



Public notice of cancellation was given to *The Register-Guard* for publication on August 15, 2013.

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

August 21, 2013

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AGENDA ITEM SUMMARY

DATE OF MEETING: August 21, 2013

ITEM TITLE: BOARD CALENDARS

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

ACTION REQUESTED: Board member communication regarding 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.

<Q:\Reference\Board Packet\2013\8\Calendar of Events Summary.docx>

AGENDA ITEM SUMMARY

DATE OF MEETING: August 21, 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. **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. At the July 19 meeting, Trust Attorney Everett Moreland announced his retirement and proposed that the trustees conduct a search for a new legal firm. In addition, trustees approved revisions to the investment policy as proposed by R.V. Kuhns, the Trusts' investment advisors. Trustees also heard a presentation from Ed Gerdes, vice president and general counsel for Café Yumm!, regarding investing trust funds in local business development.
2. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, Lane Council of Governments, and LTD. Board Member Michael Dubick serves as LTD's representative on this Commission, which meets on the second Wednesday of the month. At the August 14 meeting, newly appointed stakeholders were welcomed; the Commission developed a Tier 1A and a Tier 1B list of Statewide Transportation Improvement Plan (STIP) Enhance applications for the Super ACT meeting that will be held on September 12; and information was presented concerning scoping regional needs for the 2017-2020 STIP. The next LaneACT meeting is scheduled to be held on September 11.

NO MEETINGS HELD:

1. **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 August 1 meeting was canceled. The next meeting is scheduled to be held on September 5.

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. The next meeting is scheduled to be held on September 10.
3. **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. The next meeting is scheduled to be held on September 17.
4. **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. On July 9 the Committee met in executive session to review and evaluate the performance of LTD's general manager. The August meeting was canceled. The next meeting is tentatively scheduled to be held on September 24.
5. **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 is scheduled to meet on the fourth Thursday of the month. The next Committee meeting is scheduled to be held on September 26.
6. **Lane Council of Governments (LCOG) Board of Directors:** LTD Board Member Carl Yeh 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 September 26 at the Fern Ridge Library.
7. **Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP):** The TCRG includes community members who have an interest in transportation issues in the City of Eugene. Board Member Ed Necker represents LTD on the TCRG. The next meeting has not yet been scheduled.
8. **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.
9. **LTD Board Service Committee:** The Board Service Committee is composed of Chair Ed Necker and Board Members Gary Gillespie and Michael Dubick. Meetings are scheduled on an as-needed basis. The next meeting has not yet been scheduled.
10. **LTD Board Finance Committee:** The Board Finance Committee is composed of Chair Michael Dubick and Board Members 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: August 21, 2013

ITEM TITLE: JULY AND AUGUST FINANCIAL REPORTS

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

ACTION REQUESTED: None

BACKGROUND:

Lane Transit District's fiscal year ends on June 30. Because of the time needed to process the fiscal year-end financial closing and to prepare for the annual independent audit in mid-August through early September, the July financial report is traditionally provided to the Board at the September Board meeting, along with the August financial report. The preliminary June 2013 financial report was provided to Board members on July 31.

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE: August 21, 2013

ITEM TITLE: JULY GRANT REPORT

PREPARED BY: Todd Lipkin, Finance Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

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

Federal Transit Administration TEAM Grant Applications

Three grant applications have been through FTA Region X review and have been submitted to FTA for processing:

- OR-39-0007 (\$75,000, 2011 5339 Alternatives Analysis funds): This grant funds the Main Street/McVay Transportation Planning Study.
- OR-90-X161-01 (\$4,911,010, 2012 5307 funds): This amendment funds preventive maintenance, security, computer software, support vehicles, and miscellaneous facilities improvements and equipment.
- OR-95-X055 (\$1,447,601 FY 2013 STP funds): This application provides funding for preventive maintenance and Point2point Solutions projects.

These grants have been submitted to FTA Headquarters and to the Department of Labor for their certification. These grants should be executed in August or early September.

