAL MANAGER: Mr. Kilcoyne noted the recent honors to Mr. Eyster, Ms. Parker, and Mr. Evans, which he said were well deserved. He said that staff had

discussed ways to improve the structure and facilitate a better flow to Board meetings. Suggested changes for the Board's consideration include moving agenda items relating to the Employee of the Month and Audience Participation to the beginning of the meeting instead of an hour into the meeting. He said that work session topics would then be placed under Information Items so that it would not be necessary to have a work session, and then a Board meeting.

Mr. Kortge expressed that he liked the concept, but he felt that it was important that the public have an opportunity to speak to the Board on topics that were considered during work sessions.

Mr. Necker offered that the public could still speak to work session topics at the beginning of the meeting and then stay to listen to the discussion.

Mr. Evans said that the Board could examine ways to provide for public participation on work session topics.

Mr. Kilcoyne said that he had seen other organizations provide a public comment period, with time limits on remarks, at the beginning of an agenda item.

Mr. Evans inquired if there was consensus to move forward with the new meeting format.

Mr. Eyster suggested that the Board could return to the current meeting format if the new way did not work well.

Ms. Towery said that the Board should be consistent with other public entities that provide a specific time on the agenda for public comments with a limit on the length of remarks in order to remain consistent, balanced, fair, and transparent.

Mr. Evans said that it appeared that there existed a consensus among the Board members to move forward with the new meeting format as suggested by staff

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: None.

BOARD CALENDARS: Mr. Kilcoyne said that the Eugene Chamber of Commerce Business to Business Expo would be held on October 25, and Board members were welcome to join staff at the LTD booth.

EMPLOYEE OF THE MONTH: The Board recognized Bus Operator Gary Bennett as the November 2012 Employee of the Month.

Mr. Evans thanked Mr. Bennett for his service and dedication to LTD's mission and presented him with a certificate of appreciation, a check, and a pin commemorating his award. Mr. Bennett thanked the Board for its recognition and expressed appreciation for his position with LTD.

AUDIENCE PARTICIPATION: Mr. Evans explained the procedures for providing public testimony.

Bob Macherione, 1994 Brewer, Eugene, said that the Board should have consulted the public before changing the meeting format. He preferred to listen to the work session discussions before making his comments to the Board during the audience participation portion, and he disagreed with the change. He said that the past few years had been controversial because LTD was not listening to stakeholders or responding to requests. He said that the Environmental Analysis had been

submitted, but it did not prove a need, how money would be saved, or if greenhouse gases would be reduced. He said that the Jarrett Walker report addressed all of those issues and should have been used. He did not think that Board members had read the report. He said that his stakeholder group would not retreat, and 10-minute bus service on West 11th Avenue should be implemented immediately, but LTD could not afford it.

Josef Siekiel-Zdzienicki, 1025 Taylor Street, Eugene, said that the problem with having public comment at the beginning of a Board meeting was that the Board would not meet again for another month. Many interesting issues are raised during work sessions, and stakeholders might have some valid input that would be valuable for the Board to hear. He hoped that opportunity could be provided. He said that the minutes of the last Board meeting did not accurately reflect his comments because he made points about a report that were not included in the minutes.

George Cole, West 11th Avenue, Eugene, commented that there was an ideological divide between some of the Board and some stakeholders which related to money. He said that the problem was that those he spoke for represented earned money, and LTD represented appropriated or political money. He said that the operation's income stream came from earned money, and he was disappointed that they had been eliminated from the process. He said that the only glimpse of the future was looking in the rearview mirror, and there would not be money to fund operations the way things were headed, so taxes would have to be raised. It was important for the Board to be stewards of the finances and there was no need for EmX out West 11th Avenue, which already had bus service. People would be better served if the routes were changed so that it was not necessary to go downtown to transfer and commute times were shorter. He said that EmX would not relieve traffic congestion unless there was a dedicated lane.

ITEMS FOR ACTION AT THIS MEETING

MOTION **Consent Calendar:** Mr. Kortge moved adoption of LTD Resolution No. 2012-022: It is hereby resolved that the Consent Calendar for October 17, 2012, is approved as presented. Mr. Necker provided the second. The Consent Calendar consisted of the minutes of the September 19, 2012, regular Board meeting.

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

Lane Transit District Title VI Compliance Report: Director of Customer Services and Planning Andy Vobora presented a report on the Title VI Compliance Plan, which addresses the issue of potential discrimination in terms of disparate treatment and disparate impact on minority and/or low income populations as a result of programs, policies, or activities.

Mr. Vobora said that the national data shows that minority households are twice as likely as non-minority households to lack access to a car, and low income households are 2-½ times more likely to lack access to a car. In terms of service and fare equity analysis, the Federal Transit Administration (FTA) expects those issues to be addressed during the District's planning activities and not as an afterthought.

Mr. Vobora said that the District's Title VI Plan requires an equity analysis for major service changes, defined as more than 25 percent of service hours or service miles; although, the District conducted an analysis when changes were below that threshold to determine if they could potentially impact certain populations. He reviewed a table of 2010 service changes, all of which were determined not to have created a disparate impact.

Mr. Vobora noted that a summary of the Title VI report had been distributed to the Board; nevertheless, the entire 600-page document was available for review. He said that the report consisted of 10 chapters, but he would focus his remarks on the chapter related to Limited English Proficiency, as it was the most relevant to LTD's operations. He said that those speaking Spanish represented the greatest minority population. Other languages were represented in the community, but many of those individuals were associated with the college and university and did not have barriers to reading and understanding English.

Mr. Vobora said that demographic analyses were conducted by the Lane Council of Governments, which provided current information about the community. He said that the FTA encouraged a coverage standard in the Districts' Service Policy, and LTD would want to consider that at some point in the future. He pointed out that LTD provided bus service within a quarter mile of 73 percent of households in the community.

Mr. Necker commented that in 2010, the Board Service Committee established a standard of 75 percent productivity and 25 percent coverage related to service changes. He questioned whether that standard should be revisited. Mr. Vobora said that the standard related to allocation of service hours, but that coverage could be reconsidered as the community's goals changed with respect to denser development along major transit and travel corridors.

Mr. Evans said that the Board had recently held a joint meeting with the Centro Latino Americano Board to discuss LTD service. He said that there were a number of minority businesses along the West Eugene EmX corridor, and he asked if there had been specific outreach to those businesses to discuss concerns about customer access. Mr. Vobora said that there had been a number of efforts to work with minority businesses and populations, and the Environmental Analysis listed the activities and groups involved in those activities. He said that LTD had provided interpreters when necessary and had held a number of outreach meetings at locations, such as Plaza Latina and Centro Latino Americano, along the corridor.

Mr. Vobora emphasized that the analysis of impact needed to be ingrained in LTD's planning process, and public outreach should be an ongoing effort to create a public dialogue of LTD's services. He said that a Title VI report was required every three years, although the dates were being revised as a result of the Moving Ahead for Progress in the 21st Century Act (MAP-21), the new federal transportation bill.

Mr. Evans asked if other Title VI changes were anticipated as a result of MAP-21. Mr. Vobora replied that the recession had resulted in a closer focus on Title VI. The changes had separated environmental justice from Title VI, which was beneficial; and the updated federal guidelines were helpful to districts in meeting reporting requirements. He said that basic expectations had not changed.

Mr. Evans noted that the American Public Transportation Association was providing a webinar on MAP-21 changes on November 9, 2012.

Mr. Vobora said that he would provide information on environmental justice and Title VI webinars to Board members.

MOTION Mr. Dubick moved the following resolution: LTD Resolution No. 2012-023: It is hereby resolved that the LTD Board of Directors approves the 2012 Lane Transit District Title VI Compliance Plan and directs LTD staff to submit the Plan to the Federal Transit Administration for review and acceptance. Ms. Towery provided the second.

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

Selection of Pension Trustee-elect: Mr. Kilcoyne said that Mr. Kortge's term on the Board will end at the close of 2012. As he also is the Board's representative on the pension trusts for the Amalgamated Transit Union (ATU) employees and administrative employees, his term as trustee will end as well. Mr. Kilcoyne said that Mr. Gillespie had agreed to replace Dean as the Board's pension trust representative when Dean leaves the Board; however, the Board would need to officially appoint him as pension trustee-elect at this time to allow him to attend the annual pension trustee training in November. The same procedure was followed and precedent established when Mr. Kortge became the pension trustee.

MOTION Mr. Eyster moved approval of LTD Resolution No. 2012-024: The LTD Board of Directors hereby approves the appointment of Board Member Gary Gillespie to the position of pension trustee-elect, as defined in this document. Mr. Kortge provided the second.

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

ITEMS FOR INFORMATION AT THIS MEETING

Board Member Reports: Mr. Gillespie reported that the Metropolitan Planning Organization Citizen Advisory Committee (MPO CAC) would meet on October 18 and was in the process of recruiting new members. Mr. Kilcoyne added that he had been serving as the Metropolitan Policy Committee (MPC) liaison to the MPO CAC, but that position, once approved by the MPC, would be filled by Frannie Brindle, Oregon Department of Transportation (ODOT).

Mr. Gillespie said that the EmX Steering Committee had discussed public participation and opportunities for comment at its last meeting. He said that it was the first meeting of the new committee.

Mr. Necker reported that the Transportation Community Resource Group (TCRG), an advisory group on Eugene's transportation system plan (TSP) update process, had formed small groups to evaluate the 20-minute neighborhood concept, and the conclusions would be forwarded to planning staff. Mr. Kilcoyne added that the TCRG had received a presentation on Eugene's 20-Minute Neighborhood

study and how that aligned with Envision Eugene. He said that the groups discussed the various factors and themes associated with the concept.

Mr. Dubick reported that the Lane Area Commission on Transportation had discussed alternative revenue sources for transportation projects. ODOT was currently funded by gas taxes, and fewer funds are available for projects as vehicles become more efficient and people drive less. Research was being conducted on a pilot vehicle-miles-traveled tax.

Mr. Evans reported that the MPC had approved the monthly State Transportation Improvement Program (STIP) amendments. He noted that this was the last year that LTD would receive a \$500,000 allocation of STIP-U (Urban) funds from the MPC.

Mr. Necker left the meeting at 7:41 p.m.

Mr. Evans said that he had attended a recent APTA meeting in Seattle. He said that there were a number of intense sessions with the FTA administrator and staff concerning MAP-21 issues and the need to begin planning for a new federal transportation bill because of the short authorization time for MAP-21.

Mr. Kilcoyne said that the FTA was struggling to meet the requirements of MAP-21 with reduced staffing. The transit industry had an opportunity to provide input on FTA rulemaking, but the timeline would be short. He felt that the FTA would be receptive to input on proposed rules. He said that APTA would begin preparing legislative recommendations for the next federal authorization at the beginning of 2013, and he was chairing the Legislative Subcommittee of the Small Operations Committee. He said that some of the issues of concern were loss of discretionary funding, regulatory impacts on smaller operators, Medicaid transportation, and the future of the Small Starts program. MAP-21 eliminated the Alternatives Analysis requirement before the Environmental Analysis (EA), but still required planning for any major capital project before the EA. He said that LTD had submitted a grant application for an alternatives analysis for a Northwest Eugene to Lane Community College corridor, but FTA was not certain how to proceed with those types of applications. He had discussed use of unexpended funds from Gateway Station construction for construction of the Pavilion Station at RiverBend with FTA Administrator Peter Rogoff but was not hopeful that the request would be approved.

