



**Lane Transit District**

Public notice was given to *The Register-Guard* for publication on September 12, 2013.

**LANE TRANSIT DISTRICT  
REGULAR BOARD MEETING**

**Wednesday, September 18, 2013  
5:30 p.m.**

**LTD Board Room  
3500 E. 17<sup>TH</sup> Avenue, Eugene  
(off Glenwood Boulevard in Glenwood)**

**A G E N D A**

		<u>Page No.</u>
I.	CALL TO ORDER	
II.	ROLL CALL	
	Towery _____ Necker _____ Dubick _____ Gillespie _____	
	Yeh _____ Reilly _____ Vacant _____	
III.	PRELIMINARY REMARKS BY BOARD PRESIDENT	(5 minutes)
IV.	COMMENTS FROM THE GENERAL MANAGER	(3 minutes) 4
V.	ANNOUNCEMENTS AND ADDITIONS TO AGENDA	(1 minute) 5
VI.	BOARD CALENDARS	(1 minute) 6
VII.	EMPLOYEES OF THE MONTHS—August, September and October	(10 minutes) 7
VIII.	AUDIENCE PARTICIPATION	
	◆ <i>Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.</i>	
	◆ <i>Citizens testifying are asked to limit testimony to three minutes.</i>	
IX.	EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.	(30 minutes) 9
X.	ITEMS FOR INFORMATION AT THIS MEETING	
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1.	Minutes of the June 13, 2013, Board Work Session [Page 18]		
2.	Minutes of the June 19, 2013, Regular Board Meeting [Page 24]		
B.	Environmental and Sustainability Commitment [Andy Vobora]	(10 minutes)	31
XII.	ITEMS FOR INFORMATION AT THIS MEETING (Continued)		
A.	Board Member Reports	(10 minutes)	34
1.	Meetings Held		
a.	Metropolitan Policy Committee (MPC), September 5		
b.	EmX Steering Committee, September 10		
c.	Lane Area Commission on Transportation (LaneACT), September 11		
d.	Accessible Transportation Committee (ATC), September 17		
2.	No Meeting/No Reports		
a.	LTD Board Human Resources Committee		
b.	Main Street-McVay Governance Committee		
c.	Lane Council of Governments (LCOG) Board of Directors		
d.	Governor’s Oregon Passenger Rail Leadership Council		
e.	LTD Pension Trusts		
f.	Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP)		
g.	LTD Board Service Committee		
h.	LTD Board Finance Committee		
B.	Monthly Financial Report – July and August 2013 [Diane Hellekson]	( 5 minutes)	37
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XIII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING 53

- A. Coordinated Care Organizations Pilot Project Compliance Plan (October)
- B. General Manager Evaluation (October)
- C. Bicycle Parking Study (October, November)
- D. Long-Range Transit Plan (October, November)
- E. Finding of Economic Recovery (October or November)
- F. Independent Audit Report and Comprehensive Annual Financial Report (CAFR) (November or December)
- G. Smart *Trips* Program (December)
- H. LTD/ATU Pension Work Group (Fall)
- I. Surface Transportation Improvement Program (STIP) (Fall)
- J. 2014 Legislative Agenda (Fall)
- K. Labor Negotiations (Fall)
- L. Budget Committee Appointments (December)
- M. Regional Transportation Options Plan (RTOP) (Future Meeting)
- N. Annual Performance Report (Future Meeting)
- O. High-capacity Transit Corridor Projects (Future Meeting)

XIV. ADJOURNMENT

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

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 18, 2013

**ITEM TITLE:** COMMENTS FROM THE GENERAL MANAGER

**PREPARED BY:** Ron Kilcoyne, General Manager

**ACTION REQUESTED:** None

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**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

<Q:\Reference\Board Packet\2013\9\Reg Mtg 9-18-13\GM Comments.docx>

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 18, 2013

**ITEM TITLE:** ANNOUNCEMENTS AND ADDITIONS TO AGENDA

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

**ACTION REQUESTED:** None

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**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:** September 18, 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.

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**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 fall and winter vacation dates.

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

**PROPOSED MOTION:** None.

<Q:\Reference\Board Packet\2013\9\Calendar of Events Summary.docx>

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 18, 2013

**ITEM TITLE:** AUGUST, SEPTEMBER, AND OCTOBER EMPLOYEES OF THE MONTHS

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

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### **BACKGROUND:**

**August 2013 Employee of the Month:** Bus Operator Nicole Houghton was selected to receive the August Employee of the Month (EOM) award. Nicole has been employed by the District since December 2005. Since then she has received six safe driving awards and has been nominated for Employee of the Month fourteen times. She is a member of the Green Team and has participated in the new bus operator selection process.

Nicole was nominated by an LTD customer for providing exceptional customer service to her passengers. The customer noted that Nicole is always on time; and whenever she is ahead of schedule on the bus route, she will pause at specific bus stops in order to maintain the schedule. She is extremely friendly, but she will not allow customers to use foul language or to act inappropriately on the bus. Nicole also goes out of her way to learn the names of regular customers.

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

Nicole's number one priority is customer service. She represents LTD in a positive light by providing customers with a smooth and safe ride. She is well liked by her coworkers and she has earned their respect. Nicole has a sweet personality and she is a pleasure to work with. She is an exceptional employee and is very deserving of this award!

**September 2013 Employee of the Month:** Employer Programs Specialist Marcia Maffei was selected to receive the September Employee of the Month (EOM) award. Marcia was hired as a bus operator in 1987, and was nominated for this award for the numerous contributions she has made during the 26 years she has worked for the District. In 2002 she moved to the Point2point Department (formerly Commuter Solutions) to work as the Rideshare program assistant. In 2006 she was promoted to employer program specialist. While in this role, she developed and marketed the successful LTD Group Pass Program to include 105 participating organizations that represent more than 45,000 employees and students attending area colleges.

In 2010 Marcia assumed leadership of the popular City of Eugene Business Commute Challenge (BCC) and enlarged it into a regional event. Her leadership and sense of fun has led to the tremendous success and recognition of the program, which motivates more than 2,200 local employees to walk, bike, carpool, and bus to work during the week-long annual event. In recognition of Marcia's immense contribution, the Statewide Transportation Options group presented Marcia with the Business Commute Challenge Program of the Year Award in 2011.

When asked to comment on Marcia's selection as Employee of the Month, Transportation Options Manager Theresa Brand stated:

Marcia is a consummate professional whose commitment to quality customer service and to building positive relationships has led to making many friends in the community on behalf of LTD. She shows a tremendous amount of initiative, she knows how to be a great team player, and she serves as a cheerleader for team members. In her spare time, Marcia likes to watercolor, to enjoy nature whenever possible, and to play the game Wordplay. Marcia is highly deserving of recognition by LTD and the Board of Directors for her exemplary service.

**October 2013 Employee of the Month:** The October Employee of the Month is Human Services Transportation Coordinator Kris Lyon. Kris came to LTD from Special Mobility Services in September 2012. She brought a clear sense of leadership and a notable internal knowledge to her position at a time of high stress for the RideSource Call Center. She worked diligently on the contract to provide non-emergency medical transportation for Oregon Health Plan-Plus transportation, which originated from a contract with the state, and then changed to a contract with the local for-profit Coordinated Care Organization. This represents a significant portion of the work that comes through the RideSource Call Center. The transition brought with it revolutionary processes, new relationships, and many unknowns. LTD was one of two early adopters, having begun service under the new contract on July 1, 2013.

Despite the many unknowns, Kris professionally created a positive relationship with Trillium Healthcare over many months. While Trillium was overwhelmed with its own transition, and LTD received little direction from the state; Kris knew what needed to be done, and rallied the resources needed to ensure a smooth transition. As a result, the transition has been virtually unnoticed by customers, LTD has a positive relationship with Trillium, and LTD is well-poised for more changes as thousands of new participants become eligible for the transportation service in January 2014.

When asked to comment on Kris' selection as Employee of the Month, Accessible and Customer Service Manager Cosette Rees stated:

Kris has demonstrated strong leadership, teamwork, and innovation throughout this project. While this was a team effort for LTD, Kris was our leader and champion. She has represented LTD professionally and with integrity. Because of her efforts and determination, this project is one more example of innovation and dedication by LTD in our community. Congratulations to Kris for her commitment to LTD and to those we serve!

#### **AWARDS:**

Nicole, Marcia, and Kris will attend the September 18, 2013, meeting to be introduced to the Board and to receive their awards.

<Q:\Reference\Board Packet\2013\9\EOM August - Nicole.docx>



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 18, 2013

**ITEM TITLE:** EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(h)

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

**ACTION REQUESTED:** That the Board move into Executive (non-public) Session pursuant to ORS 192.660(2)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

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**ATTACHMENT:** None

**PROPOSED MOTION:** I move that the Board meet in Executive Session pursuant to ORS 192.660(2)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 18, 2013

**ITEM TITLE:** 2013 LEGISLATIVE SESSION REVIEW

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

**ACTION REQUESTED:** None

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### BACKGROUND:

The 2013 Legislative Session ended on Monday, July 8, 2013, just a few days after the closing date that was projected by legislative leadership. With a more positive than expected May forecast, the legislature was able to approve an additional \$1 billion for education over the prior biennial budget. After five months of hectic work, the legislature adjourned with modest changes to the Oregon PERS system and an array of policy bills.

LTD joined with the Oregon Transportation Association (OTA) to preserve current funding wherever possible. In addition, LTD sought lottery funds for the final state match toward the West Eugene EmX Extension.

Overall, transit fared reasonably well, given the economic climate. LTD received \$12 million in Lottery Bonds for West Eugene EmX. In addition, \$42 million in Lottery Bonds was allocated for multimodal projects under ConnectOregon V. \$2 million also was dedicated toward Elderly and Disabled transit funding.

Seeking secure funding will almost certainly be part of LTD's and OTA's strategy for the next two sessions. Details about a strategy will be presented later this fall.

**ATTACHMENT:** Lobby Oregon 2013 Legislative Report, July 8, 2013

**PROPOSED MOTION:** None

[2013 Legislative Session Review agendasum.docx](#)

# 2013 End-of-Session Report

Prepared for LTD

July 8, 2013

## 2013 SESSION SCORECARD

Key: ↑ = Good for LTD; ↔ = Mixed result for LTD; ↓ = Poor for LTD

Result	Issue	Bill #	Details
↑	West Eugene EmX Funding	SB 5533	Authorizes \$12 million in lottery bonds for West Eugene EmX. This was \$3.2 million less than LTD requested but still goes a long way toward leveraging the federal funds available for the project.
↑	ConnectOregon V	SB 260	Authorizes \$42 million in lottery bonds for multimodal projects to be sold in Spring 2015.
↑	Elderly and Disabled (E & D) Transit Funding	SB 5544	\$2 million for E & D transit services was included in the Oregon Department of Transportation (ODOT) budget.
↑	Columbia River Crossing – a.k.a. I-5 Bridge Replacement Project	HB 2800	The Legislature approved \$450 million in unspecified funds for Oregon's share of the new \$3.4 billion I-5 bridge to be built over the Columbia River between Oregon and Washington.

## KEY ISSUES

### **WEST EUGENE EMX FUNDING – SB 5533**

**PASSED**

The Capital Construction Committee appropriated \$12 million in lottery bonds for West Eugene EmX, which is \$3.2 million less than LTD requested. The bonds won't be sold until Spring 2015, which could also raise some timing issues. This means the state has appropriated a total of \$17.8 million over three bienniums in matching funds for the project.

### **CONNECTOREGON V – SB 260**

**PASSED**

Lottery bonds were used to continue the state's investment in multimodal projects through the ConnectOregon program. This time, \$42 million was appropriated. These bonds will be sold in Spring 2015, so the project awards won't be made until late in the biennium.

There was a discussion about increased funding for ConnectOregon (up to \$100 million) and about adding bicycle and pedestrian projects to the mix, but those changes were not included in the final bill. Aviation, marine, passenger and freight rail and transit projects will continue to be eligible for ConnectOregon funding.

### **COLUMBIA RIVER CROSSING (CRC), A.K.A. I-5 BRIDGE REPLACEMENT PROJECT – HB 2800**

**PASSED**

The Legislature approved \$450 million in unspecified bonds for Oregon's share of the \$3.4 billion project to replace the I-5 Bridge across the Columbia River between Oregon and Washington.

The appropriation is contingent on Washington State contributing its share of the funding. That did not happen, which places the entire project in jeopardy.

Business interests in Portland are encouraging Governor Kitzhaber to move forward with a scaled-back \$2.75 billion project. The Oregon Legislature may need to meet in special session to reauthorize funding now that Washington State failed to act.

### **SENIOR MEDICAL TAX DEDUCTION – HB 2495, HB 3367**

**REVISED**

Efforts by Governor Kitzhaber, House Revenue Committee Chair Phil Barnhart, and others to make wholesale changes to the Senior Medical Tax Deduction failed. They were included in a comprehensive revenue package that was defeated on the Senate floor.

The Oregon Transit Association continued trying to link changes in this deduction to transit services for seniors.

At the end of the session, HB 3367 included one modest change in the deduction. From now on, only those 62 and older will be able to take the deduction, not the entire singular household. This change is expected to save \$3 million in 2013-15 and \$5 million in 2015-17.

### **WHAT CONSTITUTES A PUBLIC MEETING – SB 41**

**FAILED**

This bill grew out of the Lane County court case finding that three commissioners willfully violated the public meetings law to make budget decisions.

A workgroup crafted the bill, which said a gathering is *not* a public meeting if it is a:

- Discussion unrelated to the purpose of the board, e.g., talking about football over lunch.
- Fact-gathering activity.
- On-site inspection of property or facility at a location other than where the public body normally meets.

The Senate Judiciary Committee held a hearing but did not take action on the bill.

## **OTHER BILLS OF INTEREST**

### **CIGARETTE TAX INCREASE – HB 2275**

***FAILED***

The proposal was to increase the cigarette tax by \$1 per pack, from \$1.18 to \$2.18. Currently, Oregon's tobacco tax ranks 29<sup>th</sup> nationally, which is below the national average of \$1.49 per pack.

In hearings before the House Revenue Committee, transit supporters emphasized the importance of dedicated transit funding from the cigarette tax.

This bill never moved forward; but late in the session, a 10-cent tobacco tax for mental health services was included in the revenue-raising package that was defeated on the Senate floor.

### **TRIMET AUDIT – HB 3316**

***PASSED***

As introduced, this bill would have transferred the duties, functions, and powers of TriMet's Board of Directors to Metro.

After negotiations with leadership and Portland-area legislators, it was changed into a performance audit of TriMet by the Secretary of State's office. This was done with TriMet's support.

### **“BUST THE TRUST” – HJR 9**

***FAILED***

This joint resolution, introduced by Representative Jules Bailey (D-Portland), would begin the process of opening the State Highway Trust Funds to transit, pedestrian, and bicycle projects. Because the Highway Trust Fund is diminishing, transit, bicycle, and pedestrian supporters agree that spreading it further is not the answer. Expanding access to the Trust Fund would only make sense if new funding was found to help replenish the Trust.

### **STIP PLANNING – HB 2311**

***FAILED***

This would have added “improvement of connectivity between different modes of transportation” to the criteria used to select projects in the Statewide Transportation Improvement Program (STIP). ODOT testified that this expectation is already included in the 2015–18 STIP application. The bill passed the House but died in the Senate Business and Transportation Committee.

### **CASCADES RAIL CORRIDOR – HB 2918**

***PASSED***

This bill allows ODOT to enter into agreements with transportation departments in the State of Washington and British Columbia to facilitate the Cascades Rail Corridor.

Ridership between Vancouver, B.C. and Eugene totaled more than 211,000 in 2012 on Amtrak trains and Amtrak Thruway bus service. This is a 250 percent increase since 1995. To accommodate ridership increases, ODOT has agreements in place to add two additional passenger trains to the corridor in 2013.

Later this year, federal law will discontinue Amtrak's contribution to passenger rail service in the Cascades Rail Corridor. At that point, the states will be responsible for all operational and capital costs. This bill gives ODOT the operational authority it needs to maintain service on the corridor.

**ALTERNATIVE CONTRACTING METHOD – HB 2950**

***PASSED***

This bill sets out the rules and process that must be followed in order for a public agency to use a construction manager/general contractor form of contracting on a public construction project. This would be an alternative to the low-bid contracting process typically used. During hearings, it was said that this form of contracting, which brings the contractor into the design process earlier, has become more common in projects with complex or occupied structures, or structures of historical value.

**BUY AMERICAN – HB 2402**

***FAILED***

This would have required public projects over \$750,000 to purchase American-made iron, steel, or manufactured goods. The bill received one hearing in the House Consumer Protection Committee. No action was taken.

**APPRENTICESHIP TASK FORCE – SB 782**

***PASSED***

This bill started out setting goals and requirements for the number of apprentices that would have to be used on government contracts.

In the end it was modified to create a 14-member task force on apprenticeship in state contracting.

**APPRENTICESHIP REQUIREMENTS – HB 3115**

***FAILED***

This would have required contractors on public projects to employ apprentices for at least 10 percent of the total work hours in "apprenticeable occupations" on projects that exceed \$5 million. The bill died in Ways and Means.

**CARBON TAX – HB 2792**

***FAILED***

This would have imposed a tax on fuel suppliers and utilities based on the amount of carbon in the fuel sold to consumers or used to produce carbon-based electricity. This concept received only a hearing. The idea is that if this tax were in place, Oregon would repeal the renewable energy portfolio standard, the energy provider assessment, and the low carbon fuels standard, and decrease the motor vehicle tax and the renewable fuel standard.

As introduced, the bill would not alter transit agencies' continuance of fuel tax exemption and reimbursements.

**VETERANS DAY OFF – SB 1**

***PASSED***

Requires employers to give veterans paid or unpaid time off on Veterans Day.

**FACEBOOK PRIVACY IN HIRING – HB 2654**

**PASSED**

Prohibits an employer from requiring or requesting access to a job applicant's personal social media account. It also prohibits an employer from retaliating if an employee or applicant refuses access to such an account.

This bill is in response to national media stories about employers forcing or pressuring an applicant into giving the employer access to the applicant's social media account. Critics likened this activity to an employer looking through a personal diary.

**EXPANDS FAMILY LEAVE FOR BEREAVEMENT – HB 2950**

**PASSED**

This allows an employee to take up to two weeks of family leave following the death of a family member. The leave must be taken within 60 days of the death and counts toward the 12 weeks of authorized family leave. A family member includes a spouse; a domestic partner; a biological, adoptive or foster parent or child; a grandparent or grandchild; a parent-in-law; or person with whom the employee was or is in a relationship of *in loco parentis*<sup>1</sup>.

**REDEFINES "SUPERVISORY EMPLOYEE" – HB 2418**

**FAILED**

This bill went through massive rewrites to narrow its scope as it moved through the legislative process. In the end, it only applied to firefighters and was defeated in a vote on the Senate floor.

**LABOR UNION ORGANIZING – HB 3342**

**PASSED**

This prohibits a public employer from using public funds to fight, deter, or support union organizing. During the debate, the University of Oregon was used as the example of how public resources are wasted on these efforts.

**MEAL AND REST BREAK COMPENSATION – HB 3307**

**FAILED**

A large coalition of business groups came together to defeat this bill that would have required an employer to pay 1.5 hours additional compensation if an employee missed a rest break or meal.

