



Lane Transit District

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

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING**

Wednesday, November 20, 2013

5:30 p.m.

LTD Board Room

3500 E. 17TH Avenue, Eugene

(off Glenwood Boulevard in Glenwood)

A G E N D A

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I. CALL TO ORDER	
II. ROLL CALL	
Dubick _____ Gillespie _____ Yeh _____ Towery _____	
Wildish _____ Necker _____ Vacant _____	
III. PRELIMINARY REMARKS BY BOARD PRESIDENT	(5 minutes)
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VI. BOARD CALENDARS	(1 minute) 6
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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>	
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1. Meetings Held		
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b. Lane Area Commission on Transportation (LaneACT), November 13		
c. Accessible Transportation Committee (ATC), November 19		
2. No Meeting/No Reports		
a. Main Street-McVay Governance Committee		
b. EmX Steering Committee		
c. Metropolitan Policy Committee (MPC)		
d. LTD Board Human Resources Committee		
e. Lane Council of Governments (LCOG) Board of Directors		
f. Governor’s Oregon Passenger Rail Leadership Council		
g. Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP)		
h. LTD Board Service Committee		
i. LTD Board Finance Committee		
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J. Walk and Bike to School Day (respond if questions)		42

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- A. Long-Range Transit Plan (December)
 - B. Independent Audit Report and Comprehensive Annual Financial Report (CAFR) (December)
 - C. EmX Steering Committee Appointments (December)
 - D. West Eugene EmX Property Acquisition (December)
 - E. LTD/ATU Pension Work Group (December)
 - F. United Front Requests (December)
 - G. Smart *Trips* Program (December)
 - H. Rhody and Diamond Express Services Update (December)
 - I. Budget Committee Appointments (Winter)
 - J. 2014 Legislative Session (January)
 - K. Finding of Economic Recovery Process (January)
 - L. Labor Negotiations (January)
 - M. Board Strategic Planning Session (February or March)
 - N. Regional Transportation Options Plan (RTOP) Adoption (March)
 - O. Annual Performance Report (Future Meeting)
 - P. Bicycle Parking Study (Future Meeting)
 - Q. High-capacity Transit Corridor Projects (Future Meetings)

XII. ADJOURNMENT

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

AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 2013

ITEM TITLE: COMMENTS FROM THE GENERAL MANAGER

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENT: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 2013

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

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

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENT: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 2013

ITEM TITLE: BOARD CALENDARS

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

ACTION REQUESTED: Board member communication regarding participation at LTD and community events and activities.

BACKGROUND:

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

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

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

AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 2013

ITEM TITLE: DECEMBER EMPLOYEE OF THE MONTH

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

BACKGROUND:

December Employee of the Month: Operations Supervisor Charlett Trauger has been selected to receive the December Employee of the Month award.

Ms. Trauger has been employed by Lane Transit District (LTD) since December 1995. In that time, she has earned numerous awards, including placing first in the 2009 LTD Bus Rodeo, Supervisor Division, and earning the Safe Driving Award nine times. This community experienced extensive road construction this past summer. Ms. Trauger was nominated for her work in providing the safest, most efficient routes in which to allow buses to navigate through the narrow streets created during the construction. It is not uncommon for the City of Eugene and local contractors to make unscheduled road changes. When Ms. Trauger was made aware of these changes, she helped to design alternate routes that were as driver-friendly as possible, considering the circumstances.

When asked to comment on Ms. Trauger's selection as Employee of the Month, Director of Transit Operations Mark Johnson said:

I am excited for Charlett to be the recipient of the December Employee of the Month award. Charlett is committed to the LTD mission, and it shows in how she approaches her daily work. This year has been a challenging one for her because in addition to her regular supervisor duties, she managed detours for the multiple construction projects that took place throughout LTD's service area. Charlett cares deeply about the quality of service that LTD provides, and she goes out of her way to accommodate LTD's customers. She is an excellent role model for bus operators and has earned their respect as a dependable ally. I appreciate the great attitude that she brings to work every day. She is a pleasure to work with. Congratulations, Charlett!

AWARD:

Ms. Trauger will attend the November 20, 2013, meeting to be introduced to the Board and to receive her award.

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 2013

ITEM TITLE: CONSENT CALENDAR

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

ACTION REQUESTED: Approval of Consent Calendar Items

BACKGROUND:

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

The Consent Calendar for November 20, 2013, consists of the Minutes of the October 16, 2013, Regular Board Meeting.

ATTACHMENT: Minutes of the October 16, 2013, Regular Board Meeting

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

LTD Resolution No. 2013-029: It is hereby resolved that the Consent Calendar for November 20, 2013, is approved as presented.

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING/EXECUTIVE SESSION

Wednesday, October 16, 2013

Pursuant to notice given to *The Register-Guard* for publication on October 10, 2013, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular Board meeting on Wednesday, October 16, 2013, beginning at 5:30 p.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Doris Towery, President
Gary Gillespie, Vice President
Michael Dubick, Secretary
Ed Necker, Treasurer
Gary Wildish
Carl Yeh

Vacant – Position 7

Ron Kilcoyne, General Manager
Jeanne Schapper, Clerk of the Board
Lynn Taylor, Minutes Recorder

CALL TO ORDER/ROLL CALL: Ms. Towery convened the roll at 5:36 p.m.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Ms. Towery welcomed Mr. Wildish to the Board.

Ms. Towery announced that Dr. Martha Reilly had submitted her resignation from Position 7 on the Board as she had moved out of her subdistrict.

Ms. Towery had just returned from the American Public Transportation Association (APTA) Annual Meeting and reported that there was an interesting focus on complete streets. Coincidentally, this coming Friday and Saturday there will be *Making Great Cities* presentations. She remarked that the APTA conference provided the opportunity to hear from people from around the globe about incorporating the best choices for transit, bike/ped, etc., and about how these concepts translate to healthy communities and to healthy community members.

COMMENTS FROM THE GENERAL MANAGER: Mr. Kilcoyne said that he attended the same presentation referred to by the Board president. He added that last week at the Oregon Transit Association (OTA), two speakers, Todd Litman and Dan Burden, talked about remaking urban areas to be healthier; focusing on walking, bicycling, and using transit.

Mr. Kilcoyne introduced the new Government Relations Manager Edward McGlone. Mr. Kilcoyne said that in the short time he has been with LTD, Mr. McGlone has worked very hard with OTA towards the goal of securing additional funding for senior transportation.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: Mr. Gillespie shared that *Metro Magazine* released a ranking of the “Top 100 Bus Fleets,” and LTD came in at No. 100.

BOARD CALENDARS: Mr. Kilcoyne reviewed the Board calendars and invited Board members to join staff at the Business-to-Business Expo at the Lane County Fairgrounds on Thursday, October 24.