Mr. Dubick said that he had attended a session on sustainability and was pleased that LTD was far ahead of most districts in its sustainability practices.

Mr. Gillespie said that he attended an Oregon Rail Project meeting of parties interested in commuter rail service. He said that it was apparent that every city with a population of more than 15,000 wanted some form of passenger rail service at a speed that matched or exceeded travel by car, and Union Pacific did not want to pay for it.

Mr. Kilcoyne agreed with Mr. Gillespie's summary. He said that those present broke into small groups to identify the top five outcomes they wished to achieve, but he felt that the process did not frame the issue well or address practical solutions for rail service.

Mr. Evans observed that LTD's role was connectivity between local transit service and passenger rail service in the future.

Board Member Appointment Process: Mr. Vobora said that the Governor's office had extended the application period for the open LTD Board positions to December 3, 2012, at 5:00 p.m. LTD staff were distributing information throughout the community about the opportunity to apply for a Board position. Mr. Vobora expected confirmation of appointments sometime in January 2013.

Mr. Kortge said that he had spoken to Representative Val Hoyle about recruiting people interested in the LTD Board.

In response to a question from Mr. Dubick, Mr. Vobora said that Board members were encouraged to spread the word about Board vacancies, although lobbying the Governor's office staff about specific candidates was discouraged.

Ms. Towery said that her term was expiring, and she had submitted an interest form to the Governor's office in order to be considered for reappointment for another term.

Monthly Financial Report: Director of Finance and Information Technology Diane Hellekson informed the Board that the first three months of the fiscal year were positive. She said that there was a 10 percent increase in payroll tax receipts; however, that would likely be reduced to about 7 percent by amended returns. Nevertheless, that was still a good percentage. She said that the local economy was slowly recovering. The Finance Committee would meet on November 12 before the LTD special Board meeting to discuss the type of empirical data required to make a determination of local economic recovery. She said that LTD, along with other transit districts in the state, had requested an investigation by the Department of Administrative Services into the drop in revenue from state-in-lieu receipts.

Director of Maintenance George Trauger reported that fuel was currently averaging \$3.29 per gallon, which was well below the budgeted cost. He did not anticipate the need to withdraw fuel from the Coos Bay storage facility until next summer. Fuel additives had been used to extend storage life as required.

Ms. Hellekson said that the Finance Committee also would be revisiting the reserve policy as a result of the Budget Committee's discussion last spring.

ADJOURNMENT: Mr. Evans adjourned the meeting at 8:02 p.m.

LANE TRANSIT DISTRICT

ATTEST:

Gary Gillespie
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: December 19, 2012

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Monday, November 12, 2012

Pursuant to notice given to *The Register-Guard* for publication on November 8, 2012, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special Board meeting on Monday, November 12, 2012, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

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

Absent: Gary Gillespie, Secretary

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

PRELIMINARY REMARKS BY BOARD PRESIDENT: None.

COMMENTS FROM THE GENERAL MANAGER: None.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: None.

BOARD CALENDARS: Mr. Vobora reminded the Board that on November 13 staff would present an update on the Main Street/McVay Highway project during the Springfield City Council meeting. He said that the discussion would focus on project governance and collaboration between LTD and the City of Springfield.

EMPLOYEES OF THE MONTH: The Board recognized Maintenance Technical Supervisor David Svendsen as the December 2012 Employee of the Month.

Mr. Evans thanked Mr. Svendsen for his service and dedication to LTD's mission and presented him with a certificate of appreciation, a check, and a pin commemorating his award. Mr. Svendsen thanked the Board for its recognition and expressed appreciation for LTD as a good company to work for with excellent employees.

WORK SESSION

Long-Range Transit Plan Update: Planning and Development Manager Tom Schwetz said that the essence of long-range planning was that everything changed, and everything was connected. He reviewed the evolution of planning from the 1960s to the present. He said that the general focus had

changed from a dominant mode to multiple modes, with transportation perceived as an enabler to other community goals. Collaboration between transportation and land use was now an integral part of planning and policy development.

Mr. Schwetz indicated that there were many reasons to engage in long-range planning, including volatility of fuel costs and growing demand for transit services with a shrinking supply. He said that there was a natural tension between long-range planning and operations, and current operational strategies could not be used to develop forward-thinking, effective strategies for the future.

Mr. Schwetz emphasized the importance of connecting transportation and land use as transportation provided access to necessary activities. High corridor densities of population and employment meant high levels of activity and elevated potential for transit ridership. Adding service to those corridors was justifiable and would lead to continued densification of the corridor. He said that the concept of a "frequent transit network" (FTN) was defined as a subset of the transit network with 15-minute or better service, which could provide a certainty of high quality transit to local jurisdictions. He said that an FTN enabled a well-connected network that provided regional circulation, supported jurisdictions' urban design goals, was intended to operate seven days a week with an average frequency of 15 minutes or better, and would increase ridership. He said that at a recent meeting, transportation and land-use planners worked to identify opportunities for growth and coordination. He noted that both Eugene and Springfield were updating their transportation system plans, and LTD was a collaborator in that process. The Board will receive updates as policies emerge from those processes.

Mr. Evans asked if LTD would continue to develop its hub and spoke system or would expand using other models to provide crosstown routes that would not require riders to go downtown. Mr. Schwetz replied that the hub and spoke model still had a role to play, but EmX changed the nature of LTD's operations. Continuing to implement the FTN concept would further change how service is provided.

Mr. Vobora said that the geography of a community or region was a factor; and, even in Portland, the hub and spoke model was modified with satellite hubs in outlying areas. The smaller size of LTD's service area made it more complex to move beyond the hub and spoke model, but there were a number of opportunities for cross-town connections as EmX expanded.

Bike Parking Study: Christine Watchie, owner of Trans-Watch and consultant to Point2point, provided an overview of the Metropolitan Planning Organization (MPO) Regional Bike Parking Study. She said that in 2010 under LTD's leadership, a stakeholder group was brought together to discuss demand and supply because of its importance to multi-modal issues and connectivity to transit. Bicycles represented 7 percent of commute to work trips in the region, and that percentage was steadily growing. The stakeholder group discussed the infrastructure, including parking, necessary to support and promote bicycling. The study focused on the MPO area and adjacent communities that are served by LTD.

Ms. Watchie said that the study included an inventory of current short- and long-term parking facilities, identification of new parking locations, recommended standards, and city code changes for bike parking. She gave as an example the number of bike parking spaces required for certain types of new development. She used photographs to illustrate types of short- and long-term bike parking and described the issues associated with the various options.

Ms. Watchie said that the Alta Planning and Design Group was selected to conduct the study. An inventory had been completed, and presentations of preliminary information were being made to many groups around the region. An electronic survey would be launched within two weeks to solicit

input from the public on bike parking, and a community open house was scheduled to be held in February 2013. She said that initial findings would be provided to the LTD Board, with a final report to be presented to the LTD Board, the Metropolitan Policy Committee (MPC), and the MPO Citizen Advisory Committee.

Mr. Schwetz added that the bike study was one of several LTD initiatives to connect transit more efficiently with the bicycle mode.

ITEMS FOR ACTION AT THIS MEETING

MOTION **Consent Calendar:** Mr. Kortge moved adoption of LTD Resolution No. 2012-025: It is hereby resolved that the Consent Calendar for November 12, 2012, is approved as presented. Mr. Eyster provided the second. The Consent Calendar consisted of the minutes of the October 8, 2012, Special Board Meeting.

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

RideSource Out-of-Area Pilot Project: Accessible and Customer Service Manager Cosette Rees said that the RideSource Out-of-Area Pilot Project was created at the direction of the LTD Board based on a rider's request. The project consisted of a five-minute extension of paratransit service to provide better access to people who live very close to, but not within, the service area. She said that the extension exceeds the Americans with Disabilities Act (ADA) requirement for a three-quarter-mile expansion beyond the District's regular service. She said that the pilot project requires users to live within a five-minute drive of the current RideSource boundary and be RideSource eligible. In 2010 the regular RideSource fare was \$3.00 and a premium of \$4.00 was charged for the extended five-minute service. She said that the Board directed staff to review the project in November 2011; and, as a result, the premium was reduced to \$2.00 to make it more affordable.

In response to a question from Mr. Evans, Ms. Rees said that LTD provided RideSource services to any eligible person who could get to the RideSource service area, which was three-quarters of a mile beyond the fixed-route service within the urban area. She said that the pilot project was not actively marketed, but partner agencies were aware of the service and provided referrals; although some of those individuals lived beyond the five-minute extension. She said that four people had used the service: 1) the individual who initially requested it used it regularly to commute to work and for other trips; 2) one person used it for a year to go to dialysis before moving within the service area; 3) one person was currently using it to get to dialysis; and 4) another person only used the service once. She said that staff recommend continuing the out-of-area service at the current rate. She said that those who did use it had expressed that they enjoyed a higher level of independence, and it also reduced stress on their families. The low usage of the service placed no strain on the system or created negative impacts on capacity.

Ms. Towery shared a conversation that she'd had with the father who had initially requested the service for his son and how the pilot project had changed his son's life. She said that the service had a profound impact on the quality of life of those who used it.

MOTION Ms. Towery moved the following resolution: LTD Resolution No. 2012-026: It is hereby resolved that the LTD Board of Directors approves the continuation of the RideSource Out-of-Area service as proposed using the current formula to calculate additional fee for service. Mr. Necker provided the second.

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

ITEMS FOR INFORMATION AT THIS MEETING

Board Member Reports: Ms. Towery reported that there was overwhelmingly positive support for EmX from a diverse group of speakers at the Metropolitan Policy Committee's recent meeting.

Mr. Kortge reported that both pension trusts, the Amalgamated Transit Union (ATU) and the Administrative employees, had met, and the subject of whether to hold open meetings was addressed. He said that the administrative employee's pension trust would hold open meetings, while the ATU pension trust preferred to have an executive session to discuss the matter further due to complex issues affecting more than just the local ATU. He said that the ATU pension trust delayed the decision until its March 2013 meeting. His concern was that if the trust decided not to hold open meetings and that decision was challenged in court, trustees could be held personally responsible if the court determined their decision violated the intent of the law.

Mr. Kortge said that the ATU pension document required an annual vote of the trustees on whether there should be a cost of living increase granted to current retirees. The decision had to be unanimous in order to grant an increase, and the proposed increase did not receive a unanimous vote.

Mr. Kortge added that Board Member and Trustee-elect Gary Gillespie attended the meetings and was currently attending the International Foundation of Employee Benefits (IFEB) meeting.