**TIMELY RESPONSE TO UNEMPLOYMENT CLAIMS – SB 192**

**PASSED**

If an employer fails to respond in a timely manner to an unemployment claim, has a pattern of failing to respond, and that delay results in overpayment, this bill now requires the employer's account to be charged for benefits paid, including the overpayment.

**HEALTHY SNACKS IN PUBLIC BUILDING VENDING MACHINES – HB 3403**

**FAILED**

This bill would have set limits on calories, fat, sugar, and salt on products sold in vending machines in public buildings. Candy would be replaced with granola bars and trail mix; potato chips would be replaced with baked chips and pretzels; and sodas would be replaced with sparkling water and juice drinks.

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<sup>1</sup> Webster's New World College Dictionary, 4<sup>th</sup> ed. (Wiley Publishing, 2006), p. 736: In the place of a parent, or of a parent's authority.

Blind vendors, who control much of the vending machine market in Oregon, testified that they provide what customers want. One said he converted a major hospital chain to healthy snacks and saw his revenues decline 35 percent to 40 percent.

In response, the House Health Committee modified the bill to create a 15-member healthy vending task force. The bill died in Ways and Means.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 18, 2013

**ITEM TITLE:** CONSENT CALENDAR

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

**ACTION REQUESTED:** Approval of Consent Calendar Items

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**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 September 18, 2013:

- (1) Approval of the Minutes of the June 13, 2013, Board Work Session
- (2) Approval of the Minutes of the June 19, 2013, Regular Board Meeting

**ATTACHMENTS:**

- (1) Minutes of the June 13, 2013, Board Work Session
- (2) Minutes of the June 19, 2013, Regular Board Meeting

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

LTD Resolution No. 2013-024: It is hereby resolved that the Consent Calendar for September 18, 2013, is approved as presented.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Thursday, June 13, 2013

Pursuant to notice given to *The Register-Guard* for publication on June 6, 2013, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a Special Board Meeting/Work Session on Thursday, June 13, 2013, beginning at 5:30 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  
Janis McDonald, Minutes Recorder

Absent: Martha Reilly

**CALL TO ORDER/ROLL CALL:** Ms. Towery convened the meeting and called the roll at 5:31 p.m.

**PRELIMINARY REMARKS BY BOARD PRESIDENT:** Ms. Towery thanked Board members for adjusting their schedules to accommodate the Special Board Meeting.

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

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

**INFORMATION TECHNOLOGY SECURITY CHANGES:** Information Technology Manager Steve Parrott reviewed updated LTD network security practices and instructed members on the use of a new audio system. He also assisted Board members with the initial laptop logon to access Board meeting packets on the LTD website.

**LANE TRANSIT DISTRICT/AMALGAMATED TRANSIT UNION JOINT PENSION WORK GROUP UPDATE:** Director of Human Resources and Risk Management Mary Adams referred to background information and the Memorandum of Agreement Regarding the Lane Transit District/Amalgamated Transit Union Joint Pension Work Group. The Agreement resulted from a collective bargaining settlement in June 2012, and stipulated that the Work Group would make recommendations prior to December 31, 2013.

Ms. Adams introduced members of the Work Group: Tom Shackelford, LTD lead journey mechanic, ATU; Carl Faddis, executive board, ATU; Bill Bradley, Fleet Services liaison, ATU; Diane Hellekson, LTD director of finance and information technology; and Todd Lipkin, LTD finance manager. Board Member Gary Gillespie also participated. Ms. Adams said that the Work Group would provide an update, review a preferred model, and receive feedback from the Board before proceeding further. She introduced William H. Clark-Shim, Milliman principal and

consulting actuary to the Pension Work Group. Mr. Clark-Shim reviewed a document titled *ATU-Lane Transit District Interim Report to LTD Board, re: Pension Work Group, June 13, 2013*.

Mr. Clark-Shim indicated that the charge to the Work Group was to reduce long-term costs and to address volatility of the ATU Pension Plan, to assure predictable retiree benefits, and to reduce an unfunded liability. Currently, the plan is 50 percent funded; the goal is to fully fund the plan. The Work Group has reviewed options to address the impacts of current benefits. The ATU supports these current Defined Benefit (DB) Pension Plan characteristics: the Plan provides a monthly payment based on years of service, is risk-free, and provides guaranteed income for life without self-management. There was agreement that through steady change, Plan risk would be shared, the level of risk mitigated, and the Plan would be supported by both the ATU and LTD.

Mr. Clark-Shim stated that contribution rates represented in an hourly amount increased from \$.90 in January 2000 to \$4.68 in January 2012, primarily due to unanticipated investment losses and retroactive plan amendments. He emphasized that the unfunded liability of the current plan represented \$3.22 of the hourly contribution, whereas the underlying benefits were reasonably affordable.

A combination of potential solutions considered were:

- Application of future plan amendments to future service only.
- Anticipation of projected benefit increases in the benefits multiplier used.
- Use of more conservative investment return assumptions.

To encourage ATU participation in retirement planning, potential solutions considered were:

- Implementation of matching contribution incentives to increase ATU savings into Defined Contribution (DC) tax deferred accounts through use of savings achieved when plan amendments were applied to future service only.
- Automatic enrollment of new hires to participate in DC incentives program.
- Increased outreach, education, and investment offerings to ATU members.

Mr. Clark-Shim added that the matching incentive would be in addition to the current \$4.68 hourly contribution. The long-term cost of the current retirement plan would be reshaped to meet long-term financial goals, would be near cost neutral to LTD, and would have a shared risk of investments.

Mr. Lipkin commented that \$4.68 represented the current plan cost, and that changes implemented now would be evident in future actuarial estimates, not in current hourly costs.

Mr. Clark-Shim said that cost analysis assumptions of the preferred option to reshape the current plan included:

- An investment return assumption reduction from 7.25 percent to 6.5 percent.
- An annual contribution rate of 3 percent.
- Plan benefit increases that would keep pace with inflation.

The ATU supported continuation of the current DB plan and strongly opposed a new member transition to a DC plan. The Work Group did not deliberate this topic. Although a DC plan would reduce LTD's risk of future contributions, it would not lower the underlying cost of benefits and would require arbitration. The ATU opposed a two-tier system that created substantially different retirement benefits for members performing the same job and that depended solely on self-management.

Mr. Clark-Shim emphasized that projections use assumptions that have not been negotiated. To determine a plan design, two main questions should be considered:

- (1) What retirement benefits would be offered to ATU members in the future?
- (2) What assumptions would be used to assign a value to potential retirement benefits?

Mr. Clark-Shim said that the projections presented assumed 3 percent DB plan multiplier increases, a 6.5 to 7.5 percent rate of return, and an actual investment return of 12.5 percent for Fiscal Year (FY) 2012.

Mr. Clark-Shim continued with projected retirement program costs at 7.25 percent and provided graph comparisons of FY 2012 through FY 2032 under three scenarios:

- (1) Implementation of the Work Group's preferred model with both DB and DC plans
- (2) Transition to a DC plan
- (3) Continuation of the current DB plan

The preferred model assumed that all members were in the current DB plan with bargained inflationary increases applied only to future service and matching DC contributions with 70 percent participation. This model results in a cost of \$5.25 per hour in 2014 and maintains costs at approximately 21 percent of payroll due to continued early efforts to pay off the unfunded liability. Costs increase slightly to 22 percent in FY 2025, and decrease dramatically as the unfunded liability is paid off over time. The long-term goal of 10 to 12 percent of payroll is achieved in FY 2032.

Mr. Faddis commented that 53 percent of ATU members currently participate in the DC plan, which indicates that members understand the value of investment. Through aggressive educational efforts by ATU and in collaboration with LTD, an increase to 70 percent participation is expected. Increased participation would honor LTD's need to share risk and stabilize retirement plans.

A second plan model maintains current members on the DB plan, assumes bargained inflationary increases on future service only, and transitions newly hired members to a DC plan. The DC plan assumes a 10 percent of payroll cost and direct contributions by LTD that replicates the current salary plan. In FY 2015 the hourly contribution increases to \$5.74 per hour, or 23 percent of payroll, due to continued early efforts to pay off the unfunded liability. The hourly contribution decreases dramatically to under 21 percent of payroll in FY 2025, which is similar to Model A.

In response to a question from LTD Chief Accountant/Internal Auditor Carol James, Mr. Clark-Shim said that if the DB plan were closed, the investment horizon would shorten, the risk level would be lowered to allow for recovery in bad years, and a lower rate of return would be expected. Decreasing the rate of return assumption over time would increase contribution pressure and would be an additional factor to consider in the plan.

The third model continues the current plan. In FY 2015 the per hour cost rises to \$5.68 and increases as high as 24 percent of payroll. The plan continues to cost more and does not reduce unfunded liability as soon as other models would over the 20-year period.

One model assumes a more conservative 6.5 percent rate of return on investment. Mr. Clark-Shim noted that the lower rate results in increased near-term contribution rates, and costs as a percent of payroll remain level until FY 2025. Costs decrease dramatically as the unfunded liability is paid off.

Mr. Clark-Shim emphasized that increased benefits are anticipated in the projections presented. If future increases in benefits are not included, assumptions would not be met and full funding in FY 2032 would not occur as projected. He added that projections do not address volatility of investment returns. DB plan costs are more volatile and LTD carries the risk, whereas DC plan costs generally are not as volatile, and the risk is shared. A new emerging DB variable plan design that shares risk with employees is available but lacks sufficient history for evaluation at this time.

In response to a question from Mr. Yeh, Mr. Clark-Shim said that it would take 10 years for a transition to a DC plan to stabilize. Current employees would be in the DB plan for the next 30 to 50 years as new members were added to the DC plan.

In conclusion, Mr. Clark-Shim said that the focus of the presentation was to present enough information to allow the Board to provide the Work Group with increased general direction and feedback.

Mr. Dubick asked if the Future Only option reduces costs in the long term.

Mr. Clark-Shim said that future benefit assumptions would contribute slightly to short-term cost increases, but overall cost increases were predominately due to use of more conservative assumptions.

Mr. Dubick commented that although the plan models have different costs, it appeared that the 20-year result remained similar in terms of percent of payroll.

Mr. Clark-Shim cautioned that if projections and assumptions are correct, that was generally true. However, the preferred model also reflected a smarter use of that cost.

In response to Mr. Dubick, Mr. Clark-Shim confirmed that benefit payments were funded through contributions and investment earnings. If investment-earning assumptions were lower, contribution levels would increase and benefit payments would remain fixed.

Mr. Bradley commented that although the preferred model showed a sudden increase in contribution rates due to a decrease in earning assumptions, the transition could be managed gradually to minimize impacts to LTD.

In response to Mr. Dubick, Mr. Clark-Shim said that the inclusion of anticipated plan improvement costs would be the first priority, so that anticipated costs were paid in advance rather than after the fact. Although it would be preferable to manage the unfunded liability in less than 20 years, the current cost was high; and he would not recommend further increases at this time.

Mr. Dubick said that pension plan costs always would be balanced against service delivery.

Mr. Clark-Shim added that the cost projections presented were approximately twice as high as the actual cost of the pension plan. In 14 to 15 years when contribution rates decrease, LTD could consider an increased contribution rate and review further options to minimize risk.

In response to Mr. Necker, Mr. Clark-Shim indicated that he would not recommend the unfunded liability be paid at a slower rate unless absolutely necessary because it represents benefits already rendered.

Mr. Gillespie said that the Work Group process was creative and had resulted in options that represented shared sacrifice and a balanced approach to funding both the pension plan and LTD services. He supported the direction the Work Group was headed.

In response to a question from Mr. Lipkin, Mr. Clark-Shim said that of the three options presented, the DC plan had the least amount of uncertainty, and uncertainty would continue to decrease with time. The DB plan continued to remain more exposed to risk over time.

Mr. Lipkin commented that the DC plan has a much higher cost in the first seven years of the plan. The preferred model was recommended by the Work Group because it levels the percent of payroll paid into the pension plan, is more aligned with wages, and provides stabilization. In the short term, the DC plan represents the same level of risk as the DB plan.

Mr. Bradley advised that the DC plan also carries a risk of arbitration.

Mr. Dubick said that he had been concerned about the unfunded liability and had expressed interest in the DC plan for stability reasons. Given the information provided, he thought the application of multipliers to future contributions only was a mutual solution to control costs. He stated his support for the Work Group recommendation.

Mr. Gillespie said that he agreed with Mr. Dubick. He added that bargainable assumptions also represent opportunity for creative compensation options in the future. Assumptions also enable LTD to anticipate costs.

In response to a question from Mr. Necker, Ms. Adams confirmed that a DC plan had not been proposed for current employees during the last bargaining session.

Mr. Shackelford advised that the ATU would oppose any option that would result in two employees doing the same job being compensated at different levels. The ATU recognizes that a solution that shares the risk is necessary and supports a comprehensive approach that involves members taking a role in managing their own retirement. ATU Portland leadership also would review the preferred model and provide feedback to local union leadership. He expressed appreciation to the Board and commended Mr. Clark-Shim on his presentation.

Ms. Towery thanked everyone for their continued involvement. She expressed appreciation for the creative process used and summarized that the Board supported continued efforts toward the preferred model concept.

**RECESS:** Ms. Towery called a brief recess at 7:12 p.m. Ms. Towery reconvened the meeting at 7:15 p.m.

**LONG-RANGE TRANSIT PLAN:** Planning and Development Manager Tom Schwetz said that the Long-Range Transit Plan (LRTP) provides guidance in everyday decision-making and a distinct path toward achievement of its long-term vision. The LRTP also would be integrated into transit elements of the City of Eugene, City of Springfield, and Lane County transportation plans. The six goals and associated policies presented were intended to meet changing needs, conditions, and travel preferences of the community. The LTD management team and the EmX Steering Committee have reviewed and provided comment on the LRTP, and those comments are reflected in the document. Portions of the document were extracted from existing plans, such as the Coordinated Public Transit Human Services Transportation Plan and the Safety Plan.

Mr. Schwetz reviewed each Goal and associated Policies:

**Goal 1 and Policies:** Provide attractive travel options to improve ease of connectivity throughout LTD's service area.

**Goal 2 and Policies:** Sustain and enhance economic prosperity, environmental health, and quality of life through investment in transit service and infrastructure.

In response to Mr. Necker, Mr. Schwetz said, "infrastructure" referred to LTD capital improvements built, such as the EmX system.

**Goal 3 and Policies:** Ensure equitable and accessible transit service.

Mr. Necker commented that RideSource, or "on-demand transportation," was not referenced. Mr. Schwetz said that Policy 3.1 was intended to address those services, but an additional policy would be added. Ms. Towery agreed that a specific policy should be added to recognize that LTD met both economic and physical transportation access needs.

**Goal 4 and Policies:** Maintain and enhance safety and security of LTD's services.

**Goal 5 and Policies:** Use LTD's resources sustainably in adapting to future conditions.

Mr. Gillespie commented that there had been considerable discussion on Policy 5.1 by the EmX Steering Committee related to coordinated construction efforts with other agencies with projects in public rights of way.

**Goal 6 and Policies:** Engage the regional community in LTD's short- and long-term planning processes.

Ms. Towery emphasized that LTD intended to seek opportunities to engage public opinion and to involve partners in a wide range of activities, not just the provision of bus service. Mr. Schwetz said that additional language about innovative methods, collaboration, and use of best practices for engagement would be added to Policy 6.1.

Mr. Schwetz indicated that public outreach would occur from July through August 2013; and a Board public hearing was scheduled for September 2013, with adoption of the plan in October 2013. He noted that there had been coordination with the City of Eugene and the City of Springfield to ensure policy alignment and shared language.

Mr. Gillespie requested that after the Goals and Policies are complete, the LRTP becomes a living document that is integrated into ongoing discussions of agenda topics, projects, requests, etc. Mr. Schwetz indicated that the LRTP also would be included in LTD's annual performance evaluation.

**ADJOURNMENT:** Ms. Towery adjourned the meeting at 7:35 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

\_\_\_\_\_  
Michael Dubick  
Board Secretary

\_\_\_\_\_  
Jeanne Schapper  
Clerk of the Board

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, June 19, 2013

Pursuant to notice given to *The Register-Guard* for publication on June 13, 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, June 19, 2013, beginning at 5:30 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  
Martha Reilly  
Carl Yeh  
Ron Kilcoyne, General Manager  
Jeanne Schapper, Clerk of the Board  
Lynn Taylor, Minutes Recorder

**CALL TO ORDER/ROLL CALL:** Ms. Towery convened the meeting and called the roll at 5:35 p.m.

**PRELIMINARY REMARKS BY BOARD PRESIDENT:** There were no comments by the Board president.

**COMMENTS FROM THE GENERAL MANAGER:** Mr. Kilcoyne asked Point2point Transportation Options Manager Theresa Brand to introduce two employees that recently joined her department. Ms. Brand introduced Cody Franz, Springfield Main Street SmartTrips coordinator, and Allison Camp, bike/pedestrian sustainability coordinator, and gave an overview of their education and experience.

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

**BOARD CALENDARS:** Mr. Kilcoyne briefly reviewed the scheduled activities. He invited the Board members to participate in the Bus Roadeo on July 21, 2013.

**EMPLOYEE OF THE MONTH:** The Board recognized Bus Operator/Instructor Marcus Hecker as the July 2013 Employee of the Month.

Ms. Towery thanked Mr. Hecker for his service and dedication to LTD's mission and presented him with a certificate of appreciation, a check, and a pin commemorating his award. Mr. Hecker expressed his appreciation for the award and the opportunities made available to him through his employment with LTD.



**AUDIENCE PARTICIPATION:** Ms. Towery explained the procedures for providing public testimony.

**Bob Macherione**, Eugene, representing Our Money, Our Transit (OMOT), expressed ongoing concern for the lack of service to low-income housing on Brewer Lane, which he said was discontinued in 2010. He acknowledged receiving a letter from LTD which indicated that the District did not have funds to restore that service. He stated that the proposed budget included funds for two new administrative positions, which he said demonstrated that the District's focus was no longer on providing basic bus service to low-income housing. He repeated his request that the Brewer Lane service be restored. He said that a proper analysis of the issue had not been conducted and that Title VI impacts were not being considered.

**Josef Siekiel-Zdzienicki**, Eugene, commented that a 2012 University of Oregon (UO) study had revised an earlier study and concluded that there would be no increase in student enrollments during the next ten years, and only a 1,000-student increase during the ten years after that period. He urged LTD to rethink its budget because ridership was at a plateau, and a very large percentage of riders were students. He questioned how the District could afford major capital projects and when it would restore service to low-income people instead of catering to UO students.

#### **ITEMS FOR ACTION AT THIS MEETING**

**Consent Calendar:** Mr. Necker asked that Item No. 3, Approval of Federally Required Update of Extended Illness Bank Policy, be removed from the Consent Calendar for discussion.

**MOTION** Mr. Gillespie moved that Item No. 3, Approval of Federally Required Update of Extended Illness Bank Policy, be removed from the Consent Calendar for discussion. Mr. Necker provided the second.