EMPLOYEE OF THE MONTH: Director of Finance and Information Technology Diane Hellekson said that it was a pleasure to introduce Purchasing Manager Jeanette Bailor as the November Employee of the Month. Ms. Hellekson directed the Board’s attention to Ms. Bailor’s coworkers, who were present at the meeting to support her. Celebrating her 31st year at LTD this week, staff have been amazed at the decades of exemplary work that Ms. Bailor has provided to the District. Ms. Hellekson reported that Ms. Bailor has been an outstanding employee for her entire LTD career, earning the respect and admiration of her peers, her colleagues at partner agencies, and notably, the Federal Transit Administration. She was honored on this occasion for covering the twelve-week absence of a coworker without incurring any additional cost to LTD and while personally dealing with a major challenge that would have made just doing her own job very difficult, much less doing two jobs. Ms. Bailor was presented with a certificate, congratulatory letter, and pin commemorating the honor. Ms. Bailor thanked the Board and said that she appreciated working so many years with so many dedicated people, and that she is very proud about what the organization has accomplished over the years.

AUDIENCE PARTICIPATION: Ms. Towery noted that no one present wished to testify.

PUBLIC HEARING: LONG-RANGE TRANSIT PLAN (LRTP):

Staff Presentation: Planning and Development Manager Tom Schwetz said that staff had completed a peer review that afternoon with respect to service planning. A couple of the panelists had reviewed the LRTP and felt very good about the language in terms of setting reasonable expectations about what the organization does and what the cities are trying to accomplish regarding development of their respective visions. Mr. Schwetz reported that the District had received a Transportation and Growth Management (TGM) grant to prepare a transit plan that intended to address the required transit elements of the cities of Eugene and Springfield as they update their respective transportation system plans; and at the same time, assist with the cities’ vision processes for future growth and development.

The LRTP is composed of a set of goals, policies, and potential strategies that help LTD address the vast array of issues that transit faces. The LRTP sets the foundation for interacting with the District’s partners as various issues arise.

Mr. Schwetz reported that tonight's public hearing is part of a schedule that includes a public comment period that ends on November 1, and a request for Board adoption of the LRTP in November.

Mr. Dubick inquired on the status of the City of Springfield's long-range plan. Mr. Schwetz responded that both Cities' processes have been delayed; but it is expected that Springfield will finish around January 2014, with a full transportation system plan for City Council adoption. Eugene's process may be complete by late spring or early summer.

Opening of Public Hearing by Board President: Ms. Towery explained the procedure for giving public testimony and noted that two persons were signed up to speak.

Larry Reed, Eugene, Eugene Parks Foundation Board member serving on the Lane County Roads Advisory Commission and former member of the West Eugene Collaborative, said that he was speaking as a retired urban planner in support of LTD's Long-Range Transit Plan as written. He stated that lane use planning and transit are interlocked, and LTD services are needed to support Eugene's expected population growth of 30,000 people over the next 25-30 years. He specifically stated his support of bus rapid transit.

Rob Zako, Eugene, executive director of BEST (Better Eugene-Springfield Transit), said that he would be providing more detailed written comments before the deadline of November 1. He congratulated LTD on an excellent plan with a good framework for looking into the future, addressing challenges, and measuring success. He wanted to make three points: 1) He arrived to the Board meeting on EmX, and will carpool back to UO campus, where he has a bicycle waiting. Including walking, he will utilize four separate modes of transportation before the end of the day. LTD provides multiple transportation options, which is stated well in the second and third section of the LRTP. However, it was omitted in the first section. There is language regarding LTD's aspirations and being a leader in the community. He recommended also listing the mission statement in the first section. 2) It has been about 15 years since TransPlan, when bus rapid transit was just an idea. He indicated that since that time, two phases have been completed, a third is being engineered, and others are under consideration. He suggested that it would be helpful to look back on lessons learned in the past 15 years and how that experience can inform moving forward. He also suggested adding a graphic, such as the one in the press release, that addresses how this Plan connects to other plans. 3) Goal No. 1 is especially important as it talks about the frequent transit network. This builds on the idea of bus rapid transit only a little bit. He suggested that perhaps the Plan could use a bit more detail about why corridors are selected for the frequent transit network.

As no one else wished to speak, Ms. Towery closed the public hearing.

Staff Comments: Mr. Schwetz reiterated that comments received that evening and those received during the comment period would be utilized in revising the Plan for Board consideration in November.

MOTION EXECUTIVE (NON-PUBLIC SESSION) PURSUANT TO ORS 192.660(2)(i): Mr. Yeh moved that the LTD Board of Directors meet in executive session pursuant to ORS 192.660(2)(i), to review and evaluate the employment-related performance of the LTD general manager. Mr. Necker provided the second.

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

The Board entered Executive Session at 5:59 p.m.

RETURN TO REGULAR (OPEN) SESSION: The Board returned to regular session at 6:18 p.m.

ITEMS FOR ACTION AT THIS MEETING:

MOTION Consent Calendar: Mr. Dubick moved adoption of LTD Resolution No. 2013-026: It is hereby resolved that the Consent Calendar for October 16, 2013, is approved as presented. Mr. Yeh provided the second. The Consent Calendar consisted of the minutes of the September 9, 2013, special Board meeting and the September 18, 2013, regular Board meeting.

VOTE The Consent Calendar was approved as follows:
AYES: Dubick, Gillespie, Necker, Towery, Yeh (5)
NAYS: None
ABSTENTIONS: Wildish (1)
EXCUSED: None

General Manager 2014 Compensation: Director of Human Resources and Risk Management Mary Adams explained that the Board conducted an evaluation of the LTD general manager; and during that process, goals and objectives were developed. The Board's Human Resources Committee also reviewed the general manager's compensation and made a recommendation to the full Board.

Mr. Dubick said that the Human Resources Committee's discussion addressed parity and felt that it was appropriate that the general manager receive the same salary increase as other administrative staff, which was 2 percent, effective July 1, 2013.

Ms. Towery noted that the District had implemented a number of frugality measures during the past few years, including furloughs, downsizing, and no cost of living increases. As the economy slowly recovered, it was time to consider a pay increase for the general manager as he completed his second year with the organization.

Mr. Gillespie agreed that the recommendation was appropriate and not excessive or regressive.

MOTION Mr. Necker moved LTD Resolution 2013-027: It is hereby resolved that the LTD Board of Directors approves an increase to the LTD general manager's compensation with a COLA (cost of living adjustment) of 2 percent, to be effective on July 1, 2013, as recommended by the LTD Board of Directors Human Resources Committee. Mr. Gillespie provided the second.

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

General Manager 2014 Goals and Objectives: Ms. Adams indicated that the proposed goals and objectives for the general manager were included in the agenda packet.