Mr. Kortge strongly encouraged the LTD Board to continue discussing how to provide pension benefits for LTD employees. He said that the main issue was defined benefit plans as opposed to defined contribution plans; and if the idea was to provide retirement funds to employees; that did not mean providing a specific benefit, it meant providing a specific level of funding. He said he is aware that many large private companies had outsourced their pension plans to private insurance companies because of the expense of managing pension trusts.

He said that investments were doing well.

Mr. Evans said that the question was whether LTD wanted to remain involved in the benefits business, which was expensive. Mr. Kortge said that considerable time and resources were involved in trust management, which was not LTD's primary mission.

Director of Finance and Information Technology Diane Hellekson said that the LTD representatives attending the IFEB pension training would return with a great deal of information and new perspectives to bring to the discussion.

Mr. Eyster said that the direction that Mr. Kortge favored could create a gap, and most employees might not have the necessary financial expertise. He assumed that there were other models for managing pension trusts than the one LTD currently used.

Mr. Kortge agreed that there were other models that were less expensive and could empower employees while continuing to do the right thing by providing retirement resources.

AUDIENCE PARTICIPATION: Mr. Evans explained the procedures for providing public testimony.

Bob Macherione, 1994 Brewer, Eugene, said that he attempted to attend the pension trust meetings and was unhappy about being initially denied access, which he perceived as a trend. He said that he felt that LTD meetings should be listed in the *Register-Guard's* civic calendar. He expressed his displeasure that Board member Greg Evans was being considered for appointment to the Eugene City Council, which he felt would be a conflict of interest if he continued to serve on the LTD Board. He said that LTD counted on support from uninformed and naïve people, and he and his organization intended to educate them about LTD's methods. He said that LTD should be more open and transparent.

Josef Siekiel-Zdzienicki, 1025 Taylor Street, Eugene, said that he attended the pension trust meetings; and, while he did not understand pension funds, all he saw were dollar bills. He saw a large number of professionals and experts from different companies and questioned the cost of having them present. He felt that there had to be a more efficient way to handle the trusts, as Mr. Kortge suggested. He objected to the West Eugene EmX Extension because he believed it would cost more than it would save, and more service reductions would be required. He said that LTD should look at reducing costs wherever it could.

ITEMS FOR INFORMATION AT THIS MEETING (continued)

River Road Station: Mr. Vobora provided an update on the River Road Station. He said that the station was constructed in 1982 and had not been upgraded since then. He said that the initial arrangement with Lane County was a lease of the site at virtually no cost; but, in 2007 the County wanted to sell the property, and LTD purchased a portion of it. He said that the facility included a Park & Ride lot and was used for events. But the lot did not meet the need for large events, and LTD used nearby parking as overflow. He used a map and an aerial photograph of the location to illustrate the challenges from growing congestion, new development farther out River Road, and the Oregon Department of Transportation's intent to install ramp metering for Beltline access.

Mr. Vobora said that the River Road corridor had strong ridership, and that would increase as dense residential and employment development occurred. Staff had researched locations along the corridor for possible development of a new station north of the congested area, closer to new development, and with creation of a trunk system with circulator routes in neighborhoods. One potential location was the Santa Clara Crossing site, which was a planned mixed-use residential/commercial development; although those plans were currently on hold. He said that staff would continue to work with the City to identify possible locations north of the River Road Station that could accommodate the District's needs. He said plans would proceed this fiscal year for replacing the glass roof on the

River Road Station with a metal roof. He hoped that funding for a future facility on the corridor could be included in the 2015-18 State Transportation Improvement Program.

Statewide Transportation Improvement Program (STIP) Funding: Mr. Schwetz referred to a handout that outlined the schedule for the current STIP application process. The process this year was very different from past years: instead of having several different funding silos, the Oregon Department of Transportation (ODOT) had collapsed funds into two categories: 1) Enhance; and 2) Fix It. The selection process was intended to fund the best projects based on local and state input. He said that the Enhance program application was open to all local government agencies and others and would use the Lane Area Commission on Transportation (ACT) and the MPO/MPC to develop a set of local priorities.

Mr. Schwetz explained that the state was divided into five regions, and Lane County was in Region 2. The ACTs in Region 2 would meet together to prioritize projects for the region. Applications were due on November 27, and the ACTs were expected to complete their work by March 15, 2013. Agencies, MPOs, and ACTs were being asked to prioritize projects at 150 percent of the funding they expected to receive. He said that the ACTs' priorities were due to be submitted to the Oregon Commission on Transportation (OTC) in about a year from now. The OTC would review and approve a 2015-18 STIP the following year. Federal approval and funding was expected in February 2015. Mr. Schwetz said that it was challenging to determine which capital projects would be ready to go in the 2016-18 time frame.

Mr. Schwetz said that a number of LTD projects had been considered for submission: River Road Station, the Northwest Eugene to Lane Community College National Environmental Policy Act (NEPA) process, the Springfield Main Street/McVay NEPA process, and the Pavilion Station at RiverBend. He said that the Main Street/McVay and Pavilion Station projects were dropped from the list, and applications for the other projects would move forward.

Monthly Financial Report: Ms. Hellekson said that the regular report for the month of October would be available on November 20, published on the LTD website, and e-mailed to the Board. She said that the first week of November was disbursement week for payroll tax receipts for the quarter ending September 30, and receipts were up 5 percent over the same quarter last year. She added that it represented a gradual economic recovery for the area. She said that fuel prices were down, and the fiscal year status was good to date.

Board Member Reports (continued): Mr. Dubick reported that the Finance Committee discussed several issues, including whether to proceed with Group Pass Program fare increases and potential revisions to the reserve policy. He said that the Committee would meet again on December 19 and develop recommendations to be presented to the Board.

Lane Coordinated Public Transit-Human Services Transportation Plan (The Plan): Mr. Vobora noted that Accessible Services Program Manager Terry Parker, who had retired earlier in the year, had agreed to return and assist with The Plan update and the discretionary grant process through the end of the year.

Ms. Rees said that The Plan was required by the federal government and ODOT for the coordination of services to seniors and people with disabilities. She said that the future funding level was unknown, but it was likely to remain flat; so the updated plan was based on that assumption. She said that The Plan and the discretionary grant were different but linked processes. In order to apply

for discretionary grant funds, it was necessary to be included in The Plan. She anticipated conducting a public hearing on The Plan in January 2012 and finalizing it in February. She said that Plan requirements were vague and general, but LTD's plan went beyond the basic requirements and took a holistic look at the existing conditions, projects, and programs as well as resources, gaps, and opportunities for more coordination. She said that The Plan also provided a framework for accessible services, and a robust outreach was being conducted as part of The Plan development.

Ms. Parker said that also in the update was veterans' transportation. She said that The Plan told the story about how coordination was accomplished in order to make the RideSource Call Center a meaningful business model for efficient transportation. It helped to get information to the public about the individualized assistance that LTD provided within the community. She said that ADA paratransit and Medicaid medical transportation were the two most expensive services that LTD provided, and the Call Center and Plan demonstrated the benefits of coordination and collaboration.

Mr. Vobora added that under the federal transportation legislation, *Moving Ahead for Progress in the 21st Century (MAP-21)*, funding for some programs was eliminated and collapsed into a single funding stream, and LTD was the designated recipient of those funds. The MPC would take action to formalize that designation.

Mr. Vobora said that LTD distributed about 700 day pass coupons to area veterans who wanted to attend the Stand Down event held on November 10 at the Springfield Armory.

Ms. Parker said that people who had used the veterans' transportation service were extremely appreciative. She gave several examples of how the service had been critical to those using it.

ADJOURNMENT: Mr. Evans adjourned the meeting at 7:10 p.m.

LANE TRANSIT DISTRICT

ATTEST:

Gary Gillespie
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: December 19, 2012

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Lane Transit District
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Springfield, Oregon 97475

(541) 682-6100
Fax: (541) 682-6111

**CONSENT CALENDAR ITEM:
LTD BOARD BUDGET COMMITTEE NOMINATION**

December 19, 2012

Background:

The LTD Board Budget Committee is composed of the seven members of LTD's Board of Directors and seven community members who are nominated and approved by the Board and serve for three-year terms. The non-Board Budget Committee members must reside within the District's service boundaries, but are not required to live in the same subdistrict as the Board member making the appointment.

Board member Doris Towery is nominating Dwight Collins to a new three-year term. This new term will expire on January 1, 2016.

Board member Gary Gillespie is nominating Edward Gerdes to a new three-year term. This new term will expire on January 1, 2016.

The nomination forms for Mr. Collins and Mr. Gerdes are attached. Also attached is a list of Budget Committee members showing the term expiration date for each, as well as the nominating Board member.

Attachments:

1. List of 2012-13 Budget Committee Members
2. Nomination Form for Dwight Collins
3. Nomination Form for Edward Gerdes

Recommended Action:

The Board is asked to approve this nomination in the Consent Calendar presented for approval by the Board at the December 19 Board meeting.

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LANE TRANSIT DISTRICT BUDGET COMMITTEE MEMBERS

(FY 2012-2013 Budget)

Note: Budget Committee members are not required to live in the same subdistrict as the nominating Board member.

SUBDISTRICT	NOMINATING BOARD MEMBER	BUDGET COMMITTEE MEMBER	TERM EXPIRES
1	Doris Towery	Dwight Collins	1/01/13
2	Michael Eyster	Warren Wong	1/01/15
3	Michael Dubick	Donald Nordin	1/01/15
4	Ed Necker	Kay Metzger	1/01/15
5	Gary Gillespie	Edward Gerdes	1/01/13
6	Greg Evans	Jon Hinds	1/01/14
7	Dean Kortge	Peter Davidson	1/01/14

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Lane Transit District

LANE TRANSIT DISTRICT
NOMINATION FOR BUDGET COMMITTEE

BUDGET COMMITTEE APPOINTMENT QUALIFICATIONS: ORS 294.336

Budget Committee: (2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of qualified electors of the municipal corporation appointed by the governing body. . . . (5) The appointive members of the budget committee shall be appointed for terms of three years. The terms shall be so staggered that one-third or approximately one-third of the appointive members' terms ends each year.

Board Member: Doris Towery
Date of Nomination: December 19, 2012
Term of Budget Committee Appointment: January 2, 2013 (Effective Date) to January 1, 2016 (Term Expiration Date)
Approved by Board: _____ Date

NOMINEE'S NAME: DWIGHT COLLINS
Home Address: 835 Willacade Court, Springfield, OR 97477
Telephone Number: 683-2712
Business Address: Newman's Fish Company, 1545 Willamette Street, Eugene, 97401
Telephone Number: 344-2371
PREFERRED MAILING/DELIVERY ADDRESS: work
Occupation: Owner, Newman's Fish Company
Brief statement of nominee's background that is relevant to budget committee appointment: Mr. Collins is a business owner and native Eugenician who has seen the historical changes at LTD through the years. He has served as the treasurer of the Eugene Education fund and was on that board for six years. He was on the UO Library Board for six years and served as its president for one year. He has served as treasurer for the HIV Alliance and served on the Advisory Committee for the Museum of Natural History. He also has served three terms on the LTD Budget Committee, beginning in January 2004. As a business owner and community member, he is interested in how money flows in transit and how it can best be spent for the most efficient service.



