



Public notice was given to *The Register-Guard* for publication on June 13, 2013.

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING**

Wednesday, June 19, 2013

5:30 p.m.

LTD Board Room

3500 E. 17TH Avenue, Eugene

(off Glenwood Boulevard in Glenwood)

A G E N D A

I. CALL TO ORDER		<u>Page No.</u>
II. ROLL CALL		
Reilly _____ Towery _____ Necker _____ Dubick _____		
Gillespie _____ Yeh _____ Vacant _____		

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

III. PRELIMINARY REMARKS BY BOARD PRESIDENT	(5 minutes)	
IV. COMMENTS FROM THE GENERAL MANAGER	(3 minutes)	5
V. ANNOUNCEMENTS AND ADDITIONS TO AGENDA	(1 minute)	6
VI. BOARD CALENDARS	(1 minute)	7
VII. JULY EMPLOYEE OF THE MONTH	(5 minutes)	8
VIII. AUDIENCE PARTICIPATION		
◆ <i>Public Comment Note:</i> 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.		

IX. ITEMS FOR ACTION AT THIS MEETING

- | | | |
|--|--------------|----|
| A. Consent Calendar | (1 minute) | 9 |
| 1. Minutes of the April 22, 2013, Strategic Planning Session
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| 2. Minutes of the May 15, 2013, Regular Board Meeting
[Page 20] | | |
| 3. Federally-Required Update of Extended Illness Bank Policy
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| 4. Resolution Reaffirming LTD's District Boundaries
[Page 33] | | |
| B. Public Hearing and Adoption of Fiscal Year 2013-14
Budget
[Diane Hellekson] | (10 minutes) | 35 |
| 1. Staff Presentation | | |
| 2. Opening of Public Hearing by Board President | | |
| 3. Public Testimony | | |
| ▪ Each speaker is limited to three (3) minutes | | |
| 4. Closing of Public Hearing | | |
| 5. Board Discussion and Decision | | |
| C. Call to Order as LTD Contract Review Board
[Jeanette Bailor] | (15 minutes) | 41 |
| 1. West Eugene EmX Extension Contracting Method | | |
| a. Staff Presentation | | |
| b. Opening of Public Hearing by Board President | | |
| c. Public Testimony | | |
| • Each speaker is limited to three (3) minutes | | |
| d. Closing of Public Hearing | | |
| e. LTD Contract Review Board Discussion and Decision | | |
| 2. Adjourn Contract Review Board/Return to
LTD Board Meeting | | |
| D. Federal Fiscal Year 2014 Disadvantaged
Business Enterprise Goal
[Jeanette Bailor] | (5 minutes) | 51 |

X. ITEMS FOR INFORMATION AT THIS MEETING

A. Board Member Reports	(10 minutes)	104
1. Meetings Held		
a. Accessible Transportation Committee (ATC), May 21		
b. EmX Steering Committee, June 4		
c. Metropolitan Policy Committee (MPC), June 6		
d. Lane Area Commission on Transportation (LaneACT), June 12		
2. No Meeting/No Reports		
a. Main Street-McVay Governance Committee		
b. Lane Council of Governments (LCOG) Board of Directors		
c. LTD Board Human Resources Committee		
d. LTD Pension Trusts		
e. Transportation Community Resource Group (TCRG) for the Transportation System Plan (TSP)		
f. Springfield Stakeholder Advisory Committee		
g. LTD Board Service Committee		
h. LTD Board Finance Committee		
B. Board Committee Assignments [Board President Doris Towery]	(10 minutes)	106
C. EmX Steering Committee Appointments [Tom Schwetz]	(10 minutes)	108
D. Summer 2013 Board Meetings [Ron Kilcoyne]	(10 minutes)	109
E. May Financial Statements [Diane Hellekson]	(5 minutes)	110
F. Monthly Grant Report – May 2013 (respond if questions)		111
G. Fiscal Year 2013-14 Special Transportation Fund Allocations (respond if questions)		115
H. Monthly Department Reports (respond if questions)		116
I. Monthly Performance Reports (respond if questions)		123

- XI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING 125
- A. 2013 Legislative Session Summary
 - B. Long-Range Transit Plan
 - C. Annual Performance Report
 - D. High-capacity Transit Corridor Projects
- XII. 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: June 19, 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

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 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

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 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 summer and fall vacation dates.

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

PROPOSED MOTION: None.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 2013

ITEM TITLE: JULY EMPLOYEE OF THE MONTH

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

BACKGROUND:

July 2013 Employee of the Month: Bus Operator/Instructor Marcus Hecker has been selected to receive the July Employee of the Month (EOM) award. Marcus has been employed by the District since January 2006 and has received six safe driving awards and three EOM nominations.

As a certified Smith System of Defensive Driving instructor, Marcus prepares new operators for their commercial driving tests; he trains EmX operators; and he is a key participant in Vehicle Automated Assist magnetic technology development and testing. In addition, Marcus is the temporary special events transportation coordinator, he is a securement loop and lift training instructor, and he is a member of the Accident Route Review Committee.

It was while Marcus was performing his duties as the securement loop and lift training instructor that a customer contacted LTD to express her gratitude for Marcus' patience and encouragement during her lift training. She added that she looks forward to her newly acquired independence now that she is able to use her new mobility device to navigate the LTD bus system.

When asked to comment on Marcus' selection as Employee of the Month, Operations Supervisor Rick Thompson stated:

Marcus is very well liked and respected by his coworkers, he is a pleasure to work with, and he always is willing to do whatever is necessary to get the job done. He has been known to work during the University of Oregon football season and for training assignments on his days off. Marcus is an exceptional employee and is very deserving of this award.

AWARD:

Marcus will attend the June 19, 2013, meeting to be introduced to the Board and to receive his award.

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 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 June 19, 2013:

- (1) Approval of the Minutes of the April 22, 2013, Strategic Planning Session
- (2) Approval of the Minutes of the May 15, 2013, Regular Board Meeting
- (3) Approval of Federally Required Update of Extended Illness Bank Policy
- (4) Approval of LTD Resolution No. 2013-020 Reaffirming LTD's District Boundaries

ATTACHMENTS:

- (1) Minutes of the April 22, 2013, Strategic Planning Session
- (2) Minutes of the May 15, 2013, Regular Board Meeting
- (3) Federally Required Update of Extended Illness Bank Policy
- (4) LTD Resolution No. 2013-020 Reaffirming LTD's District Boundaries

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

LTD Resolution No. 2013-019: It is hereby resolved that the Consent Calendar for June 19, 2013, is approved as presented.

MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT
STRATEGIC PLANNING WORK SESSION

Monday, April 22, 2013

Pursuant to notice given to *The Register-Guard* for publication on April 18, 2013, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a strategic planning work session on Monday, April 22, 2013, beginning at 8:00 a.m., at the Springfield Justice Center, 230 4th Street, Springfield, Oregon.

Present:

Board:

Doris Towery, President
Gary Gillespie, Vice President
Ed Necker, Treasurer
Martha Reilly
Carl Yeh

Absent:

Michael Dubick, Secretary

Guest:

Randy Harrington

Staff:

Ron Kilcoyne, General Manager
Andy Vobora, Director of Customer Services and Planning
George Trauger, Director of Maintenance
Diane Hellekson, Director of Finance and Information Technology
Mary Adams, Director of Human Resource and Risk Management
Tom Schwetz, Planning and Development Manager
Steve Parrott, Information Technology Manager
Joe McCormack, Facilities Manager
Jeanne Schapper, Administrative Services Manager/Clerk of the Board

Lynn Taylor, Minutes Recorder

CALL TO ORDER/ROLL CALL: Ms. Towery convened the meeting and called the roll at 8:15 a.m.

WELCOME BY BOARD PRESIDENT: Ms. Towery welcomed Board members and staff to the District's strategic planning discussions.

CONNECTING THE DOTS: General Manager Ron Kilcoyne began the strategic planning work session with the history of Lane Transit District (LTD): Why LTD exists; why the agency collects payroll taxes, and why the agency is of value to the communities it serves. He said that transit provides many benefits, including an environmental benefit through the reduction of greenhouse gases, and an economic benefit through jobs and labor pool access. Transit also provides a social benefit through improved mobility and accessibility and a reduction of parking requirements, thereby making land available for other uses. He said that those benefits could only be provided if ridership continues to increase, and the issue is how to grow per capita ridership.

Mr. Kilcoyne stated that LTD's productivity data placed it at No. 22 out of more than 500 transit districts across the country, with an average of 45 boardings per hour of service over the course of a year. He said that the surgical cuts to service have contributed to that high productivity rate, but that the more important statistic is per capita transit usage. He said that the need for transit service is greater than what is being provided. He noted that LTD provides other services and benefits, including RideSource, coordination and brokerage of transportation services, and Point2point programs that minimize single

occupancy vehicle trips. This holistic approach provides the community with transportation choices and freedom from automobile ownership.

Mr. Kilcoyne said that there are three aspects to increasing ridership: product design, marketing and promotion, and basic operations. These are part of a larger picture that encompasses the complete door-to-door trip. LTD does not have control over all of these elements, but LTD is able to foster strong partnerships with entities that control these other aspects in order to provide a complete trip. A robust transit system composed of many transportation modes and options enhances a community's quality of life and provides the ultimate choice in freedom, mobility, and accessibility.

Mr. Kilcoyne said that although LTD's productivity is high, an examination of the system demonstrates that previous service reductions resulted in a loss of ridership in certain areas. EmX ridership has tended to mask what is occurring in other parts of the system, and it is clear that LTD is not meeting the latent demand for service. He said that appropriate level of service issues to consider during strategic planning are "donut holes" or areas of the community with little or no transit service, dense residential development, and populations with low automobile ownership. Paradoxically, these areas tend to have low ridership and are vulnerable when service cuts occur.

Mr. Kilcoyne observed that LTD does not control its revenue stream, which is based on the economy and the number of jobs within the taxing District. He said that it is important to articulate to the community quantitatively or qualitatively the benefits LTD provides and the impact of current and future services. He said that the District also should examine as an organization whether everything it does adds value and is as efficient as possible. The District should examine other opportunities to streamline operations and increase flexibility. The purpose of the work session is to engage the Board and the organization to develop and achieve strategic goals.

Mr. Gillespie commented that the "donut holes" in the Coburg Road and South Eugene areas are due in part to problems with reliability and times of service, connections with other routes, and confusion about how to connect with EmX.

Ms. Towery commented that the Long-Range Financial Plan (LRFP) projected a gradually improving economy. She asked if that meant that the District would consider adding service that had been cut and filling gaps in the system. She said that the LRFP includes an increase in the payroll tax rate in 2015, and the District needs to prepare for that by initiating a conversation with the community in addition to engaging the Board and staff in strategic planning. She said that a part of the District's strategic goals should be engagement with the community so that people feel that they are involved in the decision-making process.

Mr. Necker said that there is a large gap between what LTD is doing and how that is perceived by the public. He stated that issues of productivity and coverage have little meaning to the public; people are most interested in the impact on them personally. He suggested using neighborhood associations to help increase route ridership and productivity. He wished to avoid cuts in service.

Mr. Gillespie asked if there was a correlation between loss of Business Energy Tax Credit (BETC) funds and the decrease in South Eugene ridership when student pass programs were discontinued. He stated that ways to replace those funds and programs could be addressed during strategic planning.

Ms. Reilly said that there are few routes in her district, and that increasing ridership would require promoting park and ride facilities and demonstrating their benefits. She stated that it is difficult to

convince someone to drive a car two miles, and then to abandon the vehicle to use transit, particularly when parking is available at the other end of the trip. She said that it is necessary to promote lifelong transit users by recruiting riders when they are young. She urged the District to develop a mobile version of the LTD website to help people plan routes.

Mr. Gillespie stated a concern that the more widely spaced EmX stops could present problems for those with mobility challenges, and could raise questions about the interconnection with a feeder system.

Mr. Yeh added that University of Oregon ridership could be increased. He agreed that it is difficult to compete with automobiles when fuel prices and parking are not always factors in choice. He said that LTD needed to demonstrate the economic feasibility of using transit instead of driving to a destination. He said that often people do not complain when service cuts occur; they just adapt to the changes.

STRATEGIC THEMES: Planning and Development Manager Tom Schwetz asked the Board to consider uncertainties as an element of strategic planning, and to consider the importance of interpreting signals and making connections. The sheer number of moving parts in scenario planning creates ambiguity and the need for a clear set of strategies for reaching goals. He said that the primary uncertainties facing LTD are organized into two broad strategic themes:

- *Resources* - revenue, cost management, labor availability, and partnerships.
- *Community Connections* - riders and emerging markets, other transportation modes, and coordination of transit investments with broader community visions.

Mr. Schwetz said that actions related to these themes should not focus on daily operations to the exclusion of a long-range vision. He said that being a flexible organization capable of adapting meant reading and interpreting signals of change, having the ability to prototype frequently and rapidly, managing complex and interconnected systems of multiple stakeholders, and motivating employees and partners. Mr. Schwetz stressed that while the world was uncertain and unpredictable, that was not a reason for being unprepared.

Ms. Towery commented that decisions being made now would continue to have impact many years into the future. She said that what had been learned in the past could help inform those decisions; but the world was rapidly changing, and operations will look very different in the future.

BUILDING A SHARED VISION FOR LTD: Mr. Schwetz introduced Consultant Randy Harrington who described strategic planning as a dynamic, ongoing process that is inclusive, builds momentum, and achieves goals. He commended Mr. Kilcoyne and LTD's leadership team for their willingness to pursue new approaches. He said that improvements always represent change, and change could be perceived as a threat. Communicating with the public, obtaining input from as many stakeholders as possible, and marketing information about changes are integral parts of any plan of action.

Mr. Harrington said that requesting input from stakeholders requires producing a framework as well as guidance for determining a vision for the future. He said that developing that framework includes an inclusive, ongoing strategic conversation that gives everyone in the organization an opportunity to express an opinion on strategic goals. It also means a clear, manageable annual calendar with regular opportunities for strategic engagement within LTD. The process would yield practical solutions,

innovations, efficiencies and strategic clarity about where to focus time and resources. He said that it is essential that the outcomes of the process filter throughout the organization before soliciting input from the community.

Mr. Harrington said that the nature of LTD's workforce, a majority of which are bus operators, presents a challenge to initiate an internal strategic planning process because of the complexity of work schedules, little organizational history or culture of strategic conversations, and lack of a robust intranet to facilitate communications. The keys to success are:

- A slow, steady approach to change.
- A consistent message regarding priorities.
- Identifying key opinion leaders within the organization and using them to tap into other employees' ideas and opinions.
- Extremely clear, relevant strategic priorities.

Mr. Harrington said that LTD's priorities should be clear enough within the organization that the community understands them and customers become marketing tools by promoting the organization's services. He asked for feedback from the Board on how to expand the strategic planning process internally and externally.

Mr. Necker remarked that the question was how to communicate a strategic plan to the community in sufficient detail to create public opinion. He said that the community did not, at this point, view LTD as putting its customers first.

Mr. Gillespie suggested using a term other than "strategic plan" in communications with the public. He said that the question for him was how effectively the plan would drive the organization's agenda.

Mr. Necker suggested using the terms "vision" or "mission."

Ms. Towery stated that strategic planning should be a living, breathing tool that guides an organization's operations and decisions. Effectively communicating clarity of vision, values, and benefit to the community would create advocates and supporters for LTD. She stated that she does not feel the majority of residents have a negative view of LTD; those that do are very vocal, and supporters are not being as vocal.

Mr. Gillespie asked how LTD could define the added benefit when the payroll tax rate increases.

Ms. Towery said that the issue is how to define LTD's benefit to the community, and how it complements the community's values and vision for the future.

Mr. Harrington agreed that LTD's benefit should be defined beyond transporting people in the community, as Mr. Kilcoyne had noted in his opening remarks. He asked if the Board felt it had the opportunity to truly explore a vision for LTD in 2025.

Ms. Reilly commended the orientation provided to her and Mr. Yeh as new Board members. She said that the orientation was comprehensive and enthusiastic, and staff displayed passion for, and involvement in, the organization. She said that bus operators represent a large pool of talent for LTD,

and there should be opportunities to obtain feedback and insight from them on customer and community relations. She urged LTD to find ways to more fully involve operators in strategic planning activities. She noted that Facebook had been used successfully to foster a sense of community among members of a group to which she belonged, and she suggested that electronic communications could be a tool for internal conversations.

Mr. Kilcoyne said that the bus operators' work environment presented challenges to establish that engagement. Mr. Harrington said that LTD would need to develop an approach that was tailored to its unique needs, but it was possible. He asked the Board to focus its attention on creating a vision for the organization and mandating that the process include an ongoing, internal strategic conversation.

Ms. Towery agreed that operators have the most public contact and represent the best opportunity to be advocates and communicate LTD's message. She said that it was about building relationships, both internally and among stakeholders in the community.

Mr. Harrington said that it would require a disciplined approach to continuously and consistently communicate LTD's message across a wide range of media platforms. He polled the Board and determined there was generally strong support for a strategic planning process that included all LTD employees.

Mr. Necker questioned the Board's ability to look 25 years into the future and form an opinion when faced with the need to focus on the business of daily life. He said that it was a matter of being willing and able to participate in strategic planning.

Mr. Yeh cautioned that it was essential to make the strategic planning process relevant to individuals of whom the organization wants to be involved, whether employees or members of the public.

Ms. Towery commented that employees are stretched very thinly as LTD has downsized and reorganized, and the issue is how to achieve a laser focus in the process without overwhelming those who would be implementing the plan. In order to be successful, it is important that employees understand the need for a plan to guide future decisions and operations.

Mr. Harrington agreed that launching a process with great fanfare, then having it fizzle out, would result in a loss of trust and reluctance to participate in future efforts. He said that any process should proceed at a reasonable, balanced, and manageable pace until momentum is achieved.

In response to a question from Ms. Reilly, Mr. Harrington indicated that the leadership team includes department, program, and project managers within LTD.

Mr. Gillespie said that his only concern with the process is the ability to fully involve line staff, and to avoid a "top down" approach that imposes a plan created by management.

Ms. Towery said that a laser strategic focus would eliminate those tasks that are not essential and pare the process to critical and relevant elements necessary to achieve results.

Mr. Harrington asked Board members what they liked about LTD's strategic planning process to date.

Mr. Necker cited cooperation between the Board and the leadership team, and the leadership team's efficiency in carrying out the Board's directives. He found the process well thought out and functional.

Ms. Towery observed that many of the Board members are new and have not been involved in earlier strategic planning efforts. She suggested reviewing information from previous planning activities and incorporating what was still relevant in the new strategic planning process.

Mr. Gillespie voiced concern about buy-in from Operations and Customer Service. He said that LTD's construction program required that it plan and budget three to five years ahead, so that it was compelled to engage in strategic planning to a greater extent than most businesses.

Ms. Towery added that the Board's interaction with, and input from, the leadership team was a valuable part of the long-range planning process. That depth of knowledge and experience helped the Board to make better decisions.

Mr. Harrington asked if LTD's relationships with regional partners were effective, and if those relationships placed LTD at the table at appropriate levels in regional planning efforts.

Mr. Kilcoyne said that the relationships are generally effective, but there is always room for improvement. He gave several examples of working relationships with partners, both formal and informal, that promote regional collaboration and coordinate multiple planning initiatives. He said that there is an infrastructure in place that makes it easier to maintain and expand relationships.

Ms. Towery agreed that there is room for improvement, particularly in thinking regionally across jurisdictional lines. She cited the example of locating a new Veterans Administration Clinic where there is no bus service. LTD could do a better job of raising the issue of transit as a critical component of land use planning and development decisions, and not as an afterthought.

Ms. Reilly asked if LTD could engage directly with the entities making decisions regarding the location of facilities and development. Director of Customer Services and Planning Andy Vobora replied that the federal site selection process for the Veterans Administration Clinic was not accessible to most local jurisdictions, but there are better opportunities to interact with local and regional decision-makers.

Mr. Vobora voiced his concern as to whether or not EmX still represents LTD's strategic plan. He said that the system was initially envisioned as a network of routes to be developed over a 25-year period; but that meant that the District's resources were dedicated to building out that system, leaving little nimbleness to respond to other emerging needs in the region. He said that there should be a conversation about whether or not that is still consistent with LTD's evolving strategic vision.

Ms. Towery stated that a full array of options could be presented to the community so that they could understand the implications of various choices on future activities. She said that scenarios could explain costs and impacts on future services, such as the cost of building out and operating the EmX system compared with the cost of adding many more buses and lines to the fixed-route system.

Mr. Harrington liked the concept of using a scenario framework to explain the costs and implications of various transit options. Board members indicated there would be value in having the leadership team develop several scenarios around a 10- to 20-year planning horizon.

Mr. Kilcoyne said that scenarios could help to understand whether EmX is the goal, or the means to achieve a goal. He agreed that there should be a conversation about the capital and operating costs of

expanding EmX versus putting more buses everywhere, and LTD's vision for a menu of services in the future.

Ms. Towery agreed that it would be helpful to see how EmX layers onto the full system and the feeder lines that could expand access. She said that might dampen some of the opposition to EmX if the public better understands how it is part of the overall system, and the opportunities that LTD is exploring to provide as much service as possible to the entire community. It is important that the public recognize that LTD is attempting to seek input from the community and to be responsive to those needs.

Mr. Harrington suggested using maps or transparencies to illustrate how the EmX and fixed-route systems are layered and how they can be interconnected with feeder lines.

Mr. Kilcoyne stated that scenario planning could provide the vehicle to determine the appropriate level of service for the entire District, including a discussion of funding, identifying community needs, and identifying what the community is willing to pay for.

He said efficiency has two goals, which could sometimes be in opposition of each other: 1) To free resources for service, and 2) To remove stress from people's lives by making processes more simple.

He said that the planning process should find a balance point between these goals. He acknowledged that there are ambiguities beyond LTD's control that make long-range forecasting difficult and which require the organization to be nimble.

Information Technology Manager Steve Parrott stated that EmX is part of the Regional Transportation Plan (RTP), which covers all jurisdictions within the District. He asked how committed jurisdictions were to aligning their land use planning and development decisions with that Plan.

Mr. Kilcoyne noted that in the RTP, the full EmX system includes the Veterans Administration Clinic site. Mr. Schwetz added that there was no regional discussion of the clinic's site; it was a competition between Springfield and Eugene and not necessarily related to the merits of the site.

Ms. Reilly stated that it would be useful if the Board found opportunities to inform the public that transit was not necessarily a consideration in selecting a site for the clinic, but that it should have been.

Mr. Schwetz said that he realized during his work with the EmX concept that those capital investments could be broken down into smaller elements, many of which are not exclusive to EmX. There are a range of investments that could improve LTD's operations and efficiency, such as signal priority.

GUIDANCE AND GOVERNANCE: Mr. Harrington stated that boards are not an incidental part of an organization; they exist to provide governance. And in an effective organization, a board provides clear guidance in shaping a long-range vision. He said that the Board has an opportunity to take LTD into the future.

He asked the Board to react to the following guidance statements summarized from its previous discussion:

- The Board generally supports efforts to increase meaningful participation in the strategic planning process.
- The Board is mindful of challenges for building an inclusive planning process, and care must be taken to avoid fatigue or processes that bog down efforts for innovation and change.
- The Board seeks clear choice points or strategic scenarios that invite input and clarify trade-offs in service development.
- LTD should develop an EmX narrative that clarifies its value to the community now and into the future.

Mr. Harrington emphasized that the Board should be generating guidance statements during its meetings, and asked if that was occurring.

Mr. Necker said that the Board often instructed staff to develop information and scenarios for its consideration.

Mr. Harrington characterized guidance as a clear, informal summary that reflects a one-voice will of the Board following a vigorous debate of the issue. He said one voice could be achieved through consensus or vote. Guidance should provide clarity to staff about Board opinion and intent and include key performance indicators that provide accountability and measurement. An example of a performance indicator would be a specific increase in per capita ridership.

Mr. Gillespie commented that the Board was appointed by the governor, and LTD had no influence over the opinions and perspectives of appointees. Mr. Harrington agreed that the political appointment approach to the Board presented some unique challenges to speaking with one voice.

Mr. Necker said that people who applied for appointment to the Board were generally committed to community transportation options, and while members might have different opinions on how to reach a goal, there was agreement on common goals.

Mr. Harrington said that it was critical for the Board to work together on the major issues and be one voice in order to be advocates for LTD in the community. He asked what role the Board played in LTD governance with respect to policy development.

Mr. Necker said that the Board reviews existing policies and evaluates and approves staff policy proposals, rather than developing original policies. Mr. Harrington said that is a typical approach for boards. He used a graphic illustration to define the four areas in which a board's governance activities were centered:

- 1) Decisions about the Board's own governance: Expectations for education, attendance, participation, advocacy, etc. He recommended that those policies be reviewed periodically, and that they be updated, if necessary.
- 2) Decisions about linking governance to management: Controlling the organization through hiring, evaluating the general manager, and setting any other organization-wide policies.

- 3) Decisions about management: Establishing policies that impose specific limitations (shall not) on executives, leaving anything not specifically prohibited as acceptable. He said very few boards were able to do this well.
- 4) Decisions about organizational goals: Establishing policies to achieve those goals.
- 5) Mr. Harrington suggested that the Board focus its attention on areas No. 1 and No. 4 in LTD's strategic planning process. He observed that the Board seemed comfortable with the concept of guidance and asked if members were equally comfortable with the concept of governance as it relates to policy.

Ms. Towery said that the Board has undertaken major policy matters with the EmX system.

Mr. Yeh stated that the Board has good governance capabilities; but as a new member, he would tend to defer at this point to longer term members and the leadership team until better informed on District issues.

Mr. Gillespie said that he was confident about internal policy matters; but when it came to regional transportation policies, there are sometimes partners with different ideas about those matters.

Mr. Necker commented that the Board was successful in establishing policies related to internal governance, such as the conducting of Board meetings and hiring and evaluating of a general manager. He said that he felt the Board was quite comfortable with governance.

Mr. Harrington said that from his perspective, the Board interacts well, members are comfortable with each other, and they have a good process for bringing new members on board. Board members' comments indicate there is an appetite for guidance, as needed; so that when there are discussions, they are resolved in a way that adds texture and clarity to directions to the general manager. He encouraged the Board to begin conversations regarding advocacy and to proceed mindfully so that the result is a well-planned, coordinated, and rehearsed message. Mr. Harrington asked what the Board needed from staff in order to achieve success during the next year.

Ms. Reilly said that she liked the concept of scenarios with options, financial costs, and political and community opinion ramifications.

Ms. Towery expressed her appreciation for Board members who asked difficult and challenging questions. She agreed with Ms. Reilly that scenarios are critical to generate informed discussions, particularly for new Board members.

Mr. Necker concurred with the value of scenario planning, but requested that information be presented to the public, not just to the Board. He would like the Board to work towards improving LTD's public image, and he welcomed ideas from staff.

Mr. Yeh would like to continue to build trust between the Board and staff.

Mr. Gillespie said that he sometimes struggles with contact with constituents, and having staff respond to an inquiry from his district, instead of responding himself. He would like the Board to discuss issues such as when to attend a neighborhood association meeting, whether or not LTD issues were on the agenda. He said that the relationship between the Board and staff is working very well.

Mr. Harrington said that there is a growing body of work on the subject of boards and cited *Boards that Make a Difference*, and *Reinventing Your Board*, by John and Miriam Carver as good resources.

CONCLUSIONS AND NEXT STEPS: Mr. Harrington asked the Board to look three to six months ahead, and to identify the issues they would like to see discussed and the progress made. Mr. Gillespie said his thoughts are focused on the EmX Steering Committee, and he is encouraged about the potential of discussing various scenarios and feeder lines.

Mr. Necker requested a broader vision of more buses instead of a single-minded focus on developing the EmX system. He acknowledged that the EmX system did require focus and great effort, but he added that he hopes the discussion can be expanded to explore ways to enhance the fixed-route system as part of LTD's future plans.

Ms. Towery asked to receive information on the structure of the strategic planning process, such as a calendar of major components. She added that she wants to revisit the old strategic plan and identify those elements that might move forward into a new plan.

Mr. Schwetz said that there is an internal Road Map document and earlier scenario work that could feed into a new strategic planning process. He said that staff also would bring the Long-Range Transit Plan back to the Board for review.

Mr. Harrington thanked the Board for its work and the strong, clear directives it had provided to staff.

Ms. Towery thanked Mr. Harrington and LTD staff for organizing the strategic planning work session and thanked Board members for their participation.

Mr. Kilcoyne thanked everyone for a productive meeting that set the stage for progress in the future.

ADJOURNMENT: Ms. Towery adjourned the meeting at 1:10 p.m.

LANE TRANSIT DISTRICT

ATTEST:

Michael Dubick
Board Secretary

Jeanne Schapper
Clerk of the Board

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, May 15, 2013

Pursuant to notice given to *The Register-Guard* for publication on May 9, 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 Wednesday, May 15, 2013, beginning at 4:30 p.m., at the LTD Board Room, 3500 East 17th Avenue, Eugene, Oregon.

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

Absent: Martha Reilly

CALL TO ORDER/ROLL CALL: Ms. Towery convened the meeting and called the roll at 4:35 p.m.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Ms. Towery announced that the LTD Budget Committee would meet at 6 p.m. that evening following the regular Board meeting. She reminded Board members that the conflict of interest and committee interest forms were due. Ms. Towery presented an award that LTD had received from the Institute for Transportation and Development Policy (ITDP). LTD was one of only five transit districts in the nation to be recognized under the Institute's high standards for bus rapid transit.

COMMENTS FROM THE GENERAL MANAGER: Mr. Kilcoyne said that LTD Bus Operator Rick Remior participated in the North American Bus Rodeo in Indianapolis, Indiana. LTD is very proud that Mr. Remior qualified to compete, as the Bus Rodeo is extremely difficult.

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

BOARD CALENDARS: Mr. Kilcoyne reviewed the scheduled activities. He noted that the Board was scheduled to adopt the Fiscal Year (FY) 2013-2014 proposed budget at its June 19 meeting. He asked Board members to keep June 10 open for a Board work session that was tentatively scheduled.

EMPLOYEE OF THE MONTH: The Board recognized Bus Operator Scott Morton as the June 2013 Employee of the Month.

Ms. Towery thanked Mr. Morton for his service and dedication to LTD's mission. She presented him with a certificate of appreciation, a check, and a pin commemorating his award. Mr. Morton expressed his appreciation for the award and recognition of his work.

AUDIENCE PARTICIPATION: Ms. Towery explained the procedures for providing public testimony. There was no one present who wished to speak.

ITEMS FOR ACTION AT THIS MEETING

MOTION **Consent Calendar:** Mr. Necker moved adoption of LTD Resolution No. 2013-017: It is hereby resolved that the Consent Calendar for May 15, 2013, is approved as presented. Mr. Dubick provided the second. The Consent Calendar consisted of the minutes of the April 17, 2013, Regular Board Meeting.

VOTE The motion was approved as follows:
AYES: Dubick, Gillespie, Necker, Towery, Yeh (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Reilly

Second Reading and Adoption, Amended Fare Ordinance No. 48, and Fiscal Year 2013-14 Pricing Plan: Director of Customer Services and Planning Andy Vobora stated that the only change to Ordinance No. 48 and the associated pricing plan was an increase in group pass rates. A public hearing was held in March and the first reading was held in April. At this evening's meeting, staff were requesting a second reading and adoption. He said that the ordinance would become effective in 30 days, and that it would be implemented on January 1, 2014.

MOTION Mr. Dubick moved that Lane Transit District Ordinance No. 48 be read by title only. Mr. Gillespie provided the second.

VOTE The motion was approved as follows:
AYES: Dubick, Gillespie, Necker, Towery, Yeh (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Reilly

Ms. Towery read the ordinance by title only: "ORDINANCE NO. 48, AN ORDINANCE SETTING FARES FOR THE USE OF DISTRICT SERVICES."

MOTION Mr. Gillespie moved the following resolution: LTD Resolution No. 2013-018: Be it resolved that the LTD Board of Directors hereby adopts Lane Transit District Ordinance No. 48, an Ordinance Setting Fares for Use of District Services. Mr. Necker provided the second.

VOTE The resolution was approved as follows:
AYES: Dubick, Gillespie, Necker, Towery, Yeh (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Reilly

ITEMS FOR INFORMATION AT THIS MEETING

Board Member Reports: Mr. Dubick reported that the Lane Council of Governments (LCOG) Budget Committee adopted the agency's budget on May 14. He said that LCOG was doing well under new leadership.

Planning and Development Manager Tom Schwetz said that the LaneACT had a positive discussion at its May 8 meeting regarding its work program for the coming year.

Mr. Gillespie reported that he and Mr. Kilcoyne attended a meeting of the Community Advisory Group for the Oregon Rail Project as representatives from the Eugene-Springfield area. He said that the group discussed various rail routes out of the area.

Mr. Necker said that Mr. Schwetz and Senior Planner Kurt Yeiter from the City of Eugene gave a presentation to the River Road Community Organization that was very well received. He said that the meeting was well attended, and that there was enthusiasm for an EmX route in that area.

Regional Bicycle Parking Study Update: Point2point Program Manager Theresa Brand introduced Chris Watchie of Cogito, who has acted as a policy consultant to Point2point for a number of years.

Ms. Watchie provided an update on the Regional Bicycle Parking Study which examined supply and demand in the area. She said that the purpose of the study was to look at the connections between bicycles and transit; the availability of safe bicycle parking; and the development codes in Coburg, Springfield, and Eugene. She stated that bicycles had changed considerably during the past 15 years, with the emergence of recumbent bikes and bikes with trailers; those require a different type of bike parking facility. She said that the project was spearheaded by LTD, funded through the Metropolitan Policy Committee (MPC) and involved all regional jurisdictions.

Ms. Watchie said that of particular focus in the Study were the Springfield and Eugene downtown areas and transit stations and regional activity centers such as hospitals and commercial centers. The University of Oregon (UO) campus was not included in the Study as it had its own bicycle planning process. The UO campus perimeter was included in the Study as were some of the outlying transit stations in Veneta, Creswell, and Cottage Grove.

Ms. Watchie characterized bike parking as short-term (two to three hours) and long-term (all day). She said that there was an extensive public outreach process that included a large number of stakeholder groups, interested parties, and officials throughout the area. She said that an interactive web map allowed people to indicate their bike routes, parking locations, and areas where additional parking was needed.

In response to a question from Mr. Necker, Ms. Watchie described the type of parking facilities that would be needed for bikes with trailers.

