



Lane Transit District

Public notice was given to *The Register-Guard*
for publication on February 14, 2013

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING
Wednesday, February 20, 2013
5:30 p.m.
Eugene Public Library
100 W. 10th Avenue, Eugene**

A G E N D A

- | | <u>Page No.</u> |
|--|-----------------|
| I. CALL TO ORDER | |
| II. ROLL CALL | |
| Towery _____ Necker _____ Evans _____ Dubick _____ | |
| Eyster _____ Gillespie _____ Kortge _____ | |

The following agenda items will begin at 5:30 p.m.

- | | | |
|---|--------------|---|
| III. EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(i), to review and evaluate the employment-related performance of the LTD general manager | (50 minutes) | 5 |
| IV. RECESS | (10 minutes) | |

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

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|--|--------------|---|
| V. PRELIMINARY REMARKS BY BOARD PRESIDENT | (5 minutes) | |
| VI. COMMENTS FROM THE GENERAL MANAGER | (3 minutes) | 6 |
| VII. ANNOUNCEMENTS AND ADDITIONS TO AGENDA | (1 minute) | 7 |
| VIII. BOARD CALENDARS | (1 minute) | 8 |
| IX. EMPLOYEE OF THE MONTH – March 2013 | (5 minutes) | 9 |
| X. AUDIENCE PARTICIPATION | | |

- ◆ *Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.*
- ◆ *Citizens testifying are asked to limit testimony to three minutes.*

XI. ITEMS FOR ACTION AT THIS MEETING		
A. Consent Calendar	(1 minute)	10
1. Minutes of the December 19, 2012, Regular Board Meeting [Page 11]		
2. Minutes of the January 16, 2013, Regular Board Meeting [Page 18]		
B. Ordinance Administrative Review and First Reading Ordinance No. 45, An Ordinance Providing Rules for Meetings of the Lane Transit District Board of Directors [Jeanne Schapper, Kristin Denmark]	(10 minutes)	25
C. Second Reading and Adoption, Ordinance No. 42, An Ordinance Pertaining to the Territorial Boundaries of Lane Transit District [Andy Vobora]	(5 minutes)	40
D. Second Reading and Adoption, Ordinance No. 43, An Ordinance Adopting Procedures Relating to Route, Schedule, and Fare Changes [Andy Vobora]	(5 minutes)	44
E. Second Reading and Adoption, Ordinance No. 44, An Ordinance Setting Fares for the Use of District Services [Andy Vobora]	(5 minutes)	51
<i>(Copies of Ordinance Nos. 42, 43, 44, and 45 are available at the Lane Transit District office in Glenwood.)</i>		
F. Lane Coordinated Public Transit - Human Services Transportation Plan [Cosette Rees and Accessible Transportation Committee Member]	(15 minutes)	56
G. City of Eugene No Smoking Ordinance [Mark Johnson]	(5 minutes)	60
H. Selection of Pension Trustee [Mary Adams]	(5 minutes)	66
I. Election of Board President [Greg Evans]	(10 minutes)	67
J. Board Meetings Format: Scenarios for Audience Participation [Ron Kilcoyne]	(10 minutes)	68

XII. ITEMS FOR INFORMATION AT THIS MEETING

A. Board Member Reports	(10 minutes)	70
1. Meetings Held		
a. Main Street-McVay Governance Team (January 24 and February 6)		
b. Metropolitan Planning Committee (MPC) (February 7)		
c. Lane Area Commission on Transportation (LaneACT) (February 13)		
d. Accessible Transportation Committee (ATC) (February 19)		
2. No Meeting/No Report		
a. LTD Board Human Resources Committee		
b. Lane Council of Governments (LCOG) Board of Directors		
c. EmX Steering Committee		
d. LTD Pension Trusts		
e. Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP)		
f. Springfield Stakeholder Advisory Committee		
g. LTD Board Service Committee		
h. LTD Board Finance Committee		
B. Point2Point Annual Report [Theresa Brand]	(10 minutes)	72
C. Ordinance 36: Protection Expanded at Eugene Station [Mark Johnson]	(5 minutes)	93
D. Monthly Financial Report – January 2013 [Diane Hellekson]	(5 minutes)	98
E. Board Correspondence – (respond if questions)		99
F. Monthly Grant Report – January 2013 (respond if questions)		102
G. Monthly Department Reports (respond if questions)		107
H. Monthly Performance Reports (respond if questions)		114

- XIII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING 117
- A. Group Pass (March)
 - B. 2013 Legislative Session (March)
 - C. Board Strategic Planning Session (March)
 - D. Ordinance Review (March/April)
 - E. Ten-Ride Ticket Book (April)
 - F. Capital Improvements Program Adoption (April)
 - G. Long-Range Financial Plan Adoption (April)
 - H. Annual Performance Report
 - I. LTD/ATU Pension Work Group
 - J. Appropriate Level of Service
 - K. High-capacity Transit Corridor Project
- 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: February 20, 2013

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: February 20, 2013

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: February 20, 2013

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: February 20, 2013

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 and spring 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: February 20, 2013

ITEM TITLE: MARCH EMPLOYEE OF THE MONTH

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

BACKGROUND:

March 2013 Employee of the Month: The March Employee of the Month (EOM) is Senior Project Manager John Evans. John has been employed at the District since September 2009. During that time, John has been largely focused on managing the final stages of the planning and environmental processes for the West Eugene EmX Extension. As a result of John's diligent work, LTD was able to obtain a Finding of No Significant Impact (FONSI) from the Federal Transit Administration (FTA) for the West Eugene project in late December 2012. Passing this milestone has allowed LTD to be able to proceed to the design phase of the project.

John was nominated for this award for his exceptional management of the West Eugene project. The staff member who submitted the nomination noted that John's effort "required diplomacy, technical expertise, keen attention to detail, patience, long hours, and sheer hard work." His efforts also enhance LTD's reputation in the community.

When asked to comment on John's selection as Employee of the Month, Director of Planning Tom Schwetz said:

John has proven himself to be a hard worker and a great project manager. The essence of effective project management lies in a person's ability to be constantly focused on solving problems and removing obstacles so that the project can achieve its desired outcomes. John's dedication (which is evident in his ability to keep the project team focused) and his many late-night and weekend hours, was a key ingredient in the District's successful completion of the planning and environmental phase of the West Eugene project.

Congratulations to John on being selected as the March 2013 Employee of the Month.

AWARD: John will attend the February 20, 2013, meeting to be introduced to the Board and to receive his award.

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2013

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 February 20, 2013:

- 1) Approval of the Minutes of the December 19, 2012, Regular Board Meeting
- 2) Approval of the Minutes of the January 16, 2013, Regular Board Meeting

ATTACHMENTS: Minutes of the December 19, 2012, Regular Board Meeting
Minutes of the January 16, 2013, Regular Board Meeting

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

LTD Resolution No. 2013-002: It is hereby resolved that the Consent Calendar for February 20, 2013, is approved as presented.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, December 19, 2012

Pursuant to notice given to *The Register-Guard* for publication on December 13, 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, December 19, 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
Gary Gillespie, Secretary
Dean Kortge
Michael Dubick
Mike Eyster
Andy Vobora, Acting General Manager
Jeanne Schapper, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: Ed Necker, Treasurer

CALL TO ORDER/ROLL CALL: Mr. Evans convened the meeting and called the roll at 5:34 p.m.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Evans noted that the January 2013 Board meeting will be held at the same time as the Springfield State of the City Address, and asked if members wished to move the Board meeting date. It was decided that the LTD Board meeting would remain on January 16; however, Ms. Towery would attend the State of the City as a representative of the LTD Board and miss the LTD Board meeting. Mr. Eyster indicated that he also would miss the January 16 Board meeting.

Mr. Evans announced that should he be appointed to the Eugene City Council, he would continue to chair the LTD Board until such time as he is sworn in on the City Council. If elected, Ms. Towery has agreed to serve as Board president. If appointed by the City, Mr. Evans will notify the governor's office in order to give them the opportunity to recruit for his subdistrict.

COMMENTS FROM THE GENERAL MANAGER: Mr. Kilcoyne relayed that the governor's office has not interviewed any candidate for the two open LTD Board positions. The office did indicate that it was expected that the appointments would go before the Senate in February for confirmation; however, the date has not been scheduled. According to Bobby Lee in the governor's office, the appointees are officially Board members at the time they are confirmed by the Senate. If the Senate hearings are before the February Board meeting, they would be seated members of the Board at that meeting. At this point, it is unknown if January or February will be the last meeting for Mr. Eyster and Mr. Kortge. Mr. Kilcoyne indicated that he would keep the Board informed of any developments.

Mr. Kilcoyne then referred the Board to an article in *Wired* Magazine about audio surveillance on buses, which then was relayed by other national and local news sources. No one at LTD was

interviewed by the original author. The information in the article was text taken from the Request for Proposal for a video surveillance system. None of the bidders could meet LTD's requirements, so the District's system is not capable of doing what the article indicated. LTD's system does not have the capability of live streaming. Staff review audio only if triggered by an incident. The system in the new buses does have the capability of live streaming, but it is not used because of white noise. If staff need to hear what is going on the bus at a given time, the driver turns on the radio system so that Dispatch can listen. Ninety-nine percent of transit systems in the country have radio systems and have this capability. In summary, the system is used for security purposes and to address customer complaints, and it is not misused in any way. LTD has had audio capability on buses for the past 10 years, so this is not new nor is it unusual in the transit industry.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: Because Mr. Enrique Washington with the Generator Group is delayed in his trip from Portland, Mr. Evans would reverse items VII. Executive Session, and VIII. Work Session.

Mr. Gillespie mentioned that he had met that day with CDM Smith regarding bus rapid transit expansion.

BOARD CALENDARS: Mr. Kilcoyne mentioned that former Accessible Services Manager Terry Parker's retirement party would be held on Thursday, January 24, at the Next Stop Center. Also, the annual Employee Celebration would be held on Sunday, January 20. Mr. Evans added that the January work session was canceled.

WORK SESSION

Board Meetings Format Discussion: Mr. Kilcoyne referred to a discussion at the October Board meeting: there did not appear to be consensus among Board members as to where public input would be during the meeting. The recommendation was to have audience participation at the beginning of the meeting after remarks and Employee of the Month. This recommendation was standard with the practice of other public bodies in the area. With public participation at the beginning of the meeting, the Board is informed of public thoughts as agenda items are discussed and action taken.

Ms. Towery said that having public comment at the beginning of the meeting made sense. It could bring up questions and further discussion. If public comment were at the end and there is a lot of public comment, there is the potential for an extended meeting; and everyone needs an opportunity to speak. She advised not to put public comment at the end of the meeting, but rather at the beginning.

Mr. Dubick remarked that the agenda is published ahead of the meeting and the public has an opportunity to review items and decide if they wish to comment with any concerns. Input to the Board makes sense before Board deliberation and action. Public comment does not serve a purpose at the end of the meeting, nor does it make sense to interject comment periods throughout the meeting (after each agenda item) because it becomes less of a Board meeting and more of a debate. He voiced his preference for having public comment at the beginning of the meeting.

Mr. Gillespie mentioned the previous EmX Steering Committee meeting where this subject came up. No one at that particular meeting was present to give public comment on the subject. He declared his support for public comment at the beginning of the meeting; however, he also indicated that it is equally important to answer questions as they arise during the meeting. One of the discussions that

the Committee had at the meeting was to allow questions at the end of the meeting if time allowed. He indicated that he favored that format until it is proven not to work.

Mr. Kortge indicated his desire to welcome public input. He did not support an interactive debate scenario; however, hearing comments from the community is valuable. He stated his belief that it is not worthwhile to have public comment placed on the agenda after the Board's discussion and vote. It's better served if placed after the Board discussion and before the vote so that a member of the public could speak directly to the subject before the vote, such as: "I see you're going to talk about this; here is what I think." He stated that he did not believe that it would be appropriate to place public comment at the end of the meeting and make people wait; it needs to be placed at a functional time. It also depends on what is to be discussed. In summary, have the public comment toward the front of the discussion.

Mr. Evans said that he has chaired various committee meetings with public comment at the front of the meeting, which is more traditional. The cities and County observe that format. LTD's format has had housekeeping issues taken care of before public comment and employee of the month. Mr. Evans stated his belief that he felt it appropriate to move public comment to the beginning of the meeting so that people may give comment on items heard at a previous meeting and give feedback and be able to sit in the current session and gather information to voice concerns or ask questions at the following Board meeting.

Mr. Kortge emphasized that it's important that the Board is paying attention to public input. The LTD Board is different than the cities and functions differently. People who attend LTD Board meetings are engaged, and the Board should listen. Public comment for the sake of public comment is a farce.

Mr. Gillespie added that at a recent West Eugene EmX Board Committee meeting, one of the staff interacted with a person who had made public comment that they were treated badly. After the staff person interacted with that person, the person had a completely different understanding of the process; and that was at that meeting and during that time. He stated his belief that it is better to answer a question when it is asked than having the question left unanswered.

Mr. Dubick judged that this issue needs to come to a vote of the Board. He stated that there is a difference between input and questions. Input is someone stating that an issue is on the agenda for Board discussion and here is what the person thinks about the subject, as opposed to, in the course of deliberation, someone asking a question or asking for clarification. A separate time on the agenda for questions from the audience is another point for the Board to discuss.

Mr. Kilcoyne clarified the Board discussion. He believed that the Board members agree that audience participation should occur at the beginning of the meeting. However, two Board members believe that there should be an additional opportunity for comment at some other point during the meeting.

Mr. Gillespie confirmed Mr. Kilcoyne's understanding. He added that most people that make public comment at LTD Board meetings tend to stay until the end of the meeting. At city council meetings there is more public comment, and he has observed that most people speak and then leave after their agenda item. The agendas at city council meetings are more segregated, whereas LTD's Board agenda is more uniform.

Mr. Kilcoyne asked for further clarification. He said that most items on the LTD Board agenda are information, rather than action items. There would be opportunities for the public to comment on what is heard during the discussions either at the next Board meeting or through e-mails to the Board or other ways of communicating with the Board. Even under the current format, comments

would occur before the Board took action. The reason for public comment at the beginning of the meeting is to inform the Board's discussion, deliberations, and action.

Mr. Evans instructed staff to come back to the Board with more than one draft proposal regarding the meeting structure for the Board's review and action at the January or February Board meeting.

MOTION EXECUTIVE SESSION: Mr. Kortge moved that the LTD Board of Directors meet in Executive Session pursuant to ORS 192.660(2)(i), to review and evaluate the employment-related performance of the LTD general manager. Mr. Eyster provided the second.

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

The Board entered executive session at 6:12 p.m.

RETURN TO REGULAR (OPEN) SESSION: The Board returned to regular session at 7:05 p.m.

EMPLOYEE OF THE MONTH: The Board recognized Graphic Designer Craig Runyon as the January 2013 Employee of the Month.

Mr. Evans thanked Mr. Runyon 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. Runyon thanked the Board for its recognition and expressed appreciation for his position with LTD.

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

Bob Macherione, 1994 Brewer, Eugene, wished the Board a Merry Christmas and Happy New Year spent with family and friends.

ITEMS FOR ACTION AT THIS MEETING

MOTION Consent Calendar: Mr. Kortge moved adoption of LTD Resolution No. 2012-027: It is hereby resolved that the Consent Calendar for December 19, 2012, is approved as presented. Ms. Towery provided the second. The Consent Calendar consisted of the minutes of the October 17, 2012, Regular Board Meeting; November 12, 2012, Special Board Meeting, and LTD Board Budget Committee Nominations of Dwight Collins and Edward Gerdes.

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

Audit Report for Fiscal Year Ending June 30, 2012: Director of Finance and Information Technology Diane Hellekson introduced Charles Swank of Grove, Mueller & Swank, P.C. to present the independent audit and respond to questions.

Mr. Swank stated that Grove, Mueller & Swank performed the independent audit and financial statement for the fiscal year ending June 30, 2012. He said that the audit went smoothly and there was an unqualified opinion on the financial statement and federal awards. In addition, the Board received a governance letter and a Controlled Efficiency on Management letter, which communicated to the Board that there were no issues or impediments to completing the audit. He commended staff for their cooperation and professionalism. He said that District management had responded to all comments and recommendations contained in the communications and there were no outstanding issues from prior years. He invited questions from the Board.

Mr. Eyster asked if there were any comments or recommendations with respect to LTD's pension plans. Mr. Swank replied that the plans and levels of funding were disclosed in the financial statement. LTD's plans were configured similarly to some other transit agencies, but quite different from the Oregon Public Employee Retirement System (PERS) plan.

Mr. Eyster commented that the PERS Board had established the goal of achieving no unfunded liability, and he wondered if that was a reasonable business objective. He asked if the LTD Board goal for pension plans was responsible. Mr. Swank said that theoretically a defined benefit model should be 100 percent funded. He felt that an actuary could better offer an opinion on LTD's goal for its plans as those were influenced by changes in the market.

MOTION Mr. Kortge moved 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. Ms. Towery provided the second.

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

ITEMS FOR INFORMATION AT THIS MEETING

Board Member Reports: Mr. Gillespie reported on the Pension Plan Benefits Conference that he recently attended. He said that the conference was very informative, and the pension plan trustee training was very helpful. There were several opportunities to meet with LTD's actuary to discuss various strategies. He said that there also was discussion of transitioning his position as trustee-elect to trustee sooner than originally scheduled.

Director of Human Resources and Risk Management Mary Adams said that Mr. Gillespie had an opportunity to sit in on all of the discussions of the pension work group during the conference and was now well-informed on the LTD pension plans. She felt that he would be able to participate as an official trustee, and staff would prepare a presentation and action item for the February Board meeting.

Mr. Kortge indicated that he had no objections to an earlier transition.

Comprehensive Annual Financial Report (CAFR): Ms. Hellekson said that the CAFR contained the audit and financial statements presented by Mr. Swank and there was no bad news. She noted that the loss of the Business Energy Tax Credit funds impacted operating revenue on a one-time basis. She noted highlights in the executive summary, including the fact that the last fiscal year was LTD's most productive in terms of boardings per hour. She said that the fare box recovery ratio was being maintained at a percentage appropriate for the District's size. She urged Board members to review the statistical section of the CAFR, which provided a 10-year history of LTD's operations and

was useful for comparison and projection purposes. She commended Chief Accountant/Internal Auditor Carol James and Finance Manager Todd Lipkin for their work on the CAFR. Ms. Hellekson said that the document would be submitted for a Government Finance Officers award, and she hoped to report to the Board that LTD received the award for the 16th consecutive year.

Mr. Kortge commended the CAFR, particularly the excellent information contained in the executive summary.

Mr. Evans thanked financial staff for their exceptional work.

Lane Transit District Sustainability Program Update: Point2point Program Manager Theresa Brand introduced Sustainability Intern Allison Camp. She said that the Green Team included representation throughout LTD's organization. She said that the goal of the Sustainability Program was to meet the needs of the present without compromising the needs of future generations. She said that the program maximized efficiency at LTD in order to make the best use of resources entrusted to it. She highlighted program achievements:

- Created logo
- Reviewed current practices
- Consulted with BRING Recycling
- Participated in American Public Transportation Association Sustainability Conference
- Established a composting program - *Love Food, Not Waste*
- Conducted employee training
- Provided briefings to Leadership Council
- Developed baseline inventory
- Launched signage and education efforts

Ms. Camp described the methodology used to collect utilities information from 2009 through 2012 on water, electricity, natural gas, fuel usage, and waste. That information was used to establish a baseline for comparison to future years and measure improvements. She said that data told a story and would provide a foundation to determine LTD's future direction. Data also was used to calculate greenhouse gas emissions, savings, and levels of air pollutants. She said that calculations were performed on the regular fleet, not the paratransit fleet. She said that a dashboard was created to report key findings.

Ms. Brand said that next steps for the sustainability program included:

- Developing an overarching goal statement regarding sustainability efforts
- Fully engaging all leadership and line staff in sustainability efforts
- Expanding employee education efforts
- Creating targets and corresponding metrics
- Creating an annual reporting system

Mr. Gillespie asked if reductions were gauged in British Thermal Units (BTU) or overall costs. Ms. Brand said that measurement was done in BTUs as a more reliable reflection of consumption because of fluctuations in price. She said that targets would be established for utilities, but not for fuel use because that was tied to service.

Mr. Gillespie commended LTD's recycling and reuse practices.

West Eugene EmX Extension Update: Senior Project Manager John Evans reported that LTD staff were working with the Federal Transit Administration (FTA) on finalizing the Finding of No Significant

Impact document. He hoped that it would be completed by the end of 2012. He said that the FTA was being diligent and thorough in responding to all of the comments received to date. He said that the Eugene City Council and LTD Board had reaffirmed the Locally Preferred Alternative and approved moving into project development. This will be followed by the Metropolitan Policy Committee approval of amendments to the Metropolitan Transportation Improvement Program, which will program matching State funds for the project. He said that a Request For Qualifications would be issued for selection of a design team. He anticipated that a team would be on board in February 2013 and design work would continue through Fall 2013.

Monthly Financial Report - November 2012: Ms. Hellekson reported that payroll tax receipts were slightly ahead of budget projections and a request for investigation of the quarterly disbursement of state-in-lieu was pending. She said that expenditures were under control and fuel prices were still dropping, presenting the opportunity for a positive variance by the end of the year.

ADJOURNMENT: Mr. Evans adjourned the meeting at 7:45 p.m.

LANE TRANSIT DISTRICT

ATTEST:

Gary Gillespie
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: February 20, 2013

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, January 16, 2013

Pursuant to notice given to *The Register-Guard* for publication on January 10, 2013, 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 Monday, January 16, 2013, in the LTD Board Room at 3500 East 17th Avenue, Eugene.

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

Absent: Mike Eyster
Doris Towery, Vice President

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

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Evans called the Board's attention to the City of Eugene's recognition as number 6 of the 12 leading cities on sustainability. Mayor Piercy noted that the recognition was due in no small part to Lane Transit District's contribution. Additional information could be obtained at www.BillMoyers.com.

COMMENTS FROM THE GENERAL MANAGER: There were no comments from Mr. Kilcoyne.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: Mr. Necker spoke to the proposed changes to route Nos. 51 and 52. He said that the current No. 52 ran from 8th Street to Railroad Boulevard and there were always customers who wanted to go to River Road. He said that if No. 40 replaced No. 52 and turned left at Chambers it would eliminate a close location for those customers to transfer. He stated that the consensus at the December 2012 Accessible Transportation Committee (ATC) meeting was to oppose the change.

Director of Customer Services and Planning Andy Vobora responded that the change was still a proposal, and staff were conducting extensive outreach to obtain input from riders on the routes and social service agencies in the area. That feedback would be considered when a proposal was developed for the Board's consideration.

Mr. Gillespie added that he also had heard feedback on the proposed route change; one concern was with the delays caused by freight trains. Mr. Vobora said that was one of the issues being researched as proposals were being developed.

Mr. Gillespie thanked the *Bus Talk* editors for the recent article on Alternative Work Concepts (AWC). He said that AWC staff and volunteers were now wearing clothing that identified them as affiliated with Lane Transit District (LTD), and that had increased requests for assistance.

BOARD CALENDARS: Mr. Evans reviewed the scheduled activities for the remainder of January and the month of February. He said that replacements for outgoing Board members Dean Kortge and Mike Eyster had not yet been appointed. He noted that the February 20 Board meeting would be held in a different location due to retrofitting of the current meeting space. He added that he would formally leave the Board on March 31, 2013, and the March Board meeting would be his last. He would pass the gavel to the elected vice president at the February Board meeting. He suggested postponing committee assignments and officer elections until new Board members were seated.

WORK SESSION

Governance Process for Main Street-McVay Improved Transit Feasibility Study: Senior Project Manager John Evans reported that LTD was working closely with the City of Springfield to maintain a collaborative partnership. He said that the City and LTD want an extensive public outreach process and would closely review the project's scope of work once it was developed. He said the proposed governance structure would jointly manage the project and consist of: the LTD Board president and a member; the Springfield mayor and a city councilor; the Springfield city manager; and the LTD general manager. Staff from LTD and the City would provide support to the governance body.

John Evans said that the Federal Transit Administration (FTA) had awarded about half of the funding for the project, although that had been provided for an alternatives analysis as required under the previous federal transportation legislation. New legislation did not require an alternatives analysis, but the FTA still wanted a project planning process that would identify a locally preferred alternative (LPA). He said that staff would design a process for review by the governance body. He indicated that the City had four concurrent projects underway along Main Street and wanted to coordinate those activities as much as possible to streamline for efficiencies and consistency, and to avoid duplicating efforts.

In response to a question from Mr. Necker, John Evans said that the Main Street-McVay project area extended from the Highway 126-Main Street connection in Thurston through downtown Springfield and over the bridge to the McVay Highway and Lane Community College.

Mr. Gillespie asked if input from bus riders would be solicited. John Evans said that LTD would seek input specifically from riders, along with input from the general public, on what improvements to the corridor were desired.

Mr. Kortge asked how the unique governance structure was developed. John Evans responded that the model had been used successfully by the City on other projects. Mr. Kilcoyne added that the structure also was an attempt to coordinate the four projects along the corridor and to avoid creating four separate processes. He thought that the governance structure would provide the necessary coordination and foster a true partnership between LTD and the City.

Special Transportation Discretionary Grant Update: Accessible and Customer Services Manager Cosette Rees introduced Accessible Transportation Committee (ATC) Chair Mary Otten, Member

Misty Brazell, and LTD Accessible Services Program Coordinator Susan Hekimoglu. Ms. Rees said that the 2014-15 biennial discretionary grant process allocated the following federal funds:

5310 Enhanced Mobility	\$2,078,656
5316 Job Access and Reverse Commute (JARC)	171,819
5317 New Freedom	156,145

Ms. Rees said that the ATC established a grant review committee and priorities for funding. The priorities were: 1) maintain existing programs; 2) expand existing programs; and 3) fund new programs. She distributed and reviewed a spreadsheet entitled *Lane Transit District - Discretionary Grant Application 2014-15*, which reflected the applications received and the grant review committee's funding recommendations. She described the review process and use of priorities to allocate funds and said the programs to be funded would help to relieve demand on paratransit services and funds required to support those services.

Ms. Rees noted that the total of funding recommendations exceeded what was available under the three federal funding sources. She said that the new process took a holistic approach to program funding by projecting overall revenues, of which the 5310, 5316, and 5317 funds were a part.

Mr. Kortge asked for further clarification of the funding recommendations. Finance Manager Todd Lipkin explained that the approach allowed the committee to consider not only how to allocate the 5310, 5316, and 5317 funds, but the amount of General Fund dollars that would have to be allocated to pay for services to older adults and people with disabilities, and the impact that would have on the fixed-route service. Instead of making specific recommendations for the use of the three federal funding sources, the committee made recommendations for overall funding of Americans with Disabilities Act (ADA) paratransit programs, and staff would determine how best to distribute federal and General Fund resources among them. He said that the State had taken a similar approach to funding transportation projects under the State Transportation Improvement Program (STIP); the State would decide which projects would be funded, then determine how funds would be allocated to each project from a variety of sources.

Mr. Dubick asked what action would be taken if additional revenue was not sufficient to meet the overall funding recommendations. Ms. Rees said that the matter would be referred back to the committee.