**VOTE** The motion was approved as follows:  
AYES: Dubick, Gillespie, Necker, Reilly, Towery, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**MOTION** Mr. Yeh moved adoption of LTD Resolution No. 2013-019: It is hereby resolved that Item Nos. 1, 2 and 4 of the Consent Calendar for June 19, 2013, are approved as presented. Mr. Dubick provided the second. The Consent Calendar consisted of the minutes of the April 22, 2013, Strategic Planning Session; minutes of the May 15, 2013, Regular Board Meeting; and LTD Resolution No. 2013-020 Reaffirming LTD's District Boundaries.

VOTE The motion was approved as follows:  
AYES: Dubick, Gillespie, Necker, Reilly, Towery, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**Federally Required Update of Extended Illness Bank Policy:** Mr. Necker asked for clarification of the proposed changes to the Extended Illness Bank (EIB); specifically, if the changes apply to pensions. Mr. Kilcoyne explained that the new Defined Contribution Plan applies to administrative employees, not union employees. He said that all administrative staff hired after January 1, 2012, participate in a defined contribution program. Director of Human Resources and Risk Management Mary Adams added that the changes were intended to align the EIB policy with the Defined Contribution Plan, which was adopted by the Board in 2011 to apply to new administrative employees.

MOTION Mr. Necker moved to approve Amendments to the Extended Illness Bank Policy as presented. Dr. Reilly provided the second.

VOTE The motion was approved as follows:  
AYES: Dubick, Gillespie, Necker, Reilly, Towery, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**Public Hearing and Adoption of Fiscal Year 2013-14 Budget:** Director of Finance and Information Technology Diane Hellekson explained that the budget had not been changed since it was approved by the Budget Committee on May 15, 2013, which included all members of the LTD Board. She said that the Board could make minor changes before adoption, but substantial changes would need to be referred back to the Budget Committee for approval.

Ms. Towery opened the public hearing and invited testimony.

**Bob Macherione**, Eugene, representing OMOT, asked the Board or the LTD general manager to modify the budget before adoption in order to restore service to low-income housing. He said that funds should be spent on that service instead of on administrative staff. He did not understand how LTD could ignore its core mission of serving low-income populations and instead expand the EmX system. He urged the LTD Board to restructure the budget before adopting it and to restore service.

Ms. Hellekson clarified that the LTD Board needed to take action on the budget because State statute requires the District to have an adopted budget in place by June 30, 2013, and to file it with the State by July 15.

Ms. Towery determined that there was no one else wishing to testify, and closed the public hearing.

Mr. Gillespie spoke in favor of restoring the administrative position that would assist the District in acquiring additional funding from other sources. He stated that it was vital to have a staff member dedicated to that task because increasing District revenue could raise the likelihood of restoring or expanding regular bus service in the future.

MOTION Dr. Reilly moved 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. Mr. Necker provided the second.

VOTE The motion was approved as follows:  
AYES: Dubick, Gillespie, Necker, Reilly, Towery, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**West Eugene EmX Extension Contracting Method:** Purchasing Manager Jeanette Bailor stated that the LTD Board also serves as the LTD Contract Review Board. According to Oregon State law, the Contract Review Board needs to meet in certain circumstances to approve certain actions in terms of purchasing.

MOTION **Call to Order as LTD Contract Review Board:** Mr. Dubick moved that the regular meeting of the LTD Board be adjourned and that it be reconvened as the LTD Contract Review Board. Mr. Yeh provided the second.

VOTE The motion was approved as follows:  
AYES: Dubick, Gillespie, Necker, Reilly, Towery, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

Ms. Towery called the meeting of the LTD Contract Review Board to order.

Ms. Bailor described the Construction Manager/General Contractor (CM/GC) alternative contracting method, which LTD had used for both the Franklin and Gateway EmX projects. She said that CM/GC contracting was typically used on very large, complex projects that could not be procured using the low-bid method because of the scope of work involved. She said that in order to use any contracting method other than low-bid, the State required LTD to hold a public hearing and to obtain approval from the governing Board. She noted that the agenda packet contained a synopsis of the project and findings that supported the benefits of using the CM/GC method and low-bid exemption. The Board members indicated their understanding of the method.

Ms. Towery opened the public hearing.

**Bob Macherione**, Eugene, representing OMOT, stated that all of OMOT's input had been ignored. He said that he tried to give the LTD Board the benefit of the doubt, but OMOT had received no positive response from the Board regarding the group's concerns. Therefore, OMOT had filed a lawsuit against the Federal Transit Administration (FTA). He said that OMOT would figure out how to control LTD and get public input that worked. Speaking to the contracting method, he said that LTD had assured the public that the construction would proceed quickly, with minimal impact to businesses along the route. He said that instead of limiting construction to a two-block area, the contracting information indicated construction would be limited to approximately a five-block area. Mr. Macherione said that demonstrated that LTD had its own agenda and did not care about the impact on anyone else or about anyone's input. He insisted that LTD had ignored information that the West Eugene EmX Extension was unnecessary but continues to move forward.

There being no further testimony, Ms. Towery closed the public hearing.

Mr. Gillespie asked if bidders on the project would be aware that Davis-Bacon wage and Disadvantaged Business Enterprise (DBE) requirements applied. Ms. Bailor said that all bidding documents, both for the CM/GC and subcontracts, specified federal and state terms and conditions, including Davis-Bacon and DBE.

**MOTION** Dr. Reilly moved 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. Mr. Yeh provided the second.

**VOTE** The motion was approved as follows:  
AYES: Dubick, Gillespie, Necker, Reilly, Towery, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

Ms. Towery adjourned the meeting of the LTD Contract Review Board and reconvened the regular LTD Board meeting.

**Federal Fiscal Year 2014 Disadvantaged Business Enterprise (DBE) Goal:** Ms. Bailor said that every three years a new DBE goal was presented to the Board. It was based on calculations of the number of DBEs as a percentage of the same type of businesses listed in Lane County's Business Data Report. She said that the updated Program and Policy, along with calculations and supporting documents, were included in the agenda packet. She said that businesses receive DBE certification from the State of Oregon and are monitored annually by the State for compliance. She said that a list of DBE-certified businesses in Lane, Linn, Benton, and Douglas counties was provided.

Ms. Bailor said that LTD had a race neutral goal, which meant it did not set an actual goal in accordance with guidance issued by the FTA and the Federal Highway Administration (FHWA), but did (1) establish an organizational goal, and (2) submit a report to the FTA. She said that LTD was required to encourage contractors to solicit bids and set up programs to encourage DBE and small business subcontractors. She provided technical assistance to DBEs and small businesses to help them compete in the bidding process. She said that LTD's DBE goal for the next three years is 3.21 percent of contracting opportunities, based on next year's budget. She said that LTD's most recent goal was 3.49 percent; however, 4.91 percent was achieved. Of 842 firms in Lane County corresponding with the same types of businesses in which there were DBE firms, 27 were DBE certified.

In response to questions from Mr. Gillespie, Ms. Bailor said that the goal of 3.21 was a percentage of the federally funded contracts and established when a project went out to bid.

Mr. Necker asked if contractors were required to meet that goal. Ms. Bailor said that LTD was race neutral and did not impose a goal when issuing requests for proposals, but contractors were encouraged to propose a DBE goal when bidding. She said that the goals established by contractors were reported and monitored during the life of the contract.

Ms. Bailor added that LTD typically met or exceeded its DBE goal.

**MOTION** Mr. Necker moved the following resolution: LTD Resolution No. 2013-2023: Resolved, the LTD Board of Directors hereby adopts a new Disadvantaged Business Enterprise Goal of 3.21 percent, effective August 1, 2013. Mr. Dubick provided the second.

**VOTE** The motion was approved as follows:  
AYES: Dubick, Gillespie, Necker, Reilly, Towery, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

Mr. Kilcoyne recognized Ms. Bailor for her efforts to prepare and present the updated DBE program and goal before the Board's summer break.

### **ITEMS FOR INFORMATION AT THIS MEETING**

**Board Member Reports:** There were no additional remarks or questions.

**Board Committee Assignments:** Ms. Towery briefly reviewed the committee assignments and noted that she had discussed them with individual Board members. No concerns were raised; therefore, assignments were finalized.

Dr. Reilly said that Mr. Yeh would attend the next Lane Council of Governments meeting.

**EmX Steering Committee Appointments:** Planning and Development Manager Tom Schwetz said that members of the EmX Steering Committee had expressed an interest in adding representatives from the University of Oregon (UO) and Lane Community College (LCC) to the Committee. He said that typically the Steering Committee recruits applicants and makes recommendations to the Board for appointments. He asked if the Board wished to appoint representatives from those two institutions.

Mr. Gillespie, EmX Steering Committee chair, explained that his interest was in having a student representative from UO, LCC, and perhaps a high school, but requiring only two of the three to attend Committee meetings. He felt student representation on the Committee was critical because the West Eugene EmX would connect with the schools and more than 50 percent of riders were students.

Mr. Yeh stated his support for the addition of student representatives.

In response to a question from Dr. Reilly, Mr. Gillespie said that the student representatives would be full voting members and necessary for a quorum. Mr. Schwetz added that some Committee members had suggested that the students be ex officio members, as they tended to be transient in the community, attending scheduled meetings could be difficult, and the positions would need to be refilled often.

Mr. Necker stated his support for ex officio status for student representatives.

Mr. Dubick said that he preferred students be voting members of the Steering Committee. He asked which high school or schools would have representatives.

Mr. Gillespie commented that the Steering Committee generally did not have trouble achieving a quorum at its meetings, and votes were usually not close. He preferred that students be voting members.

Mr. Yeh stated his support for adding student representatives as voting members.

Mr. Schwetz determined there was consensus to add student representatives to the EmX Steering Committee as voting members. He said that staff would proceed with recruitment of UO and LCC representatives and would develop more information regarding adding high school students.

Mr. Gillespie thanked staff for their efforts.

**Summer 2013 Board Meetings:** Mr. Kilcoyne said that staff reported there was no pressing business anticipated for the Board during July and August, and he asked if there was any objection to canceling those meetings. He said that if any items arose prior to September that required action, a special meeting would be scheduled.

In response to a question, Mr. Kilcoyne said that he did not expect the vacant Board position to be filled until September or October. There was a consensus among Board members to cancel the July and August Board meetings. Mr. Kilcoyne added that informational packets containing the department reports and Board committee reports, would be sent in lieu of a regular meeting packet.

**Monthly Financial Report:** Ms. Hellekson said that at 11 months into the fiscal year, there was no bad news. Payroll tax receipts through May exceeded budget by a small amount, and other resources looked good. Personnel services were under control, and fuel costs had dropped again. She said that ridership figures were still soft, and staff were developing strategies for increasing ridership. She added that a draft financial report for the fiscal year would be available by the end of July, and a final audited report would be provided in the fall.

**ADJOURNMENT:** Ms. Towery adjourned the meeting at 6:40 p.m.

LANE TRANSIT DISTRICT

ATTEST:

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Michael Dubick  
Board Secretary

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Jeanne Schapper  
Clerk of the Board

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 18, 2013

**ITEM TITLE:** ENVIRONMENTAL AND SUSTAINABILITY COMMITMENT

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

**ACTION REQUESTED:** Adopt Lane Transit District's Environmental and Sustainability Commitment

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### BACKGROUND:

In 2007 the Lane Transit District Board of Directors adopted the District's first Sustainability Policy. This policy consists of the following statements:

Lane Transit District is committed to advancing the social, economic, and environmental sustainability of the Eugene-Springfield metropolitan area. The District commits to pursue action in the following four areas:

- **Providing quality transit service**  
As a key player in the regional transportation arena, Lane Transit District strives to provide residents and visitors with viable transportation options that reduce vehicle miles traveled in the community.
- **Using environmentally friendly vehicles**  
Lane Transit District commits to the conversion of its fleet to quiet, more environmentally-friendly vehicles, with the conversion triggered by the cost, availability, and reliability of the new technology.
- **Constructing earth-friendly projects**  
Lane Transit District recognizes the importance of environmentally responsible practices in design and construction and commits to using sustainable practices when developing transit facilities and other transit infrastructure in the community.
- **Implementing sustainable operating practices**  
Lane Transit District commits to implementing viable sustainability practices in all facets of its operations.

These statements were supported by background information on the sustainable efforts that LTD had historically practiced and those that the District would strive to achieve moving forward. This work was further enhanced when the LTD Green Team was formed in 2012. The Green Team is a cross-functional work team that develops sustainability goals and action plans for the District. Participants research emerging trends, analyze applications that may work for LTD, and play a key communication and education role. The Green Team spearheaded recent certification efforts, including participation in the BRING Recycling Rethink program and the American Public Transportation Association's (APTA) Sustainability Commitment effort. Earlier this

year, LTD General Manager Ron Kilcoyne was presented with the BRING Rethink Certification award; and within the coming months, LTD will submit for bronze certification through the APTA program.

In an effort to recognize greater savings through sustainability programs and practices, and to ensure that the District is at the forefront of environmental stewardship, LTD applied to participate in the Environmental and Sustainability Management System (ESMS) Institute sponsored by the Federal Transit Administration. In April 2013 LTD was notified that it had been selected as one of ten transit agencies to participate in this year's institute. LTD's ESMS team will participate in four workshops during the coming year and will work with ESMS auditors to develop an environmental and sustainability management system that complies with the International Organization for Standardization (ISO) 14001 standard.

The ISO 14001 standard includes 17 elements, and the first element is an environmental policy or commitment. LTD's ESMS team is recommending that the District adopt a commitment versus a policy, and this is primarily because the team feels a commitment is more easily accepted and understood by employees. The team has vetted this approach with the training staff from Virginia Tech University who feel it is perfectly acceptable.

The primary difference between LTD's sustainability policy and this ESMS commitment is that the ESMS commitment is confined to the LTD Glenwood facility. The District's sustainability policy applies to all District facilities, activities, services, and products. As the District gains experience applying the ESMS at the Glenwood facility, additional District facilities could and should be added to the management system.

**ATTACHMENT:** Lane Transit District Environmental and Sustainability Commitment

**PROPOSED MOTION:** I move the following resolution:

LTD resolution No. 2013-025: Be it resolved that the LTD Board of Directors hereby adopts the Lane Transit District Environmental and Sustainability Commitment.

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Verification	Originator	Revised	Approved	Issued
Initials	TB/AC		Executive Board	Core Team
Date	8-21-2013	8- 2014		

## ENVIRONMENTAL AND SUSTAINABILITY COMMITMENT

### OBJECTIVE

Lane Transit District (LTD) is committed to enhancing the community's quality of life by delivering reliable, responsive, and accessible public transportation services; offering innovative services that reduce dependency on the automobile; and providing progressive leadership for the community's transportation needs.

The LTD Environmental and Sustainability Commitment serves as documentation of LTD's intent to implement this public transportation service in an environmentally, economically, and socially responsible manner. A formal Environmental and Sustainability Management System (ESMS) will complement our sustainability commitment with the American Public Transportation Association (APTA). This ESMS uses an international standard (ISO 14001), which LTD will endeavor to meet in order to continually improve its environmental performance.

### POLICY

This commitment shows that Lane Transit District will:

- Document, implement, and maintain a formal ESMS through an annual review of this Commitment and associated ESMS documents, and annually update documentation and practices as necessary.
- Protect the environment by complying with all applicable local, state, and federal environmental laws and regulations.
- Minimize negative environmental impacts identified in LTD's ESMS by establishing measurable environmental and sustainability targets, objectives, and programs to supplement the core principals, action items, and stretch goals of the APTA Sustainability Commitment.
- Review these targets, objectives, and programs on an annual basis to strive for overall continual improvement in environmental consciousness and prevention of pollution.
- Communicate LTD's Environmental and Sustainability Commitment to all LTD employees, members of LTD's Board of Directors, and those working on behalf of LTD, in addition to making this Commitment a publicly accessible document.

This document will assist LTD in continued development and expansion of environmental and sustainable practices to serve as a model and a leader in the Eugene-Springfield region and in the public transit arena.

Administration/Adopted:

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 18, 2013

**ITEM TITLE:** BOARD MEMBER REPORTS

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

**ACTION REQUESTED:** None

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### BACKGROUND:

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

### MEETINGS HELD:

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

1. **Metropolitan 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. At the September 5 meeting, ODOT staff discussed Oregon's priorities for reauthorization of MAP-21, provided an update on preparation for the STIP Enhance Super ACT meeting, and described the process for developing a 2017-2020 STIP needs list. Also at the meeting, Point2point staff asked for input on the final draft of the Regional Bicycle Parking Study, and the new project manager for the scenario planning project, Kristin Hull, was introduced.
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 September 10 meeting, an update on current EmX operations was provided, which included information about EmX ridership, the construction schedule for the Pavilion Station, and the Magnetic Assistance Guidance System (MAGS) pilot. The Committee discussed the relationship between transit and land use. An update on the project status and next steps for the West Eugene EmX Extension and the Main Street – McVay transit feasibility planning process also was provided. In addition, specific information about station design, public involvement, and property owner outreach for the West Eugene EmX Extension was discussed.
3. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, Lane Council of Governments, and LTD. Board Member Michael Dubick serves as LTD's representative on this Commission, which meets on the second Wednesday of the month. At the September 11 meeting, an update was provided regarding the All Roads Safety (ARTS) project selection for safety improvements within Region 2; ODOT's straw proposal for the

2015-2018 STIP Enhance Super ACT was reviewed; the area needs list for 2017-2020 STIP was reviewed; and five LaneACT members volunteered to be on the officer nominating committee in advance of elections to be held in November.

4. **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 agenda for the September 17 meeting includes election of officers for the current fiscal year, a review of the meeting schedule and work plan for the year, and discussion of potential revisions to the LTD EZ Access Half-Fare Program.

#### **NO MEETINGS HELD:**

1. **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 next meeting is scheduled to be held on September 24.
2. **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 meeting is scheduled to be held on September 26.
3. **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.
4. **Governor's Oregon Passenger Rail Leadership Council**: Governor Kitzhaber created a leadership council of officials from the Willamette Valley to advise the governor and the Oregon Transportation Commission on a preferred alignment for inter-city passenger rail improvements. LTD Board Member Gary Gillespie represents LTD on the Leadership Council, with LTD General Manager Ron Kilcoyne serving as alternate. The next meeting is scheduled for October 1 and will include presentations and discussions on the background of the Oregon Passenger Rail project, additional rail corridor concepts, route alternatives and evaluations, and next steps for the project.
5. **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 tentatively scheduled to be held on November 13.
6. **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.
7. **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.

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.

<Q:\Reference\Board Packet\2013\9\BD Report Summary.docx>

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 18, 2013

**ITEM TITLE:** JULY AND AUGUST FINANCIAL STATEMENTS

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

**ACTION REQUESTED:** None

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**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 via e-mail to all Board members and senior LTD staff and posted to the LTD website. The July and August reports will be posted on September 17. The cover memo will focus on August results because they are more recent.