Ms. Watchie said that three models were developed for transit stations, activity centers, and downtown areas. In each model there was an identified need for increased bike parking facilities. She illustrated the type of parking needed in various locations throughout the region. The review of development codes produced a number of customized suggestions for code changes that Coburg, Springfield, and Eugene could consider. She said that next steps in the Study include prioritization, cost estimates, a local partnership workshop, and to seek funding for improvement to bicycle facilities in the region.

Ms. Brand added that a copy of the draft report will be distributed to the Board and the MPC for review. Those comments will be incorporated in a final report, which will be presented to the Board upon completion.

Long-Range Transit Plan Status: Mr. Schwetz said that LTD is very interested in improving the connection between bikes and buses. He reported that work was continuing on the Long-Range Transit Plan (LRTP), and he plans to present it to the Board in the near future. The cities of Springfield and Eugene also were nearing completion of their Transportation System Plan (TSP) updates.

Mr. Schwetz said that the LRTP would assist the Board with short-term decisions and long-term choices to achieve long-term goals. He emphasized the importance of LTD's involvement in regional transportation planning activities. The intent is to create a LRTP that is a viable document that articulates the District's vision and carries the community's aspirations forward.

Mr. Schwetz said that the heart of the LRTP consists of goals, policies, and actions that work well together. He asked the Board to review the goals and policies included in the agenda packet and to consider whether or not they are the right goals on which to focus LTD's efforts during the next five to ten years. He asked the Board to consider if the goals: 1) would prepare LTD to adapt as the future unfolds; 2) promote connectivity of services; 3) complement plans for growth in the community; and 4) deepen regional partnerships. He said that a public engagement process was being coordinated with the City of Springfield.

Mr. Schwetz stated that in June the LTD Board would continue to review and discuss the goals, policies, and actions that were being proposed; the public engagement process would continue during July and August; and the Board would hold a public hearing in October to consider adoption of the LRTP.

Surface Transportation Program-Urban (STP-U) Funding Update: Mr. Schwetz provided an overview of STP-U grant applications being submitted by LTD. He explained that STP-U funds are the only discretionary funding source for the region, and are allocated through the Metropolitan Policy Committee (MPC). He said that funds were allocated to planning activities, transportation demand management, and capital projects. He said that the funds being applied for could be available as soon as October 2013. LTD will submit applications for the following projects:

- Pavilion Station: An additional boarding platform at the north end of the RiverBend Medical Center campus (\$700,000).
- The Northwest Eugene-Lane Community College Transit Corridor Plan: Preliminary corridor planning and design (\$800,000), submitted jointly with the City of Eugene.
- The Eugene Bike Share System: A feasibility study to evaluate a broader community bike share system to connect the University of Oregon system with the downtown core of Eugene and adjacent neighborhoods (\$100,000, submitted jointly with the City of Eugene).
- Regional Safe Routes to Schools Project: Continue to expand on the current Point2point Safe Routes to School programs in Bethel and Eugene 4J School District, and expand into the Springfield school districts (\$248,000).

Ms. Brand added that an application would not be submitted for Point2point's Bicycle Parking Equipment Funding project due to the large number of funding requests being submitted throughout the region for STP-U funds. She said that staff compile information from the Bicycle Parking Study and use that as a basis to apply for additional funding sources.

In response to a question from Mr. Dubick, Mr. Schwetz said that the Metropolitan Planning Organization (MPO) would receive \$7.5 million in STP-U funds in FY 2014-2015.

Mr. Gillespie asked if LTD staff are working to recoup the Business Energy Tax Credit (BETC) funds that were lost in order to restore the school bus pass program. Mr. Schwetz said that staff are consistently seeking funding, but that program would not be eligible for STP-U funding.

Bus Service Expansion Requests: Mr. Vobora noted that the Board frequently receives requests for expansion of bus service. He said that the Service Planning staff evaluate those requests using the following criteria:

- Cost
- Effect on current customers
- Potential for new customers
- Effect on route running time
- Effect on transfer connections
- Routing safety
- Municipal approval to operate on streets owned by those jurisdictions
- Priority of request compared with other system needs

Mr. Vobora said that LTD's budget during the past few years had not allocated funds for additional service beyond service fixes. He said that a discussion regarding how to prioritize expansion requests could begin with the Service Committee and continue with the LTD Board as there would be a number of expansion requests in the future. He said that a description of recent service expansion requests was included in the agenda packet, and while the costs were not high, the additional service was not currently included in the Long-Range Financial Plan. He suggested that establishing priorities for service expansions would be useful if the economy recovered to the extent that service adjustments were feasible in the future. He said that it is

challenging to know that the needs exist but the agency lacks the resources to meet those needs.

Mr. Necker asked about the status of reassigning the 51/52/40 routes. Mr. Vobora replied that reassignment was not moving forward based on the staff analysis and customer feedback. He said that a minor change was made to the outbound Route No. 52 to match the Route No. 51, but no substantive changes were planned.

Mr. Gillespie asked about a possible adjustment to Route No. 27 that would allow it to connect with the edge of the University of Oregon campus. Mr. Vobora said that a number of options were explored to convert it to a true neighborhood connector route, but it was determined that they were not feasible on a 30-minute cycle.

Mr. Vobora said that he sent a letter to Bob Macherione regarding his request that LTD provide bus service to the apartments on Brewer Avenue.

Ms. Towery commented that the LRFP includes increases in the payroll tax rate. She asked if there was a plan to use the additional funds to provide additional service rather than sustain current operations. Mr. Vobora stated that the funds would be used to maintain existing services until reserves were built up and revenue increased in the out years beyond FY 2017-18. He agreed that there was a need to demonstrate added value to the community when the tax rate increased.

Monthly Financial Report: Mr. Kilcoyne stated that revenues are exceeding projections, and expenses are below projections.

Monthly Department Reports: Mr. Vobora stated that overall ridership numbers remain flat. However, April was another record month for EmX ridership, which continued to grow.

Ms. Brand informed the Board that it was Business Commute Challenge Week, and there were 1,980 participants enrolled to date. She was pleased with the publicity for the project and the associated events.

Mr. Yeh asked if EmX frequency was increased on event days at Matthew Knight Arena. Mr. Vobora replied that typically extra buses were added between the Agate Station and downtown Eugene and Springfield.

Mr. Gillespie commented that LTD's Eugene Station was listed as a recruitment point during a recent presentation at a gang prevention work group.

ADJOURNMENT: Ms. Towery adjourned the meeting at 5:37 p.m.

LANE TRANSIT DISTRICT

ATTEST:

Michael Dubick
Board Secretary

Jeanne Schapper
Clerk of the Board



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**CONSENT CALENDAR ITEM:
FEDERALLY-REQUIRED UPDATE OF EXTENDED ILLNESS BANK POLICY**

Prepared by Mary Adams, Director of Human Resources and Risk Management
June 19, 2013

ACTION REQUESTED

Adoption of amendments to Extended Illness Bank policy

BACKGROUND

Lane Transit District provides paid Extended Illness Bank (EIB) benefits to all eligible administrative employees for periods of temporary absence due to severe long-term illnesses or injuries. It is an accrual of hours that can be used in the case of a qualified medical emergency and is a calculation based on length of service.

The Internal Revenue Service (IRS) has new requirements that must be adopted by June 30, 2013. Everett Moreland, attorney for the LTD pension trusts, has prepared the attached revised policy for LTD Board review and adoption. This requirement created an opportunity to review the policy and make administrative changes as outlined below.

The changes are intended to:

- (1) Comply with IRS requirements to increase the normal age of retirement from age 60 to age 62. This has no impact on the actual benefit the plan member receives.
- (2) Reflect the addition of the new Defined Contribution Program, as adopted by the LTD Board, to apply to all new administrative employees hired on or after January 1, 2012.
- (3) Make other language in the policy more clear and/or consistent between the old and new retirement plans.

ATTACHMENTS:

- (1) No. 307 Extended Illness Bank Policy, with revisions
- (2) No. 307 Extended Illness Bank Policy, in final form

Q:\Reference\Board Packet\2013\6\June 19 Reg Mtg\EIB Consent Cal.doc

307 Extended Illness Bank Benefits

LTD provides paid Extended Illness Bank (EIB) benefits to all eligible employees for periods of temporary absence due to severe long-term illnesses or injuries. This benefit is available for employees after they have been absent for three consecutive work days due to illness or injury. Eligible employee classification(s):

* Regular full-time employees

* Regular part-time employees

* Introductory employees

Eligible employees will accrue EIB benefits at the rate of three (3) days (.923 hours accrued per pay period) per year with continuous service up through three years. Eligible employees will accrue EIB benefits at the rate of four (4) days per year (1.23 hours accrued per pay period) during the fourth year of service with LTD. Eligible employees will accrue EIB benefits at the rate of five (5) days per year (1.538 hours accrued per pay period) during the fifth year of service with LTD and thereafter. EIB is calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn EIB benefits.

Paid EIB can be used in minimum increments of one day. An eligible employee may use EIB benefits for an absence due to his or her own illness or injury, or that of a child, parent, spouse, and or domestic partner of the employee. Use of this benefit for other than employee illness or injury shall be only when the actual presence of the employee is required due to the emergency or treatment circumstances.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor also must be contacted on each additional day of absence. If an employee is absent from work for more than three days due to illness or injury and the employee has used EIB, the employee may be required to provide a physician's verification that he or she may safely return to work.

EIB benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, bonuses, or shift differentials. As an additional condition of eligibility for EIB benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. EIB benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation. The combination of any such disability payments and EIB benefits cannot exceed the employee's normal weekly earnings.

Unused EIB benefits will be allowed to accumulate indefinitely. EIB benefits are intended solely to provide income protection in the event of illness or injury, and may not

be used for any other absence. Unused EIB benefits will not be paid to employees while they are employed or upon termination of employment.

Employees who retire from Lane Transit District under “Eligible Retiree” as used in the following provisions of this policy means:

1. A Member (and not an Inactive Member) of the Salaried Employees' Retirement Plan (the Plan) whose employment with Lane Transit District will terminate after the Member attains age 60 or early retirement age as defined for purposes of Part 1 Benefits in the Plan and who, before such termination of employment, irrevocably elects to commence Part 1 Benefits within thirty-one (31) days after the date of such termination of employment; and
2. An employee who is an Eligible Participant in the Salaried Employees' Defined Contribution Program part of the Plan (the Program) and whose employment with Lane Transit District will terminate after the Retiree attains Normal Retirement Age as defined in the Program.

An Eligible Retiree will have the first 360 hours of ~~their~~the Retiree's EIB forfeited at retirement such termination of employment in exchange for an equivalent dollar contribution to one of the ~~employee's~~Retiree's defined contribution ~~account in the Salaried Employees' Retirement Plan~~ accounts in the Plan, but subject to the limit under Internal Revenue Code Section 415(c) as described in this policy. This contribution will be made as soon as administratively feasible at or after ~~retirement as defined by the Salaried Employees' Retirement Plans~~such termination of employment. This exchange shall be implemented by application from the employee. Such application normally will be permitted two weeks from the irrevocable retirement date established by the employee. ~~EIB shall be forfeited in exchange for a contribution to the Salaried Employees' Retirement Plan (employee contribution account)~~However, in the case of an Eligible Retiree for whom this contribution will be made under Part 2 of the Plan (i.e. to the Retiree's Employer Contribution Account for Lane Transit District's 6% contributions), such application will not be permitted before the employee establishes the employee's irrevocable retirement date or after the employee's termination of employment, and such application shall cause the retirement date established by the employee to be irrevocable. EIB shall be forfeited in exchange for such contribution to the Plan and EIB shall not otherwise have any cash value or other benefit to employees except as it applies to defining employer contributions toward the payment of retiree medical as set forth in this policy. ~~Employees whose employment is terminated for any reason prior to attaining early, normal, or delayed retirement under the provisions of the Salaried Employees' Retirement Plan~~An employee other than an Eligible Retiree shall not have cash value for any accrued EIB except as provided in this policy for death, or Total Disability, while an employee of Lane Transit District.

Any remaining EIB hours that would not be forfeited in exchange for the contribution to one of the ~~employee's~~Eligible Retiree's defined contribution ~~account~~accounts in the Plan as required by this policy; if the Eligible Retiree had applied for the exchange shall be

converted to premium payments for retiree medical insurance for the dollar equivalent of any remaining portion of EIB hours or be forfeited completely if the ~~employee~~Retiree is not eligible for or does not require retiree medical insurance (such as eligibility for Medicare or participation in another group health insurance plan).

In the event of an ~~employee's pre-retirement~~employee's death, or ~~total disability~~Total Disability (as defined ~~by~~for purposes of Part 1 Benefits in the provisions of the Salaried Employees' Retirement Plan), while an employee of Lane Transit District, 100 percent of the employee's accrued EIB shall be forfeited in exchange for an equivalent dollar contribution to one of the employee's defined contribution accounts in the ~~Salaried Employees' Retirement Plan account~~(but subject to the limit under Internal Revenue Code Section 415(c) as described in this policy).

The amount contributed under this policy to the Plan for an employee shall be reduced to the extent such amount would cause the Plan to exceed the limit on annual additions under Internal Revenue Code Section 415 after such amount is aggregated with all other annual additions that are required to be aggregated under Internal Revenue Code Section 415 with such amount and that are contributed before or at the same time as such amount is contributed. In the case of an Eligible Retiree, any amount that would be contributed under this policy to the Plan but for such limit on annual additions shall be converted to premium payments for retiree medical insurance to the extent provided above in this policy or be forfeited completely if the Retiree is not eligible for or does not require retiree medical insurance. In the case of an employee who dies, or incurs Total Disability (as defined for purposes of Part 1 Benefits in the Plan), while an employee of Lane Transit District, any amount that would be contributed under this policy to the Plan but for such limit on annual additions shall be forfeited completely.

307 Extended Illness Bank Benefits

LTD provides paid Extended Illness Bank (EIB) benefits to all eligible employees for periods of temporary absence due to severe, long-term illnesses or injuries. This benefit is available for employees after they have been absent for three consecutive work days due to illness or injury. Eligible employee classification(s):

- * Regular full-time employees
- * Regular part-time employees
- * Introductory employees

Eligible employees will accrue EIB benefits at the rate of three (3) days (.923 hours accrued per pay period) per year with continuous service up through three years. Eligible employees will accrue EIB benefits at the rate of four (4) days per year (1.23 hours accrued per pay period) during the fourth year of service with LTD. Eligible employees will accrue EIB benefits at the rate of five (5) days per year (1.538 hours accrued per pay period) during the fifth year of service with LTD and thereafter. EIB is calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn EIB benefits.

Paid EIB can be used in minimum increments of one day. An eligible employee may use EIB benefits for an absence due to his or her own illness or injury, or that of a child, parent, spouse, or domestic partner of the employee. Use of this benefit for other than employee illness or injury shall be only when the actual presence of the employee is required due to the emergency or treatment circumstances.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor also must be contacted on each additional day of absence. If an employee is absent from work for more than three days due to illness or injury and the employee has used EIB, the employee may be required to provide a physician's verification that he or she may safely return to work.

EIB benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, bonuses, or shift differentials. As an additional condition of eligibility for EIB benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. EIB benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation. The combination of any such disability payments and EIB benefits cannot exceed the employee's normal weekly earnings.

Unused EIB benefits will be allowed to accumulate indefinitely. EIB benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused EIB benefits will not be paid to employees while they are employed or upon termination of employment.

“Eligible Retiree” as used in the following provisions of this policy means:

1. A Member (and not an Inactive Member) of the Salaried Employees' Retirement Plan (the Plan) whose employment with Lane Transit District will terminate after the Member attains age 60 or early retirement age as defined for purposes of Part 1 Benefits in the Plan and who, before such termination of employment, irrevocably elects to commence Part 1 Benefits within thirty-one (31) days after the date of such termination of employment; and
2. An employee who is an Eligible Participant in the Salaried Employees' Defined Contribution Program part of the Plan (the Program) and whose employment with Lane Transit District will terminate after the Retiree attains Normal Retirement Age as defined in the Program.

An Eligible Retiree will have the first 360 hours of the Retiree's EIB forfeited at such termination of employment in exchange for an equivalent dollar contribution to one of the Retiree's defined contribution accounts in the Plan, but subject to the limit under Internal Revenue Code Section 415(c) as described in this policy. This contribution will be made as soon as administratively feasible at or after such termination of employment. This exchange shall be implemented by application from the employee. Such application normally will be permitted two weeks from the irrevocable retirement date established by the employee. However, in the case of an Eligible Retiree for whom this contribution will be made under Part 2 of the Plan (i.e., to the Retiree's Employer Contribution Account for Lane Transit District's 6 percent contributions), such application will not be permitted before the employee establishes the employee's irrevocable retirement date or after the employee's termination of employment, and such application shall cause the retirement date established by the employee to be irrevocable. EIB shall be forfeited in exchange for such contribution to the Plan, and EIB shall not otherwise have any cash value or other benefit to employees except as it applies to defining employer contributions toward the payment of retiree medical as set forth in this policy. An employee other than an Eligible Retiree shall not have cash value for any accrued EIB except as provided in this policy for death, or Total Disability, while an employee of Lane Transit District.

Any remaining EIB hours that would not be forfeited in exchange for the contribution to one of the Eligible Retiree's defined contribution accounts in the Plan as required by this policy if the Eligible Retiree had applied for the exchange shall be converted to premium payments for retiree medical insurance for the dollar equivalent of any remaining portion of EIB hours or be forfeited completely if the Retiree is not eligible for or does not require retiree medical insurance

(such as eligibility for Medicare or participation in another group health insurance plan).

In the event of an employee's death, or Total Disability (as defined for purposes of Part 1 Benefits in the Plan), while an employee of Lane Transit District, 100 percent of the employee's accrued EIB shall be forfeited in exchange for an equivalent dollar contribution to one of the employee's defined contribution accounts in the Plan (but subject to the limit under Internal Revenue Code Section 415(c) as described in this policy).

The amount contributed under this policy to the Plan for an employee shall be reduced to the extent such amount would cause the Plan to exceed the limit on annual additions under Internal Revenue Code Section 415 after such amount is aggregated with all other annual additions that are required to be aggregated under Internal Revenue Code Section 415 with such amount and that are contributed before or at the same time as such amount is contributed. In the case of an Eligible Retiree, any amount that would be contributed under this policy to the Plan but for such limit on annual additions shall be converted to premium payments for retiree medical insurance to the extent provided above in this policy or be forfeited completely if the Retiree is not eligible for or does not require retiree medical insurance. In the case of an employee who dies, or incurs Total Disability (as defined for purposes of Part 1 Benefits in the Plan), while an employee of Lane Transit District, any amount that would be contributed under this policy to the Plan but for such limit on annual additions shall be forfeited completely.



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

Prepared by Andy Vobora, Director of Customer Service and Planning
June 19, 2013

ACTION REQUESTED

Approval of resolution reaffirming District boundaries

BACKGROUND

Oregon Revised Statutes 267.207(3)(a) mandates that the boards of directors of transit districts annually determine the territory within which the system will operate. No changes are recommended to the LTD boundary for FY 2013-2014. Attached for the Board's approval, as part of the Consent Calendar for June 19, 2013, is a resolution reaffirming LTD's boundaries for the coming fiscal year.

CONSEQUENCES OF REQUESTED ACTION

The District will operate within the boundaries set forth in Ordinance No. 42.

ATTACHMENT

LTD Resolution No. 2013-020, A Resolution Reaffirming the Territory in the District Within Which the Transit System Will Operate in Accordance with Oregon Revised Statutes 267.207(3)(a)

<Q:\Reference\Board Packet\2013\6\June 19 Reg Mtg\Boundary Consent Cal.doc>

RESOLUTION

LANE TRANSIT DISTRICT

LTD Resolution No. 2013-020

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

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

THEREFORE, HEREBY BE IT RESOLVED, that for Fiscal Year 2013–2014, the Lane Transit District will continue to operate service within the boundaries specified in Lane Transit District Ordinance Number 42.

June 19, 2013
Date Adopted

Board President

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 2013

ITEM TITLE: ADOPTION OF FISCAL YEAR 2013-2014 BUDGET

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

ACTION REQUESTED: (1) Hold a public hearing on Fiscal Year 2013-14 Budget
(2) Adopt Fiscal Year 2013-14 Budget by attached resolution

BACKGROUND:

The LTD Budget Committee approved the budget for Fiscal Year 2013-14 on May 15, 2013. The fixed-route operating budget is \$39,113,000. The grand legal total of all combined funds plus reserves and transfers is \$181,049,000. A public hearing on the budget must be held, and budget law requires that the Board of Directors must adopt a final budget before July 1, 2013.

The budget described in the attached resolution for all Lane Transit District funds is the same as the authorized spending in the budget for FY 2013-14 approved by the LTD Budget Committee on May 15. Following the close of the public hearing, the Board must act to either adopt the budget as presented or amend the budget and then adopt it.

Budget highlights and a brief overview will be presented at the June 19 Board meeting. A copy of the final budget document will be provided to each member of the Budget Committee following adoption of a FY 2013-14 budget.

RESULTS OF RECOMMENDED ACTION:

Staff will file the adopted budget with the State of Oregon, as required, and the new budget will become the FY 2013-14 business plan beginning July 1, 2013.

ATTACHMENTS:

- (1) Lane Transit District Resolution No. 2013-021
- (2) General Fund Approved Budget
- (3) Accessible Services Fund Approved Budget
- (4) Medicaid Fund Approved Budget
- (5) Capital Projects Fund Approved Budget

PROPOSED MOTION: I move approval of Resolution No. 2013-021, adopting the LTD Fiscal Year 2013-14 approved budget as presented and appropriating \$181,049,000 as represented in the resolution.



LANE TRANSIT DISTRICT RESOLUTION NO. 2013-021

BE IT RESOLVED that the Board of Directors of Lane Transit District hereby adopts the budget for the Fiscal Year 2013-2014 in the total combined fund sum of \$181,049,000 now on file at the Lane Transit District offices.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2013, and for the purposes shown below are hereby appropriated as follows:

<u>GENERAL FUND - OPERATING BUDGET</u>	
Personnel Services	\$ 28,388,700
Materials & Services	<u>10,724,300</u>
Total Operating	39,113,000
<u>GENERAL FUND - NON-OPERATING</u>	
Transfer to Accessible Services Fund	2,635,400
Transfer to Medicaid Fund	147,200
Transfer to Capital Projects Fund	1,792,700
Operating Contingency	1,000,000
Other Contingency	10,315,400
Self-Insurance Contingency	<u>1,000,000</u>
Total Non-Operating	<u>16,890,700</u>
Total General Fund	<u><u>56,003,700</u></u>
<u>ACCESSIBLE SERVICES FUND</u>	
Materials & Services	5,896,500
Transfer to Capital Projects Fund	119,000
Operating Contingency	<u>259,700</u>
Total Accessible Services Fund	<u><u>6,275,200</u></u>
<u>MEDICAID FUND</u>	
Materials & Services	5,734,400
Operating Contingency	<u>200,700</u>
Total Medicaid Fund	<u><u>5,935,100</u></u>
<u>CAPITAL PROJECTS FUND</u>	
Capital Outlay	112,716,000
Capital Reserve	<u>119,000</u>
Total Capital Projects Fund	<u><u>112,835,000</u></u>

June 19, 2013
Date Adopted

Board President



**Lane Transit District
General Fund
Fiscal Year 2013-2014**

Resources	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	FY 2012-13 Estimate	FY 2013-14 Proposed	FY 2013-14 Approved
Beginning Working Capital	\$8,241,408	\$12,565,833	\$10,306,300	\$12,305,770	\$14,127,400	\$14,127,400
Operating Revenues (Passenger Fares)						
Cash Fares & Passes	5,012,886	4,069,258	4,456,900	4,338,900	4,349,800	4,349,800
Group Passes	2,380,148	2,669,139	2,740,300	2,600,000	2,704,000	2,704,000
	\$7,393,034	\$6,738,397	\$7,197,200	\$6,938,900	\$7,053,800	\$7,053,800
Other Revenues						
Special Services	482,435	588,943	572,500	310,000	146,800	146,800
Advertising	275,500	281,500	279,100	255,000	255,000	255,000
Miscellaneous	505,582	211,334	134,800	399,900	151,000	151,000
Interest	60,462	58,897	60,000	60,000	50,000	50,000
Sales of Assets	0	45,103	15,000	42,300	15,000	15,000
Payroll Taxes	22,197,770	23,047,471	24,046,500	24,200,000	25,543,100	25,543,100
Self-employment Taxes	1,440,902	1,507,575	1,672,800	1,672,800	1,785,600	1,785,600
State-in-Lieu	1,740,509	1,869,854	1,820,000	1,820,000	1,820,000	1,820,000
Urbanized Area Formula Funds (5307)	4,613,028	4,494,164	5,102,200	4,940,500	5,016,000	5,016,000
Other Operating Grants	90,263	91,227	90,000	777,570	40,000	40,000
	\$31,406,451	\$32,196,068	\$33,792,900	\$34,478,070	\$34,822,500	\$34,822,500
Total Resources	\$47,040,893	\$51,500,298	\$51,296,400	\$53,722,740	\$56,003,700	\$56,003,700

Requirements	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	FY 2012-13 Estimate	FY 2013-14 Proposed	FY 2013-14 Approved
Operating Requirements						
Personnel Services	24,818,713	25,460,045	27,574,800	26,982,800	28,388,700	28,388,700
Materials & Services	7,201,147	7,766,797	9,259,700	8,055,270	9,659,400	9,659,400
Insurance & Risk Services	1,054,275	1,028,842	1,416,200	1,210,200	1,064,900	1,064,900
	\$33,074,135	\$34,255,684	\$38,250,700	\$36,248,270	\$39,113,000	\$39,113,000
Transfers						
Transfer to Accessible Services Fund	1,400,925	1,906,944	2,501,300	1,606,880	2,635,400	2,635,400
Transfer to Medicaid Fund	0	0	0	140,200	147,200	147,200
Transfer to Capital Projects Fund	0	3,031,900	1,600,000	1,600,000	1,792,700	1,792,700
	\$1,400,925	\$4,938,844	\$4,101,300	\$3,347,080	\$4,575,300	\$4,575,300
Reserves						
Operating Contingency	0	0	1,000,000	0	1,000,000	1,000,000
Working Capital	0	0	6,944,400	0	10,315,400	10,315,400
Self-Insurance, Risk, and HRA Liability	0	0	1,000,000	0	1,000,000	1,000,000
	\$0	\$0	\$8,944,400	\$0	\$12,315,400	\$12,315,400
Total Requirements	\$34,475,060	\$39,194,528	\$51,296,400	\$39,595,350	\$56,003,700	\$56,003,700

Total FTE	294.50	303.03	308.38	309.53	313.27	313.27
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Percentage Change Analysis	FY 2011-12 Actual compared with FY 2010-11 Actual		FY 2012-13 Estimate compared with FY 2011-12 Actual	FY 2013-14 Proposed compared with FY 2012-13 Budget	FY 2013-14 Approved compared with FY 2012-13 Budget
Total Resources	9.5%		4.3%	9.2%	9.2%
Total Revenues	0.3%		6.4%	2.2%	2.2%
Total Other Revenues	2.5%		7.1%	3.0%	3.0%
Total Passenger Fares	-8.9%		3.0%	-2.0%	-2.0%
Total Requirements	13.7%		1.0%	9.2%	9.2%
Total Reserves				37.7%	37.7%
Total Operating Requirements and Transfers	13.7%		1.0%	3.2%	3.2%
Total Transfers	252.5%		-32.2%	11.6%	11.6%
Total Operating Requirements	3.6%		5.8%	2.3%	2.3%



**Lane Transit District
Accessible Services Fund
Fiscal Year 2013-2014**

Resources	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	FY 2012-13 Estimate	FY 2013-14 Proposed	FY 2013-14 Approved
Beginning Working Capital	\$298,795	\$304,314	\$216,300	\$290,630	\$259,700	\$259,700
Operating Revenues						
State Special Transportation Funds (STF)	547,226	540,436	473,000	553,590	527,000	527,000
State Transportation Operating (STO)	422,988	55,844	0	55,850	53,800	53,800
American Recovery & Reinvestment Act (ARRA)	8,629	0	0	0	0	0
Federal Elderly & Disabled Funds (5310)	1,158,711	1,136,784	1,528,500	1,507,590	987,300	987,300
Federal Non-Urbanized Area Formula Funds (5311)	129,653	142,382	154,900	149,400	151,600	151,600
Federal Job Access/Reverse Commute (JARC) Funds (5316)	64,934	187,838	25,000	202,400	211,300	211,300
Federal New Freedom (5317)	67,216	15,588	152,000	31,400	45,800	45,800
Other Federal Grants	830,136	695,295	704,100	923,830	969,500	969,500
Medicaid Medical	9,520	28,382	0	0	0	0
Other State Grants	45,113	0	60,300	0	0	0
Farebox	284,576	317,527	319,500	327,840	342,300	342,300
Local Funds	68,090	92,700	90,300	90,000	91,500	91,500
Miscellaneous Income	154	200	0	0	0	0
Interest Income	940	1,028	0	0	0	0
Transfer from General Fund	1,400,925	1,906,944	2,501,300	1,606,880	2,635,400	2,635,400
	\$5,038,811	\$5,120,948	\$6,008,900	\$5,448,780	\$6,015,500	\$6,015,500
Total Resources	\$5,337,606	\$5,425,262	\$6,225,200	\$5,739,410	\$6,275,200	\$6,275,200

Requirements	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	FY 2012-13 Estimate	FY 2013-14 Proposed	FY 2013-14 Approved
Operating Requirements						
Eugene/Springfield-Based Service						
ADA RideSource	4,173,254	4,203,432	4,989,600	4,495,630	4,866,800	4,866,800
Transit Training and Hosts	118,045	122,188	130,000	135,340	142,900	142,900
Special Transport	70,880	82,440	86,600	88,730	92,700	92,700
	\$4,362,179	\$4,408,060	\$5,206,200	\$4,719,700	\$5,102,400	\$5,102,400
Rural Lane County Services						
South Lane	64,659	94,779	104,000	101,310	110,400	110,400
Oakridge	157,548	156,324	188,000	189,980	222,800	222,800
Florence	151,422	183,852	172,000	158,060	168,700	168,700
	\$373,629	\$434,955	\$464,000	\$449,350	\$501,900	\$501,900
Other Services						
Mobility Management	165,934	132,098	170,000	156,930	178,500	178,500
Crucial Connections	0	0	0	8,530	9,000	9,000
Veterans Transportation	0	0	0	22,090	8,600	8,600
Lane County Coordination	126,781	134,457	168,700	92,180	96,100	96,100
	\$292,715	\$266,555	\$338,700	\$279,730	\$292,200	\$292,200
Total Operating Requirements	\$5,028,523	\$5,109,570	\$6,008,900	\$5,448,780	\$5,896,500	\$5,896,500
Transfer to Capital Fund	\$4,769	\$25,062	\$40,000	\$30,940	\$119,000	\$119,000
Contingency	\$0	\$0	\$176,300	\$0	\$259,700	\$259,700
Total Requirements	\$5,033,292	\$5,134,632	\$6,225,200	\$5,479,720	\$6,275,200	\$6,275,200

Percentage Change Analysis	FY 2011-12 Actual compared with FY 2010-11 Actual	FY 2012-13 Estimate compared with FY 2011-12 Actual	FY 2013-14 Proposed compared with FY 2012-13 Budget	FY 2013-14 Approved compared with FY 2012-13 Budget
Total Resources	1.6%	5.8%	0.8%	0.8%
Transfer from General Fund	36.1%	-15.7%	5.4%	5.4%
Total Requirements	2.0%	6.7%	0.8%	0.8%



**Lane Transit District
Medicaid Fund
Fiscal Year 2013-2014**

Resources	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	FY 2012-13 Estimate	FY 2013-14 Proposed	FY 2013-14 Approved
Beginning Working Capital	\$150,270	\$151,801	\$151,800	\$200,680	\$200,700	\$200,700
Operating Revenues						
Medicaid	4,156,227	4,334,134	4,521,100	4,603,200	5,066,200	5,066,200
Medicaid Non-Medical	318,992	442,781	419,800	447,130	521,000	521,000
State Special Transportation Fund (STF) Operating	0	0	88,200	0	0	0
State Discretionary Funds	57,948	79,500	32,200	0	0	0
Interest	1,531	2,728	0	0	0	0
Transfer from General Fund	0	46,147	0	140,200	147,200	147,200
	\$4,534,698	\$4,905,290	\$5,061,300	\$5,190,530	\$5,734,400	\$5,734,400
Total Resources	\$4,684,968	\$5,057,091	\$5,213,100	\$5,391,210	\$5,935,100	\$5,935,100

Requirements	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	FY 2012-13 Estimate	FY 2013-14 Proposed	FY 2013-14 Approved
Operating Requirements						
Medicaid Medical Service	3,379,930	3,586,696	3,735,400	3,865,400	4,251,900	4,251,900
Medicaid Non-Medical Service	370,385	496,955	516,200	562,500	641,200	641,200
RideSource Call Center Administration	544,100	542,690	574,100	538,200	592,000	592,000
Mobility Management	76,840	64,229	61,100	71,230	74,800	74,800
Lane Transit District Administration	161,912	165,845	174,500	153,200	174,500	174,500
	\$4,533,167	\$4,856,415	\$5,061,300	\$5,190,530	\$5,734,400	\$5,734,400
Contingency	\$0	\$0	\$151,800	\$0	\$200,700	\$200,700
Total Requirements	\$4,533,167	\$4,856,415	\$5,213,100	\$5,190,530	\$5,935,100	\$5,935,100

Percentage Change Analysis	FY 2011-12 Actual compared with FY 2010-11 Actual		FY 2012-13 Estimate compared with FY 2011-12 Actual	FY 2013-14 Proposed compared with FY 2012-13 Budget	FY 2013-14 Approved compared with FY 2012-13 Budget
Total Resources	7.9%		6.6%	13.8%	13.8%
Total Requirements	7.1%		6.9%	13.8%	13.8%



**Lane Transit District
Capital Projects Fund
Fiscal Year 2013-2014**

Resources	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	FY 2012-13 Estimate	FY 2013-14 Proposed	FY 2013-14 Approved
Beginning Working Capital	\$81,594	\$952,723	\$1,044,400	\$1,516,800	\$1,750,500	\$1,750,500
Federal Grants						
Urbanized Area Formula Funds (5307)	2,720,354	3,202,420	4,663,700	1,553,000	5,695,000	5,695,000
American Recovery & Reinvestment Act (ARRA)	1,162	3,061,888	69,400	0	0	0
Discretionary Funds (5309)	10,093,678	10,142,393	18,410,900	172,400	82,209,600	82,209,600
Other Funds	0	776,579	0	78,410	1,268,200	1,268,200
	\$12,815,194	\$17,183,280	\$23,144,000	\$1,803,810	\$89,172,800	\$89,172,800
Other Resources						
ConnectOregon	1,114,819	6,240	0	0	0	0
Other State of Oregon Grants	279,460	0	3,934,300	0	20,000,000	20,000,000
Other Local Funds	436	42,396	0	0	0	0
Miscellaneous Income	400	443	0	0	0	0
Transfer from General Fund	0	3,031,900	1,600,000	1,600,000	1,792,700	1,792,700
Transfer from Accessible Services Fund	4,769	25,062	40,000	30,940	119,000	119,000
	\$1,399,884	\$3,106,041	\$5,574,300	\$1,630,940	\$21,911,700	\$21,911,700
Total Resources	\$14,296,672	\$21,242,044	\$29,762,700	\$4,951,550	\$112,835,000	\$112,835,000

Requirements	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	FY 2012-13 Estimate	FY 2013-14 Proposed	FY 2013-14 Approved
Capital Projects						
Frequent Transit Network						
West Eugene Extension	1,424,608	1,298,104	18,280,800	451,700	85,720,000	85,720,000
Gateway Extension	4,770,140	1,288,065	2,080,000	190,800	840,000	840,000
Main Street/McVay Transportation Feasibility Study	0	0	937,500	52,200	885,300	885,300
EmX Vehicles	17,970	0	0	0	9,280,000	9,280,000
	\$6,212,718	\$2,586,169	\$21,298,300	\$694,700	\$96,725,300	\$96,725,300
Other Projects						
Revenue Vehicles	4,062,657	13,564,964	125,000	0	8,916,500	8,916,500
Passenger Boarding Improvements/Facilities	1,295,034	1,874,138	2,791,800	1,499,800	1,260,000	1,260,000
Hardware/Software	773,120	270,033	3,080,800	465,400	2,820,100	2,820,100
Intelligent Transportation Systems	11,531	2,398	526,600	12,700	688,000	688,000
Transit Security Projects	93,247	358,988	652,600	168,000	709,100	709,100
Bus-Related Equipment	0	0	0	0	450,000	450,000
Miscellaneous Equipment	16,053	21,102	305,000	25,000	117,000	117,000
Communications	1,559	127,735	80,000	16,500	150,000	150,000
Shop Equipment	4,400	57,303	78,500	53,200	30,000	30,000
Support Vehicles	104	0	60,000	25,800	150,000	150,000
Accessible Services Vehicles & Projects	873,526	862,419	200,000	240,000	700,000	700,000
	\$7,131,231	\$17,139,080	\$7,900,300	\$2,506,400	\$15,990,700	\$15,990,700
Total Capital Projects	\$13,343,949	\$19,725,249	\$29,198,600	\$3,201,100	\$112,716,000	\$112,716,000
Reserves	\$0	\$0	\$564,100	\$0	\$119,000	\$119,000
Total Requirements	\$13,343,949	\$19,725,249	\$29,762,700	\$3,201,100	\$112,835,000	\$112,835,000

AGENDA ITEM SUMMARY

- DATE OF MEETING:** June 19, 2013
- ITEM TITLE:** WEST EUGENE EmX EXTENSION CONTRACTING METHOD
- PREPARED BY:** Jeanette Bailor, Purchasing Manager
- ACTION REQUESTED:**
- (1) Conduct a public hearing on the proposal to allow the District to initiate a competitive Request for Proposals (RFP) for a Construction Manager/General Contractor (CM/GC) for the West Eugene EmX Extension (WEEE) project.
 - (2) As the LTD Contract Review Board, approve the resolution allowing the District to initiate a competitive RFP for a CM/GC for the WEEE project.
 - (3) Delegate authority to the General Manager to sign a contract with the selected CM/GC after the selection process has concluded.
-

BACKGROUND:

Historically, construction for the District has been procured using a low-bid method of contracting, with three exceptions:

- (1) In 2002 LTD entered into a CM/GC contract with Wildish Building Company for the Franklin EmX Corridor. The use of the CM/GC contract allowed valuable contractor input during final design in the form of constructability review and second-party cost estimates. There were only three change orders on this contract, and the final contract amount was less than the original negotiated amount.
- (2) The Gateway EmX Extension project also utilized the CM/GC contracting method, and final costs also were less than the original negotiated amount.
- (3) The expansion/remodel of the Fleet Maintenance Building in 2009 utilized a CM/GC contract, primarily due to the complex retrofit to the building.