MOTION Mr. Necker moved LTD Resolution 2013-028: It is hereby resolved that the LTD Board of Directors approves the LTD General Manager 2014 Goals and Objectives as recommended by the LTD Board of Directors Human Resources Committee. Mr. Yeh provided the second.

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

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: Mr. Gillespie said that the October 1 Oregon Passenger Rail meeting had been canceled, but he participated in a conference call to discuss various proposals. He said that public meetings would be held around the state to provide information on the proposals. A public open house will be held on November 6, 2013, from 5:00 p.m. to 7:00 p.m. at the Eugene Public Library. He said that two issues that remained unresolved were routes through Portland, and how to connect those routes with Corvallis. He encouraged Board members, staff, and the public to attend the open house and to share comments.

Mr. Kilcoyne said that the October 8 meeting of the Lane Area Commission on Transportation (LaneACT) was fairly short and focused on outcomes of the Super ACT meeting. The meeting also focused on the recommendation to fund all of the LaneACT's Tier 1 projects and some Tier 2 projects under the State Transportation Improvement Program (STIP) Enhance process. Ms. Towery added that Eugene Mayor Kitty Piercy and Springfield City Councilor Hilary Wylie did an extraordinary job of advocating for LaneACT projects during the STIP Enhance process. She also commended the staff of local jurisdictions for their efforts.

Mr. Yeh commented that negotiations were in process for LTD to become a voting member of the Lane Council of Governments Board of Directors. Mr. Kilcoyne said that the issue of cost was under discussion. Mr. Yeh had a correction to the report in the meeting packet. Oregon State Representative Val Hoyle was not able to attend the September 16 meeting.

Mr. Necker said that he was unable to attend the Accessible Transportation Committee (ATC) meeting. He observed that a route change was made on Route No. 52 without discussing it with the Service Committee. He had asked for additional information on a request to restore service to Brewer Avenue. The information he received was that there were too many complications given other route changes affecting the area. Mr. Kilcoyne said that restoration of service to that area was a priority, but there was a high cost attached. He said that the change to Route No. 52 was discussed as part of a package of minor changes.

Main Street-McVay Transit Feasibility Project Status: Senior Project Manager John Evans said that LTD received federal funds in 2011 to study transit feasibility along the Main Street-McVay corridor, and had been working with the City of Springfield to implement the project. He introduced consultant Christine Watchie of Cojito, who would provide an update on the public participation component.

Ms. Watchie said that stakeholder outreach was intended to obtain a reading of community opinion prior to launching a number of projects along Main Street. She said that a series of conversations with representatives of diverse community interests had been held to determine what was working well on the corridor, what was not working, and what the corridor should look like in the future.

Based on that information, the question was asked as to whether or not the City and LTD should move forward with the Transit Feasibility Study. She said that there was overwhelming support for moving forward with the Transit Feasibility Study, although some concerns were raised about EmX and a reduction of parking along the route. She said that the City was intricately involved with, and at the forefront, of the process.

Mr. Dubick stressed that in addition to meetings with individuals and groups, there were opportunities at various events for input from the general public, and that it was an open process.

In response to a question from Mr. Necker, Ms. Watchie said that the McVay Highway was a part of the Study, and feedback from the public indicated that a connection with Lane Community College would serve Springfield well.

Ms. Towery commended the process and stated that she was pleased to be a part of it. She thanked everyone involved. She said that it was good to hear, particularly from the business community, affirmation of transit's positive role in community development. Mr. Yeh agreed that it was a commendable process that obtained useful and constructive feedback from the community.

Mr. Evans asked for feedback from the Board on whether or not to proceed with the Transit Feasibility Project.

Ms. Towery asked Board members to express their opinions on the Study.

Mr. Dubick and Mr. Wildish stated that it was a good opportunity, and supported moving forward.

Mr. Gillespie favored the project that could have multiple positive outcomes, including improvements to neighborhoods, business access, and connections within the District.

Mr. Yeh and Mr. Necker supported moving forward with the Study.

Ms. Towery said that the Study also offered great opportunities for collaboration and coordination among agencies on a number of projects to the benefit of all. Ms. Towery noted that the general consensus was for the Study to move forward.

2013 Oregon Legislature Special Session Update: Government Relations Manager Edward McGlone stated that the special session had focused on unresolved issues from the regular session, including the Public Employees Retirement System (PERS) unfunded liability and funding for K-12 education. He said that the governor and legislature had come to an agreement on both issues, and transit had benefitted from one of the actions to increase revenue. The Oregon Senior Medical Deduction program was modified to reduce its impact on the state's budget, and transit districts lobbied to have some of those funds reinvested in services to seniors, resulting in the allocation of \$5 million to a special transportation fund to be distributed by formula to transit providers across the state for paratransit services. LTD would use its distribution of about \$400,000 for the RideSource program, thereby reducing the District's contribution from its general fund. He said that the state also withheld \$26 million of the funds appropriated for seniors, and would consider how best to use the funds during the 2014 regular session. Transit districts would advocate for additional special transportation fund monies.

Mr. McGlone said that the Columbia River Crossing project would not be the subject of an additional special session, and instead, would be addressed at the 2014 regular session. He also noted that while Congress had come to an agreement to end the federal government shutdown and postpone the federal debt ceiling, the sequester was still in place, and cuts would be implemented.

Mr. Gillespie remarked that the local housing authority would have to eliminate services for 150 clients if sequester measures were enforced. He also emphasized the importance of creating lifelong transit users by encouraging youth to ride the bus. When the Business Energy Tax Credit (BETC) program was defunded by the legislature, LTD lost funding for its student pass program. Mr. Gillespie expressed his hope that another funding source may be found to foster student ridership and promote transit use among young people.

Ms. Towery noted that LTD had generated the concept of the student ridership program and advocated for the BETC funding to support it. She expressed her hope that the District could again assume a leadership role in seeking ways to restore funding for student transit services.

Mr. Yeh said that another benefit of encouraging youth to use transit was that they could also promote transit ridership to their parents.

Monthly Financial Report: Director of Finance and Information Technology Diane Hellekson said that all key financial measures that were reviewed monthly were positive, including the payroll tax. She said that payroll tax disbursements had been slower than usual because of staff cutbacks at the Department of Revenue. Ms. Hellekson said that state-in-lieu was up by 10 percent, personal services and fuel were down and under control. She said that ridership remained flat, but October would be the benchmark month. Staff were working

to incorporate football service ridership into the data and hoped that it would be reflected in the November reports.

Mr. Lipkin explained that while football service data would now be included in ridership reporting, staff would seek ways to identify it and other charter service separately in District reports when making comparisons to data from previous years when those services were not included.

Mr. Vobora announced that October was National Affordable Housing Month and LTD was participating with the local housing authority providers of Lane County in an upcoming event on October 22, 2013, at LTD's Customer Service Center. He said that the event would celebrate an award received in recognition of the quality of affordable housing in the area.