Ms. Brazell added that the new process gave the committee an opportunity to establish priorities and take a holistic look at ADA paratransit programs. She felt it was a valuable use of the ATC.

Ms. Rees said the process also allowed for dialogues with applicant agencies, and staff planned to conduct follow-up site visits to become familiar with the range of services provided. She said that she hoped the review process could become an annual one. She said that the ATC had taken action to authorize LTD to apply for the federal funds, and an application would be submitted on January 18, 2013.

Mr. Necker commented that the federal funds were one of several funding sources, with the General Fund backfilling urban services through RideSource. Any federal or state funding for ADA paratransit reduced the burden on the General Fund.

Board Room Modernization Update: Facilities Manager Joe McCormack and Information Technology Manager Steve Parrott used computer rendered drawings and a slide presentation to illustrate how the Board Room would be redesigned based on the Board's earlier direction.

Mr. McCormack described the flexibility and functions of the new design to accommodate public meetings and a variety of other activities, including furnishings that could be easily rearranged to meet different needs. He said construction would begin shortly and continue through February. The Board's February meeting (and possibly March) would be held at another location to accommodate the construction schedule.

Mr. Parrott reviewed the current audio/visual technology and the new technology that would be installed during modernization. He said that the technology improvements would provide better ways to communicate at meetings and provide better access for participants and members of the public with hearing, visual, and mobility disabilities.

EMPLOYEE OF THE MONTH: The Board recognized Bus Operator Charles Sales as the February 2013 Employee of the Month.

Mr. Evans thanked Mr. Sales 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. Sales thanked the Board for the recognition and expressed appreciation for his position with LTD.

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

Josef Siekiel-Zdzienicki, Eugene, said he was pleased to hear about the extensive public outreach planned for the Main Street-McVay project. He felt it would be beneficial for the public to know that the Oregon Department of Transportation and the railroad were involved in the process. He said that he felt that the West Eugene EmX project was a mistake, but the Thurston project was not.

ITEMS FOR ACTION AT THIS MEETING

Ordinance Administrative Review and First Reading Ordinance No. 42, An Ordinance Pertaining to the Territorial Boundaries of Lane Transit District: Mr. Vobora introduced Kristen Denmark, an attorney with the law firm of Thorp, Purdy, Jewett, Urness & Wilkinson, PC representing LTD.

Ms. Denmark explained the ordinance revision project. She said that the process involved a reorganization of ordinances, and no substantive changes were made or proposed to the three ordinances being presented that evening. She said that the project began six months ago with a review of the 41 ordinances listed on LTD's website. The ordinances were listed in numerical order, and it was confusing and difficult for the public to find specific information, as the ordinances were not searchable or listed by topic. Also, it was not easy to tell which ordinances were still in effect and which had been repealed or replaced by another ordinance. She said that the goal of the project was to make ordinances more streamlined and accessible to the public, while avoiding any substantive changes. Ordinances would be organized into eight categories on the LTD website, with one all-encompassing ordinance in each category. All ordinances also would continue to be available at LTD's administration offices.

Ms. Denmark reviewed new Ordinance No. 42, establishing the district's territorial boundaries and criteria for changing those boundaries and combining old Ordinance Nos. 21 and 24. She described the changes that were highlighted in the copies of the old ordinances included in the agenda packet. She said that the map containing all addresses located within the territorial boundaries would be maintained at LTD's administration offices and would be made available to the public. Mr. Vobora added that the map also would be provided to Lane Council of Governments for inclusion in the regional information system database.

MOTION Mr. Dubick moved that Lane Transit District Ordinance No. 42 be read by title only. Mr. Kortge provided the second.

VOTE The motion was approved as follows:
AYES: Dubick, Evans, Gillespie, Kortge, Necker (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Eyster, Towery (2)

Mr. Evans read the ordinance by title only: "ORDINANCE NO. 42, AN ORDINANCE SETTING FORTH THE CRITERIA TO BE USED IN DETERMINING THE TERRITORY IN WHICH THE TRANSIT SYSTEM OF THE DISTRICT WILL OPERATE AND IN ESTABLISHING THE TERRITORIAL BOUNDARIES OF THE DISTRICT, AND AMENDING AND RESTATING ORDINANCE NO. 21 AND ORDINANCE NO. 24."

Ordinance Administrative Review and First Reading Ordinance No. 43, An Ordinance Adopting Procedures Relating to Route, Schedule, and Fare Changes: Ms. Denmark said that Ordinance No. 43 established procedures for making route, schedule, and fare changes. It did not combine ordinances, but only revised and restated Ordinance No. 33 by removing a reference to obsolete federal law.

MOTION Mr. Kortge moved that Lane Transit District Ordinance No. 43 be read by title only. Mr. Gillespie provided the second.

VOTE The motion was approved as follows:
AYES: Dubick, Evans, Gillespie, Kortge, Necker (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Eyster, Towery (2)

Mr. Evans read the ordinance by title only: "ORDINANCE NO. 43, AN ORDINANCE ADOPTING PROCEDURES RELATING TO ROUTE, SCHEDULE, AND FARE CHANGES, AND AMENDING AND RESTATING ORDINANCE NO. 33."

Ordinance Administrative Review and First Reading Ordinance No. 44, An Ordinance Setting Fares for the Use of District Services: Ms. Denmark said that this ordinance revised and restated old Ordinance No. 35 and did not combine ordinances. She highlighted the changes relating to references to a prior ordinance and proposed monthly group pass rates, which had already been adopted and were current rates as of 2013.

MOTION Mr. Kortge moved that Lane Transit District Ordinance No. 44 be read by title only. Mr. Gillespie provided the second.

VOTE The motion was approved as follows:
AYES: Dubick, Evans, Gillespie, Kortge, Necker (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Eyster, Towery (2)

Mr. Evans read the ordinance by title only: "ORDINANCE NO. 44, AN ORDINANCE SETTING FARES FOR THE USE OF DISTRICT SERVICES, AND AMENDING AND RESTATING ORDINANCE NO. 35."

Governance Committee Appointments for Main Street-McVay Project: Mr. Kilcoyne said that the governance committee would consist of two Springfield city councilors or a councilor and the mayor, two LTD Board members, and the Springfield city manager and LTD general manager as ex officio members. The resolution would appoint LTD Board members to the committee. He said there would need to be a reappointment when Mr. Eyster's term on the Board expired.

MOTION Mr. Gillespie moved LTD Resolution No. 2013-001: The LTD Board of Directors hereby approves the appointment of Doris Towery and Michael Eyster to the Main Street-McVay Governance Committee. Mr. Kortge provided the second.

VOTE The resolution was approved as follows:
AYES: Dubick, Evans, Gillespie, Kortge, Necker (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Eyster, Towery (2)

ITEMS FOR INFORMATION AT THIS MEETING

Board Member Reports: Mr. Evans reported that the Metropolitan Policy Committee (MPC) had elected new officers, and there had been changes in representatives as jurisdictions appointed new representatives to the MPC following the November 2012 election. Mr. Kilcoyne added that the MPC had made recommendations on projects for STIP funding. LTD's Northwest Eugene-Lane Community College Study was in Tier One and its River Road Station project was in Tier Two.

Mr. Dubick reported that the Lane Area Commission on Transportation (ACT) held a public hearing on project applications for STIP funding, and ACT members were to submit their recommendations for high, medium, and low funding priorities by January 16, 2013. He said the ACT's and MPC's recommendations would be discussed and finalized at the ACT's February meeting and forwarded to the State for consideration.

Mr. Dubick added that Brenda Wilson, LCOG executive director, was working hard to fill that agency's budget gap.

Mr. Gillespie reported that the MPC had limited the Metropolitan Planning Organization Citizen Advisory Committee (CAC) to no more than six meetings during 2013 because of budget constraints. He said that at its December meeting, the CAC had developed recommendations for prioritizing

STIP project applications using the tiered approach. He regretted that the new direction for the CAC would limit its ability to provide advice to citizens.

Monthly Financial Report - December 2012: Director of Finance and Information Technology Diane Hellekson reported that the District's financial status was good at mid-point in the fiscal year, with ridership stable and the gradual increase in revenue sustained. She said that the state-in-lieu payment was normal, with positive growth, and the question of the low disbursement in October 2012 was still being pursued. She said that fuel costs were very good news; \$3.75 per gallon was budgeted, and the average for the year to date was \$3.28 per gallon.

Mr. Kortge asked if the fuel storage tanks were full. Director of Maintenance George Trauger replied that the tanks were approximately half full with about 550,000 gallons. He said that the tanks would be filled when prices were lower and reached LTD's target price.

Mr. Gillespie asked about the status of the bus docking system. Mr. Trauger said that there had been a conference call with all parties to discuss the anomaly that occurred with the automated guidance system. He said that LTD would move forward cautiously. It appeared that one of the computers had failed. Testing would resume with drivers only when equipment had been replaced and additional protections installed.

ADJOURNMENT: Mr. Evans adjourned the meeting at 7:15 p.m.

LANE TRANSIT DISTRICT

ATTEST:

Gary Gillespie
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: February 20, 2013

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2013

ITEM TITLE: LTD ORDINANCE ADMINISTRATIVE REVIEW: RULES FOR BOARD MEETINGS

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

ACTION REQUESTED: First Reading by Title Only

BACKGROUND:

As part of the comprehensive review of Lane Transit District ordinances, new Ordinance No. 45 will revise and replace Ordinance No. 1, an ordinance providing rules for LTD Board meetings. The ordinance was last updated in 1999; therefore, some revisions were made during this process. The three primary modifications to the ordinance include:

- (1) Language specific to canceled meetings was added.
- (2) Language was added that outlined the specific process for adopting an ordinance.
- (3) Language was added to address the process for conducting joint Board committee meetings.

Attorney Kristin Denmark with Thorp Purdy Jewett Urness & Wilkinson, P.C. will be attending the February 20 Board meeting to give the Board a brief overview of the ordinance review process and to discuss the primary revisions to Ordinance 45.

ATTACHMENTS: Ordinance No. 1, with Revisions
New Ordinance No. 45

PROPOSED MOTION: I move that Lane Transit District Ordinance No. 45 be read by title only.

Following an affirmative vote, the ordinance title should be read:

ORDINANCE NO. 45, AN ORDINANCE PROVIDING RULES FOR MEETINGS OF THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS, AND AMENDING AND RESTATING ORDINANCE NO. 1.

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ORDINANCE NO. ~~451~~

AN ORDINANCE PROVIDING RULES FOR MEETINGS OF THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS, AND AMENDING AND RESTATING ORDINANCE NO. 1.

WHEREAS following a recent review of its ordinances, Lane Transit District determined that its ordinances should be better organized so as to make them more accessible to the public:

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. 1 is amended and restated in its entirety to read as follows:

Section 1. Meetings to Be Public

In accordance with Public Meetings Law, all ~~All~~ meetings of the Board of Directors shall be open to the public and all persons shall be permitted to attend, except that the public may be excluded from executive sessions.

Section 2. Regular Meetings

a. Time

The Board of Directors shall hold regular monthly meetings at the time and day to be designated by Board Resolution. When the day fixed for any regular meeting falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same time on the next succeeding day not a holiday.

b. Place

Regular meetings shall be held in the Board Room at the District's Glenwood-area facility, or at such other location as the Board of Directors may by resolution specify from time to time and cause to be included in the notice of meeting.

c. Notice

Public notice shall be given, reasonably calculated to give actual notice, to interested persons of the time and place for holding regular meetings. The notice also shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of the Board of Directors to consider additional subjects, provided, however, that if any ordinance is to be considered or voted upon at the meeting, in such event, the notice shall comply with the provisions of Section 10.

Section 3. Adjourned or Canceled Meetings

Meetings may be adjourned to a specific time and place before the day of the next regular meeting. A meeting may be adjourned by the vote of the majority of the members present, even in the absence of a quorum.

Meetings may be canceled. In the event a meeting is canceled, a notice of cancelation of meeting shall be posted on the Lane Transit District website as soon as is reasonably possible.

Section 4. Special Meetings

a. Call

The President of the Board or a majority of the directors may call special meetings.

b. Notice

~~Five days' written~~ At least 24 hours' notice of special meetings shall be given to ~~each the~~ directors, the news media which have requested notice, and the general public, not joining in the call of the meeting, specifying. ~~The notice shall state~~ the time, place, and purpose of the meeting. ~~At least 24 hours' notice of special meetings shall be given to the public.~~

Section 5. Emergency Meetings

a. Call

The President of the Board or a majority of the directors may call emergency meetings.

b. Notice

In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances both to the directors and to the public, but the minutes for such a meeting shall describe the emergency justifying less than 24 hours notice. The notice shall state the time, place, and purpose of the meeting.

Section 6. Executive Sessions

The Board of Directors may hold executive sessions during a regular, special, or emergency meeting after the presiding officer has identified the authorization under ~~under~~ ORS 192.610 to 192.690 Public Meetings Law for the holding of such executive session.

If an executive session only will be held, notice shall be given to the members of the Board of Directors and to the general public, stating the specific provision of law authorizing the executive session.

Section 7. Telephone or Other Electronic Communication

Any meeting of the Board of Directors, including an executive session, may be held through the use of telephone or other electronic communication, provided it is conducted in accordance with all applicable statutes and with this ordinance. When telephone or other electronic means of communication is used and the meeting is not in executive session, the Board of Directors shall make available to the public a place where the public can listen to the communication at the time it occurs by means of speakers or other devices. The place provided may be a place where no board member is present, but said place shall be located within the geographic boundaries of the district.

Section 8. Place of Meetings

All meetings shall be held within the geographic boundaries of the district, and shall be in a place accessible to persons with disabilities. A meeting of the Board of Directors that is held through the use of telephone or other electronic communication shall be deemed held within the geographic boundaries of the district if the place provided for the public to listen to the communication is located within the geographic boundaries of the district.

Section 9. Conduct of Meetings

a. Presiding Officer

The president, and in the president's absence, the vice president; and in the absence of both, a director selected by the directors present to act as chair pro tem, shall preside at meetings of the district directors.

The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.

b. Minutes

The secretary, or a person designated by the Board of Directors as recording secretary, shall keep a record of the proceedings and prepare written minutes of the district board meetings. Neither a full transcript nor a recording of the meeting is required, except as otherwise provided by law, but the written minutes must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

1. All members of the Board of Directors who are present at the meeting;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The results of all votes, the vote of each director by name, the name of any director abstaining from a vote, the reason for the director's abstention; and the vote of each member by name.
4. The substance of any discussion of any matter; and
5. Subject to Public Records Law, a reference to any document discussed at the meeting.

Minutes of executive sessions shall be kept the same as the minutes of regular meetings, except that instead of written minutes, a record of any executive session may be kept in the form of a sound tape recording which need not be transcribed unless otherwise provided-required by law. Material, the disclosure of which is inconsistent with the purpose for which an executive session is authorized to be held, may be excluded from disclosure unless otherwise ordered by court in any legal action.

The approved written minutes shall be considered the official record of the board meeting and shall be permanently retained by the clerk of the board.

c. Quorum

A majority of the members of the directors constitutes a quorum.

d. Rules

Roberts' Rules of Order shall be the parliamentary procedure for meetings of the district board, except when a specific rule is provided by statute or this ordinance, or by a resolution of this board.

e. Matters to be considered

1. At regular meetings and adjourned sessions of regular meetings, the Board of Directors can consider any matters that they desire to consider, whether in the published agenda or not, except that an ordinance can be considered only at a regular meeting or an adjourned session of a regular meeting if consideration of that ordinance appeared in the published agenda for the regular meeting.
2. At special meetings, only those matters that were specified in the notice of the meeting shall be considered.
3. At emergency meetings, only the emergency matters shall be considered.
4. No final action may be taken in executive session; however, a consensus of the Board may be determined.

Section 10. Notices

a. Notices to Directors

Notice to directors shall be deemed given when ~~delivered sent, via e-mail, to the last e-mail address in person or when deposited in the United States mail with postage fully prepaid, directed to the address last~~ specified by the director in the records of the district office ~~for the mailing of communications to the director.~~

b. Public Notice

All public notices shall be given in one or more newspapers of general circulation within the district and in such other and additional manner as the Board of Directors shall from time to time direct.

c. News Media

Notice of all meetings must be given to news media which have requested notice.

Section 11. Ordinances

a. Publication of Agenda

1. Except in an emergency, an ordinance adopting, amending, or repealing a regulation shall not be considered or voted upon by a district board unless the ordinance is included in the published agenda of the meeting. The agenda of a meeting shall state the time, date, and place of the meeting;

give a brief description of the ordinance to be considered at the meeting; state that copies of the ordinance is available at the office of the district board; and, in accordance with the Americans with Disabilities Act, state that persons needing an accommodation may contact the District office 48 hours prior to the meeting to request the necessary accommodation.

2. The presiding officer shall cause the agenda to be published not more than ten days nor fewer than four days before the meeting, in one or more newspapers of general circulation within the district.

b. Adoption

Except as provided by subsection 3 of this section, before an ordinance is adopted, it shall be read during meetings of the district board on two different days at least six days apart. If the ordinance as initially read is substantially amended prior to adoption, it shall be read as amended during meetings of the district board on two different days at least six days apart, the first of which may be the meeting at which it is amended.

1. The reading of an ordinance shall be full and distinct unless at the meeting:
 - 1.1. A copy of the ordinance is available for each person who desires a copy; and
 - 1.2. The board directs that the reading be by title only.
2. Except as provided by subsection 3 of this section, the affirmative vote of a majority of the members of the district board is required to adopt an ordinance.
3. An ordinance to meet an emergency may be introduced, read once and put on its final passage at a regular or special board meeting, without being described in a published agenda, if the reasons requiring immediate action are described in the ordinance. The unanimous approval of all members of the board at the meeting, a quorum being present, is required to adopt an emergency ordinance. No emergency ordinance shall be adopted imposing an income tax nor changing the boundaries of the district.
4. An ordinance receiving a favorable vote of a majority of Board members present, but not a majority of the entire Board, will remain on the agenda for the succeeding meeting, unless otherwise disposed of by a duly adopted motion. If, at the succeeding meeting, the ordinance receives a favorable vote of a majority of Board members present, but not a majority of the entire Board, the ordinance shall remain on the agenda for one additional succeeding meeting, unless otherwise disposed of by a duly adopted motion.

c. *Signing and Filing*

1. Within seven days after adoption of an ordinance, the enrolled ordinance shall be:
 - 1.1. Signed by the presiding officer;
 - 1.2. Attested by the person who served as recording secretary of the district board at the session at which the board adopted the ordinance; and
 - 1.3. Filed in the records of the district.
2. A certified copy of each ordinance shall be filed with the county clerk, available for public inspection.
3. Within 15 days after adoption of an emergency ordinance, notice of the adoption of the ordinance shall be published in one or more newspapers of general circulation within the district. The notice shall:
 - 3.1. Briefly describe the ordinance;
 - 3.2. State the date when the ordinance was adopted and the effective date of the ordinance; and
 - 3.3. State that a copy is on file at the district office and at the office of the county clerk of the county, available for public inspection.

d. *Effective Date*

1. Except as provided by subsection 2 of this section, an ordinance shall take effect on the 30th day after it is adopted, unless a later date is prescribed by the ordinance. If an ordinance is referred to the voters of the district, it shall not take effect until approved by a majority of those voting on the ordinance.
2. An emergency ordinance may take effect upon adoption.

e. *Petition to Adopt, Amend, or Repeal an Ordinance*

Any interested person who is a landowner within the district or an elector registered in the district may petition the Board of Directors to adopt, amend, or repeal an ordinance. Any such person may appear at any regular meeting of the board and shall be given a reasonable opportunity to be heard.

Section 12. Resolutions and Motions

- a.** All matters, other than legislation coming before the district board and requiring board action, shall be handled by resolution or motion.
- b.** A resolution may be adopted by the vote of the majority of the directors present at any meeting at which a quorum is present.

- c. A motion approved by the vote of the majority of the directors present at any meeting at which a quorum is present shall have the same force and effect as a resolution and shall be characterized and recorded in the minutes as the passage of a resolution.

Section 13. Officers

The board shall choose from among its members, by majority vote of the members, a president, vice president, treasurer, and secretary to serve for terms of two years. -Terms of office shall begin on the first day of July and end on the last day of June and end on the first day of July in even-numbered years. In case of a vacancy in any office other than by expiration of the officer's term, the vacancy shall be filled by election by the Board of Directors when the need arises and the newly-elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

Section 14. Committees

The president, on the president's own motion, or the directors by resolution, may appoint committees to make investigations, to study problems, and to make recommendations to the Board of Directors. Advisory committees may include persons who are not directors. The appointment shall include a designation of a chairperson of the committee. All provisions of this ordinance shall apply to committees and their meetings to the extent relevant, substituting "committee" for "Board of Directors," "committee members" for "directors," and "committee chairperson" for "president."

Two or more committees may meet jointly so long as a quorum of the Board of Directors is not present, unless the required notice for a Board meeting has been given. Although two or more committees may meet jointly, separate minutes and separate votes must be taken for each committee.

Section 15. General Manager

The general manager shall attend all meetings and may participate in such meetings, but has no vote. The Board of Directors may appoint a general manager pro tempore during the absence or disability of the general manager.

ADOPTED this _____ day of _____, 2013.

President and Presiding Officer

ATTEST:

Secretary

Recording Secretary

ORDINANCE NO. 45

AN ORDINANCE PROVIDING RULES FOR MEETINGS OF THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS, AND AMENDING AND RESTATING ORDINANCE NO. 1.

WHEREAS following a recent review of its ordinances, Lane Transit District determined that its ordinances should be better organized so as to make them more accessible to the public:

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. 1 is amended and restated in its entirety to read as follows:

Section 1. Meetings to Be Public

In accordance with Public Meetings Law, all meetings of the Board of Directors shall be open to the public and all persons shall be permitted to attend, except that the public may be excluded from executive sessions.

Section 2. Regular Meetings

a. Time

The Board of Directors shall hold regular monthly meetings at the time and day to be designated by Board Resolution. When the day fixed for any regular meeting falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same time on the next succeeding day not a holiday.

b. Place

Regular meetings shall be held in the Board Room at the District's Glenwood-area facility, or at such other location as the Board of Directors may by resolution specify from time to time and cause to be included in the notice of meeting.

c. Notice

Public notice shall be given, reasonably calculated to give actual notice, to interested persons of the time and place for holding regular meetings. The notice also shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of the Board of Directors to consider additional subjects, provided, however, that if any ordinance is to be considered or voted upon at the meeting, in such event, the notice shall comply with the provisions of Section 10.

Section 3. Adjourned or Canceled Meetings

Meetings may be adjourned to a specific time and place before the day of the next regular meeting. A meeting may be adjourned by the vote of the majority of the members present, even in the absence of a quorum.

Meetings may be canceled. In the event a meeting is canceled, a notice of cancellation of meeting shall be posted on the Lane Transit District website as soon as is reasonably possible.

Section 4. Special Meetings

a. Call

The President of the Board or a majority of the directors may call special meetings.

b. Notice

At least 24 hours' notice of special meetings shall be given to the directors, the news media which have requested notice, and the general public. The notice shall state the time, place, and purpose of the meeting.

Section 5. Emergency Meetings

a. Call

The President of the Board or a majority of the directors may call emergency meetings.

b. Notice

In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances both to the directors and to the public, but the minutes for such a meeting shall describe the emergency justifying less than 24 hours notice. The notice shall state the time, place, and purpose of the meeting.

Section 6. Executive Sessions

The Board of Directors may hold executive sessions during a regular, special, or emergency meeting after the presiding officer has identified the authorization under Public Meetings Law for the holding of such executive session.

If an executive session only will be held, notice shall be given to the members of the Board of Directors and to the general public, stating the specific provision of law authorizing the executive session.

Section 7. Telephone or Other Electronic Communication

Any meeting of the Board of Directors, including an executive session, may be held through the use of telephone or other electronic communication, provided it is conducted in accordance with all applicable statutes and with this ordinance. When telephone or other electronic means of communication is used and the meeting is not in executive session, the Board of Directors shall make available to the public a place where the public can listen to the communication at the time it occurs by means of speakers or other devices. The place provided may be a place where no board member is present, but said place shall be located within the geographic boundaries of the district.

Section 8. Place of Meetings

All meetings shall be held within the geographic boundaries of the district, and shall be in a place accessible to persons with disabilities. A meeting of the Board of Directors that is held through the use of telephone or other electronic communication shall be deemed held within the geographic boundaries of the district if the place provided for the public to listen to the communication is located within the geographic boundaries of the district.

Section 9. Conduct of Meetings

a. *Presiding Officer*

The president, and in the president's absence, the vice president; and in the absence of both, a director selected by the directors present to act as chair pro tem, shall preside at meetings of the district directors.

The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.

b. *Minutes*

The secretary, or a person designated by the Board of Directors as recording secretary, shall keep a record of the proceedings and prepare written minutes of the district board meetings. Neither a full transcript nor a recording of the meeting is required, except as otherwise provided by law, but the written minutes must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

1. All members of the Board of Directors who are present at the meeting;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The results of all votes, the vote of each director by name, the name of any director abstaining from a vote, the reason for the director's abstention;
4. The substance of any discussion of any matter; and
5. Subject to Public Records Law, a reference to any document discussed at the meeting.

Minutes of executive sessions shall be kept the same as the minutes of regular meetings, except that instead of written minutes, a record of any executive session may be kept in the form of a sound tape recording which need not be transcribed unless otherwise required by law. Material, the disclosure of which is inconsistent with the purpose for which an executive session is authorized to be held, may be excluded from disclosure unless otherwise ordered by court in any legal action.

The approved written minutes shall be considered the official record of the board meeting and shall be permanently retained by the clerk of the board.

c. Quorum

A majority of the members of the directors constitutes a quorum.

d. Rules

Roberts' Rules of Order shall be the parliamentary procedure for meetings of the district board, except when a specific rule is provided by statute or this ordinance, or by a resolution of this board.

e. Matters to be considered

1. At regular meetings and adjourned sessions of regular meetings, the Board of Directors can consider any matters that they desire to consider, whether in the published agenda or not, except that an ordinance can be considered only at a regular meeting or an adjourned session of a regular meeting if consideration of that ordinance appeared in the published agenda for the regular meeting.
2. At special meetings, only those matters that were specified in the notice of the meeting shall be considered.
3. At emergency meetings, only the emergency matters shall be considered.
4. No final action may be taken in executive session; however, a consensus of the Board may be determined.

Section 10. Notices

a. Notices to Directors

Notice to directors shall be deemed given when sent, via e-mail, to the last e-mail address specified by the director in the records of the district office.

b. Public Notice

All public notices shall be given in one or more newspapers of general circulation within the district and in such other and additional manner as the Board of Directors shall from time to time direct.

c. News Media

Notice of all meetings must be given to news media which have requested notice.

Section 11. Ordinances

a. Publication of Agenda

1. Except in an emergency, an ordinance adopting, amending, or repealing a regulation shall not be considered or voted upon by a district board unless the ordinance is included in the published agenda of the meeting. The agenda of a meeting shall state the time, date, and place of the meeting; give a brief description of the ordinance to be considered at the meeting; state that copies of the ordinance is available at the office of the district

board; and, in accordance with the Americans with Disabilities Act, state that persons needing an accommodation may contact the District office 48 hours prior to the meeting to request the necessary accommodation.