In preparation for the construction of the West Eugene EmX Extension (WEEE), staff have researched various contracting methods to determine the method most appropriate for use in this construction project. The purpose of this research was as follows:

- Determine the key criteria in the selection of a construction contracting method, including factors listed in ORS 279C.330.
- Evaluate those criteria against various contracting methods.

The WEEE project will be an 8.8-mile (round trip) westerly extension of the highly successful Franklin-Gateway EmX Bus Rapid Transit (BRT) line. When the extension is complete, the EmX line will link residential and commercial activity centers in the West 11th Avenue corridor with the region's two central business districts, Eugene and Springfield, and the region's two largest employers, the University of Oregon and PeaceHealth Medical Center. The WEEE project will require construction of approximately 5.9 miles of BRT lanes and 13 new BRT stations, or station pairs. Similar to the 24 existing BRT stations, the new stations will have level boarding, comfortable shelters, real-time passenger information, and fare-vending machines.

Staff believe that the CM/GC method of contracting is most appropriate for the WEEE contract. Draft findings supporting this conclusion are attached as Draft Findings in Support of Low-Bid Exemption.

The LTD Board, acting as the LTD Contract Review Board, can exempt certain contracts from low-bid selection if contractual requirements and evaluation criteria are clearly stated in the solicitation document. ORS 279C.335 authorizes such exemptions if certain findings are made, including the following:

- It is unlikely that such exemption will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts.
- Using the RFP approach will result in significant cost savings.
- This project presents a new type of construction with technical complexities that are best addressed by a team approach.

The District desires to use an RFP process for the West Eugene EmX Extension contract. Price will be an important factor in the selection; however, staff recommend the consideration of additional selection criteria for the following reasons:

- Timely completion is critical for the West Eugene EmX Extension. The RFP process allows the District to consider the contractor's prior schedule performance history as a factor in the selection.
- The construction of the West Eugene EmX Extension will need to accommodate ongoing traffic operations and property access. The contractor will need to carefully plan and stage work to minimize impacts to adjacent property owners and general traffic as prescribed in the environmental assessment and mitigation measures.
- Inclusion of a CM/GC in the design process will promote efficient design, minimize coordination problems, encourage value engineering, and help avoid costly changes. The RFP process allows the District to base selection in part on the contractor's skill and past success in design coordination and value engineering.

Findings have been developed to demonstrate the basis for selecting non-low bid procurement methods for this contract. In summary, the findings state the following:

- Through marketing efforts to notify all known potential respondents, and through the use of an unbiased evaluation committee, the RFP process will not encourage favoritism or diminish competition. Further, the District's openness to contractor-developed work plans and requirement for good faith efforts in outreach for subcontracting opportunities will encourage increased competition.
- By selecting the most qualified contractor, the District minimizes the risk of delays and changes, resulting in a time and cost savings. Well-defined criteria, clearly stated in the RFP, will form the basis for determining the most qualified contractor.

RESULTS OF RECOMMENDED ACTION:

Approval of this resolution allows the District to initiate a competitive request for proposals for a CM/GC for the bus rapid transit project.

ATTACHMENT: Draft Findings in Support of Low-bid Exemption

MOTION: I move the following resolution:

LTD Resolution No. 2013-022: It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves the use of a competitive request for proposals process for a construction manager- general contractor for the West Eugene EmX Extension project. We further move to delegate authority to the General Manager to sign a contract with the selected construction manager/general contractor after the selection process has been concluded.

EXHIBIT A

DRAFT FINDINGS IN SUPPORT OF LOW-BID EXEMPTION

West Eugene EmX Extension June 19, 2013

A. Competitive Bid Exemption Under Oregon Statute

Oregon law requires all public improvement projects to be procured by competitive bid, unless an exemption is granted by the State or the public contracts review board of a public agency other than the State. ORS 279C.300 requires that public agencies shall make every effort to construct public improvements at the least cost to the public agency. ORS 279C.335(2) requires the public agency to develop findings that the alternative procurement process is unlikely to encourage favoritism or substantially diminish competition, and that the project will result in benefits to the public agency.

For public improvement projects, agency findings must address certain additional factors, defined by ORS 279.330. These include, but are not limited to, the following:

1. Operational, budget, and financial data
2. Public benefits
3. Value engineering
4. Specialized expertise required
5. Public safety
6. Market conditions
7. Technical complexity
8. Funding sources

B. Process

LTD has developed a checklist that identifies key criteria in the selection of a design and construction contracting method. It includes the factors listed in the Oregon statute. The checklist creates an analytical framework within which criteria are evaluated as to relative importance for a particular project element. The completed checklist assists LTD in the determination as to whether there is justification for exploring a contracting method other than the traditional competitive low bid.

The checklist is applied as follows:

- Each criterion is assumed to be important for a traditional low-bid project.
- For a particular project or major project element, the listed criteria are evaluated.
- Criteria should be evaluated as “Very Important” or “Extremely Important,” in lieu of “Important,” when judged to require a greater level of attention or certainty of performance than that obtained in a typical low-bid project.
- The completed checklist may weigh in favor of a contracting method other than traditional low bid.

C. Summary Description of West Eugene EmX Extension

The West Eugene EmX Extension (WEEE) project will be an 8.8-mile (round trip) westerly extension of the highly successful Franklin/Gateway EmX bus rapid transit (BRT) line. When the extension is complete, the EmX line will link residential and commercial activity centers in the West 11th Avenue corridor with the region's two central business districts (Eugene and Springfield) and the region's two largest employers (the University of Oregon and PeaceHealth Medical Center). The WEEE project will require construction of approximately 5.9 miles of BRT lanes and 13 new BRT stations or station pairs. Similar to the 24 existing BRT stations, the new stations will have level boarding, comfortable shelters, real-time passenger information, and fare-vending machines.

D. Critical Factors

LTD and the contractor would carefully plan construction to minimize the potential impact to businesses, roadway users, and surrounding communities. For example, LTD would limit the length of the single-lane closures to about five blocks, and one side of the road would be worked on at a time to minimize the impact to road users. Shorter segments would be used in locations with high driveway density. Short construction segments should allow for the contractor to quickly complete the work within a segment and reopen it to the public. Two adjoining segments would be worked on simultaneously with the goal of excavating, utility installation, base rock, and paving being completed within a two-week period for each segment. Depending on the type of land uses in each construction segment (commercial or residential), and the predominant hours of operation for adjacent businesses, construction could occur at night if it would further reduce potential business and traffic disruptions. Any night work would have to comply with City noise restrictions.

Construction contracts would require contractors to take a number of measures to reduce or eliminate specific impacts. For instance, among other things, they would have to turn off idling engines to reduce air quality impacts, use only well-maintained equipment to reduce unnecessary noise, implement erosion and sediment control plans to protect water quality, perform preconstruction site-specific investigations of locations likely to have hazardous soils, coordinate with affected business and property owners in advance of any utility interruptions, and so forth.

E. Findings

The attached checklist identifies the relative importance of key criteria for this segment. The findings are summarized below:

1. Operational, Budget, and Financial Data

The West Eugene EmX Extension construction budget is fixed and has limited contingency. A low initial bid is not the final construction price of a project. Historically, low-bid projects result in numerous change orders and often in substantial claims. LTD must minimize risks of design changes, construction delays, and claims in order to control the project budget and complete the project on time. When the construction manager/general contractor (CM/GC) participates in the design process, fewer change orders occur during construction that affect the Guaranteed Maximum Price (GMP) because there is a better understanding of the owner's needs and the engineer's design intent. Involving the construction contractor during design is a proven approach for

containing costs through more constructable designs and helps to reduce the technical complexity risks. Early selection of the CM/GC creates more-informed and better-quality decisions by the construction team. Cost options for materials, construction sequences, and bid timing can be viewed with greater certainty and knowledge. This allows the owner to obtain real-time market pricing that assists in decision making. For this segment, all of these factors are important.

Finding. A negotiated procurement that involves the construction contractor during the design phase will allow LTD to better control costs because of timely, real-market pricing and input from the contractor who will build the project. Low bid does not provide this opportunity. For this segment, CM/GC is the best choice.

2. Public Benefits

A realistic, cost-effective construction approach that meets the critical need to accommodate the continuance of vehicle traffic during construction. Contractor input during design facilitates the development of realistic construction options in terms of schedule, cost, and safety considerations. Disruptions to vehicle travel must be minimized. Access to businesses and residential areas must be maintained during construction. The contractor will be challenged further to minimize noise and vibration impacts, and utility disruptions. The operating schedule and repair schedule will benefit by selection of a construction contractor who is familiar with this design and has the capacity to focus on this work and get it done quickly and safely.

Finding. The CM/GC-negotiated procurement is the best method to identify a contractor who can work with LTD and maximize public benefits.

3. Value Engineering

LTD's experience is that value engineering is best achieved during the design phase when the construction contractor's experience is considered along with the designer's concepts. Although low bid allows for value engineering during construction, it often is more difficult to implement because of the construction schedule pressures or the additional design effort.

Finding. Construction contractor input during final design enhances the value engineering process that begins during preliminary design. Individual components can be reviewed to assure that the project incorporates the best life-cycle options, resulting in long-term savings. Initial savings also can be realized by comments of the CM/GC during his review that can be considered while the design is being finalized and without issuance of a change order during construction. The CM/GC procurement method allows the construction contractor to work with the design team and to incorporate value engineering ideas in the timeliest manner to maximize savings.

4. Specialized Expertise Required

The EmX corridor, as designed in this project, is a still a new concept with limited applications. The Franklin and Pioneer Parkway corridors have provided some experience that can be used in this third corridor. However, there are some new issues for West Eugene EmX that have not been encountered in previous work.

The phasing of construction and traffic management will require special expertise. Because of the critical nature of access to major destinations along this corridor, special expertise will be needed to plan and execute this work.

Finding. CM/GC is the best method for LTD to identify a contractor with the required special expertise and the most-qualified firm. Low bid does not ensure that the needed most-qualified firm that provides the special expertise will be procured.

5. Public Safety

This project requires the utmost attention to safety. The construction work will be in an area with ongoing pedestrian and vehicle activity. It is critical that the contractor organize the project to minimize the chance for injury or damage to personal property

Finding. The contractor's actual safety performance on similar projects is very important and should be evaluated as part of the procurement. CM/GC affords LTD the best opportunity to do this.

6. Market Conditions

Current market conditions are volatile. Construction activity in the community is also ramping up again for City bond-funded road improvement projects.

Finding. CM/GC is the best method to reduce risk in escalating market conditions that may limit the number of subcontractors bidding with the CM/GC. It also allows the CM/GC to request a change based on market conditions instead of bidding for unknown risk in a hard bid.

7. Technical Complexity

Construction of bus rapid transit infrastructure is complex and specialized. It requires attention to detail and an understanding of the many systems that must be maintained during construction. The technical complexity must be understood in order to properly plan and execute work of this nature.

From past experience it has been very beneficial to have the CM/GC and their contractors under contract during final design. The CM/GC provides existing systems information to designers for accurate final design documents and constructability. This pre-construction information from the contractor also helps in maintaining the approved project schedule and reduces the number of change orders during construction.

Finding. The technical complexity involved in this work requires a contractor who is familiar with maintenance facility projects and who has a record of construction to rigorous tolerances. A low-bid procurement does not evaluate a bidder's technical qualifications. Failure to perform the work in accordance with industry standards would result in cost impacts to LTD. The negotiated procurement allows LTD to evaluate a contractor's technical experience in similar work.

8. Funding Sources

Financing for this project is limited. It is imperative that the project be constructed at the lowest cost.

Finding. A negotiated procurement is a better method than low bid for LTD to achieve the necessary cost control and meet the individual requirements of the project.

9. Unlikely to Encourage Favoritism or Diminish Competition

The steps taken to ensure maximum competition and fair opportunity for this project will include advertisement in *The Daily Journal of Commerce* and *The Register-Guard*, and on the LTD website. Further steps include scheduling a pre-bid conference and site visit, and appointment of an unbiased evaluation committee.

LTD will require a good faith effort in the outreach of subcontracting opportunities to minority, women-owned, and disadvantaged businesses.

Finding. By marketing this opportunity and attempting to notify all known potential respondents, LTD will implement a process that does not encourage favoritism nor diminish competition in this market.

By allowing contractors to discuss their proposed work plan and to submit value engineering proposals, the negotiated procurement process will encourage more contractors to compete for this project than may otherwise occur in a low-bid process.

A negotiated procurement also will allow LTD to identify a prime contractor prior to award of any construction subcontracts so that LTD is able to work with the contractor to maximize opportunities for participation by minority and women-owned businesses. Competition among subcontractors will be increased.

10. Cost Savings

LTD must minimize risks of design changes, construction delays, and claims in order to control the project budget. When the CM/GC participates in the design process, fewer change orders occur during construction that affect the Guaranteed Maximum Price (GMP) because there is a better understanding of the owner's needs and the engineer's design intent. Involving the construction contractor during design is a proven approach for containing costs through more constructable designs and helps to reduce the technical complexity risks. Early selection of the CM/GC creates more informed and better-quality decisions by the construction team, and prevents costly redesign during construction. Cost options for materials, construction sequences, and bid timing can be viewed with greater certainty and knowledge.

Finding. LTD's experience is that low-bid contracting for work of this nature is likely to result in numerous change orders and increased costs through claims. The negotiated procurement process will allow LTD to select a contractor based upon performance competition as well as price competition. It allows selection of a contractor whose proven experience matches the nature of the required work. By selecting the most qualified contractor, LTD minimizes the risk of serious and costly disruption of public transportation and commerce within the city and on impacts to daily traffic.

Finally, by involving the contractor during design, LTD has the capacity to obtain real-time market pricing information. This pricing will facilitate more accurate assessment of design options and maximize opportunities for value engineering.

F. Conclusion: Preferred Contracting Method - CM/GC

CM/GC is the option that best allows for consideration of the critical factors during design and construction. With a general contractor as part of the owner and design team, the likelihood of successful construction implementation is enhanced.

**CRITERIA FOR SELECTION OF CONSTRUCTION CONTRACTING METHOD
BUS RAPID TRANSIT**

KEY CRITERIA	Extremely Important	Very Important	Important	Legal Finding Required
• COST SAVINGS/CONTROL	x			YES
Lowest Bid			x	
Technical Complexity Risks	x			YES
Funding Source Impact on Cost		x		YES
Scope Certainty/Scope Clearly Defined			x	
Must Meet Tight Budget	x			
No Follow-on Delay/Impacts		x		
Shortest Duration to Avoid Market Increases			x	YES
Maximum Value Engineering Savings	x			YES
• SPECIAL EXPERTISE REQUIRED	x			YES
Hazardous Materials/Environmental Impacts			x	
Utility Conflicts/Relocation		x		
Permit/Jurisdictional Relationships/Req'ts	x			
Access/Site/ROW Constraints	x			
Engineering/Technology Knowledge			x	
• QUALITY ASSURANCE	x			
Third-Party/Public Approval	x			
Minimal Defective Work	x			
Effective Contractor QC/Minimal Owner QA			x	
Owner Final Design Control	x			
Need for Checks and Balances			x	
Existing System Compatibility	x			
• SCHEDULE				
Contractor Proven Performance	x			
Contractor Work Plan Vital	x			
Duration/Milestone Certainty/Meet Critical Path	x			
Shortest Design-Construct Duration			x	
• SAFETY	x			
Top Notch Program	x			
Attention to Public Safety	x			YES
• COMMUNITY/PUBLIC BENEFITS	x			YES
Utilize DBE			x	
Minimal Disruption to Businesses/Residences	x			
Maintain Access to Properties	x			
Minimal Traffic Flow Impact	x			
Minimal Noise/Vibration	x			
Minimal Utility Disruption	x			
Early Completion			x	

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 2013

ITEM TITLE: FEDERAL FISCAL YEAR 2014 DISADVANTAGED BUSINESS ENTERPRISE GOAL

PREPARED BY: Jeanette Bailor, Purchasing Manager

ACTION REQUESTED: Staff recommend that the Board adopt the attached Resolution Revising Disadvantaged Business Enterprise Goal for Federal Fiscal Year 2014.

BACKGROUND:

On October 20, 1981, the LTD Board of Directors established by resolution an affirmative action program for disadvantaged business enterprise participation in Department of Transportation or other federal agency financial assistance projects. Since that time, the Board has adopted revised Disadvantaged Business Enterprise (DBE) Policies and DBE Affirmative Action Goals on an annual basis after a goal-setting process outlined in the attached overview. DBEs are defined as women- and minority-owned business enterprises as certified by the Oregon State Office of Minority, Women and Emerging Small Businesses. The goal is published both in written form and on the LTD web page and is open for a 45-day public comment period.

The LTD Board of Directors is being asked to approve the revised Federal Fiscal Year 2014 Goal, which is 3.21 percent of Federal Transit Administration (FTA) funded contracting activities.

Program Components:

- (1) Resolution Revising DBE Goal
- (2) Federal Fiscal Year 2014 Goal and Overview
- (3) Policy Statement

The entire DBE program is available on the LTD website and can be reviewed upon request by any member of the public.

RESULTS OF RECOMMENDED ACTION:

The revised DBE Goal will be submitted to the Federal Transit Administration for approval.

- ATTACHMENTS:**
- (1) Resolution Revising the DBE Goal for Federal FY 2014
 - (2) DBE Goal and Overview, with Appendix
 - (3) Projected Awards
 - (4) Calculation of Annual Goals
 - (5) Projected FTA-Funded Contract Awards
 - (6) DBE Policy, with Appendices

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2013-023: Resolved, the LTD Board of Directors hereby adopts a new Disadvantaged Business Enterprise Goal of 3.21 percent, effective August 1, 2013.

<Q:\Reference\Board Packet\2013\6\June 19 Reg Mtg\2013 DBE board summary final.docx>

LANE TRANSIT DISTRICT

RESOLUTION NO. 2013-023

A RESOLUTION REVISING THE DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

WHEREAS, the LTD Board of Directors established by resolution an Affirmative Action Program and Disadvantaged Business Enterprise (DBE) Policy and adopted the same on the 20th day of October 1981 and has periodically updated it; and

WHEREAS, LTD is required by U.S. Department of Transportation 49 CFR Part 26, as amended, to maintain a policy statement that ensures DBEs an equal opportunity to receive and participate in the performance of contracts financed in whole or part by the Department of Transportation (DOT) or other federal agencies; and

WHEREAS, LTD adopted a new DBE goal effective August 1, 2011, to ensure compliance with 49 CFR Part 26; and

WHEREAS, said policies and program require amendment to comply with updated regulations; and

WHEREAS, the attached DBE program was amended for Federal FY 2014;

NOW, THEREFORE, BE IT RESOLVED that the amended Federal FY 2014 DBE Goal and the Lane Transit District Disadvantaged Business Enterprise Program, copies of which are attached to and hereby made a part of the Resolution, are adopted.

June 19, 2013

Date

Board President

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**LANE TRANSIT DISTRICT
DISADVANTAGED BUSINESS ENTERPRISE GOAL AND OVERVIEW
FEDERAL FISCAL YEAR 2014**

Overall Disadvantaged Business Enterprise (DBE) Goal: Lane Transit District's (LTD's) overall goal for Federal Fiscal Year 2014 is 3.21 percent (3.21%) of Federal Transit Administration (FTA)-funded contracting activities, exclusive of FTA funds to be used for the purchase of transit vehicles. Please note for construction projects the entire project is counted the fiscal year the contract is anticipated to be awarded.

The estimated total of FTA-funded contracting activities is as follows:

Construction	\$ 46,730,160
Professional Services	\$ 1,684,000
Materials, Equipment	<u>\$ 24,681,800</u>
Total	\$ 73,095,960

LTD has used a two-step process to establish the overall annual goal for DBE participation:

Step 1. Base figures for DBE availability were developed using the Census Bureau's County Business Pattern database and the Oregon Office of Minority, Women, and Emerging Small Business Directory, with DBEs for Lane County selected.

As of December 2011 (the most current census figures available), the number of businesses in Lane County on the attached list of North American Industry Classification System (NAICS) codes is 842. There are 27 DBE businesses in the same NAICS code categories, as shown in the attached listing of DBE businesses (see Appendix A).

The percentage based on the above figures is 3.21 percent. External data has been used to develop this goal. The State of Oregon Department of Transportation has conducted a statewide disparity study. That information is being analyzed at this time and may be used for future goal setting.

Step 2. The next step is to determine if an adjustment to the base figure generated by Step 1 is warranted. To make this determination, a list of DBE firms for the identified NAICS is reviewed and any DBE firms who are not ready, willing, or able to accomplish the work set out should be removed from the list and the figure recalculated. After review of the list, no adjustments are warranted.

From the above data, a goal has been set at 3.21 percent. The District will meet the goal by using race-neutral means of facilitating DBE participation. It is estimated that, in meeting the stated overall annual goal, 3.21 percent will be obtained from race-neutral participation. The District uses the following race-neutral measures to increase DBE participation:

- Review of types and numbers of contracts projected that will use FTA funds, configuring large contracts into smaller contracts when feasible. Identify components of work that represent subcontracting opportunities and identify the availability of DBE subcontractors. Work with contractors to provide outreach to DBE contractors. Provide additional outreach via a consultant on large construction projects.
- Provide technical assistance in orienting small-business-to-public-contract procedures.
- Make available for use by prime contractors a directory of DBEs that has been compiled by the Oregon Office of Minority, Women, and Emerging Small Business.
- Notify community organizations, general contractors groups, and those agencies knowledgeable about dispersing contract availability to DBEs.

APPENDIX

**North American Industry Classification System (NAICS CODE LIST)
Lane County Business Patterns Census Report 2007 (most current)**

Service		All Firms	DBE Firms
237	Heavy Construction	44	2
238	Specialty Trades (including Landscape)	577	11
5413	Engineering & Architectural Services	209	12
339	Misc. Mfg. (sign)	<u>12</u>	<u>2</u>
	Total	842	27

Total percentage of available DBE firms = 3.21%

**LANE TRANSIT DISTRICT
PROJECTED FTA FUNDED CONTRACT AWARDS
FEDERAL FISCAL YEAR 2014**

OPERATING FUNDS	PERSONAL SERVICES	MATERIALS & SVCS	CONTRACT SVCS	TOTAL
TRANSP. DEMAND 100%	0	0	0	0
MGMT(P2P)				0
Federally funded	619,100	184,600	486,500	1,290,200
OPERATING COSTS		0	0	0
GRANT-ELIGIBLE COST	619,100	184,600	486,500	1,290,200
NONCONTRACTING OPPORTUNITIES				
PERSONAL SERVICES	619,100			619,100
NET CONTRACTING OPPORTUNITIES - TDM	0	184,600	486,500	671,100
CAPITAL FUNDS				
ADP SOFTWARE/HDW - 80%		369,100	40,000	409,100
TRANSIT SECURITY FACILITIES- 80%		87,500		87,500
TRANSIT SECURITY - BUS - 80%		411,600		411,600
MISC. EQUIPMENT - 80%		40,000		40,000
TRANSITMASTER UPGRADES - 80%		275,500		275,500
PASS. BRDG IMPR. /FACILITIES - 80%		350,000	70,000	420,000
WEST EUGENE EmX - CONSTRUCTION - 80%		58,412,700		58,412,700
WEST EUGENE EmX - DESIGN - 80%		9,593,600		9,593,600
SHOP/RADIO SHOP EQUIPMENT - 80%		30,000		30,000
BUS RELATED EQUIPMENT - 80%		330,000		330,000
REVENUE VEHICLES - 80%		2,916,500		2,916,500
SUPPORT VEHICLES - 80%		100,000		100,000
GRANT FUNDED PARTS - 80%		368,300		368,300
GLENWOOD FACILITY IMPROVEMENTS - 80%		690,000	100,000	790,000
EmX PAVILLION STN - 80%		600,000	200,000	800,000
EmX MAIN ST MCVAY - 80%			487,500	487,500
LCC CORRIDOR PLANNING			300,000	300,000
COMMUNICATIONS AND NETWORK INFRASTRUCTURE - 80%		269,060		269,060
ACCESSIBLE VEHICLES - 89.73%		700,000		700,000
ACCESSIBLE PROJECTS - 89.73%				0
LESS PERSONAL SERVICES	0			0
LESS BUSES(REVENUE & ACCESS VEHICLES)		(3,616,500)	0	(3,616,500)
NET CONTRACTING OPPORTUNITIES	0	72,111,960	1,684,000	73,795,960
FTA FUNDED		71,411,960	1,684,000	73,095,960
FTA FUNDED - 80% NET		57,129,568	1,347,200	58,476,768
FTA FUNDED - 89.73%		0	0	0
FTA FUNDED - 100%		0	0	0
TOTAL FTA FUNDED		71,411,960	1,684,000	73,095,960
DBE ASPIRATIONAL GOAL 3.21%	0	2,292,324	54,056	2,346,380

FTA C 4716.1
1/15/85

CALCULATION OF ANNUAL GOALS FOR FEDERAL FISCAL YEAR 2014

1) Applicant: Lane Transit District (3) Months Covered: October 2013 - September 2014
 2) Address: PO Box 7070, Springfield, OR 97475 (4) Prepared by: Jeanette Bailor

(4) Contract/ Procurement Category	(5) FTA Funds With Contracting Opportunities	(6) FTA Adjusted Dollars Credit	DBE	(7) Total FTA Dollars DBE	(8) Percentages DBE
(9) Construction	46,730,160	100.00%	46,730,160	1,822,476	3.90%
(10) Professional Services	1,684,000	100.00%	1,684,000	62,308	3.70%
(11) Materials Supplies Equipment	24,681,800	60.00%	14,809,080	459,081	3.10%
(12) Other	0	100.00%	0	0	
(13) Totals	73,095,960		63,223,240	2,343,866	3.21%

(14) Annual Overall Aspirational DBE Goal = Total Column (7) divided by Total Column (5) X 100 = 3.21%

(15) Prepared by: Jeanette Bailor
 (16) Certified by: Jeanette Bailor

Phone #: (541) 682-6100
 Date: 06/19/13

caango2014.xls

**LANE TRANSIT DISTRICT
PROJECTED FTA FUNDED CONTRACT AWARDS
FEDERAL FISCAL YEAR 2014**

OPERATING FUNDS	PERSONAL SERVICES	MATERIALS & SVCS	CONTRACT SVCS	TOTAL
TRANSP. DEMAND 100%	0	0	0	0
MGMT(P2P)				0
Federally funded	619,100	184,600	486,500	1,290,200
OPERATING COSTS		0	0	0
GRANT-ELIGIBLE COST	619,100	184,600	486,500	1,290,200
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DBE ASPIRATIONAL GOAL 3.21%	0	2,292,324	54,056	2,346,380

**LANE TRANSIT DISTRICT
DISADVANTAGED BUSINESS ENTERPRISE POLICY**

Revised June 19, 2013

I. POLICY

Lane Transit District ("District") is committed to a Disadvantaged Business Enterprises (DBE) Program for the participation of "DBEs" in District contracting opportunities in accordance with 49 Code of Federal Regulations (CFR) Part 26, effective March 4, 1999, as may be amended ("Regulations"). The District has received federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the District has signed an assurance that it will comply with 49 CFR Part 26 (see Appendix E). It is the policy of the District to ensure nondiscrimination on the basis of race, color, sex, or national origin in the award and administration of the U.S. Department of Transportation ("U.S. DOT") assisted contracts. It is the intention of the District to ensure DBEs, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in contracting opportunities, and create a level playing field on which DBEs can compete fairly for contracts and subcontracts relating to the District's construction, procurement, and professional services activities.


The Board of Directors is responsible for establishing the DBE policy of the District. The General Manager of the District is responsible for adherence to this policy. The DBE Liaison Officer is responsible for the development, implementation, and monitoring of a DBE Program for Contracts in furtherance of the District's nondiscrimination policy. It is the expectation of the Board of Directors and the General Manager that all District personnel shall adhere to the provisions and the spirit of this program.

This policy will be circulated to all District personnel and to members of the community who perform or are interested in performing work on District contracts. The complete DBE Program and overall annual goals analysis are available for review on the LTD website at ltd.org or at:

Lane Transit District
3500 East 17th Avenue
Eugene, Oregon 97403

The policy statement will be published in a newspaper of statewide (Oregon) general circulation at least once.

If you have any questions or would like further information regarding this program, please contact the assigned DBE Liaison Officer, Jeanette Bailor, by telephone at 541-682-6100 or by fax at 541-682-6188.



Ronald J. Kilcoyne
General Manager

June 19, 2013
Date

LANE TRANSIT DISTRICT

DISADVANTAGED BUSINESS ENTERPRISE PROGRAM AND POLICY

I. GENERAL

A. Applicability

Pursuant to 49 CFR §§ 26.3 and 26.21, the District, a recipient of federal financial assistance from the Federal Transit Administration (“FTA”) of the U.S. DOT, is required to implement a DBE Program in accordance with 49 CFR Part 26. The Program outlined herein applies to all District contracts that are funded, in whole or in part, by U.S. DOT federal financial assistance.

B. Objectives

The objectives of this Program are the following:

1. To remove barriers to Disadvantaged Business Enterprise (DBE) participation in the bidding, award, and administration of District contracts;
2. To assist DBEs to develop and compete successfully outside of the Program;
3. To ensure that the Program is narrowly tailored in accordance with 49 CFR Part 26;
4. To ensure that the DBE program is fully compliant with applicable law and only DBEs meeting the eligibility requirements are allowed to participate as DBEs;
5. To identify business enterprises that are eligible as DBEs to provide the District with required materials, equipment, supplies, and services; and to develop a good rapport with the owners, managers, and sales representatives of those enterprises;
6. To develop communications programs and procedures that will acquaint prospective DBEs with the District’s contract procedures, activities, and requirements and allow DBEs to provide the District with feedback on existing barriers to participation and effective procedures to eliminate those barriers; and
7. To administer the Program in close coordination with the various divisions and departments within the District so as to facilitate the successful implementation of this Program.

C. Prohibited Discrimination

The District shall not exclude persons from participation in, deny benefits to, or otherwise discriminate against any persons in connection with the award and performance of any contract governed by 49 CFR Part 26 on the basis of race, color, sex, or national origin. The District shall not directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing

accomplishment of the objectives of this program with respect to individuals of a particular race, color, sex, or national origin.