ADJOURNMENT: Ms. Towery adjourned the meeting at 7:20 p.m.

LANE TRANSIT DISTRICT

ATTEST:

Michael Dubick
Board Secretary

Jeanne Schapper
Clerk of the Board

AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 2013

ITEM TITLE: BOARD MEMBER REPORTS

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

ACTION REQUESTED: None

BACKGROUND:

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

MEETINGS HELD:

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

1. **LTD Pension Trusts:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. LTD Board Member Gary Gillespie serves as a trustee for both plans. At the November 13 meeting, trustees received reports from contractors, made a decision to eliminate one investment fund manager, and approved disability benefits for two plan members.
2. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, Lane Council of Governments, and LTD. Board Member Michael Dubick serves as LTD's representative on this Commission, which meets on the second Wednesday of the month. The agenda for the November 13 meeting included an Oregon Rail update and elections for LaneACT chair and vice chair.
3. **Accessible Transportation Committee (ATC):** The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex officio position representing the LTD Board on this committee. The agenda for the November 19 meeting included a continuance of the Committee's funded projects review, with reviews of the South Lane Wheels services in Cottage Grove and the Pearl Buck Preschool transportation program.

NO MEETINGS HELD:

1. **Main Street-McVay Governance Committee:** This committee was formed to provide informed direction and collaborative decision making to support the Main Street-McVay Transit Feasibility Study and four other concurrent projects along Main Street in Springfield. Board President Doris Towery and Board Member Michael Dubick are LTD's representatives on this committee, which is scheduled to meet on the fourth Thursday of the month. The next meeting is scheduled to be held on December 2.
2. **EmX Steering Committee:** The EmX Steering Committee generally meets quarterly and is composed of Chair Gary Gillespie, Board President Doris Towery, Board Member Carl Yeh, members of local units of government, and community representatives. The next meeting is scheduled to be held on December 3.
3. **Metropolitan Policy Committee (MPC):** Board President Doris Towery is LTD's MPC representative, with Board Member Gary Gillespie serving as an alternate. MPC meetings are held on the first Thursday of each month. The November 7 meeting was canceled. The next meeting is scheduled to be held on December 5.
4. **LTD Board Human Resources Committee:** The Board Human Resources Committee is composed of Chair Doris Towery and Board Member Michael Dubick, and meets on the second Tuesday of the month. The November 12 meeting was canceled. The next meeting is tentatively scheduled to be held on December 10.
5. **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. The LCOG Board generally meets every other month. The next meeting is scheduled to be held on December 12.
6. **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 to be held on December 17.
7. **Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP):** The TCRG includes community members who have an interest in transportation issues in the City of Eugene. Board Member Ed Necker represents LTD on the TCRG. The next meeting has not yet been scheduled.
8. **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.
9. **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.

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 2013

ITEM TITLE: BOARD COMMITTEE ASSIGNMENTS

PREPARED BY: Doris Towery, Board President

ACTION REQUESTED: None

BACKGROUND:

In June of each year, Board members review their current committee assignments, and assignments may be revised depending on Board members' preferences. The recent departure of Board Member Martha Reilly from the LTD Board left open positions on committees and special assignments. Interest in these open positions was discussed with new Board member Gary Wildish. On November 15 the draft list of LTD Board committee assignments was e-mailed to Board members for review. Committee assignments will be finalized at the November 20, 2013, Board meeting.

ATTACHMENT: Draft LTD Board of Directors Committees and Special Assignments

Q:\Reference\Board Packet\2013\11\Board Committee Assignmts Summary.docx

DRAFT
LTD BOARD OF DIRECTORS
COMMITTEES AND SPECIAL ASSIGNMENTS

November 20, 2013

BOARD OFFICERS

(Terms expire 6/30/14)

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

HUMAN RESOURCES COMMITTEE

(meets 2nd Tuesday of the month)

Michael Dubick
*Doris Towery
Gary Wildish

METROPOLITAN POLICY COMMITTEE (MPC)

(meets 1st Thursday of the month)

Gary Wildish
Doris Towery
Alternate: Gary Gillespie
Ron Kilcoyne, ex officio

SERVICE COMMITTEE

(meets every other month, or as needed)

Gary Gillespie
*Ed Necker
Michael Dubick

LANE COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS

(meets every other month - 4th Thursday)

Carl Yeh
Alternate: Vacant

FINANCE COMMITTEE

(meetings scheduled as needed)

*Michael Dubick
Carl Yeh
Ed Necker

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

(Meetings scheduled as needed)
Ed Necker

EmX STEERING COMMITTEE

(meets quarterly on 1st Tuesday)

Carl Yeh
*Gary Gillespie
Doris Towery

LANE AREA COMMISSION ON TRANSPORTATION

(meets on the 2nd Wednesday of each month)

Michael Dubick
Alternate: Ron Kilcoyne

PENSION TRUSTS

(meetings scheduled as needed)

Gary Gillespie

SPRINGFIELD TRANSPORTATION SYSTEM PLAN STAKEHOLDER ADVISORY COMMITTEE

(Meetings scheduled as needed)

Board Member Representative To Be Determined

MAIN STREET-McVAY GOVERNANCE COMMITTEE

(Meets every month – 4th Thursday)

Doris Towery
Michael Dubick

ACCESSIBLE TRANSPORTATION COMMITTEE

(meets on the 3rd Tuesday of each month)

Ed Necker

*Denotes Current Committee Chair

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

Updated: 11/15/2013 11:41:57 AM

AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 2013

ITEM TITLE: FINDING OF ECONOMIC RECOVERY PROGRESS

PREPARED BY: Edward McGlone, Government Relations Manager

ACTION REQUESTED: None

BACKGROUND:

The 2009 Oregon Legislature authorized Lane Transit District's and TriMet's boards of directors to increase the payroll tax increment collected for public transportation by one tenth of one percent (.001), from seven-tenths of one percent (.007) to eight-tenths of one percent (.008). The statute authorizing the increase states: "The district board may not adopt an ordinance increasing a tax authorized by subsection (1) of this section unless the board makes a finding that the economy in the district has recovered to an extent sufficient to warrant the increase in tax. In making the finding, the board shall consider regional employment and income growth" [ORS 267.385 (8)]. To date, neither agency has implemented the approved increase. LTD's Board has now initiated a process to commence the economic research needed to determine economic recovery.

Because LTD received no responses to an earlier Request for Proposal to conduct the research, the District obtained services directly from a well-respected economic consulting firm with ties to both Portland and Eugene. A contract will be signed shortly, and work will begin after January 1, 2014.

In addition to the required economic study, LTD will conduct robust outreach to inform impacted businesses of the proposed payroll tax implementation. The last time LTD increased the payroll tax, the chambers of commerce in the community were highly involved and other direct outreach methods were undertaken. LTD will engage a similar model to make sure that information is accurately and promptly communicated and to provide ample opportunity for public comment, if desired.