2. The presiding officer shall cause the agenda to be published not more than ten days nor fewer than four days before the meeting, in one or more newspapers of general circulation within the district.

b. Adoption

Except as provided by subsection 3 of this section, before an ordinance is adopted, it shall be read during meetings of the district board on two different days at least six days apart. If the ordinance as initially read is substantially amended prior to adoption, it shall be read as amended during meetings of the district board on two different days at least six days apart, the first of which may be the meeting at which it is amended.

1. The reading of an ordinance shall be full and distinct unless at the meeting:
 - 1.1. A copy of the ordinance is available for each person who desires a copy; and
 - 1.2. The board directs that the reading be by title only.
2. Except as provided by subsection 3 of this section, the affirmative vote of a majority of the members of the district board is required to adopt an ordinance.
3. An ordinance to meet an emergency may be introduced, read once and put on its final passage at a regular or special board meeting, without being described in a published agenda, if the reasons requiring immediate action are described in the ordinance. The unanimous approval of all members of the board at the meeting, a quorum being present, is required to adopt an emergency ordinance. No emergency ordinance shall be adopted imposing an income tax nor changing the boundaries of the district.
4. An ordinance receiving a favorable vote of a majority of Board members present, but not a majority of the entire Board, will remain on the agenda for the succeeding meeting, unless otherwise disposed of by a duly adopted motion. If, at the succeeding meeting, the ordinance receives a favorable vote of a majority of Board members present, but not a majority of the entire Board, the ordinance shall remain on the agenda for one additional succeeding meeting, unless otherwise disposed of by a duly adopted motion.

c. Signing and Filing

1. Within seven days after adoption of an ordinance, the enrolled ordinance shall be:
 - 1.1. Signed by the presiding officer;

- 1.2. Attested by the person who served as recording secretary of the district board at the session at which the board adopted the ordinance; and
- 1.3. Filed in the records of the district.
2. A certified copy of each ordinance shall be filed with the county clerk, available for public inspection.
3. Within 15 days after adoption of an emergency ordinance, notice of the adoption of the ordinance shall be published in one or more newspapers of general circulation within the district. The notice shall:
 - 3.1. Briefly describe the ordinance;
 - 3.2. State the date when the ordinance was adopted and the effective date of the ordinance; and
 - 3.3. State that a copy is on file at the district office and at the office of the county clerk of the county, available for public inspection.

d. *Effective Date*

1. Except as provided by subsection 2 of this section, an ordinance shall take effect on the 30th day after it is adopted, unless a later date is prescribed by the ordinance. If an ordinance is referred to the voters of the district, it shall not take effect until approved by a majority of those voting on the ordinance.
2. An emergency ordinance may take effect upon adoption.

e. *Petition to Adopt, Amend, or Repeal an Ordinance*

Any interested person who is a landowner within the district or an elector registered in the district may petition the Board of Directors to adopt, amend, or repeal an ordinance. Any such person may appear at any regular meeting of the board and shall be given a reasonable opportunity to be heard.

Section 12. Resolutions and Motions

- a.** All matters, other than legislation coming before the district board and requiring board action, shall be handled by resolution or motion.
- b.** A resolution may be adopted by the vote of the majority of the directors present at any meeting at which a quorum is present.
- c.** A motion approved by the vote of the majority of the directors present at any meeting at which a quorum is present shall have the same force and effect as a resolution and shall be characterized and recorded in the minutes as the passage of a resolution.

Section 13. Officers

The board shall choose from among its members, by majority vote of the members, a president, vice president, treasurer, and secretary to serve for terms of two years. Terms of office shall begin on the first day of July and end on the last day of June in even-numbered years. In case of a vacancy in any office other than by expiration of the officer's term, the vacancy shall be filled by election by the Board of Directors when the need arises and the newly-elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

Section 14. Committees

The president, on the president's own motion, or the directors by resolution, may appoint committees to make investigations, to study problems, and to make recommendations to the Board of Directors. Advisory committees may include persons who are not directors. The appointment shall include a designation of a chairperson of the committee. All provisions of this ordinance shall apply to committees and their meetings to the extent relevant, substituting "committee" for "Board of Directors," "committee members" for "directors," and "committee chairperson" for "president."

Two or more committees may meet jointly so long as a quorum of the Board of Directors is not present, unless the required notice for a Board meeting has been given. Although two or more committees may meet jointly, separate minutes and separate votes must be taken for each committee.

Section 15. General Manager

The general manager shall attend all meetings and may participate in such meetings, but has no vote. The Board of Directors may appoint a general manager pro tempore during the absence or disability of the general manager.

ADOPTED this _____ day of _____, 2013.

President and Presiding Officer

ATTEST:

Secretary

Recording Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2013

ITEM TITLE: SECOND READING AND ADOPTION, ORDINANCE NO. 42

PREPARED BY: Andy Vobora, Director of Customer Services and Planning

ACTION REQUESTED: Conduct the second reading and adopt LTD Ordinance No. 42

BACKGROUND:

As part of the comprehensive review of Lane Transit District ordinances, new Ordinance No. 42 will combine ordinance numbers 21 and 24, both of which relate to the territorial boundary of the District. Ordinance 42 modifies the ordinance language by eliminating language that was specific to changes that happened in past ordinance revisions, and which are no longer required to be a part of the ordinance.

ATTACHMENTS: Ordinance No. 21, with Notes
Ordinance No. 24, with Notes
New Ordinance No. 42

PROPOSED MOTIONS:

(1) I move that Ordinance 42 be read by title only.

Following an affirmative vote, the ordinance title should be read:

ORDINANCE NO. 42, AN ORDINANCE SETTING FORTH THE CRITERIA TO BE USED IN DETERMINING THE TERRITORY IN WHICH THE TRANSIT SYSTEM OF THE DISTRICT WILL OPERATE AND IN ESTABLISHING THE TERRITORIAL BOUNDARIES OF THE DISTRICT, AND AMENDING AND RESTATING ORDINANCE NO. 21 AND ORDINANCE NO. 24.

(2) I move the following resolution:

LTD resolution No. 2013-003: Be it resolved that the LTD Board of Directors hereby adopts Lane Transit District Ordinance No. 42, an ordinance setting forth the criteria to be used in determining the territory in which the transit system of the District will operate and in establishing the territorial boundaries of the District, and amending and restating Ordinance No. 21 and Ordinance No. 24.

Q:\Reference\Board Packet\2013\2\Reg Mtg 2-20-13\LTD Boundary Ordinance Revision Second Reading.doc

LANE COUNTY MASS TRANSIT DISTRICT

ORDINANCE NO. 21

An ordinance setting forth criteria to be used in determining the territory in which the Transit System of the District will operate, and declaring an emergency.

BE IT HEREBY ORDAINED by the Board of Directors of Lane County Mass Transit District:

1. The criteria to be used in making a determination of the territory in which the Transit System of the District will operate are:
 - a. The public needs;
 - b. Availability of funds.
2. The Board of Directors finds that the adoption of this ordinance is necessary before it can adopt new territorial boundaries for the District and that the State Department of revenue needs as much time as possible to adjust to the new boundaries in its administration of the District's payroll tax, and that this ordinance is necessary for the immediate preservation of the public health, order and safety, and because of said reasons immediate enactment of this ordinance is required. Therefore, this ordinance shall take effect immediately.

Adopted this 15th day of December, 1981

President and Presiding Officer

ATTEST:

Secretary

Recording Secretary

Comment [VA1]: Language no longer necessary.

LANE TRANSIT DISTRICT

Ordinance 24

(2008 Revision)

Describing the Territorial Boundaries of Lane Transit District

The Board of Directors of Lane Transit District does hereby ordain and decree the following Ordinance:

1. On and after the effective date of this Ordinance, the territorial boundaries of the Lane Transit District shall be as shown on a map attached hereto as Exhibit A.

2. All addresses located within the territorial boundaries described on Exhibit A shall be identified in a computer file stored in the Lane County Regional Information System computer database, which is maintained and regularly updated by the Lane Council of Governments, and such database shall be available for public inspection at Lane County and at the offices of Lane Transit District.

Comment [VA1]: Language changed to reflect that the boundary map will be stored at LTD.

3. The text of Ordinance 24 (1999 Revision), adopted October 27, 1999, is hereby deleted in its entirety and replaced by this Ordinance 24 (2008 Revision).

4. This Ordinance 24 shall take effect on January 1, 2009.

Comment [VA2]: Language removed and combined with ordinance 21 to create new boundary ordinance 42.

ADOPTED this _____ day of _____, 2008.

Board President

ATTEST:

Recording Secretary

Effective Date: January 1, 2009

Q:\Reference\Board Packet\2013\1\Reg Mtg 1-16-13\Boundary Change Ord 24 2013 revisions highlighted.doc

ORDINANCE NO. 42

AN ORDINANCE SETTING FORTH THE CRITERIA TO BE USED IN DETERMINING THE TERRITORY IN WHICH THE TRANSIT SYSTEM OF THE DISTRICT WILL OPERATE AND IN ESTABLISHING THE TERRITORIAL BOUNDARIES OF THE DISTRICT, AND AMENDING AND RESTATING ORDINANCE NO. 21 AND ORDINANCE NO. 24.

WHEREAS following a recent review of its ordinances, Lane Transit District determined that its ordinances should be better organized so as to make them more accessible to the public; and

WHEREAS the District wishes to better organize and streamline its ordinances without making any substantive changes to the ordinances:

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. 21 and Ordinance No. 24 are amended and restated in their entirety to read as follows:

1. The criteria to be used in making a determination of the territory in which the Transit system of the District will operate are:
 - a. The public needs;
 - b. Availability of funds.
2. On and after the effective date of this Ordinance, the territorial boundaries of the Lane Transit District shall be as shown on a map attached hereto as Exhibit A.
3. All addresses located within the territorial boundaries described on Exhibit A shall be identified in a computer file and maintained by Lane Transit District. Such file shall be available for public inspection at the offices of Lane Transit District.

ADOPTED this 20th day of February, 2013.

President and Presiding Officer

ATTEST:

Secretary

Recording Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2013

ITEM TITLE: SECOND READING AND ADOPTION, ORDINANCE NO. 43

PREPARED BY: Andy Vobora, Director of Customer Services and Planning

ACTION REQUESTED: Conduct the second reading and adopt LTD Ordinance No. 43

BACKGROUND:

As part of the comprehensive review of Lane Transit District ordinances, new Ordinance No. 43 will replace Ordinance No. 33, which pertains to procedures relating to route, schedule, and fare changes. The update makes only a minor change by removing section 3 (D), which was found to be invalid due to changes in law. The remainder of the ordinance is valid with past practice and the requirements set forth in Oregon Revised Statutes Chapter 267.

ATTACHMENTS: LTD Ordinance No. 33, with Notes
New LTD Ordinance No. 43

PROPOSED MOTIONS:

(1) I move that Lane Transit District Ordinance No. 43 be read by title only.

Following an affirmative vote, the ordinance title should be read:

ORDINANCE NO. 43, AN ORDINANCE ADOPTING PROCEDURES RELATING TO ROUTE, SCHEDULE, AND FARE CHANGES, AND AMENDING AND RESTATING ORDINANCE NO. 33.

(2) I move the following resolution:

LTD resolution No. 2013-004: Be it resolved that the LTD Board of Directors hereby adopts Lane Transit District Ordinance No. 43, an ordinance adopting procedures relating to route, schedule, and fare changes, and amending and restating Ordinance No. 33.

Q:\Reference\Board Packet\2013\2\Reg Mtg 2-20-13\LTD Service Change Ordinance Revision Second Reading.doc

LANE TRANSIT DISTRICT

FIRST AMENDED ORDINANCE NO. 33

An Ordinance Adopting Procedures Relating to Route, Schedule, and Fare Changes

The Board of Directors of Lane County Mass Transit District, under authority of ORS 267.010 to 267.990 both inclusive and in compliance with Chapter 799, Section 10, Oregon Laws 1987, ordains as follows:

Section 1. Definitions

- A. A "transit route" is a route over which a transit vehicle travels which is specifically labeled or numbered for the purpose of picking up or discharging passengers at regularly scheduled stops and intervals.
- B. A "transit route mile" is a distance of one statute mile along a route regularly traveled by transit vehicles while available for the general public to carry passengers. The length of a route is the round trip distance traveled in traveling completely over the route and returning to the starting point to begin another circuit of the route. If a route is only defined in one direction, then this one-directional distance is the route length.
- C. A "transit revenue vehicle mile" is a distance of one statute mile traveled while a transit vehicle is available to the general public to carry passengers.
- D. "Ridership" means the number of unlinked revenue passenger trips carried. An unlinked passenger trip does not include any transfers. (A single trip by a transit user involving three vehicles and using two transfers is three unlinked passenger trips.)
- E. A "service change" is any addition or deletion resulting in the physical realignment of a transit route, or a change in the type or frequency of service provided in a specific, regularly scheduled transit route.
- F. "Experimental service change" is an addition of service to an existing transit route, or the establishment of a new transit route.

Section 2. When Hearing is Required

- A. Except as provided elsewhere in this ordinance, a hearing must be held when:
 - (1) There is a change in any fare;
 - (2) There is any change in service of:
 - (a) 25 percent or more of the number of transit route miles of a route; or
 - (b) 25 percent or more of the number of transit revenue vehicle miles of a route computed on a daily basis for the day of the week for which the change is made; or
 - (3) A new transit route is established.

- B. Reduced or free promotional fares which are instituted on a daily basis or periodically within a period of 180 days are exempt from the public hearing requirement.
- C. If a number of changes on a route in a fiscal year add up to the percentages in paragraph A of this section, a hearing must be held prior to the last change.
- D. Headway adjustments of up to 5 minutes during peak hour service, and up to 15 minutes during non-peak hour service are exempt from the public hearing requirements.
- E. Standard seasonal variations are exempt from the public hearing requirement unless the number, timing, or type of standard seasonal variations changes.
- F. In an emergency situation, a service change may be implemented immediately without a public hearing being held. A public hearing on the emergency change must be held if the emergency change is to be in effect for more than 180 days and if the change meets the test of paragraph A (2) or (3) of this section. Examples of emergency service changes include but are not limited to those made because of a power failure for a rail or fixed guideway system, the collapse of a bridge over which bus routes pass, major road or rail construction, or inadequate supplies of fuel.
- G. Experimental service changes may be instituted for 180 days or less without a public hearing being held. The public hearing on an experimental service change is required if the experimental service change remains in effect for more than 180 days and if the change meets the tests of paragraph A (2) or (3). The hearing may be held prior to the institution of, or during the period of the experimental service change and will satisfy the requirement for a final public hearing if the hearing notice required by section 3 states that the experiment may become permanent at the end of the experimental period. If a hearing is not held prior to or during the period of the experimental service change, the service that existed prior to the change must be reinstated at the end of 180 days and a public hearing held in accordance with section 3 before the experimental service may be continued.

Section 3. Hearing Requirements

- A. Prior to the institution of a fare change or to a service change that falls within the levels established in section 2, a notice of intent to hold the public hearing shall be published in a newspaper of general circulation in the urbanized area. The notice must also be published in newspapers oriented to specific groups or neighborhoods that may be affected.
- B. The notice must be published at least 30 days prior to the hearing.
- C. The notice must contain:
 - (1) A description of the contemplated service changes, or the fare change, as appropriate, and
 - (2) The time and place of the hearing. If a hearing required by Section 2 C is held, the notice must describe the last change being contemplated, and the prior changes that were made.

- D. If a fare change or substantial service change is mandated by the Interstate Commerce Commission, the Public Utility Commission or equivalent, the state legislature or other public legislative body, the public hearing requirement may be satisfied if the public is afforded the opportunity to appear before these bodies to present their views. The procedures and requirements for appearance before these bodies may be followed; however, the requirements of sections 3 A to 3 C must be followed for such a hearing. The District shall also appear before these bodies to present its views concerning the proposed fare or service change.

Comment [VA1]: There have been no instances where these bodies have mandated fare or service change. ORS 267 provides full authority over fares and service changes to the district and ORS 267.610 specifically exempts the district from Public Utility Commission oversight.

Section 4. Hearing Process

- A. Public comment received through telephone calls, e-mails, and written documents will be collated into a document and presented to the Board of Directors at the first public hearing at which testimony will be accepted. This document will continue to be updated throughout the process and until which time the final public hearing is conducted.
- B. Public comment received during open houses and public hearings will be documented and added to the summary document containing all comments received. The summary document will be reviewed by staff and provided to the Board prior to the meeting at which final action on service or fare changes is scheduled to occur. After consideration of public comments gathered at this point in the process, the Board may provide direction to staff. Under Board direction, staff will conduct additional research and prepare a final recommendation.
- C. Staff will take into account public comment and Board direction, and will present a final recommendation for review and adoption.

Section 5. Decision Notice

- A. Prior to adoption of a proposed fare or service change, notice shall be published in a newspaper of general circulation in the urbanized area.
- B. Prior to adoption of a proposed fare or service change, notice shall be provided on the District's Web site, through on-vehicle publications, and on posted information signage at transit stations and affected bus stops.
- C. District printed information will be updated to reflect service or fare changes at the next scheduled update cycle.

ADOPTED this ____ day of _____, 2005.

Board President

ATTEST:

Recording Secretary

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ORDINANCE NO. 43

AN ORDINANCE ADOPTING PROCEDURES RELATING TO ROUTE, SCHEDULE, AND FARE CHANGES, AND AMENDING AND RESTATING ORDINANCE NO. 33.

WHEREAS following a recent review of its ordinances, Lane Transit District determined that its ordinances should be better organized so as to make them more accessible to the public; and

WHEREAS the District wishes to better organize and streamline its ordinances without making any substantive changes to the ordinances:

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. 33 is amended and restated in its entirety to read as follows:

The Board of Directors of Lane County Mass Transit District, under authority of ORS 267.010 to 267.990, both inclusive and in compliance with Chapter 799, Section 110, Oregon Laws 1987, ordains as follows:

Section 1. Definitions

- A. A "transit route" is a route over which a transit vehicle travels that is specifically labeled or numbered for the purpose of picking up or discharging passengers at regularly scheduled stops and intervals.
- B. A "transit route mile" is a distance of one statute mile along a route regularly traveled by transit vehicles while available for the general public to carry passengers. The length of a route is the round-trip distance traveled in traveling completely over the route and returning to the starting point to begin another circuit of the route. If a route is only defined in one direction, then this one-directional distance is the route length.
- C. A "transit revenue vehicle mile" is a distance of one statute mile traveled while a transit vehicle is available to the general public to carry passengers.
- D. "Ridership" means the number of unlinked revenue passenger trips carried. An unlinked passenger trip does not include any transfers. (A single trip by a transit user involving three vehicles and using two transfers is three unlinked passenger trips.)
- E. A "service change" is any addition or deletion resulting in the physical realignment of a transit route, or a change in the type or frequency of service provided in a specific, regularly scheduled transit route.
- F. "Experimental service change" is an addition of service to an existing transit route, or the establishment of a new transit route.

Section 2. When Hearing is Required

- A. Except as provided elsewhere in this ordinance, a hearing must be held when:
 - (1) There is a change in any fare;

- (2) There is any change in service of:
 - (a) 25 percent or more of the number of transit route miles of a route; or
 - (b) 25 percent or more of the number of transit revenue vehicle miles of a route computed on a daily basis for the day of the week for which the change is made; or
- (3) A new transit route is established.
- B. Reduced or free promotional fares which are instituted on a daily basis or periodically within a period of 180 days are exempt from the public hearing requirement.
- C. If a number of changes on a route in a fiscal year add up to the percentages in paragraph A of this section, a hearing must be held prior to the last change.
- D. Headway adjustments of up to 5 minutes during peak hour service, and up to 15 minutes during non-peak hour service, are exempt from the public hearing requirements.
- E. Standard seasonal variations are exempt from the public hearing requirement unless the number, timing, or type of standard seasonal variations changes.
- F. In an emergency situation, a service change may be implemented immediately without a public hearing being held. A public hearing on the emergency change must be held if the emergency change is to be in effect for more than 180 days and if the change meets the test of paragraph A (2) or (3) of this section. Examples of emergency service changes include but are not limited to those made because of a power failure for a rail or fixed guideway system, the collapse of a bridge over which bus routes pass, major road or rail construction, or inadequate supplies of fuel.
- G. Experimental service changes may be instituted for 180 days or less without a public hearing being held. The public hearing on an experimental service change is required if the experimental service change remains in effect for more than 180 days and if the change meets the tests of paragraph A (2) or (3). The hearing may be held prior to the institution of, or during the period of the experimental service change and will satisfy the requirement for a final public hearing if the hearing notice required by section 3 states that the experiment may become permanent at the end of the experimental period. If a hearing is not held prior to or during the period of the experimental service change, the service that existed prior to the change must be reinstated at the end of 180 days and a public hearing held in accordance with section 3 before the experimental service may be continued.

Section 3. Hearing Requirements

- A. Prior to the institution of a fare change or to a service change that falls within the levels established in section 2, a notice of intent to hold the public hearing shall be published in a newspaper of general circulation in the urbanized area. The notice must also be published in newspapers oriented to specific groups or neighborhoods that may be affected.
- B. The notice must be published at least 30 days prior to the hearing.

- C. The notice must contain:
 - (1) A description of the contemplated service changes, or the fare change, as appropriate, and
 - (2) The time and place of the hearing. If a hearing required by Section 2 C is held, the notice must describe the last change being contemplated, and the prior changes that were made.

Section 4. Hearing Process

- A. Public comment received through telephone calls, e-mails, and written documents will be collated into a document and presented to the Board of Directors at the first public hearing at which testimony will be accepted. This document will continue to be updated throughout the process and until which time the final public hearing is conducted.
- B. Public comment received during open houses and public hearings will be documented and added to the summary document containing all comments received. The summary document will be reviewed by staff and provided to the Board prior to the meeting at which final action on service or fare changes is scheduled to occur. After consideration of public comments gathered at this point in the process, the Board may provide direction to staff. Under Board direction, staff will conduct additional research and prepare a final recommendation.
- C. Staff will take into account public comment and Board direction, and will present a final recommendation for review and adoption.

Section 5. Decision Notice

- A. Prior to adoption of a proposed fare or service change, notice shall be published in a newspaper of general circulation in the urbanized area.
- B. Prior to adoption of a proposed fare or service change, notice shall be provided on the District's Web site, through on-vehicle publications, and on posted information signage at transit stations and affected bus stops.
- C. District printed information will be updated to reflect service or fare changes at the next scheduled update cycle.

ADOPTED this 20th day of February, 2013.

President and Presiding Officer

ATTEST:

Secretary

Recording Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2013

ITEM TITLE: SECOND READING AND ADOPTION, ORDINANCE NO. 44

PREPARED BY: Andy Vobora, Director of Customer Services and Planning

ACTION REQUESTED: Conduct the second reading and adopt LTD Ordinance No. 44

BACKGROUND:

As part of the comprehensive review of Lane Transit District ordinances, new Ordinance No. 44 will revise and restate Fare Ordinance No. 35. The update incorporates the new introductory statements included in all LTD ordinances and makes one minor change in content. The content change simply eliminates the "proposed" pricing information in the Section 2 Group Pass Programs. This change creates consistency throughout the document.

ATTACHMENTS: Ordinance No. 35
New Ordinance No. 44

PROPOSED MOTIONS:

(1) I move that Ordinance 44 be read by title only.

Following an affirmative vote, the ordinance title should be read:

ORDINANCE NO. 44, AN ORDINANCE SETTING FARES FOR THE USE OF DISTRICT SERVICES, AND AMENDING AND RESTATING ORDINANCE NO. 35.

(2) I move the following resolution:

LTD resolution No. 2013-005: Be it resolved that the LTD Board of Directors hereby adopts Lane Transit District Ordinance No. 44, an ordinance setting fares for the use of District services, and amending and restating Ordinance No. 35.

Q:\Reference\Board Packet\2013\2\Reg Mtg 2-20-13\LTD Fare Ordinance Revision Second Reading.doc

**LANE TRANSIT DISTRICT
EIGHTEENTH AMENDED ORDINANCE NO. 35
An Ordinance Setting Fares for Use of District Services**

The Board of Directors of Lane Transit District does hereby ordain that Ordinance No. 35 of said District is hereby amended to read as follows:

1.01 Definitions. As used in this ordinance, unless the context requires otherwise:

(1) "District" means Lane Transit District.

(2) "Service Area" means the area designated in Ordinance No. 42 of Lane Transit District entitled "An Ordinance Altering the Territorial Boundaries for Lane Transit District," adopted November 17, 1999, as such area is now constituted and as it may be altered from time to time hereafter by ordinance of this District.

Comment [VA1]: Changed from ordinance 24 to new ordinance number 42

1.02 Fares.

(1) Fares on the District transit system shall vary according to the status of the rider and method of payment and shall be in accordance with the following schedule:

(a) Cash Fare (Effective 7/01/12)

	Monday-Sunday
Adult (ages 19–64)	\$1.75
Youth (ages 6-18)*	\$.85
Half-Fare**	\$.85
Senior (ages 65 and older)	Free

(b) Monthly Pass (Effective 6/24/10)

Pass Type	Monthly Price	Three-Month Price
Adult (ages 19–64)	\$48.00	\$130.00
Youth (ages 6-18)*	\$24.00	\$65.00
Half-Fare**	\$24.00	\$65.00
Senior (ages 65 and older)	Free	Free

* Youth fare applies to ages 6-18. Children age five and under ride free with parent or guardian.

** LTD's EZ Access Program provides a Half-Fare Program for persons with disabilities and Medicare cardholders. The EZ Access Program also provides the Honored Rider pass, which provides free rides for persons 65 years of age and older. The Half-Fare and Honored Rider photo-identification cards may be obtained at the LTD Customer Service Center.

(c) Day Pass (Effective 7/01/12)

Adult (ages 19–64)	\$3.50
Youth (ages 6-18)*	\$1.75
Half-Fare**	\$1.75

- (2) Group Pass Program. The general manager, or his/her designated representative, is authorized to sign contracts on behalf of the District to provide transit service to groups of riders at reduced rates pursuant to policies established by the Board at its May 2, 1990, meeting, as amended, or pursuant to such policies as the Board may hereafter adopt by resolution or ordinance.

Group Pass (Effective January 1, 2013)

Current monthly rates: \$4.57 taxpayer
\$5.32 non-taxpayer

Proposed monthly rates: \$4.84 taxpayer
\$5.63 non-taxpayer

Comment [VA2]: 2013

Comment [VA3]: The proposed section will be eliminated and only current rates will be displayed. This creates consistency with other sections in the ordinance.

- (3) Special Event Discounts. The promotional distribution of free tickets from time to time is necessary or convenient for the provision of a public transit system. The general manager, or his/her designated representative, is authorized to reduce or eliminate fares, or to approve the distribution of free tickets for use of District facilities during special events, or at specified times, on a finding by the general manager, or his/her designated representative, that the fare reduction or elimination will promote increased use of the District's public transit system or will otherwise further the provision of a public transit system.