LANE TRANSIT DISTRICT NOMINATION FOR BUDGET COMMITTEE

Lane Transit District

BUDGET COMMITTEE APPOINTMENT QUALIFICATIONS: ORS 294.336

Budget Committee: (2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of qualified electors of the municipal corporation appointed by the governing body. . . . (5) The appointive members of the budget committee shall be appointed for terms of three years. The terms shall be so staggered that one-third or approximately one-third of the appointive members' terms ends each year.

Board Member: _____ Gary Gillespie _____

Date of Nomination: _____ December 19, 2012 _____

Term of Budget Committee Appointment: _____ January 2, 2013 _____ January 1, 2016 _____
Effective Date Term Expiration Date

Approved by Board: _____
Date

NOMINEE'S NAME: _____ Edward Gerdes _____

Home Address: _____ 2725 Lincoln Street, Eugene, OR 97405 _____

Telephone Number: _____ 541-687-1394 _____

Business Address: _____ Café Yumm, 456 Charnelton Street, Eugene, OR 97401 _____

Telephone Number: _____ 541-683-9866 _____

PREFERRED MAILING/DELIVERY ADDRESS: _____ Business _____

Occupation: _____ Attorney and Small Business Owner _____

Brief statement of nominee's background that is relevant to budget committee appointment:

I have practiced law for more than 20 years. I have been Vice-President and General Counsel for Café Yumm! since 2007. In that capacity, I work in the areas of risk management, finance, real estate, construction, collections, labor relations, insurance, and more. In 2006 I served as finance chair for the Elect Vicki Walker Committee and helped raise more than \$500,000 in the most expensive state senatorial race in Oregon history. I have served as executive director of the Science Factory, and, along with the Board of Directors, prepared visioning goals, a strategic plan, and a capital campaign. Our plan allowed for the acquisition of the closed Planetarium from Lane ESD, successfully eliminated all museum debt, ushered in unparalleled financial growth, and greatly improved community relations (we also painted the museum with the colorful stripes that children of all ages enjoy!). Finally, I currently serve on LTD's Budget Committee.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2012

ITEM TITLE: AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2012

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

ACTION REQUESTED: None. Information only.

BACKGROUND:

At the conclusion of each fiscal year, an independent audit of Lane Transit District's financial statements and internal controls is performed. The results of the independent audit are incorporated into the District's *Comprehensive Annual Financial Report (CAFR)*. The completed FY 2011-2012 CAFR was provided to Board members as a separate document of the Board packet.

Charles Swank of Grove, Mueller & Swank, P.C., will attend the December 19, 2012, Board meeting to make a presentation and answer any questions Board members may have about the audit process or results.

ATTACHMENTS: None. (The audit report and audited statements are wholly contained in the *Comprehensive Annual Financial Report*.)

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2012

ITEM TITLE: ACCEPTANCE OF AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2012

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

ACTION REQUESTED: Board acceptance of the independent audit report for the fiscal year ending June 30, 2012

BACKGROUND:

At the conclusion of each fiscal year, an independent audit of Lane Transit District's financial statements and internal controls is performed. The results of the independent audit are incorporated into the District's *Comprehensive Annual Financial Report (CAFR)*. The completed FY 2011-2012 CAFR was mailed to Board members as a separate document.

Staff have submitted the previous sixteen CAFRs to the Government Finance Officers Association (GFOA) of the United States and Canada for consideration of the award for excellence in financial reporting. The award was granted to LTD for all sixteen reports. After Board acceptance, staff will submit the FY 2011-2012 CAFR to the GFOA in an attempt to continue a tradition of reporting excellence as evidenced by the financial reporting award. Special recognition should be given to Carol James, Chief Accountant/Internal Auditor, for her work on the current CAFR.

Charles Swank of Grove, Mueller & Swank, P.C., will attend the December 19, 2012, Board meeting to make a presentation and answer any questions Board members may have about the audit process or results.

ATTACHMENT: None. (The audit report and audited statements are wholly contained in the *Comprehensive Annual Financial Report*.)

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2012-028: Resolved, that the LTD Board of Directors received the Independent Audit for Fiscal Year 2011-12, and accepts the Independent Audit Report for the fiscal year ending June 30, 2012.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 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. **Lane Area Commission on Transportation (LaneACT)**: In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, Lane Council of Governments, and LTD. Board Member Michael Dubick serves as LTD's representative on this commission, which meets on the second Wednesday of the month. At the November 14 meeting, the Commission discussed the Statewide Transportation Improvement Program process. The Commission specifically discussed funding allocations and considerations for project prioritization.

At the December 12 meeting, the Commission heard presentations from the representative of each agency that submitted an application for the 2015-18 Statewide Transportation Improvement Program (STIP) process. The Commission will conduct a public hearing on the applications at the January 9, 2013, meeting and is scheduled to develop a list of prioritized projects to move forward in the process at the February 13 and March 13 meetings.

2. **Metropolitan Planning Organization's Citizen Advisory Committee**: Board Member Gary Gillespie serves on the Citizen Advisory Committee (CAC) for the Metropolitan Planning Organization (MPO). The Committee is composed of interested citizens and representatives of groups within the MPO area and is scheduled to meet on the third Thursday of each month. At the November 15 meeting, Point2point staff presented information on the Regional Bike Parking Study. Also, Lane Council of Governments staff updated the CAC with information on the STIP application process, and LTD staff presented on the Regional Transportation Options Planning process.
3. **Accessible Transportation Committee (ATC)**: The 16-member ATC is made up of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the

third Tuesday of the month. Board Member Ed Necker was appointed to the ex-officio position representing the LTD Board on this committee. At the November 20 meeting, the ATC reviewed the draft 2013 update of the Lane Coordinated Public Transit Human Services Transportation Plan, appointed a grant program review committee, and reaffirmed the funding priorities for this biennium. The next meeting will be held on January 15, 2013.

4. **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. At the December 4 meeting, LTD staff provided an update on the Vehicle Assist and Automation Demonstration Project. Staff provided an overview of LTD's Business Support Plan for the WEEE project and reviewed the process for completion of the federal environmental review. Staff also provided an overview of the upcoming project scoping and alternatives planning for possible major transit investments in Springfield from Thurston Station on Main Street to Lane Community College.
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. At the December 5 meeting, the Committee provided input on the future alternatives analysis that resulted from the regional transportation modeling work.
6. **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 are held on the second Thursday of each month. The agenda for the December 13 meeting included Committee review of applications submitted for the 2015-18 STIP process, approval of an amendment to the Metropolitan Transportation Improvement Program (MTIP) to program West Eugene EmX Extension Preliminary Engineering Funds, approval of LTD as the direct recipient for Federal Transit Administration 5310 funds, and an update on the regional scenario planning effort from LCOG staff. However, the outcome of these discussions was not received in time for inclusion in the December 19 LTD Board meeting packet.
7. **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 generally meets every other month. The Board met most recently on December 13. The results of discussions held during the meeting were not received in time for inclusion in the December 19 LTD Board meeting packet.
8. **LTD Board Finance Committee**: The Board Finance Committee is composed of Chair Michael Dubick and Board Members Dean Kortge and Ed Necker. The agenda for the December 19 meeting included discussions concerning the reserve policy and Long-Range Financial Plan assumptions. The outcome of the discussions was not received in time to be included in the LTD Board meeting packet.

NO MEETINGS HELD:

1. **LTD Board Human Resources Committee**: The Board Human Resources Committee is composed of Chair Doris Towery and Board Members Mike Dubick and Dean Kortge. The next meeting is tentatively scheduled to be held on January 8.

2. **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.
3. **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, with Board Member Gary Gillespie as trustee-elect. The next meeting has not yet been scheduled.
4. **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.

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2012

ITEM TITLE: PRESENTATION OF *COMPREHENSIVE ANNUAL FINANCIAL REPORT* FOR FISCAL YEAR 2011-2012

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

ACTION REQUESTED: None. Information only.

BACKGROUND:

The *Comprehensive Annual Financial Report* (CAFR) for the fiscal year ending June 30, 2012, was provided to Board members as a separate document of the Board packet. This report includes audited statements and the opinions of the independent audit firm of Grove, Mueller & Swank, P.C. Charles Swank, representing LTD's auditors, will attend the December 19 meeting to discuss the audit results. An overview of Lane Transit District's financial position on June 30, 2012, will be presented by staff at the December 19 Board meeting.

Board acceptance of the independent audit report for the fiscal year ending June 30, 2012, is scheduled during the Items for action portion of this meeting.

ATTACHMENTS:

1) Comprehensive Annual Financial Report: Executive Summary

The *Comprehensive Annual Financial Report, Single Audit, Management Letter, and Audit Letter* were delivered to the LTD Board of Directors in paper form prior to the Board meeting.

The CAFR also will be delivered to banks, regulatory agencies, and other traditionally interested parties. Other interested parties may obtain a printed copy at the Glenwood Office or may view a copy on the LTD website.

2) Letter from Grove, Mueller & Swank, P.C., dated December 12, 2012

PROPOSED MOTION: None.

Lane Transit District

COMPREHENSIVE ANNUAL FINANCIAL REPORT For the Fiscal Year Ended June 30, 2012

EXECUTIVE SUMMARY

Prepared by Diane Hellekson
Director of Finance & Information Technology
December 19, 2012

The *Comprehensive Annual Financial Report* for the most recently completed fiscal year was distributed to the Board of Directors as a separate document for the December 19 meeting. At the December 19 meeting, Charles Swank of the accounting firm Grove, Mueller & Swank, P.C., will provide a positive report of LTD's financial position and controls. LTD has received an unqualified audit opinion, which is included in the report document. There also is a management letter as part of the audit that is included in the delivered financial statement packet.

There are several aspects of the financial performance that should be noted. Highlights include the following:

Operating Revenue

- **Fixed-route transportation revenue** decreased 7 percent as compared to the previous fiscal year due to the loss of state Business Energy Tax Credit revenue that funded the Student Transit Pass program. Ridership for the 12-month period, as measured by boardings, experienced an increase of 1.9 percent. Service hours were approximately the same as in FY 2010-11 during which service hours were reduced by 11.2 percent.
- **Accessible services** operating revenue decreased by 1.3 percent from FY 2010-11 to FY 2011-12 after four consecutive years of growth due to the loss of state funding temporarily granted in the 2009 legislative session.
- **Employer payroll tax receipts** were \$23,047,471, an increase of 3.8 percent, a slight improvement over the 3.6 percent growth reported last year. The FY 2011-12 Budget anticipated 3 percent growth in payroll tax receipts.
- **Self-employment tax revenue** increased 4.6 percent versus the previous year.
- **State-in-lieu revenue** increased 7.4 percent.

Total operating revenue (including Accessible Services) decreased 4 percent. Total operating and nonoperating revenues increased 3.5 percent. The largest contributor to revenue growth came from federal grant funds that were allocated to preventive maintenance instead of capital projects in order to stabilize fixed-route service levels as the local economy gradually recovered from the recent recession.