Most businesses will see similar impacts on their payroll tax as they have over the past decade. To minimize financial impact, the implementation is scaled over a ten-year period; meaning that the rate will increase by only one one-hundredth of one percent (.0001) annually over the course of one decade. For 87 percent of payroll tax payers, this means that they would see their tax bill increase by less than \$30 each year over the course of the implementation.

ATTACHMENT: None

<Q:\Reference\Board Packet\2013\11\Economic Recovery AIS.docx>

AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 2013

ITEM TITLE: NON-EMERGENCY MEDICAL TRANSPORTATION UPDATE

PREPARED BY: Cosette Rees, Accessible and Customer Services Manager

ACTION REQUESTED: None. Information only.

BACKGROUND:

NEMT Transition

On May 19, 2008, the RideSource Call Center (RSCC) began coordinating medical trips for eligible participants of Non-Emergency Medical Transportation (NEMT) service through a contract with the Oregon Health Authority (OHA). Eligibility is extended only to Oregon Health Plan (OHP) Plus participants.

In July 2013, Lane Transit District became one of only two agencies in the state to successfully transition the contract for coordination of NEMT services from OHA to the regional Coordinated Care Organization (CCO), Trillium Community Health Plans. In addition, the RSCC also began coordinating the Transportation Reimbursement Program.

A CCO is a community-based organization made up of health care providers coming together to support the health of individuals, families, and the community. The CCO oversees physical, mental, dental, alternative, and supportive services, including transportation for eligible participants.

Healthcare Transformation

In January 2014 Healthcare Transportation will change the standard to extend the transportation benefit to all OHP participants. As a result, 26,200 more individuals are expected to become eligible for this benefit during the next three years. That is in addition to the current 55,000 OHP Plus qualified individuals.

Staff estimate that this will result in an increase from the current 13,000 trips per month, to 16,650 trips per month. LTD is working with RSCC contractor, Special Mobility Services, to prepare for the increased demand in calls, and is also working with private providers (taxis, etc.) to identify capacity for the increased service demand. Staff also are evaluating other methods for delivering this service, including expanding the use of the transportation reimbursement program, coordinating medical appointments, and possibly bringing in new private provider contracts.

ATTACHMENT: None.

<Q:\Reference\Board Packet\2013\11\CCO AIS.docx>

AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 2013

ITEM TITLE: OCTOBER FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

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 separate from the Board packet. On the Tuesday before the regular monthly Board meeting, a link to the financial reports will be sent by e-mail to all Board members and senior LTD staff and the reports will be posted to the LTD website. The October report will be posted on or before November 19.

ATTACHMENT: None

Q:\Reference\Board Packet\2013\11\Reg Mtg 11-20-13\14fin04 packet

AGENDA ITEM SUMMARY

DATE: November 20, 2013

ITEM TITLE: OCTOBER GRANT REPORT

PREPARED BY: Todd Lipkin, Finance Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

The Monthly Grant Report for activity through October 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

Now that the federal government is back to work, grant amendments/applications for federal fiscal year 2013, and prior funds can now be submitted. Grant applications are being drafted and should be submitted to FTA Region X by the end of November for their consideration. No federal fiscal year 2014 funds have been appropriated at this time so the application for current-year funding that supports projects such as Point2point at Lane Transit District cannot be submitted. As soon as appropriations occur, we will submit these applications.

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 chair and co-chair of each Area Commission on Transportation (ACT) met as the super-ACT on September 12 and voted to recommend funding for the two LTD projects (listed below). The River Road Station Development project was withdrawn from consideration earlier in the process.

- 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.
- *SmartTrips* Regional Residential Program: This application requests \$372,845 for the *SmartTrips* Regional Program, a comprehensive individual household marketing aimed at increasing biking, walking, use of public transit, and ridesharing. The planned 2016-2018 project has three target

areas within the Central Lane Metropolitan Planning Organization, all with high concentrations of transportation disadvantaged (youth, seniors, low-income, people with disabilities, minorities, limited English, and/or no car). Targeted areas have safety concerns and congested corridors. *SmartTrips* leverages public investments in existing travel programs and infrastructure by addressing household transportation needs regardless of age or ability. By highlighting seniors, *SmartTrips* can offer greater access and use of available, low-cost transportation options and respond to growing demand within our aging population.

ATTACHMENT: Monthly Grant Report

Q:\Reference\Board Packet\2013\10\Grant report summary oct13.docx



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	1,886,111.28	343,819.50
14.06.60 ROW, Land, Existing Improvements	-	1,929,027.42	1,503,670.42	425,357.00
14.08.80 Professional Services	116.00	7,721,200.00	8,410,403.88	(689,203.88)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	116.00	30,808,867.00	28,503,251.90	2,305,615.10

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	272.00	1,062,000.00	27,975.51	1,034,024.49
11.62.02 Call Center Telephone System	-	298,000.00	275.93	297,724.07
	272.00	1,360,000.00	28,251.44	1,331,748.56

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	439,238.88	65,331.12
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	820,560.58	491,134.42

OR-39-0007 - FTA 5339 Alternatives Analysis Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
44.23.02 Main St/McVay Planning Study	-	937,500.00	65,640.57	871,859.43

OR-57-X012 - FTA 5317 New Freedom	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.7L.00 Transportation Assessments	-	96,528.00	-	96,528.00
11.7L.00 Mobility Management	-	97,026.00	-	97,026.00
	-	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	981.00	1,460,900.00	1,062,121.35	398,778.65
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	43,575.46	6,424.54
11.71.12 Vanpools	-	163,400.00	166,302.00	(2,902.00)
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	-
	981.00	18,531,037.00	18,006,325.52	524,711.48

OR-90-X161 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Software	5,113.00	500,000.00	199,672.89	300,327.11
11.42.09 (01) Security Improvements	-	150,000.00	84,192.60	65,807.40
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	8,077.00	91,923.00
11.43.03 Improvements	-	600,000.00	536,933.64	63,066.36
11.71.12 Vanpools	-	102,125.00	106,950.00	(4,825.00)
11.7A.00 Prevent_Maint_2	20,268.00	4,626,638.00	2,350,746.15	2,275,891.85
11.7A.00 Preventive Maintenance	-	7,500,000.00	7,500,000.00	-
	25,381.00	13,730,013.00	10,880,258.72	2,849,754.28

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	1,875,677.04	464,676.96
11.7F.00 Gateway SmartTrips	-	100,301.00	100,301.00	-
	-	2,440,655.00	1,975,978.04	464,676.96