LTD does not use quotas in any way in the administration of this DBE program.

II. DEFINITIONS

Any terms used in this Program that are defined in 49 CFR § 26.5 or elsewhere in the Regulations shall have the meaning set forth in the Regulations. Some of the most common terms are defined below:

A. Disadvantaged Business Enterprise (DBE)

A DBE is a for-profit, small business concern (1) that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged, or, in the case of a corporation, in which 51 percent of the stock is owned by one or more socially and economically disadvantaged individuals; and (2) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

B. Small Business Concern

A small business concern is an existing small business, as defined by Section 3 of the Small Business Act and the Small Business Administration regulations implementing it (13 CFR Part 121). A small business is a business that is independently owned and operated, is organized for profit, and is not dominant in its field. Depending on the industry, size standard eligibility is based on the average number of employees for the preceding twelve months or on sales volume averaged over a three-year period. For DBE purposes the average annual gross receipts for the previous three (3) years cannot exceed \$16.6 million (or as adjusted for inflation by the Secretary of U.S. DOT) pursuant to 49 CFR § 26.65(b).

C. Socially and Economically Disadvantaged Individuals

There is a rebuttable presumption that an individual is both socially and economically disadvantaged if she/he is a citizen or lawfully admitted permanent resident of the United States and is:

1. Black American (including persons having origins in any of the Black racial groups of Africa); Hispanic American (including persons of Central or South American, Cuban, Dominican, Mexican, Puerto Rican, or other Spanish or Portuguese culture or origin, regardless of race);
3. Native American (including persons who are Aleuts, American Indians, Eskimos, or Native Hawaiians);
4. Asian-Pacific American (including persons whose origins are from Brunei, Burma [Myanmar], Cambodia [Kampuchea], China, the Commonwealth of the Northern Marianas Islands, the Federated States of Micronesia, Fiji, Guam, Hong Kong, Indonesia, Japan, Juvalu, Kirbati, Korea, Laos, Macao, Malaysia, Nauru, the

Philippines, Samoa, Taiwan, Thailand, Tonga, the U.S. Trust Territories of the Pacific Islands [Republic of Palau], or Vietnam);

5. Subcontinent Asian American (including persons whose origins are from Bangladesh, Bhutan, India, the Maldives Islands, Nepal, Pakistan, or Sri Lanka);
6. A woman; or
7. A member of any additional group that is designated as socially and economically disadvantaged by the Small Business Administration.

Additionally, any individual can demonstrate, by a preponderance of evidence, that she/he is socially and economically disadvantaged on a case-by-case basis. The District will follow the guidelines in 49 CFR § Part 26.

An individual cannot be presumed or determined on a case-by-case basis to be economically disadvantaged if she/he has a personal net worth exceeding \$750,000 (excluding the individual's ownership interests in the small business concern and his or her primary residence).

D. Race-Neutral

A procedure or program that is used to assist all small businesses. For the purposes of this Program, race-neutral includes ethnic and gender neutrality.

E. Race-Conscious

A measure or program that focused specifically on assisting only DBEs, including women-owned DBEs.

F. Personal Net Worth

The net value of an individual's assets that remain after total liabilities are deducted. An individual's personal net worth does not include the individual's ownership interest in an applicant or participating DBE firm, nor the individual's equity in his or her primary place of residence. An individual's personal net worth includes only his or her own share of community property.

III. RESPONSIBILITY FOR DBE PROGRAM IMPLEMENTATION

A. Duties of DBE Liaison Officer

Pursuant to 49 CFR § 26.23, the Program shall be administered by the DBE Liaison Officer, who shall be appointed by and report directly to the General Manager of the District. The current DBE Liaison Officer for the District is Jeanette Bailor. The DBE Liaison Officer will be the primary person responsible for implementing all aspects of this Program and will work closely with operating divisions and other departments and consultants of the District, including legal, procurement, engineering, insurance, and others who are responsible for making decisions relative to the District's construction, procurement, and professional service contracts. The DBE Liaison Officer:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third-party contracts and purchase requisitions for compliance with this program.
3. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
4. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitors results.
5. Analyzes District's progress toward goal attainment and identifies ways to improve progress.
6. Participates in pre-bid meetings.
7. Advises the General Manager/Board of Directors on DBE matters and achievement.
8. Participates with the legal counsel and project director to determine contractor compliance with good-faith efforts.
9. Provides DBEs with information and assistance in preparing bids.
10. Participates in DBE training seminars.

IV. ADMINISTRATIVE REQUIREMENTS

A. DBE Financial Institutions

Pursuant to 49 CFR § 26.27, the DBE Liaison Officer shall explore the full extent of services offered by banks and other financial institutions that qualify as DBEs in the Eugene/Springfield area and determine areas in which the District reasonably may utilize their services. The District also shall encourage its prime contractors to use the services of DBE financial institutions. There currently are not any DBE financial institutions in Oregon that meet the needs of the District.

An annual search will be completed in September of each year reviewing the State of Oregon Financial Institutions and the FDIC list for minority-owned financial institutions.

B. DBE Database

The Oregon Office of Minority, Emerging Small Business (OMWESB) Database Directory is a consolidated and automated directory that identifies firms that have been certified either as a minority-owned business enterprise (MBE), women-owned business enterprise (WBE), or disadvantaged business enterprise (DBE) by the OMWESB. This DBE Database is maintained and updated daily by the OMWESB. Pursuant to 49 CFR Part 26, the DBE Liaison Officer will use the DBE Database as the primary resource in

developing overall and contract-specific DBE participation goals and conducting outreach and other activities to promote DBE participation in U.S. DOT contracts. The DBE directory of certified firms is available on the Internet at <http://www.cbs.state.or.us/external/omwesb/>. The directory is updated daily; it shall be distributed to contractors and made available at the District to the public on request. The DBE Database shall include the firm's name, address, telephone number, and types of work for which the firm is certified as a DBE. The DBE Database shall not in any way prequalify the identified DBE firms with respect to licensing, bondability, competence, or financial responsibility.

C. Bidders' List

Pursuant to 49 CFR § 26.11, the DBE Liaison Officer will create and maintain a bidders' list consisting of all firms bidding or proposing on LTD contracts as prime contracts and bidding or quoting on subcontracts on U.S. DOT-assisted projects. For every firm, the following information will be included: firm name, firm address, firm status as a DBE or non-DBE, the age of the firm, and the annual gross receipts of the firm. The DBE Liaison Officer will maintain the confidentiality of any proprietary information in accordance with applicable Oregon and federal law. This information will be requested of all bidders as further described in Section IX below.

D. Dissemination of Policy Statement

Pursuant to 49 CFR § 26.23, the DBE Liaison Officer shall issue a signed and dated Policy Statement throughout the District and to the business community, including DBEs and non-DBEs that perform work on U.S. DOT-assisted contracts for the District. The entire Program will be made generally available to the public upon request. The Policy and Program will be available on the District website. It will be sent to the Office of Minority Women and Emerging Small Business at the State of Oregon and minority business organizations each time the goal is updated.

E. Reporting to FTA

The DBE Liaison Officer will continue to provide the reports regarding DBE participation required by the Regulations to FTA.

F. Fostering Small Business Participation

The District is taking the following steps to eliminate obstacles to the participation by small business concerns in contracting opportunities including, but not limited to, the following:

- Eliminating or reducing unnecessary and unjustified bundling of contract requirements, such as restrictive bonding or insurance requirements, that may preclude small business participation in procurements as prime contractors.
- Each September, identify contracting opportunities by reviewing projects on an with involved departments and Finance staff and determining budgeted projects, developing a contracting plan for year and then looking at individual contracting

opportunities, and determining the approach for best fostering small business participation.

- Requiring the prime contractors on certain contracts, such as construction or engineering contracts over \$1 million, to specify elements of the contract or specific subcontracts that are of a size and type that small businesses, including DBE businesses, can reasonably perform. Review possibility of requiring the contractor to set aside the contracting opportunity to small businesses only, with the small business meeting the definition found in Section II.B.
- Identifying alternative acquisition strategies and conducting outreach to small business forums to inform them of opportunities. The outreach will include working with prime contractors on large projects to ensure their subcontracting plan has included such an outreach program to small businesses.
- Monitoring the small business prime or subcontractors to verify that they meet small business criteria as defined in Section II.B.

V. DETERMINING, ACHIEVING GOALS, AND COUNTING OVERALL ANNUAL DBE PARTICIPATION

Pursuant to 49 CFR § 26.45, the Board of Directors shall establish overall annual goals on a fiscal year basis for the participation of DBEs in all budgeted contracts utilizing FTA financial assistance. The overall annual goals shall be expressed as a percentage of the total amount of FTA funds the District anticipates expending in the fiscal year. The District's overall annual goals represent the amount of ready, willing, and able DBEs that are available to participate in contracting opportunities and is reflective of the amount of DBE participation the District would expect absent the effects of discrimination. The District intends to meet those goals to the maximum extent feasible through the race-neutral measures described in Section V.D.

A. Methodology for Setting Overall Annual DBE Goal

1. Projecting U.S. DOT-Assisted Contract Expenditures for Fiscal Year

In conjunction with the preparation and adoption of the budget for each fiscal year, the DBE Liaison Officer, in consultation with the appropriate District divisions and departments responsible for contracting activities, will conduct a thorough analysis of the projected number, types of work, and dollar amounts of contracting opportunities that will be funded, in whole or in part, by U.S. DOT federal financial assistance for that fiscal year. This analysis will exclude projected contract expenditures with Transit Vehicle Manufacturers, which are exempt from the Program as described in Section V.C.

2. Establishing a Base Figure

Pursuant to 49 CFR § 26.45(c), the District will develop a base figure based upon the projected fiscal year budget to express the availability of DBEs as a percentage of all consultants, contractors, subcontractors, manufacturers, and suppliers in the relevant contracting markets. The District will follow one of the methodologies provided in the Regulations or develop an alternative methodology and provide the appropriate documentation in the Overall Annual Goals Analysis Report described in Section V.B.

(a) Analyzing Available Businesses in the Relevant Contracting Markets

The DBE Liaison Officer, in conjunction with the appropriate District divisions and departments, will conduct a thorough analysis of the relevant contracting markets in which the District will solicit participation from consultants, subconsultants, contractors, subcontractors, manufacturers, and suppliers for the fiscal year. This analysis will include a description of geographical boundaries of the solicitations, the standard industry codes (SICs) for the types of work to be contracted, and any other indicators that the District determines to be relevant in defining its contracting markets for the fiscal year. The DBE Liaison Officer then will determine the total available businesses according to the relevant contracting markets. The DBE Liaison Officer will consult a variety of sources including, but not limited to, the District's Bidders' List, the U.S. Census County Business Patterns Database, and any relevant disparity studies that are available.

(b) Analyzing Available DBEs in the Relevant Contracting Markets

The DBE Liaison Officer will conduct a similar analysis to determine the DBEs that are available to participate as contractors, subcontractors, manufacturers, and suppliers in the projected contracts for the fiscal year. This analysis will include a description of the available DBEs relative to the geographical boundaries of the solicitations, the SICs for the types of work to be contracted, and any other factors as described in Section V.A.2.a. The District will consult a variety of sources including, but not limited to, the DBE Database, the District's Bidders' List, the U.S. Census, and any relevant disparity studies that are available.

(c) Calculating the Base Figure

The DBE Liaison Officer will compare the available DBEs in the relevant contracting markets for the fiscal year to the available businesses in the relevant contracting markets for the fiscal year. The calculation will include a weighting factor according to the contract expenditure patterns analyzed in Section V.A.1.

3. Adjusting the Base Figure

Pursuant to 49 CFR § 26.45(d), the District will adjust the base figure based on demonstrable evidence indicating that the availability of DBEs for U.S. DOT-assisted contracts for the fiscal year may be higher or lower than the base figure indicates. At a minimum, the DBE Liaison Officer will analyze the results of the District's efforts to contract with DBEs for the current and past two years, any available and relevant disparity studies (to the extent that they are not accounted for in the base figure), and any available and relevant results of other and similar U.S. DOT recipients' efforts to contract with DBEs.

4. Projection of Percentage of Overall Goals to Be Achieved Through Race-Neutral and Race-Conscious Measures

The U.S. DOT regulations require that the DBE Overall Annual Goal be met by using race-neutral methods.

B. Publishing and Adopting the Overall Annual Goals

1. Overall Annual Goals Analysis Report

Upon completion of the analysis described in Section V.A, the DBE Liaison Officer will prepare an Overall Annual Goals Analysis Report. The report shall document the analysis and methodology as well as the proposed goal and estimate to be achieved through race-neutral measures. The DBE Liaison Officer shall furnish it to the General Manager. Upon the General Manager's approval and recommendation, the DBE Liaison Officer shall concurrently notify all DBE resource and community organizations of the availability of the Overall Annual Goals Analysis Report for review and comment.

2. Publication of the Proposed Overall Annual Goals

Pursuant to 49 CFR § 26.45(g), the District will publish the proposed overall annual goals on the LTD website, www.ltd.org, and in general circulation, trade association, and DBE-oriented media. The notice shall include a statement that the methodology and proposed goals are available for inspection by the public for thirty (30) days from the date of publication. The notice also shall include a statement that the District will accept public comments regarding the proposed goals and methodology for a period of forty-five (45) days from the date of publication and provide instructions for the submission of comments. Upon receipt of public comments, if any, the DBE Liaison Officer will prepare a summary report analyzing the public comments and recommending any modifications to the overall annual goals or methodology. The DBE Liaison Officer shall furnish the General Manager with a final Overall Annual Goals Analysis Report to be presented to the Board of Directors for adoption. If no comments are received that would change the goals analysis substantially, the results of the public comment period will be presented as an informational matter to the Board of Directors with no further action required.

3. Adoption of Total Overall Annual Goals

Following review of the Overall Annual Goals Analysis Report, the Board of Directors shall adopt overall annual goals for DBE participation in FTA-assisted contracts, which shall include a projection of the portion of the goals that can be achieved through race-neutral and race-conscious measures. Unless otherwise directed, Overall Annual Goals Analysis Reports shall be submitted to FTA for approval by August 1.

C. Transit Vehicle Manufacturer's Certification

The District shall require any transit vehicle manufacturers to certify that they have established an overall annual DBE participation goal that has been approved by FTA before they can bid on any District contracts. Expenditures for FTA-assisted transit vehicle procurements are not included in the funding base to which the overall annual goal for other FTA-assisted contract expenditures applies.

D. Achieving the Overall Annual Goals

The District shall achieve the overall annual goals for DBE participation through race-neutral measures goals.

1. Race-Neutral Methods

The District intends to use race-neutral methods to the maximum extent feasible to achieve its overall annual goals. DBE participation that is obtained on contracts that have no specific DBE goal, or where prime contractors use a strictly competitive bidding process, or do not consider the DBE's status as a DBE in awarding a subcontract shall be considered race-neutral DBE participation. In addition, the District will use the following measures as appropriate:

- (a) Configuring large contracts into smaller contracts when feasible, when to do so would make contracts more accessible to small businesses and would not impose significant additional cost, delay, or risk to the District;
- (b) Identifying components of the work that represent subcontracting opportunities and identifying the availability of DBE subcontractors to participate in an equitable proportion to total available subcontractors when it is not feasible to configure large contracts into smaller separate contracts. Contractors will be encouraged to consider subcontractors for components of the work, including DBEs, for which there is a known supply of ready, willing, and able subcontractors, including DBE subcontractors, in preparing their bids;
- (c) Providing technical assistance in orienting small businesses to public contract procedures, use of the Internet, and facilitating introductions to the District's and other U.S. DOT recipients' contracting activities;

- (e) Providing outreach and communications programs on contract procedures and contract opportunities to ensure the inclusion of DBEs; and
- (f) Ensuring the distribution of the DBE Database to the widest feasible universe of potential prime contractors.

2. Good-Faith Efforts When a DBE Is Replaced on a Contract

When a contractor has established they will meet a goal on a contract, the District will require a contractor to make good-faith efforts to replace a DBE that is terminated or otherwise has failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contractor's goal. The District will require the prime contractor to notify the DBE Liaison Officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

The prime contractor may not terminate a DBE firm for convenience.

The contractors may not terminate a DBE firm and perform the work with its own forces without the District's prior written consent.

In this situation, the District will require the prime contractor to obtain the District's prior approval of the substitute DBE and to provide copies of new or amended subcontracts or documentation of good-faith efforts. If the contractor fails or refuses to comply in the time specified, the District's contracting office will issue an order stopping all or part of the payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

E. Counting and Tracking DBE Participation

Only the work actually performed by a DBE will be counted towards the DBE goal. The cost of supplies and materials obtained by the DBE or equipment leased (except from the prime contractor or its affiliate) also may be counted.

Work that a DBE subcontracts to a non-DBE firm does not count toward DBE goals. Expenditures may be counted only if the DBE is performing a commercially useful function. A DBE should perform at least 30 percent (30%) of the total cost of its contract with its own workforce.

If materials or supplies are obtained from a DBE manufacturer, 100 percent (100%) of the cost will be counted. If the materials and supplies are purchased from a DBE regular dealer, 60 percent (60%) of the cost will be counted.

DBE achievement will not be counted toward the overall goal until the DBE has been paid. The DBE Liaison Officer will track the participation of DBEs in contract-specific goal contracts separately from the participation of DBEs that is considered race-neutral. Additionally, the DBE Liaison Officer will not count that portion of a DBE's participation that is achieved after the certification of the DBE has been removed during the performance of a contract.

VI. REQUIRED CONTRACT PROVISIONS

FTA-assisted contracts that the District lets will include, as appropriate, the model contract provisions that are included in 49 CFR Part 26 and incorporated herein. The DBE Liaison Officer shall have discretion to modify the provisions for particular contracts as needed.

A. Notice of DBE Requirements in the Invitation for Bids or Proposals

B. General Conditions

1. DBE Program for Contracts. Solicitation language shall require that contractors must meet all requirements of the DBE program as a matter of responsiveness.
2. Prompt Payment to Subcontractors. The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty (30) days from the receipt of each payment the prime contractor receives from the District. The prime contractor agrees further to return retainage payments to each subcontractor within thirty (30) days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above-referenced timeframe may occur only for good cause following written approval of the District. This clause applies to both DBE and non-DBE subcontracts.
3. Contract Assurance Clause. Lane Transit District will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

4. Payment Compliance Clause. The contractor is required to submit information to LTD regarding payment to subcontractors on a quarterly basis. This information shall include name and address of subcontractor and payment date and amount.

C. Special Provisions

Solicitation language shall require that contractors must meet all requirements of the DBE program as a matter of responsiveness.

D. Administrative Sanctions

Failure of any contractor to meet the DBE Contract Provisions shall constitute a breach of contract for which the imposition of the following sanctions could occur:

- Temporarily withholding progress payments until the contractor complies with these contract provisions through future performance.
- Permanently withholding payment for work already performed in a manner that constitutes a breach of contract.

VII. CERTIFICATION**A. Oregon Office of Minority, Women and Emerging Small Business Enterprise Program**

The District does not certify DBEs. It relies upon the services of the Oregon Office of Minority, Women and Emerging Small Business Enterprise Program (OMWESB) for certification. As the sole certification authority in Oregon for targeted government contracts for emerging small businesses and disadvantaged, minority, and woman-owned businesses, OMWESB provides a unified certification process. A copy of the Application for Certification and summary of the program is shown in Appendix A attached hereto.

The OMWESB complies with 49 CFR Part 26 in determining whether to certify a firm as eligible to participate as a DBE. The directory of certified firms can be found on the Internet at <http://www.cbs.state.or.us/external/omwesb/>. The directory is updated daily.

B. Unified Certification Program (UCP) (Section 26.81)

The District relies upon the services of the Oregon Office of Minority, Women and Emerging Small Business Enterprise Program for certification. As the sole certification authority in Oregon for targeted government contracts for disadvantaged, minority, and woman-owned businesses, and emerging small businesses, OMWESB provides a unified certification process.

The District is a member of the statewide DBE Unified Certification Program (UCP).

The DBE Liaison Officer is designated by the General Manager to represent the District as a member of the Unified Certification Program (UCP). The District will participate in UCP programs, activities, and efforts in the Eugene/Springfield area to create a level playing field on which DBEs can compete fairly; to enhance outreach and communication efforts with these firms; to provide appropriate assistance and information for participation in U.S. DOT-assisted contracts; to develop joint resources among recipients; and to coordinate DBE certification efforts through reciprocity and the development of a statewide Unified Certification Program. Toward this end, the DBE Liaison Officer will attend scheduled meetings of the UCP and will contribute to the achievement of UCP projects approved by the District's General Manager.

VIII. CERTIFICATION PROCEDURES

A. Certification Appeals to U.S. DOT (Section 26.89)

A firm that has been denied certification or whose eligibility is removed may make an administrative appeal to the U.S. DOT. A complainant in an ineligibility complaint to the District may appeal to U.S. DOT if the District does not find reasonable cause to propose removing the firm's eligibility. Pending the U.S. DOT appeal decision, the District's decision shall remain in effect. All appeals shall be sent to the following address:

U.S. Department of Transportation
Office of Civil Rights
400 Seventh Street, SW, Room 2401
Washington, DC 20590

All requests for an appeal must be sent, in writing, within ninety (90) days of the District's final decision on the matter. The appeal request shall include information and arguments regarding why the decision should be reversed. If the appeal is from a firm, the request must include information regarding certification with other U.S. DOT recipients. If the appeal is from a third party, the party will be requested to provide the same information.

The DBE Liaison Officer shall provide a copy of a complete, well-organized, administrative record within twenty (20) days of a request from U.S. DOT. U.S. DOT will make its decision based solely on the entire administrative record without conducting a hearing. The firm and complainants shall have access to any information reviewed by U.S. DOT in accordance with public records and privacy laws.

U.S. DOT will affirm the District's decision if it determines, based on the entire administrative record, that the decision is supported by substantial evidence or is consistent with the substantive or procedural provisions concerning certification. U.S. DOT will reverse the District's decision if it determines it was unsupported by substantial evidence or inconsistent with certification provisions. U.S. DOT shall send written notification of its decision, including the reasons therefor to the District, the firm and any complainant. If the District's decision is reversed, the DBE Liaison Officer will take all appropriate actions to conform with the U.S. DOT's decision immediately upon receiving the written notice. U.S. DOT decisions are final and binding on the District only.

IX. MONITORING AND RECORD KEEPING

A. Bidders' List

The District will require all prime contractors bidding on FTA-assisted contracts to return, at the time of bid opening (options apply as to the time this information is required as long as it is prior to the award of the contract), the following information about the prime contractor and all subcontractors who provided a bid or were contacted by the prime:

- Firm's name
- Firm's address
- Firm's status as a DBE or non-DBE

- Age of the firm
- Type of work

The District will use this information to maintain and update its Bidders' List.

B. Monitoring Payments to DBEs

It is the contractor's responsibility to maintain records and documents for three (3) years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the District, FTA, or U.S. DOT. This reporting requirement is also extended to any certified DBE subcontractor.

The District will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the report of proposed DBE participation.

C. Monitoring Actual DBE Participation

The DBE Liaison Officer shall monitor and track the actual DBE participation through contractor and subcontractor reports of payments and other appropriate monitoring, as further described in Section IX below. The DBE Liaison Officer shall ensure that DBE participation is counted toward contract goals and the overall annual goal in accordance with the Regulations.

Worksites shall be monitored periodically to ensure DBE contractors and subcontractors are performing assigned work and written verification shall be kept in contract files.

D. Reporting to FTA

The District will continue to report DBE participation and overall annual goal setting methods to the FTA as directed. Statistical data will be maintained as prescribed by FTA to provide reports to FTA reflecting the DBE participation on the District's federally assisted procurement activities. These reports will provide DBE participation information on the District's race-neutral contracts, race-conscious contracts, and the combined DBE participation on all federally assisted procurement activities.

X. PUBLIC PARTICIPATION AND OUTREACH EFFORTS

The District's activities managing public participation and outreach efforts are directed at assisting the District to solicit public input to set overall annual DBE participation goals and meet District overall annual DBE goals.

In establishing overall annual DBE goals, the District will provide for public participation. This will include the following:

Prior to finalizing the Overall Annual Goals Analysis Report, the District will consult with U.S. DOT agencies, other FTA grantees, minority, women's and general contractor groups, community organizations, or other officials or organizations that could be expected to have information concerning the availability of disadvantaged and non-

disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the District's efforts to establish a level playing field for the participation of DBEs.

The District will publish an annual notice announcing its proposed overall goals, informing the public that the District's Overall Annual Goals Analysis Report is available for inspection during normal business hours at the DBE Liaison Officer's Office for a period of thirty (30) days and that the District will accept comments on the proposed goals for forty-five (45) days from the date of the notice. The notice will be distributed in general circulation media, local minority-focused media, and trade association publications.

The measures described in 49 CFR § 26.51 focusing on race-neutral means will be actively pursued, and the District also will encourage its contractors to make similar outreach efforts to include DBE participation in subcontracting opportunities. In conjunction with the UCP, the District will continue to organize and offer training programs for meeting DBE eligibility requirements, familiarize potential contractors with District procurement procedures and requirements, and to otherwise develop effective programs to further the inclusion of DBEs in the District's contracting activities.

APPENDIX A
DBE CERTIFICATION APPLICATION FORM AND DOCUMENTATION
REQUIREMENTS SUMMARY



Business Oregon
Office of Minority, Women and Emerging Small Business
775 Summer St. NE, Suite 200, Salem, OR 97301-1280
Phone: 503-986-0075, Fax: 503-581-5115
www.oregon4biz.com

Thank you for requesting an application packet for certification with the Office of Minority, Women and Emerging Small Business (OMWESB). There are three certification programs available: federal Disadvantaged Business Enterprise (DBE); state Minority Business Enterprise (MBE) or Women Business Enterprise (WBE); and state Emerging Small Business (ESB).

We encourage you to apply for all certifications for which you qualify.

If you wish to apply for **DBE certification only**, please submit the following:

- DBE Uniform Certification Application.
- Personal Net Worth statements.
- All required documentation appropriate for your business structure as listed on the Supporting Documents Checklist in this document.
- List any ABN or DBA used for this business.

If you wish to apply for **MBE and/or WBE** in addition to the DBE, complete and include the following:

- Signed statement requesting consideration for MBE and/or WBE certification (last page of this packet).

Out-of-State DBE Applicants

If you are currently certified by the Unified Certification Program (UCP) in your home state and wish to apply for DBE certification in Oregon, you must provide us with the following documentation:

- DBE Uniform Certification Application submitted in your home state, dated within the last six months. If the application date is older than six months, a new Oregon application is required.
- Business federal tax returns for previous three years, all schedules.
- Current Personal Financial Statement (SBA Form 413) signed and dated.
- Current DBE certification letter from your home state that includes the NAICS codes in which you are certified.
- Home state UCP contact information (phone, email) for requesting additional DBE documentation as necessary.
- Appropriate Oregon licenses and registrations demonstrating the ability to perform a commercially useful function in Oregon, in accordance with Oregon laws and rules. [Oregon License Directory](#).

For **each owner claiming disadvantaged** status provide:

- Individual federal tax returns for previous three years, all schedules.
- Driver's license

If your primary business location is in Oregon and you wish to apply for the Emerging Small Business (ESB) program, also complete the ESB Attachment application available in [Word format](#) and [PDF format](#).

Please note: If you anticipate pursuing certification in multiple states, we encourage you to maintain electronic copies of information submitted to your home state.

The Oregon State Procurement Office hosts the [Oregon Procurement Information Network](#) (ORPIN) and all newly certified businesses are automatically registered as vendors on their system. Businesses can bid on contracts for government projects and services without certification from us. The Procurement Office help desk phone number is 503-378-4642 and Web address is <http://procurement.oregon.gov>.

Instructions For Completing the Disadvantaged Business Enterprise (DBE) Program Uniform Certification Application

NOTE: If you require additional space for any question in this application, please attach additional sheets or copies as needed, taking care to indicate on each attached sheet/copy the section and number of this application to which it refers.

Section 1: CERTIFICATION INFORMATION

A. Prior/Other Certifications

Check the appropriate box indicating for which program your firm is currently certified. If you are already certified as a DBE, indicate in the appropriate box the name of the certifying agency that has previously certified your firm, and also indicate whether your firm has undergone an onsite visit. If your firm has already undergone an onsite visit/review, indicate the most recent date of that review and the state UCP that conducted the review.

NOTE: If your firm is currently certified under the SBA's 8(a) and/or SDB programs, you *may not* have to complete this application. You should contact your state UCP to find out about a streamlined application process for firms that are already certified under the 8(a) and SDB programs.

B. Prior/Other Applications and Privileges

Indicate whether your firm or any of the persons listed has ever withdrawn an application for a DBE program or an SBA 8(a) or SDB program, or whether any have ever been denied certification, decertified, debarred, suspended or had bidding privileges denied or restricted by *any* state or local agency or federal entity. If your answer is yes, indicate the date of such action, identify the name of the agency and explain fully the nature of the action in the space provided.

Section 2: GENERAL INFORMATION

A. Contact Information

- (1) State the name and title of the person who will serve as your firm's primary contact under this application.
- (2) State the legal name of your firm, as indicated in your firm's Articles of Incorporation or charter.
- (3) State the primary phone number of your firm.
- (4) State a secondary phone number, if any.
- (5) State your firm's fax number, if any.
- (6) State your firm's or your contact person's email address.
- (7) State your firm's Web site address, if any.
- (8) State the street address of your firm (i.e., the physical location of its offices—*not* a post office box address).
- (9) State the mailing address of your firm, if it is different from your firm's street address.

B. Business Profile

- (1) In the box provided, briefly describe the primary business and professional activities in which your firm engages.
- (2) State the Federal Tax ID number of your firm as provided on your firm's filed tax returns, if you have one. This also could be the Social Security number of the owner of your firm.

- (3) State the date on which your firm was officially established, as stated in your firm's Articles of Incorporation or charter.
- (4) State the date on which you and/or each other owner took ownership of the firm.
- (5) Check the appropriate box that describes the manner in which you and each other owner acquired ownership of your firm. If you checked "Other," explain in the space provided.
- (6) Check the appropriate box that indicates whether your firm is "for profit."
NOTE: If you checked "No," then you do NOT qualify for the DBE program and therefore do not need to complete the rest of this application. The DBE program requires all participating firms be for-profit enterprises.
- (7) Check the appropriate box that describes the legal form of ownership of your firm, as indicated in your firm's Articles of Incorporation. If you checked "Other," briefly explain in the space provided.
- (8) Check the appropriate box that indicates whether your firm has ever existed under different ownership, a different type of ownership, or a different name. If you checked "Yes," specify which and briefly explain the circumstances in the space provided.
- (9) Indicate in the spaces provided how many employees your firm has, specifying the number of employees who work on a full-time and part-time basis.
- (10) Specify the total gross receipts of your firm for each of the past three years, as declared in your firm's filed tax returns.

C. Relationships with Other Businesses

- (1) Check the appropriate box that indicates whether your firm is co-located at any of its business locations, or whether your firm shares a telephone number(s), a post office box, any office space, a yard, warehouse, other facilities, any equipment or any office staff with any other business, organization, or entity of any kind. If you answered "Yes," then specify the name of the other firm(s) and briefly explain the nature of the shared facilities or other items in the space provided.
- (2) Check the appropriate box that indicates whether at present, or at any time in the past:
 - (a) Your firm has been a subsidiary of any other firm;
 - (b) Your firm consisted of a partnership in which one or more of the partners are other firms;
 - (c) Your firm has owned any percentage of any other firm; and

- (d) Your firm has had any subsidiaries of its own.
- (3) Check the appropriate box that indicates whether any other firm has ever had an ownership interest in your firm.
- (4) If you answered "Yes" to any of the questions in (2)(a)-(d) or (3), identify the name, address and type of business for each.

D. Immediate Family Member Businesses

Check the appropriate box that indicates whether any of your immediate family members own or manage another company. An "immediate family member" is any person who is your father, mother, husband, wife, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, mother-in-law or father-in-law. If you answered "Yes," provide the name of each relative, your relationship to them, the name of the company they own or manage, the type of business and whether they own or manage the company.

Section 3: OWNERSHIP

Identify **all** individuals or holding companies with any ownership interest in your firm, providing the information requested below (if your firm has more than one owner, provide completed copies of this section for each additional owner):

A. Background Information

- (1) Give the name of the owner.
- (2) State his/her title or position within your firm.
- (3) Give his/her home phone number.
- (4) State his/her home (street) address.
- (5) Check the appropriate box that indicates this owner's gender.
- (6) Check the appropriate box that indicates this owner's ethnicity (check all that apply). If you checked "Other," specify this owner's ethnic group/identity not otherwise listed.
- (7) Check the appropriate box to indicate whether this owner is a U.S. citizen.
- (8) If this owner is not a U.S. citizen, check the appropriate box that indicates whether this owner is a lawfully admitted permanent resident. If this owner is neither a U.S. citizen nor a lawfully admitted permanent resident of the U.S., then this owner is NOT eligible for certification as a DBE owner. This, however, does not necessarily disqualify your firm altogether from the DBE program if another owner is a U.S. citizen or lawfully admitted permanent resident and meets the program's other qualifying requirements.

B. Ownership Interest

- (1) State the number of years during which this owner has been an owner of your firm.
- (2) Indicate the dollar value of this owner's initial investment to acquire an ownership interest in your firm, broken down by cash, real estate, equipment and/or other investment.
- (3) State the percentage of total ownership control of your firm that this owner possesses.
- (4) State the familial relationship of this owner to each other owner of your firm.

- (5) Indicate the number, percentage of the total, class, date acquired and method by which this owner acquired his/her shares of stock in your firm.
- (6) Check the appropriate box that indicates whether this owner performs a management or supervisory function for any other business. If you checked "Yes," state the name of the other business and this owner's title or function held in that business.
- (7) Check the appropriate box that indicates whether this owner owns or works for any other firm(s) that has *any* relationship with your firm. If you checked "Yes," identify the name of the other business and this owner's title or function held in that business. Briefly describe the nature of the business relationship in the space provided.

C. Disadvantaged Status

NOTE: You only need to complete this section for each owner that is applying for DBE qualification (i.e., for each owner who is claiming to be "socially and economically disadvantaged" and whose ownership interest is to be counted toward the control and 51% ownership requirements of the DBE program).