**ATTACHMENT:** None

Q:\Reference\Board Packet\2013\09\Sept. 18 Regular Mtg.\14fin02packet.docx

## AGENDA ITEM SUMMARY

**DATE:** September 18, 2013

**ITEM TITLE:** AUGUST GRANT REPORT

**PREPARED BY:** Todd Lipkin, Finance Manager

**ACTION REQUESTED:** None. Information Only.

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### **BACKGROUND:**

The Monthly Grant Report for activity through August 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. The current status is as follows:

- OR-39-0007 (\$75,000, 2011 5339 Alternatives Analysis funds): This grant funds the Main Street/McVay Transportation Planning Study. This grant was executed on August 16 making it an active grant.
- 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. This grant was certified by the Department of Labor on August 21. Final review by FTA should be completed for execution in early September.
- OR-95-X055 (\$1,447,601 FY 2013 STP funds): This application provides funding for preventive maintenance and Point2point Solutions projects. This grant was certified by the Department of Labor on August 23. Final review by FTA should be completed for execution in 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) 2015-2018 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



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	-	7,721,200.00	8,384,208.48	(663,008.48)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	-	30,808,867.00	28,476,767.41	2,332,099.59

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	97.00	1,062,000.00	25,291.41	1,036,708.59
11.62.02 Call Center Telephone System	-	298,000.00	275.93	297,724.07
	97.00	1,360,000.00	25,567.34	1,334,432.66

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	4,056.00	1,460,900.00	1,056,434.37	404,465.63
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	43,082.27	6,917.73
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	-
	4,056.00	18,531,037.00	17,997,243.35	533,793.65

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
11.42.08 Software	-	500,000.00	177,132.64	322,867.36
11.42.09 (01) Security Improvements	-	150,000.00	83,367.60	66,632.40
11.42.09 Security Improvements	-	91,250.00	91,250.00	-
11.42.11 Support Vehicles	-	60,000.00	2,436.44	57,563.56
11.42.20 Miscellaneous equipment	-	100,000.00	6,852.26	93,147.74
11.43.03 Improvements	-	600,000.00	529,139.93	70,860.07
11.71.12 Vanpools	5,459.00	102,125.00	91,348.44	10,776.56
11.7A.00 Preventive Maintenance	-	7,500,000.00	7,500,000.00	-
	5,459.00	13,730,013.00	8,481,527.31	5,248,485.69

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	1,872,030.47	468,323.53
11.7F.00 Gateway SmartTrips	-	100,301.00	100,301.00	-
	-	2,440,655.00	1,972,331.47	468,323.53

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	222.00	83,584.00	21,027.66	62,556.34
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	109.00	2,500.00	1,872.04	627.96
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	331.00	1,047,911.00	971,987.88	75,923.12



OR-95-X055 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
	-		-	
	-	1,613,285.00	-	

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 18, 2013

**ITEM TITLE:** DEPARTMENT REPORTS

**PREPARED BY:** Ron Kilcoyne, General Manager

**ACTION REQUESTED:** None

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**BACKGROUND:**

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

**ATTACHMENT:** Monthly Department Reports, September 18, 2013



## MONTHLY DEPARTMENT REPORTS

September 18, 2013

### Customer Services and Planning

*Andy Vobora, Director of Customer Services and Planning*

#### **OUTREACH**

The District is completing a six-month media campaign featuring rider testimonials. This effort will be updated with new testimonials highlighting some of the partnerships that LTD has with local organizations. Other paid media placements include radio ads featuring General Manager Ron Kilcoyne inviting the community to the Eugene Celebration, ads highlighting back-to-school, and the University of Oregon (UO) football service messaging. All of these ads also were supported in print. A variety of placements to promote LTD activities will be visible during the coming months online and through radio, print, outdoor ads, and transit.

Presentations to community groups have included the Metro Rotary Club and the Goodpasture Island Neighborhood Association. Additional presentations will be scheduled as community groups have openings on their agendas.

Staff have attended the following community events: the Eugene Sunday Streets, the Eugene Celebration, SummerFair, Touch-a-Truck, the BRING Home and Garden Tour, and others.

#### **MARKETING AND COMMUNICATIONS**

*Russ Arnold, Marketing Supervisor*

##### ***Rider's Digest Distribution***

Approximately 10,000 *Rider's Digests* have been distributed throughout the community.

##### **Web Store**

Sales continue to increase, with the strongest performer currently being the Autzen Express Pass. An expanded Web store marketing push targeting current riders will roll out in the next month at the Eugene Station, with the goal of increasing sales across all fare types.

##### **Web Development**

A vendor has been selected to redesign the LTD Website. The Request for Proposal Web Team will meet with the vendor, SiteCrafting, in September to solidify the contract scope. The project is scheduled to begin in late September or early October.

**Hiring Update**

Graphic Designer Tara Ortiz will be leaving LTD on October 3 and will be moving with her family back to Chicago. Public Relations Specialist Angie Sifuentez will retire on October 31 after 38 years of service with the District. The search process to replace Ms. Ortiz and Ms. Sifuentez began in early September.

**Transit Advertising**

LTD has completed negotiations with the UO Athletic Department for exclusive advertising rights on EmX vehicles. The EmX vehicles were excluded from the Lamar contract renewal in an effort to develop a more aggressive use of the ad space on these vehicles. Staff are actively working to create new advertising revenue sources, including the first paid ads in the *Rider's Digest* this year.

**ACCESSIBLE AND CUSTOMER SERVICES**

*Cosette Rees, Accessible and Customer Services Manager*

**Coordinate Care Organization (CCO) Update**

After two months of providing Non-Emergent Medical Transportation (NEMT), LTD and Trillium are settling into a new relationship. Ridership has remained flat during the transition, with about 97 percent of the rides provided through the program being part of our new Coordinated Care Organization (CCO) contract. The remaining 3 percent were fee-for-service trips or trips for residents outside of the LTD region.

On January 1, 2014, an expansion of thousands more eligible individuals to our local area will begin as the Oregon Health Authority changes eligibility requirements to include more individuals and households who qualify for services based on income.

Also on January 1, 2014, other regions will incorporate NEMT into their local CCOs. LTD is working to create agreements with other transportation brokerages for trips they provide for individuals covered under LTD's CCO, and for trips provided by LTD for individuals covered under other CCOs.

**FACILITIES**

*Joe McCormack, Facilities Manager*

**New Shelter Location**

Staff have been working with the Northeast Neighborhood Association to develop a shelter stop location on Crescent Avenue. The neighborhood is interested in a shelter at this location to serve two needs: 1) school kids use the area to wait for a school bus, and 2) residents in the housing to the north use this stop for westbound transit service. The stop activity doesn't warrant the placement of a shelter; however, the Neighborhood Association is willing to partner on the cost of developing the stop, and LTD has an under-utilized shelter that it can move from a nearby location.

**Pavilion Station**

Plans for a new EmX Station at the north end of RiverBend Drive are moving forward. This station has cleared the environmental review with the Federal Transit Administration, and PeaceHealth has agreed to donate any needed right-of-way. No timeline for construction is available at this time. Grant funds from LTD and through the Surface Transportation Program-Urban (STP-U) process will pay for construction.

**Bus Stop Cleaning Contract**

Effective on August 28, LTD terminated its contract with CBM Systems, the firm that has been cleaning and picking up garbage at District shelters since February. CBM was hired to bring a more sophisticated way of conducting business for a better price than previous contractors. That did not turn out to be the case. This was an action that the District had been trying to avoid for the past couple of months, but the lack of adequate performance and quality of work seemed to be a hurdle that CBM couldn't overcome.

The previous contractor will be hired back temporarily while a new Request for Proposals is developed. During this transition, it is anticipated that some bus stops will experience less than desired service. The Facilities staff will respond promptly to calls that come in.

**Big Belly Trash Compactor**

The first of two trash and recycling units has been installed at the Eugene Station adjacent to Willamette Street (see photo). This unit not only accommodates typical co-mingle recycling, but includes a solar-powered trash compactor. This should, in theory, provide more capacity for trash, and reduce the frequency of which it must be emptied.



**PLANNING AND DEVELOPMENT**

*Tom Schwetz, Planning and Development Manager*

**POINT2POINT**

*Theresa Brand, Transportation Options Manager*

**Ridesharing**

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.

<b>Drive Less Connect Statistics</b>	<b>Aug 2013</b>	<b>All Time 9/1/11–8/31/13</b>
New Registrants	38	1,411
Non-single Occupant Vehicle Miles Logged	32,228	1,557,611
Trips Reported (one-way)	2,445	93,843
CO <sub>2</sub> Reduction (pounds)	22,765	1,076,549
Gasoline Saved (gallons)	1,151	54,608

**Vanpool Program**

Rideshare Program Specialist Tracy Ellis and Administrative Secretary Cammie Harris staffed an information booth at the Oregon State Hospital job fair in Junction City. More than 250 prospective employees sought information on carpooling and vanpooling from Eugene to Salem. All employees hired will work in Salem until construction of the new hospital in Junction City is complete in 2015.

Two vanpools (from Eugene to Salem) began operating in August, and one vanpool (also from Eugene to Salem) was disbanded.

**2013 Vanpool Statistics**

	Jan	Feb	Mar	Apr	May	June	July
Number of Vanpools	11	11	12	12	13	13	14
Average No. of Full-time Riders	76.8	80.4	82.7	82.3	88.9	76.8	92.6
Vehicle Miles Reduced (VMR)	134,274	138,177	142,829	146,482	158,013	131,977	16,1647
CO <sub>2</sub> Reduced (pounds)	107,419	110,542	114,263	117,185	12,6410	105,582	129,317

**Employer Programs**

Harry and David Gifts is back in operation for the 2013 holiday season. They have more than 600 seasonal employees and will offer them an LTD group pass and Emergency Ride Home benefit from October through December.

The Willamette Leadership Academy, with 200 students, has cancelled its group pass program due to a downturn in student participation. The move to Goshen, with no LTD bus service, also was a factor.

**CarShare**

Regional Car Sharing Program Statistics – 2013

	Jan	Feb	Mar	Apr	May	Jun	Jul
Vehicles in Fleet	4	4	4	4	4	4	4
Total Reservations	48	48	43	53	53	60	54
Total Hours Used	201.75	241.75	309	203.5	335	251.75	402.75
Reservations/Car	12	12	11	13	13	15	14
Total Members	98	104	112	113	116	122	123
Members/Car	25	26	28	28	29	31	31

**Park & Ride**

An additional 18 Park & Ride spaces were added to the Booth Kelly parking lot, which serves as overflow parking for the Springfield Station.

**School Services**

Meetings continue with the Eugene, Bethel, and Springfield school principals and staff as the school year begins.

Point2point staff attended the National Safe Routes to School Conference, which was held in Sacramento on August 13-15. The conference provided tools to implement the Regional Safe Routes to School (SRTS) Plan, which was developed in November 2012. Concentrated efforts in Springfield for both SRTS and Schoolsolutions will continue as the school year begins.

Preparations continue for the International Walk and Bike to School Day held in October each year. Last year regional schools served more than 7,200 students.

**SmartTrips**

The travel pre-survey has been completed and staff are compiling the data.

The SmartTrips “We are Coming” mailer was sent out on August 16. Staff mailed the first wave of travel kit order forms on August 26. The order forms were distributed to 2,100 residents in the north part of the target area. Staff began filling orders on September 3.

SmartTrips held the first Hayden Bridge event on August 28. The team hosted a breakfast on the EWEB bike path, where staff provided breakfast to walkers and bikers as well as travel and safety information. The event included more than 50 participants.

**SERVICE PLANNING**

*Will Mueller, Service Planning Manager*

The final preparations for Fall Bid, which include interfaces between Hastus and TransitMaster, were completed in the first week of September.

The first home game football service under the new configuration was run on Saturday, August 31; and from initial reports, things ran well with only a few minor issues.

Substantial work has been completed preparing for an LTD Service Planning peer exchange to be conducted on October 14-16. The exchange will examine current service planning procedures.

**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*

The Joint Insurance Committee met in late August to discuss the 2014 health care renewal strategy. Wilson-Heirgood Associates, LTD's insurance broker, was instructed to obtain quotes from likely insurers and bring them back to the Committee for consideration in early October.

### **RECRUITMENT AND PERSONNEL**

*David Collier, Senior Human Resources Analyst*

#### **Additions and Promotions**

Edward McGlone has been hired for the LTD government relations manager position. Mr. McGlone will begin working in late September or early October. He has spent the last nine months working in TriMet's Government Affairs office. Prior to that, he worked on several state election campaigns, and as a legislative aide.

Joel Saito was hired as the Point2point Smart *Trips* intern, and he began work on September 3. He recently graduated from the University of Oregon with a B.A. in Sociology. When he is not working for LTD, he may be found at Sequential Biofuels.

Maintenance Department staff conducted interviews on September 3 for two general service workers. One began work in mid-September, and the other will begin work at the beginning of November.

The Operations Department is currently recruiting for bus operators. Potential candidates were invited to drive an LTD bus to determine if it is a job they might enjoy. The position closed on September 13, with video testing to begin in early October. Interviews will be held in mid-October, and a class is scheduled to begin on December 2.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 18, 2013

**ITEM TITLE:** MONTHLY PERFORMANCE REPORTS

**PREPARED BY:** Ron Kilcoyne, General Manager

**ACTION REQUESTED:** None

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**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:** July 2013 RideSource Activity and Productivity Report  
*(The link to the August 2013 Performance Reports will be sent out electronically with the financial reports on or before September 17.)*

**PROPOSED MOTION:** None

<Q:\Reference\Board Packet\2013\9\performance summary.docx>

## Special Mobility Services: RideSource Activity and Productivity Information

July-13	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
<b>RideSource Ridership</b>	15,426	15,294	0.9%	15,426	15,294	0.9%	190,026	194,716	-2.4%
RideSource(All Modes)	13,660	13,008	5.0%	13,660	13,008	5.0%	162,021	157,569	2.8%
Shopper	560	484	15.7%	560	484	15.7%	6,519	6,022	8.3%
Escort Volunteers-Metro	733	919	-20.2%	733	919	-20.2%	10,679	14,980	-28.7%
Escort Volunteers-Rural	473	883	-46.4%	473	883	-46.4%	10,807	16,145	-33.1%
<b>RideSource Cost per Ride</b>	\$ 26.04	\$ 23.67	10.0%	\$ 26.04	\$ 23.67	10.0%	\$ 24.06	\$ 22.17	8.5%
RideSource(All Modes)	\$ 28.29	\$ 26.59	6.4%	\$ 28.29	\$ 26.59	6.4%	\$ 27.08	\$ 26.14	3.6%
RideSource Shopper	\$ 14.80	\$ 14.11	4.9%	\$ 14.80	\$ 14.11	4.9%	\$ 14.04	\$ 14.74	-4.7%
RideSource Escort	\$ 5.75	\$ 5.19	10.7%	\$ 5.75	\$ 5.19	10.7%	\$ 4.33	\$ 3.48	24.3%
<b>Ride Reservations</b>	14,825	14,062	5.4%	14,825	14,062	5.4%	175,714	169,070	3.9%
Cancelled Number	1,294	1,159	11.6%	1,294	1,159	11.6%	14,965	15,582	-4.0%
Cancelled % of Total	8.73%	8.24%		8.73%	8.24%		8.52%	9.22%	
No-Show Number	202	184	9.8%	202	184	9.8%	1,964	1,995	-1.6%
No-Show % of Total	1.36%	1.31%		1.36%	1.31%		1.12%	1.18%	
Ride Refusals Number	0	0	#DIV/0!	0	0	#DIV/0!	2	2	0.0%
Ride Refusals % of Total	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	
<b>Service Hours</b>	8,141	7,568	7.6%	8,141	7,568	7.6%	95,146	90,280	5.4%
Agency Staff	7,991	7,347	8.8%	7,991	7,347	8.8%	93,173	87,496	6.5%
Agency SMS Volunteer	150	221	-32.1%	150	221	-32.1%	1,973	2,784	-29.1%
Avg. Trips/Service Hr.	1.75	1.78	-1.7%	1.75	1.78	-1.7%	1.77	1.81	-2.2%
<b>RideSource System Miles</b>	100,789	95,820	5.2%	100,789	95,820	5.2%	1,193,532	1,137,899	4.9%
Avg. Miles/Trip	7.09	7.10	-0.2%	7.09	7.10	-0.2%	7.08	6.96	1.8%
Miles/Vehicle Hour	12.38	12.66	-2.2%	12.38	12.66	-2.2%	12.54	12.60	-0.5%

## Special Mobility Services: RideSource Activity and Productivity Information

July-13	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
<b>On-Time Performance %</b>	89.5%	88.4%	1.3%	89.5%	88.4%	1.3%	88.7%	88.0%	0.8%
Sample	12,064	11,614		12,064	11,614		144,949	140,984	
On-Time	10,800	10,262		10,800	10,262		128,505	124,027	

- RideSource (All Modes) includes rides done by SMS volunteers.
- Escort Volunteers-Metro includes in-district volunteer rides and SMS volunteer escort rides.
- Escort Volunteers-Rural is out of district volunteer rides.
  
- RideSource cost per Ride (All Modes) is from the current cost model less Brokerage, Oakridge, volunteer escort, and Shopper
- Shopper cost per ride is from the current cost model
- Escort cost per ride is from the current cost model
  
- 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:** September 18, 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

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### BACKGROUND:

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

- A. **Coordinated Care Organizations Pilot Project Compliance Plan**: A report will be presented to the Board at the October 18 regular meeting.
- B. **General Manager Evaluation**: The Board Human Resources Committee will continue its work on the general manager evaluation at its next meeting on September 24, with its recommendation going to the full Board on October 18.
- C. **Bicycle Parking Study**: An overview of the Draft Regional Bicycle Parking Study will be presented to the Board during the October 18 regular meeting. A final report will be presented to the Board with a request for adoption at the November 20 regular meeting.
- D. **Long-Range Transit Plan**: A public hearing on the Long-Range Transit Plan will be held during the October 18 regular meeting, with adoption to follow at the November 20 regular meeting.
- E. **Finding of Economic Recovery**: A work session will be held in October or November to review standards for determining economic recovery and requirements for Board action regarding the payroll tax.
- F. **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.
- G. **SmartTrips Program**: An update on the SmartTrips program will be presented to the Board during the November or December regular Board meeting.
- H. **LTD/ATU Pension Work Group**: Staff will report to the Board on the process and progress of this work group in the fall.
- I. **Surface Transportation Improvement Program (STIP)**: A status update on the STIP Enhance process will be provided to the LTD Board in the fall.
- J. **2014 Legislative Agenda**: In the fall staff will provide an overview of funding requests and discuss strategy for the 2014 Legislative Session.

- K. **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.
- L. **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.
- M. **Regional Transportation Options Plan (RTOP):** An update and request for adoption will be presented to the Board at a future meeting.
- N. **Annual Performance Report:** Staff will provide a FY 2012-13 Performance Report to the Board at a future meeting.
- O. **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 MEETING:** September 18, 2013

**ITEM TITLE:** JULY AND AUGUST FINANCIAL STATEMENTS

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

**ACTION REQUESTED:** None

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### BACKGROUND:

Financial results for the first two months of the 2013-14 fiscal year are summarized in the attached reports. With a focus on the most current information, this report covers August and two-month year-to-date results.

Passenger fares are 1.7 percent lower for the first two months of the new year over the same period last year. Passenger boardings for the rolling twelve-month period, which ended August 31, decreased 2.4 percent compared to the previous period. August 2013 boardings were 3.2 percent lower than August 2012. August 2013 had one less weekday than August 2012, which accounts for some of the decrease.