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	148.00	83,584.00	17,944.82	65,639.18
11.72.11_Rideshare_Bike_Sharing	-	6,000.00	3,596.95	2,403.05
11.72.11_Rideshare_Carpool	-	2,000.00	922.03	1,077.97
11.72.11_Rideshare_CMP	-	600.00	905.57	(305.57)
11.72.11_Rideshare_ETC	-	6,000.00	5,956.88	43.12
11.72.11_Rideshare_Group Pass	-	35,212.82	35,212.82	-
11.72.11_Rideshare_Park and Ride	-	2,500.00	1,872.04	627.96
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	148.00	1,047,911.00	968,925.29	78,985.71



OR-95-X055 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
11.7L.00 Rideshare	14,444.00	441,436.00	432,931.20	8,504.80
11.7L.00 Safe Routes-School Districts	-	129,834.00	59,753.59	70,080.41
11.7L.00 SmartTrips 2	3,830.00	384,487.00	177,498.90	206,988.10
44.23.02 Bike Parking Study	-	100,301.00	99,690.50	610.50
	<u>18,274.00</u>	<u>1,613,285.00</u>	<u>1,327,101.19</u>	<u>286,183.81</u>

AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 2013

ITEM TITLE: DEPARTMENT REPORTS

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENT: Monthly Department Reports, November 20, 2013



MONTHLY DEPARTMENT REPORTS

November 20, 2013

Government Relations

Edward McGlone, Government Relations Manager

In late October staff from Smith Dawson Andrews, Lane Transit District's (LTD) Washington, D.C. lobbying firm, were in Eugene to help United Front (UF) partners prepare for the January 2014 UF trip. Unlike the previous year in which the UF visit took place in late March, partners agreed that conducting the trip in late January will help ensure that the region's message is better heard and has a greater opportunity for consideration during the congressional session. The region has agreed to pursue a more narrow focus in Washington, anchoring the region's priorities in economic growth and revitalization.

The Government Relations Committee recommended that LTD host a legislative breakfast in advance of the February 2014 Legislative Session. Dates have not been set, but the week of January 20 is under consideration. Typically the entire LTD legislative delegation is invited; and most attend to learn about the District's legislative priorities and to get updates on key projects, including West Eugene EmX and other EmX corridors.

Customer Services and Planning

Andy Vobora, Director of Customer Services and Planning

Outreach

The Eugene Chamber Business Expo was held in late October at the Lane Events Center. The event was well attended, and both the LTD and Point2point booths generated conversations with Chamber members. Government Relations Manager Edward McGlone and Board Member Gary Wildish attended, and West Eugene EmX was represented by Lisa VanWinkle.

Staff attended an open house at Two Rivers Dos Rios Elementary School in Springfield. The event didn't generate a lot of comments, but it was worthwhile to participate and be accessible to families who may need transportation services.

New testimonial ads are running on KPNW Radio and *The Register-Guard*, among others. These will continue through November with no ads running during the Christmas holidays. This outreach

will resume in January and then wrap up before staff proceed into spring with the implementation of a youth-focused campaign that leads into summer.

LTD is in discussions with Willamalane Park and Recreation District regarding a youth pass program that would include transit benefits along with access to Willamalane facilities and other area activity centers. Details about the program are still in an early phase, but the alignment with what LTD envisions for spring and summer is very good.

Associated Students of the University of Oregon (ASUO) Group Pass

Work has begun with the ASUO on the FY 2014-15 Group Pass program budget. In a meeting last month, University of Oregon (UO) staff indicated that the UO president is capping fee increases at 3 percent. This amount falls short of the LTD Board-adopted rate increase of 5.6 percent, but is likely to be the best that LTD can expect as the ASUO is limited by the cap and by costs associated with other campus initiatives. There was discussion of the LTD budget being shifted away from funding through incidental fees to a university fee and that the faculty and staff contract would be merged with the ASUO contract. It's likely this change would not occur until FY 2015-16.

MARKETING AND COMMUNICATIONS

Russ Arnold, Marketing Supervisor

There is no Marketing and Communications Department report this month.

ACCESSIBLE AND CUSTOMER SERVICES

Cosette Rees, Accessible and Customer Services Manager

RideSource Software Replacement Project Update

LTD is in the final stages in the analysis and selection of software to replace the current software that supports the brokerage functions at the RideSource Call Center (RSCC). The RSCC programs have evolved and grown since the brokerage began operations, and the need has become much more complex and the functionality less efficient as new RSCC programs are added and as new technology becomes available. LTD sent out an RFP for software and received three responses. Staff have received presentations from each of the companies on scenarios that LTD developed. During the month of November, staff will make site visits to agencies utilizing the software to further evaluate the options. The team expects to select a software vendor in the next month and begin discussions of refining needs and an implementation plan. Funding for this software is made possible through a grant by the Veteran Transportation and Community Living Initiative program.

Florence Rhody Express Implements Pilot Service to Casino

On November 1 the Florence Rhody Express bus route, a north-south, fixed-route service operating within the City of Florence, began a one-year pilot program serving the Three Rivers Casino. The City of Florence was approached by the casino to explore options to expand service to the casino. At the same time, the City of Florence and LTD staff were looking at options to rebuild the decrease in ridership that has occurred on that route in recent years. The casino has brought funds to cover expenses of the pilot program, including promotion of the service, increased expenses due to expansion of the Americans with Disabilities Act (ADA) boundary, and infrastructure changes as a result of routing changes.

FACILITIES

Joe McCormack, Facilities Manager

West Eugene EmX Extension

Construction Management/General Contractor (CM/GC): LTD received one proposal from the Wildish Building Company for CM/GC services on the West Eugene EmX Extension project. A Request for Proposals (RFP) was issued on August 27, 2013, and closed on September 24, 2013. Notice of this RFP was distributed to 13 known contractors and five construction plan exchange centers, as well as advertised in the *Daily Journal of Commerce*, on the LTD website, and in *Transit Intelligence* (the *Passenger Transport* publication).

After the RFP closed, staff contacted seven contractors who were on the bidder list but did not submit proposals. The purpose of contacting these contractors was to ask why they did not submit proposals. They were asked if there was something about the project that did not fit with their business model, or if there were details in the RFP that were missing or could have been made more clear, that influenced their decision not to submit a proposal.

The general feedback staff received was that either firms were too busy or that this project did not fit within the type of work they normally do. Work has picked up recently, and contractors are not bidding on every job. A lot of work goes into submitting a proposal, especially for projects this size. Contractors have to make a judgment call as to whether or not they should put forth that effort, weighing their chances of actually winning the bid and their ability to successfully complete the project.

As a result of the review of contractors who did not respond, it appears that the RFP did not prohibit contractors from responding; and there does not appear to be collusion among contractors. This is a competitive procurement in which there was only one response.