- (4) Reduced Fares for Low-Income Persons. The general manager, or his/her designated representative, is authorized to sign contracts with local nonprofit agencies whereunder the District may agree to provide transit fare instruments at reduced prices to such agencies, for distribution to low-income persons within the service area who need transportation assistance. Definitions of those who are "low-income persons" and "who need transportation assistance" shall be part of such contracts, verbatim or by reference.

- (5) Paratransit. Fare structure (Effective 7/01/12):

RideSource	\$3.50	one way
Escort*	\$3.50	one way
RideSource Shopper**	\$2.00	round trip
Social Service Agencies***	100	percent
Book of Ten Tickets	\$35.00	

* Escort is limited door-to-door transportation for medical rides.

** **RideSource** Shopper is specialized transportation service for grocery shopping. **RideSource** Shopper fares are based on round-trip rides. All other fares are one-way rides.

*** Social service agencies will contract for service and pay 100 percent of the marginal cost of service.

2.01 Large-quantity Pass Purchases. The District will provide a discount of 5 percent to private sales organizations authorized by the District to sell passes to the general public.

3.01 Effective Date. This ordinance shall take effect on June 14, 2012, at which time this Seventeenth Amended Ordinance will stand in the stead of Ordinance No. 35 in all particulars and all previous amendments, and will govern all fares charged by the District.

ADOPTED this ____ day of _____.

President and Presiding Officer

ATTEST:

Recording Secretary

q:\sp&m\fares\fare and pricing policy\18thord35.docx

ORDINANCE NO. 44

AN ORDINANCE SETTING FARES FOR THE USE OF DISTRICT SERVICES, AND AMENDING AND RESTATING ORDINANCE NO. 35.

WHEREAS following a recent review of its ordinances, Lane Transit District determined that its ordinances should be better organized so as to make them more accessible to the public; and

WHEREAS the District wishes to better organize and streamline its ordinances without making any substantive changes to the ordinances:

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. 35 is amended and restated in its entirety to read as follows:

1 .01 Definitions. As used in this ordinance, unless the context requires otherwise:

- (1) "District" means Lane Transit District.
- (2) "Service Area" means the area designated in Lane Transit District Ordinance No. 42, as such area is now constituted and as it may be altered from time to time hereafter by ordinance of this District.

1.02 Fares.

- (1) Fares on the District transit system shall vary according to the status of the rider and method of payment and shall be in accordance with the following schedule:

(a) Cash Fare (Effective 7/01/12)

	Monday-Sunday
Adult (ages 19-64)	\$1.75
Youth (ages 6-18)*	\$.85
Half-Fare**	\$.85
Senior (ages 65 and older)	Free

(b) Monthly Pass (Effective 6/24/10)

Pass Type	Monthly Price	Three-Month Price
Adult (ages 19-64)	\$48.00	\$130.00
Youth (ages 6-18)*	\$24.00	\$ 65.00
Half-Fare**	\$24.00	\$ 65.00
Senior (ages 65 and older)	Free	Free

- * Youth fare applies to ages 6-18. Children age five and under ride free with parent or guardian.
- ** LTD's EZ Access Program provides a Half-Fare Program for persons with disabilities and Medicare cardholders. The EZ Access Program also provides the Honored Rider pass, which provides free rides for persons 65 years of age and older. The Half-Fare and Honored Rider photo identification cards may be obtained at the LTD Customer Service Center.

(c) Day Pass (Effective 7/01/12)

Adult (ages 19-64)	\$3.50
Youth (ages 6-18)*	\$1.75
Half-Fare**	\$1.75

- (2) Group Pass Program. The general manager, or his/her designated representative, is authorized to sign contracts on behalf of the District to provide transit service to groups of riders at reduced rates pursuant to policies established by the Board at its May 2, 1990, meeting, as amended, or pursuant to such policies as the Board may hereafter adopt by resolution or ordinance.

Group Pass (Effective January 1, 2013)

Pass Type	Monthly Rate
Taxpayer	\$4.84 taxpayer
Non-Taxpayer	\$5.63 non-taxpayer

- (3) Special Event Discounts. The promotional distribution of free tickets from time to time is necessary or convenient for the provision of a public transit system. The general manager, or his/her designated representative, is authorized to reduce or eliminate fares, or to approve the distribution of free tickets for use of District facilities during special events, or at specified times, on a finding by the general manager, or his/her designated representative, that the fare reduction or elimination will promote increased use of the District's public transit system or will otherwise further the provision of a public transit system.
- (4) Reduced Fares for Low-Income Persons. The general manager, or his/her designated representative, is authorized to sign contracts with local nonprofit agencies whereunder the District may agree to provide transit fare instruments at reduced prices to such agencies, for distribution to low-income persons within the service area who need transportation assistance. Definitions of those who are "low income persons" and "who need transportation assistance" shall be part of such contracts, verbatim or by reference.

(5) Paratransit. Fare structure (*Effective 7/01/12*):

RideSource	\$3.50 one way
Escort*	\$3.50 one way
RideSource Shopper**	\$2.00 round trip
Social Service Agencies***	100 percent
Book of Ten Tickets	\$35.00

* Escort is limited to door-to-door transportation for medical rides.

** RideSource Shopper is specialized transportation service for grocery shopping. RideSource Shopper fares are based on round-trip rides. All other fares are one-way rides.

*** Social service agencies will contract for service and pay 100 percent of the marginal cost of service.

2.01 Large-quantity Pass Purchases. The District will provide a discount of five (5) percent to private sales organizations authorized by the District to sell passes to the general public.

ADOPTED this 20th day of February, 2013.

President and Presiding Officer

ATTEST:

Secretary

Recording Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2013

ITEM TITLE: LANE COORDINATED PUBLIC TRANSIT - HUMAN SERVICES TRANSPORTATION PLAN

PREPARED BY: Cosette Rees, Accessible and Customer Services Manager

ACTION REQUESTED: That the Board adopt the Lane Coordinated Pubic Transit-Human Services Transportation Plan

BACKGROUND:

As was presented at the Board's November meeting, LTD's current Lane Coordinated Public Transit-Human Services Transportation Plan (The Plan) was last reviewed and approved by the Board in 2009. Staff have updated The Plan to include transportation service needs of area veterans in Lane County. This update also presents the opportunity to update other information included in The Plan and to educate the public on LTD's approach and strategies for coordinating transportation services and programs for the area's vulnerable populations.

The information attached to this summary for the Board to review is the draft update that will be added to The Plan.

This 2013 update to The Plan will:

1. Update important information in order to ensure that The Plan is relevant to present conditions;
2. Include transportation needs of veterans and their families and how these are identified;
3. Reference relevant needs assessment and local planning information;
4. Match needs with preferred coordination practices and projects;
5. List projects and resources; and
6. Report on public review and comments about The Plan.

In addition to the LTD Board and Accessible Transportation Committee, this update has been presented to other interested groups, including the Metropolitan Policy Committee, and the United Way Advisory Committee and the Human Services Committee.

A public hearing on the final draft of The Plan was held at the Accessible Transportation Committee's (ATC) regular meeting on February 19, and their recommendation is forwarded to the Board for adoption at tonight's meeting.

ATTACHMENT: The Plan is found at this link: [DRAFT 2013 Update – Lane Coordinated Public Transit-Human Services Transportation Plan](#)

PROPOSED MOTION: I move the following resolution:

LTD resolution No. 2013-006: Be it resolved that the LTD Board of Directors hereby adopts the Lane Coordinated Public Transit - Human Services Transportation Plan – 2013 Update.

\\td-gl\inf2\workgroup\Reference\Board Packet\2013\2\Reg Mtg 2-20-13\Coordinated Plan Summary.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2013

ITEM TITLE: CITY OF EUGENE NO SMOKING ORDINANCE

PREPARED BY: Mark Johnson, Director of Transit Operations

ACTION REQUESTED: Approve Resolution requesting that the Eugene City Council amend Section 2.225 and Section 6.230 (2) of the Eugene City Code

BACKGROUND:

Staff have been working with Attorney Dwight Purdy for the past few months to develop a resolution to request that the Eugene City Council adopt an ordinance that would prohibit smoking on the entire block encompassing the Eugene Station. There is a similar ordinance that encompasses the block that includes the Eugene City Library. The purpose of the ordinance is to prevent people from loitering on the sidewalk encompassing the station to smoke, which can lead to unlawful activities, such as drug deals in the areas.

LTD's goal always is to provide the safest and most comfortable environment possible for our customers, staff, and the public. This ordinance will help to achieve that by preventing customers from having to walk through groups of people smoking in order to get to their bus, and also to provide a better environment for children.

This tact has successfully reduced undesirable activity on the Library block, and staff believe that it would also be successful on the Eugene Station block.

ATTACHMENTS: LTD Resolution No. 2013-007
City of Eugene Proposed Ordinance

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2013-007: Be it resolved that the Lane Transit District Board of Directors approves a request to the City of Eugene to amend Section 2.225 and Section 6.230, Subsection 2, of the Eugene City Code, as described in the attached resolution.

Q:\Reference\Board Packet\2013\2\Reg Mtg 2-20-13\resolution to city of eugene.docx



Lane Transit District
P. O. Box 7070
Eugene, Oregon 97401

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

LTD RESOLUTION NO. 2013-007

ASKING THE CITY OF EUGENE TO ADOPT AN ORDINANCE TO
AMEND SECTION 2.225 AND SUBSECTION (2) OF SECTION 6.230
OF THE EUGENE CODE, 1971

WHEREAS, Section 6.230 (2) of the Eugene Code, 1971, prohibits smoking within twenty-five feet of all public places and all places of employment within the city;

WHEREAS, Section 6.225 of the Eugene Code, 1971, defines public place as “any enclosed area to which the public is invited or in which the public is permitted including, but not limited to, banks, education facilities, health facilities, laundromats, public transportation, reception areas, restaurants, retail food production and marketing establishments, retail service establishments, retail stores, theaters, and waiting rooms. A private residence is not a ‘public place’ unless it is used as a child care, adult day care, or health facility;” and

WHEREAS, the Lane Transit District desires to extend the smoking prohibition set forth in Section 6.230 (2) of the Eugene Code, 1971 to the Eugene Station, which for the purposes of this section includes the city block east of Olive Street, west of Willamette Street, south of West 10th Avenue and north of West 11th Avenue, including any indoor or outdoor waiting areas, plazas, walkways, wind or rain shelters, bike storage facilities, buildings, concession areas, and the sidewalks extending to the curb. Notwithstanding the foregoing prohibition, a private establishment located within this block may have a designated outdoor smoking area if it complies with other provisions of this code and any rules adopted by the City Manager to implement this section.

NOW, THEREFORE, BE IT RESOLVED that the Lane Transit District Board of Directors passes a Resolution asking the City of Eugene to adopt an Ordinance:

To amend the definition of public place in Section 2.225 of the Eugene Code, 1971 to provide as follows:

6.225 Definitions.

Public place. Any enclosed area to which the public is invited or in which the public is permitted including, but not limited to, banks, education facilities, health facilities, laundromats, public transportation, reception areas, restaurants, retail food production and marketing establishments, retail service establishments, retail stores, theaters, and waiting rooms.

The Eugene Station, which for the purposes of this section includes the city block east of Olive Street, west of Willamette Street, south of West 10th Avenue and north of West 11th Avenue, including any indoor or outdoor waiting areas, plazas, walkways, wind or rain shelters, bike storage facilities, buildings, concession areas, and the sidewalks extending to the curb. A private residence is not a 'public place' unless it is used as a child care, adult day care, or health facility.

And to further amend Subsection (2) of Section 6.230 of the Eugene Code, 1971 by adding subsection (q) to provide as follows:

6.230 Smoking Prohibited in Public Places and Places of Employment

- (2) Smoking is prohibited in all public places and all places of employment within the city, including, but not limited to the following:
 - (q) Eugene Station, which for the purposes of this section includes the city block east of Olive Street, west of Willamette Street, south of West 10th Avenue and north of West 11th Avenue, including any indoor or outdoor waiting areas, plazas, walkways, wind or rain shelters, bike storage facilities, buildings, concession areas, and the sidewalks extending to the curb. Notwithstanding the foregoing prohibition, a private establishment located within this block may have a designated outdoor smoking area if it complies with other provisions of this code and any rules adopted by the City Manager to implement this section.

The proposed Ordinance is set forth in Exhibit A, attached.

February 20, 2013
Date

President, Board of Directors
Lane Transit District

EXHIBIT A

COUNCIL ORDINANCE NUMBER 00000

COUNCIL BILL NUMBER _____

**AN ORDINANCE CONCERNING PROHIBITED SMOKING;
AND AMENDING SECTIONS 6.225 AND 6.230 OF THE
EUGENE CODE, 1971.**

ADOPTED: _____, 2013

PASSED:

REJECTED:

OPPOSED:

ABSENT:

EFFECTIVE:

EXHIBIT A

ORDINANCE NO. _____

**AN ORDINANCE CONCERNING PROHIBITED SMOKING;
AND AMENDING SECTIONS 6.225 AND 6.230 OF THE
EUGENE CODE, 1971.**

THE CITY OF EUGENE DOES ORDAIN AS FOLLOWS:

Section 1. The definition of public place in Section 2.225 of the Eugene Code, 1971 is amended to provide as follows:

6.225 Definitions.

Public Place. Any enclosed area to which the public is invited or in which the public is permitted including, but not limited to, banks, education facilities, health facilities, laundromats, public transportation, reception areas, restaurants, retail food production and marketing establishments, retail service establishments, retail stores, theaters, and waiting rooms. The Eugene Station, which for the purposes of this section includes the city block east of Olive Street, west of Willamette Street, south of West 10th Avenue and north of West 11th Avenue, including any indoor or outdoor waiting areas, plazas, walkways, wind or rain shelters, bike storage facilities, buildings, concession areas, and the sidewalks extending to the curb. A private residence is not a 'public place' unless it is used as a child care, adult day care, or health facility.

Section 2. Subsection (2) of Section 6.230 of the Eugene Code, 1971 is amended by adding subsection (q) to provide as follows:

6.230 Smoking Prohibited in Public Places and Places of Employment.

(2) Smoking is prohibited in all public places and all places of employment within the city, including, but not limited to the following:

- (q) Eugene Station, which for the purposes of this section includes the city block east of Olive Street, west of Willamette Street, south of West 10th Avenue and north of West 11th Avenue, including any indoor or outdoor waiting areas, plazas, walkways, wind or rain shelters, bike storage facilities, buildings, concession areas, and the sidewalks extending to the curb. Notwithstanding the foregoing prohibition, a private establishment located within this block

EXHIBIT A

may have a designated outdoor smoking area if it complies with other provisions of this code and any rules adopted by the City Manager to implement this section.

Section 2. The City Recorder, at the request of, or with the concurrence of the City Attorney, may administratively correct any reference errors contained herein or in other provisions of the Eugene Code, 1971 to the provisions added, amended or repealed herein.

Passed by the City Council this

____ day of _____, 2013

City Recorder

Approved by the Mayor this

____ day of _____, 2013

Mayor

AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2013

ITEM TITLE: SELECTION OF PENSION TRUSTEE

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

ACTION REQUESTED: The Board is being asked to appoint Board Member Gary Gillespie as Trustee to both the Lane Transit District Salaried Employees' Retirement Plan and the Lane Transit District and Amalgamated Transit Union Local 757 Pension Trust.

BACKGROUND:

The Board has appointed a member to serve as trustee to the Lane Transit District/Amalgamated Transit Union Pension Trust and the LTD Salaried Employees Retirement Plan since each plan began. Historically, the Board President has held this position. On May 21, 2008, the Board changed its policy to allow other members to serve in this role. Currently Board Member Dean Kortge serves as trustee on behalf of this Board. Mr. Kortge's term has expired, and he plans to leave the Board after the governor has appointed his replacement.

On October 15, 2008, the Board approved a resolution that created the position of trustee-elect. The trustee-elect would serve as a trainee until such time as the current trustee resigns as trustee or is no longer a member of the Board of Directors. Board Member Gary Gillespie currently serves as trustee-elect. At tonight's meeting, the Board will be asked to approve a resolution appointing Gary Gillespie as the trustee to both plans.

ATTACHMENT: None

RESULTS OF RECOMMENDED ACTION: Approval of this resolution would allow Mr. Gillespie to serve as Pension Trustee until such time as he leaves the LTD Board of Directors.

PROPOSED MOTION: I move approval of LTD Resolution No. 2013-008

The LTD Board of Directors hereby approves the appointment of Board Member Gary Gillespie to the position of Pension Trustee, to represent the Lane Transit District Board of Directors on the Lane Transit District Salaried Employees' Retirement Plan and the Lane Transit District and Amalgamated Transit Union Local 757 Pension Trust.

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2013

ITEM TITLE: ELECTION OF BOARD PRESIDENT

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

ACTION REQUESTED: That the Board elect a president to fill the remainder of a two-year term ending June 30, 2014.

BACKGROUND:

In accordance with ORS 267.120(1), the LTD Board of Directors must elect from among its members, by majority vote, a president, vice president, secretary, and treasurer to serve two-year terms beginning on July 1, and ending on June 30, of even-numbered years. Elections were last held in June 2012 for terms ending June 30, 2014.

The current officers are Greg Evans, president; Doris Towery, vice president; Gary Gillespie, secretary; and Ed Necker, treasurer. Greg Evans has submitted his resignation from the LTD Board to the governor, effective March 31, 2013. Therefore, the Board is asked to elect a member to fill the current term of the office of president. Should this election cause a vacancy in another office, the Board will be asked to elect a member to fill that office as well.

ATTACHMENT: None.

NOMINATION:

I nominate _____ as the LTD Board (office), for a two-year term beginning April 1, 2013, and ending June 30, 2014. (Nominations do not require a second.)

After closing the nominations, the presiding officer will take the vote on each candidate by either roll call or voice vote.

Q:\Reference\Board Packet\2013\2\Reg Mtg 2-20-13\Election of Board President.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2012

ITEM TITLE: BOARD MEETINGS FORMAT: AUDIENCE PARTICIPATION

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: That the LTD Board of Directors comes 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 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 was also 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, followed by presentations and discussions under information items that would include those topics previously covered in the work sessions.

There did not appear to be agreement among Board members regarding how public comment should be addressed. At the December 19 regular meeting, the general manager was requested to come back with alternatives for public comment.

Although there can be many slight variations, there are three basic approaches to public comment at Board meetings:

- 1) Have public comment at the beginning of the meeting as is current practice. This is consistent with how other public bodies in Lane County conduct business. The purpose of public comment is to inform the Board of community concerns that will shape their discussion and decisions; therefore, it needs to occur before any item is discussed or acted upon.
- 2) Have public comment at the beginning as proposed above on any topic related to the transit district, except action items. There would be additional opportunity for public comment at the beginning of each action item relating to that action item only. Since the public can comment on any agenda item at the beginning of the meeting, this does not necessarily increase public input.
- 3) A third alternative is to provide a public comment period at the beginning of the meeting with a second public comment period at the end. While this provides the public with the opportunity to comment on what they heard, it cannot influence actions that have already been taken. Also, there are other opportunities for members of the public to provide additional comments: the public can contact Board members at any time by e-mail and also can provide additional comments at future Board Meetings.

Staff recommend Option 1.

ATTACHMENT: None

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2013-009: It is hereby resolved that the LTD Board of Directors approves the placement of public comment at the beginning of the Board meeting as outlined in Option 1 of this document.

Q:\Reference\Board Packet\2013\2\Reg Mtg 2-20-13\Bd Mtgs Format Action.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2013

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. **Main Street-McVay Governance Team**: This committee was formed to provide informed direction and collaborative decision making to support the Main Street-McVay Transit Feasibility Study and four other concurrent projects along Main Street in Springfield. Board Members Doris Towery and Mike Eyster are LTD's representatives on this committee, which typically meets on the fourth Thursday of the month. At its first meeting on January 24, the team elected Mayor Christine Lundberg chair. Also at the meeting, the draft committee protocols were reviewed and staff provided an overview of the Main Street projects. At the following meeting held on February 6, the committee protocols were finalized and the first steps for public involvement for the Main Street-McVay Transit Feasibility Study were discussed. The next meeting is tentatively scheduled to be held on March 28.
2. **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. At the February 7 meeting, staff provided an update on the scenario planning process. Staff also provided information on the Metropolitan Transportation Improvement Program (MTIP) Annual Report, the Statewide Transportation Improvement Program (STIP) Enhance Process, and the Regional Bike Count Program. The next meeting is scheduled to be held on March 7.
3. **Lane Area Commission on Transportation (LaneACT)**: In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, Lane Council of Governments, and LTD. Board Member Michael Dubick serves as LTD's representative on this commission, which meets on the second Wednesday of the month. The agenda for the February 13 meeting focused on the 2015-18 Statewide Transportation Improvement Program (STIP) Applications for Enhance Funding. The Commission will develop the 150-percent priority list of STIP Enhance applications. The next meeting is scheduled to be held on March 13.

4. **Accessible Transportation Committee (ATC)**: The 16-member ATC is made up of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex-officio position representing the LTD Board on this committee. At the February 19 meeting, the ATC held a public hearing on the 2013 Update to the Lane Public Transit – Human Services Transportation Plan. The Committee has forwarded a recommendation of adoption to the LTD Board. The next meeting is scheduled to be held on March 19.

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 February 26.
2. **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 next meeting is scheduled to be held on February 28.
3. **EmX Steering Committee**: The EmX Steering Committee generally meets quarterly and is composed of Chair Gary Gillespie, Board Members Mike Eyster and Doris Towery, members of local units of government, and community representatives. The next meeting is tentatively scheduled to be held on March 5.
4. **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 is being scheduled for some time in March.
5. **Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP)**: The TCRG includes community members who have an interest in transportation issues in the City of Eugene. Board Member Ed Necker represents LTD on the TCRG. The next meeting has not yet been scheduled.
6. **Springfield Stakeholder Advisory Committee**: Board Member Mike Eyster represents the District on the Stakeholder Advisory Committee for the development of the Springfield Transportation System Plan (TSP). Committee members consist of citizens and representatives from organizations with a distinct interest in the future of transportation in Springfield. The next meeting has not yet been scheduled.
7. **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.
8. **LTD Board Finance Committee**: The Board Finance Committee is composed of Chair Michael Dubick and Board Members Dean Kortge and Ed Necker. The next meeting has not yet been scheduled.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2013

ITEM TITLE: POINT2POINT 2012 ANNUAL REPORT

PREPARED BY: Theresa Brand, Transportation Options Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

In order to better inform the Lane Transit District Board of Directors, Point2point staff have prepared an annual report document that outlines programs, services, projects, and initiatives that the Point2point workgroup have initiated or completed during the previous calendar year. In addition, there are annual measurement goals that have been set, giving an opportunity for staff, local partner agencies, and local officials to review progress towards those metric goals.

2012 PROGRAM YEAR HIGHLIGHTS:

Some of the 2012 service highlights include:

1. The launch of the WeCar carsharing service to the region.
2. The initiation and conclusion of the successful Gateway Smart *Trips* program.
3. The expansion of the Drive Less Connect database in the region.
4. The expansion of Safe Routes to Schools efforts.
5. The scoping and initiation of the Bicycle Parking Study.
6. A very successful Business Commute Challenge.

ATTACHMENT: 2012 Point2point Program Annual Report

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2013\2\Reg Mtg 2-20-13\2012 Point2point Annual Report.docx



2012 Annual Report





Annual Report - 2012

For 17 years, Point2point at Lane Transit District (LTD), formerly known as Commuter Solutions, has offered transportation demand management services to the region, promoting options to the use of single occupancy vehicles and addressing regional congestion. Point2point accomplishes this through targeted strategic outreach, education, programming, and individualized marketing within the Central Lane Metropolitan Planning Organization (CLMPO) area. With funding through the CLMPO, the Oregon Department of Transportation (ODOT), and jurisdictional partners, Point2point serves as the regional transportation options program.

The past two Point2point strategic plans (2005 and 2013) reflect policy support for the CLMPO's Long –Range Regional Transportation Plan (RTP):

- Transportation Demand Management (TDM) Policy #1: TDM Program Development
Expand existing TDM programs and develop new TDM programs
- TDM Policy #2: Parking Management
Increase the use of motor vehicle parking management strategies in selected areas throughout the Eugene-Springfield metropolitan area
- TDM Policy #3: Congestion Management
Implement TDM strategies to manage demand at congested locations

In addition, Point2Point partnered with Lane Council of Governments (LCOG) on the Regional Transportation Options Plan (RTOP), a regional effort to study and plan for the most effective application of transportation demand management and transportation options programs and services to advance Regional Transportation Plan (RTP) policies. The RTOP will result in expanded regional TDM programs and services based on a strategic direction for development and funding of best practices.

Upon the RTOP's completion, Point2Point will develop a five-year Strategic Plan (2013-2018).



walk.



bike.



bus.



pool.

POINT2POINT CORE PROGRAMS AND SERVICES

GROUP PASS PROGRAM:

Point2point administers LTD’s Group Pass Program (GPP) contracts for the region’s businesses, higher education, and schools serving grade 6-12 students. Significant growth in employer participation occurred between 2005 and 2008. These rates leveled off and then slightly decreased due to changes in the economy and business reductions. No enhanced marketing efforts were conducted to new businesses from 2009 to early 2012 due to the level of service reductions in the transit system.



The 2011 Oregon Legislature ended the funding eligibility for the Student Transit Pass Program. The program provided free bus passes to more than 24,000 grade 6-12 students at 120 regional schools. With the loss of this funding, LTD made it possible for students to purchase a bus pass at half price, or their school could participate in the GPP. In 2012 19 schools and school programs representing 1,800 students purchased the GPP.

Participants	2005	2010	2011	2012
GPP Employers & UO and LCC				
# of Organizations	56	88	83	*105
# of Individuals	40,960	45,000	45,580	45,500
Student Transit Pass Grades 6 - 12	20,940	24,000	0	0
GPP Grades 6 – 12 students				
# of Schools/School	0	0	21	19
Programs	0	0	4,740	1,800
# of 6 - 12 Students				
Regional Total of Individuals Served	61,900	69,000	50,320	47,300

*Note: There has been an increase in the number of employers or employer work sites added to the program with no increase in the number of employees due to smaller employers enrolling in the program and large employers withdrawing from the program.

2013 Target Point:

To add six new Group Pass Partners and conduct target marketing to businesses along Coburg Road. This area has been targeted as one that has transit capacity and a high number of businesses.

STUDENT TRANSIT PASS PROGRAM:

As noted above, the 2011 Oregon Legislature terminated the funding eligibility for the Student Transit Pass Program under the Oregon Department of Energy Business Energy Tax Credit (BETC) Program. In response, LTD/Point2point sold the GPP to interested public school districts and private schools for their students in grades 6-12. In 2011, 21 public and private schools purchased a GPP serving approximately 4,740 students. To date in 2012, 19 public and private schools have purchased a GPP serving approximately 1,800 students. The primary reason for the decrease is that Springfield Public Schools opted to not renew their GPP for two of their high schools. The LTD/Point2point staff continue to work with the region's three public school districts to sell LTD passes and the youth 10-Trip Ticket books onsite at schools not covered by the Group Pass Program.

Given the current sales trend (as of December 2012), LTD expects to receive approximately \$500,000 in student fare revenue during the 2012-13 academic year, as compared with \$1.2 million received as reimbursement from the Oregon Department of Energy for the 2010-11 Student Transit Pass Program.