Operating Expense

- **Personnel services** increased 2.4 percent due to the elimination of an administrative wage freeze and mandatory unpaid furlough days that were in place in FY 2010-11.

- **Materials and services** decreased by 1 percent despite the rising cost of fuel.
- **Insurance** increased 0.5 percent compared to FY 2010-11.
- **Accessible Services** expenses increased 4.2 percent.

Total operating expense [including Accessible Services, depreciation, and Other Post-Employment Benefits (OPEB) accrual] increased 2.7 percent. Total expense less depreciation and OPEB increased 2.2 percent.

Farebox Recovery (Fixed-Route Service)

Ratios were as follows for the last ten fiscal years:

2002-03	24 percent	2007-08	23 percent
2003-04	22 percent	2008-09	23 percent
2004-05	21 percent	2009-10	23 percent
2005-06	22 percent	2010-11	24 percent
2006-07	21 percent	2011-12	22 percent

The normal farebox recovery ratios for public transit agencies of comparable size to LTD are in the range of 10 to 30 percent.

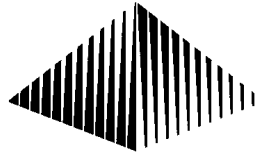
System Productivity

System productivity, which is expressed as boardings per hour, was as follows for the last 10 years:

2002-03	26.627
2003-04	26.555
2004-05	28.644
2005-06	31.377
2006-07	32.379
2007-08	36.225
2008-09	37.162
2009-10	36.424
2010-11	40.681
2011-12	41.816

Fiscal year 2011-12 system productivity was the highest of the last 20 years.

Q:\Reference\Board Packet\2012\12\Regular Mtg 12-19-12\12 CAFR Summary



GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS
475 Cottage Street NE, Suite 200, Salem, Oregon 97301
(503) 581-7788

December 12, 2012

Board of Directors
Lane Transit District
Springfield, Oregon 97475-0470

We have audited the financial statements of Lane Transit District (the District) for the year ended June 30, 2012. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated April 9, 2012, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involves judgment about the number of transactions to be examined and the areas to be tested.

Our audit includes obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We also communicate any internal control related matters that are required to be communicated under professional standards.

Significant Audit Findings

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Significant Audit Findings (Continued)

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in the footnotes to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2012. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Management's estimate of the depreciable life of the capital assets is based on management's determination of the useful lives and future economic benefit of the assets. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.
- Management's estimate of inventory costing is based on the average-cost methodology. Management's estimate of obsolete inventory is based on analysis of inventory aging as well as historical experience. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the self-insurance liability is based on calculations from a third party actuary. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.
- Management's estimate of prepaid pension liability expense is based on calculations from a third party actuary. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.
- Management's estimate of other post-employment benefits is based on calculations from a third party actuary. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was the restatement of prior year financial activity to include the prepaid pension asset and described in the notes to the financial statements.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of our proposed misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 12, 2012.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the governmental unit’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of Board of Directors and management of the District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,


CERTIFIED PUBLIC ACCOUNTANTS

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2012

ITEM TITLE: LANE TRANSIT DISTRICT SUSTAINABILITY PROGRAM UPDATE

PREPARED BY: Theresa Brand, Transportation Options Manager
Allison Camp, Sustainability Intern

ACTION REQUESTED: None. Information only.

BACKGROUND:

In September 2011 the LTD Board approved official participation in the APTA Sustainability Program signing on at the Entry Level. With that direction, the LTD Sustainability Program was established, and staff have recently completed the first year of start-up activities. During the last year, a Green Team was formed, a sustainability walkthrough was completed, BRING completed a ReThink Business evaluation, a baseline inventory based on utility and fuel consumption was developed, and a series of first- and second-year goals were developed.

As of December 1, 2012, all LTD employees have participated in a Sustainability 101 Training as part of the Fall Training program. A list of suggestions and recommendations for next steps has been collected as part of this effort, and these ideas will be moved forward whenever feasible as the Green Team makes plans for future LTD sustainability efforts. General Manager Ron Kilcoyne has been instrumental in his effort to communicate the value and importance of this effort as the District moves forward. As we move into the future, goals and objectives will be developed by staff for specific sustainability measures. In particular, the Green Team is recommending a 5 percent reduction target for utility use (not including fuel) over the baseline year, which was 2011.

ATTACHMENT: LTD Dashboard Report

NEXT STEPS:

The next steps for sustainability efforts at the District as recommended by the Green Team include:

1. Development of an overarching goal statement regarding the sustainability efforts. A recommendation has been developed and will be reviewed by LC during the next month.
2. The full engagement of all leadership and line staff in sustainability efforts.

3. The expansion of employee education efforts around sustainability which will include short presentations at work group staff meetings along with quarterly brown bag talks.
4. The creation of targets and corresponding metrics for sustainability efforts.
5. The creation of an annual reporting system that communicates the metrics outlined each year as part of annual goal setting.

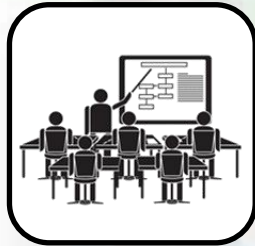
PROPOSED MOTION: None.

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Lane Transit District's Green Team has completed baseline measurements starting in 2009 in preparation to set objectives and targets around sustainability.



Baseline measurements were completed for all utilities, fuels, fluids, and waste from 2009 onwards. GHG emissions calculations were completed for all applicable cases.



300+ employees

Reached through the Green Team's Sustainability 101 education and outreach class in fall of 2012.



8% reduction in Diesel fuel

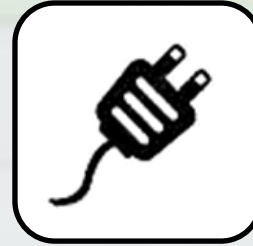
3% reduction in gasoline

These reductions can be attributed to hybrid vehicles, fewer buses in operation, and overall decrease of vehicle miles traveled.



32%

Reduction in therms (natural gas) after an updated HVAC system in the administration building at the Glenwood facility.



7%

Reduction in total British Thermal Units (BTU) produced through electricity, natural gas, diesel fuel, and gasoline agency-wide.



17%

Reduction in waste to landfill over the three year period.

A pilot composting program was started in July of 2012 to spur additional waste reduction efforts.



Next Steps?

The Green Team's next steps will be to:

- Implement a signage campaign to reduce waste and conserve resources,
- Contribute monthly sustainability tips and information in the LTD employee newsletter,
- Create a temperature policy,
- develop training for new employees on waste reduction, and
- Begin developing a formal sustainability plan to aim for a 5% reduction in utility use.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2012

ITEM TITLE: WEST EUGENE EmX EXTENSION UPDATE

PREPARED BY: John Evans, Senior Project Manager

ACTION REQUESTED: None

BACKGROUND:

Following the Board's approval of initiation of preliminary design, final design, and construction of the West Eugene EmX Extension project and the Eugene City Council recommending that LTD proceed with the project, staff have begun planning the project development phase and are working with FTA to finalize the Finding of No Significant Impact (FONSI) documents. FTA's issuance of the FONSI will complete the National Environmental Policy Act requirements for environmental review and allow use of the project's approved FTA Small Starts grant funding. At tonight's meeting, staff will provide an update on the status of the FONSI.

Staff also have been involved in the process to update funding allocations in the region's Metropolitan Transportation Improvement Program (MTIP) to formally allow the use of both federal and state funding for project development. A review will be provided of the Metropolitan Policy Committee's December 13 vote to amend the MTIP to program \$4.2 million of lottery funds for, and move approximately \$705,000 of federal funds within, the LTD West Eugene EmX Extension project.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2012

ITEM TITLE: NOVEMBER FINANCIAL STATEMENTS

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

ACTION REQUESTED: None. Information only.

BACKGROUND:

In order to allow staff more month-end processing time while continuing to provide financial information to the Board on a timely basis, monthly financial reports are now separate from the Board packet. On the Tuesday before the regular monthly Board meeting, financial reports will be sent by e-mail to all Board members and senior LTD staff and posted to the LTD website. The November financial statements will be posted on December 18.

ATTACHMENT: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE: December 19, 2012

ITEM TITLE: NOVEMBER 2012 GRANT REPORT

PREPARED BY: Todd Lipkin, Finance Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

The Monthly Grant Report for activity through November 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

No new grant applications have been submitted to the FTA. Applications are currently being drafted for the 2013 federal fiscal year.

Federal Transit Administration Notifications of Funding Availability (NOFA)

The FTA has not awarded grants for the Alternatives Analysis grant solicitation. Lane Transit District applied for \$1,452,000 for the analysis of alternatives along the Northwest Eugene–LCC corridor. The new transportation bill, MAP-21, has changed the requirements for Small Starts projects. The Federal Transit Administration is still determining how or if they will be awarding grants for this NOFA.

Oregon Department of Transportation (ODOT) 2015-18 Enhance Applications

Lane Transit District submitted three applications to ODOT for funds under the new Enhance program for the 2015-2018 Statewide Transportation Improvement Program (STIP). The Enhance program is a component of the State's new system for programming STIP funds that is designed to meet ODOT's expectation to identify and fund the best multimodal transportation project solutions to address a given problem. The STIP will no longer be developed as a collection of programs tied to specific pools of funding dedicated to specific transportation modes or specialty programs. Under this new program, the STIP will be divided into two broad categories: Fix-It and Enhance. Fix-It funds will be programmed for activities that fix or preserve the transportation system, and Enhance funds will be programmed for activities that enhance, expand, or improve the transportation system. The Fix-It category includes all the capital funding categories that maintain or fix ODOT's portion of the transportation system, so these funds will be programmed for ODOT projects. The Enhance category can include capital projects that add capacity to the system, bicycle/pedestrian projects, projects previously eligible for the Flexible

Funds program, Transportation Demand Management, and other projects that enhance the transportation system. The Oregon Transportation Commission (OTC) will select Enhance projects based on recommendations developed by local governments, public agencies, and citizen representatives through a process conducted by the Area Commission on Transportation (ACT). Applications for the Enhance projects were due November 27. Lane Transit District's applications were as follows:

- Northwest Eugene – Lane Community College Corridor NEPA: This application requests \$2 million for the analysis of a future high-capacity transit project consistent with local and state transportation and land use plans. The Northwest Eugene-Lane Community College corridor would complete a major segment of the region's 61-mile system of bus rapid transit (BRT). The proposed project will provide the required first step--NEPA review and analysis of the refined project--to allow for the project's federal funding.
- River Road Station Development: This application requests \$2,691,900 for development/relocation of the River Road Station. The existing River Road Station, located south of Randy Pape Beltline, at the intersection of River Road and River Avenue, was built in 1982 and has had no significant upgrades since construction. LTD proposes to relocate the River Road Station to the north of Randy Pape Beltline, at the intersection of River Road and Green Lane. There are a range of facility and operational issues at the existing River Road Station related to aging infrastructure, traffic congestion, and customer safety and security. Additionally, the major commercial activity along River Road has moved north of Randy Pape Beltline, so the current River Road Station location is not adequately serving that demand. By relocating the station to the north of Randy Pape Beltline, these issues would be resolved.
- SmartTrips Regional Residential Program: This application requests \$372,845 for the SmartTrips Regional Program, a comprehensive individual household marketing aimed at increasing biking, walking, use of public transit, and ridesharing. The planned 2016-2018 project has three target areas within the Central Lane MPO, all with high concentrations of transportation disadvantaged (youth, seniors, low-income, people with disabilities, minorities, limited English, and/or no car). Targeted areas have safety concerns and congested corridors. SmartTrips leverages public investments in existing travel programs and infrastructure by addressing household transportation needs regardless of age or ability. By highlighting seniors, SmartTrips can offer greater access and use of available, low-cost transportation options and respond to growing demand within our aging population.