Project staff have recommended that LTD proceed with a preconstruction contract with the Wildish Building Company. The rationale for this recommendation is based on four areas of consideration:

1. **Construction Environment:** The RFP process for this project demonstrated that there are a limited number of contractors in this region that are capable or willing to bid on this project. There are no clear suggested modifications to LTD's RFP; thus, reissuing the RFP would not likely generate a different result.
2. **Known Contractor:** LTD has had a great deal of experience with Wildish Building Company, including two previous similar projects; and staff have a good understanding of the company's strengths and weaknesses. As noted in the proposal review, Wildish does good work and is responsive and sensitive to businesses, both characteristics of which are very important for this project. Thus, staff know what to expect from this contractor and which areas to focus on to be sure improvements are being made.
3. **Experienced Contractor:** The work that Wildish does is primarily civil (roadway). The company is very good at this and is a trusted contractor in the community and within the local municipalities. Wildish has combined their roadway work groups with their building (vertical structure) work groups to bring forth a team on this project. The team is very similar to the one assembled for the most recent bus rapid transit project on Pioneer Parkway in Springfield. Wildish knows, however, that this project has a high profile in the community and has augmented its team with outreach and support specialists.

4. **Local Contractor:** Supporting local firms is important to this community. Wildish is headquartered locally and has a high standing within the community. It is likely that the public will support the notion of federal and state funds being reinvested in the local economy. A local contractor also benefits from the construction work itself as the contractor is familiar with the area and municipalities, and lives and works within minutes of the job site.

Utilities: Project staff have been working closely with Eugene Water and Electric Board (EWEB) on the planned utility relocation effort. This is the largest utility relocation effort EWEB has undertaken; hence, is requiring significant coordination between LTD's design team and EWEB engineers. An intergovernmental agreement between the two agencies will be executed to formalize the relationship, responsibilities, and compensation. Both the water and electric divisions at EWEB will be working on the specific utility relocation design and construction costs for the next two to three months.

Construction Documents: Final design efforts will reach a major milestone at the end of November. Construction documents considered to be 30 percent complete will be submitted to the City of Eugene and the Oregon Department of Transportation (ODOT) for review and comment. This level of design is significant because it determines the real boundaries of construction such as the new dimensions of the roadway and footprint of the project. Complete permit-ready construction drawings are scheduled to be submitted to the City and ODOT in spring of 2014.

Eugene Station

Customer Service Center (CSC) Modifications: Staff have been working with CSC staff and designers on conceptual ideas to move Alternative Work Concepts staff from upstairs into a more accessible office space. Staff also have been looking at how to better secure the Customer Service counter area. There is still more work to do, including costing-out concepts and creating construction drawings before work can begin, which will likely be next spring. This work effort is in the current Capital Improvements Program.

PLANNING AND DEVELOPMENT

Tom Schwetz, Planning and Development Manager

There is no Planning and Development Department report this month.

POINT2POINT

Theresa Brand, Transportation Options Manager

In early October Point2point staff attended the Oregon Public Transportation Conference in Bend, where a number of transportation options-related sessions were offered. Shortly after, Transportation Options Manager Theresa Brand attended the Shared Use Mobility Conference in San Francisco. This conference brought together a variety of transportation-related businesses, organizations, and researchers to share the latest information on topics, including latest trends in mobility, car sharing, bike sharing, and technology. In mid-October staff also attended the Springfield City Club meeting regarding car sharing and electric vehicles.

Drive Less Connect

Rideshare Program Specialist Tracy Ellis presented information on the Oregon Drive Less Challenge at the Greenlane Sustainable Business Luncheon on November 6, and also at the Eugene Chamber of Commerce Greeters on November 15.

The two-week Oregon Drive Less Challenge was conducted October 21 to November 1. Lane County’s goal was to reduce 57,750 drive alone miles. The goal was surpassed by nearly double that amount. Lane County statistics for the Challenge are as follows:

Drive Less Connect Program Statistics	Oct 21 – Nov 1
New Registrants	248
Non-single Occupant Vehicle Miles Logged	101,698
Trips Reported (one-way)	8,625
CO ₂ Reduction (pounds)	66,259
Gasoline Saved (gallons)	3,388

Drive Less Connect Program Overall Statistics	Oct 2013	All Time 9/1/11–10/31/13
New Registrants	415	1,820
Non-single Occupant Vehicle Miles Logged	225,303	1,721,573
Trips Reported (one-way)	15,140	107,688
CO ₂ Reduction (pounds)	138,177	1,174,118
Gasoline Saved (gallons)	7,197	59,761

Vanpool Program

2013 Vanpool Statistics

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Number of Vanpools	11	11	12	12	13	13	14	15	15
Average No. of Full-time Riders	76.8	80.4	82.7	82.3	88.9	76.8	92.6	90.4	84.49
Vehicle Miles Reduced (VMR)	134,274	138,177	142,829	146,482	158,013	131,977	161,647	147,840	138,982
CO ₂ Reduced (pounds)	107,419	110,542	114,263	117,185	126,410	105,582	129,317	118,272	111,186

Employer Programs

Point2point staffed a transportation options information table at the Lane Community College Employee Benefits Fair, and at the City of Springfield Benefits Fair.

Park & Ride

The Booth Kelly parking lot, which is the Springfield Station overflow Park & Ride, was restriped as part of LTD’s lease agreement with the City of Springfield.

School Services

Ellen Courier began work in early November as the new Point2point mapping intern. She will continue efforts to develop safe walking route maps for the 56 Eugene-Springfield public schools.

A 6-month (January-June) pilot research project at Hamlin Middle School in Springfield will provide a discounted Group Pass Program for the school’s 600 students. The school has a 93 percent free and reduced lunch rate, along with a severe attendance problem, partly attributed to the school’s inability to provide school bus service to students living within a mile-and-a-half radius of the school. This pilot program will serve as research to collect data to determine if investments in school-wide bus passes will assist with attendance among other factors. Based on the results of the pilot, Hamlin Middle School may then request District funds to continue this resource for the next academic year. The school is purchasing passes at a discounted group pass rate.

SmartTrips

SmartTrips Hayden Bridge hosted two outreach events in October. On October 9 staff held a breakfast on the EWEB path to celebrate National Walk to School Day. Staff provided refreshments and snacks to more than 75 parents and children who were walking or biking to school. On October 22 staff hosted the HauntTrips bus ride. SmartTrips took 60 participants on a spooky bus ride to the Willamalane Haunted Hayrides at Dorris Ranch. While at Dorris Ranch, participants were able to enjoy crafts, science experiments, refreshments, and a haunted hayride.

The SmartTrips Hayden Bridge program officially ended on November 1. Staff delivered 603 travel kits and had an overall participation rate of 11.5 percent.

Transit Operations

Mark Johnson, Director of Transit Operations

Labor Relations

Director of Transit Operations Mark Johnson attended the Transit Labor Exchange in October. The purpose of the exchange was to share with other participants trends, data, and expectations in regard to labor negotiations.