- (1) Indicate in the space provided the total Personal Net Worth (PNW) of each owner who is applying for DBE qualification. Use the PNW calculator form at the end of this application to compute each owner's PNW.
- (2) Check the appropriate box that indicates whether any trust has ever been created for the benefit of this disadvantaged owner. If you answered "Yes," briefly explain the nature, history, purpose and current value of the trust(s).

Section 4: CONTROL

A. Identify your firm's Officers and Board of Directors:

- (1) In the space provided, state the name, title, date of appointment, ethnicity and gender of each officer of your firm.
- (2) In the space provided, state the name, title, date of appointment, ethnicity and gender of each individual serving on your firm's Board of Directors.
- (3) Check the appropriate box that indicates whether any of your firm's officers and/or directors listed above perform a management or supervisory function for any other business. If you answered "Yes," identify each person by name, his/her title, the name of the other business in which s/he is involved and his/her function performed in that other business.
- (4) Check the appropriate box that indicates whether any of your firm's officers and/or directors listed above own or work for any other firm(s) that has a relationship with your firm. If you answered "Yes," identify the name of the firm, the officer or director, and the nature of his/her business relationship with that other firm.

B. Identify your firm's management personnel (by name, title, ethnicity, and gender) who control your firm in the following areas:

- (1) Making of financial decisions on your firm's behalf, including the acquisition of lines of credit, surety bonds, supplies, etc.;
 - (2) Estimating and bidding, including calculation of cost estimates, bid preparation and submission;
 - (3) Negotiating and contract execution, including participation in any of your firm's negotiations and executing contracts on your firm's behalf;
 - (4) Hiring and/or firing of management personnel, including interviewing and conducting performance evaluations;
 - (5) Field/Production operations supervision, including site supervision, scheduling, project management services, etc.;
 - (6) Office management;
 - (7) Marketing and sales;
 - (8) Purchasing of major equipment;
 - (9) Signing company checks (for any purpose); and
 - (10) Conducting any other financial transactions on your firm's behalf not otherwise listed.
 - (11) Check the appropriate box that indicates whether any of the persons listed in (1) through (10) above perform a management or supervisory function for any other business. If you answered "Yes," identify each person by name, his/her title, the name of the other business in which s/he is involved and his/her function performed in that other business.
 - (12) Check the appropriate box that indicates whether any of the persons listed in (1) through (10) above own or work for any other firm(s) that has a relationship with your firm. If you answered "Yes," identify the name of the firm, the name of the person and the nature of his/her business relationship with that other firm.
- C. Indicate your firm's inventory in the following categories:**
- (1) **Equipment**
State the type, make and model, and current dollar value of each piece of equipment held and/or used by your firm. Indicate whether each piece is either owned or leased by your firm.
 - (2) **Vehicles**
State the type, make and model, and current dollar value of each motor vehicle held and/or used by your firm. Indicate whether each vehicle is either owned or leased by your firm.
 - (3) **Office Space**
State the street address of each office space held and/or used by your firm. Indicate whether your firm owns or leases the office space and the current dollar value of that property or its lease.
 - (4) **Storage Space**
State the street address of each storage space held and/or used by your firm. Indicate whether your firm owns or leases the storage space and the current dollar value of that property or its lease.
- D. Does your firm rely on any other firm for management functions or employee payroll?**
Check the appropriate box that indicates whether your firm relies on any other firm for management functions or for employee payroll. If you answered "Yes," briefly explain the nature of that reliance and the extent to which the other firm carries out such functions.
- E. Financial Information**
- (1) **Banking Information**
 - (a) State the name of your firm's bank.
 - (b) Give the main phone number of your firm's bank branch.
 - (c) Give the address of your firm's bank branch.
 - (2) **Bonding Information**
 - (a) State your firm's Binder Number.
 - (b) State the name of your firm's bond agent and/or broker.
 - (c) Give your agent's/broker's phone number.
 - (d) Give your agent's/broker's address.
 - (e) State your firm's bonding limits (in dollars), specifying both the Aggregate and Project Limits.
- F. Identify all sources, amounts and purposes of money loaned to your firm, including the names of persons or firms securing the loan, if other than the listed owner:**
State the name and address of each source, the original dollar amount and the current balance of each loan, and the purpose for which each loan was made to your firm.
- G. List all contributions or transfers of assets to/from your firm and to/from any of its owners over the past two years:**
Indicate in the spaces provided, the type of contribution or asset that was transferred, its current dollar value, the person or firm from whom it was transferred, the person or firm to whom it was transferred, the relationship between the two persons and/or firms, and the date of the transfer.
- H. List current licenses/permits held by any owner or employee of your firm.**
List the name of each person in your firm who holds a professional license or permit, the type of permit or license, the expiration date of the permit or license, and the license/permit number and issuing state of the license or permit.
- I. List the three largest contracts completed by your firm in the past three years, if any.**
List the name of each owner or contractor for each contract, the name and location of the projects under each contract, the type of work performed on each contract and the dollar value of each contract.
- J. List the three largest active jobs on which your firm is currently working.**
For each active job listed, state the name of the prime contractor and the project number, the location, the type of work performed, the project start date, the anticipated completion date and the dollar value of the contract.

AFFIDAVIT & SIGNATURE

Carefully read the attached affidavit in its entirety. Fill in the required information for each blank space, and sign and date the affidavit in the presence of a Notary Public, who must then notarize the form.

DBE Uniform Certification Application Supporting Documents Checklist

In order to complete your application for DBE certification, you must attach copies of all of the following documents as they apply to you and your firm.

All Applicants

- Work experience resumes (that include places of ownership/employment with corresponding dates), for all owners and officers of your firm
- Personal Financial Statement (form available with this application)
- Personal tax returns for the past three years, if applicable, for each owner claiming disadvantaged status
- Your firm's tax returns (gross receipts) and all related schedules for the past three years
- Documented proof of contributions used to acquire ownership for each owner (*e.g., both sides of cancelled checks*)
- Your firm's signed loan agreements, security agreements and bonding forms
- Descriptions of all real estate (including office/storage space, etc.) owned/leased by your firm and documented proof of ownership/signed leases
- List of equipment leased and signed lease agreements
- List of construction equipment and/or vehicles owned and titles/proof of ownership
- Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past two years
- Year-end balance sheets and income statements for the past three years (*or life of firm, if less than three years*); a new business must provide a current balance sheet
- All relevant licenses, license renewal forms, permits and haul authority forms
- DBE and SBA 8(a) or SDB certifications, denials and/or decertifications, if applicable
- Bank authorization and signatory cards
- Schedule of salaries (or other compensation or remuneration) paid to all officers, managers, owners and/or directors of the firm
- Trust agreements held by any owner claiming disadvantaged status, if any

Partnership or Joint Venture

- Original and any amended Partnership or Joint Venture Agreements

Corporation or LLC

- Official Articles of Incorporation (*signed by the state official*)
- Both sides of all corporate stock certificates and your firm's stock transfer ledger
- Shareholders' Agreement
- Minutes of all stockholders and board of directors meetings
- Corporate by-laws and any amendments
- Corporate bank resolution and bank signature cards
- Official Certificate of Formation and Operating Agreement with any amendments (for LLCs)

Trucking Company

- Documented proof of ownership of the company
- Insurance agreements for each truck owned or operated by your firm
- Title(s) and registration certificate(s) for each truck owned or operated by your firm
- List of U.S. DOT numbers for each truck owned or operated by your firm

Regular Dealer

- Proof of warehouse ownership or lease
- List of product lines carried
- List of distribution equipment owned and/or leased

NOTE: The specific state UCP to which you are applying may have additional required documents that you also must supply with your application. Contact the appropriate certifying agency to which you are applying to find out if more is required. (See *Supplemental Document Checklist*)

**Disadvantaged Business Enterprise Program
49 C.F.R. Part 26**

Uniform Certification Application

Roadmap For Applicants

① **Should I apply?**

- Is your firm at least 51%-owned by a socially and economically disadvantaged individual(s) who also controls the firm?
- Is the disadvantaged owner a U.S. citizen or lawfully admitted permanent resident of the U.S.?
- Is your firm a small business that meets the Small Business Administration's (SBA's) size standard **and** does not exceed \$17.42 million in gross annual receipts?
- Is your firm organized as a for-profit business?
 - If you answered "Yes" to all of the questions above, you **may be** eligible to participate in the U.S. DOT DBE program.

② **Is there an easier way to apply?**

If you are currently certified by the SBA as an 8(a) and/or SDB firm, you may be eligible for a streamlined certification application process. Under this process, the certifying agency to which you are applying will accept your current SBA application package in lieu of requiring you to fill out and submit this form. **NOTE:** You must still meet the requirements for the DBE program, including undergoing an on-site review.

③ **Be sure to attach all of the required documents listed in the *Documents Check List* at the end of this form with your completed application.**

④ **Where can I find more information?**

- U.S. DOT—<http://osdbuweb.dot.gov/business/dbe/index.html> (this site provides useful links to the rules and regulations governing the DBE program, questions and answers, and other pertinent information)
- SBA—<http://www.ntis.gov/naics> (provides a listing of NAICS codes) and <http://www.sba.gov/size/indexableofsize.html> (provides a listing of SIC codes)
- 49 CFR Part 26 (the rules and regulations governing the DBE program)

<p>Under Sec. 26.107 of 49 CFR Part 26, dated February 2, 1999, if at any time, the department or a recipient has reason to believe that any person or firm has willfully and knowingly provided incorrect information or made false statements, the department may initiate suspension or debarment proceedings against the person or firm under 49 CFR Part 29, take enforcement action under 49 CFR Part 31, Program Fraud and Civil Remedies, and/or refer the matter to the Department of Justice for criminal prosecution under 18 U.S.C. 1001, which prohibits false statements in federal programs.</p>

APPENDIX B

NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS CODE LIST)

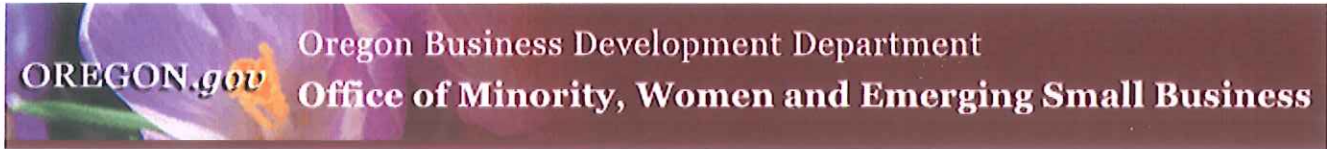
**Lane County Business Pattern Census Report 2007
(Most Current Report for 2013 Submission of Goals to FTA for 2014-2016 Period)**

Service	All Firms	DBE Firms
237 Heavy Construction	44	2
238 Specialty Trades (including Landscape)	577	11
5413 Engineering & Architectural Services	209	12
339 Misc. Mfg. (sign)	<u>12</u>	<u>2</u>
Total	842	27

Total percentage of available DBE firms = 3.21%

APPENDIX C

**DBE LIST FROM THE OFFICE OF MINORITY, WOMEN, AND
EMERGING SMALL BUSINESS**



Search OMWESB

OMWESB Certified Firm(s) Information Query

Web Information Is Updated Nightly.

Certification Descriptions: *Federal contracting:* Disadvantaged Business Enterprise (DBE); *State / local contracting:* Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Emerging Small Business (ESB).

Download this data?

Download using COMMA separators instead of TABS. (csv instead of txt)

You can also click here to see [Technical Specifications](#) for the download information.

Found 5 firms matches for Code Type=Any Code , Certification Type=Disadvantaged Business Enterprise, County=BENTON, City=Any, Ethnicity=Any Gender=Any

Firm Information	NAICS CODE / CODE DESCRIPTION COMMODITY DESCRIPTION NIGP DESCRIPTION / NIGP CODE ODOT DESCRIPTION / ODOT CODE CERTIFIED PROGRAM
<p>Certification Number 1889 ALSEA GEOSPATIAL, INC. PO BOX 2380 CORVALLIS, OR 97339 Phone: (541) 754-5034 Fax: (541) 754-5838 karen.gabriel@alseageo.com KAREN A GABRIEL</p> <p>Owner Ethnicities: > CAUCASIAN (WHITE): 60 > CAUCASIAN (WHITE): 40</p> <p>Owner Genders: > Female: 60 > Male: 40</p>	<p>541511 CUSTOM COMPUTER PROGRAMMING SERVICES DATA BASE PROGRAMMING, CUSTOM SOFTWARE DEVELOPMENT, GIS ALL ITEMS DATA PREPARATION AND PROCESSING SERVICES, 92022 COMPUTER DATA PROCESSING/COMPUTER (TECH/PROF) 20116 DBE WBE</p> <p>541370 SURVEYING AND MAPPING (EXCEPT GEOPHYSICAL) SERVICES GIS, COMPUTERIZED CARTOGRAPHY, SPATIAL ANALYSIS & MODELING (NO SURVEYING) GEOGRAPHIC INFORMATION SYSTEMS (GIS), 20654 MINI/MAINFRAME COMP. (GEOGRAPHIC SYSTEMS) (MINI TECHNICAL/PROFESSIONAL NEC 20700 DBE WBE</p> <p>541611 ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES STRATEGIC PLANNING CONSULTING SERVICES: FIRST RESPONDER POLICE AND FIRE SOFTWARE, UTILITY LOCATION SOFTWARE, AND MOBILE RISK ASSESSMENT SOFTWARE SAFETY CONSULTING SERVICES SECURITY 91893 SAFETY (TECH/PROF) 20728 DBE WBE</p> <p>541710 RESEARCH AND DEVELOPMENT IN THE PHYSICAL, ENGINEERING, AND LIFE SCIENCES WATERSHED ANALYSIS, EIS, ENVIRONMENTAL STUDIES, ANALYSIS AND MAPPING RESEARCH SERVICES (OTHER THAN BUSINESS) 95670 ANALYSIS/RESEARCH/STUDIES (TECH/PROF) 20701 DBE WBE</p>
<p>Certification Number 8098 CATHY G. KERR 517 SW 2ND ST STE 102 CORVALLIS, OR 97333 Phone: (541) 752-9130 Fax: (541) 752-9150 cathy@spiraldesignelements.com CATHY KERR</p> <p>Other Names</p>	<p>541410 INTERIOR DESIGN SERVICES INTERIOR DESIGN CONSULTING SERVICES, INTERIOR DESIGN SERVICES, AND INTERIOR DESIGNER SERVICES - SPECIALIZING IN K-12 AND HIGHER EDUCATION, GOVERNMENT, MILITARY, AND HEALTHCARE FACILITIES DESIGN SERVICES, INTERIOR DECORATOR 96248 INTERIOR DESIGN (TECH/PROF) 20307 DBE WBE ESB</p>

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<p>> SPIRAL DESIGN ELEMENTS</p> <p>Owner Ethnicities:</p> <p>> CAUCASIAN (WHITE): 100</p> <p>Owner Genders:</p> <p>> Female: 100</p>	
<p>Certification Number 402 COLUMBIA CONCRETE SAWING CO. 5462 SW PHILOMATH BLVD CORVALLIS, OR 97333 Phone: (541) 758-5069 Fax: (541) 758-7207 jan@columbiaconcretesawing.com JAN DUNCAN</p> <p>Owner Ethnicities:</p> <p>> CAUCASIAN (WHITE): 51 > CAUCASIAN (WHITE): 38 > CAUCASIAN (WHITE): 11</p> <p>Owner Genders:</p> <p>> Female: 51 > Male: 38 > Male: 11</p>	<p>238910 SITE PREPARATION CONTRACTORS CONCRETE BREAKING AND CUTTING FOR DEMOLITION; CORE DRILLING AND TEST BORING FOR CONSTRUCTION, DEMOLITION, BUILDING AND STRUCTURE DEMOLITION SERVICES, CONSTRUCTION 91240 DEMOLITION (HWY/RD) 10325 DBE WBE</p> <p>238390 OTHER BUILDING FINISHING CONTRACTORS CONCRETE COATING, GLAZING OR SEALING; WEATHERPROOFING CONCRETE DRIVEWAY CONCRETE RESURFACING SERVICES PATIO 96118 SWIMMING POOL CONCRETE WORK (RES/COM) 10107 DBE WBE</p> <p>238110 POURED CONCRETE FOUNDATION AND STRUCTURE CONTRACTORS CONCRETE FINISHING; CONCRETE FLOOR SURFACING; CONCRETE REPAIR; CONCRETE RESURFACING DRIVEWAY CONCRETE RESURFACING SERVICES PATIO 96118 SWIMMING POOL CONCRETE WORK (RES/COM) 10107 DBE WBE</p> <p>237310 HIGHWAY, STREET, AND BRIDGE CONSTRUCTION REPAIR CONCRETE HIGHWAY, ROAD, STREET; BRIDGE AND BRIDGE DECK SAWING HIGHWAY MAINTENANCE AND REPAIR SERVICES ROAD 91371 REMOVAL ASPHALT CONCRETE BITUMENS ETC. CONCRETE FLAT WORK (HWY/RD) 10310 DBE WBE</p> <p>238990 ALL OTHER SPECIALTY TRADE CONTRACTORS SPECIALIZING IN CONCRETE DEMOLITION; ASPHALT SAWING, CORE SAWING, WALL SAWING AND WIRE SAWING; CONCRETE PAVING, RESIDENTIAL AND COMMERCIAL DRIVEWAY AND PARKING AREAS; CONCRETE SAWING AND DRILLING, CULVERT, CONCRETE RESIDENTIAL AND COMMERCIAL PAVED AREAS; CURB AND GUTTER CONSTRUCTION, RESIDENTIAL AND COMMERCIAL DRIVEWAY AND PARKING AREAS MAINTENANCE SERVICES, SIDEWALK AND DRIVEWAY 91382 REMOVAL REPAIR SAWING CONCRETE PAVEMENT DRIVEWAYS SIDEWALKS CONCRETE CUTTING (HWY/RD) 10307 DBE WBE</p>
<p>Certification Number 8325 CORPAC CONSTRUCTION COMPANY PO BOX 1882 CORVALLIS, OR 97339 Phone: (541) 740-7929 corpac7@gmail.com TRISHA CAUTHORN</p> <p>Owner Ethnicities:</p> <p>> ASIAN PACIFIC: 99 > ASIAN PACIFIC: 1</p> <p>Owner Genders:</p> <p>> Female: 99 > Male: 1</p>	<p>237310 HIGHWAY, STREET, AND BRIDGE CONSTRUCTION CLEARING, GRUBBING, MOWING; CONSTRUCTION DEMOLITION; DRAINAGE; AGGREGATE BASE; DETOURS; RETAINING WALLS; EMBANKMENT; EXCAVATING; GRADING; EARTH MOVING; ASPHALT GRINDING; ASPHALT REMOVAL; SAW CUTTING; SIGN ERECTION; EROSION CONTROL (CONSTRUCTION MANAGEMENT ONLY- WBE) EXCAVATION SERVICES, CONSTRUCTION 91244 EXCAVATING (HWY/RD) 10337 DBE MBE ESB</p> <p>238120 STRUCTURAL STEEL AND PRECAST CONCRETE CONTRACTORS CONCRETE PRODUCT (E.G. STRUCTURAL PRECAST, STRUCTURAL PRE-STRESSED) INSTALLATION; CONCRETE REINFORCEMENT PLACEMENT; STRUCTURAL STEEL CONTRACTORS; PLACING AND TYING REINFORCING ROD AT A CONSTRUCTION SITE; PRECAST CONCRETE PANEL, SLAB, OR FORM INSTALLATION; AND REINFORCING STEEL CONTRACTORS STEEL SERVICES, STRUCTURAL, NEW CONSTRUCTION 91479 STRUCTURAL STEEL - INSTALL/ERECT (RES/COM) 10170 DBE MBE ESB</p>

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	<p>237990 OTHER HEAVY AND CIVIL ENGINEERING CONSTRUCTION <i>DRAINAGE CANAL AND DITCH CONSTRUCTION; DRAINAGE PROJECT CONSTRUCTION; AND EARTH RETENTION SYSTEM CONSTRUCTION (CONSTRUCTION MANAGEMENT ONLY- WBE)</i> CANAL CONSTRUCTION AQUADUCT 91315 DRAINAGE (HWY/RD) 10328 DBE MBE ESB</p> <p>561730 LANDSCAPING SERVICES <i>EROSION CONTROL</i> FERTILIZING SERVICES, LANDSCAPE LANDSCAPING INCL 98852 DESIGN PLANTING LANDSCAPING (RES/COM) 10143 DBE MBE WBE ESB</p> <p>238910 SITE PREPARATION CONTRACTORS <i>EXCAVATING; SEWER AND WATER SYSTEMS; DE-WATERING; DEMOLITION; TRENCHING; EQUIPMENT RENTAL</i> EXCAVATION SERVICES, CONSTRUCTION 91244 EXCAVATING (RES/COM) 10119 DBE MBE ESB</p> <p>237110 WATER AND SEWER LINE AND RELATED STRUCTURES CONSTRUCTION <i>RESIDENTIAL, COMMERCIAL, WATER & SEWER LINE & RELATED STRUCTURES CONCRETE INLET MANHOLES (CONSTRUCTION MANAGEMENT ONLY- WBE)</i> CONSTRUCTION, SEWER AND STORM DRAIN 91345 SEWER/ WATER SYSTEMS (RES/COM) 10164 DBE MBE ESB</p>
<p>Certification Number 5618 ICE CORPORATION 6228 SW CHESTNUT DR CORVALLIS, OR 97333 Phone: (541) 929-5997 Fax: (541) 929-5997 fideldc@icecorporation.net FIDEL DELGADO</p> <p>Owner Ethnicities: > HISPANIC: 50 > HISPANIC: 50</p> <p>Owner Genders: > Female: 50 > Male: 50</p>	<p>236210 INDUSTRIAL BUILDING CONSTRUCTION <i>CONSTRUCTION MANAGEMENT SERVICES FOR ELECTRICAL PROJECTS (BUILD/DESIGN); INDUSTRIAL ELECTRICAL AND CONTROL SYSTEMS; AND PROCESS AUTOMATION (PAC) AND PROCESS LOGIC (PLC) CONTROLLERS</i> CONSTRUCTION MANAGEMENT SERVICES 95826 PROJECT MANAGEMENT (TECH/PROF) 20725 DBE MBE ESB</p> <p>541330 ENGINEERING SERVICES <i>ELECTRICAL AND CONTROLS ENGINEERING - PLC PROGRAMMING, SCADA, HMI, PANELVIEW, ELECTRICAL CONTROLS, ELECTRICAL DESIGN, LOW VOLTAGE DESIGN, AUTOMATION AND SYSTEMS INTEGRATION, INDUSTRIAL NETWORKS, NI PROGRAMMING, INTEGRATION AND PROGRAMMING OF VFD'S, SERVOS, ROBOTS, AND VISIONS SYSTEMS DESIGN (E.G., FOR FLAW DETECTION)</i> ENGINEERING CONSULTING SERVICES 91842 ELECTRICAL ENGINEERING 20504 DBE MBE ESB</p> <p>541340 DRAFTING SERVICES <i>ELECTRICAL LAYOUTS</i> DRAFTING SERVICES, ARCH. AND ENG. (NON-PROFESSIONAL) ENGINEERING ARCHITECTURAL 90738 ELECTRICAL ENGINEERING 20504 DBE MBE ESB</p> <p>541512 COMPUTER SYSTEMS DESIGN SERVICES <i>ELECTRICAL LAYOUTS, SYSTEMS, PANELS, CONSOLES</i> ENGINEERING CONSULTING SERVICES 91842 ELECTRICAL ENGINEERING 20504 DBE MBE ESB</p> <p>541710 RESEARCH AND DEVELOPMENT IN THE PHYSICAL, ENGINEERING, AND LIFE SCIENCES <i>INDUSTRIAL ELECTRICAL CONTROL SYSTEMS HARDWARE AND SOFTWARE; COMPUTER RELATED HARDWARE RESEARCH AND DEVELOPMENT SERVICES, ELECTRONIC RESEARCH AND DEVELOPMENT SERVICES, ENGINEERING RESEARCH AND DEVELOPMENT SERVICES, AND INDUSTRIAL RESEARCH AND DEVELOPMENT SERVICES</i> SCIENTIFIC RESEARCH SERVICES 95675 ANALYSIS/RESEARCH/STUDIES (TECH/PROF) 20701 DBE MBE ESB</p> <p>541420 INDUSTRIAL DESIGN SERVICES <i>INDUSTRIAL NETWORKS, INDUSTRIAL CONTROLS SYSTEM</i> LTD REGULAR BOARD MEETING</p>

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<i>DESIGN, PROGRAMMING, INTEGRATION AND COMMISSIONING</i>	
DESIGN BUILD SERVICES	90625
ELECTRICAL ENGINEERING	20504
DBE MBE ESB	
541511 CUSTOM COMPUTER PROGRAMMING SERVICES <i>PLC PROGRAMMING, INDUSTRIAL CONTROLLERS PROGRAMMING, VISION SYSTEMS, SCADA, HMI, AND PANELVIEW PROGRAMMING</i>	
CONTROL DEVICES, INDUSTRIAL (MICROCOMPUTER)	20424
CONTROLLERS PROGRAMMABLE INTERFACE PARALLEL LOGIC ROBOTS	
DATA PROCESSING/COMPUTER (TECH/PROF)	20116
DBE MBE ESB	
541690 OTHER SCIENTIFIC AND TECHNICAL CONSULTING SERVICES <i>PROJECT MANAGEMENT AND TEACHING; INDUSTRIAL ELECTRICAL AND CONTROL SYSTEMS; AND PROCESS AUTOMATION (PAC) AND PROCESS LOGIC (PLC) CONTROLLERS</i>	
ENGINEERING CONSULTING SERVICES	91842
ELECTRICAL ENGINEERING	20504
DBE MBE ESB	
541614 PROCESS, PHYSICAL DISTRIBUTION AND LOGISTICS CONSULTING SERVICES <i>SIMULATION, RESEARCH, AND DEVELOPMENT; INDUSTRIAL ELECTRICAL AND CONTROL SYSTEMS; AND PROCESS AUTOMATION (PAC) AND PROCESS LOGIC (PLC) CONTROLLERS</i>	
ENGINEERING CONSULTING SERVICES	91842
ANALYSIS/RESEARCH/STUDIES (TECH/PROF)	20701
DBE MBE ESB	

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Firm Information	NAICS CODE / CODE DESCRIPTION COMMODITY DESCRIPTION NIGP DESCRIPTION / NIGP CODE ODOT DESCRIPTION / ODOT CODE CERTIFIED PROGRAM
<p>Certification Number 2729 4S SIGNS LLC 30255 HWY 34 ALBANY, OR 97321 Phone: (541) 928-5858 Fax: (541) 928-9068 ksnook@foresssign.com KIMBERLY A SNOOK</p> <p>Owner Ethnicities: > CAUCASIAN (WHITE): 60 > CAUCASIAN (WHITE): 30 > CAUCASIAN (WHITE): 5 > CAUCASIAN (WHITE): 5</p> <p>Owner Genders: > Female: 60 > Male: 30 > Male: 5 > Female: 5</p>	<p>423990 OTHER MISCELLANEOUS DURABLE GOODS MERCHANT WHOLESALERS HIGHWAY SIGN SUPPLIER SIGNS, OVERHEAD (TRAFFIC) 80187 SIGNS (SUPPLIER) 30170 DBE WBE</p> <p>339950 SIGN MANUFACTURING HIGHWAY SIGN SUPPLIER SIGN MAKING SERVICES 96279 SIGNS (MANUFACTURER) 50170 DBE WBE</p> <p>532490 OTHER COMMERCIAL AND INDUSTRIAL MACHINERY AND EQUIPMENT RENTAL AND LEASING LEASE SIGNS, MESSAGE BOARDS, TMA'S LEASE OF SIGNS, MESSAGE BOARDS, AND CENTERS 98573 RENTAL CONSTRUCTION EQUIPMENT - LEASE/RENTAL/SALES 30300 DBE WBE</p> <p>238110 POURED CONCRETE FOUNDATION AND STRUCTURE CONTRACTORS SIGN SUPPORT FOUNDATIONS AND INSTALLATION CONSTRUCTION SERVICES, CONCRETE, NEW 91430 SIGNS (HWY/RD) 10388 DBE WBE</p> <p>237310 HIGHWAY, STREET, AND BRIDGE CONSTRUCTION TRAFFIC SIGN INSTALLATION MANUFACTURING SERVICES (NOT OTHERWISE CLASSIFIED) 96750 SIGNS (HWY/RD) 10388 DBE WBE</p>
<p>Certification Number 6 A.B. UTILITY CONTRACTORS, INC. 910 S 2ND ST HARRISBURG, OR 97446 Phone: (541) 995-9445 Fax: (541) 995-9245 aaron@abutility.net RAYMOND BROWN</p>	<p>237310 HIGHWAY, STREET, AND BRIDGE CONSTRUCTION CONCRETE CURBS, GUTTER, CATCH BASINS, INLETS, SIDEWALKS, CONCRETE STREET FLATWORK MAINTENANCE SERVICES, SIDEWALK AND DRIVEWAY REMOVAL REPAIR SAWING CONCRETE PAVEMENT DRIVEWAYS SIDEWALKS 91382 CONCRETE FLAT WORK (HWY/RD) 10310 DBE MBE</p>

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<p>Other Names > AB UTILITY CONTRACTORS</p> <p>Owner Ethnicities: > NATIVE AMERICAN (INDIAN): 100</p> <p>Owner Genders: > Male: 100</p>	<p>237130 POWER AND COMMUNICATION LINE AND RELATED STRUCTURES CONSTRUCTION <i>TRENCH EXCAVATION - VAULTS, DUCT BANKS, LIGHT POLE FOUNDATIONS, TRAFFIC SIGNALS</i> EXCAVATION SERVICES, CONSTRUCTION 91244 EXCAVATING (RES/COM) 10119 DBE MBE</p>
<p>Certification Number 8361 ANNIE M. KENDRICK 3237 18TH AVE SE ALBANY, OR 97322 Phone: (541) 926-6438 Fax: (541) 926-6438 Annie@AnnieKendrick.com ANNIE M KENDRICK</p> <p>Other Names > KENDRICK BUSINESS SERVICES</p> <p>Owner Ethnicities: > CAUCASIAN (WHITE): 100</p> <p>Owner Genders: > Female: 100</p>	<p>541611 ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES <i>ADMINISTRATIVE, BUSINESS, FINANCIAL, RECORDS MANAGEMENT CONSULTING SERVICES AND STRATEGIC PLANNING CONSULTING SERVICES - SPECIALIZING IN QUICKBOOKS SET UP, SUPPORT AND TROUBLESHOOTING AS WELL AS PROJECT MANAGEMENT AND OTHER SOFTWARE THAT INTEGRATES WITH QUICKBOOKS FOR CONTRACTOR JOB COSTING.</i> PLANNING AND CONSULTING SERVICES, STRATEGIC TECHNOLOGY 91890 BUSINESS MANAGEMENT (TECH/PROF) 20113 DBE WBE ESB</p> <p>561110 OFFICE ADMINISTRATIVE SERVICES <i>EDUCATE EMPLOYEES ON BUSINESS PROCEDURES AND PROCESSES. HELP BUSINESSES OBTAIN CERTIFICATIONS TO PROCURE GOVERNMENT CONTRACTS</i> MANAGEMENT CONSULTING SERVICES 91875 BUSINESS MANAGEMENT (TECH/PROF) 20113 DBE WBE ESB</p> <p>541614 PROCESS, PHYSICAL DISTRIBUTION AND LOGISTICS CONSULTING SERVICES <i>EFFICIENCY AND LOGISTICS MANAGEMENT CONSULTING SERVICES - SPECIALIZING IN QUICKBOOKS SET UP, SUPPORT AND TROUBLESHOOTING AS WELL AS PROJECT MANAGEMENT AND OTHER SOFTWARE THAT INTEGRATES WITH QUICKBOOKS FOR CONTRACTOR JOB COSTING.</i> ECONOMICS/FINANCE CONSULTING SERVICES 91849 BUSINESS MANAGEMENT (TECH/PROF) 20113 DBE WBE ESB</p> <p>541214 PAYROLL SERVICES <i>PAYROLL SETUP AND PROCESSING</i> ACCOUNTING SERVICES BILLING INVOICING 94610 BOOKKEEPING PAYROLL ACCOUNTING/FINANCIAL (TECH/PROF) 20101 DBE WBE ESB</p> <p>541618 OTHER MANAGEMENT CONSULTING SERVICES <i>PROCEDURES MANUALS AND RECOMMENDATIONS FOR BUSINESS PROCESSES AND SOFTWARE</i> MANAGEMENT CONSULTING SERVICES 91875 BUSINESS MANAGEMENT (TECH/PROF) 20113 DBE WBE ESB</p> <p>541214 PAYROLL SERVICES <i>QUICKBOOKS NETWORKING AND CONSTRUCTION SOFTWARE SUPPORT</i> ACCOUNTING SERVICES BILLING INVOICING 94610 BOOKKEEPING PAYROLL DATA PROCESSING/COMPUTER (TECH/PROF) 20116 DBE WBE ESB</p> <p>541219 OTHER ACCOUNTING SERVICES <i>QUICKBOOKS SET-UP, SUPPORT AND BOOKKEEPING</i> ACCOUNTING SERVICES BILLING INVOICING 94610 BOOKKEEPING PAYROLL ACCOUNTING/FINANCIAL (TECH/PROF) 20101 DBE WBE ESB</p>
<p>Certification Number 8077 C. JILL MILLER PO BOX 2031 LEBANON, OR 97355 Phone: (541) 409-9244 businessinclusion@gmail.com</p>	<p>541618 OTHER MANAGEMENT CONSULTING SERVICES <i>DBE PROGRAM COMPLIANCE CONSULTING FOR CONTRACTORS, VENDORS, PUBLIC AGENCIES</i> MANAGEMENT SERVICES, PROGRAM AND PROJECT DEVELOPMENT 96156 BUSINESS MANAGEMENT (TECH/PROF) 20113 LTD REGULAR BOARD MEETING</p>