Given the current Oregon economic climate, it is unlikely that the BETC funding mechanism for Student Transit Pass will return in the foreseeable future.

EMPLOYER TRANSPORTATION COORDINATOR BUSINESS EDUCATION PROGRAM:

An Employee Transportation Coordinator (ETC) is an employee that is designated by their employer or is someone who wants to help reduce air pollution, traffic congestion, and fuel consumption. They work hand-in-hand with Point2point to administer and promote transportation options (bus, carpool, vanpool, bike, walk, compressed work week, and telecommute) to their fellow worksite employees. Currently there are 160 Emergency Ride Home/Commuter Club/Group Pass Partner ETCs serving regional businesses and educational institutions.

Point2point staff support ETCs by informing them about transportation options opportunities or issues via email, attendance at business employee fairs, social media, and quarterly ETC luncheons. In addition, Point2point provides free trip planning events for the employees and conducts employee transportation research.

CARPOOL AND EMERGENCY RIDE HOME PROGRAMS:



In September 2011 Point2point joined other Oregon transportation options agencies, the Oregon Department of Transportation (ODOT), and the *Drive Less Save More* campaign to launch a free, online, statewide rideshare service, Drive Less Connect.

Drive Less Connect has advanced features that include flexible schedule trip matching for carpool, vanpool, bike buddies, and transit options. Other features include a robust trip calendar module that tracks and reports (personal and regional) money and fuel savings, as well as CO2 reductions. Throughout 2012 Point2point promoted the use of Drive Less Connect at community and employer events and through social media and low-cost incentive programs. These activities have increased commuters' voluntary use of Drive Less Connect to locate rideshare matches and to track their non-single occupant vehicle (SOV) trips.

LTD Drive Less Challenge: February 1, 2012 – March 30, 2012

Point2point conducted a pilot campaign with LTD employees to gain a better understanding of using Drive Less Connect for employer incentive campaigns. Using a nominal budget, Point2point achieved:

- Participation by 28 LTD commuters
- 1,292 one-way non-SOV trips reported
- Reduction of 9,162 non-SOV miles
- Reduction of 5,117 pounds of CO2



Dump the Pump: June 18–22, 2012

Point2point supported American Public Transportation Association's seventh annual "National Dump the Pump Day" by offering a week-long drive less challenge to anyone living or working in Lane County. During this five-day campaign, 121 commuters logged 828 trips for a total of 9,949 non-SOV miles, eliminating 5,957 pounds of CO2.

Fall Drive Less Challenge: September 1, 2012 – November 30, 2012

Point2point conducted a Fall Drive Less Challenge to all commuters living and/or working in Lane County in an effort to increase awareness of and participation in the Drive Less Connect ride matching database. Using a nominal budget, Point2point achieved tremendous results.

New Users	305
Trips Reported	21,562 non-SOV trips
Non-SOV Miles	275,686 – the equivalent of 11 times around the Earth!
CO2 eliminated	184,461 lbs

Drive Less Connect Statistics for 2012 *Statistics reflect voluntary reporting by commuters*

	2011	2012	% Increase/Decrease
New Users	395	581	47%
Non SOV Miles Logged	367,988	542,015	47%
Bike Trips	2,340	12,659	440%
Bus Trips	2,658	9,065	241%
Carpool Trips	5,043	9,559	89%
Telework Trips	731	706	<3%>
Vanpool Trips	2,012	3,624	80%
Walk Trips	548	2,778	406%
Ridematch Searches Performed	425	1284	202%
Ridematch Requests Sent	110	371	237%
Carbon Dioxide Savings (CO2)	69,259 lbs	267,589 lbs	286%

2013 Target Point

Increase Drive Less Connect database active users by 50 percent. This number has been set due to the large increase in outreach efforts for Drive Less Connect by Point2point in close coordination with statewide related efforts.

Emergency Ride Home

The Emergency Ride Home (ERH) Program is like commuter insurance, providing eligible employees with a free taxi ride home in the event of personal or family emergency on a day when they have commuted to work by bus, carpool/vanpool, biking, or walking. This Program helps commuters overcome one of the major barriers to using transportation alternatives to the use of their single occupant vehicle.

In 2012 nine new employers enrolled in the ERH program for a total of 128 worksites enrolled. A total of 589 individuals are registered for the ERH program in the current system (Ridepro).

The ERH module in Drive Less Connect (new in 2012) allows eligible employees to log in and print their own taxi voucher. This will simplify the process for the Employee Transportation Coordinators who currently have to contact the taxi company and complete a taxi voucher for the employee. Point2point has initiated the transition to an automated ERH Program through the Drive Less Connect database. Twenty employment sites representing 29 individuals now have access to the ERH program through Drive Less Connect.

2012 figures show a reduction in usage of the Emergency Ride Home Program, with only one emergency ride provided for the year at a cost of \$9.90. This minimal expense provided reassurance to the over 600 employees in the region that they could get home should an emergency occur during their workday and they did not have access to their car.

2013 Target Point

Continue the transition from a manual system to the automated user system provided by the Drive Less Connect rideshare database.

- Increase the number of employer networks set up for the automated system by 100 percent
- Increase the number of commuters registered for the ERH program in Drive Less Connect by 100 participants

These targets were set due to the large increase in outreach efforts anticipated by Point2point in close coordination with statewide efforts on the Drive Less Connect program.

BUSINESS COMMUTE CHALLENGE:

The Business Commute Challenge (BCC) is a fun and friendly week-long competition where local employers and work-place teams join forces to turn their daily commute into a transportation adventure. The week-long event is an opportunity to rethink the daily work commute and discover ways to drive less, save more, and win great prizes donated by local businesses.



The 2012 BCC was a success with 107 businesses representing 2,151 participants, who reduced their driving by 68,784 miles and saved 55,695 lbs of CO₂. The BCC is an effective program that reaches new audiences and sustains mode shifts. In 2012 there were 920 first time registrants and 860 registrants who drove alone for their everyday commute. Six months after the BCC, 90 percent of survey respondents continued using sustainable commute modes and a 4.2 percent increase of participants who walk, bike, bus, carpool, or telework to work 5 days per week.

2013 Target Point:

The 2013 Business Commute Challenge is scheduled for May 11-17. The 2013 program participation target of 120 participating businesses representing over 2,400 participants is anticipated due to additional outreach and marketing efforts in the program.

VANPOOL PROGRAM:

Point2point participates in the multi-jurisdictional partnership, Valley Vanpool. Working with Salem Area Mass Transit District and Cascades West Council of Governments, the program addresses longer commute trips and reduces vehicle miles traveled associated with travel in and out of the CLMPO.

With the recent October addition of two new vanpools (Eugene to Corvallis, and Eugene to McKenzie Bridge), the program now coordinates 10 vanpools with a total of 120 seats that either originate or end in Eugene-Springfield. Staff conducted several vanpool formation meetings at year's end and anticipate two to three new vanpools in early 2013.

	# of Vanpools	Average # of Riders	Total Passenger Miles	Total Vehicle Miles Reduced (VMR)	CO2 Reduced (pounds)
2012	10	66.4	1,774,657.0	1,348,739.3	1,078,991.5
2011	8	60.4	1,642,696.0	1,248,449.0	998,759.2
2010	7	51.4	1,587,858.0	1,206,772.1	965,417.7

2013 Target Point

Continue outreach efforts to increase number of active vanpools. It is anticipated that there will be a 10 percent reduction in Vehicle Miles Traveled (VMT) by vanpool participants in work/commute trips.

SCHOOL SOLUTIONS:

In 2004 Point2point expanded its programs and services beyond the work commute to include regional schools. These school services educate and encourage families to try transportation alternatives such as walking, biking, taking the bus, and carpooling for their school commute. Key components of the school program include:



Pool2school & Walk/Bike Programs:

Point2point provides pool2school, a free carpool matching service to help parents find carpool partners among families whose children attend the same school. Parents of more than 100 students used the pool2school service in 2012. Point2point also offers free customized mailings to help parents invite other families' students to join in carpools and walk- or bike-to-school groups. Since inception, these programs have served families representing 1,700 students.

Outreach Programs:

To help attract new participants, Point2point offers stipends to help interested schools conduct events in observance of the International Walk and Bike to School Day held annually in October. In 2012, 17 schools participated at a total cost of \$4,433. In addition, six schools with 2,275 enrolled students also held walk and bike events but did not request a Point2point stipend.

Stipends for International Walk & Bike to School Events	2009	2010	2011	2012
# Schools that Requested Stipends	14	14	15	17
# Students at Participating Schools	5,860	7,200	6,550	7,590
Total Stipends Used	\$4,040	\$4,902	\$3,605	\$4,433

Comments from staff of the 2012 participating schools include the following:

"Malabon Elementary School had well over 100 students participate in the Walk and Bike to School Day. A great group of parents organized three walking school buses." ~ Nicole Zwink, Bethel Safe Routes to School Coordinator

"We have seen an increase in the number of Adams Elementary students who are continuing to walk and ride to school since the Walk and Bike event and our vehicle traffic has decreased tremendously." ~ Cindy Sainz, Eugene 4J Principal

"About 150 students—almost half of our Arts & Technology Academy/Family School—biked and walked with their families and friends. This year was the first time many students did this without having a school staff member meet them at an off-campus location and escort them to the school." ~ Mandy DeGuc, Volunteer Coordinator



Students of Prairie Mountain School in the Bethel School District enjoyed their bike rides to school on October 3, 2012, in celebration of the International Walk and Bike to School Day.

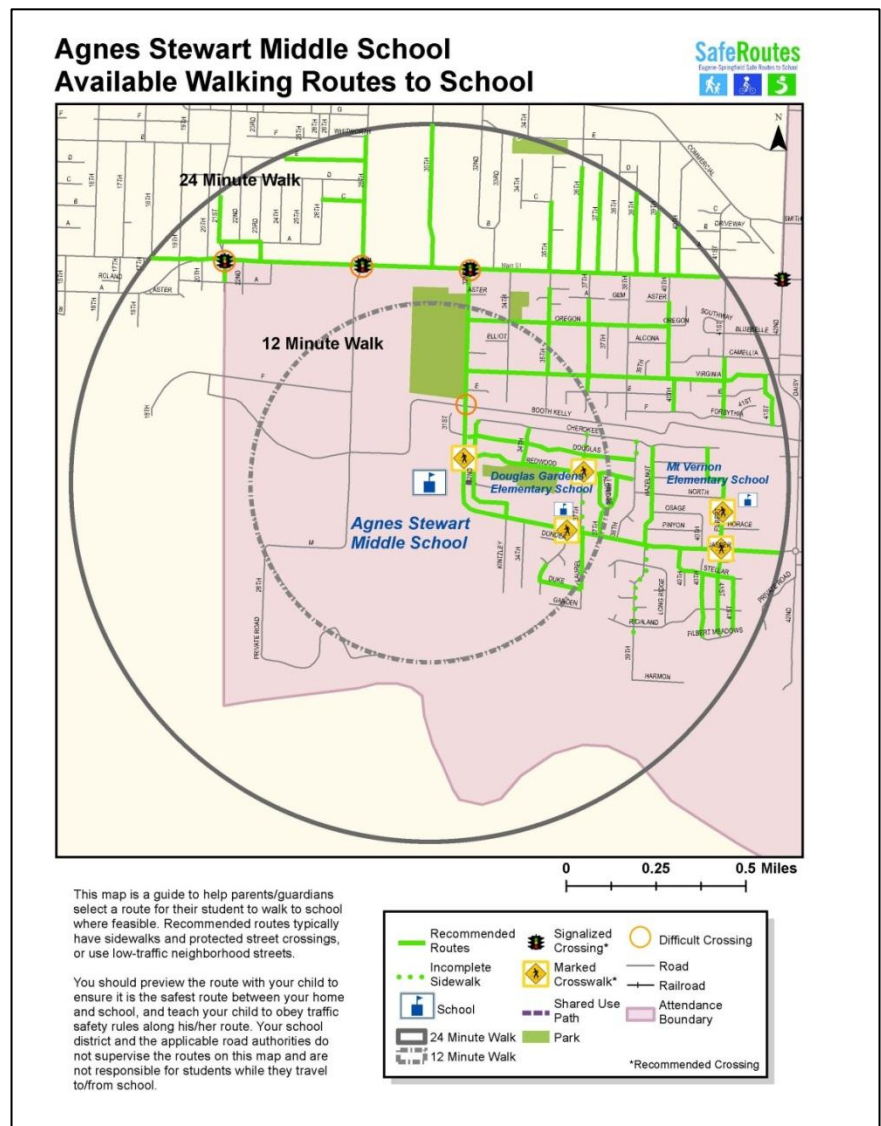
Safe Routes to Schools:

Point2point has provided leadership, guidance, and support to establish and expand Safe Routes to School (SRTS) programs to the region's school districts. Point2point successfully secured funding from the CLMPO to maintain the current SRTS programs in the Bethel and Eugene 4J School Districts.

The CLMPO funds also enabled Point2point to develop the Regional SRTS Plan in collaboration with regional school districts' representatives, jurisdictional transportation planners, traffic engineers, public safety, parents, and community groups. As a key action identified in the Regional SRTS Plan, Point2point is applying STIP-U MPO funds to develop maps of recommended walking routes to local elementary and middle schools. The maps incorporate input from representatives of the City of Eugene, City of Springfield, Lane County, and the Eugene 4J, Bethel, and Springfield school districts.

Point2point collaborated with the Eugene 4J School District and the City of Eugene River House Outdoor Program to secure \$22,000 from the Jane Higdon Foundation for bicycle safety classes for middle school students. In addition, Point2point obtained an Oregon SRTS non-infrastructure grant, also valued at \$22,000, to fund additional bike safety classes and the development of route maps for additional schools. This funding helps maintain existing SRTS success while increasing the number of students who receive bicycling and pedestrian safety training to encourage their walking and biking to school.

Draft sample of the SRTS Walking and Bike Maps



2013 Target Point:

Complete 25 school maps (of the 49 schools in the region) in 2013 with the remainder (24) in 2014, and increase the number of students that receive walking and biking safety instruction.

Point2point also will seek additional funding to provide SRTS services at more schools, thereby fulfilling the geographic scope of the Regional SRTS Plan.

PARK & RIDE PROGRAM:

In 2012 Point2point managed 25 Park & Ride lots throughout the region.

A vehicle count over a three-day period in May 2012 at selected Park & Ride Lots revealed:

P&R Lot	# of Spaces	May 2012 Count	Occupancy	Comments
Amazon Station	44	37	84%	High level of turnover due to parking for recreational purposes
Eugene Faith Center	16	4	25%	
River Road Station	150	30	20%	Two vanpools stage at this lot
Seneca Station	43	9	21%	
Springfield Station	44	44	100%	Usually at capacity at all times
Springfield Station – Booth Kelly	60	48	80%	Difficult to determine precise occupancy. Many users park in undesignated area
Springfield Station - Casual P&R in gravel lot south of station	Undefined	20	100%	Not a designated P&R lot
Thurston Station	96	8	8%	
Willamette Christian Church	26	11	42%	

2013 Target Point

Conduct research along Gateway EmX corridor and the casual (unofficial) lot at the Gateway Mall to evaluate usage at these locations.

SMARTTRIPS GATEWAY PROGRAM:

SmartTrips is a comprehensive transportation options education program that provides households with individualized travel tools aimed at increasing biking, walking, use of public transit, and carpooling. To date, 16,000 households and 650 businesses within the CLMPO have had the opportunity to request travel tools and participate in SmartTrips neighborhood events. Point2point is currently collaborating with both cities to complete a SmartTrips Regional Strategic Plan with the goal of inviting all households within the CLMPO to participate in SmartTrips within the next 8 years. Completed neighborhoods or those with designated funding include:

- Harlow Neighborhood, City of Eugene, 2010
- Whitaker, Jefferson Westside, and Trainsong Neighborhood, City of Eugene, 2011
- Gateway EmX corridor, City of Springfield, 2012
- East Bethel Neighborhood, City of Eugene, 2013
- Main Street corridor (28th to 48th Street), City of Springfield, 2013
- Main Street corridor (48th to 62nd Street), City of Springfield, 2014

Point2point recently submitted a grant request to conduct SmartTrips outreach in three additional neighborhoods through the ODOT STIP Enhancements process. The planned 2016-2018 project has three target areas within the CLMPO, all with high concentrations of transportation disadvantaged (youth, seniors, low-income, people with disabilities, minorities, limited English, and/or no car). The City of Eugene serves as the SmartTrips administrator in Eugene, with Point2point as the administrator in Springfield.

Key Outcomes of the SmartTrips Gateway Program:

The Gateway SmartTrips target area is a quarter mile buffer around the Gateway EmX corridor and contains 650 businesses (employing 7,000 employees) and 5,000 households. SmartTrips staff reached a total of 2,000 participants during business and household outreach in 2012.

During business outreach, staff delivered 700 employee travel kits, provided 50 businesses with neighborhood active transportation maps to hand out to patrons, and included 17 businesses in a Buy Local coupon book that encouraged households to walk, bike, and take transit for their daily commute.

The household program provided individualized travel tools and held a series of fun, neighborhood events. Below is an overview of household outreach:



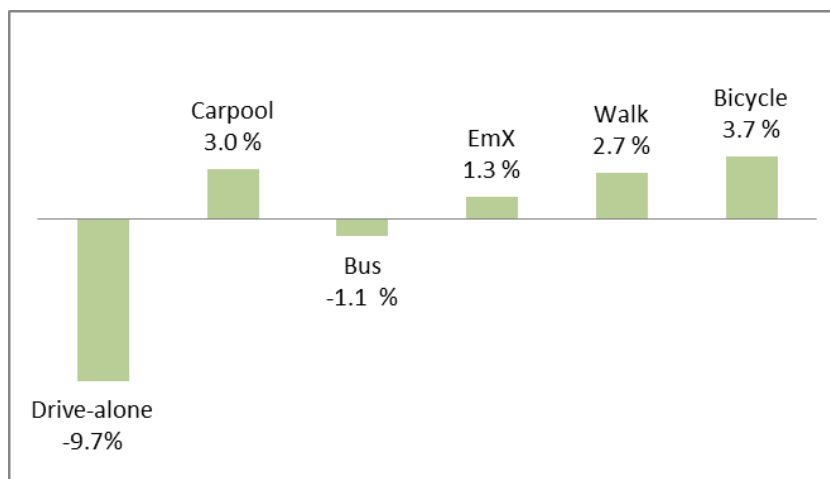
Packet Materials and Deliveries	
Program	SmartTrips Gateway
Dates	May 1- August 26
Target Area Households	5,033
Households Requesting Packets	578
Participation Rates	11%

The table below summarizes outreach events during the business and household program. Note that community events were not organized by SmartTrips staff, but they were a great avenue for connecting with Springfield families.

Event	Date	Attendance	Event Leader
Noon Ride	4/4/2012	35	SmartTrips
Bike Maintenance Class	4/13/2012	10	SmartTrips
Bike Maintenance Class	6/6/2012	5	SmartTrips
Wheels by the Willamette	6/13/2012	15	Community
Movies in the Park: Island	7/6/2012	50	Community
Washburne Walking Tour	7/7/2012	45	SmartTrips
Family Fun Bike Ride	7/20/2012	35	SmartTrips
National Night Out	7/22/2012	50	Community
Movies in the Park: Meadow	7/27/2012	50	Community
Fiesta Latina	7/28/2012	200	Community
Emx Movie Matinee	8/4/2012	0	SmartTrips
Total		495	



In order to evaluate the effectiveness of the 2012 SmartTrips Gateway program in reducing drive-alone trips, the project team conducted pre- and post-program travel surveys to measure mode share in the target area. Surveys were mailed to all 5,033 target area households. The survey results show a 9.7 percent reduction in drive-alone mode share in the target area, with corresponding increases of 2.7 percent and 3.7 percent in walk and bike mode share. The table below summarizes mode shift changes between the pre- and post-program survey:



Target Points for 2013 Main Street SmartTrips Program

Increase the number of businesses and households. Specifically:

1. Provide 100 businesses and 500 employees with transportation options information.
2. Hand-deliver kits with travel tools to 600 households (14 percent of target area).
3. Engage with 800 individuals at SmartTrips events and other community events in the summer of 2013.

Increase the diversity of individuals. Specifically:

1. Cater to older adults by promoting Alternative Works Concepts (AWC) Travel Training, existing active senior events and activities, and highlighting mobility device friendly routes.
2. Engage with schools by promoting the May Walk and Bike Challenge, offering reward incentives, and distributing school-specific walk and bike maps and SchoolSolutions materials.
3. Continue to reach Latinos by translating all *SmartTrips* materials and working closely with existing Latino community groups.
4. Work closely with the local Neighborhood Economic Development Corporation (NEDCO) to promote walking, biking, and taking transit to local Main Street businesses.

CONGESTION MITIGATION PROGRAM:

The Point2point Congestion Mitigation Program's (CMP) primary purpose is to guide community education and promotional efforts to increase use of travel options during and after major regional infrastructure investments. In addition, Point2point plans to expand this to include targeted corridors that have a level of service that is close to or projected to reach failing status.

The CMP short-term goals are to:

- Provide information prior to and during construction so the public understands the traffic impacts and can make informed decisions about their travel.
- Increase regional awareness of transportation options and reduce congestion associated with road construction.

The CMP long-term goals are to:

- Increase daily use of transportation options.
- Decrease regional vehicle miles traveled (VMT).
- Collaborate with jurisdictions to produce accurate and accessible construction information for effective public notification.
- Create positive public relations between jurisdiction and public.

Point2point continues, in partnership with Lane Council of Governments (LCOG), to provide the region's jurisdictions and general public with congestion mitigation services for road infrastructure projects with significant regional impact. In addition, Point2point provides guidance, financial support, and monitoring for LCOG's KeepUsMoving.info website.

During the 2012 road construction season, Point2point assisted the Oregon Department of Transportation (ODOT) with major facility closures including the Highway 99 and Garfield project, along with a series of consecutive City of Eugene road preservation projects.

2013 Target Point:

Point2point will participate in the regional project coordination process and support jurisdictions with congestion mitigation services.

GENERAL OUTREACH & EDUCATION PROGRAM:

Point2point staff continues to develop outreach and educational materials for a variety of audiences. In 2012 these efforts included:

- Good Earth Home & Garden Show
- Presentation on the Business Commute Challenge
- University of Oregon Off-Campus Student Housing Fair
- EWEB Earth Day Event
- Presentation at the Green Lane Sustainable Business
- Springfield Chamber Business Expo
- Eugene Chamber Business Expo
- Eugene Chamber Business After-Hours Showcase
- LCC Benefits Fair
- EWEB Benefit Fair
- Eugene Police Safety Convention



PLANNING & POLICY DEVELOPMENT:

Point2point participates in local, regional, and state transportation options planning and policy development. Specifically, Point2point receives direction from the Transportation Options Advisory Group, a subcommittee of the CLMPO's Transportation Policy Committee.

2012-2013 Target Point:

LCOG and Point2point are leading a regional effort to study and plan for the most effective application of transportation demand management and transportation options (TO) practices, to address the goals and objectives of the CLMPO Long-Range Regional Transportation Plan (RTP).

Key products for the region's jurisdictions include:

- A TDM/TO Best Practices Tool Kit
- A Regional TDM/TO Strategic Plan

The Regional Transportation Options Plan (RTOP) will result in enhanced and expanded regional TDM/TO programs and services based on a strategic direction for development and funding of best practices.

JURISDICTIONAL AND SCHOOL SUPPORT:

Point2point provides transportation options financial and/or staff support to jurisdictions' transportation programs and services. Examples include:

City of Eugene

SmartTrips sponsorship
Sunday Streets Sponsorship

City of Springfield

Secured state funding for SmartTrips program
City of Springfield's Wheels by the Willamette sponsorship/staffing
Springfield SmartTrips Events

- Washburne Walking Tour
- Family Fun Bike
- Bike Maintenance classes
- Noon Ride

University of Oregon

Bike Sharing Program Development Workgroup

Bethel, Eugene 4J, and Springfield School Districts

International Walk and Bike to School Day
May Walk/Bike Challenge Events

POINT2POINT REGIONAL TARGET INITIATIVES:

Regional Carsharing Program:

Point2point continues to serve as the lead for a collaborative regional effort to expand carsharing services with jurisdictions, University of Oregon, major employers, and ODOT.

Point2point and LTD issued an RFP in October 2011. After careful evaluation of the responses, WeCar (a division of Enterprise Rent-A-Car) was selected as the preferred vendor. In April 2012 the program began at four locations throughout the Eugene-Springfield area. The use of carsharing in the region further expands and maximizes use of available and viable transportation options.

Regional Bike Parking Study

Point2point staff are currently working on the completion of a Regional Bike Parking Study (RBPS). An RFP was issued in July 2012. Upon evaluation, Eugene and Springfield transportation planning staff selected Alta Planning + Design as the preferred vendor.

The RBPS measures short- and long-term bicycle parking supply and demand, concerns about existing bike parking facilities, potential new locations, bicycle parking for transit stations, and city development code changes.

Key activities to date include:

- Informative and introductory presentations to regional transportation committees
- Project webpage development
- Community interactive online bicycle parking survey with over 1,000 bike parking sites/needs identified
- Regional bike parking inventory (including main rural and small city transit stops)

February – May, 2013 will include a community online virtual design workshop, community open house, and Regional Bike Parking Plan presentations.

2013 Target Point

Implement bicycle parking study recommendations in a phased approach as funding is secured.

MONITORING:

Point2point staff conducts ongoing measurement of key programs and services. With the new statewide Drive Less Connect database, a systematic approach to monitoring ridesharing effects will be available. Staff also are monitoring the Statewide Green House Gas Scenario Planning efforts and will contribute as project outcomes are developed.

2012-2013 Target Point

Point2point understands that it plays a significant role in the reduction of greenhouse gas emissions. As state and federal targets become clear, Point2point will serve as a key contributor to the monitoring effort.