Payroll tax revenues are up 3.7 percent versus last year. The increase in payroll tax rate from .0068 to .0069 on January 1, 2013, accounts for some of this increase. Year-to-date results are consistent with the current-year budget assumptions and the current Long-Range Financial Plan.

There are usually no self-employment tax receipts expected until after the first of January for the calendar year that will end December 31. Self-employment tax payments are due at the same time as state income tax returns, usually on April 15. Year-to-date receipts of \$33,488 are likely payments for prior periods.

State-in-lieu receipts are disbursed quarterly. Receipts for the quarter ending September 30, 2013, are expected in early October.

Interest rates of return remain near historic lows. The Local Government Investment Pool is still 0.54 percent, down from 0.6 percent a year ago.

Total personnel services expenditures, the largest category of operating expense, show an 8.4 percent decrease versus the previous year. The decrease is primarily the result of the prepayment of the actuarial recommended contribution to the administrative employee retirement plan of \$556,000 to reduce the unfunded liability that occurred in July 2012. In FY 2013-14, this required payment is being spread over the twelve-month year in order to make cash management easier for the pension plans' third-party administrator. Lane Transit District makes contributions to the administrative employee retirement plan for prospective obligations and to the Amalgamated Transit Union employee plan for all obligations every two weeks as part of payroll processing. LTD is also experiencing a high rate of employee retirements, which create periods in which bus operator positions are vacant.

Materials and services results vary widely from department to department, and payment timing can vary from year to year. There also are several large expenses that occur early in the fiscal year. Total materials and services are as expected through the first two months of the current fiscal year.

Fuel prices were stable in August. The current-year budget assumes \$3.75 per gallon. The year-to-date high was \$3.16 per gallon on July 18, 2013. A year ago, the high price was \$3.67, so the trend has been down over time. The low price of \$3.09 occurred on July 8, 2013. Lane Transit District still has several months of fuel inventory stored in Coos Bay. In August, 36,603 gallons of stored fuel, with a value of \$3.39 per gallon (\$214,018 total), was moved to Glenwood storage tanks for use in fixed-route service.

The General Fund is stable through August. The next quarterly distribution of payroll tax receipts is expected in early November.

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

Capital Projects Fund activity has been focused primarily on planning for the West Eugene EmX Extension. There have also been investments in hardware and software upgrades, and investing in passenger boarding improvements. Project expenditures are consistent with FY 2012-13 budget expectations.

In December, Board members will receive the "FY 2012-13 Comprehensive Annual Financial Report" (CAFR). Field work for the annual independent audit of last fiscal year will begin on September 30. Results will be reported to the Board at a future meeting.

**ATTACHMENTS:** Attached are the following financial reports for August and July 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 8/31/2013 With Comparisons to Prior Year to Date**  
**Current Year: 2013-2014**  
**Unaudited**

	Prior YTD 12-13	Adopted Budget	YTD Actual	% Budget	% Over Last Year
<b>Revenues &amp; Other Sources</b>					
Passenger Fares	724,802	4,349,800	711,652	16.4%	-1.8%
Group Pass	333,479	2,704,000	340,881	12.6%	2.2%
Advertising	47,500	255,000	274,000	107.5%	476.8%
Special Service	82,730	146,800	40,836	27.8%	-50.6%
Miscellaneous	29,297	151,000	27,960	18.5%	-4.6%
Total Operating	<u>1,217,808</u>	<u>7,606,600</u>	<u>1,395,329</u>	18.3%	14.6%
Payroll Tax (cash basis)	5,860,362	25,543,100	6,074,714	23.8%	3.7%
Self-employment Tax (cash basis)	45,689	1,785,600	33,588	1.9%	-26.5%
State-in-Lieu (cash basis)	-	1,820,000	-	0.0%	N/A
Operating Grants	875,915	5,056,000	-	0.0%	-100.0%
Total Taxes & Grants	<u>6,781,966</u>	<u>34,204,700</u>	<u>6,108,302</u>	17.9%	-9.9%
Interest Income	10,981	50,000	14,628	29.3%	33.2%
Sale of Assets	-	15,000	-	0.0%	N/A
Total Revenues & Other Sources	<u>8,010,755</u>	<u>41,876,300</u>	<u>7,518,259</u>	18.0%	-6.1%
<b>Expenditures &amp; Other Uses</b>					
<b>Personnel Services</b>					
Administration	1,926,889	9,811,800	1,562,820	15.9%	-18.9%
Administration - Contra Payroll	(107,213)	(978,100)	(195,340)	20.0%	82.2%
Administration - Net	<u>1,819,676</u>	<u>8,833,700</u>	<u>1,367,480</u>	15.5%	-24.9%
Contract	3,011,237	19,555,000	3,058,518	15.6%	1.6%
Total Personnel Services	<u>4,830,913</u>	<u>28,388,700</u>	<u>4,425,998</u>	15.6%	-8.4%
<b>Materials &amp; Services</b>					
General Administration	26,707	150,000	13,277	8.9%	-50.3%
Government Relations	64,927	134,000	44,339	33.1%	-31.7%
Finance	32,243	188,000	32,960	17.5%	2.2%
Information Technologies	356,030	785,500	296,219	37.7%	-16.8%
Human Resources	29,361	330,100	11,481	3.5%	-60.9%
Marketing	61,699	362,600	50,093	13.8%	-18.8%
Accessible & Customer Services	3,331	67,800	2,478	3.7%	-25.6%
Planning & Development	5,476	109,700	2,550	2.3%	-53.4%
<i>point2point Solutions</i>	35,027	671,100	97,851	14.6%	179.4%
Facilities Services	214,385	1,368,400	152,175	11.1%	-29.0%
Transit Operations	109,048	728,800	103,183	14.2%	-5.4%
Maintenance	586,535	4,763,400	485,052	10.2%	-17.3%
Insurance / Liability Costs	167,475	1,064,900	167,733	15.8%	0.2%
Accessible Services Transfer	29,520	2,635,400	569,099	21.6%	1827.8%
Medicaid Fund Transfer	-	147,200	-	0.0%	N/A
Capital Transfer	1,600,000	1,792,700	1,792,700	100.0%	12.0%
Total Materials & Services	<u>3,321,764</u>	<u>15,299,600</u>	<u>3,821,190</u>	25.0%	15.0%
Total Expenditures & Other Uses	<u>8,152,677</u>	<u>43,688,300</u>	<u>8,247,188</u>	18.9%	1.2%
Excess (Deficiency) of Revenues Over Expenditures	<u>(141,922)</u>	<u>(1,812,000)</u>	<u>(728,929)</u>		-413.6%
<b>Net to Fund</b>	<u>(141,922)</u>	<u>(1,812,000)</u>	<u>(728,929)</u>		-413.6%



**Lane Transit District**  
**General Fund**  
**Comparative Balance Sheets**  
**August 31, 2013 and June 30, 2013**  
**Unaudited**

	Current Balance	Balance 06/30/13 unaudited
<b>ASSETS</b>		
Cash & Investments	\$ 15,254,274	\$ 14,906,061
Receivables	3,870,186	4,074,585
Accrued Payroll Taxes Receivable	5,344,000	5,344,000
Due from Other Governments	-	523,914
Due from Other Funds	183,398	479,752
Inventory of Parts and Supplies	3,072,700	3,054,615
Prepaid Expenses	595,760	286,392
Deposits	60,000	60,000
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
<b>Total Assets</b>	<b><u>\$ 152,000,938</u></b>	<b><u>\$ 152,349,939</u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 379,598	\$ 473,740
Accrued Payroll Related Payable	927,513	528,920
Unearned Revenue	208,398	121,135
Liability Claims/Other Payable	869,834	881,620
CAL/Sick Accrual	3,615,533	3,615,533
Net OPEB Obligation	2,488,640	2,488,640
Total Liabilities	<u>8,489,516</u>	<u>8,109,588</u>
<b>FUND BALANCE</b>		
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>142,006,913</u>
Fund Balance	2,233,438	(1,777,921)
Excess (Deficiency) of Revenues Over Expenditures	<u>(728,929)</u>	<u>4,011,359</u>
Ending Fund Balance	<u>1,504,509</u>	<u>2,233,438</u>
Total Reserves & Fund Balances	<u>143,511,422</u>	<u>144,240,351</u>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>\$ 152,000,938</u></b>	<b><u>\$ 152,349,939</u></b>



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

	Current Balance	Balance 6/30/2013 unaudited
<b>ASSETS</b>		
Cash & Investments	\$ -	\$ -
Receivables	16,125	526,817
Grants Receivable	<u>519,976</u>	<u>519,976</u>
<b>Total Assets</b>	<b><u><u>\$ 536,101</u></u></b>	<b><u><u>\$ 1,046,793</u></u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 175,976	\$ 312,829
Due to Other Funds	183,398	479,752
Unearned Revenue	<u>84,343</u>	<u>-</u>
<b>Total Liabilities</b>	<b><u>443,717</u></b>	<b><u>792,581</u></b>
<b>RESERVES &amp; BALANCES</b>		
Fund Balance	254,212	290,630
Excess (Deficiency) of Revenues Over Expenditures	<u>(161,828)</u>	<u>(36,418)</u>
Ending Fund Balance	<u>92,384</u>	<u>254,212</u>
<b>Total Liabilities &amp; Fund Balances</b>	<b><u><u>\$ 536,101</u></u></b>	<b><u><u>\$ 1,046,793</u></u></b>



**Lane Transit District  
Medicaid Fund  
Comparative Balance Sheets  
August 31, 2013 and June 30, 2013  
Unaudited**

	Current Balance	Balance 6/30/2013 unaudited
<b>ASSETS</b>		
Cash & Investments	\$ 360,461	\$ 172,685
Receivables	<u>520,012</u>	<u>497,937</u>
<b>Total Assets</b>	<b><u>\$ 880,473</u></b>	<b><u>\$ 670,622</u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 112,600	\$ 152,175
Medicaid Medical Reserves	<u>340,074</u>	<u>340,074</u>
Total Liabilities	<u>452,674</u>	<u>492,249</u>
<b>RESERVES &amp; BALANCES</b>		
Fund Balance	178,373	200,676
Excess (Deficiency) of Revenues Over Expenditures	<u>249,426</u>	<u>(22,303)</u>
Ending Fund Balance	<u>427,799</u>	<u>178,373</u>
<b>Total Liabilities &amp; Fund Balances</b>	<b><u>\$ 880,473</u></b>	<b><u>\$ 670,622</u></b>



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

	Current Balance	Balance 06/30/13 unaudited
<b>ASSETS</b>		
Cash & Investments	\$ 8,195,410	\$ 7,377,957
Accounts Receivable	12,914	12,914
Grants Receivable	<u>888,720</u>	<u>888,720</u>
<b>Total Assets</b>	<b><u><u>\$ 9,097,044</u></u></b>	<b><u><u>\$ 8,279,591</u></u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 222,180	\$ 604,911
Retainage Payable	9,840	9,828
Unearned Revenue	<u>5,879,183</u>	<u>5,905,807</u>
<b>Total Liabilities</b>	<b><u><u>6,111,203</u></u></b>	<b><u><u>6,520,546</u></u></b>
<b>RESERVES &amp; BALANCES</b>		
Fund Balance	1,759,045	1,516,794
Excess (Deficiency) of Revenues Over Expenditures	<u>1,226,796</u>	<u>242,251</u>
Ending Fund Balance	<u>2,985,841</u>	<u>1,759,045</u>
<b>Total Liabilities &amp; Fund Balances</b>	<b><u><u>\$ 9,097,044</u></u></b>	<b><u><u>\$ 8,279,591</u></u></b>

**Lane Transit District  
General Fund  
Schedule of Resources and Requirements  
For the Period 8/1/13 - 8/31/13  
Unaudited**

	Annual Budget	Current Month			Year to Date		
		Budget	Actual	Variance	Budget	Actual	Variance
<b>Resources</b>							
Beginning Working Capital	14,127,400	-	-	-	14,127,400	14,900,000	772,600
Passenger Fares	4,349,800	366,210	376,033	9,823	728,120	711,652	(16,468)
Group Pass	2,704,000	175,000	169,018	(5,982)	350,000	340,881	(9,119)
Advertising	255,000	21,250	-	(21,250)	42,500	274,000	231,500
Special Service	146,800	-	-	-	6,800	40,836	34,036
Miscellaneous	166,000	8,460	7,273	(1,187)	33,920	27,960	(5,960)
Payroll Tax (cash basis)	25,543,100	5,200,000	5,361,358	161,358	6,000,000	6,074,714	74,714
Self-employment Tax (cash basis)	1,785,600	25,000	33,588	8,588	25,000	33,588	8,588
State-in-Lieu (cash basis)	1,820,000	-	-	-	-	-	-
Operating Grants	5,041,000	420,080	-	(420,080)	840,160	-	(840,160)
Interest Income	50,000	4,170	7,834	3,664	8,340	14,628	6,288
Proceeds From Sale of Assets	15,000	-	-	-	-	-	-
<b>Total General Fund Resources</b>	<b>56,003,700</b>	<b>6,220,170</b>	<b>5,955,104</b>	<b>(265,066)</b>	<b>22,162,240</b>	<b>22,418,259</b>	<b>256,019</b>
<b>Requirements</b>							
General Administration	641,500	53,360	41,558	11,802	107,330	93,020	14,310
Government Relations	251,700	16,800	4,915	11,885	68,100	44,339	23,761
Finance	1,328,100	101,480	102,472	(992)	218,660	208,874	9,786
Information Technologies	1,409,100	117,470	69,350	48,120	234,940	408,705	(173,765)
Human Resources	1,029,800	85,830	65,710	20,120	171,660	128,656	43,004
Marketing	935,500	77,930	86,505	(8,575)	155,860	139,937	15,923
Accessible & Customer Services	743,800	61,990	61,899	91	123,980	102,238	21,742
Planning & Development	949,200	70,950	91,932	(20,982)	144,870	126,619	18,251
<i>point2point Solutions</i>	1,290,200	107,520	71,453	36,067	215,040	145,528	69,512
Facilities Services	2,075,300	167,130	135,464	31,666	334,260	262,865	71,395
Transit Operations	18,440,500	1,521,060	1,415,025	106,035	3,047,860	2,880,071	167,789
Maintenance	8,953,400	746,000	543,469	202,531	1,492,000	1,176,804	315,196
Insurance / Liability Costs	<u>1,064,900</u>	<u>88,780</u>	<u>80,555</u>	<u>8,225</u>	<u>177,560</u>	<u>167,733</u>	<u>9,827</u>
<b>Total Operating Requirements</b>	<b>39,113,000</b>	<b>3,216,300</b>	<b>2,770,307</b>	<b>445,993</b>	<b>6,492,120</b>	<b>5,885,389</b>	<b>606,731</b>
Accessible Services Transfer	2,635,400	219,620	204,198	15,422	439,240	569,099	(129,859)
Medicaid Fund Transfer	147,200	-	-	-	-	-	-
Capital Projects Transfer	1,792,700	-	-	-	1,792,700	1,792,700	-
Reserve-Operating Contingency	1,000,000	-	-	-	-	-	-
Reserve-Self-insurance and Risk	1,000,000	-	-	-	-	-	-
Reserve-Working Capital	<u>10,315,400</u>	-	-	-	-	-	-
<b>Total Non-Operating Requirements</b>	<b>16,890,700</b>	<b>219,620</b>	<b>204,198</b>	<b>15,422</b>	<b>2,231,940</b>	<b>2,361,799</b>	<b>(129,859)</b>
<b>Total General Fund Requirements</b>	<b>56,003,700</b>	<b>3,435,920</b>	<b>2,974,505</b>	<b>461,415</b>	<b>8,724,060</b>	<b>8,247,188</b>	<b>476,872</b>
<b>Resources Less Requirements</b>	<b>-</b>				<b>13,438,180</b>	<b>14,171,071</b>	



**Lane Transit District**  
**Accessible Services Fund**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Period 8/1/2013 - 8/31/2013**  
**Unaudited**

				Percent of Year	16.7%
	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
<b>Revenues &amp; Other Sources</b>					
State Special Transp Funds - In District	413,000	51,000	25,500	(362,000)	12.3%
State Special Transp Funds - Out of District	112,000	-	-	(112,000)	0.0%
State Special Transp Funds - Administration	2,000	-	-	(2,000)	0.0%
Special Transportation Operating	53,800	13,974	-	(39,826)	26.0%
Federal Grants - 5310	987,300	-	-	(987,300)	0.0%
Federal Grants - 5311	151,600	-	-	(151,600)	0.0%
Federal Grants - 5316 JARC	211,300	-	-	(211,300)	0.0%
Federal Grants - 5317 New Freedom	45,800	-	-	(45,800)	0.0%
Other Federal Grants	969,500	-	-	(969,500)	0.0%
Other State Grants	-	-	-	-	NA
Farebox	342,300	57,381	30,019	(284,919)	16.8%
Local Grants	91,500	22,875	22,875	(68,625)	25.0%
Miscellaneous	-	-	-	-	NA
Transfer from General Fund	2,635,400	569,099	204,198	(2,066,301)	21.6%
<b>Total Revenues</b>	<u>6,015,500</u>	<u>714,329</u>	<u>282,592</u>	<u>(5,301,171)</u>	11.9%
<b>Expenditures &amp; Other Uses</b>					
Eugene-Springfield Based Services					
ADA RideSource	4,866,800	748,215	283,955	4,118,585	15.4%
Mental Health & Homeless	92,700	520	260	92,180	0.6%
Travel Training & Host	142,900	21,979	10,787	120,921	15.4%
Job Access/Reverse Commute (JARC)	-	-	-	-	NA
<b>Total Eugene-Springfield Based Services</b>	<u>5,102,400</u>	<u>770,714</u>	<u>295,002</u>	<u>4,331,686</u>	15.1%
Rural Lane County Services					
South Lane	110,400	6,124	2,608	104,276	5.5%
Florence	168,700	30,845	15,927	137,855	18.3%
Oakridge	222,800	18,042	921	204,758	8.1%
<b>Total Rural Lane County Services</b>	<u>501,900</u>	<u>55,011</u>	<u>19,456</u>	<u>446,889</u>	11.0%
Mobility Management	178,500	11,885	1,112	166,615	6.7%
Crucial Connections	9,000	866	442	-	9.6%
Veterans Transportation	8,600	2,113	782	6,487	24.6%
Lane County Coordination	96,100	35,568	19,126	60,532	37.0%
Transfer to Capital Fund	119,000	-	-	119,000	0.0%
Contingency	259,700	-	-	259,700	0.0%
<b>Total Accessible Services Expenditures</b>	<u>6,275,200</u>	<u>876,157</u>	<u>335,920</u>	<u>5,390,909</u>	14.0%
<b>Unreserved Fund Balance</b>					
Change to Fund Balance	(259,700)	(161,828)			
Beginning Balance	259,700	290,630			
Ending Balance	<u>\$ -</u>	<u>\$ 128,802</u>			



**Lane Transit District**  
**Medicaid Fund**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Period 8/1/2013 - 8/31/2013**  
**Unaudited**