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<p>C. JILL MILLER</p> <p>Other Names > BUSINESS INCLUSION SPECIALISTS</p> <p>Owner Ethnicities: > CAUCASIAN (WHITE): 100</p> <p>Owner Genders: > Female: 100</p>	<p>DBE WBE ESB</p> <p>541611 ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES DEVELOPMENT OF DIVERSITY, EQUITY AND INCLUSION STRATEGIES FOR BUSINESSES AND PUBLIC AGENCIES TO PROMOTE DBE, MBE, WBE AND ESB POLICIES, INCLUDING OUTREACH AND UTILIZATION ON SPECIFIC PROJECTS AND OVERALL CONTRACTING BUSINESS MANAGEMENT SERVICES CORPORATE 95816 DIVESTITURE MERGER OBJECTIVES POLICY DEVELOPMENT PLANNING STRATEGIC BUSINESS/FINANCE (TECH/PROF) NEC 20100 DBE WBE ESB</p> <p>541820 PUBLIC RELATIONS AGENCIES OUTREACH AND TRAINING FOR CONTRACTORS, VENDORS AND PUBLIC AGENCIES TO COMPLY WITH FEDERAL AND STATE REQUIREMENTS CONSULTING SERVICES, COMMUNICATIONS PUBLIC 91826 RELATIONS ADVERTISING/PUBLIC RELATIONS/MARKETING 20104 (TECH/PROF) DBE WBE ESB</p> <p>541720 RESEARCH AND DEVELOPMENT IN THE SOCIAL SCIENCES AND HUMANITIES PUBLIC AGENCY CONSULTING FOR STATISTICAL REPORTING AND DIVERSITY PROGRAM DEVELOPMENT AND COMPLIANCE. CIVIL RIGHTS AND DIVERSITY COMPLIANCE PLANS, STATISTICAL TRACKING FOR REPORTING REQUIREMENTS, REGULATION INTERPRETATION DEVELOPMENT CONSULTING, ORGANIZATIONAL 91883 ANALYSIS/RESEARCH/STUDIES (TECH/PROF) 20701 DBE WBE ESB</p> <p>561499 ALL OTHER BUSINESS SUPPORT SERVICES SUPPORTIVE SERVICES & RESOURCE CONSULTING FOR SMALL BUSINESSES, INCLUDING CERTIFIED DBE, MBE, WBE & ESB FIRMS. ASSISTANCE WITH APPLICATION PROCESSES DEVELOPMENT CONSULTING, ORGANIZATIONAL 91883 BUSINESS/FINANCE (TECH/PROF) NEC 20100 DBE WBE ESB</p> <p>541690 OTHER SCIENTIFIC AND TECHNICAL CONSULTING SERVICES TECHNICAL EXPERT CONSULTING FOR FEDERAL AND STATE DIVERSITY PROGRAMS PROFESSIONAL SERVICES (NOT OTHERWISE CLASSIFIED) 96258 TECHNICAL/PROFESSIONAL NEC 20700 DBE WBE ESB</p>
<p>Certification Number 4300 CADD CONNECTION, LLC 705 LYON ST S ALBANY, OR 97321 Phone: (541) 967-7954 Fax: (541) 926-8571 herb@cadd-connection.com HERBERT T YAMAMOTO</p> <p>Owner Ethnicities: > ASIAN PACIFIC: 75 > ASIAN PACIFIC: 25</p> <p>Owner Genders: > Male: 75 > Female: 25</p>	<p>541340 DRAFTING SERVICES MECHANICAL DESIGN - COMPONENTS, FABRICATION & SYSTEM LAYOUT DRAWINGS; STRUCTURAL STEEL DESIGN & DETAILING COMPUTER AIDED DESIGN SERVICES 92018 COMPUTER AIDED DESIGN - CAD (TECH/PROF) 20710 DBE MBE ESB</p> <p>541618 OTHER MANAGEMENT CONSULTING SERVICES OVERSIGHT & FACILITATION OF MECHANICAL, ELECTRICAL, STRUCTURAL RESIDENTIAL AND COMMERCIAL BUILDING DESIGN PROJECT ADMINISTRATION AND PLANNING SERVICES 95877 MANAGEMENT PROJECT MANAGEMENT (TECH/PROF) 20725 DBE MBE ESB</p>
<p>Certification Number 8648 HALEY DEVELOPMENT, INC. P.O. BOX 2350 LEBANON, OR 97355 Phone: (541) 451-3797 haleydevelopment@gmail.com ASHLEY HALEY</p>	<p>238390 OTHER BUILDING FINISHING CONTRACTORS CONCRETE COATING, GLAZING, AND SEALING CONSTRUCTION SERVICES, CONCRETE, NEW 91430 CONCRETE FLAT WORK (HWY/RD) 10310 DBE WBE ESB</p> <p>238910 SITE PREPARATION CONTRACTORS LTD REGULAR BOARD MEETING</p>

541

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<p>Owner Ethnicities: > CAUCASIAN (WHITE): 50 > CAUCASIAN (WHITE): 50</p> <p>Owner Genders: > Female: 50 > Female: 50</p>	<p><i>EXCAVATION CONTRACTORS</i> EXCAVATION SERVICES, CONSTRUCTION 91244 EXCAVATING (HWY/RD) 10337 DBE WBE ESB</p>
	<p><u>237310</u> HIGHWAY, STREET, AND BRIDGE CONSTRUCTION PAINTING LINES ON HIGHWAYS, STREETS, AND BRIDGES STREET PARKING SPACE AND LANE DIVISION PAINTING 91276 STRIPING LOT SPACES DIVISIONS PAINTING (HWY/RD) 10367 DBE WBE ESB</p>
<p>Certification Number 2772 JUST BUCKET EXCAVATING, INC. PO BOX 4327 SALEM, OR 97302 Phone: (503) 364-3550 Fax: (503) 364-9922 team.davis@comcast.net WILLIE DAVIS JR</p> <p>Owner Ethnicities: > AFRICAN AMERICAN (BLACK): 95 > CAUCASIAN (WHITE): 5</p> <p>Owner Genders: > Male: 95 > Female: 5</p>	<p><u>562119</u> OTHER WASTE COLLECTION BRUSH COLLECTION SERVICES; BRUSH REMOVAL SERVICES; DUMP TRUCKING OF RUBBLE OR BRUSH WITH COLLECTION OR DISPOSAL SHRUB REMOVAL SERVICES STUMP TREE 96888 SITE CLEAN-UP (RES/COM) 10167 DBE MBE</p>
	<p><u>238120</u> STRUCTURAL STEEL AND PRECAST CONCRETE CONTRACTORS CONCRETE PRODUCT (E.G., STRUCTURAL PRECAST, STRUCTURAL PRE-STRESSED) INSTALLATION AND PRECAST CONCRETE PANEL, SLAB OR FORM INSTALLATION POUR IN PLACE, CONCRETE CONSTRUCTION VERTICAL 91361 CONCRETE WORK (RES/COM) 10107 DBE MBE</p>
	<p><u>237310</u> HIGHWAY, STREET, AND BRIDGE CONSTRUCTION CULVERTS, HIGHWAY, ROAD AND STREET CONSTRUCTION; CURBS AND STREET GUTTERS, HIGHWAY ROAD AND STREET CONSTRUCTION; GRADING HIGHWAY, ROAD, STREET; PUBLIC SIDEWALK CONSTRUCTION CONSTRUCTION, HIGHWAY AND ROAD 91327 CONCRETE FLAT WORK (HWY/RD) 10310 DBE MBE</p>
	<p><u>238910</u> SITE PREPARATION CONTRACTORS DIRT MOVING FOR CONSTRUCTION; EXCAVATING, EARTHMOVING OR LAND CLEARING, AGRICULTURAL; EXCAVATING, EARTHMOVING OR LAND CLEARING CONTRACTORS; EXCAVATION CONTRACTORS; GRADING CONSTRUCTION SITES; LAND CLEARING; LAND LEVELING CONTRACTORS; TRENCHING EXCAVATION SERVICES, CONSTRUCTION 91244 EXCAVATING (RES/COM) 10119 DBE MBE</p>
	<p><u>237990</u> OTHER HEAVY AND CIVIL ENGINEERING CONSTRUCTION DREDGING; ROCK REMOVAL, UNDERWATER; SPILLWAY, FLOODWATER CONSTRUCTION; TRENCHING UNDERWATER; BREAKWATER CONSTRUCTION; CHANNEL CONSTRUCTION; DRAINAGE CANAL DITCH CONSTRUCTION; DRAINAGE PROJECT CONSTRUCTION; EARTH RETENTION SYSTEM CONSTRUCTION; EMBANKMENT CONSTRUCTION; FLOODWAY CANAL DITCH CONSTRUCTION; JETTY CONSTRUCTION; LEVEE CONSTRUCTION; PARK AND RECREATIONAL OPEN SPACE IMPROVEMENT CONSTRUCTION; SEDIMENT CONTROL SYSTEM CONSTRUCTION EXCAVATION SERVICES, CONSTRUCTION 91244 EXCAVATING (RES/COM) 10119 DBE MBE</p>
	<p><u>562910</u> REMEDIATION SERVICES REMEDIATION SERVICES, ENVIRONMENTAL; SITE REMEDIATION SERVICES; SOIL REMEDIATION ENVIRONMENTAL REMEDIATION SERVICES HAZARDOUS WASTE MOLD REHABILITATION (ENVIRONMENTAL) 92678 SPECIALTY TRADES (RES/COM CONSTRUCTION) NEC 10100 DBE MBE</p>
	<p><u>237110</u> WATER AND SEWER LINE AND RELATED STRUCTURES CONSTRUCTION RESERVOIR CONSTRUCTION, STORM SEWER CONSTRUCTION; AQUEDUCT CONSTRUCTION CANAL CONSTRUCTION AQUADUCT 91315 DRAINAGE (HWY/RD) 10328 DBE MBE</p>

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561730 LANDSCAPING SERVICES TREE AND BRUSH REMOVAL SHRUB REMOVAL SERVICES STUMP TREE LANDSCAPE MAINTENANCE (RES/COM) DBE MBE	96888 10140
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Firm Information	NAICS CODE / CODE DESCRIPTION COMMODITY DESCRIPTION NIGP DESCRIPTION / NIGP CODE ODOT DESCRIPTION / ODOT CODE CERTIFIED PROGRAM
<p>Certification Number 3055 CP CONSTRUCTION LLC 225 DRIVER VALLEY RD OAKLAND, OR 97462 Phone: (541) 459-3959 Fax: (541) 459-3995 todd.carson@cpcon.net TODD CARSON</p> <p>Owner Ethnicities: > HISPANIC: 56 > CAUCASIAN (WHITE): 44</p> <p>Owner Genders: > Male: 56 > Male: 44</p>	<p>237310 HIGHWAY, STREET, AND BRIDGE CONSTRUCTION DRAINAGE (HWY/RD) - SITE DEVELOPMENT; UTILITIES (HWY/RD) - SEWER, WATER, STORM DRAIN EXCAVATION SERVICES, CONSTRUCTION 91244 EXCAVATING (HWY/RD) 10337 DBE MBE</p> <p>237990 OTHER HEAVY AND CIVIL ENGINEERING CONSTRUCTION EXCAVATION AND CONCRETE CONSTRUCTION MAINTENANCE SERVICES, PUBLIC UTILITIES WATER 91063 REPAIR SEWER (BUILDING) UTILITY UTILITIES (HWY/RD) 10395 DBE MBE</p>
<p>Certification Number 6593 GUIDO CONSTRUCTION, INC. PO BOX 2311 ROSEBURG, OR 97470 Phone: (541) 672-7349 Fax: (541) 672-4373 de_guido@yahoo.com DORENA D GUIDO</p> <p>Owner Ethnicities: > NATIVE AMERICAN (INDIAN): 51 > CAUCASIAN (WHITE): 49</p> <p>Owner Genders: > Female: 51 > Male: 49</p>	<p>237310 HIGHWAY, STREET, AND BRIDGE CONSTRUCTION ABUTMENT CONSTRUCTION; BRIDGE APPROACH CONSTRUCTION; BRIDGE CONSTRUCTION; BRIDGE DECKING CONSTRUCTION; CONCRETE PAVING; CULVERTS CONSTRUCTION; CURBS AND STREET GUTTERS CONSTRUCTION; SIDEWALK, PUBLIC, CONSTRUCTION; AND STREET CONSTRUCTION CONSTRUCTION SERVICES, CONCRETE, NEW 91430 CONCRETE FLAT WORK (HWY/RD) 10310 DBE MBE WBE ESB</p> <p>238910 SITE PREPARATION CONTRACTORS BACKFILLING, CONSTRUCTION; BUILDING DEMOLITION; CONCRETE BREAKING AND CUTTING FOR DEMOLITION; DEMOLITION CONTRACTORS; EXCAVATION CONTRACTORS; AND FOUNDATION DIGGING EXCAVATION SERVICES, CONSTRUCTION 91244 SITE CLEAN-UP (RES/COM) 10167 DBE MBE WBE ESB</p> <p>238120 STRUCTURAL STEEL AND PRECAST CONCRETE CONTRACTORS BALCONY, PRECAST CONCRETE, INSTALLATION; CONCRETE PRODUCT INSTALLATION; CONCRETE REINFORCEMENT PLACEMENT; CURTAIN WALL, PRECAST CONCRETE, INSTALLATION; PLACING AND TYING REINFORCING ROD AT A CONSTRUCTION SITE, PRECAST CONCRETE PANEL, SLAB, AND</p>

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FORM INSTALLATION; REBAR CONTRACTORS; REINFORCED ROD, BAR, MESH, AND CAGE INSTALLATION; AND STAIRWAY, PRECAST CONCRETE, INSTALLATION
 CONSTRUCTION SERVICES, CONCRETE, NEW 91430
 CONCRETE WORK (RES/COM) 10107
DBE MBE WBE ESB

238990 ALL OTHER SPECIALTY TRADE CONTRACTORS
BRICK DRIVEWAY CONTRACTORS; BRICK PAVER INSTALLATION; CONCRETE PATIO CONSTRUCTION; CONCRETE PAVING, RESIDENTIAL AND COMMERCIAL DRIVEWAY AND PARKING AREA; CONCRETE SAWING AND DRILLING; CULVERT, CONCRETE, RESIDENTIAL AND COMMERCIAL PAVED AREA; CURB AND GUTTER CONSTRUCTION, RESIDENTIAL AND COMMERCIAL DRIVEWAY AND PARKING AREA, CONCRETE; PAVER, BRICK INSTALLATION; AND SIDEWALK CONSTRUCTION, RESIDENTIAL AND COMMERCIAL
 CURB CONSTRUCTION MAINTENANCE REPAIR REMOVAL 91319
 SERVICES GUTTER
 CONCRETE FLAT WORK (HWY/RD) 10310
DBE MBE WBE ESB

238140 MASONRY CONTRACTORS
BRICK VENEER, INSTALLATION; CEMENT BLOCK LAYING; CONCRETE BLOCK LAYING; FIELD STONE INSTALLATION; FOUNDATION BUILDING CONTRACTORS; MASONRY CONTRACTORS; RETAINING WALL, MASONRY CONSTRUCTION; STONEMWORK CONTRACTORS; AND STUCCO CONTRACTORS
 FLOOR AND FLOORING TRADE CONSTRUCTION 91444
 SERVICES
 MASONRY (RES/COM) 10146
DBE MBE WBE ESB

238390 OTHER BUILDING FINISHING CONTRACTORS
COATING CONCRETE STRUCTURES WITH PLASTIC; CONCRETE COATING, GLAZING, OR SEALING; FOUNDATION DAMPPROOFING; AND WEATHERPROOFING CONCRETE
 TRADE SERVICES, CONSTRUCTION (NOT OTHERWISE CLASSIFIED) 91484
 CONCRETE WORK (RES/COM) 10107
DBE MBE WBE ESB

238110 Poured CONCRETE FOUNDATION AND STRUCTURE CONTRACTORS
CONCRETE FINISHING; CONCRETE FLOOR SURFACING; CONCRETE POURING; CONCRETE PUMPING; CONCRETE REPAIR AND RESURFACING; FOOTING AND FOUNDATION CONCRETE CONTRACTORS; FOUNDATION, BUILDING, Poured CONCRETE CONTRACTORS; GROUTING; GUNITE CONTRACTORS; AND RETAINING WALL, Poured CONCRETE, CONSTRUCTION
 CONSTRUCTION SERVICES, CONCRETE, NEW 91430
 CONCRETE FLAT WORK (HWY/RD) 10310
DBE MBE WBE ESB

238190 OTHER FOUNDATION, STRUCTURE, AND BUILDING EXTERIOR CONTRACTORS
CONCRETE FORM CONTRACTORS; EPOXY APPLICATION CONTRACTORS; ERECTION AND DISMANTLING, Poured CONCRETE FORM; FORMING CONTRACTORS; AND FORMS FOR Poured CONCRETE, ERECTING AND DISMANTLING
 CONSTRUCTION SERVICES, CONCRETE, NEW 91430
 CONCRETE FLAT WORK (HWY/RD) 10310
DBE MBE WBE ESB

Certification Number 4614
SHANE RICHARDSON
 PO BOX 994
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 Phone: (541) 784-5868
 Fax: (541) 784-5869
richardsonrocks@msn.com
 SHANE RICHARDSON

Other Names
 > RICHARDSON ROCKS

Owner Ethnicities:
 > NATIVE AMERICAN (INDIAN): 100

484220 SPECIALIZED FREIGHT (EXCEPT USED GOODS) TRUCKING, LOCAL
DUMP TRUCK SERVICES: HAUL DIRT, ROCK, GRAVEL, SAND AND DEBRIS. WATER TRUCK SERVICES WITH 4,000 GALLON TANK
 HAULING SERVICES 96239
 TRUCKING (HWY/RD) 10394
DBE MBE ESB

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<p>Owner Genders: > Male: 100</p>	
<p>Certification Number 1969 WINTUN SEEDING & MULCHING CO. 115 ALPINE DR ROSEBURG, OR 97471 Phone: (541) 673-8529 Fax: (541) 440-3841 wintunseeding@gmail.com DONNA C SPROUSE</p>	<p>238910 SITE PREPARATION CONTRACTORS <i>EROSION CONTROL - SILT FENCE, MATTING</i> CONSTRUCTION SERVICES, SITE CLEAN-UP WORK 90976 SITE PREPARATION (HWY/RD) 10391 DBE WBE ESB</p>
<p>Owner Ethnicities: > NATIVE AMERICAN (INDIAN): 55 > NATIVE AMERICAN (INDIAN): 20 > NATIVE AMERICAN (INDIAN): 15 > CAUCASIAN (WHITE): 10</p>	<p>238990 ALL OTHER SPECIALTY TRADE CONTRACTORS <i>HYDRO SEEDING, LANDSCAPING</i> HYDROMULCHING SERVICES 98838 LANDSCAPING (HWY/RD) 10361 DBE WBE ESB</p>
<p>Owner Genders: > Female: 55 > Male: 20 > Male: 15 > Male: 10</p>	<p>561730 LANDSCAPING SERVICES <i>LANDSCAPE SERVICES - SEEDING LAWNS, CLEARING, GRUBBING, MOWING, BRUSHING (HWY/RD) ROADSIDE/PLANTING OF TREES & SHRUBS, HYDRO-SEEDING</i> FERTILIZING SERVICES, LANDSCAPE LANDSCAPING INCL 98852 DESIGN PLANTING LANDSCAPING (RES/COM) 10143 DBE WBE ESB</p>

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OMWESB Certified Firm(s) Information Query

Web Information Is Updated Nightly.

Certification Descriptions: *Federal contracting:* Disadvantaged Business Enterprise (DBE); *State / local contracting:* Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Emerging Small Business (ESB).

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Found 12 firms matches for Code Type=Any Code , Certification Type=Disadvantaged Business Enterprise, County=LANE, City=Any, Ethnicity=Any Gender=Any

Firm Information	NAICS CODE / CODE DESCRIPTION COMMODITY DESCRIPTION NIGP DESCRIPTION / NIGP CODE ODOT DESCRIPTION / ODOT CODE CERTIFIED PROGRAM
<p>Certification Number 193 ANDERSON'S EROSION CONTROL, INC. PO BOX 205 JUNCTION CITY, OR 97448 Phone: (541) 998-2062 Fax: (541) 998-3261 aecontrolinc@yahoo.com CLARA F ANDERSON</p>	<p>484220 SPECIALIZED FREIGHT (EXCEPT USED GOODS) TRUCKING, LOCAL DUMP TRUCK SERVICES - HAULING AND PLACING GRAVEL, SAND, TOPSOIL FOR LANDSCAPE PROJECTS HAULING SERVICES 96239 TRUCKING (HWY/RD) 10394 DBE WBE ESB</p>
<p>Owner Ethnicities: > CAUCASIAN (WHITE): 51 > CAUCASIAN (WHITE): 25 > CAUCASIAN (WHITE): 24</p> <p>Owner Genders: > Female: 51 > Male: 25 > Male: 24</p>	<p>561730 LANDSCAPING SERVICES HYDRO-SEEDING FOR EROSION CONTROL; MOWING, BRUSHING, IRRIGATION, LANDSCAPING PLANTS AND TREES NOTE: IRRIGATION FOR ESB CERTIFICATION ONLY FERTILIZING SERVICES, LANDSCAPE LANDSCAPING 98852 INCL DESIGN PLANTING LANDSCAPE MAINTENANCE (RES/COM) 10140 DBE WBE ESB</p>
<p>Certification Number 476 DEBBIE PETREE 30143 MONTMORENCE DR JUNCTION CITY, OR 97448 Phone: (541) 688-5336 Fax: (541) 688-6538 dpconst@epud.net DEBBIE PETREE</p> <p>Owner Ethnicities: > HISPANIC: 100</p> <p>Owner Genders: > Female: 100</p>	<p>562119 OTHER WASTE COLLECTION BRUSH COLLECTION SERVICES; BRUSH HAULING, LOCAL; BRUSH REMOVAL SERVICES; DUMP TRUCKING OF RUBBLE OR BRUSH WITH COLLECTION OR DISPOSAL; RUBBLE HAULING, LOCAL; RUBBLE REMOVAL SERVICES HAULING SERVICES 96239 SITE CLEAN-UP (RES/COM) 10167 DBE MBE WBE ESB</p> <p>238910 SITE PREPARATION CONTRACTORS DIRT MOVING FOR CONSTRUCTION; EXCAVATING, EARTHMOVING OR LAND CLEARING, AGRICULTURAL; GRADING CONSTRUCTION SITES; LAND CLEARING; LAND LEVELING CONTRACTORS; UNDERGROUND TANK (EXCEPT HAZARDOUS MATERIAL) REMOVAL CLEARING AND GRUBBING SERVICES 91219 CLEARING/GRUBBING/MOWING/BRUSHING (HWY/RD) 10316 DBE MBE WBE ESB</p> <p>484220 SPECIALIZED FREIGHT (EXCEPT USED GOODS) TRUCKING, LOCAL DUMP TRUCKING; GRAVEL HAULING, LOCAL; RUBBISH</p>

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	<p><i>HAULING WITHOUT COLLECTION OR DISPOSAL - TRUCK, LOCAL</i> HAULING SERVICES 96239 TRUCKING (HWY/RD) 10394 DBE MBE WBE ESB</p>
	<p>237310 <i>HIGHWAY, STREET, AND BRIDGE CONSTRUCTION GRADING - HIGHWAY, ROAD, STREET; POT HOLE FILLING - HIGHWAY, ROAD, STREET OR BRIDGE; ROAD CONSTRUCTION BLADING, CONSTRUCTION SERVICES GENERAL</i> 91223 DIGGING DITCHES GRADING ROAD ROCK STABILIZATION GRADING (HWY/RD) 10343 DBE MBE WBE ESB</p>
	<p>562112 <i>HAZARDOUS WASTE COLLECTION HAZARDOUS WASTE COLLECTION SERVICES; WASTE COLLECTION SERVICES, HAZARDOUS; WASTE HAULING, LOCAL, HAZARDOUS</i> HAZARDOUS MATERIAL AND WASTE SERVICES 92645 EMERGENCY RESPONSE NUCLEAR (HAZARDOUS WASTE) HAZARDOUS WASTE REMOVAL (RES/COM) 10128 DBE MBE WBE ESB</p>
<p>Certification Number 2031 ENVIRONMENTAL SOLUTIONS LLC 55646 DRURY DR BLUE RIVER, OR 97413 Phone: (541) 822-1090 Fax: (541) 822-1053 nholz@envsol.net NANCY J HOLZHAUSER</p>	<p>541690 <i>OTHER SCIENTIFIC AND TECHNICAL CONSULTING SERVICES</i> <i>BIOLOGICAL CONSULTING SERVICES - SPECIALIZING IN HABITAT ASSESSMENT AND RESTORATION PLANNING; BIOLOGICAL ASSESSMENTS AND EVALUATIONS; RARE PLANT SURVEYS; AND VEGETATION ASSESSMENT</i> ENVIRONMENTAL CONSULTING SERVICES 91843 BIOLOGICAL/ECOLOGICAL/ENVIRONMENTAL (TECH/PROF) 20704 DBE WBE</p>
<p>Owner Ethnicities: > CAUCASIAN (WHITE): 100</p>	<p>541611 <i>ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES</i> <i>SITE LOCATION; SITE SELECTION; AND STRATEGIC PLANNING CONSULTING SERVICES - SPECIALIZING IN WETLAND DELINEATIONS; PERMIT APPLICATIONS; WETLAND MITIGATION SITE DESIGN; CONSTRUCTION OVERSIGHT, MONITORING; HABITAT ASSESSMENT AND RESTORATION PLANNING; BIOLOGICAL ASSESSMENTS AND EVALUATIONS; RARE PLANT SURVEYS; VEGETATION ASSESSMENT; AND MAPPING</i> ENVIRONMENTAL CONSULTING SERVICES 91843 BIOLOGICAL/ECOLOGICAL/ENVIRONMENTAL (TECH/PROF) 20704 DBE WBE</p>
<p>Owner Genders: > Female: 100</p>	<p>562910 <i>REMEDICATION SERVICES</i> <i>SPECIALIZING IN CONSTRUCTION OVERSIGHT, MONITORING; HABITAT ASSESSMENT AND RESTORATION PLANNING; BIOLOGICAL ASSESSMENTS AND EVALUATIONS; RARE PLANT SURVEYS; VEGETATION ASSESSMENT</i> ENVIRONMENTAL CONSULTING SERVICES 91843 BIOLOGICAL/ECOLOGICAL/ENVIRONMENTAL (TECH/PROF) 20704 DBE WBE</p>
	<p>541620 <i>ENVIRONMENTAL CONSULTING SERVICES</i> <i>SPECIALIZING IN WETLAND DELINEATIONS; PERMIT APPLICATIONS; WETLAND MITIGATION SITE DESIGN; CONSTRUCTION OVERSIGHT, MONITORING; HABITAT ASSESSMENT AND RESTORATION PLANNING; BIOLOGICAL ASSESSMENTS AND EVALUATIONS; RARE PLANT SURVEYS; VEGETATION ASSESSMENT; AND MAPPING</i> ENVIRONMENTAL CONSULTING SERVICES 91843 BIOLOGICAL/ECOLOGICAL/ENVIRONMENTAL (TECH/PROF) 20704 DBE WBE</p>
<p>Certification Number 2688 GARY COMPTON CONSTRUCTION LLC 30566 COMPTON LN</p>	<p>238990 <i>ALL OTHER SPECIALTY TRADE CONTRACTORS</i> <i>HIGHWAY/ROAD CONSTRUCTION - DRAINAGE CONSTRUCTION, SEWER AND STORM DRAIN DRAINAGE (HWY/RD)</i> 91345 10328</p>

541

<p>JUNCTION CITY, OR 97448 Phone: (541) 998-8822 Fax: (541) 998-8822 GARY D COMPTON</p> <p>Owner Ethnicities: > NATIVE AMERICAN (INDIAN): 100</p> <p>Owner Genders: > Male: 100</p>	<p>DBE MBE ESB</p> <p>238910 SITE PREPARATION CONTRACTORS <i>RES/COM & HWY/RD EXCAVATING; SITE CLEAN-UP; CLEARING/GRUBBING/MOWING/BRUSHING; DEMOLITION EXCAVATION SERVICES, CONSTRUCTION</i> 91244 <i>EXCAVATING (RES/COM)</i> 10119 DBE MBE ESB</p> <p>562998 ALL OTHER MISCELLANEOUS WASTE MANAGEMENT SERVICES <i>RES/COM SEWER/WATER SYSTEMS CONSTRUCTION, SEWER AND STORM DRAIN</i> 91345 <i>SEWER/ WATER SYSTEMS (RES/COM)</i> 10164 DBE MBE ESB</p> <p>484220 SPECIALIZED FREIGHT (EXCEPT USED GOODS) TRUCKING, LOCAL <i>RESIDENTIAL, COMMERCIAL AND HIGHWAY CONSTRUCTION HAULING SERVICES</i> 96239 <i>TRUCKING (HWY/RD)</i> 10394 DBE MBE ESB</p>
<p>Certification Number 653 HERITAGE RESEARCH ASSOCIATES, INC. 1997 GARDEN AVE EUGENE, OR 97403 Phone: (541) 485-0454 Fax: (541) 485-1364 heritagere@aol.com KATHRYN A TOEPEL</p> <p>Owner Ethnicities: > CAUCASIAN (WHITE): 70 > CAUCASIAN (WHITE): 30</p> <p>Owner Genders: > Female: 70 > Male: 30</p>	<p>541690 OTHER SCIENTIFIC AND TECHNICAL CONSULTING SERVICES <i>ANALYSIS, RESEARCH, STUDIES, ARCHAEOLOGICAL AND HISTORICAL CONSULTING AND ARCHIVAL RESEARCH, FIELD WORK, SITE ASSESSMENT, DATA, COMPLIANCE, INTERVIEWS AND REPORTING</i> <i>RESEARCH SERVICES (OTHER THAN BUSINESS)</i> 95670 <i>ANALYSIS/RESEARCH/STUDIES (TECH/PROF)</i> 20701 DBE WBE</p> <p>541990 ALL OTHER PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES <i>ARCHAEOLOGICAL AND HISTORICAL CONSULTING SERVICES CONSULTING SERVICES (NOT OTHERWISE CLASSIFIED)</i> 91832 <i>SERVICES NEC</i> 40000 DBE WBE</p>
<p>Certification Number 7673 KGM INTERNATIONAL, LTD 800 WILLAMETTE STREET, SUITE 620 EUGENE, OR 97401 Phone: (541) 341-3478 Fax: (541) 341-1354 dgiannone@pacificbenefitplanners.com</p> <p>DARBY GIANNONE</p> <p>Other Names > PACIFIC BENEFIT PLANNERS</p> <p>Owner Ethnicities: > CAUCASIAN (WHITE): 51 > AFRICAN AMERICAN (BLACK): 49</p> <p>Owner Genders: > Female: 51 > Male: 49</p>	<p>541612 HUMAN RESOURCES CONSULTING SERVICES <i>BENEFIT CONSULTING SERVICES, COMPENSATION PLANNING SERVICES, AND EMPLOYEE BENEFIT CONSULTING SERVICES</i> <i>INSURANCE CONSULTING SERVICES</i> 91869 <i>INSURANCE/BONDING (TECH/PROF)</i> 20119 DBE WBE ESB</p> <p>524210 INSURANCE AGENCIES AND BROKERAGES <i>BROKER INSURANCE - LIFE, HEALTH, PROPERTY AND CASUALTY FOR COMPANIES</i> <i>PROFESSIONAL SERVICES (NOT OTHERWISE CLASSIFIED)</i> 96258 <i>INSURANCE/BONDING (TECH/PROF)</i> 20119 DBE WBE ESB</p> <p>541611 ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES <i>BUSINESS MANAGEMENT CONSULTING SERVICES, FINANCIAL MANAGEMENT CONSULTING SERVICES, AND STRATEGIC PLANNING CONSULTING SERVICES</i> <i>BUSINESS CONSULTING, SMALL SERVICES</i> 91820 <i>BUSINESS MANAGEMENT (TECH/PROF)</i> 20113 DBE WBE ESB</p>
<p>Certification Number 4229 O-P ENGINEERING LLC 84614 PARKWAY RD PLEASANT HILL, OR 97455 Phone: (541) 747-8832 Fax: (541) 747-8020 doleary@o-pengineering.com DANA O'LEARY-PARRISH</p> <p>Owner Ethnicities: > CAUCASIAN (WHITE): 75</p>	<p>541330 ENGINEERING SERVICES <i>CONSULTING TO CONTRACTORS RELATING TO CIVIL AND STRUCTURAL SERVICES</i> <i>ENGINEERING CONSULTING SERVICES</i> 91842 <i>CIVIL ENGINEERING</i> 20501 DBE WBE ESB</p>