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. The Lane Area Commission on Transportation (Lane ACT) forwarded a list of grants for 150 percent of the available funds to ODOT for scoping. ODOT staff will prepare a 100 percent straw proposal recommendation and forward it to ACT chairs and co-chairs by August 2. This list will be non-binding and is intended to serve as a starting point for the Super ACT negotiations that will occur on September 12. The Super ACT (each ACT will be represented by their chair and co-chair) will create a 100 percent project list recommendation to forward to the Oregon Transportation Commission for final funding approval. 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

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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	1,885,822.19	344,108.59
14.06.60 ROW, Land, Existing Improvements	-	1,929,027.42	1,503,670.42	425,357.00
14.08.80 Professional Services	9,375.00	7,721,200.00	8,383,481.24	(662,281.24)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	9,375.00	30,808,867.00	28,476,040.17	2,332,826.83

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	130,271.91	279,728.09
	-	1,250,000.00	970,271.91	279,728.09

OR-04-0041 - FTA 5309 VTCLI	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Call Center Software	-	1,062,000.00	24,573.78	1,037,426.22
11.62.02 Call Center Telephone System	-	298,000.00	275.93	297,724.07
	-	1,360,000.00	24,849.71	1,335,150.29

OR-37-X016 - FTA 5316 Job Access/Reverse Commute	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.7L.00 Mobility Management'	-	425,803.00	-	425,803.00
11.7L.00 Mobility Management-Assessments	-	504,570.00	408,193.29	96,376.71
11.80.00 Program Administration	-	18,090.00	18,090.00	-
30.09.01 Employment Transportation Options	-	363,232.00	363,231.70	0.30
	-	1,311,695.00	789,514.99	522,180.01

OR-39-0007 - FTA 5339 Alternatives Analysis Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
	-	-	-	-
	-	937,500.00	-	-

OR-57-X012 - FTA 5317 New Freedom	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.7L.00 Mobility Management	-	97,026.00	-	97,026.00
11.7L.00 Transportation Assessments	-	96,528.00	-	96,528.00
	-	193,554.00	-	-



OR-90-X152 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 40' Gillig Low Floor Bus	-	2,787,360.00	2,787,360.00	-
11.12.01 Finance & Int. Costs Gillig Bus Purch	-	186,499.00	186,498.55	0.45
11.13.01 40' Gillig Low Floor Bus	-	1,000,850.00	1,000,849.78	0.22
11.23.01 Extend EmX Lanes	-	201,520.00	201,520.52	(0.52)
11.32.02 River Road Station Land	-	2,261,504.00	2,261,504.46	(0.46)
11.32.06 Franklin EmX Fare Machines	-	350,000.00	350,000.00	-
11.42.07 Hardware	340.00	1,460,900.00	1,055,822.10	405,077.90
11.42.08 Software	-	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	-	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	-	56,080.00	56,080.00	-
	340.00	18,531,037.00	17,996,476.94	534,560.06

OR-90-X161 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.7A.00 Prevent_Maint_2	-	4,626,638.00	-	4,626,638.00
11.42.09 Security Improvements	-	91,250.00	91,250.00	-
11.7A.00 Preventive Maintenance	-	7,500,000.00	7,500,000.00	-
	-	12,217,888.00	7,591,250.00	4,626,638.00

OR-95-X030 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.33.02 U of O Station Construction	-	2,340,354.00	1,871,527.26	468,826.74
11.7F.00 Gateway SmartTrips	-	100,301.00	100,301.00	-
	-	2,440,655.00	1,971,828.26	468,826.74

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	-	83,584.00	19,392.24	64,191.76
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	-	600.00	905.57	(305.57)
11.72.11_Rideshare_ETC	-	6,000.00	5,956.88	43.12
11.72.11_Rideshare_Group Pass	-	35,212.82	35,212.82	-
11.72.11_Rideshare_Park and Ride	-	2,500.00	1,762.90	737.10
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	-	1,047,911.00	970,243.32	77,667.68

AGENDA ITEM SUMMARY

DATE OF MEETING: August 21, 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, August 21, 2013



MONTHLY DEPARTMENT REPORTS

AUGUST 21, 2013

Customer Services and Planning

Andy Vobora, Director of Customer Services and Planning

OUTREACH

Metro Rotary was presented with an overview of bus rapid transit and how EmX has been developed to address operating efficiency and increased ridership.

Paid and earned media will focus on term expirations for Board members in subdistricts 4 and 5. Outreach also will occur with the local chambers of commerce.

Promotion of the Autzen Stadium routes generated a fair amount of earned media coverage. Efforts to inform season ticket holders about the new fare structure are being coordinated with the University of Oregon (UO) Athletic Department staff. An e-mail is scheduled to be sent in early August.

Media outreach to support the LTD recruitment of potential bus operators was implemented in early August. These efforts garnered a lot of media coverage the last time the general public was given the opportunity to drive an LTD bus, and staff anticipate a similar outcome this time.

Two news media outlets covered the LTD Bus Roadeo that was held on July 21. Media personnel rode or drove an LTD bus, and comments from a driver/participant standpoint were included in the coverage.