	Adopted Budget	YTD Actual	Current Month Actual	Percent of Year Variance	16.7% YTD % of Budget
<b>Revenues &amp; Other Sources</b>					
Medicaid	5,066,200	1,029,262	405,073	(4,036,938)	20.3%
Medicaid Non-Medical	521,000	91,863	45,991	(429,137)	17.6%
State Special Transportation Fund (STF) Operating	-	-	-	-	N/A
State Discretionary Funds	-	-	-	-	N/A
Miscellaneous	-	-	-	-	N/A
Transfer from General Fund	147,200	-	-	(147,200)	0.0%
<b>Total Revenues</b>	<u>5,734,400</u>	<u>1,121,125</u>	<u>451,064</u>	<u>(4,613,275)</u>	19.6%
<b>Expenditures &amp; Other Uses</b>					
Medicaid Medical Service					
Services	4,251,900	207,710	27,510	4,044,190	4.9%
Mobility Management	54,400	5,132	432	49,268	9.4%
RideSource Call Center Administration	592,000	4,795	2,015	587,205	0.8%
Lane Transit District Administration	167,900	17,880	9,169	150,020	10.6%
<b>Total Medicaid Medical (NEMT)</b>	<u>5,066,200</u>	<u>235,517</u>	<u>39,127</u>	<u>4,830,683</u>	4.6%
Medicaid Non-Medical (Waivered) Service					
Services	387,300	532,082	296,105	(144,782)	137.4%
Mobility Management	20,400	1,738	157	18,662	8.5%
Grant program match requirements	253,900	34,504	17,274	219,396	13.6%
RideSource Call Center Administration	-	67,860	-	(67,860)	N/A
Lane Transit District Administration	6,600	-	-	6,600	0.0%
<b>Total Medicaid Non-Medical (Waivered)</b>	<u>668,200</u>	<u>636,183</u>	<u>313,536</u>	<u>32,017</u>	95.2%
<b>Total Medicaid Fund Expenditures</b>	<u>5,734,400</u>	<u>871,699</u>	<u>352,663</u>	<u>4,862,701</u>	15.2%
<b>Unreserved Fund Balance</b>					
Change to Fund Balance	-	249,426			
Beginning Balance	200,700	178,373			
<b>Ending Balance</b>	<u>200,700</u>	<u>427,799</u>			





**Lane Transit District**  
**Capital Projects Fund**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Period 8/1/2013 - 8/31/2013**  
**Unaudited**

Percent of Year **16.7%**

	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
<b>Revenues &amp; Other Sources</b>					
Federal Grant Income					
Formula Funds (Section 5307)	5,695,000	-	-	(5,695,000)	0.0%
Discretionary Funds	82,209,600	-	-	(82,209,600)	0.0%
Other Funds	1,268,200	-	-	(1,268,200)	0.0%
Total Federal Grants	<u>89,172,800</u>	<u>-</u>	<u>-</u>	<u>(89,172,800)</u>	<u>0.0%</u>
Other State Grant Income	20,000,000	-	-	(20,000,000)	0.0%
Other Local Funds	-	-	-	-	N/A
Miscellaneous Income	-	-	-	-	N/A
Transfer from General Fund	1,792,700	1,792,700	1,792,700	-	100.0%
Transfer from Accessible Services Fund	119,000	-	-	(119,000)	0.0%
Total Resources	<u>111,084,500</u>	<u>1,792,700</u>	<u>1,792,700</u>	<u>(109,291,800)</u>	<u>1.6%</u>
<b>Expenditures</b>					
Grant Paid Capital					
EmX					
Gateway EmX Extension	840,000	10,829	727	829,171	1.3%
EmX Vehicles	9,280,000	-	-	9,280,000	0.0%
West Eugene EmX Extension	85,720,000	331,072	64,983	85,388,928	0.4%
Main Street/McVay EmX Extension	885,300	12,877	8,646	872,423	1.5%
Total EmX	<u>96,725,300</u>	<u>354,778</u>	<u>74,356</u>	<u>96,370,522</u>	<u>0.4%</u>
Revenue Rolling Stock	8,916,500	-	-	8,916,500	0.0%
PBI/Facilities	1,260,000	37,975	9,773	1,222,025	3.0%
Software & Hardware	2,820,100	167,975	4,679	2,652,125	6.0%
Intelligent Transportation Systems	688,000	-	-	688,000	0.0%
Transit Security Projects	709,100	-	-	709,100	0.0%
Bus Related Equipment	450,000	-	-	450,000	0.0%
Miscellaneous Equipment	117,000	3,419	-	113,581	2.9%
Communications	150,000	-	-	150,000	0.0%
Shop Equipment	30,000	1,497	-	28,503	5.0%
Support Vehicles	150,000	-	-	150,000	0.0%
Accessible Services Vehicles and Projects	700,000	260	130	699,740	0.0%
Budgeted for Capital Contingency/Reserves	119,000	-	-	119,000	0.0%
Total Expenditures	<u>112,835,000</u>	<u>565,904</u>	<u>88,937</u>	<u>112,269,096</u>	<u>0.5%</u>
<b>Unreserved Fund Balance</b>					
Change to Fund Balance	(1,750,500)	1,226,796			
Beginning Fund Balance	<u>1,750,500</u>	<u>1,759,045</u>			
Ending Fund Balance	<u>-</u>	<u>2,985,841</u>			



**Lane Transit District**  
**Operating Financial Report**  
**For the Fiscal Period Ending 7/31/2013 With Comparisons to Prior Year to Date**  
**Current Year: 2013-2014**  
**Unaudited**

	Prior YTD 12-13	Adopted Budget	YTD Actual	% Budget	% Over Last Year
<b>Revenues &amp; Other Sources</b>					
Passenger Fares	355,826	4,349,800	335,619	7.7%	-5.7%
Group Pass	166,959	2,704,000	171,864	6.4%	2.9%
Advertising	24,000	255,000	274,000	107.5%	1041.7%
Special Service	74,393	146,800	40,836	27.8%	-45.1%
Miscellaneous	25,060	151,000	20,687	13.7%	-17.5%
Total Operating	<u>646,238</u>	<u>7,606,600</u>	<u>843,006</u>	11.1%	30.4%
Payroll Tax (cash basis)	846,133	25,543,100	713,356	2.8%	-15.7%
Self-employment Tax (cash basis)	22,246	1,785,600	-	0.0%	-100.0%
State-in-Lieu (cash basis)	-	1,820,000	-	0.0%	N/A
Operating Grants	522,252	5,056,000	-	0.0%	-100.0%
Total Taxes & Grants	<u>1,390,631</u>	<u>34,204,700</u>	<u>713,356</u>	2.1%	-48.7%
Interest Income	4,912	50,000	6,794	13.6%	38.3%
Sale of Assets	-	15,000	-	0.0%	N/A
Total Revenues & Other Sources	<u>2,041,781</u>	<u>41,876,300</u>	<u>1,563,156</u>	3.7%	-23.4%
<b>Expenditures &amp; Other Uses</b>					
<b>Personnel Services</b>					
Administration	1,242,911	9,811,800	782,815	8.0%	-37.0%
Administration - Contra Payroll	(57,720)	(978,100)	(67,571)	6.9%	17.1%
Administration - Net	<u>1,185,191</u>	<u>8,833,700</u>	<u>715,244</u>	8.1%	-39.7%
Contract	1,519,715	19,555,000	1,556,729	8.0%	2.4%
Total Personnel Services	<u>2,704,906</u>	<u>28,388,700</u>	<u>2,271,973</u>	8.0%	-16.0%
<b>Materials &amp; Services</b>					
General Administration	17,000	150,000	11,560	7.7%	-32.0%
Government Relations	59,437	134,000	39,424	29.4%	-33.7%
Finance	23,553	188,000	21,268	11.3%	-9.7%
Information Technologies	321,114	785,500	288,175	36.7%	-10.3%
Human Resources	16,081	330,100	6,360	1.9%	-60.5%
Marketing	28,034	362,600	11,882	3.3%	-57.6%
Accessible & Customer Services	2,230	67,800	3,403	5.0%	52.6%
Planning & Development	3,656	109,700	1,957	1.8%	-46.5%
<i>point2point Solutions</i>	22,346	671,100	23,355	3.5%	4.5%
Facilities Services	98,015	1,368,400	78,802	5.8%	-19.6%
Transit Operations	50,075	728,800	51,249	7.0%	2.3%
Maintenance	255,528	4,763,400	286,068	6.0%	12.0%
Insurance / Liability Costs	85,235	1,064,900	87,178	8.2%	2.3%
Accessible Services Transfer	21,303	2,635,400	367,320	13.9%	1624.3%
Medicaid Fund Transfer	-	147,200	-	0.0%	N/A
Capital Transfer	1,600,000	1,792,700	1,792,700	100.0%	12.0%
Total Materials & Services and Transfers	<u>2,603,607</u>	<u>15,299,600</u>	<u>3,070,701</u>	20.1%	17.9%
Total Expenditures & Other Uses	<u>5,308,513</u>	<u>43,688,300</u>	<u>5,342,674</u>	12.2%	0.6%
Excess (Deficiency) of Revenues Over Expenditures	<u>(3,266,732)</u>	<u>(1,812,000)</u>	<u>(3,779,518)</u>		-15.7%
<b>Net to Fund</b>	<u>(3,266,732)</u>	<u>(1,812,000)</u>	<u>(3,779,518)</u>		-15.7%



**Lane Transit District**  
**General Fund**  
**Comparative Balance Sheets**  
**July 31, 2013 and June 30, 2013**  
**Unaudited**

	Current Balance	Balance 06/30/13 unaudited
<b>ASSETS</b>		
Cash & Investments	\$ 11,290,168	\$ 14,906,061
Receivables	4,752,425	4,074,585
Accrued Payroll Taxes Receivable	5,344,000	5,344,000
Due from Other Governments	-	523,914
Due from Other Funds	408,999	479,752
Inventory of Parts and Supplies	3,097,044	3,054,615
Prepaid Expenses	653,755	286,392
Deposits	60,000	60,000
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
<b>Total Assets</b>	<b><u>\$ 149,227,011</u></b>	<b><u>\$ 152,349,939</u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 690,902	\$ 473,740
Accrued Payroll Related Payable	740,614	528,920
Unearned Revenue	362,957	121,135
Liability Claims/Other Payable	867,532	881,620
CAL/Sick Accrual	3,615,533	3,615,533
Net OPEB Obligation	2,488,640	2,488,640
Total Liabilities	<u>8,766,178</u>	<u>8,109,588</u>
<b>FUND BALANCE</b>		
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>142,006,913</u>
Fund Balance	2,233,438	(1,777,921)
Excess (Deficiency) of Revenues Over Expenditures	<u>(3,779,518)</u>	<u>4,011,359</u>
Ending Fund Balance	<u>(1,546,080)</u>	<u>2,233,438</u>
Total Reserves & Fund Balances	<u>140,460,833</u>	<u>144,240,351</u>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>\$ 149,227,011</u></b>	<b><u>\$ 152,349,939</u></b>



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

	Current Balance	Balance 6/30/2013 unaudited
<b>ASSETS</b>		
Cash & Investments	\$ -	\$ -
Receivables	445,790	526,817
Grants Receivable	<u>519,976</u>	<u>519,976</u>
<b>Total Assets</b>	<b><u><u>\$ 965,766</u></u></b>	<b><u><u>\$ 1,046,793</u></u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 298,794	\$ 312,829
Due to Other Funds	408,999	479,752
Unearned Revenue	<u>108,743</u>	<u>-</u>
Total Liabilities	<u>816,536</u>	<u>792,581</u>
<b>RESERVES &amp; BALANCES</b>		
Fund Balance	254,212	290,630
Excess (Deficiency) of Revenues Over Expenditures	<u>(104,982)</u>	<u>(36,418)</u>
Ending Fund Balance	<u>149,230</u>	<u>254,212</u>
<b>Total Liabilities &amp; Fund Balances</b>	<b><u><u>\$ 965,766</u></u></b>	<b><u><u>\$ 1,046,793</u></u></b>



**Lane Transit District**  
**Medicaid Fund**  
**Comparative Balance Sheets**  
**July 31, 2013 and June 30, 2013**  
**Unaudited**

	Current Balance	Balance 6/30/2013 unaudited
<b>ASSETS</b>		
Cash & Investments	\$ 463,961	\$ 172,685
Receivables	<u>457,239</u>	<u>497,937</u>
<b>Total Assets</b>	<b><u>\$ 921,200</u></b>	<b><u>\$ 670,622</u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 251,728	\$ 152,175
Medicaid Medical Reserves	<u>340,074</u>	<u>340,074</u>
Total Liabilities	<u>591,802</u>	<u>492,249</u>
<b>RESERVES &amp; BALANCES</b>		
Fund Balance	178,373	200,676
Excess (Deficiency) of Revenues Over Expenditures	<u>151,025</u>	<u>(22,303)</u>
Ending Fund Balance	<u>329,398</u>	<u>178,373</u>
<b>Total Liabilities &amp; Fund Balances</b>	<b><u>\$ 921,200</u></b>	<b><u>\$ 670,622</u></b>



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

	Current Balance	Balance 06/30/13 unaudited
<b>ASSETS</b>		
Cash & Investments	\$ 8,904,369	\$ 7,377,957
Accounts Receivable	12,914	12,914
Grants Receivable	<u>888,720</u>	<u>888,720</u>
<b>Total Assets</b>	<b><u>\$ 9,806,003</u></b>	<b><u>\$ 8,279,591</u></b>
<b>LIABILITIES</b>		
Accounts Payable	\$ 844,872	\$ 604,911
Retainage Payable	9,836	9,828
Unearned Revenue	<u>5,876,517</u>	<u>5,905,807</u>
<b>Total Liabilities</b>	<b><u>6,731,225</u></b>	<b><u>6,520,546</u></b>
<b>RESERVES &amp; BALANCES</b>		
Fund Balance	1,759,045	1,516,794
Excess (Deficiency) of Revenues Over Expenditures	<u>1,315,733</u>	<u>242,251</u>
Ending Fund Balance	<u>3,074,778</u>	<u>1,759,045</u>
<b>Total Liabilities &amp; Fund Balances</b>	<b><u>\$ 9,806,003</u></b>	<b><u>\$ 8,279,591</u></b>

**Lane Transit District  
General Fund  
Schedule of Resources and Requirements  
For the Period 7/1/13 - 7/31/13  
Unaudited**

	Annual Budget	Current Month			Year to Date		
		Budget	Actual	Variance	Budget	Actual	Variance
<b>Resources</b>							
Beginning Working Capital	14,127,400	14,127,400	-	(14,127,400)	14,127,400	14,900,000	772,600
Passenger Fares	4,349,800	361,910	335,619	(26,291)	361,910	335,619	(26,291)
Group Pass	2,704,000	175,000	171,864	(3,136)	175,000	171,864	(3,136)
Advertising	255,000	21,250	274,000	252,750	21,250	274,000	252,750
Special Service	146,800	6,800	40,836	34,036	6,800	40,836	34,036
Miscellaneous	166,000	25,460	20,687	(4,773)	25,460	20,687	(4,773)
Payroll Tax (cash basis)	25,543,100	800,000	713,356	(86,644)	800,000	713,356	(86,644)
Self-employment Tax (cash basis)	1,785,600	-	-	-	-	-	-
State-in-Lieu (cash basis)	1,820,000	-	-	-	-	-	-
Operating Grants	5,041,000	420,080	-	(420,080)	420,080	-	(420,080)
Interest Income	50,000	4,170	6,794	2,624	4,170	6,794	2,624
Proceeds From Sale of Assets	15,000	-	-	-	-	-	-
<b>Total General Fund Resources</b>	<b>56,003,700</b>	<b>15,942,070</b>	<b>1,563,156</b>	<b>(14,378,914)</b>	<b>15,942,070</b>	<b>16,463,156</b>	<b>521,086</b>
<b>Requirements</b>							
General Administration	641,500	53,970	51,462	2,508	53,970	51,462	2,508
Government Relations	251,700	51,300	39,424	11,876	51,300	39,424	11,876
Finance	1,328,100	101,480	107,237	(5,757)	101,480	107,237	(5,757)
Information Technologies	1,409,100	117,470	353,581	(236,111)	117,470	353,581	(236,111)
Human Resources	1,029,800	85,830	62,947	22,883	85,830	62,947	22,883
Marketing	935,500	77,930	56,692	21,238	77,930	56,692	21,238
Accessible & Customer Services	743,800	61,990	54,145	7,845	61,990	54,145	7,845
Planning & Development	949,200	73,920	63,557	10,363	73,920	63,557	10,363
<i>point2point Solutions</i>	1,290,200	107,520	75,145	32,375	107,520	75,145	32,375
Facilities Services	2,075,300	167,130	132,904	34,226	167,130	132,904	34,226
Transit Operations	18,440,500	1,526,810	1,465,047	61,763	1,526,810	1,465,047	61,763
Maintenance	8,953,400	746,000	633,335	112,665	746,000	633,335	112,665
Insurance / Liability Costs	<u>1,064,900</u>	<u>88,780</u>	<u>87,178</u>	<u>1,602</u>	<u>88,780</u>	<u>87,178</u>	<u>1,602</u>
<b>Total Operating Requirements</b>	<b>39,113,000</b>	<b>3,260,130</b>	<b>3,182,654</b>	<b>77,476</b>	<b>3,260,130</b>	<b>3,182,654</b>	<b>77,476</b>
Accessible Services Transfer	2,635,400	219,620	367,320	(147,700)	219,620	367,320	(147,700)
Medicaid Fund Transfer	147,200	-	-	-	-	-	-
Capital Projects Transfer	1,792,700	1,792,700	1,792,700	-	1,792,700	1,792,700	-
Reserve-Operating Contingency	1,000,000	-	-	-	-	-	-
Reserve-Self-insurance and Risk	1,000,000	-	-	-	-	-	-
Reserve-Working Capital	<u>10,315,400</u>	-	-	-	-	-	-
<b>Total Non-Operating Requirements</b>	<b>16,890,700</b>	<b>2,012,320</b>	<b>2,160,020</b>	<b>(147,700)</b>	<b>2,012,320</b>	<b>2,160,020</b>	<b>(147,700)</b>
<b>Total General Fund Requirements</b>	<b>56,003,700</b>	<b>5,272,450</b>	<b>5,342,674</b>	<b>(70,224)</b>	<b>5,272,450</b>	<b>5,342,674</b>	<b>(70,224)</b>
<b>Resources Less Requirements</b>	<b>-</b>				<b>10,669,620</b>	<b>11,120,482</b>	



**Lane Transit District**  
**Accessible Services Fund**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Period 7/1/2013 - 7/31/2013**  
**Unaudited**