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<p>> CAUCASIAN (WHITE): 25</p> <p>Owner Genders:</p> <p>> Female: 75</p> <p>> Male: 25</p>	
<p>Certification Number 7243 OM CREATION STUDIO LLC 2167 W 15TH CT EUGENE, OR 97402 Phone: (503) 928-7647 Fax: (800) 440-3315 hui.ward@omcreationstudio.net HUI WARD</p> <p>Owner Ethnicities:</p> <p>> ASIAN PACIFIC: 100</p> <p>Owner Genders:</p> <p>> Female: 100</p>	<p>541320 LANDSCAPE ARCHITECTURAL SERVICES MASTER PLANNING; URBAN DESIGN; SCHEMATIC DESIGN; DESIGN DEVELOPMENT; CONSTRUCTION DOCUMENTATION AND CONSTRUCTION OBSERVATION FOR PROJECTS: PUBLIC ART, PLAZAS, WATER FEATURES PLANNING AND DESIGN; ECOLOGICAL RESTORATION; CAMPUS PLANNING AND DESIGN LANDSCAPING CONSULTING SERVICES 91873 ARCHITECTURAL DESIGN (TECH/PROF) 20301 DBE MBE WBE ESB</p>
<p>Certification Number 7895 SCHIRMER SATRE GROUP, INC. 375 W 4TH AVE STE 201 EUGENE, OR 97401 Phone: (541) 686-4540 Fax: (541) 686-4577 carol@schirmersatre.com CAROL SCHIRMER</p> <p>Owner Ethnicities:</p> <p>> CAUCASIAN (WHITE): 51</p> <p>> CAUCASIAN (WHITE): 49</p> <p>Owner Genders:</p> <p>> Female: 51</p> <p>> Male: 49</p>	<p>541320 LANDSCAPE ARCHITECTURAL SERVICES COMMERCIAL AND RESIDENTIAL; ARCHITECTS' OFFICES, LANDSCAPE; ARCHITECTS' PRIVATE PRACTICES, LANDSCAPE; ARCHITECTURAL SERVICES, LANDSCAPE; CITY PLANNING SERVICES; GARDEN PLANNING SERVICES, INDUSTRIAL; LAND USE PLANNING SERVICES; LAND USE DESIGN SERVICES; LANDSCAPE ARCHITECTS' OFFICES; LANDSCAPE ARCHITECTURAL SERVICES; LANDSCAPE CONSULTING SERVICES; LANDSCAPE PLANNING SERVICES; TOWN PLANNERS' OFFICES; TOWN PLANNING SERVICES; URBAN PLANNERS' OFFICES; AND URBAN PLANNING SERVICES DESIGN SERVICES, LANDSCAPE ARCHITECTURE 90656 ARCHITECTURAL LANDSCAPE DESIGN (TECH/PROF) 20310 DBE WBE</p> <p>541614 PROCESS, PHYSICAL DISTRIBUTION AND LOGISTICS CONSULTING SERVICES LAND USE DESIGN SERVICES CONSULTING SERVICES (NOT OTHERWISE 91832 CLASSIFIED) DESIGN (TECH/PROF) NEC 20300 DBE WBE</p> <p>541611 ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES SITE LOCATION CONSULTING SERVICES, SITE SELECTION CONSULTING SERVICES, AND STRATEGIC PLANNING CONSULTING SERVICES MANAGEMENT CONSULTING SERVICES 91875 TECHNICAL/PROFESSIONAL NEC 20700 DBE WBE</p>
<p>Certification Number 4512 SIGN LANGUAGE SIGNS AND AWNINGS INC. 965 TYINN ST STE 19 EUGENE, OR 97402 Phone: (541) 344-8796 Fax: (541) 344-8557 lisa@signsbysignlanquage.com LISA D DAVIS</p> <p>Owner Ethnicities:</p> <p>> CAUCASIAN (WHITE): 51</p> <p>> CAUCASIAN (WHITE): 49</p> <p>Owner Genders:</p> <p>> Female: 51</p> <p>> Male: 49</p>	<p>541430 GRAPHIC DESIGN SERVICES COMMUNICATION DESIGN SERVICES AND VISUAL AND COMMERCIAL ART SERVICES (SPECIFICALLY COMMERCIAL SIGNS) GRAPHIC DESIGN SERVICES FOR PRINTING 96546 GRAPHIC DESIGN (TECH/PROF) 20304 DBE WBE ESB</p> <p>339950 SIGN MANUFACTURING DESIGN, FABRICATE SIGNS & SIGNAGE SYSTEMS, ADA COMPLIANT, ARCHITECTURAL, DONOR RECOGNITION, HISTORIC REPLICA, INTERPRETIVE, TRANSIT, VANDALISM RESISTANT, VEHICULAR OR PEDESTRIAN DIRECTIONAL & WAY-FINDING, INSTALL SMALL SIGNS SIGN MAKING SERVICES 96279 SIGNS (MANUFACTURER) 50170 DBE WBE ESB</p> <p>541890 OTHER SERVICES RELATED TO ADVERTISING DISPLAY LETTERING SERVICES; SIGN LETTERING AND PAINTING SERVICES; AND WINDOW DRESSING OR TRIMMING SERVICES, STORE LTD REGULAR BOARD MEETING 6/19/13 Page 99</p>

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	SIGN PAINTING SERVICES 96166 DESIGN (TECH/PROF) NEC 20300 DBE WBE ESB <hr/> 541613 MARKETING CONSULTING SERVICES NEW PRODUCT DEVELOPMENT CONSULTING SERVICES (SPECIALIZING IN COMMERCIAL INTERIOR; POST AND PANEL; WALL SIGNS; VEHICLE AND WINDOW GRAPHICS; AWNINGS; BANNERS; AND SPECIAL SIGN DESIGN SUCH AS CHANNEL LETTERING, CARVED, DIMENSIONAL, AND LIGHTED MARKETING SERVICES, COMMUNICATIONS 91522 ADVERTISING/PUBLIC RELATIONS/MARKETING 20104 (TECH/PROF) DBE WBE ESB
<p>Certification Number 1358 STATON COMPANIES PO BOX 7515 EUGENE, OR 97401 Phone: (541) 726-9422 Fax: (541) 726-9837 jeanne@statonco.com C. JEANNE STATON</p> <p>Owner Ethnicities: > CAUCASIAN (WHITE): 55 > CAUCASIAN (WHITE): 45</p> <p>Owner Genders: > Female: 55 > Male: 45</p>	<p>238910 SITE PREPARATION CONTRACTORS DEMOLITION, ALL STRUCTURES - WOOD, STEEL, CONCRETE; BUILDING DEMOLITION; CONCRETE BREAKING AND CUTTING FOR DEMOLITION; DEMOLITION CONTRACTOR; DEMOLITION BUILDING AND STRUCTURE; GRADING CONSTRUCTION SITES; UNDERGROUND TANK (EXCEPT HAZARDOUS MATERIAL) REMOVAL; AND WRECKING BUILDING OR OTHER STRUCTURE DEMOLITION SERVICES, CONSTRUCTION 91240 DEMOLITION (HWY/RD) 10325 DBE WBE</p>
<p>Certification Number 2757 WEST SIDE IRON, INC. PO BOX 70004 SPRINGFIELD, OR 97475 Phone: (541) 988-1781 Fax: (541) 988-5954 petewsi@epud.net PETE COBARRUBIA</p> <p>Owner Ethnicities: > HISPANIC: 100</p> <p>Owner Genders: > Male: 100</p>	<p>238110 POURED CONCRETE FOUNDATION AND STRUCTURE CONTRACTORS HIGHWAY AND ROAD CONSTRUCTION METAL WORKING SERVICES, NEW CONSTRUCTION 91458 CONSTRUCTION (HWY/RD) NEC 10399 DBE MBE</p> <hr/> <p>238120 STRUCTURAL STEEL AND PRECAST CONCRETE CONTRACTORS HIGHWAY AND ROAD CONSTRUCTION METAL WORKING SERVICES, NEW CONSTRUCTION 91458 STRUCTURAL STEEL - INSTALL/ERECT (RES/COM) 10170 DBE MBE</p> <hr/> <p>238190 OTHER FOUNDATION, STRUCTURE, AND BUILDING EXTERIOR CONTRACTORS SHEAR STUD WELDING FOR BRIDGES AND STRUCTURAL STEEL BUILDING CONSTRUCTION - COMMERCIAL AND INSTITUTIONAL WELDING CONSTRUCTION SERVICES, NEW 91485 CONTRACTORS WELDING (RES/COM) 10176 DBE MBE</p>

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APPENDIX D

CENSUS BUREAU COUNTY BUSINESS PATTERN - LANE COUNTY REPORT

1 Advanced Search

2 Table Viewer

Result 1 of 1

VIEW ALL AS PDF

CB1100A11

**2011 County Business Patterns: Geography Area Series: County Business Patterns
2011 Business Patterns**

BACK TO ADVANCED SEARCH

Release Date : 05/16/2013

NOTE: Data based on the 2011 County Business Patterns. CBP html tables and download files can be found at the County Business Patterns Website. For information on confidentiality protection, sampling error, nonsampling error, and definitions, see Survey Methodology. Data in this table represent those available when this report was created; data may not be available for all NAICS industries or geographies. Excludes most government employees, railroad employees, and self-employed persons.

Table Name

Geography Area Series: County Business Patterns: 2011

Release Date/Status

5/16/13 - Complete

Key Table Information

Beginning with reference year 2007, CBP data are released using the Noise disclosure methodology to protect confidentiality. See Survey Methodology (<http://www.census.gov/econ/cbp/methodology.htm>) for complete information on the coverage and methodology of the County Business Patterns data series.

Universe

The universe of this file is all operating establishments with one or more paid employees. This universe includes most establishments classified in the North American Industry Classification System (NAICS) Codes 11 through 813990. For specific exclusions and inclusions, see <http://www.census.gov/econ/cbp/intro.htm>.

Geography Coverage

The data are shown at the U.S. level and by State, County, and Metropolitan and Micropolitan Statistical Areas. Also available are data for the District of Columbia, Puerto Rico, and the Island Areas (American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands) at the state and county equivalent levels.

Industry Coverage

The data are shown at the 2- through 6-digit NAICS code levels for all sectors with published data.

Data Items and Other Identifying Records

This file contains data on the number of establishments, total employment, first quarter payroll and annual payroll.

Sort Order

Data are presented in ascending geography by NAICS code sequence.

FTP Download

Download the entire table at <http://www2.census.gov/econ2011/CB/sector00/CB1100A1.zip> (Approx. 500 MB).

Contact Information

U.S. Census Bureau
Economic Planning & Coordination Division
Register Analysis Branch
Tel: (301)763-2580
Email: epcd.county.business.patterns@census.gov

Geographic area name	2007 NAICS code	Meaning of 2007 NAICS code	Year	Number of establishments	Paid employees for pay period including March 12 (number)	First-quarter payroll (\$1,000)	Annual payroll (\$1,000)
Lane County, Oregon	237	Heavy and civil engineering construction	2011	44	692	8,977	46,601
Lane County, Oregon	238	Specialty trade contractors	2011	577	3,376	30,533	140,372
Lane County, Oregon	339950	Sign manufacturing	2011	12	174	1,527	5,917
Lane County, Oregon	5413	Architectural, engineering, and related services	2011	119	734	8,104	36,557
Lane County, Oregon	5419	Other professional, scientific, and technical services	2011	90	564	3,479	15,208

Source: U.S. Census Bureau, 2011 County Business Patterns.

Source: U.S. Census Bureau | American FactFinder

APPENDIX E

**FEDERAL FINANCIAL ASSISTANCE
AGREEMENT ASSURANCE**

I, Ronald J. Kilcoyne, General Manager, hereby certify on behalf of Lane Transit District that:

The undersigned shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE Program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation, and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the undersigned of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

Executed this 19th day of June, 2013.

By: _____


Ronald J. Kilcoyne, General Manager
Lane Transit District

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 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. **Accessible Transportation Committee (ATC):** The 16-member ATC is composed 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 May 21 meeting, the Committee reviewed the Accessible Services Fund budget and approved the Special Transportation Fund budget. The June 18 meeting was canceled. The next meeting is scheduled to be held on September 17.
2. **EmX Steering Committee:** The EmX Steering Committee generally meets quarterly and is composed of Chair Gary Gillespie, Board President Doris Towery, Board Member Carl Yeh, members of local units of government, and community representatives. At the June 4 meeting, the Committee received reports on the latest EmX ridership, information regarding the correlation between transit ridership and gas prices, and an update on the West Eugene EmX Extension and the Main Street–McVay Transit Feasibility Planning processes. A draft version of the Long-Range Transit Plan Goals and Policies was reviewed by the Committee. There also was discussion concerning University of Oregon and Lane Community College representation on the Committee.
3. **Metropolitan Policy Committee (MPC):** Board President Doris Towery and Board Member Martha Reilly are LTD's MPC representatives, with Board Member Gary Gillespie serving as an alternate. MPC meetings are held on the first Thursday of each month. The next meeting is scheduled to be held on July 11. The June 6 meeting included a public hearing on the 2013-15 Surface Transportation Program–Urban (STP-U) funding recommendations and updates on the Metropolitan Planning Organization Public Participation Plan and Work Program, the Scenario Planning process, the Regional Safe Routes to School Program, and the Statewide Transportation Improvement Plan (STIP) Enhance process.

4. **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 June 12 meeting included a legislative update, an update on the 2015-2018 STIP process, a discussion about stakeholder appointments, and a request to adopt the 2013-2014 Work Plan. The next meeting is scheduled to be held on July 10.

NO MEETINGS HELD:

1. **Main Street-McVay Governance Committee:** 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 President Doris Towery and Board Member Michael Dubick are LTD's representatives on this committee, which typically meets on the fourth Thursday of the month. The next meeting is tentatively scheduled to be held on June 27.
2. **Lane Council of Governments (LCOG) Board of Directors:** LTD Board Member Michael Dubick represents LTD on the LCOG Board of Directors as a non-voting member, with Board Member Martha Reilly serving as an alternate. The LCOG Board generally meets every other month. The next meeting is scheduled to be held on June 27.
3. **LTD Board Human Resources Committee:** The Board Human Resources Committee is composed of Chair Doris Towery and Board Members Michael Dubick and Martha Reilly, and meets on the second Tuesday of the month. The June 11 meeting was canceled. The next meeting is scheduled to be held on July 9.
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 Gary Gillespie serves as a trustee for both plans. The next meeting is scheduled to be held on July 19.
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:** Committee members consist of citizens and representatives from organizations with a distinct interest in the future of transportation in Springfield. LTD's Board representative to this committee will be appointed in the near future. 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 Ed Necker and Carl Yeh. Meetings are scheduled on an as-needed basis. The next meeting has not yet been scheduled.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 2013

ITEM TITLE: BOARD COMMITTEE ASSIGNMENTS

PREPARED BY: Doris Towery, Board President

ACTION REQUESTED: Committee assignments will be finalized.

BACKGROUND:

In June of each year, Board members review their current committee assignments, and committee assignments may be revised depending on Board members' preferences. On June 11, 2013, the list of LTD Board committee assignments was e-mailed to Board members for review. Committee assignments will be finalized at the June 19 Board meeting.

ATTACHMENT: LTD Board of Directors Committees and Special Assignments

PROPOSED MOTION: None.

**LTD BOARD OF DIRECTORS
COMMITTEES AND SPECIAL ASSIGNMENTS**

June 19, 2013

BOARD OFFICERS

(Terms expire 6/30/14)

President – Doris Towery
Vice President – Gary Gillespie
Secretary – Michael Dubick
Treasurer – Ed Necker

HUMAN RESOURCES COMMITTEE

(meets 2nd and 4th Thursdays, as needed)

Michael Dubick
*Doris Towery
Martha Reilly

SERVICE COMMITTEE

(meets every other month, or as needed)

Gary Gillespie
*Ed Necker
Michael Dubick

FINANCE COMMITTEE

(meetings scheduled as needed)

*Michael Dubick
Carl Yeh
Ed Necker

EmX STEERING COMMITTEE

(meets quarterly on 1st Tuesday)

Carl Yeh
*Gary Gillespie
Doris Towery

PENSION TRUSTS

(meetings scheduled as needed)

Gary Gillespie

MAIN STREET-McVAY

GOVERNANCE COMMITTEE

(Meets every month – 4th Thursday)

Doris Towery
Michael Dubick

METROPOLITAN POLICY COMMITTEE (MPC)

(meets 1st Thursday of the month)

Martha Reilly
Doris Towery
Alternate: Gary Gillespie
Ron Kilcoyne, ex officio

**LANE COUNCIL OF GOVERNMENTS BOARD
OF DIRECTORS**

(meets every other month - 4th Thursday)

Carl Yeh
Alternate: Martha Reilly

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

(Meetings scheduled as needed)
Ed Necker

LANE AREA COMMISSION ON TRANSPORTATION

(meets on the 2nd Wednesday of each month)

Michael Dubick
Alternate: Ron Kilcoyne

**SPRINGFIELD TRANSPORTATION SYSTEM PLAN
STAKEHOLDER ADVISORY COMMITTEE**

(Meetings scheduled as needed)

Board Member Representative To Be Determined

ACCESSIBLE TRANSPORTATION COMMITTEE

(meets on the 3rd Tuesday of each month)

Ed Necker

*Denotes Current Committee Chair

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2013\BDCCommittees 2012-13 3-20-13FINAL.docx

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 2013

ITEM TITLE: EmX STEERING COMMITTEE APPOINTMENTS

PREPARED BY: Tom Schwetz, Planning and Development Manager

ACTION REQUESTED: Board direction regarding the process for appointing UO and LCC representatives to the EmX Steering Committee

BACKGROUND:

At the June 4 meeting of the EmX Steering Committee, the topic of adding representatives from the University of Oregon (UO) and Lane Community College (LCC) was discussed. LTD Board members in attendance were Doris Towery, Gary Gillespie, and Carl Yeh. Staff would like to review the committee appointment process with the Board and receive direction from the Board with respect to the potential appointment of representatives from the UO and LCC student bodies.

ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 2013

ITEM TITLE: SUMMER 2013 BOARD MEETINGS

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: Discuss scheduling of Board meetings during the summer.

BACKGROUND:

The LTD Board of Directors holds its regular meetings on the third Wednesday of the month. Board members are asked to also hold the second Monday of each month in the event that a special work session is scheduled. In consideration of vacations and items requiring Board action during the summer, the Board will discuss scheduling meetings in July and August.

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

PROPOSED MOTION: None.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 2013

ITEM TITLE: MAY 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 May financial statements will be posted on June 18.

ATTACHMENT: None.

PROPOSED MOTION: None.

AGENDA ITEM SUMMARY

DATE: June 19, 2013

ITEM TITLE: May 2013 GRANT REPORT

PREPARED BY: Todd Lipkin, Finance Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

The Monthly Grant Report for activity through May 31, 2013, follows this summary. It contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) *Connect* Oregon grants that have a remaining balance or have had activity within the last six months. All grant totals are reported in total project dollars, so they include both the grant-funded amount and any applicable local match. Due to the timing of this report, not all of the invoices for the report month have been received. Any additional invoices charged to this report month will be reflected in the Grant Totals expenditure amounts next month.

Federal Transit Administration TEAM Grant Applications

The grant application for the Main St./McVay Transportation Feasibility Study has been drafted and forwarded to FTA Region X staff for review. An amendment to an existing grant reprogramming funds for passenger boarding improvements has also been forwarded to region staff. Region X has not performed their initial review of these applications yet. Once the review process is completed, the applications will be officially submitted. Once submitted, it usually takes sixty days for final execution. Additional grant applications will be drafted and forwarded to FTA region staff in June.

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\4\Reg Mtg 4-17-13\Grant report summary apr13.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	10,894,235.61	346,777.73
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	24,070.00	7,721,200.00	8,360,741.23	(639,541.23)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	24,070.00	30,808,867.00	28,452,345.16	2,356,521.84

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	103.00	1,062,000.00	23,009.75	1,038,990.25
11.62.02 Call Center Telephone System	-	298,000.00	63.62	297,936.38
	103.00	1,360,000.00	23,073.37	1,336,926.63

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	13,928.00	504,570.00	370,308.43	134,261.57
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
	13,928.00	1,311,695.00	751,630.13	560,064.87

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-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	6,503.00	1,460,900.00	1,037,418.05	423,481.95
11.42.08 Software	21,661.00	480,000.00	480,000.00	-
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	9,321.00	175,000.00	175,000.00	-
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	1,490.00	56,080.00	52,121.57	3,958.43
	38,975.00	18,531,037.00	17,974,114.46	556,922.54

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	68,023.00	7,500,000.00	6,938,900.41	561,099.59
	68,023.00	7,591,250.00	7,030,150.41	561,099.59

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	213.00	2,340,354.00	1,851,624.24	488,729.76
11.7F.00 Gateway SmartTrips	-	100,301.00	100,301.00	-
	213.00	2,440,655.00	1,951,925.24	488,729.76

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	281.00	83,584.00	13,431.27	70,152.73
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	155.00	600.00	744.07	(144.07)
11.72.11_Rideshare_ETC	80.00	6,000.00	5,793.83	206.17
11.72.11_Rideshare_Group Pass	-	35,212.82	35,212.82	-
11.72.11_Rideshare_Park and Ride	-	2,500.00	1,495.38	1,004.62
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	516.00	1,047,911.00	963,690.28	84,220.72

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 2013

ITEM TITLE: FISCAL YEAR 2013-14 SPECIAL TRANSPORTATION FUND ALLOCATIONS

PREPARED BY: Cosette Rees, Accessible and Customer Services Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

The Lane Transit District (LTD) Accessible Transportation Committee (ATC) met on May 21 to review and approve the proposed project funding from the Fiscal Year 2013-14 Special Transportation Fund (STF). The Committee forwarded a recommendation of approval to the LTD Board of Directors and the LTD Board Budget Committee.

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

The FY 2013-14 Proposed Budget includes \$415,000 for in-District projects, including the RideSource Metro package of services required under the Americans with Disabilities Act (ADA). Those services include the RideSource Metro complementary paratransit, RideSource Shopper, RideSource Escort (volunteer), and Pearl Buck preschool service. Other in-District services include mental health transportation provided by White Bird Clinic; South Lane services provided by South Lane Wheels; travel training services provided by Alternative Work Concepts; and transportation eligibility services provided by Lane Council of Governments Senior Connections, White Bird Clinic, and Alternative Work Concepts.

The FY 2013-14 proposed allocation for out-of-District services of \$112,000 includes funding for Diamond Express, Dial-a-Ride services in Oakridge, and Rhody Express and associated ADA complementary paratransit services in Florence.

ATTACHMENT: None.

PROPOSED MOTION: None.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 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, June 19, 2013



MONTHLY DEPARTMENT REPORTS

June 19, 2013

Customer Services and Planning

Andy Vobora, Director of Customer Services and Planning

OUTREACH

Summer sponsorships continue to increase. The following organizations and events will be partnering with Lane Transit District (LTD) during the coming months:

- Bach Festival
- Oregon Country Fair
- Pacific International Choir Festival
- City of Eugene Sunday Streets
- Komen Race for the Cure

Other sponsorships are being discussed; there will be updates provided throughout the summer.

MARKETING AND COMMUNICATIONS

Russ Arnold, Marketing Supervisor

The District's transit advertising contract is being bid out a few months earlier than usual. A request for proposal (RFP) has been sent out, and responses are due by June 27. Several large transit advertising firms operate throughout the United States; however, LTD's local market is small, and therefore, rarely attracts interest from these large firms. LTD has completed an eight-year contract with Lamar Transit Advertising, who is the exception: they do quite well in smaller or medium sized markets. Following the evaluation of proposals, the District will award the contract by the end of July.

LTD will launch a web store in July. The opportunity to purchase fares online has been requested by LTD customers, and staff believes that this service will be very successful. Rather than develop its own system, the District has chosen to contract with a third-party to host this function. This is a common practice and is not noticeable to the customer. LTD will handle order fulfillment, and the web store will allow LTD to shift agency purchases to this system. In the future, LTD will look to expand what is sold in the store, which may include LTD merchandise (clothing), or safety equipment (LED flashing lights for cyclists and walkers).

ACCESSIBLE AND CUSTOMER SERVICES*Cosette Rees, Accessible and Customer Services Manager***Coordinated Care Organization (CCO) Pilot**

LTD and Trillium Community Health Plans are in the process of developing the tools, structure, and resources to begin a new relationship. On July 1, 2013, LTD will contract with Trillium to coordinate non-emergency transportation for Oregon Health Plan Plus (OHP+)-eligible participants in Lane County. LTD is one of two pilot programs making the transition on July 1. The remainder of the brokerages will make the transition in October 2013 or January 2014. There is a lot of work to do to meet the additional requirements under the new relationship.

Non-Emergency Medical Transportation (NEMT) Ambulance Pilot Project Update

Changes have been made to the Non-Emergency Ambulance Pilot Project. Trillium Community Health Plans will assume responsibility for all non-emergency medical transportation for OHP Plus-eligible participants. Originally, it was intended that LTD would coordinate the eligibility, dispatch, verification and billing functions for this OHP Plus-eligibility program. However, after conversations with Trillium, it was agreed that Trillium will coordinate this, effective July 1, 2013.

Accessible Services Fund Budget

LTD's Accessible Transportation Committee (ATC) reviewed the Accessible Services Fund Budget for 2014. Much of the work toward the development of the budget took place in discussions during the discretionary grant review process, with an emphasis on funding levels and priorities. There were some healthy discussions about priorities, the future funding picture, unmet needs, and the need to prioritize funding. The ATC unanimously passed a motion to recommend that the LTD Board of Directors approve the LTD Accessible Services Fund Budget.

FACILITIES*Joe McCormack, Facilities Manager*

There is no Facilities report this month.

PLANNING AND DEVELOPMENT*Tom Schwetz, Planning and Development Manager***West Eugene EmX Extension**

Staff have initiated the engineering phase of the West Eugene EmX Extension project and are continuing to work internally with LTD agency partners and the consultant team on:

- Project initiation and time-sensitive tasks related to project permitting and initializing a public outreach process;
- Seasonal field research for environmental permitting;
- Partnering efforts to build a collaborative, efficient, and effective project technical team with the consultants and key staff from LTD, the City of Eugene, and the Oregon Department of Transportation.

The first engineering phase tasks include surveying, geotechnical data sampling, detailed base mapping, and corridor-wide outreach. Site-specific design refinements with affected property owners will occur throughout the summer and fall.

Main Street-McVay Transit Feasibility Study

Under the direction of the joint City of Springfield-LTD Main Street-McVay Project Governance Team, LTD and the City of Eugene have begun a stakeholder outreach effort to implement the first of two possible phases of the Main Street-McVay project. Phase One consists of initial public and stakeholder input on transit and land use challenges and successes along Main Street. Then, as determined by the project’s Governance Team, Phase Two will complete the detailed study of transit improvement options to help improve the Main Street-McVay corridor.

POINT2POINT

Theresa Brand, Transportation Options Manager

Point2point developed and submitted two Surface Transportation Program-Urban (STP-U) grants to the Metropolitan Policy Committee requesting funding for the Base Point2point program funds along with the Regional Safe Routes to Schools Program. The outcome will be determined by the Metropolitan Policy Committee (MPC) this summer.

Staff conducted recruitment for department vacancies. Cody Franz was hired as the new SmartTrips Coordinator, and Allison Camp was hired as the new Transportation Options Coordinator.

Drive Less Connect

Drive Less Connect Statistics	May 2013	All Time 9/1/11 – 5/31/13
New Registrants	60	1257
Non- Single Occupant Vehicle (SOV) Miles Logged	67,003	1,360,642
Trips Reported (one-way)	4,428	79,496
CO ₂ Reduction (pounds)	47,670	940,157
Gasoline Saved (gallons)	2,407	47,718

Park and Ride

The Springfield Park & Ride Study has been completed. Items of note include:

- The Springfield Park & Ride Station parking lot is filled by 7:30 a.m., and the Booth Kelly Park & Ride parking lot is filled by 9:45 a.m.
- If the Springfield Station and the Booth Kelly Park & Ride parking lots were full, users indicated they would park on the street near this lot (20 percent), drive all the way to their destinations (19 percent), or drive to another Park & Ride lot (19 percent).
- When asked to identify a location for a new Park & Ride lot, the most frequent suggestion was to expand the current Springfield Station Park & Ride.
- Eighty-four percent of survey respondents used an employer or student group pass to pay for their trip. More users are traveling to work (60 percent) than to college (38 percent), which is a trend that has shifted since the last study in 2010. A high percentage of those using the Springfield Station and overflow Park & Ride lots to commute to work are working at the University of Oregon (UO) (83 percent).

- Most of those traveling to a college are going to the UO (92 percent) as compared with Lane Community College (8 percent). The percentage traveling to Lane Community College has dropped significantly (compared to 22 percent in 2010).

SmartTrips

Point2point staff are working closely with the City of Springfield Main Street Leadership Team to determine the optimum time to launch the Main Street SmartTrips program. It is anticipated the program will launch in mid- to late summer for Phase One, and Spring 2014 for Phase Two. The program was funded by the Flex Funds II program from state funds.

Regional Bike Parking Study

The Regional Bike Parking Study team gave presentations to the Metropolitan Policy Committee and to the Lane Transit District Board of Directors.

The draft report is complete, and the Regional Bike Parking Study Technical Team will ask local agencies and committees to review and comment before finalization. The report will be presented to the LTD Board of Directors for adoption in late summer.

The Regional Bike Parking Study's goal is to provide the region with key planning information about short- and long-term bicycle parking supply and demand; concerns about existing facilities; the needs for additional bike parking; bicycle parking for transit stations; and potential development code changes for Coburg, Springfield, and Eugene.

The 2013 Business Commute Challenge

The 2013 Business Commute Challenge (BCC) concluded with a Wrap-up Party on Thursday, May 23, that was sponsored by Mountain Rose Herbs and emceed by KEZI 9 News Meteorologist Melissa Frey. City of Springfield Mayor Christine Lundberg and LTD General Manager Ron Kilcoyne spoke and presented awards to the winning teams. This year's event had 2,019 registered participants representing 172 teams from 108 unique local businesses. The week-long event saved more than 69,000 drive-alone miles in this region, while reducing CO₂ output by 70,670 pounds.

Fifty-six local businesses donated prizes for the BCC participants.

A full detailed report will be available July 2013.

SERVICE PLANNING

Will Mueller, Service Planning Manager

- The 2013 Fall Bid Crew work is underway and will be completed by June 19.
- Oregon Country Fair schedules will be revised to reflect adding service from Valley River Center.
- The hiring process for selecting a new senior service planner is underway with final interviews scheduled for June 21.

Transit Operations

Mark Johnson, Director of Transit Operations

Summer Construction

It is shaping up to be a long summer for construction detours. Operations supervisors have been busy with detours to accommodate the multiple construction projects that are taking place throughout the system. The detours can change daily, if not more often, due to the movement of equipment or changes in construction plans. On-time performance has suffered slightly, but, overall, staff are managing.

Vehicle Guidance System

Operation's staff have been working diligently with the developers of the magnetic technology for the vehicle guidance system that is being tested on the Franklin EmX corridor. Bus Operator Instructors Bill Mullican and Marcus Hecker, and Training Supervisor John Dahl have been instrumental in building the operator support necessary to conduct a successful in-service testing phase. They have trained other operators, and they have extensively tested the system. They have done an excellent job helping to move the project forward.

Maintenance

George Trauger, Director of Maintenance

Maintenance continues to work on preventative maintenance and Detroit Diesel engine repairs.

During the past month, LTD Engineering Technician Ana Hewitt assisted with installation of the security surveillance system for the original pilot vehicle at RideSource. She provided technical assistance, final inspection of installation, and final operational testing of the equipment on each vehicle. Fifteen vehicles are now equipped with a camera system. This was a great opportunity for Ana to obtain first-hand working knowledge of the system. She will be able to apply this knowledge to the fixed-route system upgrades as they come up for replacements, and she will be working closely with the Information Technology (IT) department.

Ana is working with IT to set up interior mounted monitors for operators on the 1100-series Mobile View camera systems. Currently two vehicles are equipped with these monitors. They are in the testing phase, and the views are being adjusted based on operators' input. After this process is complete, there are plans to mount the monitors in all of the buses outfitted with the Mobile View camera system.

Finance and Information Technology

Diane Hellekson, Director of Finance and Information Technology

A detailed Financial Report is included separately in the Board meeting packet.

Human Resources and Risk Management

Mary Adams, Director of Human Resources and Risk Management

HEALTH MANAGEMENT TEAM

Work continues toward a summer incentive program with the goal of increasing healthy activities with employees and their families. On June 4 Mary Adams gave a report on the progress of the Health Management Team to members of the LTD Employee Association. On June 12 employees fasted, participated in blood screens, and then enjoyed a hearty breakfast at a “Bio” event.

RECRUITMENT AND PERSONNEL

David Collier, Senior Human Resources Analyst

Recruitment

Former Bus Operator Javier Rodriguez began work as a Transit Operations supervisor on June 10. The position had been vacated in February.

Preliminary Skype interviews for the transit planner/senior transit planner are underway. The screening process will reduce the pool of applicants down to approximately six. Selected candidates will have in-person interviews on June 21.

Finance posted for two part-time accounting assistant positions to count cash. These positions are 16 hours per week, and the posting closed on June 14.

Information Technology is currently recruiting for two positions: 1) Data Analyst/Business Intelligence Analyst; and 2) Information Technology Support Technician II. The data analyst position closes on June 17, with an anticipated hire date of early August. The IT support technician position closes on June 21 and will be filled as quickly as possible.

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 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: April 2013 RideSource Activity and Productivity Report
(The link to the May 2013 Performance Reports will be sent out electronically before the regularly scheduled meeting date.)

PROPOSED MOTION: None

Special Mobility Services: RideSource Activity and Productivity Information

April-13	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	16,494	16,789	-1.8%	157,411	161,026	-2.2%	190,462	192,636	-1.1%
RideSource(All Modes)	14,350	14,142	1.5%	133,903	129,086	3.7%	161,458	154,755	4.3%
Shopper	558	478	16.7%	5,333	4,861	9.7%	6,416	5,758	11.4%
Escort Volunteers-Metro	872	971	-10.2%	8,813	13,036	-32.4%	10,877	15,342	-29.1%
Escort Volunteers-Rural	714	1,198	-40.4%	9,362	14,043	-33.3%	11,711	16,781	-30.2%
RideSource Cost per Ride	\$ 22.89	\$ 21.54	6.3%	\$ 23.77	\$ 21.91	8.5%	\$ 23.59	\$ 21.83	8.0%
RideSource(All Modes)	\$ 25.30	\$ 24.44	3.5%	\$ 26.80	\$ 26.06	2.8%	\$ 26.67	\$ 25.90	3.0%
RideSource Shopper	\$ 12.97	\$ 14.05	-7.7%	\$ 13.92	\$ 15.19	-8.4%	\$ 13.89	\$ 15.27	-9.0%
RideSource Escort	\$ 4.59	\$ 4.27	7.5%	\$ 4.37	\$ 3.36	30.3%	\$ 4.30	\$ 3.42	25.6%
Ride Reservations	15,470	14,839	4.3%	145,574	138,179	5.4%	174,968	165,235	5.9%
Cancelled Number	1,208	1,242	-2.7%	12,467	13,095	-4.8%	14,844	15,433	-3.8%
Cancelled % of Total	7.81%	8.37%		8.56%	9.48%		8.48%	9.34%	
No-Show Number	162	171	-5.3%	1673	1619	3.3%	2,003	1,938	3.4%
No-Show % of Total	1.05%	1.15%		1.15%	1.17%		1.14%	1.17%	
Ride Refusals Number	0	0	#DIV/0!	2	0	#DIV/0!	4	0	#DIV/0!
Ride Refusals % of Total	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	
Service Hours	8,131	7,836	3.8%	78,679	73,381	7.2%	94,684	87,733	7.9%
Agency Staff	7,965	7,604	4.7%	76,955	71,047	8.3%	92,555	84,947	9.0%
Agency SMS Volunteer	166	232	-28.4%	1,724	2,334	-26.1%	2,129	2,786	-23.6%
Avg. Trips/Service Hr.	1.83	1.87	-2.1%	1.77	1.83	-3.3%	1.77	1.83	-3.3%
RideSource System Miles	102,241	99,219	3.0%	989,162	929,525	6.4%	1,189,511	1,117,439	6.4%
Avg. Miles/Trip	6.86	6.79	1.1%	7.10	6.94	2.4%	7.09	6.96	1.8%
Miles/Vehicle Hour	12.57	12.66	-0.7%	12.57	12.67	-0.7%	12.56	12.74	-1.4%
On-Time Performance %	88.9%	88.1%	0.9%	88.7%	87.6%	1.2%	88.8%	87.6%	1.3%
Sample	12,855	12,423		120,142	115,814		144,623	139,233	
On-Time	11,429	10,945		106,524	101,504		128,368	121,940	

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

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

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

AGENDA ITEM SUMMARY

DATE OF MEETING: June 19, 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. **2013 Legislative Session Summary:** After the close of the 2013 Legislative Session, the Board will be provided with a summary of the bills that LTD staff have been monitoring during the session.
- B. **Long-Range Transit Plan:** An update on progress of the Long-Range Transit Plan will be presented at a future meeting.
- C. **Annual Performance Report:** Staff will provide a FY 2012-13 Performance Report to the Board at a future meeting.
- D. **High-capacity Transit Corridor Projects:** Periodic updates on these projects will be presented to the Board throughout the various stages of the projects.