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	10,880,265.61	360,747.73
14.05.50 Systems	-	2,229,930.78	1,828,106.78	401,824.00
14.06.60 ROW, Land, Existing Improvements	-	1,929,027.42	1,503,670.42	425,357.00
14.08.80 Professional Services	-	7,721,200.00	8,302,958.43	(581,758.43)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	-	30,808,867.00	28,323,831.95	2,485,035.05

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	-	6,024,096.00	6,024,096.00	-
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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	19,041.49	1,042,958.51
11.62.02 Call Center Telephone System	-	298,000.00	63.62	297,936.38
	-	1,360,000.00	19,105.11	1,340,894.89

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	289,969.40	214,600.60
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	671,291.10	640,403.90

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-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	150,000.00	-
11.93.02 Shelters	-	54,239.00	54,239.00	-
	-	2,184,239.00	2,184,239.00	-

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	998,767.62	462,132.38
11.42.08 Software	803.00	480,000.00	444,726.97	35,273.03
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	2,210.00	175,000.00	128,932.98	46,067.02
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	42,928.13	7,071.87
11.71.12 Vanpools	-	163,400.00	163,400.00	-
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
	3,013.00	18,531,037.00	17,836,473.75	694,563.25

OR-90-X161 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.09 Security Improvements	-	91,250.00	91,250.00	-
11.7A.00 Preventive Maintenance	1,517.00	7,500,000.00	4,814,672.30	2,685,327.70
	1,517.00	7,591,250.00	4,905,922.30	2,685,327.70

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	1,618,087.51	(0.51)

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	222,891.00	-
11.72.11 Rideshare	-	450,498.00	450,498.00	-
	-	1,380,769.00	1,380,769.00	-



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	27,861.00	-
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	-	3,532,885.00	3,532,884.68	0.32

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	1,850,234.22	490,119.78
11.7F.00 Gateway SmartTrips	-	100,301.00	100,301.00	-
	-	2,440,655.00	1,950,535.22	490,119.78

OR-95-X035 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.72.11 Rideshare	(9,031.00)	354,787.18	335,738.58	19,048.60
11.72.11 Safe Routes to School	1,012.00	83,584.00	5,603.74	77,980.26
11.72.11_Rideshare_Bike_Sharing	-	6,000.00	3,596.95	2,403.05
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	5,523.18	476.82
11.72.11_Rideshare_Group Pass	-	35,212.82	35,212.82	-
11.72.11_Rideshare_Park and Ride	-	2,500.00	1,299.83	1,200.17
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	(8,019.00)	1,047,911.00	945,385.32	102,525.68

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	-
11.92.08 Bus Stop Sign & Pole Replacement	-	64,678.00	-	64,678.00
	-	6,467,817.00	6,403,139.00	64,678.00

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2012

ITEM TITLE: ORDINANCE REORGANIZATION

PREPARED BY: Carol James, Chief Accountant/Internal Auditor

ACTION REQUESTED: None

BACKGROUND:

LTD staff are reorganizing the system for maintaining ordinances, which includes reviewing the ordinances for administrative issues; revising and standardizing ordinance format and process for amending; and consolidating and streamlining the indexing system that is used as reference on LTD's website.

With more people using the internet for tax research, and with fewer resources available through the State of Oregon Department of Revenue for responding to questions, District staff sought ways to make LTD's payroll tax and self-employment tax ordinances more easily accessible and understandable on the LTD website. Staff conversations with the District's attorneys lead to discussions of ways to provide uniform formatting and categorization for all District ordinances for website presentation. As a result, LTD staff and the attorneys are preparing revisions that standardize the format for all LTD ordinances.

During the next several months, the Board will be asked to approve these reformatted ordinances. No substantive change in the ordinances is anticipated, but the numbering, formatting, and amending processes are being modified.

ATTACHMENT: None

PROPOSED MOTION: None

Q:\Reference\Board Packet\2012\12\Reg Mtg 12-19-12\Ordinance Reorganization.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 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, December 19, 2012

PROPOSED MOTION: None

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MONTHLY DEPARTMENT REPORTS

December 19, 2012

Customer Services and Planning

Andy Vobora, Director of Customer Services and Planning

ACCESSIBLE AND CUSTOMER SERVICES (ACES)

Cosette Rees, Accessible and Customer Services Manager

Farewell to Terry Parker:

The ACES group will say goodbye to Accessible Services Program Manager Terry Parker, who has been a leader in accessible public transportation through Lane Council of Governments and Lane Transit District and will retire after 27 years in the industry. Terry's last day will be December 20, and a drop-in party is planned at the Next Stop Center at the Eugene Station on January 24 from 4:00 – 6:00 p.m. Terry has championed accessibility for public transit locally, regionally, and nationally. The strong accessible programs that LTD has today, as well as the fruition of the RideSource Call Center brokerage, are a testament of her commitment and determination. Terry's accomplishments during her career will leave a lasting legacy here at LTD and in the industry.

Oregon Health Plan Non-Emergency Ambulance Service Pilot – Update:

LTD is nearing implementation of a pilot service coordinating Non-Emergency Ambulance Service for Oregon Health Plan participants through the RideSource Call Center. This program is now scheduled to go live on January 7, 2013.

Discretionary Grant Process:

Applications have been received. The grant review committee, composed of representatives of the Accessible Transportation Committee (ATC) and other community members, will accomplish its task of prioritizing and recommending programs and funding levels given the resources available. The funds available for this process are for public transit projects that serve older adults, people with disabilities, and/or low income populations in Lane County. Funds are available through the Public Transit Division Grant program and are allocated to LTD by Oregon Department of Transportation and Federal Transit Administration programs. The ATC will hold a public hearing on the recommendations at its January 15 meeting and will provide a report to the LTD Board at the January 16 Board meeting.

FACILITIES

Joe McCormack, Facilities Manager

Board Room Modernization:

Staff and design consultants have been working on final drawings and specifications for upgrading the Board Room layout and audio/visual components. Earlier this year, the Board identified a preferred room layout that provides better sightlines for the Board and audience members during public meetings and presentations. Upgrades to the audio and visual systems will include improved sound capturing and delivery and accessibility for persons with hearing disabilities.

Construction and technology installation will likely begin in February 2013. The current schedule shows improvements to the room complete in early spring.

River Road Station:

Improvements to River Road Station are underway. During the last week in November, Chambers Construction crews began cleaning the first of three metal roof-support structures. A new coat of paint and a new sheet metal roof will be applied to each of the three passenger shelter structures. Also being considered for improvement are lights and signage throughout the station. These improvements will help to create a more comfortable and safe environment for passengers waiting for the bus. This work is scheduled to be complete by early January, weather permitting.

Shelter Cleaning Contract:

A new contractor was selected to perform shelter and bus stop cleaning. The new five-year contract is with CBM Systems, Inc, from Beaverton, Oregon. Cleaning passenger shelters and bus stops in the public right-of-way is a unique job. In the past, it has not been easy to attract contractors who are capable or interested in this specific job. Today there are more janitorial contractors along the west coast that are giving this work some focus. CBM and their affiliates do this kind of work spanning from Seattle to the Bay Area. Currently CBM is in good standing with TriMet, with whom they have a couple of contracts. CBM is offering a higher level of cleaning services and a more sophisticated reporting structure for nearly the same cost as our current contractor. The new contract will begin on February 1, 2013.

PROJECT DEVELOPMENT

John Evans, Senior Project Manager

Main Street-McVay Highway Alternatives Planning:

An outline of the draft project governance structure that will provide LTD and the City of Springfield oversight throughout the project was reviewed and approved at the November 12 LTD special Board meeting and at the November 13 Springfield City Council meeting. The governance structure provides a project arrangement that will include City Council and LTD Board representation on key project teams. It is anticipated that LTD and City staff will present to the Board and the Council in January a draft of a high-level concept work plan that will propose key milestone points in the project requiring Board and Council input.

POINT2POINT

Theresa Brand, Program Manager

Staff worked with Eugene and Springfield Transportation staff to submit two Oregon Department of Transportation (ODOT) Statewide Transportation Improvement Program grant requests. One request is for the Regional Safe Routes to School program, and the other is a Regional SmartTrips program focusing on west Bethel, Churchill, and Thurston neighborhoods.

Staff attended the Statewide Transportation Options working group meeting and the Transportation Options Group of Oregon (ToGo) Board meeting in Bend. Rideshare Program Coordinator Tracy Ellis and Ms. Brand both serve on the ToGo Board of Directors.

Regional Bike Parking Study:

Presentations on the Regional Bike Parking Study were given to the Metropolitan Planning Organization Citizen Advisory Committee, Lane Transit District Board of Directors, the City of Eugene Bicycle Pedestrian Advisory Committee, and to the Greater Eugene Area Riders (GEARS) membership.

The Alta Planning and Design group has completed an inventory of the current short- and long-term bicycle parking facilities at key regional sites. A Bicycle Parking Road Show was held, and transportation staff from local jurisdictions, along with GEARS, viewed existing high capacity bicycle parking facilities in the Portland area.

The online bicycle parking utilization survey has launched. Please go to www.bikeitparkit.org to participate. The objective of this survey is to give the public an opportunity to provide feedback on where bike parking is and where it is needed. This information will be used to calibrate the demand model results and determine where the predicted level of demand is insufficient for specific local conditions, through comparison of survey results and demand model outputs.

Employer Programs:

Staff had a transportation options information booth at the Lane Community College Employee Benefits Fair, promoting the Emergency Ride Home program. More than 200 employees attended.

Ms. Ellis provided enhanced online Emergency Ride Home Program training, which is administered through Drive Less Connect, for three employee transportation coordinators.

On the Go Solutions:

A new vanpool from Eugene to the McKenzie Bridge Ranger Station began. Point2point at Lane Transit District now supports nine vanpools that travel in or out of Eugene-Springfield. Point2point is a partner in Valley Vanpool, along with Cherriots of Salem Keizer and Cascades West Rideshare in Corvallis. Valley Vanpool currently has 33 vanpools carrying commuters throughout the Willamette Valley.