				Percent of Year	8.3%
	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
<b>Revenues &amp; Other Sources</b>					
State Special Transp Funds - In District	415,000	26,600	26,600	(388,400)	6.4%
State Special Transp Funds - Out of District	112,000	-	-	(112,000)	0.0%
State Special Transp Funds - Administration	-	-	-	-	NA
Special Transportation Operating	53,800	13,974	13,974	(39,826)	26.0%
Federal Grants - 5310	987,300	-	-	(987,300)	0.0%
Federal Grants - 5311	151,600	-	-	(151,600)	0.0%
Federal Grants - 5316 JARC	211,300	-	-	(211,300)	0.0%
Federal Grants - 5317 New Freedom	45,800	-	-	(45,800)	0.0%
Other Federal Grants	969,500	-	-	(969,500)	0.0%
Other State Grants	-	-	-	-	NA
Farebox	342,300	27,363	27,363	(314,937)	8.0%
Local Grants	91,500	-	-	(91,500)	0.0%
Miscellaneous	-	-	-	-	NA
Transfer from General Fund	2,635,400	367,320	367,320	(2,268,080)	13.9%
<b>Total Revenues</b>	<u>6,015,500</u>	<u>435,257</u>	<u>435,257</u>	<u>(5,580,243)</u>	7.2%
<b>Expenditures &amp; Other Uses</b>					
Eugene-Springfield Based Services					
ADA RideSource	4,866,800	464,259	464,259	4,402,541	9.5%
Mental Health & Homeless	92,700	260	260	92,440	0.3%
Travel Training & Host	142,900	11,193	11,193	131,707	7.8%
Job Access/Reverse Commute (JARC)	-	-	-	-	NA
<b>Total Eugene-Springfield Based Services</b>	<u>5,102,400</u>	<u>475,712</u>	<u>475,712</u>	<u>4,626,688</u>	9.3%
Rural Lane County Services					
South Lane	110,400	3,516	3,516	106,884	3.2%
Florence	168,700	14,918	14,918	153,782	8.8%
Oakridge	222,800	17,121	17,121	205,679	7.7%
<b>Total Rural Lane County Services</b>	<u>501,900</u>	<u>35,555</u>	<u>35,555</u>	<u>466,345</u>	7.1%
Mobility Management	178,500	10,774	10,774	167,726	6.0%
Crucial Connections	9,000	425	425	-	4.7%
Veterans Transportation	8,600	1,331	1,331	7,269	15.5%
Lane County Coordination	96,100	16,442	16,442	79,658	17.1%
Transfer to Capital Fund	119,000	-	-	119,000	0.0%
Contingency	259,700	-	-	259,700	0.0%
<b>Total Accessible Services Expenditures</b>	<u>6,275,200</u>	<u>540,239</u>	<u>540,239</u>	<u>5,726,386</u>	8.6%
<b>Unreserved Fund Balance</b>					
Change to Fund Balance	(259,700)	(104,982)			
Beginning Balance	259,700	290,630			
Ending Balance	<u>\$ -</u>	<u>\$ 185,648</u>			





**Lane Transit District**  
**Medicaid Fund**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Period 7/1/2013 - 7/31/2013**  
**Unaudited**

	Adopted Budget	YTD Actual	Current Month Actual	Percent of Year Variance	8.3% YTD % of Budget
<b>Revenues &amp; Other Sources</b>					
Medicaid	5,066,200	624,189	624,189	(4,442,011)	12.3%
Medicaid Non-Medical	521,000	45,873	45,873	(475,128)	8.8%
State Special Transportation Fund (STF) Operating	-	-	-	-	N/A
State Discretionary Funds	-	-	-	-	N/A
Miscellaneous	-	-	-	-	N/A
Transfer from General Fund	147,200	-	-	(147,200)	0.0%
<b>Total Revenues</b>	<u>5,734,400</u>	<u>670,062</u>	<u>670,062</u>	<u>(5,064,339)</u>	11.7%
<b>Expenditures &amp; Other Uses</b>					
Medicaid Medical Service					
Services	4,251,900	180,199	180,199	4,071,701	4.2%
Mobility Management	54,400	4,700	4,700	49,700	8.6%
RideSource Call Center Administration	592,000	2,780	2,780	589,220	0.5%
Lane Transit District Administration	167,900	8,711	8,711	159,189	5.2%
<b>Total Medicaid Medical (NEMT)</b>	<u>5,066,200</u>	<u>196,390</u>	<u>196,390</u>	<u>4,869,810</u>	3.9%
Medicaid Non-Medical (Waivered) Service					
Services	387,300	235,977	235,977	151,323	60.9%
Mobility Management	20,400	1,581	1,581	18,819	7.7%
Grant program match requirements	253,900	17,230	17,230	236,670	6.8%
RideSource Call Center Administration	-	67,860	67,860	(67,860)	N/A
Lane Transit District Administration	6,600	-	-	6,600	0.0%
<b>Total Medicaid Non-Medical (Waivered)</b>	<u>668,200</u>	<u>322,647</u>	<u>322,647</u>	<u>345,553</u>	48.3%
<b>Total Medicaid Fund Expenditures</b>	<u>5,734,400</u>	<u>519,037</u>	<u>519,037</u>	<u>5,215,363</u>	9.1%
<b>Unreserved Fund Balance</b>					
Change to Fund Balance	-	151,025			
Beginning Balance	200,700	178,373			
Ending Balance	<u>200,700</u>	<u>329,398</u>			



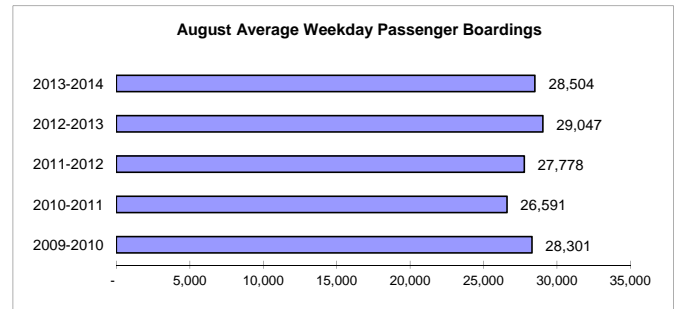
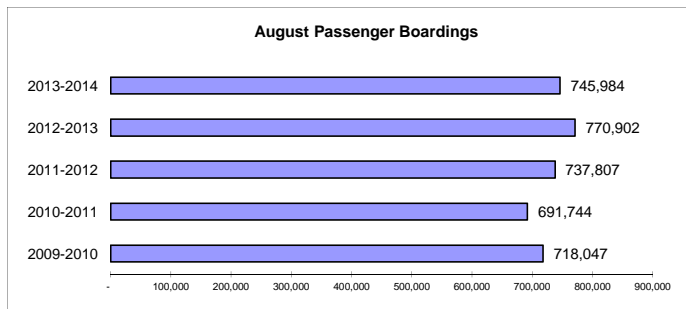
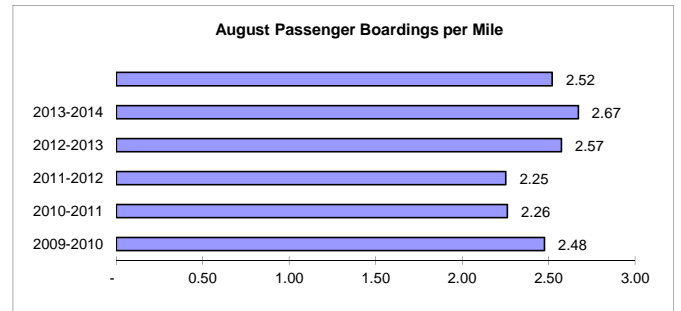
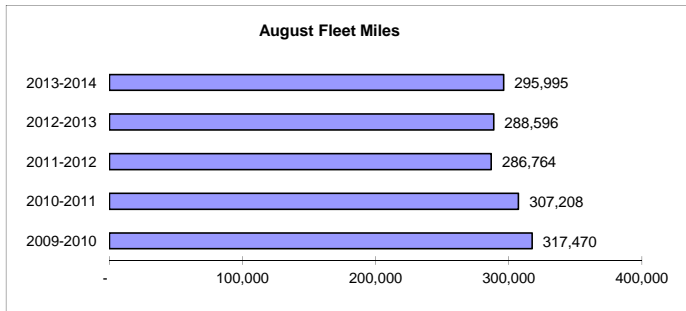
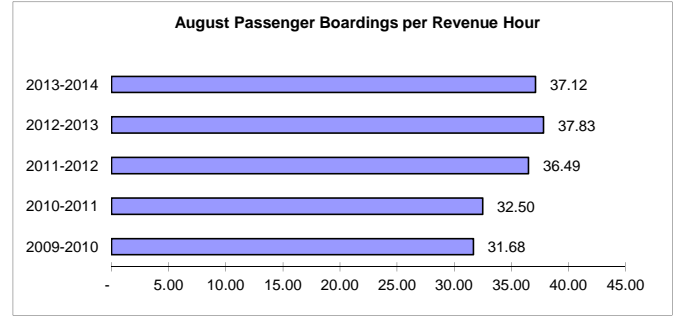
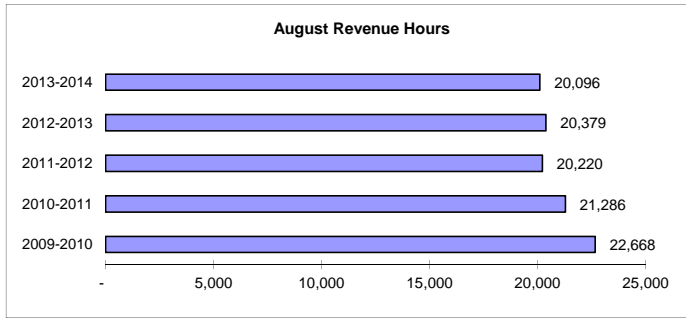
**Lane Transit District**  
**Capital Projects Fund**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Period 7/1/2013 - 7/31/2013**  
**Unaudited**

Percent of Year **8.3%**

	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
<b>Revenues &amp; Other Sources</b>					
Federal Grant Income					
Formula Funds (Section 5307)	5,695,000	-	-	(5,695,000)	0.0%
Discretionary Funds	82,209,600	-	-	(82,209,600)	0.0%
Other Funds	1,268,200	-	-	(1,268,200)	0.0%
Total Federal Grants	<u>89,172,800</u>	<u>-</u>	<u>-</u>	<u>(89,172,800)</u>	<u>0.0%</u>
Other State Grant Income	20,000,000	-	-	(20,000,000)	0.0%
Other Local Funds	-	-	-	-	N/A
Miscellaneous Income	-	-	-	-	N/A
Transfer from General Fund	1,792,700	1,792,700	1,792,700	-	100.0%
Transfer from Accessible Services Fund	119,000	-	-	(119,000)	0.0%
Total Resources	<u>111,084,500</u>	<u>1,792,700</u>	<u>1,792,700</u>	<u>(109,291,800)</u>	<u>1.6%</u>
<b>Expenditures</b>					
Grant Paid Capital					
EmX					
Gateway EmX Extension	840,000	10,102	10,102	829,898	1.2%
EmX Vehicles	9,280,000	-	-	9,280,000	0.0%
West Eugene EmX Extension	85,720,000	266,089	266,089	85,453,911	0.3%
Main Street/McVay EmX Extension	885,300	4,231	4,231	881,069	0.5%
Total EmX	<u>96,725,300</u>	<u>280,422</u>	<u>280,422</u>	<u>96,444,878</u>	<u>0.3%</u>
Revenue Rolling Stock	8,916,500	-	-	8,916,500	0.0%
PBI/Facilities	1,260,000	28,203	28,203	1,231,797	2.2%
Software & Hardware	2,820,100	163,296	163,296	2,656,804	5.8%
Intelligent Transportation Systems	688,000	-	-	688,000	0.0%
Transit Security Projects	709,100	-	-	709,100	0.0%
Bus Related Equipment	450,000	-	-	450,000	0.0%
Miscellaneous Equipment	117,000	3,419	3,419	113,581	2.9%
Communications	150,000	-	-	150,000	0.0%
Shop Equipment	30,000	1,497	1,497	28,503	5.0%
Support Vehicles	150,000	-	-	150,000	0.0%
Accessible Services Vehicles and Projects	700,000	130	130	699,870	0.0%
Budgeted for Capital Contingency/Reserves	119,000	-	-	119,000	0.0%
Total Expenditures	<u>112,835,000</u>	<u>476,967</u>	<u>476,967</u>	<u>112,358,033</u>	<u>0.4%</u>
<b>Unreserved Fund Balance</b>					
Change to Fund Balance	(1,750,500)	1,315,733			
Beginning Fund Balance	1,750,500	1,759,045			
Ending Fund Balance	<u>-</u>	<u>3,074,778</u>			

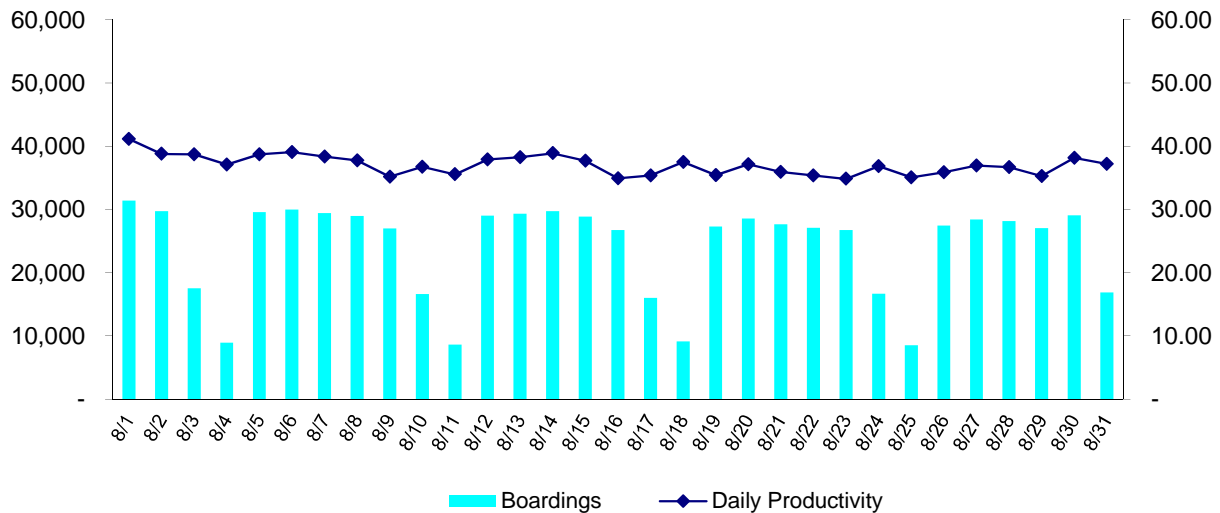
**LANE TRANSIT DISTRICT**  
**August 2013 Performance Report**  
18-September-2013

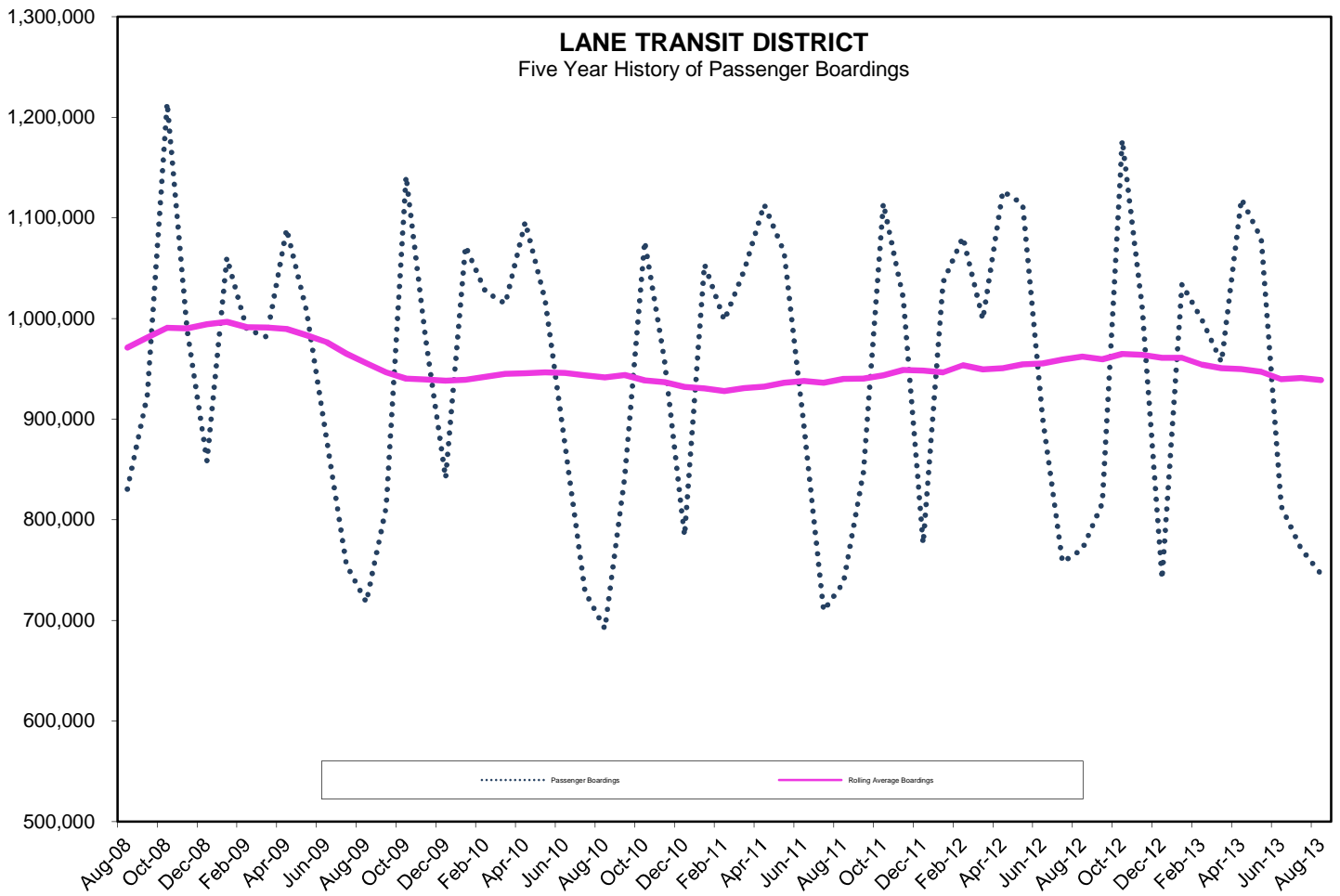
Performance Measure	Current Month	Prior Year's		Current Y-T-D	Previous Y-T-D	%		Current 12 Month	Prior 12 Month		%
		Month	Month			Change	Change		12 Month	12 Month	
<b>Fixed Route Service</b>											
Passenger Boardings	745,984	770,902	-3.2%	1,517,140	1,528,764	-0.8%	11,264,658	11,544,537	-2.4%		
Mobility Assisted Riders	11,962	12,961	-7.7%	24,491	24,567	-0.3%	138,874	125,911	+10.3%		
<b>Average Passenger Boardings:</b>											
Weekday	28,504	29,047	-1.9%	29,291	29,806	-1.7%	38,243	39,091	-2.2%		
Saturday	16,739	16,560	+1.1%	17,156	16,770	+2.3%	19,100	19,206	-0.6%		
Sunday	8,803	9,146	-3.8%	9,298	9,383	-0.9%	10,011	10,147	-1.3%		
Monthly Revenue Hours	20,096	20,379	-1.4%	39,771	39,454	+0.8%	247,620	247,967	-0.1%		
Boardings Per Revenue Hour	37.1	37.8	-1.9%	38.15	38.75	-1.6%	45.49	46.56	-2.3%		
Weekly Revenue Hours	4,524	4,517	+0.2%	4,528	4,516	+0.3%	4,853	4,816	+0.8%		
Weekdays	22	23		44	44		254	257			
Saturdays	5	4		9	8		53	53			
Sundays	4	4		8	9		52	50			
<b>Passenger Revenues &amp; Sales</b>											
Total Passenger Revenues	\$545,051	\$535,495	+1.8%	\$1,052,534	\$1,058,280	-0.5%	6,911,229	6,804,867	+1.6%		
Average Passenger Fare	\$0.731	\$0.695	+5.2%	\$0.69	\$0.69	+0.2%	\$0.61	\$0.59	+4.1%		
Farebox Revenue	\$167,373	\$199,114	-15.9%	\$335,365	\$387,112	-13.4%	\$2,030,237	\$2,106,828	-3.6%		
Adult Pass	2,108	2,132	-1.1%	4,208	4,208	+0.0%	25,185	24,190	+4.1%		
Youth Pass	328	261	+25.7%	504	466	+8.2%	12,087	9,975	+21.2%		
Reduced Fare Pass	1,300	1,437	-9.5%	2,589	2,638	-1.9%	14,663	13,747	+6.7%		
Adult 3 Month Pass	49	57	-14.0%	123	138	-10.9%	847	1,080	-21.6%		
Youth 3 Month Pass	22	47	-53.2%	38	61	-37.7%	730	863	-15.4%		
Reduced Fare 3 Month Pass	44	64	-31.3%	98	112	-12.5%	689	737	-6.5%		
Adult 10-Ride Ticket Book	1,698	-	+0.0%	3,017	-	+0.0%	15,599	-	+0.0%		
Half-Fare 10-Ride Ticket Book	242	-	+0.0%	464	-	+0.0%	3,647	-	+0.0%		
Agency Adult 25-Day Pass Book	-	207	-100.0%	-	465	-100.0%	91	3,121	-97.1%		
Agency Half-Fare 25-Day Pass Book	-	49	-100.0%	-	112	-100.0%	14	343	-95.9%		
RideSource 10-Ride Ticket Book	603	559	+7.9%	1,179	1,126	+4.7%	6,638	6,967	-4.7%		
<b>Fleet Services</b>											
Fleet Miles	295,995	288,596	+2.6%	588,800	562,570	+4.7%	3,538,703	3,549,779	-0.3%		
Average Passenger Boardings/Mile	2.52	2.67	-5.7%	2.58	2.72	-5.2%	3.18	3.25	-2.1%		
Fuel Cost	\$256,623	\$264,011	-2.8%	\$507,115	\$490,745	+3.3%	\$3,070,940	\$3,328,563	-7.7%		
Fuel Cost Per Mile	\$0.867	\$0.915	-5.2%	\$0.861	\$0.872	-1.3%	\$0.868	\$0.938	-7.5%		
Repair Costs	\$199,469	\$166,295	+19.9%	\$360,565	\$306,872	+17.5%	\$2,406,036	\$2,418,660	-0.5%		
Total Repair Cost Per Mile	\$0.674	\$0.576	+17.0%	\$0.612	\$0.545	+12.3%	\$0.680	\$0.681	-0.2%		
Preventive Maintenance Costs	\$36,361	\$24,155	+50.5%	\$64,557	\$58,965	+9.5%	\$426,034	\$385,182	+10.6%		
Total PM Cost Per Mile	\$0.123	\$0.084	+46.8%	\$0.110	\$0.105	+4.6%	\$0.120	\$0.109	+11.0%		
Mechanical Road Calls	43	48	-10.4%	91	84	+8.3%	667	804	-17.0%		
Miles/Mech. Road Call	6,884	6,012	+14.5%	6,470	6,697	-3.4%	5,305	4,415	+20.2%		
<b>Special Mobility Service</b>											
SMS Rides	15,702	14,890	+5.5%	31,139	30,150	+3.3%	188,850	192,002	-1.6%		
SMS Ride Refusals	-	-	+0.0%	-	-	+0.0%	2	5	-60.0%		
RideSource	6,927	7,477	-7.4%	13,776	14,485	-4.9%	82,646	91,922	-10.1%		
RideSource Refusals	-	-	+0.0%	-	-	+0.0%	1	5	-80.0%		