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AGENDA ITEM SUMMARY

DATE OF REPORT: June 19, 2013

ITEM TITLE: MAY FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND:

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

Passenger fares are 6.7 percent higher for the first eleven months of the current year over the same period last year. The increase is due to stable long-term ridership and a cash fare increase that went into effect on July 1, 2012. May 2013 boardings were 3.1 percent lower than May 2012. There was the same number of weekdays in both months. Boardings for the rolling twelve-month period that ended May 31, 2013, decreased 0.8 percent over the same period in the prior year.

Payroll tax revenues are up 6.4 percent versus last year through May 31. Total year-to-date receipts are now 100.3 percent of what was anticipated by the FY 2012-13 budget. Small additional disbursements through June will increase the total for the year.

Self-employment tax payments are up 5.8 percent over the same period in the previous fiscal year, but have not quite reached what was budgeted. As with payroll tax receipts, small additional disbursements will continue through June.

The most recent quarterly disbursement of state-in-lieu receipts occurred in early April for the quarter ending March 31, 2013. Through April, receipts continue to be 4 percent above those for the same period in the previous fiscal year. There will be one additional payment for the quarter ending June 30, 2013, that will be received in early July and accrued back to June.

Interest rates of return remain low. The Local Government Investment Pool rate is 0.54 percent.

Total personnel services expenditures, the largest category of operating expense, show a 6 percent increase versus the previous year, down from 6.4 percent reported through April. The increase is the result of frontloading the current fiscal year payment to reduce the unfunded liability in the administrative employee pension plan and the effect of the represented employees' new contract. There have also been retirements of both administrative and represented employees that required pay out of accrued leave balances.

Materials and services results vary widely from department to department. Total materials and services are 12 percent lower for the first eleven months of this year as compared to last. Excluding the effect of transfers to the Capital Projects Fund, total materials and services are 0.8 percent less when compared to FY 2011-12. Total expenditures in the General Fund are 0.3 percent less than for the comparable

eleven-month period in the previous fiscal year, essentially the same. The finance program area is over budget for the year because the collection fee charged by the contractor for placing Business Energy Tax Credits (BETC) from prior years was charged to financial professional services. The fee was not anticipated by the FY 2012-13 budget, but neither was revenue from this resource. In the current fiscal year, the agent has placed \$710,000 in credits, and additional receipts are expected.

Fuel prices remain volatile but have fallen slightly in the last three months. The average price per gallon through May was \$3.20, down three cents from last month's report. 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 \$2.87 on April 18, 2013. The FY 2012-13 budget assumes an average price of \$3.75. As of May 31, there were 582,635 gallons of fuel stored in Coos Bay.

The General Fund is stable through May. With only one month remaining in FY 2012-13, fiscal year end results are expected to be satisfactory.

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 May 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 5/31/2013 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	3,735,733	4,456,900	3,984,754	89.4%	6.7%
Group Pass	2,496,231	2,740,300	2,410,398	88.0%	-3.4%
Advertising	256,000	279,100	239,500	85.8%	-6.4%
Special Service	565,697	572,500	357,438	62.4%	-36.8%
Miscellaneous	217,724	149,800	419,360	279.9%	92.6%
Total Operating	<u>7,271,385</u>	<u>8,198,600</u>	<u>7,411,450</u>	90.4%	1.9%
Payroll Tax (cash basis)	22,682,776	24,046,500	24,126,047	100.3%	6.4%
Self-employment Tax (cash basis)	1,480,844	1,672,800	1,566,193	93.6%	5.8%
State-in-Lieu (cash basis)	1,363,242	1,820,000	1,417,149	77.9%	4.0%
Operating Grants	4,229,940	5,177,200	4,250,294	82.1%	0.5%
Total Taxes & Grants	<u>29,756,802</u>	<u>32,716,500</u>	<u>31,359,683</u>	95.9%	5.4%
Interest Income	56,668	60,000	70,221	117.0%	23.9%
Sale of Assets	45,103	15,000	43,804	292.0%	-2.9%
Total Revenues & Other Sources	<u>37,129,958</u>	<u>40,990,100</u>	<u>38,885,158</u>	94.9%	4.7%
Expenditures & Other Uses					
Personnel Services					
Administration	7,475,925	9,139,200	8,194,260	89.7%	9.6%
Administration - Contra Payroll	(831,013)	(910,200)	(594,775)	65.3%	-28.4%
Administration - Net	<u>6,644,912</u>	<u>8,229,000</u>	<u>7,599,485</u>	92.4%	14.4%
Contract	16,394,891	19,345,800	16,829,721	87.0%	2.7%
Total Personnel Services	<u>23,039,803</u>	<u>27,574,800</u>	<u>24,429,206</u>	88.6%	6.0%
Materials & Services					
General Administration	128,418	161,400	106,896	66.2%	-16.8%
Government Relations	116,530	128,100	113,613	88.7%	-2.5%
Finance	138,779	181,700	200,933	110.6%	44.8%
Information Technologies	598,756	803,000	560,754	69.8%	-6.3%
Human Resources	238,797	321,700	147,993	46.0%	-38.0%
Service Planning	5,812	7,500	7,555	100.7%	30.0%
Marketing	309,474	295,900	177,825	60.1%	-42.5%
Graphics	12,222	21,300	17,027	79.9%	39.3%
Accessible Services	1,101	18,300	-	0.0%	-100.0%
Customer Service Center	15,917	26,200	19,028	72.6%	19.5%
Planning & Development	27,710	23,700	17,218	72.6%	-37.9%
<i>point2point Solutions</i>	204,053	497,700	264,058	53.1%	29.4%
Facilities Services	975,141	1,244,500	1,102,309	88.6%	13.0%
Transit Operations	565,673	670,400	591,466	88.2%	4.6%
Maintenance	3,814,206	4,858,300	3,368,356	69.3%	-11.7%
Insurance / Liability Costs	993,133	1,416,200	1,191,194	84.1%	19.9%
Accessible Services Transfer	1,461,214	2,501,300	1,641,872	65.6%	12.4%
Capital Transfer	3,031,900	1,600,000	1,600,000	100.0%	-47.2%
Total Materials & Services	<u>12,638,836</u>	<u>14,777,200</u>	<u>11,128,097</u>	75.3%	-12.0%
Total Expenditures & Other Uses	<u>35,678,639</u>	<u>42,352,000</u>	<u>35,557,303</u>	84.0%	-0.3%
Excess (Deficiency) of Revenues Over Expenditures	<u>1,451,319</u>	<u>(1,361,900)</u>	<u>3,327,855</u>		-129.3%
Net to Fund	<u>1,451,319</u>	<u>(1,361,900)</u>	<u>3,327,855</u>		-129.3%



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

	Current Balance	Balance 06/30/12
ASSETS		
Cash & Investments	\$ 14,378,928	\$ 11,022,021
Receivables	3,636,888	4,702,531
Accrued Payroll Taxes Receivable	5,344,000	5,344,000
Due from Other Governments	13,189	515,160
Due from Other Funds	466,947	462,573
Inventory of Parts and Supplies	3,120,975	2,750,860
Prepaid Expenses	474,217	678,562
Deposits	60,000	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>\$ 151,115,764</u>	<u>\$ 149,186,327</u>
LIABILITIES		
Accounts Payable	\$ -	\$ 1,129,583
Accrued Payroll Related Payable	403,288	739,797
Unearned Revenue	274,201	125,860
Liability Claims/Other Payable	893,363	974,029
CAL/Sick Accrual	3,499,425	3,499,425
Net OPEB Obligation	2,488,640	2,488,640
Total Liabilities	<u>7,558,917</u>	<u>8,957,334</u>
FUND BALANCE		
Investment in Fixed Assets	39,130,442	39,130,442
Contributed Capital	102,876,471	102,876,471
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>3,327,855</u>	<u>(11,211,098)</u>
Ending Fund Balance	<u>1,549,934</u>	<u>(1,777,921)</u>
Total Reserves & Fund Balances	<u>143,556,847</u>	<u>140,228,993</u>
Total Liabilities & Fund Balance	<u>\$ 151,115,764</u>	<u>\$ 149,186,327</u>



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

	Current Balance	Balance 6/30/2012
ASSETS		
Cash & Investments	\$ -	\$ -
Receivables	338,962	293,953
Grants Receivable	496,849	643,629
Total Assets	\$ 835,811	\$ 937,582
LIABILITIES		
Accounts Payable	\$ 49,344	\$ 184,379
Due to Other Funds	466,947	462,573
Unearned Revenue	50,954	-
Total Liabilities	567,245	646,952
RESERVES & BALANCES		
Fund Balance	290,630	298,795
Excess (Deficiency) of Revenues Over Expenditures	(22,064)	(8,165)
Ending Fund Balance	268,566	290,630
Total Liabilities & Fund Balances	\$ 835,811	\$ 937,582



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

	Current Balance	Balance 6/30/2012
ASSETS		
Cash & Investments	\$ 77,706	\$ 540,944
Receivables	<u>565,655</u>	<u>351,732</u>
Total Assets	<u>\$ 643,361</u>	<u>\$ 892,676</u>
LIABILITIES		
Accounts Payable	\$ 1,008	\$ 66,825
Medicaid Medical Reserves	<u>419,749</u>	<u>625,175</u>
Total Liabilities	<u>420,757</u>	<u>692,000</u>
RESERVES & BALANCES		
Fund Balance	200,676	151,801
Excess (Deficiency) of Revenues Over Expenditures	<u>21,928</u>	<u>48,875</u>
Ending Fund Balance	<u>222,604</u>	<u>200,676</u>
Total Liabilities & Fund Balances	<u>\$ 643,361</u>	<u>\$ 892,676</u>



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

	Current Balance	Balance 06/30/12
ASSETS		
Cash & Investments	\$ 7,310,207	\$ 1,732,686
Accounts Receivable	-	15,676
Grants Receivable	<u>333,083</u>	<u>1,653,169</u>
Total Assets	<u>\$ 7,643,290</u>	<u>\$ 3,401,531</u>
LIABILITIES		
Accounts Payable	\$ 127,743	\$ 202,899
Retainage Payable	16,788	7,208
Unearned Revenue	<u>5,903,230</u>	<u>1,674,630</u>
Total Liabilities	<u>6,047,761</u>	<u>1,884,737</u>
RESERVES & BALANCES		
Fund Balance	1,516,794	952,723
Excess (Deficiency) of Revenues Over Expenditures	<u>78,735</u>	<u>564,071</u>
Ending Fund Balance	<u>1,595,529</u>	<u>1,516,794</u>
Total Liabilities & Fund Balances	<u>\$ 7,643,290</u>	<u>\$ 3,401,531</u>

**Lane Transit District
General Fund
Schedule of Resources and Requirements
For the Period 5/01/2013 - 5/31/2013
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	376,980	366,473	(10,507)	4,101,980	3,984,754	(117,226)
Group Pass	2,740,300	285,000	249,993	(35,007)	2,560,800	2,410,398	(150,402)
Advertising	279,100	23,500	-	(23,500)	258,500	239,500	(19,000)
Special Service	572,500	1,000	-	(1,000)	570,500	357,438	(213,062)
Miscellaneous	134,800	5,220	595	(4,625)	103,020	419,360	316,340
Payroll Tax (cash basis)	24,046,500	4,950,000	2,332,415	(2,617,585)	23,485,000	24,126,047	641,047
Self-employment Tax (cash basis)	1,672,800	390,000	591,445	201,445	1,590,000	1,566,193	(23,807)
State-in-Lieu (accrual basis)	1,820,000	-	-	-	1,320,000	1,417,149	97,149
Operating Grants	5,192,200	425,180	7,135	(418,045)	4,736,980	4,250,294	(486,686)
Interest Income	60,000	5,000	8,051	3,051	55,000	70,221	15,221
Proceeds From Sale of Assets	15,000	2,000	-	(2,000)	15,000	43,804	28,804
Total General Fund Resources	51,296,400	6,463,880	3,556,107	(2,907,773)	49,103,080	51,341,158	2,238,078
Requirements							
General Administration	664,400	51,092	37,986	13,106	609,627	541,630	67,997
Government Relations	128,100	6,140	4,265	1,875	121,940	113,613	8,327
Finance	1,174,900	89,165	86,516	2,649	1,086,315	1,124,070	(37,755)
Information Technologies	1,380,700	86,661	92,556	(5,895)	1,293,101	1,159,788	133,313
Human Resources	1,005,100	80,287	64,938	15,349	925,457	758,216	167,241
Service Planning	461,800	35,894	34,367	1,527	425,434	413,136	12,298
Marketing	593,700	50,806	57,325	(6,519)	541,316	530,907	10,409
Graphics	159,400	15,823	10,129	5,694	147,053	149,832	(2,779)
Accessible Services	137,600	9,976	7,851	2,125	127,736	133,300	(5,564)
Customer Service Center	535,600	44,352	44,345	7	491,092	521,773	(30,681)
Planning & Development	386,000	28,231	24,594	3,637	359,241	347,636	11,605
<i>point2point Solutions</i>	1,042,700	77,846	42,936	34,910	969,706	737,873	231,833
Facilities Services	1,890,800	154,451	117,684	36,767	1,736,361	1,706,198	30,163
Transit Operations	18,158,100	1,502,649	1,393,819	108,830	16,657,039	15,881,169	775,870
Maintenance	9,115,600	755,476	625,638	129,838	8,361,236	7,005,096	1,356,140
Insurance / Liability Costs	1,416,200	118,020	190,197	(72,177)	1,298,220	1,191,194	107,026
Total Operating Requirements	38,250,700	3,106,869	2,835,146	271,723	35,150,874	32,315,431	2,835,443
Accessible Services Transfer	2,501,300	208,440	278,061	(69,621)	2,292,840	1,641,872	650,968
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	278,061	(69,621)	3,892,840	3,241,872	650,968
Total General Fund Requirements	51,296,400	3,315,309	3,113,207	202,102	39,043,714	35,557,303	3,486,411
Resources Less Requirements	-				10,059,366	15,783,855	



Lane Transit District
Accessible Services Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 5/01/2013 - 5/31/2013
Unaudited

				Percent of Year	91.7%
	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
Revenues & Other Sources					
State Special Transp Funds - In District	473,000	292,344	27,575	(180,656)	61.8%
State Special Transp Funds - Out of District	-	93,854	10,127	93,854	NA
State Special Transp Funds - Administration	-	-	-	-	NA
Special Transportation Operating	-	55,848	-	55,848	NA
Federal Grants - 5310	1,528,500	1,335,719	-	(192,781)	87.4%
Federal Grants - 5311	154,900	114,302	-	(40,598)	73.8%
Federal Grants - 5316 JARC	25,000	183,167	-	158,167	732.7%
Federal Grants - 5317 New Freedom	152,000	-	-	(152,000)	0.0%
Other Federal Grants	704,100	698,204	-	(5,896)	99.2%
Other State Grants	60,300	-	-	(60,300)	0.0%
Farebox	319,500	306,936	30,376	(12,564)	96.1%
Local Grants	90,300	90,000	-	(300)	99.7%
Miscellaneous	-	50	-	50	NA
Transfer from General Fund	2,501,300	1,641,872	278,062	(859,428)	65.6%
Total Revenues	<u>6,008,900</u>	<u>4,812,296</u>	<u>346,140</u>	<u>(1,196,604)</u>	<u>80.1%</u>
Expenditures & Other Uses					
Eugene-Springfield Based Services					
ADA RideSource	4,989,600	3,995,493	298,873	994,107	80.1%
Mental Health & Homeless	86,600	73,079	-	13,521	84.4%
Travel Training & Host	130,000	127,576	11,740	2,424	98.1%
Job Access/Reverse Commute (JARC)	-	-	-	-	NA
Total Eugene-Springfield Based Services	<u>5,206,200</u>	<u>4,196,148</u>	<u>310,613</u>	<u>1,010,052</u>	<u>80.6%</u>
Rural Lane County Services					
South Lane	104,000	59,128	1,275	44,872	56.9%
Florence	172,000	151,661	18,161	20,339	88.2%
Oakridge	188,000	182,065	-	5,935	96.8%
Total Rural Lane County Services	<u>464,000</u>	<u>392,854</u>	<u>19,436</u>	<u>71,146</u>	<u>84.7%</u>
Mobility Management	170,000	132,213	1,600	37,787	77.8%
Veterans Transportation	-	18,943	1,329	-	NA
Lane County Coordination	168,700	94,202	8,674	74,498	55.8%
Transfer to Capital Fund	40,000	-	-	40,000	0.0%
Contingency	176,300	-	-	176,300	0.0%
Total Accessible Services Expenditures	<u>6,225,200</u>	<u>4,834,360</u>	<u>341,652</u>	<u>1,409,783</u>	<u>77.7%</u>
Unreserved Fund Balance					
Change to Fund Balance	(216,300)	(22,064)			
Beginning Balance	216,300	290,630			
Ending Balance	<u>\$ -</u>	<u>\$ 268,566</u>			



Lane Transit District
Medicaid Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 5/01/2013 - 5/31/2013
Unaudited

	Adopted Budget	YTD Actual	Current Month Actual	Percent of Year Variance	91.7% YTD % of Budget
Revenues & Other Sources					
Medicaid	4,521,100	4,321,003	355,366	(200,097)	95.6%
Medicaid Non-Medical	419,800	480,265	-	60,465	114.4%
State Special Transportation Fund (STF) Operating	88,200	103,279	-	15,079	117.1%
State Discretionary Funds	32,200	32,191	-	(9)	100.0%
Miscellaneous	-	-	-	-	N/A
Total Revenues	<u>5,061,300</u>	<u>4,936,739</u>	<u>355,366</u>	<u>(124,561)</u>	97.5%
Expenditures & Other Uses					
Medicaid Medical Service					
Services	3,735,400	3,581,110	299,639	154,290	95.9%
Mobility Management	43,700	48,107	496	(4,407)	110.1%
RideSource Call Center Administration	574,100	509,721	277	64,379	88.8%
Lane Transit District Administration	167,900	139,521	9,968	28,379	83.1%
Total Medicaid Medical (NEMT)	<u>4,521,100</u>	<u>4,278,459</u>	<u>310,381</u>	<u>242,641</u>	94.6%
Medicaid Non-Medical (Waivered) Service					
Services	324,700	347,553	31,114	(22,853)	107.0%
Mobility Management	17,400	18,801	234	(1,401)	108.1%
Grant program match requirements	191,500	162,368	-	29,132	84.8%
RideSource Call Center Administration	-	103,279	-	(103,279)	N/A
Lane Transit District Administration	6,600	4,351	24	2,249	65.9%
Total Medicaid Non-Medical (Waivered)	<u>540,200</u>	<u>636,352</u>	<u>31,372</u>	<u>(96,152)</u>	117.8%
Total Medicaid Fund Expenditures	<u>5,061,300</u>	<u>4,914,811</u>	<u>341,753</u>	<u>146,489</u>	97.1%
Unreserved Fund Balance					
Change to Fund Balance	-	21,928			
Beginning Balance	151,800	200,676			
Ending Balance	<u>151,800</u>	<u>222,604</u>			

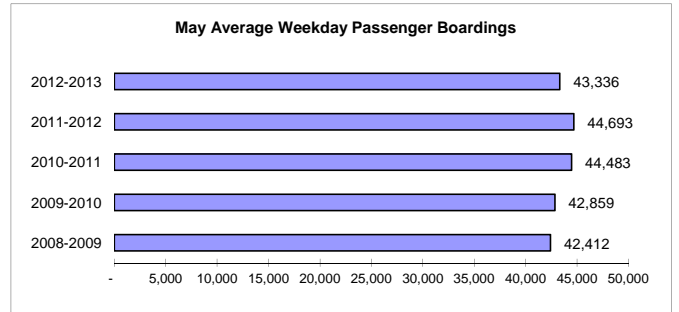
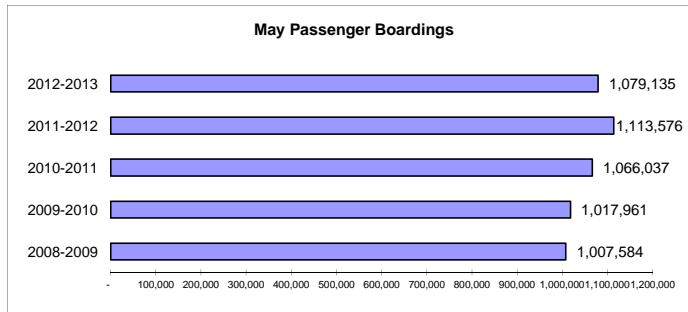
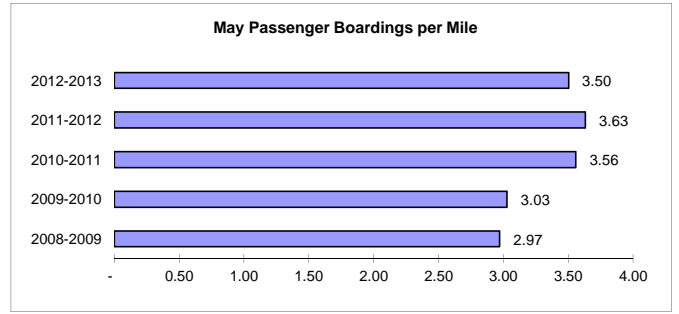
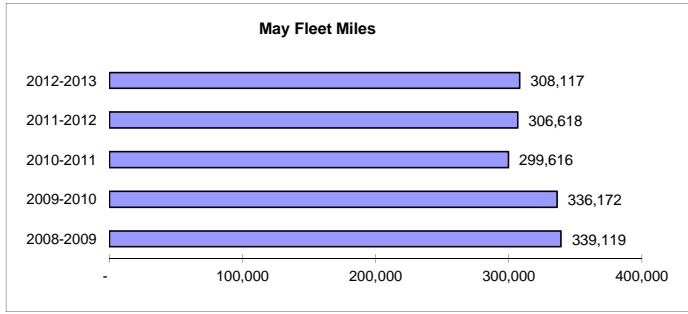
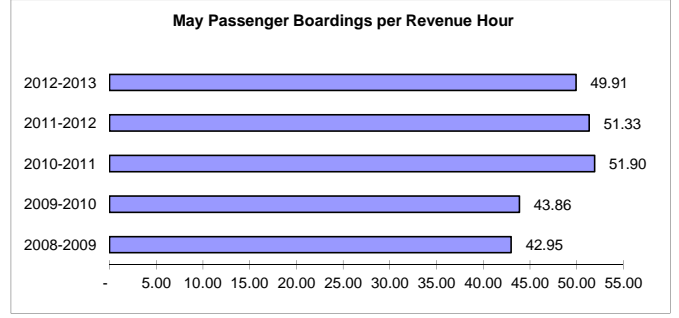
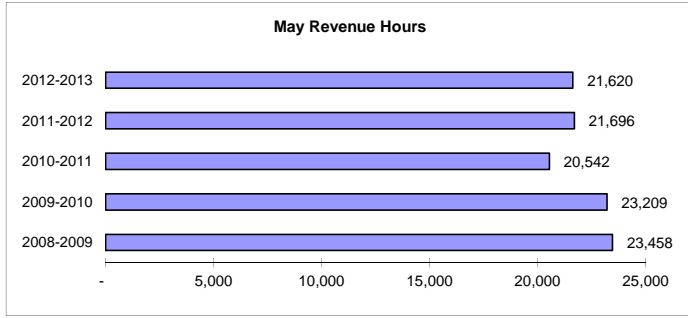


Lane Transit District
Capital Projects Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 5/01/2013 - 5/31/2013
Unaudited

	Adopted Budget	YTD Actual	Current Month Actual	Variance	Percent of Year 91.7%	YTD % of Budget
Revenues & Other Sources						
Federal Grant Income						
Formula Funds (Section 5307)	4,663,700	770,212	2,538	(3,893,488)		16.5%
American Recovery & Reinvestment Act (ARRA)	69,400	66,306	-	(3,094)		95.5%
Discretionary Funds	18,410,900	134,058	-	(18,276,842)		0.7%
Other Funds	-	-	-	-		N/A
Total Federal Grants	<u>23,144,000</u>	<u>970,576</u>	<u>2,538</u>	<u>(22,173,424)</u>		4.2%
Connect Oregon	-	-	-	-		N/A
Other State Grant Income	3,934,300	-	-	(3,934,300)		0.0%
Other Local Funds	-	3,000	-	3,000		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>2,573,776</u>	<u>2,538</u>	<u>(26,144,524)</u>		9.0%
Expenditures						
Grant Paid Capital						
EmX						
Gateway EmX Extension	2,080,000	153,188	3,584	1,926,812		7.4%
West Eugene EmX Extension	18,280,800	472,237	66,281	17,808,563		2.6%
Main Street/McVay EmX Extension	937,500	21,839	3,789	915,661		2.3%
Total EmX	<u>21,298,300</u>	<u>647,264</u>	<u>73,654</u>	<u>20,651,036</u>		3.0%
Revenue Rolling Stock	125,000	-	-	125,000		0.0%
PBI/Facilities	2,791,800	1,056,504	105,797	1,735,296		37.8%
Software & Hardware	3,080,800	362,202	3,399	2,718,598		11.8%
Intelligent Transportation Systems	526,600	19,185	-	507,415		3.6%
Transit Security Projects	652,600	290,457	-	362,143		44.5%
Bus Related Equipment	-	-	-	-		N/A
Miscellaneous Equipment	305,000	14,384	-	290,616		4.7%
Communications	80,000	-	-	80,000		0.0%
Shop Equipment	78,500	40,859	-	37,641		52.1%
Support Vehicles	60,000	19,763	-	40,238		32.9%
Accessible Services Vehicles	200,000	44,423	-	155,577		22.2%
Budgeted for Capital Contingency/Reserves	564,100	-	-	564,100		0.0%
Total Expenditures	<u>29,762,700</u>	<u>2,495,041</u>	<u>182,850</u>	<u>27,267,659</u>		8.4%
Unreserved Fund Balance						
Change to Fund Balance	(1,044,400)	78,735				
Beginning Fund Balance	<u>1,044,400</u>	<u>1,516,794</u>				
Ending Fund Balance	<u>-</u>	<u>1,595,529</u>				

LANE TRANSIT DISTRICT
May 2013 Performance Report
18-June-2013

Performance Measure	Prior			Current			Current		
	Current Month	Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	1,079,135	1,113,576	- 3.1%	10,463,086	10,561,921	- 0.9%	11,364,289	11,454,379	- 0.8%
Mobility Assisted Riders	13,076	11,591	+ 12.8%	127,013	110,834	+ 14.6%	138,353	120,352	+ 15.0%
Average Passenger Boardings:									
Weekday	43,336	44,693	- 3.0%	38,748	39,125	- 1.0%	38,532	38,818	- 0.7%
Saturday	20,717	21,524	- 3.7%	19,089	19,000	+ 0.5%	19,171	18,952	+ 1.2%
Sunday	10,719	11,060	- 3.1%	10,092	9,999	+ 0.9%	10,117	9,981	+ 1.4%
Monthly Revenue Hours	21,620	21,696	- 0.4%	227,686	227,073	+ 0.3%	248,093	247,219	+ 0.4%
Boardings Per Revenue Hour	49.9	51.3	- 2.8%	45.95	46.51	- 1.2%	45.81	46.33	- 1.1%
Weekly Revenue Hours	4,977	4,992	- 0.3%	4,862	4,816	+ 1.0%	4,855	4,801	+ 1.1%
Weekdays	22	22		234	235		255	257	
Saturdays	4	4		47	49		52	53	
Sundays	4	4		48	46		52	50	
Passenger Revenues & Sales									
Total Passenger Revenues	\$640,259	\$632,309	+ 1.3%	\$6,418,944	\$6,232,253	+ 3.0%	\$6,941,707	\$6,816,839	+ 1.8%
Average Passenger Fare	\$0.593	\$0.568	+ 4.5%	\$0.61	\$0.59	+ 4.0%	\$0.61	\$0.60	+ 2.6%
Farebox Revenue	\$173,779	\$172,366	+ 0.8%	\$1,926,449	\$1,900,158	+ 1.4%	\$2,098,742	\$2,059,216	+ 1.9%
Adult Pass	2,140	2,030	+ 5.4%	23,255	22,013	+ 5.6%	25,222	24,347	+ 3.6%
Youth Pass	1,201	1,082	+ 11.0%	11,148	9,119	+ 22.3%	11,992	9,234	+ 29.9%
Reduced Fare Pass	1,370	1,161	+ 18.0%	13,687	12,109	+ 13.0%	14,897	13,133	+ 13.4%
Adult 3 Month Pass	59	56	+ 5.4%	790	961	- 17.8%	877	1,049	- 16.4%
Youth 3 Month Pass	12	17	- 29.4%	750	810	- 7.4%	766	814	- 5.9%
Reduced Fare 3 Month Pass	54	47	+ 14.9%	641	632	+ 1.4%	726	706	+ 2.8%
Adult 10-Ride Ticket Book	1,356	-	+ 0.0%	11,382	-	+ 0.0%	11,382	-	+ 0.0%
Half-Fare 10-Ride Ticket Book	362	-	+ 0.0%	2,910	-	+ 0.0%	2,910	-	+ 0.0%
Agency Adult 25-Day Pass Book	-	239	- 100.0%	556	2,651	- 79.0%	1,021	2,925	- 65.1%
Agency Half-Fare 25-Day Pass Book	-	21	- 100.0%	126	258	- 51.2%	153	306	- 50.0%
RideSource 10-Ride Ticket Book	544	608	- 10.5%	6,108	6,499	- 6.0%	6,536	7,044	- 7.2%
Fleet Services									
Fleet Miles	308,117	306,618	+ 0.5%	3,232,265	3,257,978	- 0.8%	3,524,089	3,545,655	- 0.6%
Average Passenger Boardings/Mile	3.50	3.63	- 3.6%	3.24	3.24	- 0.1%	3.22	3.23	- 0.2%
Fuel Cost	\$258,854	\$310,932	- 16.7%	\$2,820,608	\$3,113,493	- 9.4%	\$3,072,439	\$3,394,779	- 9.5%
Fuel Cost Per Mile	\$0.840	\$1.014	- 17.2%	\$0.873	\$0.956	- 8.7%	\$0.872	\$0.957	- 8.9%
Repair Costs	\$234,315	\$222,253	+ 5.4%	\$2,165,332	\$2,343,796	- 7.6%	\$2,345,579	\$2,551,457	- 8.1%
Total Repair Cost Per Mile	\$0.760	\$0.725	+ 4.9%	\$0.670	\$0.719	- 6.9%	\$0.666	\$0.720	- 7.5%
Preventive Maintenance Costs	\$49,504	\$30,068	+ 64.6%	\$385,277	\$353,716	+ 8.9%	\$420,086	\$382,909	+ 9.7%
Total PM Cost Per Mile	\$0.161	\$0.098	+ 63.8%	\$0.119	\$0.109	+ 9.8%	\$0.119	\$0.108	+ 10.4%
Mechanical Road Calls	52	64	- 18.8%	608	806	- 24.6%	665	893	- 25.5%
Miles/Mech. Road Call	5,925	4,791	+ 23.7%	5,316	4,042	+ 31.5%	5,299	3,970	+ 33.5%
Special Mobility Service									
SMS Rides	16,689	17,076	- 2.3%	172,707	177,012	- 2.4%	188,646	192,844	- 2.2%
SMS Ride Refusals	-	2	- 100.0%	2	3	- 33.3%	4	3	+ 33.3%
RideSource	7,256	8,145	- 10.9%	76,615	85,447	- 10.3%	83,923	93,215	- 10.0%
RideSource Refusals	-	2	- 100.0%	1	3	- 66.7%	3	3	+ 0.0%



Daily Ridership Recap May 2013

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
5/1/2013	Wednesday	Weekday	46,340	615	841.00	55.10
5/2/2013	Thursday	Weekday	43,769	539	866.00	50.54
5/3/2013	Friday	Weekday	40,523	663	841.00	48.18
5/4/2013	Saturday	Saturday	22,753	395	491.00	46.34
5/5/2013	Sunday	Sunday	10,934	238	244.00	44.81
5/6/2013	Monday	Weekday	45,665	560	837.00	54.56
5/7/2013	Tuesday	Weekday	43,839	553	863.00	50.80
5/8/2013	Wednesday	Weekday	44,738	560	838.00	53.39
5/9/2013	Thursday	Weekday	43,292	475	840.00	51.54
5/10/2013	Friday	Weekday	43,241	484	865.00	49.99
5/11/2013	Saturday	Saturday	20,902	356	487.00	42.92
5/12/2013	Sunday	Sunday	10,909	171	243.00	44.89
5/13/2013	Monday	Weekday	44,530	535	841.00	52.95
5/14/2013	Tuesday	Weekday	43,029	476	885.00	48.62
5/15/2013	Wednesday	Weekday	45,004	412	838.00	53.70
5/16/2013	Thursday	Weekday	45,147	373	837.00	53.94
5/17/2013	Friday	Weekday	43,257	487	839.00	51.56
5/18/2013	Saturday	Saturday	19,432	307	490.00	39.66
5/19/2013	Sunday	Sunday	10,922	159	244.00	44.76
5/20/2013	Monday	Weekday	43,867	545	841.00	52.16
5/21/2013	Tuesday	Weekday	40,775	344	862.00	47.30
5/22/2013	Wednesday	Weekday	45,535	414	845.00	53.89
5/23/2013	Thursday	Weekday	41,150	407	841.00	48.93
5/24/2013	Friday	Weekday	38,929	453	840.00	46.34
5/25/2013	Saturday	Saturday	19,779	370	489.00	40.45
5/26/2013	Sunday	Sunday	10,112	206	243.00	41.61
5/27/2013	Monday	Closed	-	-	-	-
5/28/2013	Tuesday	Weekday	42,956	477	862.00	49.83
5/29/2013	Wednesday	Weekday	42,111	503	886.00	47.53
5/30/2013	Thursday	Weekday	42,257	468	838.00	50.43
5/31/2013	Friday	Weekday	43,438	531	843.00	51.53
Totals			1,079,135	13,076	21,620	49.91