Positive media coverage was garnered following the launch of the District's new online Web store. Sales are increasing, and additional outreach is planned for the coming months.

MARKETING AND COMMUNICATIONS

Russ Arnold, Marketing Supervisor

LTD renewed its transit advertising contract with Lamar Advertising. The five-year contract includes a 45 percent revenue share and a guaranteed revenue amount of \$250,000 in the first year. LTD plans to increase overall transit ad revenues by pulling the EmX fleet from the Lamar contract and selling it as a separate package to a single entity. LTD is expanding other advertising opportunities, which, for the first time, includes ads in the *Rider's Digest*. Station graphic advertising, station banners, and other opportunities are being explored.

ACCESSIBLE AND CUSTOMER SERVICES

Cosette Rees, Accessible and Customer Services Manager

There is no Accessible and Customer Services Report this month.

FACILITIES

Joe McCormack, Facilities Manager

Pavilion Station

Preliminary engineering has been completed for a new EmX station near the north end of the PeaceHealth RiverBend campus. Currently the Federal Transit Administration (FTA) is reviewing the design efforts to date and will determine the level of environmental impact, which staff anticipate will be negligible. Staff are hopeful that the FTA will issue a notice to proceed by October. The remaining design and construction will take place during the winter months.

Fleet Building Reroofing

A Request for Proposals was advertised recently for reroofing the Fleet Maintenance Building on the Glenwood campus. The existing roofing material is more than 22 years old and has reached the end of its useful life. Only one proposal was received, which is not surprising considering that most contractors may be too busy at this point in the season. After careful evaluation of pricing and references, the District decided to award the reroofing project to Umpqua Roofing. The contract includes replacement of all of the roofing membrane, most mechanical hoods and penthouses, and smaller skylights. The project total is expected to be just over \$560,000.

PLANNING AND DEVELOPMENT

Tom Schwetz, Planning and Development Manager

POINT2POINT

Theresa Brand, Transportation Options Manager

Drive Less Connect

Point2point continues to work with the Oregon Department of Transportation and other regional network administrators throughout the State on planning the *Oregon Drive Less Challenge* to be held on October 21 through November 1.

Drive Less Connect Statistics	July 2013	All Time 9/1/11–7/31/13
New Registrants	37	1380
Non-single Occupant Vehicle Miles Logged	46,251	1,519,704
Trips Reported (one-way)	3,243	91,031
CO ₂ Reduction (pounds)	32,121	1,049,374
Gasoline Saved (gallons)	1,621	53,235

Vanpool Program

The MTR Western commuter bus from Eugene to Salem discontinued service on July 15, 2013. Point2point contacted all riders from that bus, created two new vanpools, and found available seats

on existing vanpools for the remaining bus riders. All riders were able to make satisfactory alternate arrangements by the final day of service.

Regional Bike Parking Study

Employer Programs Specialist Marcia Maffei gave a presentation to the Eugene Bicycle Pedestrian Advisory Committee and attendees at the PIPTA Conference on the Regional Bike Parking Study (RBPS).

Theresa Brand gave a RBPS presentation to the Springfield Bicycle Pedestrian Advisory Committee. A draft report with an associated link has been sent to LTD Board members and other interested parties for input. The final report will be completed in late September and available for distribution in October.

CarShare

WeCar has been rebranded and will now operate under the name Enterprise CarShare. The CarShare vehicle formerly located at 17th & Patterson Streets has been relocated to Villard Street, across from the Matthew Knight arena. This area will provide better vehicle visibility and access to community members east of the University.

Park and Ride

Point2point is currently in discussions with Lane County Fairgrounds staff about utilizing a portion of the Fairgrounds west lot for a Park & Ride for UO faculty and staff transportation. Discussions also are underway with the UO director of parking and transportation about adding express service from this lot.

School Services

Transportation Options Coordinator Allison Camp has begun meeting with staff from the Eugene 4J, Bethel, and Springfield school districts. Outreach efforts have been completed for neighborhood groups in Eugene and summer camp services. Schoolsolutions placed advertisements in the YMCA Newsletter, the fall Willamalane Program Guide, the Eugene Library Recreation and Cultural Services Newsletter, and multiple neighborhood association newsletters.

The Schoolpool database validations have been conducted in preparation for the new school year.

The Schoolsolutions flyer has been updated and will be distributed in *SmartTrips* packets and Project Hope backpacks. Project Hope is an annual event sponsored by local churches to provide school supplies, shoes, and backpacks to disadvantaged students. The Schoolsolutions flyers were included in 2,000 backpacks to reach a population that may require transportation options in order to get to school.