POINT2POINT BASE FUNDING – FY 2012-2013:

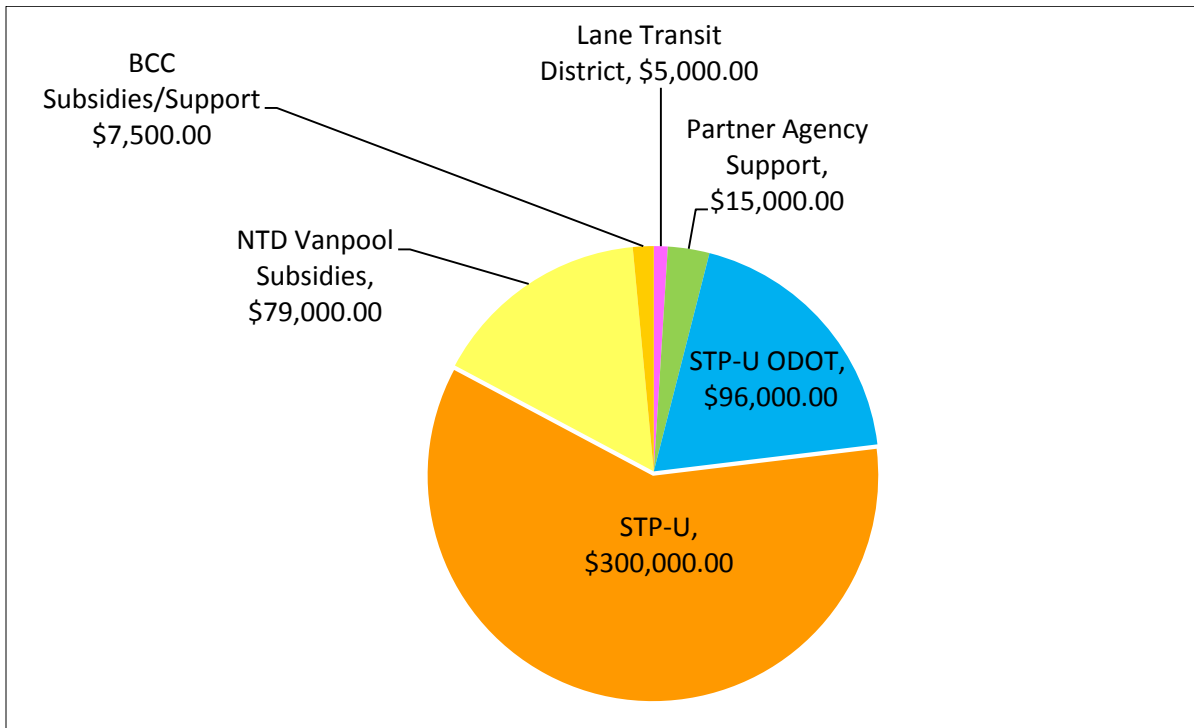


Chart 1.0 - Point2point Base Funding Chart – LTD, 2012

POINT2POINT SPECIAL PROJECT FUNDS - FY 2012-2013

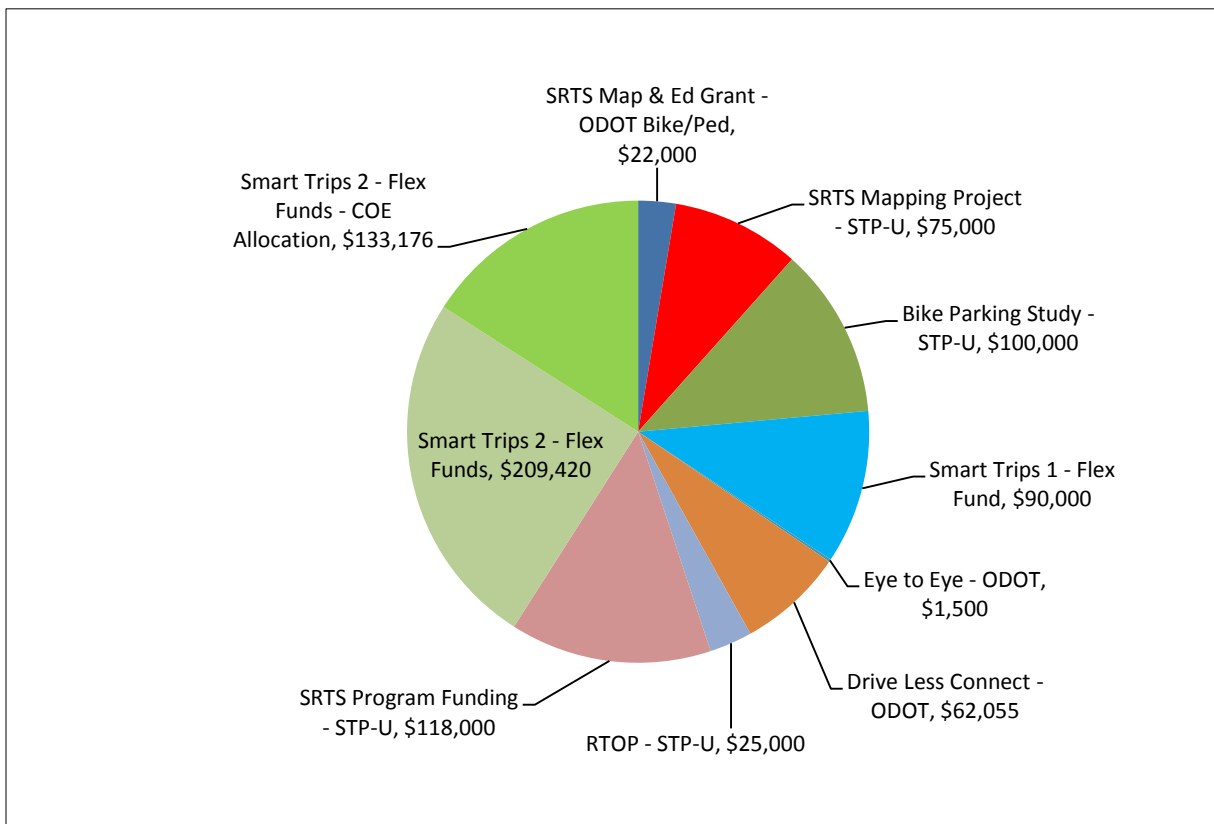


Chart1.1 - Point2point Special Funding Chart – LTD, 2012

Point2point receives its primary base funding through the CLMPO and ODOT, with match provided by the region's jurisdictions as outlined in chart 1.0. In addition, Point2point has secured temporary funding for Springfield and Bethel School District projects.

2013 Target Point:

Point2point experienced a reduction in state funding (BETC program sunset) and faces a more competitive process for Oregon SRTS funding due to the changes imposed by the Moving Ahead for Progress in the 21st Century Act (MAP-21). Additional grant writing efforts continue to be necessary to seek replacement funding.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2013

ITEM TITLE: ORDINANCE 36: PROTECTION EXPANDED AT EUGENE STATION

PREPARED BY: Mark Johnson, Director of Transit Operations

ACTION REQUESTED: None. Information only.

BACKGROUND:

Since the construction of the new EmX stations on the public right-of-way on 10th and 11th Avenues, LTD has not had jurisdiction over behavior that takes place at those stations. LTD Attorney Dwight Purdy has been working with LTD staff and Eugene City Attorney Glenn Klein to develop an agreement that would allow LTD to apply Ordinance 36 to those locations. Currently, the areas are regulated only by the rules of a City right-of-way, and there are few restrictions on behavior. Ordinance 36 is more restrictive and allows only people catching a bus or doing business with LTD to remain at the station.

The City attorney has agreed to provide LTD with a letter that would transfer the regulation of the stations to LTD. It was decided that this approach was better than an intergovernmental agreement that would require Council approval. There is no substantive change to Ordinance 36; the map attached to the ordinance will be revised to reflect that the EmX stations are included as areas where Ordinance 36 applies. This is a key step that gives the Eugene Police Department and LTD's security officers the authority they need to enforce Ordinance 36 at those locations.

ATTACHMENTS:

- 1) February 1, 2013, Letter from Attorney Dwight Purdy to City of Eugene Attorney Glenn Klein
- 2) LTD Eugene Station Site Plan

PROPOSED MOTION: None.

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February 1, 2013

Dwight G. Purdy

Glenn Klein
Eugene City Attorney
125 E. 8th Avenue
Eugene, OR 97401

RE: Lane Transit District – Eugene Station
Our File No. 16148-7

Dear Glenn:

I understand that you spoke with one of my associates, Kristin Denmark. She indicated that you believe that an IGA may not be necessary to designate LTD as the “person in charge” of the LTD bus platforms for purposes of ORS 164.205(3) [the Oregon Trespass Law]. As you know, LTD has two bus platforms that are adjacent to LTD’s Eugene Station. One is on W. 10th Ave. and the other is on W. 11th Ave. LTD’s Ordinances limit the people who can be on their bus platforms to patrons only. If a person is not waiting for the next available bus to their destination, the LTD Ordinances allow LTD to issue Notices of Exclusion. Since we do not own the property on which those two bus platforms are located, LTD is asking the City to name it as the “person in charge.”

As you may recall, the bus platforms on W. 10th and 11th Avenues are constructed in such a way that the sidewalks are wider at those locations. It is our proposal that a blue perimeter line would be placed around the area of the bus platforms. The lines would be placed so that there would still be adequate room for pedestrians on the sidewalk. It is understood that we would only be the “person in charge” for the areas within the blue perimeter lines and not the sidewalks.

On behalf of LTD, I ask that the City designate LTD and its employees and agents to be the “person in charge” of the two bus platforms, not including the sidewalks. LTD understands and agrees that the City shall also remain a “person in charge” of the bus platforms for purposes of ORS 164.205(3).

Glenn Klein
Eugene City Attorney
RE: Lane Transit District – Eugene Station
February 1, 2013
Page 2 of 2

To confirm that LTD has, in fact, been appointed as the “person in charge” of the two bus platforms please send a confirming letter to me. I have attached some wording that would be useful in such a letter.

Thanks for your assistance.

Sincerely yours,

THORP, PURDY, JEWETT
URNESS & WILKINSON, P.C.



Dwight G. Purdy

DGP/kgd/kdh
Enclosure
cc: Ron Kilcoyne, LTD
Mark Johnson, LTD
Rick Bailor, LTD
(doc. #258937)

The City of Eugene designates Lane Transit District, and its employees and agents, as the “person in charge” pursuant to ORS 164.205(3)(b), of the two Bus Platforms next to the Eugene Station, one on West 10th Avenue and the other on West 11th Avenue. The perimeter of the Bus Platforms are bordered with a blue perimeter line. It is understood that this authority does not apply to the sidewalks adjacent to the bus platforms. LTD and the City agree that the City shall remain a “person in charge” of these two bus platforms for purposes of ORS 164.205(3)(b).

WEST 10TH AVENUE

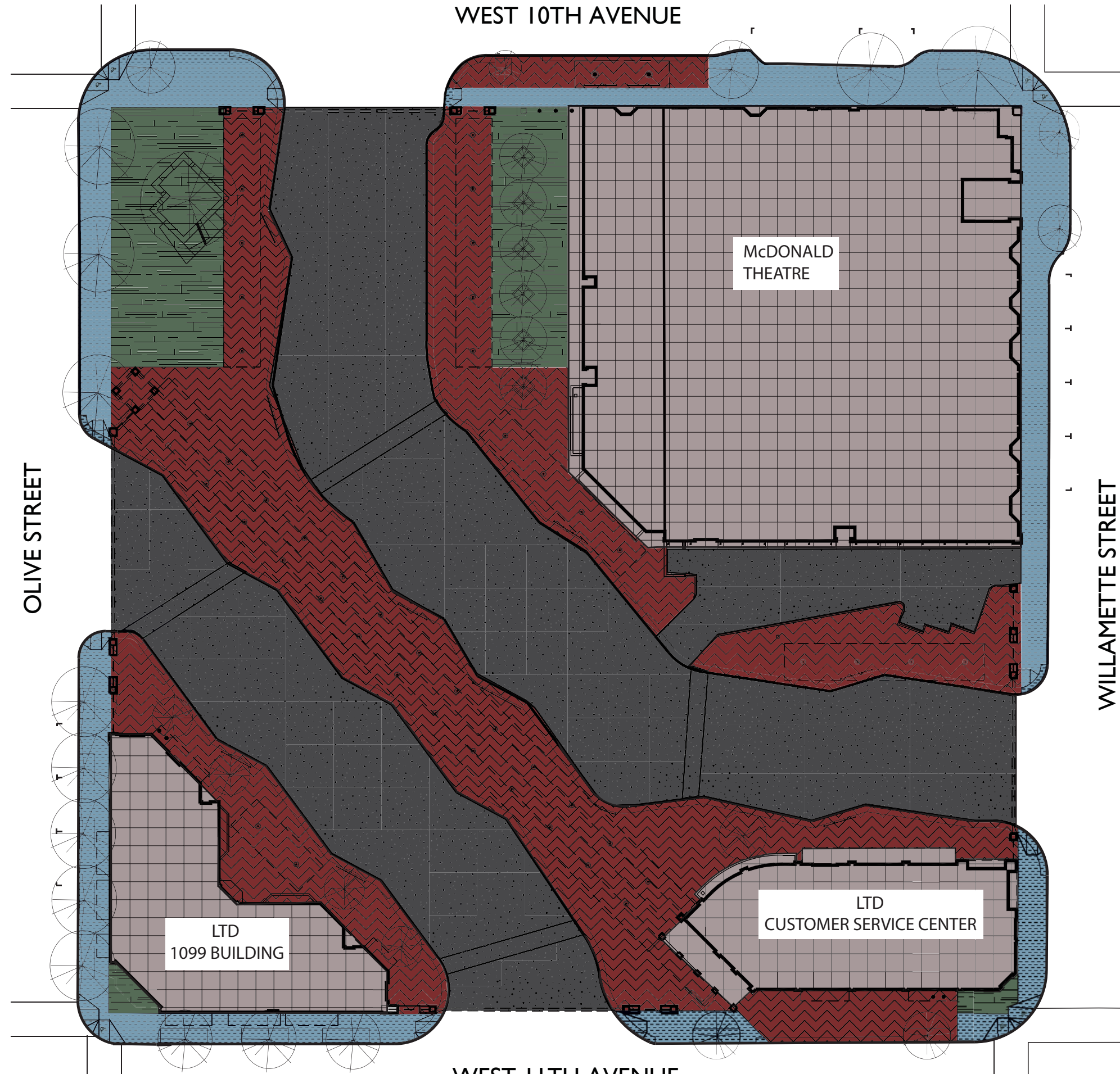
OLIVE STREET

WILLAMETTE STREET





WEST 11TH AVENUE

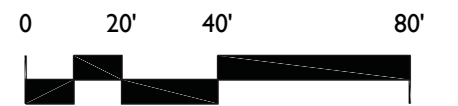
LANE TRANSIT DISTRICT ORDINANCE 36

BOARDING PLATFORM AREA DESIGNATIONS



LEGEND:

-  PASSENGER BOARDING AREAS
-  BUSWAYS
-  PUBLIC RIGHT - OF - WAY
-  LTD PROPERTY NOT DESIGNATED AS PASSENGER BOARDING AREAS



AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2013

ITEM TITLE: JANUARY 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 January financial statements will be posted on February 19.

ATTACHMENT: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE: February 20, 2013

ITEM TITLE: CORRESPONDENCE

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

ATTACHMENTS: The attached correspondence is included for the Board's information:

February 13, 2013, e-mail from Sarah Kennedy, expressing concerns regarding LCC/Springfield Station/Thurston bus service, and LTD's response dated February 15, 2013.

PROPOSED MOTION: None

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From: Sarah Kennedy [mailto:cadetk93@yahoo.com]
Sent: Wednesday, February 13, 2013 3:40 PM
To: EYSTER Michael
Subject: Concerns about LCC bus

Dear Michael

I am writing to you about some concerns with the LCC bus to and from Springfield station. For those of us with no cars, we heavily rely on the transit system to go to and from lane community collage.

I myself have to take a night class and my class ends at 8:20 and there is no Springfield station bus running at that time. This makes it extremely hard to get home for I live in Thurston area.

Now another concern I have would be that It was very helpful when the LCC bus did the extended scheduling. But now that they don't have that anymore. Its harder for me to get to school.

I would really appreciate it if these concerns of mine are brought up in your next meeting.

Thanks

Sarah Kennedy

From: SCHAPPER Jeanne
Sent: Friday, February 15, 2013 1:39 PM
To: 'Sarah Kennedy'
Cc: *Board of Directors; MUELLER Will
Subject: RE: Concerns about LCC bus

The following e-mail is sent on behalf of Lane Transit District Board Member Michael Eyster and Service Planning Manager Will Mueller:

Dear Ms. Kennedy:

Thank you for your note to Board Member Michael Eyster regarding Lane Transit District (LTD) service. We appreciate your patronage.

LTD staff are very aware of the lack of evening service on the #85 LCC/Springfield route on weekday evenings. The evening service on the #85 route on weekday evenings was provided through 10:10 p.m. until the fall of 2004. The service was eliminated as part of a system-wide service reduction of approximately 4 percent that year. These evening #85 trips were eliminated because of their lack of ridership.

While we understand that Lane Community College (LCC) evening class usage has increased substantially during the last ten years, LTD still is facing a challenging financial resource environment and has not been able to add any significant service since the 12 percent service reduction in 2010. As you probably realize, LCC staff and students needing to return to Springfield from LCC after 7:00 p.m. need to catch the #81 bus to the University of Oregon Station and transfer to the outbound EmX service to Springfield.

Given the financial state of the District, LCC has been purchasing additional bus service from LTD during the past several years. The extended service you reference in your e-mail that runs for the first four weeks of fall and winter terms on the #82 and #85 routes is part of that purchased service. In addition, there are a number of #82 extra trips also bought by LCC that run throughout the fall, winter, and spring terms.

Each spring LTD staff meet with LCC staff to determine the package of extra LTD service to the college that LCC is willing to support. LTD staff have talked about this #85 evening service on past occasions, and we will be certain to bring it up with the college staff once again. It may be helpful if you also made your needs known to the LCC administration.

In addition, LTD staff make recommendations to the LTD Board of Directors each year on route adjustments. Your comments will be taken into consideration as the staff develop these recommendations to the Board for the next round of route adjustments.

Thanks again for riding LTD, and I hope we will be able to provide more convenient service to you in the future.

Sincerely,

Will Mueller
Service Planning Manager
Phone: 541-682-6194

AGENDA ITEM SUMMARY

DATE: February 20, 2013

ITEM TITLE: JANUARY 2013 GRANT REPORT

PREPARED BY: Todd Lipkin, Finance Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

The Monthly Grant Report for activity through January 31, 2013, follows this summary. It contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) *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.

The following grant activity summaries are the same as for December 2012. No changes occurred in January 2013.

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–Lane Community College 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. Applications will go through a local prioritization process by the Lane Area Commission on Transportation (Lane ACT), which will create a list of grants for 150 percent of the available funds, by March 15, 2013, for ODOT to scope. Then, the Lane ACT will provide ODOT with its final recommendations for the region, which will be considered/included with the other regions' projects in

the final project recommendation list to be forwarded to the Oregon Transportation Commission for review in late 2013. 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—National Environmental Policy Act (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 Metropolitan Planning Organization, 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

Q:\Reference\Board Packet\2013\1\Reg Mtg 1-16-13\Grant report summary jan 13.docx



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

Veneta Transit Center	-	820,000.00	744,137.16	75,862.84
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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	1,884,867.19	345,063.59
14.06.60 ROW, Land, Existing Improvements	-	1,929,027.42	1,503,670.42	425,357.00
14.08.80 Professional Services	115.00	7,721,200.00	8,304,756.66	(583,556.66)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	115.00	30,808,867.00	28,382,390.59	2,426,476.41

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

11.42.08 Call Center Software	150.00	1,062,000.00	20,089.08	1,041,910.92
11.62.02 Call Center Telephone System	-	298,000.00	63.62	297,936.38
	150.00	1,360,000.00	20,152.70	1,339,847.30

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	328,716.13	175,853.87
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	710,037.83	601,657.17

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	-
	-	<u>2,184,239.00</u>	<u>2,184,239.00</u>	-

OR-90-X152 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 40' Gillig Low Floor Bus	-	2,787,360.00	2,787,360.00	-
11.12.01 Finance & Int. Costs Gillig Bus Purch	-	186,499.00	186,498.55	0.45
11.13.01 40' Gillig Low Floor Bus	-	1,000,850.00	1,000,849.78	0.22
11.23.01 Extend EmX Lanes	-	201,520.00	201,520.52	(0.52)
11.32.02 River Road Station Land	-	2,261,504.00	2,261,504.46	(0.46)
11.32.06 Franklin EmX Fare Machines	-	350,000.00	350,000.00	-
11.42.07 Hardware	4,262.00	1,460,900.00	1,021,090.00	439,810.00
11.42.08 Software	11,460.00	480,000.00	456,986.47	23,013.53
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	1,861.00	175,000.00	146,517.22	28,482.78
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	1,573.00	56,080.00	36,044.21	20,035.79
	<u>19,156.00</u>	<u>18,531,037.00</u>	<u>17,890,212.74</u>	<u>640,824.26</u>

OR-90-X161 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.09 Security Improvements	-	91,250.00	91,250.00	-
11.7A.00 Preventive Maintenance	12,079.00	7,500,000.00	5,811,318.77	1,688,681.23
	<u>12,079.00</u>	<u>7,591,250.00</u>	<u>5,902,568.77</u>	<u>1,688,681.23</u>

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)
	-	<u>1,618,087.00</u>	<u>1,618,087.51</u>	<u>(0.51)</u>

OR-95-X013 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.06 Hybrid Electric Articulated Buses	-	707,380.00	707,380.00	-
11.33.20 Passenger Boarding Improvements	-	222,891.00	222,891.00	-
11.72.11 Rideshare	-	450,498.00	450,498.00	-
	-	<u>1,380,769.00</u>	<u>1,380,769.00</u>	-



OR-95-X019 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.06 EmX Hybrid Electric Articulated Bus	-	49,785.00	49,784.68	0.32
11.12.06 Hybrid Electric Articulated Buses	-	1,598,403.00	1,598,403.00	-
11.72.11 Rideshare	-	1,277,320.00	1,277,320.00	-
11.72.11 RTOP	-	22,289.00	22,289.00	-
11.72.11 Safe Routes to School	-	27,861.00	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	1,850,244.63	490,109.37
11.7F.00 Gateway SmartTrips	-	100,301.00	100,301.00	-
	-	2,440,655.00	1,950,545.63	490,109.37

OR-95-X035 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.72.11 Rideshare	-	354,787.18	345,287.18	9,500.00
11.72.11 Safe Routes to School	585.00	83,584.00	9,573.42	74,010.58
11.72.11_Rideshare_Bike_Sharing	-	6,000.00	3,596.95	2,403.05
11.72.11_Rideshare_Carpool	-	2,000.00	901.78	1,098.22
11.72.11_Rideshare_CMP	271.00	600.00	589.52	10.48
11.72.11_Rideshare_ETC	-	6,000.00	5,604.41	395.59
11.72.11_Rideshare_Group Pass	-	35,212.82	35,212.82	-
11.72.11_Rideshare_Park and Ride	-	2,500.00	1,318.21	1,181.79
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	856.00	1,047,911.00	959,311.29	88,599.71

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	-	64,678.00	64,678.00	-
	-	6,467,817.00	6,467,817.00	-

AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2013

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, February 20, 2013

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MONTHLY DEPARTMENT REPORTS

February 20, 2013

Customer Services and Planning

Andy Vobora, Director of Customer Services and Planning

MARKETING AND COMMUNICATIONS

Marketing staff are working with Funk/Levis & Associates to develop an outreach campaign focusing on the users of Lane Transit District (LTD) services. The campaign will feature photos of riders and testimonials and will be seen in print, on the radio, and in social media. The campaign should be launched in late February or early March.

During the past year and a half, Mr. Vobora and General Manager Ron Kilcoyne have presented to numerous community and civic organizations. This outreach continues and most recently included two Eugene area Rotary clubs. A tracking process is in place that allows staff to see which organizations have not yet been reached and which organizations have not been contacted for an extended period of time. As part of this process, staff are developing a hierarchy that will allow a variety of staff or Board members to be included, depending upon the audience. For example, Board Member Doris Towery presented the opening remarks at the Springfield Chamber quarterly breakfast on February 5.

Staff recently participated at the following community events: The Good Earth Show; the Bethel Area Fix It Fair; the Springfield Chamber of Commerce Business Expo; and the Neighborhood Sustainability Fair.

Applications are being accepted for the graphic designer position that is being vacated when Hannah Bradford retires on March 29. The closing date is Friday, February 15; the timeline for hiring the new person is early March.

Staff are nearing completion on a Request for Proposal for the development of a new web page. LTD had contracted with Lane Council of Governments (LCOG) to do the work. Recent layoffs at LCOG dismantled the Web development team; therefore, LTD has chosen to look for other vendors.

SERVICE PLANNING

Will Mueller, Service Planning Manager

The winter bid went into effect without issue and staff are now working on the summer bid. The Annual Route Review (ARR) work is nearing completion, and the changes will be minor. The

major work involved evaluating the routing of routes 40 Echo Hollow, 51 Santa Clara, and 52 Irving through the Whiteaker neighborhood. Following extensive outreach involving customers, bus operators, and businesses and organizations along the route, staff's decision was to maintain the current routing, with the exception of one minor change on route 52 in the downtown area.

Staff are in contact with Federal Transit Administration (FTA) Region 10 staff regarding the District's Title VI plan. The District submitted its plan update last fall; but with recent changes in regulations LTD will be filing in the spring. LTD has asked the FTA to clarify if the recent plan update fulfills the requirements, which staff believe it does. The FTA has yet to respond.

ACCESSIBLE AND CUSTOMER SERVICES (ACES)

Cosette Rees, Accessible and Customer Services Manager

Oregon Health Plan) (OHP) Plus Non-Emergency Medical Transportation (NEMT) Ambulance Pilot

On January 7, 2013, LTD completed the transition from the state of pre-authorizing and scheduling non-emergency ambulance trips in Lane County. Staff are scheduling provider training and working through billing procedures and provider agreements.

Community Care Organization (CCO) Transition

Efforts are continuing toward meeting the July 1 deadline to move transportation oversight of OHP Plus NEMT-eligible users from the state to regional CCOs. Information and guidance that is necessary to fully understand the procedures, resources, and expectations continues to be provided sporadically from the Division of Medical Assistance Programs (DMAP).

Public Transit Advisory Committee

The Public Transit Division of the Oregon Department of Transportation (ODOT) has established a workgroup that will take a fresh look at this committee's role, structure, and relationship to other statewide and regional transportation efforts. The workgroup is reviewing the vision, mission, priorities, activities, and committee representation. Cosette is participating in this workgroup. A new charge for this committee is expected to be considered at its March meeting.

Website Storefront

LTD staff are developing the ability to sell passes through a storefront on LTD's website. This ability will provide LTD with a more efficient method to distribute passes to agencies and customers, and will better serve the District's customers by offering this accessible and convenient online option. Staff are working to have this feature available to the public by May.

FACILITIES

Joe McCormack, Facilities Manager

The Board Room remodel has begun. During the first week of February, the demolition moved into high gear. Facilities Maintenance Supervisor Kelly Staines is overseeing the work during Mr. McCormack's medical leave.

Ceiling tile and new carpet are now being replaced throughout the Administration Building. Crews are working at night to minimize disruption. A highly choreographed process is in place

as the work is staged between open space areas and the offices. Work is expected to be completed in March.

LTD hired an engineer to evaluate potential changes to the Lane Community College (LCC) Station that would allow for a new articulated bus bay to be positioned nearer the passenger waiting shelter. Students have requested that a new shelter be added to the platform, but a less costly solution would be to reassign bus bays. Once this evaluation is complete, LTD and LCC staff will evaluate the costs and potential funding options.

The new roof panels, improved lighting, and painting of the River Road Station shelters is complete. A few minor details will be finalized this month.

Project Development

John Evans, Senior Project Manager

West Eugene EmX Extension

LTD received 10 submittals to the project's design services Request for Qualifications (RFQ) by the February 5 response deadline. Respondents included three larger full-service teams headed by a lead consultant and seven technical specialty firms proposing on specific services under the RFQ. On February 11 - 13, the design services contract evaluation committee (composed of LTD and City of Eugene project staff) conducted interviews with RFQ respondents. Based on the 10 selection criteria identified in the RFQ, the evaluation committee rated respondents following their interviews and reviews of their submitted Letters of Qualifications.