## Daily Ridership Recap August 2013

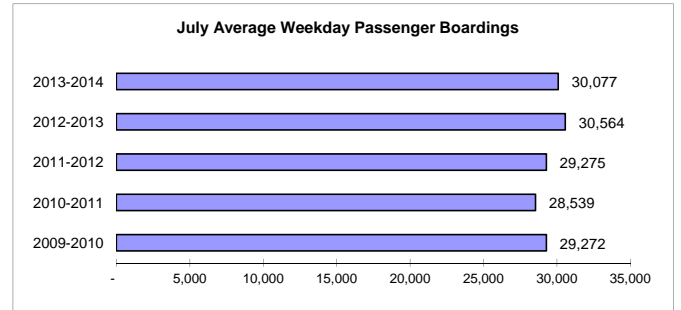
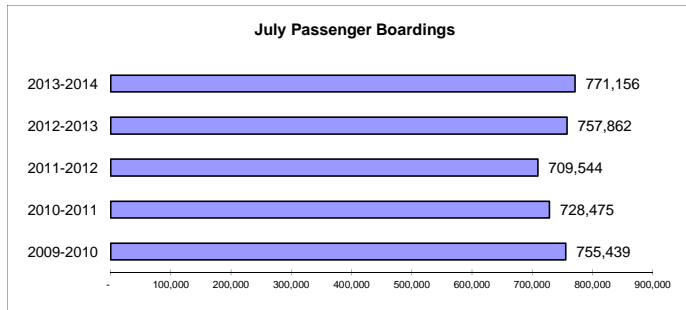
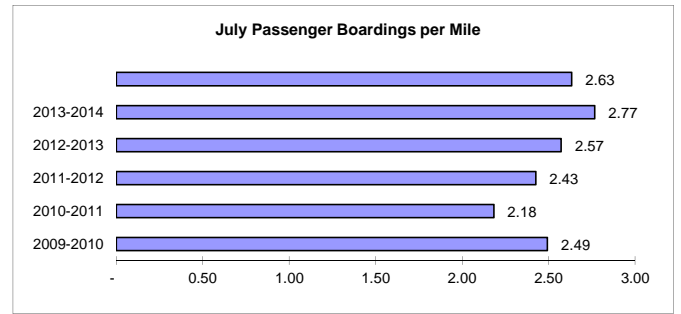
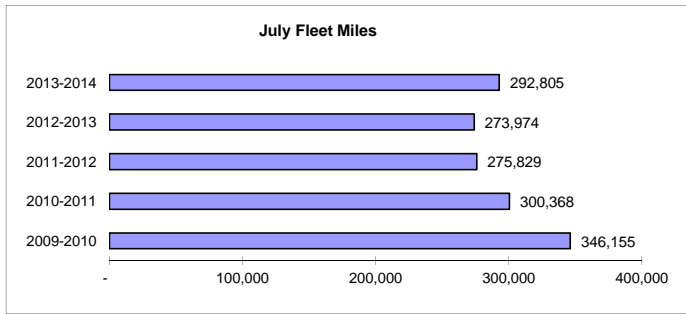
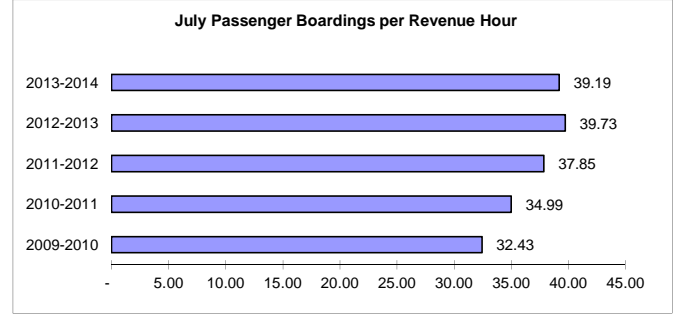
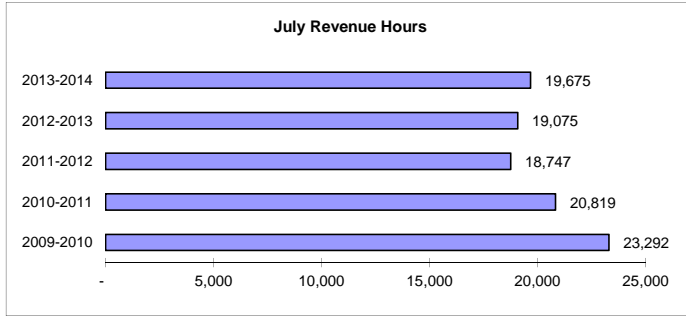
Date	Day	Service	Boardings	Mobility		Daily Productivity
				Assisted Boardings	Revenue Hours	
8/1/2013	Wednesday	Weekday	31,387	472	763.00	41.14
8/2/2013	Thursday	Weekday	29,709	576	766.00	38.78
8/3/2013	Friday	Weekday	17,503	384	452.00	38.72
8/4/2013	Saturday	Saturday	8,935	210	241.00	37.07
8/5/2013	Sunday	Sunday	29,548	469	763.00	38.73
8/6/2013	Monday	Weekday	29,954	431	767.00	39.05
8/7/2013	Tuesday	Weekday	29,410	431	767.00	38.34
8/8/2013	Wednesday	Weekday	28,977	528	768.00	37.73
8/9/2013	Thursday	Weekday	26,985	495	767.00	35.18
8/10/2013	Friday	Weekday	16,612	304	452.00	36.75
8/11/2013	Saturday	Saturday	8,637	177	243.00	35.54
8/12/2013	Sunday	Sunday	29,002	444	765.00	37.91
8/13/2013	Monday	Monday	29,333	461	767.00	38.24
8/14/2013	Tuesday	Tuesday	29,748	489	765.00	38.89
8/15/2013	Wednesday	Wednesday	28,858	282	766.00	37.67
8/16/2013	Thursday	Thursday	26,745	311	766.00	34.92
8/17/2013	Friday	Friday	16,011	171	453.00	35.34
8/18/2013	Saturday	Saturday	9,115	111	243.00	37.51
8/19/2013	Sunday	Sunday	27,277	403	770.00	35.42
8/20/2013	Monday	Monday	28,556	398	769.00	37.13
8/21/2013	Tuesday	Tuesday	27,624	427	769.00	35.92
8/22/2013	Wednesday	Wednesday	27,108	435	766.00	35.39
8/23/2013	Thursday	Thursday	26,718	478	767.00	34.83
8/24/2013	Friday	Friday	16,681	312	453.00	36.82
8/25/2013	Saturday	Saturday	8,524	135	243.00	35.08
8/26/2013	Sunday	Sunday	27,447	407	765.00	35.88
8/27/2013	Monday	Monday	28,397	432	769.00	36.93
8/28/2013	Tuesday	Tuesday	28,177	436	768.00	36.69
8/29/2013	Wednesday	Wednesday	27,036	429	767.00	35.25
8/30/2013	Thursday	Thursday	29,083	551	762.00	38.17
8/31/2013	Friday	Friday	16,887	373	454.00	37.20
<b>Totals</b>			<b>745,984</b>	<b>11,962</b>	<b>20,096</b>	<b>37.12</b>





**LANE TRANSIT DISTRICT**  
**July 2013 Performance Report**  
18-September-2013

Performance Measure	Current Month	Prior Year's		Current Y-T-D	Previous Y-T-D	%		Current 12 Month	Prior 12 Month	%
		Month	Month			Change	Change			
<b>Fixed Route Service</b>										
Passenger Boardings	771,156	757,862	+ 1.8%	771,156	757,862	+ 1.8%	11,289,576	11,511,442	- 1.9%	
Mobility Assisted Riders	12,529	11,606	+ 8.0%	12,529	11,606	+ 8.0%	139,873	124,119	+ 12.7%	
<b>Average Passenger Boardings:</b>										
Weekday	30,077	30,564	- 1.6%	30,077	30,564	- 1.6%	38,289	38,985	- 1.8%	
Saturday	17,572	16,979	+ 3.5%	17,572	16,979	+ 3.5%	19,085	19,155	- 0.4%	
Sunday	9,793	9,620	+ 1.8%	9,793	9,620	+ 1.8%	10,039	10,116	- 0.8%	
Monthly Revenue Hours	19,675	19,075	+ 3.1%	19,675	19,075	+ 3.1%	247,903	247,808	+ 0.0%	
Boardings Per Revenue Hour	39.2	39.7	- 1.3%	39.19	39.73	- 1.3%	45.54	46.45	- 2.0%	
Weekly Revenue Hours	4,532	4,514	+ 0.4%	4,532	4,514	+ 0.4%	4,852	4,813	+ 0.8%	
Weekdays	22	21		22	21		255	257		
Saturdays	4	4		4	4		52	53		
Sundays	4	5		4	5		52	50		
<b>Passenger Revenues &amp; Sales</b>										
Total Passenger Revenues	\$507,483	\$522,785	- 2.9%	\$507,483	\$522,785	- 2.9%	6,901,673	6,785,232	+ 1.7%	
Average Passenger Fare	\$0.658	\$0.690	- 4.6%	\$0.66	\$0.69	- 4.6%	\$0.61	\$0.59	+ 3.7%	
Farebox Revenue	\$167,992	\$187,998	- 10.6%	\$167,992	\$187,998	- 10.6%	\$2,061,978	\$2,092,796	- 1.5%	
Adult Pass	2,100	2,076	+ 1.2%	2,100	2,076	+ 1.2%	25,209	24,119	+ 4.5%	
Youth Pass	176	205	- 14.1%	176	205	- 14.1%	12,020	9,942	+ 20.9%	
Reduced Fare Pass	1,289	1,201	+ 7.3%	1,289	1,201	+ 7.3%	14,800	13,457	+ 10.0%	
Adult 3 Month Pass	74	81	- 8.6%	74	81	- 8.6%	855	1,073	- 20.3%	
Youth 3 Month Pass	16	14	+ 14.3%	16	14	+ 14.3%	755	826	- 8.6%	
Reduced Fare 3 Month Pass	54	48	+ 12.5%	54	48	+ 12.5%	709	715	- 0.8%	
Adult 10-Ride Ticket Book	1,319	-	+ 0.0%	1,319	-	+ 0.0%	13,901	-	+ 0.0%	
Half-Fare 10-Ride Ticket Book	222	-	+ 0.0%	222	-	+ 0.0%	3,405	-	+ 0.0%	
Agency Adult 25-Day Pass Book	-	258	- 100.0%	-	258	- 100.0%	298	3,180	- 90.6%	
Agency Half-Fare 25-Day Pass Book	-	63	- 100.0%	-	63	- 100.0%	63	323	- 80.5%	
RideSource 10-Ride Ticket Book	576	567	+ 1.6%	576	567	+ 1.6%	6,594	7,034	- 6.3%	
<b>Fleet Services</b>										
Fleet Miles	292,805	273,974	+ 6.9%	292,805	273,974	+ 6.9%	3,531,304	3,547,947	- 0.5%	
Average Passenger Boardings/Mile	2.63	2.77	- 4.8%	2.63	2.77	- 4.8%	3.20	3.24	- 1.5%	
Fuel Cost	\$250,492	\$226,734	+ 10.5%	\$250,492	\$226,734	+ 10.5%	\$3,078,328	\$3,334,016	- 7.7%	
Fuel Cost Per Mile	\$0.855	\$0.828	+ 3.4%	\$0.855	\$0.828	+ 3.4%	\$0.872	\$0.940	- 7.2%	
Repair Costs	\$161,096	\$140,577	+ 14.6%	\$161,096	\$140,577	+ 14.6%	\$2,372,862	\$2,473,436	- 4.1%	
Total Repair Cost Per Mile	\$0.550	\$0.513	+ 7.2%	\$0.550	\$0.513	+ 7.2%	\$0.672	\$0.697	- 3.6%	
Preventive Maintenance Costs	\$28,196	\$34,810	- 19.0%	\$28,196	\$34,810	- 19.0%	\$413,828	\$386,768	+ 7.0%	
Total PM Cost Per Mile	\$0.096	\$0.127	- 24.2%	\$0.096	\$0.127	- 24.2%	\$0.117	\$0.109	+ 7.5%	
Mechanical Road Calls	48	36	+ 33.3%	48	36	+ 33.3%	672	829	- 18.9%	
Miles/Mech. Road Call	6,100	7,610	- 19.8%	6,100	7,610	- 19.8%	5,255	4,280	+ 22.8%	
<b>Special Mobility Service</b>										
SMS Rides	15,437	15,260	+ 1.2%	15,437	15,260	+ 1.2%	188,038	193,556	- 2.9%	
SMS Ride Refusals	-	-	+ 0.0%	-	-	+ 0.0%	2	5	- 60.0%	
RideSource	6,849	7,008	- 2.3%	6,849	7,008	- 2.3%	83,196	92,599	- 10.2%	
RideSource Refusals	-	-	+ 0.0%	-	-	+ 0.0%	1	5	- 80.0%	





## Daily Ridership Recap July 2013

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
7/1/2013	Monday	Weekday	32,183	470	767.00	41.96
7/2/2013	Tuesday	Weekday	30,777	447	768.00	40.07
7/3/2013	Wednesday	Weekday	32,123	575	771.00	41.66
7/4/2013	Thursday	Closed	-	-	-	-
7/5/2013	Friday	Weekday	26,050	518	765.00	34.05
7/6/2013	Saturday	Saturday	16,620	328	451.00	36.85
7/7/2013	Sunday	Sunday	8,674	198	244.00	35.55
7/8/2013	Monday	Weekday	31,075	506	769.00	40.41
7/9/2013	Tuesday	Weekday	30,696	463	766.00	40.07
7/10/2013	Wednesday	Weekday	31,008	483	767.00	40.43
7/11/2013	Thursday	Weekday	30,479	427	767.00	39.74
7/12/2013	Friday	Weekday	31,017	533	766.00	40.49
7/13/2013	Saturday	Saturday	20,175	386	453.00	44.54
7/14/2013	Sunday	Sunday	11,690	194	256.00	45.66
7/15/2013	Monday	Weekday	30,732	434	770.00	39.91
7/16/2013	Tuesday	Weekday	30,558	512	769.00	39.74
7/17/2013	Wednesday	Weekday	30,019	449	769.00	39.04
7/18/2013	Thursday	Weekday	30,033	458	769.00	39.05
7/19/2013	Friday	Weekday	28,209	484	769.00	36.68
7/20/2013	Saturday	Saturday	16,879	365	447.00	37.76
7/21/2013	Sunday	Sunday	9,252	184	244.00	37.92
7/22/2013	Monday	Weekday	29,867	425	768.00	38.89
7/23/2013	Tuesday	Weekday	29,627	423	767.00	38.63
7/24/2013	Wednesday	Weekday	30,555	511	768.00	39.79
7/25/2013	Thursday	Weekday	30,533	460	767.00	39.81
7/26/2013	Friday	Weekday	28,637	486	765.00	37.43
7/27/2013	Saturday	Saturday	16,614	327	452.00	36.76
7/28/2013	Sunday	Sunday	9,556	226	245.00	39.00
7/29/2013	Monday	Weekday	29,465	406	765.00	38.52
7/30/2013	Tuesday	Weekday	29,180	466	766.00	38.09
7/31/2013	Wednesday	Weekday	28,873	385	765.00	37.74
<b>Totals</b>			<b>771,156</b>	<b>12,529</b>	<b>765</b>	<b>1,008.05</b>