Walking route and infrastructure improvement maps have been completed for 23 of 49 schools.

SmartTrips

Due to conflicts with ongoing projects in Springfield on Main Street, the *SmartTrips* program has switched target areas from Main Street to the Hayden Bridge neighborhood. The new area spans from Centennial Boulevard north to the McKenzie River and from Fifth Street east to Hayden Bridge Road. The targeted area consists of 5,220 residents.

The SmartTrips Hayden Bridge program launched on August 1. The pre-survey was mailed on Monday, July 29, and staff are accepting responses through August 16. A brochure informing residents that the order forms are coming will be mailed to residents on August 16. The order forms will be distributed in three stages, with the first one being mailed on August 23, to about 2,100 households.

SmartTrips will staff tables at the Wheels by the Willamette event on August 20 and the Movies in the Park on August 23, and will host its first outreach event, SmartTrips Breakfast, along the EWEB path on August 28.

SERVICE PLANNING

Will Mueller, Service Planning Manager

There is no Service Planning Department Report this month.

Transit Operations

Mark Johnson, Director of Transit Operations

There is no Transit Operations Department Report this month.

Maintenance

George Trauger, Director of Maintenance

There is no Maintenance Department Report this month.

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

Members of the Health Management Team staffed a booth at the LTD Employee Picnic on August 4. Attendees were invited to place healthy living ideas on a large board that could be

viewed by all attendees and used in future planning for LTD wellness programs. A large number of ideas were shared and participation was very high.

RECRUITMENT AND PERSONNEL

David Collier, Senior Human Resources Analyst

Additions and Promotions

Shawna Bigelow was hired for the database/business intelligence analyst position and began work on August 19. She will work in Larry Storm's office. Shawna has spent the last three years working as a data analyst for PeaceHealth, and the previous eight and one-half years working for Oregon Community Credit Union.

Wayne Rogers was hired for the Information Technology technician II position. He began on August 19 and works with James Hanna. Wayne recently volunteered as the head wrestling coach at Creswell High School, and he spent six years in the Navy as an electronic technician.

LTD's Human Resources Secretary Susan Oldland has been selected to fill the open administrative secretary position in Customer Services and Planning (CUSP). Susan comes to the CUSP position with a strong background in project coordination and in environmental permitting and documentation. She will be a tremendous asset to the CUSP group. Susan will transition into the new part-time role during the next few months. She has been an integral part of LTD's Human Resources Department for nearly four years.

Human Resources is recruiting for a human resources secretary. The posting closed on August 16, with interviews planned for September 16.

Five candidates will participate in interviews on August 23 for the government relations manager position. A candidate is anticipated to start in mid-September.

Point2point is currently seeking a SmartTrips intern. Interviews will be conducted on August 22.

Maintenance is hiring a general service worker. The position closed on August 16, and interviews are planned for September 3.

Transit Operations is recruiting for bus operators. Potential candidates have been invited to drive an LTD bus to determine if it is a job they might enjoy. The position closes on September 13, followed by video testing in early October, interviews in mid-October, and a start date of December 2.

<Q:\Reference\Board Packet FINAL\2013\7\July Info Packet\Dept Report.docx>

AGENDA ITEM SUMMARY

DATE OF MEETING: August 21, 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: June 2013 RideSource Activity and Productivity Report
(The link to the July 2013 Performance Reports will be sent out electronically with the financial reports on or before August 31.)