Main Street-McVay Transit Feasibility Study

An overview of the draft project governance structure was provided to the LTD Board at its January 16 regular meeting, and Board members Doris Towery and Mike Eyster were selected to be LTD's representatives on the Main Street Project Governance Team. The project governance structure is intended to foster a collaborative partnership between the City of Springfield and LTD through representation on key project teams. These teams are providing with informed direction and decision making to support the Main Street-McVay Transit Feasibility Study and four other concurrent projects along Main Street in Springfield. Based on direction from the Governance Team, the Main Street-McVay project is proceeding as a two-phase effort: Phase One consists of initial public and stakeholder input on transit challenges and successes along Main Street; and then, if problems are identified, Phase Two will complete the detailed study of transit improvement options to help improve the Main Street-McVay corridor.

Point2point

Theresa Brand, Program Manager

Staff are waiting to learn the outcome of the Oregon Department of Transportation (ODOT) State Transportation Improvement Program (STIP) Grant Program, in which one grant was submitted for the Regional SmartTrips Program. This project has been placed in the second tier of regional project priorities by the Transportation Planning Committee (TPC). The list has been forwarded to the Metropolitan Policy Commission (MPC) and the Lane Area Commission on Transportation (ACT) for consideration and ranking. If funded, the program would start in FY 2016 in Springfield and Eugene.

Point2point staff hosted educational and outreach booths at the Green Home and Garden Show on January 18 - 20 at the Lane County Fairgrounds, and also at the City of Eugene Fix-It-Fair on January 26 at Willamette High School.

Employer Programs Specialist Marcia Maffei and Rideshare Program Coordinator Tracy Ellis staffed a booth at the LCC Employees' Health and Wellness Fair.

Regional Bike Parking Study

An on-line, interactive bike parking survey was conducted from November 26 through December 14, 2012. The survey was distributed region-wide and asked respondents to identify locations where they currently park their bike or where they would like to park their bike. The survey received more than 1,000 individual responses (each "response" could be either a single new point or a comment on an existing point).

The survey responses will be used in conjunction with the field inventory of current bicycle parking locations; and with an analysis of major destinations, to identify priority areas for bicycle parking installations. The survey summary will be included in the final Regional Bike Parking Study Report.

Currently, an online Bike Parking Visual Preference survey has been launched. The goal of this survey is to help staff understand the type of short- and long-term bicycle parking that people in the Eugene/Springfield/Coburg region prefer for different types of bicycle trips. The results of this survey will help create design guidelines of bicycle parking types that can be used by regional public agencies and to update the types of bicycle parking required for private developments.

Employer Programs

Planned Parenthood, with 19 employees, cancelled its Group Pass contract due to budget restrictions.

Business Commute Challenge

The Business Commute Challenge (BCC) held its first-ever winter event called the BCC "mini" Challenge. The "mini" Challenge was held for two reasons.

1. A large percentage of participant responses from the post 2012 Business Commute Challenge survey indicated an interest in participating in a winter commute challenge.
2. Winter commuting poses unique challenges with wet and colder weather, and many commuters choose to drive alone in the winter months. With education and encouragement wrapped up in a fun event, more commuters may be encouraged to choose active transportation in the cold and wintery months.

Two hundred eight (208) participants braved the freezing fog and saved 2,228 miles for one day. Also, 28 participants who normally drive alone to work tried a non-drive-alone commute for the first time during the "mini" Challenge.

The regular week-long 2013 Business Commute Challenge will be held on May 11 – 17.

School Services

School Walking Route Maps: Point2point staff have created 15 draft maps and are gathering feedback from transportation staff from the cities of Eugene and Springfield; Lane County; and staff and parents at Eugene 4J, Bethel, and Springfield school districts to refine the maps.

Representatives for Eugene 4J, Bethel, and Springfield school districts have endorsed the Regional Safe Routes to School Plan developed by Point2point and community stakeholders. The plan outlines the vision and activities for a comprehensive approach that will increase active school transportation among K-8 students. Plan development was funded through Surface Transportation Program-Urban (STP-U) funds, and the plan will be presented to the MPC in the spring of 2013.

Drive Less Connect

Ms. Ellis is on a planning committee with other transportation options professionals throughout the state. The Committee met to begin coordinating a new statewide Drive Less Challenge slated to be held in the last half of October.

Ms. Ellis and Marketing Supervisor Russ Arnold met with members of PacWest (the Drive Less Connect/Drive Less Save More Communications Team) to plan a marketing effort to be conducted locally in March through April. This effort is funded through the statewide Drive Less Connect program.

Drive Less Connect Statistics for January:

New Users	24
Non-SOV Trips (Single Occupant Vehicle)	1,929
Non-SOV Miles (Single Occupant Vehicle)	37,315
CO2 Averted (lbs)	26,456
Gasoline Saved (gals)	1,325
Monetary Savings	\$9,411

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

Eight Bus Operators Achieve a Perfect Year

Eight Bus Operators were recognized with a letter of appreciation and a gift card for completing 2012 without any preventable accidents and without any time missed from work. This is an amazing achievement that translates into cost savings for the District. A year without a preventable accident is commendable, but doing so while maintaining perfect attendance is spectacular. These drivers are very deserving of this recognition.

MAINTENANCE

George Trauger, Director of Maintenance

There will not be a report from the Maintenance Department this month.

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

Rufina Saiz joined LTD on January 28 as the new Administrative Secretary for the General Administrative Department. Rufina spent the past 17 years working for Goodwill Industries.

Eight new bus operators have been hired and will begin work on March 4. A total of 38 candidates were interviewed during the week of January 21.

Current recruiting efforts include positions for graphics designer, development planner, and Smart Trips/sustainability coordinator, with the goal to fill all these positions by early April.

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2013

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: December 2012 RideSource Activity and Productivity Report
(The link to the January 2013 Performance Reports will be sent out electronically before the regularly scheduled meeting date.)

PROPOSED MOTION: None

Q:\Reference\Board Packet\2013\2\Reg Mtg 2-20-13\performance summary.docx

Special Mobility Services: RideSource Activity and Productivity Information

December-12	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	13,584	15,337	-11.4%	93,557	95,614	-2.2%	192,020	189,651	1.2%
RideSource(All Modes)	12,200	12,494	-2.4%	79,568	75,567	5.3%	160,642	152,625	5.3%
Shopper	464	528	-12.1%	3,139	2,945	6.6%	6,138	5,473	12.2%
Escort Volunteers-Metro	465	1,097	-57.6%	4,960	8,253	-39.9%	11,807	14,620	-19.2%
Escort Volunteers-Rural	455	1,218	-62.6%	5,890	8,849	-33.4%	13,433	16,933	-20.7%
RideSource Cost per Ride	\$ 25.94	\$ 22.41	15.7%	\$ 24.04	\$ 21.83	10.1%	\$ 23.18	\$ 21.49	7.9%
RideSource(All Modes)	\$ 27.89	\$ 26.29	6.1%	\$ 27.11	\$ 26.30	3.0%	\$ 26.53	\$ 25.39	4.5%
RideSource Shopper	\$ 15.13	\$ 14.66	3.2%	\$ 14.30	\$ 15.22	-6.0%	\$ 14.50	\$ 15.63	-7.2%
RideSource Escort	\$ 5.48	\$ 3.27	67.7%	\$ 4.35	\$ 3.22	35.1%	\$ 3.99	\$ 3.65	9.4%
Ride Reservations	13,414	13,399	0.1%	86,291	80,524	7.2%	173,340	161,899	7.1%
Cancelled Number	1,404	1,277	9.9%	7,335	7,153	2.5%	15,654	14,834	5.5%
Cancelled % of Total	10.47%	9.53%		8.50%	8.88%		9.03%	9.16%	
No-Show Number	182	170	7.1%	1009	957	5.4%	2,001	1,892	5.8%
No-Show % of Total	1.36%	1.27%		1.17%	1.19%		1.15%	1.17%	
Ride Refusals Number	1	0	0%	1	0	#DIV/0!	3	0	#DIV/0!
Ride Refusals % of Total	0.01%	0.00%		0.00%	0.00%		0.00%	0.00%	
Service Hours	7,401	7,222	2.5%	47,012	42,831	9.8%	93,567	84,968	10.1%
Agency Staff	7,271	6,982	4.1%	45,874	41,348	10.9%	91,173	82,292	10.8%
Agency SMS Volunteer	130	240	-45.8%	1,138	1,483	-23.3%	2,394	2,676	-10.5%
Avg. Trips/Service Hr.	1.71	1.80	-5.0%	1.76	1.83	-3.8%	1.78	1.86	-4.3%
RideSource System Miles	91,603	90,576	1.1%	590,113	548,729	7.5%	1,170,895	1,102,378	6.2%
Avg. Miles/Trip	7.23	6.96	4.0%	7.13	6.99	2.1%	7.02	6.97	0.7%
Miles/Vehicle Hour	12.38	12.54	-1.3%	12.55	12.81	-2.0%	12.51	12.97	-3.5%

Special Mobility Services: RideSource Activity and Productivity Information

December-12	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
On-Time Performance %	87.8%	88.6%	-0.9%	88.8%	87.5%	1.5%	88.6%	87.3%	1.5%
Sample	10,932	11,167		71,468	68,259		143,504	138,202	
On-Time	9,598	9,890		63,463	59,694		127,117	120,641	

- 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: February 20, 2013

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. **Group Pass**: The Board Finance Committee asked staff to move forward with a 2014 increase in the group pass program rates. Staff will present information and ask the Board to conduct a public hearing and first reading of the updated fare ordinance at the March Board meeting.
- B. **2013 Legislative Session**: The Board will be provided with updates, beginning with the March Board meeting and throughout the 2013 Legislative Session.
- C. **Board Strategic Planning Session**: After the two new members are seated on the Board, a strategic planning work session will be scheduled.
- D. **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 four months of 2013.
- E. **Ten-Ride Ticket Book**: In April LTD staff will present a six-month review of the Ten-Ride Ticket Book program.
- F. **Capital Improvements Program Adoption**: Approval of the FY 2013-23 Capital Improvements Program will be requested from the Board at the April Board meeting.
- G. **Long-Range Financial Plan Adoption**: Approval of the FY 2013-23 Long-Range Financial Plan will be requested at the April Board meeting.
- H. **Annual Performance Report**: Staff will provide a FY 2011-12 Performance Report to the Board at a future meeting.
- I. **LTD/ATU Pension Work Group**: At a future Board meeting, staff will report on the process and progress of this work group.
- J. **Appropriate Level of Service**: Staff began data collection and analysis this past fall. A presentation will be made to the LTD Board at a future meeting.
- K. **High-capacity Transit Corridor Projects**: Periodic updates on these projects will be presented to the Board throughout the various stages of the projects.

AGENDA ITEM SUMMARY

DATE OF REPORT: February 20, 2013

ITEM TITLE: JANUARY FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND:

Financial results for the first seven months of the 2012-13 fiscal year are summarized in the attached reports.

Passenger fares are 9.1 percent higher for the first seven months of the current year over the same period last year. The increase is due to stable ridership and a cash fare increase that went into effect on July 1, 2012. January 2013 boardings were 0.5 percent lower than January 2012, essentially the same. There was the same number of weekdays of service in January 2013 as in 2012. Boardings for the rolling twelve-month period that ended January 31, 2013, increased 1.5 percent over the same period in the prior year.

Payroll tax revenues are up 6.4 percent versus last year through January 31. Receipts for the quarter that ended December 31, 2012, were disbursed in early February. Through early February, receipts are 6.9 percent higher than for the same period last fiscal year.

Self-employment tax payments are due at the same time as state income tax returns, usually on April 15. Since taxpayers typically file state and federal returns at the same time and federal returns were not accepted until the end of January, it is not clear why revenues are 38 percent ahead of last year through January. Some of the year-to-date receipts of \$254,000 are likely collections for prior tax years. A complete review of self-employment tax receipts will be done in May when the majority of funds are disbursed by the Oregon Department of Revenue.

As reported last month, state-in-lieu receipts were down 4.5 percent over the same quarter that ended September 30 last year. Staff has requested an investigation from the Department of Administrative Services because that quarterly disbursement report showed statewide receipts down 31 percent over the same quarter last year with the negative variance shared by all recipients. There has still been no response to the inquiry, but the disbursement for the quarter that ended December 31, 2012, was back up to the expected amount. Year-to-date comparison to the same period in the previous fiscal year shows 1 percent growth in receipts.

Interest rates of return remain low. The Local Government Investment Pool is still 0.6 percent, as has been true for the last several months.

Total personnel services expenditures, the largest category of operating expense, show a 7.7 percent increase versus the previous year, down from 10.4 percent reported through November and 9 percent reported through December. The increase is primarily the result of frontloading the current fiscal year

payment to reduce the unfunded liability in the administrative employee pension plan and, to a lesser degree, the effect of the represented employees' new contract.

Materials and services results vary widely from department to department. Total materials and services are 17.6 percent lower for the first seven months of this year as compared to last. Excluding the effect of transfers to the Capital Projects Fund, total materials and services are down 4 percent compared to FY 2011-12. Total expenditures in the General Fund are 2.3 percent less than for the comparable seven-month period in the previous fiscal year.

After a few months of falling fuel prices, costs rose in late January. The average price per gallon through January was \$3.25, down from \$3.28 through December and \$3.32 reported at the end of November. However, LTD paid \$3.34 per gallon on February 13, and prices continue to rise. The highest price paid in the current fiscal year was \$3.67 on August 21. The lowest price paid in the current fiscal year was \$2.97 on December 17, 2012. The FY 2012-13 budget assumes an average price of \$3.75.

The General Fund is stable through January.

Year-to-date expenditure results for the Accessible Services Fund and Medicaid Fund are as anticipated by the FY 2012-13 budget.

Capital Projects Fund activity continues to be relatively slow and spread over planning for the West Eugene EmX Extension, passenger boarding improvements, and hardware and software expenditures. Project expenditures are consistent with FY 2012-13 budget expectations.

ATTACHMENTS: Attached are the following financial reports for January for Board review:

1. Operating Financial Report - comparison to prior year
2. Comparative Balance Sheets
 - a. General Fund
 - b. Accessible Services Fund
 - c. Medicaid Fund
 - d. Capital Projects Fund
3. Income Statements
 - a. General Fund
 - b. Accessible Services Fund
 - c. Medicaid Fund
 - d. Capital Projects Fund

PROPOSED MOTION: None



Lane Transit District
Operating Financial Report
For the Fiscal Period Ending 1/31/2013 With Comparisons to Prior Year to Date
Current Year: 2012-2013
Unaudited

	Prior YTD 11-12	Adopted Budget	YTD Actual	% Budget	% Over Last Year
Revenues & Other Sources					
Passenger Fares	2,327,232	4,456,900	2,539,727	57.0%	9.1%
Group Pass	1,480,979	2,740,300	1,415,255	51.6%	-4.4%
Advertising	162,000	279,100	142,500	51.1%	-12.0%
Special Service	528,366	572,500	302,038	52.8%	-42.8%
Miscellaneous	142,011	149,800	300,501	200.6%	111.6%
Total Operating	<u>4,640,588</u>	<u>8,198,600</u>	<u>4,700,021</u>	57.3%	1.3%
Payroll Tax (cash basis)	12,017,086	24,046,500	12,786,716	53.2%	6.4%
Self-employment Tax (cash basis)	183,639	1,672,800	253,726	15.2%	38.2%
State-in-Lieu (cash basis)	884,732	1,820,000	893,576	49.1%	1.0%
Operating Grants	1,406,425	5,177,200	4,410,388	85.2%	213.6%
Total Taxes & Grants	<u>14,491,882</u>	<u>32,716,500</u>	<u>18,344,406</u>	56.1%	26.6%
Interest Income	35,226	60,000	41,682	69.5%	18.3%
Sale of Assets	31,375	15,000	42,291	281.9%	34.8%
Total Revenues & Other Sources	<u>19,199,071</u>	<u>40,990,100</u>	<u>23,128,400</u>	56.4%	20.5%
Expenditures & Other Uses					
Personnel Services					
Administration	4,778,609	9,139,200	5,413,622	59.2%	13.3%
Administration - Contra Payroll	(562,155)	(910,200)	(370,819)	40.7%	-34.0%
Administration - Net	<u>4,216,454</u>	<u>8,229,000</u>	<u>5,042,803</u>	61.3%	19.6%
Contract	10,637,065	19,345,800	10,950,760	56.6%	2.9%
Total Personnel Services	<u>14,853,519</u>	<u>27,574,800</u>	<u>15,993,563</u>	58.0%	7.7%
Materials & Services					
General Administration	93,912	161,400	64,753	40.1%	-31.0%
Government Relations	89,712	128,100	87,229	68.1%	-2.8%
Finance	100,172	181,700	160,657	88.4%	60.4%
Information Technologies	501,628	803,000	462,849	57.6%	-7.7%
Human Resources	194,542	321,700	98,718	30.7%	-49.3%
Service Planning	4,608	7,500	6,454	86.1%	40.1%
Marketing	233,668	295,900	114,949	38.8%	-50.8%
Graphics	9,320	21,300	13,081	61.4%	40.4%
Accessible Services	997	18,300	-	0.0%	-100.0%
Customer Service Center	8,699	26,200	5,545	21.2%	-36.3%
Planning & Development	19,235	23,700	10,939	46.2%	-43.1%
<i>point2point Solutions</i>	140,465	497,700	147,297	29.6%	4.9%
Facilities Services	680,230	1,244,500	667,903	53.7%	-1.8%
Transit Operations	352,172	670,400	360,339	53.7%	2.3%
Maintenance	2,358,067	4,858,300	1,902,060	39.2%	-19.3%
Insurance / Liability Costs	664,770	1,416,200	692,130	48.9%	4.1%
Accessible Services Transfer	1,107,479	2,501,300	1,504,842	60.2%	35.9%
Capital Transfer	3,031,900	1,600,000	1,600,000	100.0%	-47.2%
Total Materials & Services	<u>9,591,576</u>	<u>14,777,200</u>	<u>7,899,745</u>	53.5%	-17.6%
Total Expenditures & Other Uses	<u>24,445,095</u>	<u>42,352,000</u>	<u>23,893,308</u>	56.4%	-2.3%
Excess (Deficiency) of Revenues Over Expenditures	<u>(5,246,024)</u>	<u>(1,361,900)</u>	<u>(764,908)</u>		-85.4%
Net to Fund	<u>(5,246,024)</u>	<u>(1,361,900)</u>	<u>(764,908)</u>		-85.4%



Lane Transit District
General Fund
Comparative Balance Sheets
January 31, 2013 and June 30, 2012
Unaudited

	Current Balance	Balance 06/30/12
ASSETS		
Cash & Investments	\$ 11,472,286	\$ 11,022,021
Receivables	3,460,667	4,702,531
Accrued Payroll Taxes Receivable	5,344,000	5,344,000
Due from Other Governments	-	515,160
Due from Other Funds	-	462,573
Inventory of Parts and Supplies	2,840,521	2,750,860
Prepaid Expenses	550,706	678,562
Deposits	90,000	90,000
Property, Plant and Equipment		
Net of Accumulated Depreciation	122,613,660	122,613,660
Contribution in excess of ARC	1,006,960	1,006,960
Total Assets	<u>\$ 147,378,800</u>	<u>\$ 149,186,327</u>
LIABILITIES		
Accounts Payable	\$ 152,923	\$ 1,129,583
Accrued Payroll Related Payable	694,773	739,797
Unearned Revenue	115,644	125,860
Liability Claims/Other Payable	963,311	974,029
CAL/Sick Accrual	3,499,425	3,499,425
Net OPEB Obligation	2,488,640	2,488,640
Total Liabilities	<u>7,914,716</u>	<u>8,957,334</u>
FUND BALANCE		
Investment in Fixed Assets	39,130,442	39,130,442
Contributed Capital	<u>102,876,471</u>	<u>102,876,471</u>
Fund Balance Restricted to Assets	<u>142,006,913</u>	<u>142,006,914</u>
Fund Balance	(1,777,921)	9,433,177
Excess (Deficiency) of Revenues Over Expenditures	<u>(764,908)</u>	<u>(11,211,098)</u>
Ending Fund Balance	<u>(2,542,829)</u>	<u>(1,777,921)</u>
Total Reserves & Fund Balances	<u>139,464,084</u>	<u>140,228,993</u>
Total Liabilities & Fund Balance	<u>\$ 147,378,800</u>	<u>\$ 149,186,327</u>



Lane Transit District
Accessible Services Fund
Comparative Balance Sheets
January 31, 2013 and June 30, 2012
Unaudited

	Current Balance	Balance 6/30/2012
ASSETS		
Cash & Investments	\$ 224,233	\$ -
Receivables	251,361	293,953
Grants Receivable	<u>56,981</u>	<u>643,629</u>
Total Assets	<u>\$ 532,575</u>	<u>\$ 937,582</u>
LIABILITIES		
Accounts Payable	\$ 32,297	\$ 184,379
Due to Other Funds	-	462,573
Unearned Revenue	<u>176,084</u>	<u>-</u>
Total Liabilities	<u>208,381</u>	<u>646,952</u>
RESERVES & BALANCES		
Fund Balance	290,630	298,795
Excess (Deficiency) of Revenues Over Expenditures	<u>33,564</u>	<u>(8,165)</u>
Ending Fund Balance	<u>324,194</u>	<u>290,630</u>
Total Liabilities & Fund Balances	<u>\$ 532,575</u>	<u>\$ 937,582</u>



Lane Transit District
Medicaid Fund
Comparative Balance Sheets
January 31, 2013 and June 30, 2012
Unaudited

	Current Balance	Balance 6/30/2012
ASSETS		
Cash & Investments	\$ 422,187	\$ 540,944
Receivables	<u>433,279</u>	<u>351,732</u>
Total Assets	<u>\$ 855,466</u>	<u>\$ 892,676</u>
LIABILITIES		
Accounts Payable	\$ -	\$ 66,825
Medicaid Medical Reserves	<u>609,068</u>	<u>625,175</u>
Total Liabilities	<u>609,068</u>	<u>692,000</u>
RESERVES & BALANCES		
Fund Balance	200,676	151,801
Excess (Deficiency) of Revenues Over Expenditures	<u>45,721</u>	<u>48,875</u>
Ending Fund Balance	<u>246,397</u>	<u>200,676</u>
Total Liabilities & Fund Balances	<u>\$ 855,465</u>	<u>\$ 892,676</u>



**Lane Transit District
Capital Projects Fund
Comparative Balance Sheets
January 31, 2013 and June 30, 2012
Unaudited**

	Current Balance	Balance 06/30/12
ASSETS		
Cash & Investments	\$ 4,089,970	\$ 1,732,686
Accounts Receivable	6,500	15,676
Grants Receivable	<u>102,600</u>	<u>1,653,169</u>
Total Assets	<u>\$ 4,199,070</u>	<u>\$ 3,401,531</u>
LIABILITIES		
Accounts Payable	\$ 20,434	\$ 202,899
Retainage Payable	7,233	7,208
Unearned Revenue	<u>1,692,904</u>	<u>1,674,630</u>
Total Liabilities	<u>1,720,571</u>	<u>1,884,737</u>
RESERVES & BALANCES		
Fund Balance	1,516,794	952,723
Excess (Deficiency) of Revenues Over Expenditures	<u>961,705</u>	<u>564,071</u>
Ending Fund Balance	<u>2,478,499</u>	<u>1,516,794</u>
Total Liabilities & Fund Balances	<u>\$ 4,199,070</u>	<u>\$ 3,401,531</u>

**Lane Transit District
General Fund
Schedule of Resources and Requirements
For the Period 1/01/2013 - 1/31/2013
Unaudited**

	Annual Budget	Current Month			Year to Date		
		Budget	Actual	Variance	Budget	Actual	Variance
Resources							
Beginning Working Capital	10,306,300	-	-	-	10,306,300	12,456,000	2,149,700
Passenger Fares	4,456,900	384,980	363,457	(21,523)	2,586,560	2,539,727	(46,833)
Group Pass	2,740,300	285,000	255,000	(30,000)	1,525,800	1,415,255	(110,545)
Advertising	279,100	23,500	-	(23,500)	164,500	142,500	(22,000)
Special Service	572,500	37,450	-	(37,450)	530,150	302,038	(228,112)
Miscellaneous	134,800	18,770	3,253	(15,517)	77,890	300,501	222,611
Payroll Tax (cash basis)	24,046,500	700,000	996,258	296,258	12,535,000	12,786,716	251,716
Self-employment Tax (cash basis)	1,672,800	11,000	34,534	23,534	205,000	253,726	48,726
State-in-Lieu (accrual basis)	1,820,000	-	-	-	870,000	893,576	23,576
Operating Grants	5,192,200	425,180	2,035	(423,145)	3,016,260	4,410,388	1,394,128
Interest Income	60,000	5,000	6,403	1,403	35,000	41,682	6,682
Proceeds From Sale of Assets	15,000	-	-	-	13,000	42,291	29,291
Total General Fund Resources	51,296,400	1,890,880	1,660,940	(229,940)	31,865,460	35,584,400	3,718,940
Requirements							
General Administration	664,400	51,427	40,241	11,186	398,059	349,558	48,501
Government Relations	128,100	6,140	2,415	3,725	97,380	87,229	10,151
Finance	1,174,900	89,165	136,022	(46,857)	729,655	774,516	(44,861)
Information Technologies	1,380,700	86,661	69,905	16,756	946,457	852,978	93,479
Human Resources	1,005,100	80,287	61,380	18,907	604,309	508,381	95,928
Service Planning	461,800	35,894	34,924	970	281,858	278,180	3,678
Marketing	593,700	53,456	30,048	23,408	393,392	314,158	79,234
Graphics	159,400	11,823	11,047	776	95,511	92,816	2,695
Accessible Services	137,600	9,976	(5,389)	15,365	87,832	102,516	(14,684)
Customer Service Center	535,600	44,352	50,416	(6,064)	313,684	341,310	(27,626)
Planning & Development	386,000	29,231	39,006	(9,775)	244,117	234,645	9,472
<i>point2point Solutions</i>	1,042,700	84,286	53,275	31,011	639,002	486,389	152,613
Facilities Services	1,890,800	154,451	135,514	18,937	1,118,557	1,065,855	52,702
Transit Operations	18,158,100	1,502,649	1,555,318	(52,669)	10,646,443	10,344,695	301,748
Maintenance	9,115,600	755,476	420,765	334,711	5,339,332	4,263,110	1,076,222
Insurance / Liability Costs	1,416,200	118,020	84,320	33,700	826,140	692,130	134,010
Total Operating Requirements	38,250,700	3,113,294	2,719,207	394,087	22,761,728	20,788,466	1,973,262
Accessible Services Transfer	2,501,300	208,440	207,384	1,056	1,459,080	1,504,842	(45,762)
Capital Projects Transfer	1,600,000	-	-	-	1,600,000	1,600,000	-
Reserve-Operating Contingency	1,000,000	-	-	-	-	-	-
Reserve-Self-insurance and Risk	1,000,000	-	-	-	-	-	-
Reserve-Working Capital	6,944,400	-	-	-	-	-	-
Total Non-Operating Requirements	13,045,700	208,440	207,384	1,056	3,059,080	3,104,842	(45,762)
Total General Fund Requirements	51,296,400	3,321,734	2,926,591	395,143	25,820,808	23,893,308	1,927,500
Resources Less Requirements	-				6,044,652	11,691,092	