School Services:

Seventeen K-12 schools received a total of \$4,432 in Point2point stipends to conduct events in celebration of the International Walk and Bike to School day held on October 3. An estimated 3,175 of 7,588 students (nearly 42 percent) at the participating schools walked, bicycled, or used other alternative modes to commute to school.

Point2point staff are working with City and County Transportation staff to refine walking route maps for one middle school in each of the Eugene 4J, Bethel, and Springfield School Districts. The draft maps will then be refined by school staff, and the process will be repeated to develop recommended walking route maps for all public elementary and middle schools in Eugene-Springfield. These maps are a key tool to help implement a Regional Safe Routes to School program.

SmartTrips:

Alta has completed analysis on the SmartTrips Gateway pre- and post-program household survey. The 2012 program recognized an 18 percent relative reduction in single occupancy vehicle trips, a 21 percent increase in carpool trips, a 13 percent increase in EmX ridership, a 127 percent increase in bicycle trips, and a 48 percent increase in walking trips in the target area. Further analysis shows that program area residents will continue to drive 5,300 fewer miles per day following the program, which equals reduced CO₂ by 1,573,763 pounds/year. The Main Street SmartTrips program is on schedule to launch business outreach in February 2013.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

UO Football:

Another year of University of Oregon football service is complete. Even though LTD did not provide as many buses as in the past, the supervisors and ground crew still coordinated the service with First Student. This required several LTD staff to manage the transportation on game days.

New Bus Operators:

A new group of eight bus operators began their career at LTD in November. After some assessment of turnover and attrition, it was decided that there will be another hiring of operators who will begin work in March.

MAINTENANCE

George Trauger, Director of Maintenance

Maintenance staff are busy preparing for the winter months ahead and possible inclement weather that comes along with this time of the year. Part of preparations include stocking up on winter snow and ice supplies, such as traction aid materials, shovels, de-icer for windshields, and ice-melt for sidewalks. For the past two winters, Maintenance had purchased and installed four sets of throw-type chains on four buses for test purposes. These seemed to work well and were very useful under certain conditions according to the feedback received from the operators who drove these particular test buses. The Snow and Ice Committee discussed the possibility of installing these chains on additional buses. The Inventory Department is looking into the cost and possible purchase of these types of chains for mounting on additional buses that have out-

of-town schedules. One concern is the minimum road clearance where the units mount onto the rear axles.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

A detailed Financial Report is included in the Board packet.

HUMAN RESOURCES AND RISK MANAGEMENT

Mary Adams, Director of Human Resources and Risk Management

RECRUITMENT AND PERSONNEL

David Collier, Senior Human Resources Analyst

Interviews were conducted on December 5 for the distribution coordinator position, and on Monday, December 17, Scott McFarland will join the Customer Services and Planning Department, replacing the retiring Donna Ambrose. Scott comes to LTD with a strong Marketing background, having most recently worked at Country Coach and Selco.

The District is currently recruiting for an administrative services secretary position and for six bus operator positions.

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 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.

ATTACHMENT: October 2012 RideSource Activity and Productivity Report
(The link to the November 2012 Performance Reports will be sent out electronically before the regularly scheduled meeting date.)

Q:\Reference\Board Packet\2012\12\Reg Mtg 12-19-12\performance summary.docx

Special Mobility Services: RideSource Activity and Productivity Information

October-12	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	17,420	16,875	3.2%	64,323	64,895	-0.9%	193,505	188,083	2.9%
RideSource(All Modes)	14,971	13,290	12.6%	54,114	50,652	6.8%	160,103	151,967	5.4%
Shopper	599	496	20.8%	2,180	1,915	13.8%	6,209	5,346	16.1%
Escort Volunteers-Metro	797	1,535	-48.1%	3,560	5,894	-39.6%	12,766	14,024	-9.0%
Escort Volunteers-Rural	1,053	1,554	-32.2%	4,469	6,434	-30.5%	14,427	16,746	-13.8%
RideSource Cost per Ride	\$ 24.40	\$ 20.36	19.8%	\$ 23.76	\$ 21.23	11.9%	\$ 22.95	\$ 21.36	7.4%
RideSource(All Modes)	\$ 27.26	\$ 24.64	10.6%	\$ 27.03	\$ 25.84	4.6%	\$ 26.53	\$ 25.11	5.6%
RideSource Shopper	\$ 14.23	\$ 14.08	1.1%	\$ 14.14	\$ 15.41	-8.2%	\$ 14.54	\$ 15.85	-8.3%
RideSource Escort	\$ 4.56	\$ 2.99	52.4%	\$ 4.34	\$ 3.19	36.3%	\$ 3.83	\$ 3.79	1.2%
Ride Reservations	16,367	14,190	15.3%	58,487	53,651	9.0%	172,409	161,074	7.0%
Cancelled Number	1,295	1,205	7.5%	4,604	4,636	-0.7%	15,440	15,264	1.2%
Cancelled % of Total	7.91%	8.49%		7.87%	8.64%		8.96%	9.48%	
No-Show Number	188	170	10.6%	696	605	15.0%	2,040	1,833	11.3%
No-Show % of Total	1.15%	1.20%		1.19%	1.13%		1.18%	1.14%	
Ride Refusals Number	0	0	0.0%	0	0	0.0%	2	2	0.0%
Ride Refusals % of Total	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	
Service Hours	8,833	7,443	18.7%	31,750	28,446	11.6%	92,690	83,917	10.5%
Agency Staff	8,633	7,158	20.6%	30,902	27,449	12.6%	90,100	81,382	10.7%
Agency SMS Volunteer	200	285	-29.8%	848	997	-14.9%	2,590	2,535	2.2%
Avg. Trips/Service Hr.	1.76	1.85	-4.9%	1.77	1.85	-4.3%	1.79	1.87	-4.3%
RideSource System Miles	110,972	94,310	17.7%	400,655	367,987	8.9%	1,162,179	1,093,850	6.2%
Avg. Miles/Trip	7.13	6.84	4.2%	7.12	7.00	1.7%	6.99	6.95	0.5%
Miles/Vehicle Hour	12.56	12.67	-0.8%	12.62	12.94	-2.5%	12.54	13.03	-3.8%

Special Mobility Services: RideSource Activity and Productivity Information

<u>October-12</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>
On-Time Performance %	89.0%	87.4%	1.8%	88.9%	87.4%	1.8%	88.4%	86.9%	1.8%
Sample	13,659	12,002		48,634	45,817		143,112	137,602	
On-Time	12,162	10,493		43,253	40,035		126,566	119,529	

- RideSource (All Modes) includes all rides except Shopper, Escort, & Taxi
- Escort Volunteers-Metro includes in-district volunteer rides and SMS volunteer escort rides.
- Escort Volunteers-Rural is out of district volunteer rides.

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

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

AGENDA ITEM SUMMARY

DATE OF MEETING: December 19, 2012

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

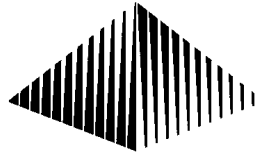
PREPARED BY: Jeanne Schapper, Administrative Services Manager/Clerk of the Board

ACTION REQUESTED: None

BACKGROUND:

Listed below are Action or Information items that will be included on the agenda for future Board meetings.

- A. **Ordinance Review:** LTD staff are reorganizing the system for maintaining ordinances, which includes reviewing the ordinances for administrative issues and consolidating and streamlining the indexing system. Board action will be requested on ordinance changes during the course of the first three months of 2013.
- B. **Board Room Modernization Update:** An update will be provided to the Board at a meeting later this winter.
- C. **Annual Performance Report:** Staff will provide a FY 2011-12 Performance Report to the Board at a meeting later this winter.
- D. **Board Strategic Planning Session:** A Board strategic planning work session will be scheduled for some time during the first quarter of 2013
- E. **Ordinance No. 36:** LTD is working to establish an intergovernmental agreement with the City of Eugene so that the EmX stations on 10th and on 11th avenues near the Eugene Station are covered under Ordinance No. 36, *Regulations Governing Conduct on District Property*. This will be discussed with the Board at a future meeting.
- F. **LTD/ATU Pension Work Group:** At a future Board meeting, staff will report on the process and progress of this work group.
- G. **High-capacity Transit Corridor Projects:** Periodic updates on these projects will be presented to the Board throughout the various stages of the projects.
- H. **Appropriate Level of Service:** Staff began collection analysis in July, and a presentation will be made to the LTD Board at a future meeting.



GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS
475 Cottage Street NE, Suite 200, Salem, Oregon 97301
(503) 581-7788

December 12, 2012

Ronald Kilcoyne, General Manager
Diane Hellekson, Director of Finance and Information Technology
Lane Transit District
Springfield, Oregon

In planning and performing our audit of the financial statements of Lane Transit District (the District) as of and for the year ended June 30, 2012, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be control deficiencies.

Current Year

Reporting for Federal Grants

Situation:

The District is required to submit quarterly reports to the Federal Transportation Administration (FTA) related to the funding received. The District is also responsible for designing and implementing strong internal controls over this compliance requirement. The required reports are mostly financial in nature and the District relies on the Finance Manager to compile the data needed for reporting and timely submission of the reports to the FTA. The financial data is extracted from the District's internally created Grant Master spreadsheet that is maintained by the Finance Manager. Currently, the District's procedures have no other individuals involved in the reporting process which increases the possibility of errors in the submitted reports and increases the risk that reports are not submitted timely.

Recommendation:

We recommend that District task a second employee be involved in the reporting process. The second employees duties would involve review reports for accuracy to the underlying data and monitor for timeliness of the submissions.

Management Response:

Management is aware of the issues raised in this comment. The Chief Accountant/Internal Auditor will be responsible for monitoring the timeliness of filing these reports. Finance Department staff will develop and implement a process for timely review of grant master and report data.

End of Day Procedures at the Customer Service Center

Situation:

The Customer Service Center (CSC) maintains multiple cash drawers that are reconciled daily to the point-of-sale summary reports. Current procedures are to begin closing and reconciling the cash drawers approximately one hour before the end of the day with the final cash drawer closed and reconciled approximately thirty minutes prior to the closing of CSC. For the remainder of the day, transactions are recorded manually and CSC personnel do not have the ability to give customers a point-of-sale sales receipt for the transaction. The manual transactions are then posted into the point-of-sale system the next morning.

Recommendation:

We recommend that CSC re-evaluate its end of day procedures to maintain an open register and be able to provide customers a point-of-sale sales receipt at all times that CSC is open for business.

Management Response:

The District has re-evaluated end of day procedures. Starting with the next staff shift bid, staffing schedules will be adjusted so that register closeout can be performed after the CSC is closed for the day.

Prior Year

Cross Training of Finance Manager Job Duties

Situation:

The District's accounting records have become more electronic over the years. Financial transactions are either segregated by department codes within the Eden financial software or within the District's internally generated Grant Master spreadsheet. The structure of the accounting records require that some information requested by District staff, funding agencies, and auditors needs to be data mined from the accounting records. This information includes, but is not limited to, the transaction totals needed for grant draws, required reports to funding agencies and detailed listings of grant expenditures. The Finance Manager has trained himself in how to create the necessary queries of the accounting records and has generated a substantial number of queries as requests are made. Currently, the District is relying on the Finance Manager position to perform these duties and no other District finance staff has been cross-trained on these procedures. Furthermore, the District has not developed procedures for documenting the purpose and process of the queries. This causes two significant issues for the District. First, it is difficult for other staff to identify the needed reports if the Finance Manager is not available. Second, the amount of requests made to the Finance Manager could impact the position's ability to perform the other job responsibilities timely.