PROPOSED MOTION: None

<Q:\Reference\Board Packet\2013\8\performance summary.docx>

Special Mobility Services: RideSource Activity and Productivity Information

June-13	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	15,401	15,946	-3.4%	189,894	194,077	-2.2%	189,894	194,077	-2.2%
RideSource(All Modes)	12,864	13,072	-1.6%	161,369	156,641	3.0%	161,369	156,641	3.0%
Shopper	532	511	4.1%	6,443	5,944	8.4%	6,443	5,944	8.4%
Escort Volunteers-Metro	1,003	1,102	-9.0%	10,865	15,100	-28.0%	10,865	15,100	-28.0%
Escort Volunteers-Rural	1,002	1,261	-20.5%	11,217	16,392	-31.6%	11,217	16,392	-31.6%
RideSource Cost per Ride	\$ 24.43	\$ 22.13	10.4%	\$ 23.87	\$ 22.05	8.3%	\$ 23.87	\$ 22.05	8.3%
RideSource(All Modes)	\$ 28.04	\$ 25.74	8.9%	\$ 26.94	\$ 26.06	3.4%	\$ 26.94	\$ 26.06	3.4%
RideSource Shopper	\$ 14.22	\$ 13.74	3.5%	\$ 13.98	\$ 14.93	-6.3%	\$ 13.98	\$ 14.93	-6.3%
RideSource Escort	\$ 3.98	\$ 4.00	-0.5%	\$ 4.32	\$ 3.45	25.4%	\$ 4.32	\$ 3.45	25.4%
Ride Reservations	13,738	13,975	-1.7%	174,951	167,573	4.4%	174,951	167,573	4.4%
Cancelled Number	1,103	1,172	-5.9%	14,830	15,472	-4.1%	14,830	15,472	-4.1%
Cancelled % of Total	8.03%	8.39%		8.48%	9.23%		8.48%	9.23%	
No-Show Number	120	160	-25.0%	1,946	1,949	-0.2%	1,946	1,949	-0.2%
No-Show % of Total	0.87%	1.14%		1.11%	1.16%		1.11%	1.16%	
Ride Refusals Number	0	0	#DIV/0!	2	2	0.0%	2	2	0.0%
Ride Refusals % of Total	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	
Service Hours	7,586	7,733	-1.9%	94,573	89,386	5.8%	94,573	89,386	5.8%
Agency Staff	7,432	7,541	-1.4%	92,529	86,647	6.8%	92,529	86,647	6.8%
Agency SMS Volunteer	154	192	-19.8%	2,044	2,739	-25.4%	2,044	2,739	-25.4%
Avg. Trips/Service Hr.	1.77	1.76	0.6%	1.77	1.82	-2.7%	1.77	1.82	-2.7%
RideSource System Miles	95,190	96,644	-1.5%	1,188,563	1,129,511	5.2%	1,188,563	1,129,511	5.2%
Avg. Miles/Trip	7.11	7.12	-0.1%	7.08	6.95	2.0%	7.08	6.95	2.0%
Miles/Vehicle Hour	12.55	12.50	0.4%	12.57	12.64	-0.5%	12.57	12.64	-0.5%

Special Mobility Services: RideSource Activity and Productivity Information

June-13	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
On-Time Performance %	87.9%	89.5%	-1.8%	88.6%	87.9%	0.7%	88.6%	87.9%	0.7%
Sample	11,421	11,576		144,499	140,295		144,499	140,295	
On-Time	10,041	10,361		127,967	123,348		127,967	123,348	

- 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: August 21, 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. **General Manager Performance Evaluation**: An executive session to review and evaluate the performance of LTD's general manager is planned for the September 9 special Board meeting.
- B. **2013 Legislative Session**: The Board will be provided with a final report on the 2013 Legislative Session at the September 18 regular meeting. Later In the fall, staff will provide to the Board an overview of funding requests for the 2014 Legislative Session.
- C. **Long-Range Transit Plan**: A public hearing on the Long-Range Transit Plan will be held during the September 18 regular Board meeting, with adoption to follow at the October 16 regular Board meeting.
- D. **Bicycle Parking Study**: The public comment period for the draft Study has closed. The comments are being compiled, and a final draft report will be presented to the LTD Board for adoption at the October 16 regular Board meeting.
- E. **LTD/ATU Pension Work Group**: Staff will report to the Board on the process and progress of this work group in the fall.
- F. **Surface Transportation Improvement Program (STIP)**: A status update on the STIP Enhance process will be provided to the LTD Board in the fall.
- G. **Labor Negotiations**: In preparation for the expiration of the current contract on June 30, 2014, an executive session will be held later this fall to brief Board members on the process and to discuss strategy.
- H. **Independent Audit Report and Comprehensive Annual Financial Report (CAFR)**: The annual audit findings and the CAFR will be presented to the Board during the November or December regular Board meeting.
- I. **SmartTrips Program**: An update on the SmartTrips Program will be presented to the Board during the November or December regular Board meeting.
- J. **Budget Committee Appointments**: At the end of this calendar year, two Budget Committee members' terms will expire. Appointments will be approved at the December Board meeting.

- K. **Regional Transportation Options Plan (RTOP)**: An update and request for adoption will be presented to the Board at a future meeting.
- L. **Annual Performance Report**: Staff will provide a FY 2012-13 Performance Report to the Board at a future meeting.
- M. **High-capacity Transit Corridor Projects**: Periodic updates on these projects will be presented to the Board throughout the various stages of the projects.

[Q:\Reference\Board Packet\2013\8\FUTURESUM2 \(3\).docx](Q:\Reference\Board Packet\2013\8\FUTURESUM2 (3).docx)