Lane Transit District
Accessible Services Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 1/1/2013 - 1/31/2013
Unaudited

				Percent of Year	58.3%
	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
Revenues & Other Sources					
State Special Transp Funds - In District	473,000	203,101	30,804	(269,899)	42.9%
State Special Transp Funds - Out of District	-	26,640	-	26,640	NA
State Special Transp Funds - Administration	-	-	-	-	NA
Special Transportation Operating	-	41,886	13,962	41,886	NA
Federal Grants - 5310	1,528,500	429,894	-	(1,098,606)	28.1%
Federal Grants - 5311	154,900	39,371	-	(115,529)	25.4%
Federal Grants - 5316 JARC	25,000	57,062	-	32,062	228.2%
Federal Grants - 5317 New Freedom	152,000	-	-	(152,000)	0.0%
Other Federal Grants	704,100	542,503	-	(161,597)	77.0%
Other State Grants	60,300	-	-	(60,300)	0.0%
Farebox	319,500	193,027	28,518	(126,473)	60.4%
Local Grants	90,300	46,050	-	(44,250)	51.0%
Miscellaneous	-	50	-	50	NA
Transfer from General Fund	2,501,300	1,504,842	207,384	(996,458)	60.2%
Total Revenues	6,008,900	3,084,426	280,668	(2,924,474)	51.3%
Expenditures & Other Uses					
Eugene-Springfield Based Services					
ADA RideSource	4,989,600	2,548,619	254,216	2,440,981	51.1%
Mental Health & Homeless	86,600	36,648	124	49,952	42.3%
Travel Training & Host	130,000	67,484	-	62,516	51.9%
Job Access/Reverse Commute (JARC)	-	-	-	-	NA
Total Eugene-Springfield Based Services	5,206,200	2,652,751	254,340	2,553,449	51.0%
Rural Lane County Services					
South Lane	104,000	36,151	130	67,849	34.8%
Florence	172,000	93,878	15,497	78,122	54.6%
Oakridge	188,000	92,465	23	95,535	49.2%
Total Rural Lane County Services	464,000	222,494	15,650	241,506	48.0%
Mobility Management	170,000	76,103	-	93,897	44.8%
Veterans Transportation	-	15,140	1,715	-	NA
Lane County Coordination	168,700	84,374	9,843	84,326	50.0%
Transfer to Capital Fund	40,000	-	-	40,000	0.0%
Contingency	176,300	-	-	176,300	0.0%
Total Accessible Services Expenditures	6,225,200	3,050,862	281,548	3,189,478	49.0%
Unreserved Fund Balance					
Change to Fund Balance	(216,300)	33,564			
Beginning Balance	216,300	290,630			
Ending Balance	<u>\$ -</u>	<u>\$ 324,194</u>			



Lane Transit District
Medicaid Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 1/1/2013 - 1/31/2013
Unaudited

	Adopted Budget	YTD Actual	Current Month Actual	Percent of Year Variance	58.3% YTD % of Budget
Revenues & Other Sources					
Medicaid	4,521,100	2,723,025	345,100	(1,798,075)	60.2%
Medicaid Non-Medical	419,800	297,613	-	(122,187)	70.9%
State Special Transportation Fund (STF) Operating	88,200	-	-	(88,200)	0.0%
State Discretionary Funds	32,200	32,191	-	(9)	100.0%
Miscellaneous	-	-	-	-	N/A
Total Revenues	<u>5,061,300</u>	<u>3,052,829</u>	<u>345,100</u>	<u>(2,008,471)</u>	60.3%
Expenditures & Other Uses					
Medicaid Medical Service					
Services	3,735,400	2,273,188	287,651	1,462,212	60.9%
Mobility Management	43,700	29,010	-	14,690	66.4%
RideSource Call Center Administration	574,100	294,283	-	279,817	51.3%
Lane Transit District Administration	167,900	86,442	17,037	81,458	51.5%
Total Medicaid Medical (NEMT)	<u>4,521,100</u>	<u>2,682,923</u>	<u>304,688</u>	<u>1,838,177</u>	59.3%
Medicaid Non-Medical (Waivered) Service					
Services	324,700	215,546	26,196	109,154	66.4%
Mobility Management	17,400	9,961	-	7,439	57.2%
Grant program match requirements	191,500	95,364	-	96,136	49.8%
RideSource Call Center Administration	-	-	-	-	N/A
Lane Transit District Administration	6,600	3,312	300	3,288	50.2%
Total Medicaid Non-Medical (Waivered)	<u>540,200</u>	<u>324,184</u>	<u>26,496</u>	<u>216,016</u>	60.0%
Total Medicaid Fund Expenditures	<u>5,061,300</u>	<u>3,007,107</u>	<u>331,184</u>	<u>2,054,193</u>	59.4%
Unreserved Fund Balance					
Change to Fund Balance	-	45,721			
Beginning Balance	151,800	200,676			
Ending Balance	<u>151,800</u>	<u>246,397</u>			



Lane Transit District
Capital Projects Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 1/1/2013 - 1/31/2013
Unaudited

Percent of Year **58.3%**

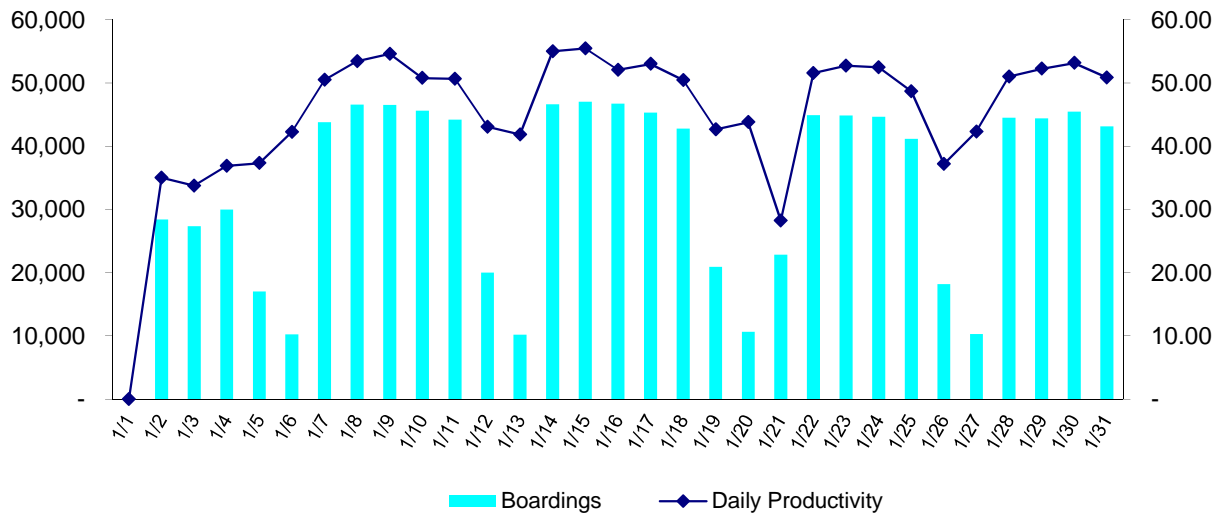
	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
Revenues & Other Sources					
Federal Grant Income					
Formula Funds (Section 5307)	4,663,700	581,365	8,920	(4,082,335)	12.5%
American Recovery & Reinvestment Act (ARRA)	69,400	66,306	-	(3,094)	95.5%
Discretionary Funds	18,410,900	92,422	-	(18,318,478)	0.5%
Other Funds	-	-	-	-	N/A
Total Federal Grants	<u>23,144,000</u>	<u>740,093</u>	<u>8,920</u>	<u>(22,403,907)</u>	3.2%
Connect Oregon	-	-	-	-	N/A
Other State Grant Income	3,934,300	-	-	(3,934,300)	0.0%
Other Local Funds	-	-	-	-	N/A
Miscellaneous Income	-	200	-	200	N/A
Transfer from General Fund	1,600,000	1,600,000	-	-	100.0%
Transfer from Accessible Services Fund	40,000	-	-	(40,000)	0.0%
Total Resources	<u>28,718,300</u>	<u>2,340,293</u>	<u>8,920</u>	<u>(26,378,007)</u>	8.1%
Expenditures					
Grant Paid Capital					
EmX					
Gateway EmX Extension	2,080,000	80,914	115	1,999,086	3.9%
West Eugene EmX Extension	18,280,800	303,263	17,810	17,977,537	1.7%
Main Street/McVay EmX Extension	937,500	10,947	4,519	926,553	1.2%
Total EmX	<u>21,298,300</u>	<u>395,125</u>	<u>22,445</u>	<u>20,903,175</u>	1.9%
Revenue Rolling Stock	125,000	-	-	125,000	0.0%
PBI/Facilities	2,791,800	438,640	6,647	2,353,160	15.7%
Software & Hardware	3,080,800	313,494	15,873	2,767,306	10.2%
Intelligent Transportation Systems	526,600	14,681	-	511,919	2.8%
Transit Security Projects	652,600	155,411	-	497,189	23.8%
Bus Related Equipment	-	-	-	-	N/A
Miscellaneous Equipment	305,000	4,719	-	300,281	1.5%
Communications	80,000	-	-	80,000	0.0%
Shop Equipment	78,500	34,898	1,363	43,602	44.5%
Support Vehicles	60,000	19,763	-	40,238	32.9%
Accessible Services Vehicles	200,000	1,857	165	198,143	0.9%
Budgeted for Capital Contingency/Reserves	564,100	-	-	564,100	0.0%
Total Expenditures	<u>29,762,700</u>	<u>1,378,588</u>	<u>46,493</u>	<u>28,384,112</u>	4.6%
Unreserved Fund Balance					
Change to Fund Balance	(1,044,400)	961,705			
Beginning Fund Balance	<u>1,044,400</u>	<u>1,516,794</u>			
Ending Fund Balance	<u>-</u>	<u>2,478,499</u>			

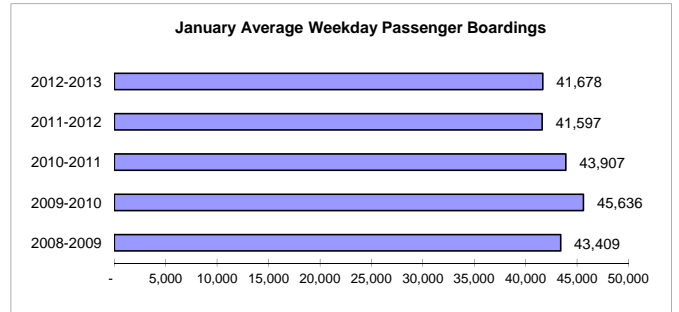
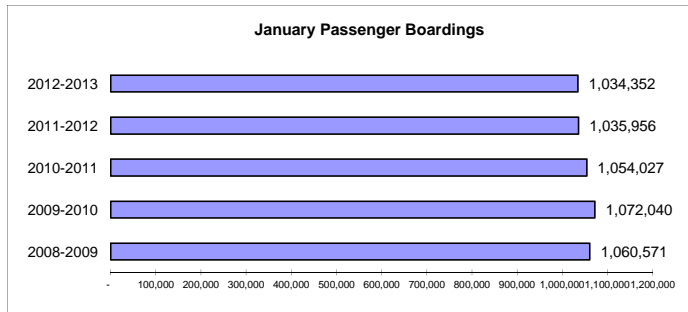
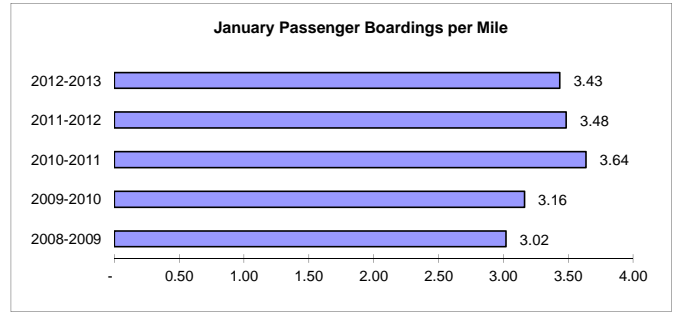
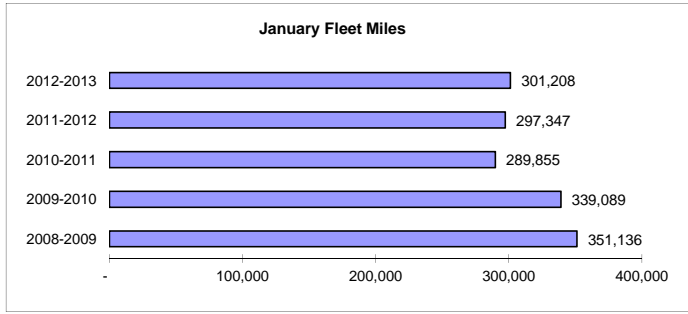
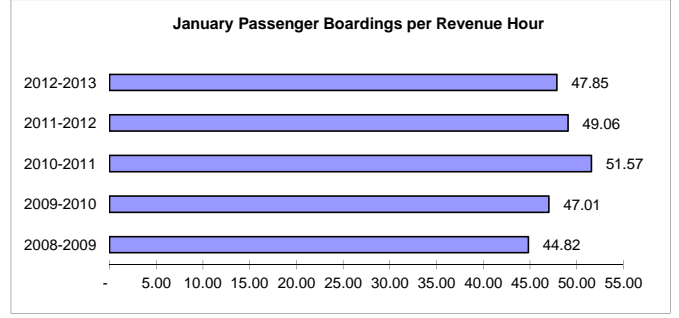
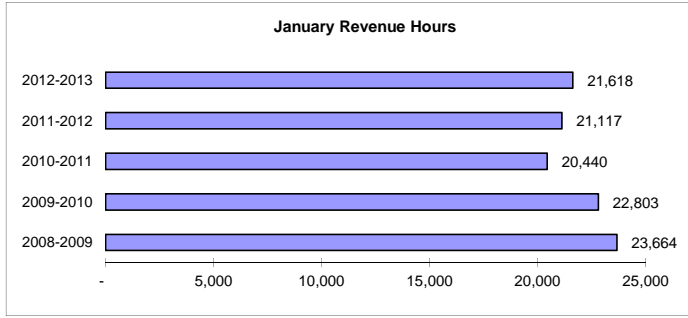
LANE TRANSIT DISTRICT
January 2013 Performance Report
19-February-2013

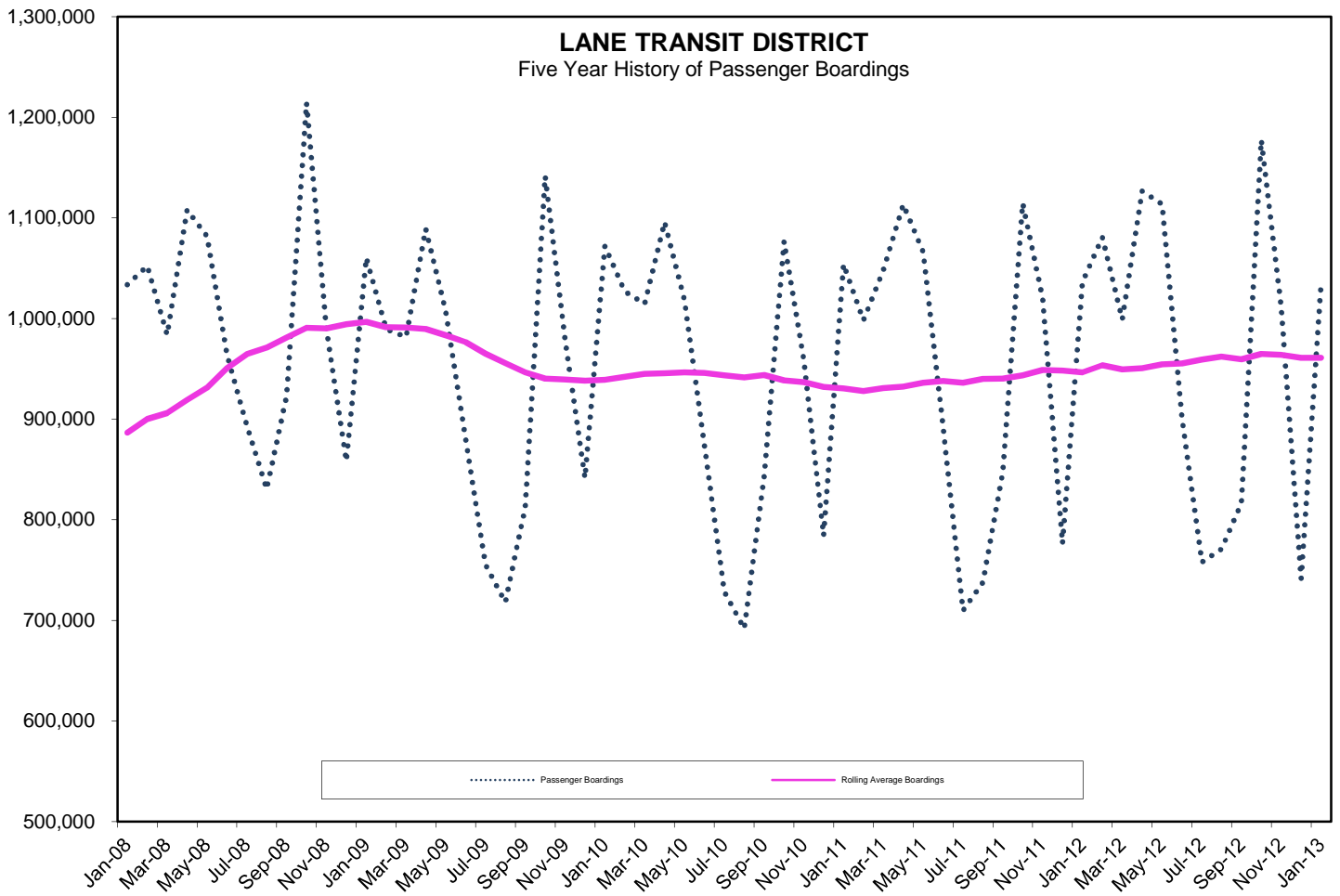
Performance Measure	Prior Year's			Current			Current		
	Current Month	Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	1,034,352	1,035,956	- 0.2%	6,309,536	6,241,760	+ 1.1%	11,530,900	11,359,655	+ 1.5%
Mobility Assisted Riders	10,391	8,670	+ 19.9%	79,862	69,658	+ 14.6%	132,378	114,400	+ 15.7%
Average Passenger Boardings:									
Weekday	41,678	41,597	+ 0.2%	36,493	36,366	+ 0.4%	38,952	38,724	+ 0.6%
Saturday	19,033	19,867	- 4.2%	18,288	17,648	+ 3.6%	19,463	18,582	+ 4.7%
Sunday	10,326	10,338	- 0.1%	9,937	9,575	+ 3.8%	10,244	9,809	+ 4.4%
Monthly Revenue Hours	21,618	21,117	+ 2.4%	121,416	141,770	- 14.4%	248,744	244,552	+ 1.7%
Boardings Per Revenue Hour	47.8	49.1	- 2.5%	51.97	44.03	+ 18.0%	46.36	46.45	- 0.2%
Weekly Revenue Hours	4,977	4,863	+ 2.3%	4,766	4,730	+ 0.8%	4,851	4,765	+ 1.8%
Weekdays	22	22		127	149		256	256	
Saturdays	4	4		26	32		52	53	
Sundays	4	4		27	29		52	50	
Passenger Revenues & Sales									
Total Passenger Revenues	\$618,457	\$636,624	- 2.9%	\$3,955,070	\$3,808,612	+ 3.8%	6,901,474	6,995,231	- 1.3%
Average Passenger Fare	\$0.598	\$0.615	- 2.7%	\$0.63	\$0.61	+ 2.7%	\$0.60	\$0.62	- 2.8%
Farebox Revenue	\$170,041	\$182,686	- 6.9%	\$1,255,176	\$1,196,270	+ 4.9%	\$2,131,357	\$1,962,760	+ 8.6%
Adult Pass	2,177	2,094	+ 4.0%	14,590	13,691	+ 6.6%	24,879	25,308	- 1.7%
Youth Pass	1,197	1,111	+ 7.7%	6,309	4,916	+ 28.3%	11,356	5,552	+ 104.5%
Reduced Fare Pass	1,155	1,038	+ 11.3%	8,617	7,624	+ 13.0%	14,312	12,906	+ 10.9%
Adult 3 Month Pass	85	86	- 1.2%	502	662	- 24.2%	888	1,024	- 13.3%
Youth 3 Month Pass	89	143	- 37.8%	519	540	- 3.9%	805	561	+ 43.5%
Reduced Fare 3 Month Pass	49	46	+ 6.5%	415	391	+ 6.1%	741	680	+ 9.0%
Adult 10-Ride Ticket Book	1,707	-	+ 0.0%	6,182	-	+ 0.0%	6,182	-	+ 0.0%
Half-Fare 10-Ride Ticket Book	438	-	+ 0.0%	1,485	-	+ 0.0%	1,485	-	+ 0.0%
Agency Adult 25-Day Pass Book	-	255	- 100.0%	556	1,638	- 66.1%	2,034	2,696	- 24.6%
Agency Half-Fare 25-Day Pass Book	-	22	- 100.0%	126	165	- 23.6%	246	294	- 16.3%
RideSource 10-Ride Ticket Book	613	601	+ 2.0%	3,852	3,964	- 2.8%	6,815	6,632	+ 2.8%
Fleet Services									
Fleet Miles	301,208	297,347	+ 1.3%	2,034,146	2,058,716	- 1.2%	3,525,232	3,549,013	- 0.7%
Average Passenger Boardings/Mile	3.43	3.48	- 1.4%	3.10	3.03	+ 2.3%	3.27	3.20	+ 2.2%
Fuel Cost	\$249,217	\$259,659	- 4.0%	\$1,809,099	\$1,919,638	- 5.8%	\$3,254,785	\$3,347,051	- 2.8%
Fuel Cost Per Mile	\$0.827	\$0.873	- 5.3%	\$0.889	\$0.932	- 4.6%	\$0.923	\$0.943	- 2.1%
Repair Costs	\$227,643	\$215,716	+ 5.5%	\$1,274,722	\$1,474,416	- 13.5%	\$2,324,349	\$2,542,125	- 8.6%
Total Repair Cost Per Mile	\$0.756	\$0.725	+ 4.2%	\$0.627	\$0.716	- 12.5%	\$0.659	\$0.716	- 7.9%
Preventive Maintenance Costs	\$36,864	\$34,883	+ 5.7%	\$229,906	\$224,107	+ 2.6%	\$394,324	\$389,324	+ 1.3%
Total PM Cost Per Mile	\$0.122	\$0.117	+ 4.3%	\$0.113	\$0.109	+ 3.8%	\$0.112	\$0.110	+ 2.0%
Mechanical Road Calls	52	73	- 28.8%	391	521	- 25.0%	733	972	- 24.6%
Miles/Mech. Road Call	5,792	4,073	+ 42.2%	5,202	3,951	+ 31.7%	4,809	3,651	+ 31.7%
Special Mobility Service									
SMS Rides	16,475	15,771	+ 4.5%	108,857	111,174	- 2.1%	190,634	191,089	- 0.2%
SMS Ride Refusals	-	-	+ 0.0%	1	-	+ 0.0%	6	-	+ 0.0%
RideSource	6,800	7,461	- 8.9%	49,249	53,184	- 7.4%	88,820	89,876	- 1.2%
RideSource Refusals	-	-	+ 0.0%	1	-	+ 0.0%	6	-	+ 0.0%

Daily Ridership Recap January 2013

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings		
1/1/2013	Tuesday	Closed	-	-	-	-
1/2/2013	Wednesday	Weekday	28,396	456	811.00	35.01
1/3/2013	Thursday	Weekday	27,369	487	811.00	33.75
1/4/2013	Friday	Weekday	29,978	478	813.00	36.87
1/5/2013	Saturday	Saturday	17,015	304	456.00	37.31
1/6/2013	Sunday	Sunday	10,225	178	242.00	42.25
1/7/2013	Monday	Weekday	43,810	427	868.00	50.47
1/8/2013	Tuesday	Weekday	46,604	430	872.00	53.44
1/9/2013	Wednesday	Weekday	46,511	386	852.00	54.59
1/10/2013	Thursday	Weekday	45,602	347	898.00	50.78
1/11/2013	Friday	Weekday	44,217	453	873.00	50.65
1/12/2013	Saturday	Saturday	20,025	271	465.00	43.06
1/13/2013	Sunday	Sunday	10,164	138	243.00	41.83
1/14/2013	Monday	Weekday	46,653	393	848.00	55.02
1/15/2013	Tuesday	Weekday	47,043	441	848.00	55.48
1/16/2013	Wednesday	Weekday	46,759	420	898.00	52.07
1/17/2013	Thursday	Weekday	45,319	431	855.00	53.00
1/18/2013	Friday	Weekday	42,770	393	848.00	50.44
1/19/2013	Saturday	Saturday	20,901	237	490.00	42.66
1/20/2013	Sunday	Sunday	10,641	135	243.00	43.79
1/21/2013	Monday	Weekday	22,839	233	809.00	28.23
1/22/2013	Tuesday	Weekday	44,904	366	871.00	51.55
1/23/2013	Wednesday	Weekday	44,881	351	851.00	52.74
1/24/2013	Thursday	Weekday	44,646	367	851.00	52.46
1/25/2013	Friday	Weekday	41,142	404	845.00	48.69
1/26/2013	Saturday	Saturday	18,192	217	489.00	37.20
1/27/2013	Sunday	Sunday	10,274	94	243.00	42.28
1/28/2013	Monday	Weekday	44,485	330	872.00	51.01
1/29/2013	Tuesday	Weekday	44,407	397	850.00	52.24
1/30/2013	Wednesday	Weekday	45,447	383	855.00	53.15
1/31/2013	Thursday	Weekday	43,133	444	848.00	50.86
Totals			1,034,352	10,391	21,618	47.85







CATEGORY	DESCRIPTION	ORDINANCE NO(S).
LTD Boundaries	Establishes the District's territorial boundaries and criteria for changing the District's boundaries	21 , 24
Current Fares	States the current fares for use of LTD's services	35
Route, Schedule, and Fare Changes	Establishes the procedures for making route, schedule and fare changes	33
Meetings of the Board of Directors	Establishes rules for the District's Board of Directors' meetings	1
Contract Review Board	Establishes the LTD Board of Directors as the local contract review board for LTD	30
Conduct on District Property	Sets rules and regulations governing conduct on District property. For procedures to contest a Notice of Exclusion, see Resolution No. 2009-008 .	36
Self-Employment Tax	States the current self-employment tax rate, instructions for filing, due dates, and information relating to deficiencies, penalties and refunds.	39 , 40 , 41
Payroll Tax	States the current payroll tax rate, instructions for filing, due dates, and information relating to deficiencies, penalties and refunds.	34 , 39 , 40

Alternative formats (Braille, cassette tapes, or large print) of these documents are available upon request. For more information, please call 541-687-5555 (7-1-1 TTY).