Recommendation:

We recommend that the District require better documentation for the reports generated from the accounting records and begin cross-training other staff in these procedures. Additionally, this will allow the District to better monitor the queries and subsequent reports for accuracy and completeness.

Management Response:

District finance staff recognizes the issue identified, understands the risk, and is committed to correcting the problem. An immediate remedy would require additional staff resources that are not available at this time, nor are likely to become available in the foreseeable future. In the meantime, cross-training opportunities have been identified and are implemented as time and workload for both the Finance Manager and the employee to be trained allow. In addition, as time permits, processes, procedures and queries are being documented as to purpose and a dictionary of processes, procedures and queries is under development.

Status:

The control issues identified have been reduced but not completely eliminated. The Finance Manager has been diligent in documenting process, procedures, and queries used in producing grant-related reports and information. However, time available for cross -training has been limited and no existing staffing resource with adequate data manipulation skills has been identified. Additional staffing is not currently under discussion. Reorganization of duties may be possible with upcoming retirement(s).

Year-End Inventory Listing

Situation:

The FleetAnywhere inventory software allows a detailed listing of the inventory held by the District at the current point in time only. Historical detailed inventory listings are not available. The District could not provide a copy of the June 30, 2011, inventory since the District does not print the report on June 30. The District's current procedures are to print a summary of the balances in the inventory accounts.

Recommendation:

We recommend that the detailed inventory listing be generated at June 30 along with the summaries currently being generated.

Management Response:

As a result of this comment, the District has implemented new procedures that will create a detailed listing of all items in the inventory on a monthly basis, including June 30. This listing will support the summary inventory now used for adjustment. This monthly file will be stored electronically and will be held for audit review as desired.

Status:

Management has complied with this recommendation.

Improve Policies and Procedures for Suspension and Debarment

Situation:

At the point in time contracts under review were initiated, there was no policy in place for suspension and debarment that contains the federal requirements. Federal procurement rules require that every purchase order or other contract include clauses required by federal statutes and executive orders and their implementing regulations. It also requires that the procurement contracts or subawards from federal funds are not made with a debarred or suspended party for goods, services, or any other program purposes that are expected to equal or exceed \$25,000. Noncompliance of federal requirements could occur as a result of lack of policies and procedures to ensure that the District does not conduct business with debarred or suspended party for federal fund related programs.

Recommendation:

We recommend that District management review and implement policies and procedures for suspension and debarment to ensure compliance with federal requirements. We also recommend that policies include requirements for purchasing staff to determine that no procurement contracts or subawards from federal funds are made with debarred or suspended party. This can be done by requiring the staff to check the Excluded Parties Listing System (EPLS), which is maintained by the General Services Administration; obtaining a certification from the party; or including a clause in the contract agreement.

Management Response:

Amendments to the Purchasing Policy made in December 2010 have already addressed this issue.

Status:

Management has complied with this recommendation.

This communication is intended solely for the information and use of management, the Board of Directors, others within the organization and is not intended to be and should not be used by anyone other than these specified parties.


CERTIFIED PUBLIC ACCOUNTANTS

LTD Board Meeting

Wednesday, December 19, 2012

Sustainability Program Update:

- 1. Introduce the Green Team**
- 2. Review Fall Training**
- 3. Review of Annual Goals**
- 4. Achievements to date**
- 5. Details on Emissions Report**
- 6. Next Steps for the Green Team**

Green Team Committee Members

Ken Augustson

Jeanette Bailor

Theresa Brand

Allie Camp

Tim Knerr

Joe McCormack

Jonnie Myers

Susan Oldland

Claire Karner


Pat Rather

Teresa Robinson

Craig Runyon

Ernie Turner



The background of the slide features a close-up, slightly blurred image of several green leaves with prominent veins. The leaves are arranged in a way that they overlap, creating a sense of depth. The lighting is soft and natural, highlighting the texture of the leaf surfaces. In the lower right portion of the image, there is a white, rounded rectangular text box containing the main message of the slide.

Meeting the needs of the present without compromising the ability of future generations to meet their own needs

Why Do it?

- To Maximize Bottom Line
- To Enhance Efficiencies
- To Be Good Public Stewards of Resources
- It is The Right Thing To Do
- Continue to be An Industry Leader



2012 Achievements

- Set First and Second Year Goals
- Developed Logo
- Review of Sustainable Practices
- BRING ReThink Consultation
- 2 Staff Attended the APTA Sustainability Conference in Philadelphia September 2012
- Implemented Love Food Not Waste Compost Program
- Developed Materials, Conducted Fall Training
- Presentations to LC
- Completion of a baseline utilities inventory
- Ongoing utilities monitoring
- Signage and education program

Wow!



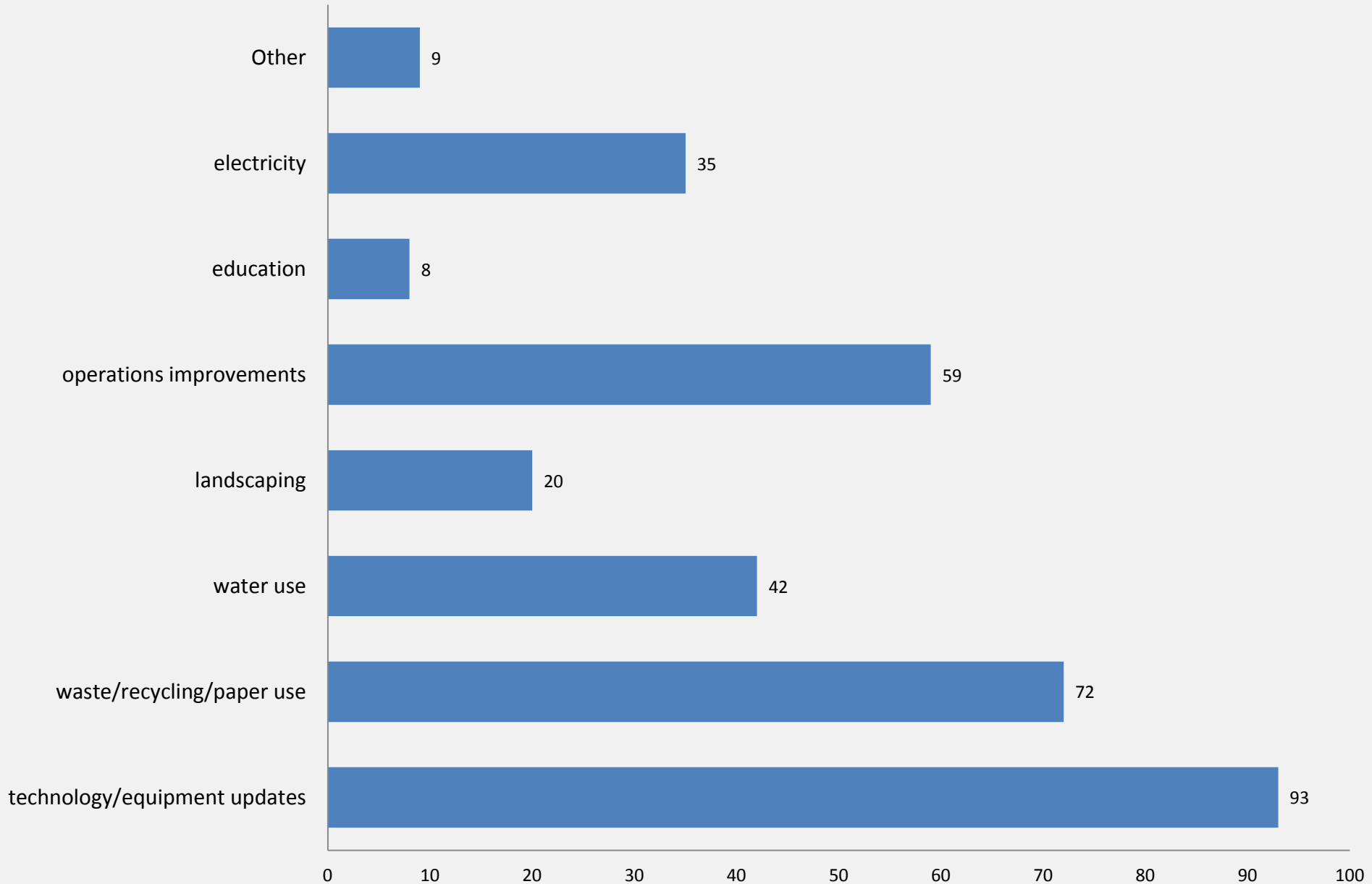
Measuring Sustainability at LTD

- Water usage
- Fuel Use
- Greenhouse Gas (GHG) Emissions by Fuel
Diesel, gasoline, electricity, and natural gas
- GHG displacement
- Energy use
- Waste
- Current Practices

Sustainability

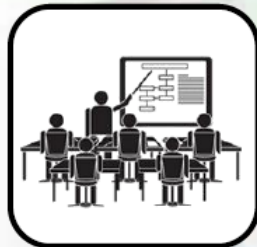
Fall Training 2012

Employee Feedback from Fall Training 2012- Sustainability 101





Baseline measurements were completed for all utilities, fuels, fluids, and waste from 2009 onwards. GHG emissions calculations were completed for all applicable cases.



300+ employees

Reached through the Green Team's Sustainability 101 education and outreach class in fall of 2012.



8% reduction in Diesel fuel
3% reduction in gasoline

These reductions can be attributed to hybrid vehicles, fewer buses in operation, and overall decrease of vehicle miles traveled.



32%

Reduction in therms (natural gas) after a building redesign and upgrades to the heating and HVAC system in the maintenance building at the Glenwood facility.



7%

Reduction in total British Thermal Units (BTU) produced through electricity, natural gas, diesel fuel, and gasoline agency-wide.



17%

Reduction in waste to landfill over the three year period.

A pilot composting program was started in July of 2012 to spur additional waste reduction efforts.



Next Steps?

The Green Team's next steps will be to:

- Implement a signage campaign to reduce waste and conserve resources,
- Contribute monthly sustainability tips and information in the LTD employee newsletter,
- Create a temperature policy,
- develop training for new employees on waste reduction, and
- Begin developing a formal sustainability plan to aim for a 5% reduction in utility use.

So What's Next?

- Develop overarching goal statement regarding the sustainability efforts;
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- Engage fully all of leadership and line staff in sustainability efforts;
- Expand employee education efforts around sustainability with presentations, events, signage, and brown bag lunch sessions;
- Create targets and corresponding metrics for sustainability efforts; and
- Create an annual reporting system communicating the metrics outlined each year as part of annual goal setting.