Football Service

Football service is winding down for the year. Friday, November 29, will be a big day as LTD provides service to the Civil War game at Autzen Stadium. The Pac-12 championship game also is a distinct possibility on December 7. Overall, the service has gone well and ridership is up compared with last year.

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

Labor Relations

Director of Human Resources and Risk Management Mary Adams attended the National Transit Labor Exchange in late October, which included labor relations reports from 25 transit properties around the United States. Ms. Adams will share this report at the Oregon Transit Labor Exchange in November.

Healthcare

Ms. Adams attended the kick-off for the Governor's Healthiest State Initiative on October 31. This initiative involved efforts to improve workplace health and fitness. The event coincided with a state-wide grant to study transportation worker's health and fitness issues.

Pension Trust

The Lane Transit District Salaried Employees' Retirement Plan and the Lane Transit District and Amalgamated Transit Union (ATU), Local 757 Pension Trust Board of Trustees met on November 13 to hear reports from investment advisors and other matters of the trusts.

RECRUITMENT AND PERSONNEL

David Collier, Senior Human Resources Analyst

On October 17, Lisa Olds joined the Maintenance Department as a cleaner. For the past few years, Ms. Olds owned a house cleaning business in Roseburg.

The Maintenance Department also has hired two new general service workers: Jerry Moore and Sean Stewart. Mr. Moore, who began work on September 23, has spent the last year at First Student in McMinnville. Mr. Stewart, who began work on November 4, has spent the last year working at Guaranty RV Center.

Reference checks are being conducted on bus operator candidates. Eight new operators are planned to start on December 2, and four operators are planned to start on February 17.

The Graphics Department hired Karen Kirchhoff to fill the vacant graphics designer position; she began working on October 15. Ms. Kirchhoff has spent the last year working at EWEB.

The Human Resources Department hired Christy Riney to fill the vacant administrative secretary position. Ms. Riney began working on October 14. She has spent the last 6-1/2 years at MEI, LLC, a semiconductor manufacturing firm.

The Marketing Department hired Angie Marzano as the new marketing representative. She began work on November 18. She, along with her husband, own Hot Mama's Wings in Eugene; and prior to that, she worked at EWEB.

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 2013

ITEM TITLE: MONTHLY PERFORMANCE REPORTS

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

In response to a request by the Board for regular reporting on the District's performance in several areas, monthly performance reports are provided for the Board's information.

ATTACHMENT:

September 2013 RideSource Activity and Productivity Report
(The link to the October 2013 Performance Reports will be sent out electronically with the financial reports on or before November 19.)

<Q:\Reference\Board Packet\2013\11\performance summary.docx>

Special Mobility Services: RideSource Activity and Productivity Information

<u>September-13</u>	<u>Current Month</u>	<u>Prior Year's Month</u>	<u>% Change</u>	<u>Current YTD</u>	<u>Previous YTD</u>	<u>% Change</u>	<u>Current 12 Month</u>	<u>Prior 12 Month</u>	<u>% Change</u>
RideSource Ridership	15,100	14,911	1.3%	46,430	46,903	-1.0%	189,421	192,960	-1.8%
RideSource(All Modes)	13,147	12,470	5.4%	40,139	39,143	2.5%	162,365	158,422	2.5%
Shopper	524	513	2.1%	1,635	1,581	3.4%	6,497	6,106	6.4%
Escort Volunteers-Metro	773	757	2.1%	2,727	2,763	-1.3%	10,829	13,504	-19.8%
Escort Volunteers-Rural	656	1,171	-44.0%	1,929	3,416	-43.5%	9,730	14,928	-34.8%
RideSource Cost per Ride	\$ 23.71	\$ 24.35	-2.6%	\$ 24.47	\$ 23.52	4.0%	\$ 24.10	\$ 22.60	6.6%
RideSource(All Modes)	\$ 26.31	\$ 27.94	-5.8%	\$ 27.24	\$ 26.94	1.1%	\$ 27.01	\$ 26.30	2.7%
RideSource Shopper	\$ 12.97	\$ 14.17	-8.5%	\$ 13.90	\$ 14.11	-1.5%	\$ 13.93	\$ 14.53	-4.1%
RideSource Escort	\$ 3.78	\$ 3.89	-2.9%	\$ 4.37	\$ 4.28	2.0%	\$ 4.35	\$ 3.69	17.6%
Ride Reservations	14,079	13,383	5.2%	43,458	42,120	3.2%	176,289	170,232	3.6%
Cancelled Number	1,107	1,055	4.9%	3,627	3,309	9.6%	15,148	15,350	-1.3%
Cancelled % of Total	7.86%	7.88%		8.35%	7.86%		8.59%	9.02%	
No-Show Number	113	151	-25.2%	439	508	-13.6%	1,877	2,022	-7.2%
No-Show % of Total	0.80%	1.13%		1.01%	1.21%		1.06%	1.19%	
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%	
Service Hours	7,741	7,253	6.7%	24,011	22,917	4.8%	95,667	91,300	4.8%
Agency Staff	7,627	7,066	7.9%	23,564	22,269	5.8%	93,824	88,625	5.9%
Agency SMS Volunteer	114	187	-39.0%	447	648	-31.0%	1,843	2,675	-31.1%
Avg. Trips/Service Hr.	1.77	1.79	-1.1%	1.74	1.78	-2.2%	1.77	1.80	-1.7%
RideSource System Miles	96,470	91,481	5.5%	299,163	289,683	3.3%	1,198,043	1,145,517	4.6%
Avg. Miles/Trip	7.06	7.05	0.1%	7.16	7.11	0.7%	7.09	6.96	1.9%
Miles/Vehicle Hour	12.46	12.61	-1.2%	12.46	12.64	-1.4%	12.52	12.55	-0.2%

Special Mobility Services: RideSource Activity and Productivity Information

<u>September-13</u>	<u>Current Month</u>	<u>Prior Year's Month</u>	<u>% Change</u>	<u>Current YTD</u>	<u>Previous YTD</u>	<u>% Change</u>	<u>Current 12 Month</u>	<u>Prior 12 Month</u>	<u>% Change</u>
On-Time Performance %	88.7%	88.9%	-0.1%	88.9%	88.9%	0.0%	88.6%	88.3%	0.3%
Sample	11,652	11,122		35,651	34,975		145,175	141,455	
On-Time	10,341	9,882		31,694	31,091		128,570	124,897	

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

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

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

AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 2013

ITEM TITLE: CONNECTOREGON UPDATE

PREPARED BY: Tom Schwetz, Planning and Development Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

ConnectOregon is a lottery bond-based initiative to invest in air, rail, marine, transit, and bicycle/pedestrian infrastructure to ensure Oregon's transportation system is strong, diverse, and efficient. A minimum 20 percent cash match is required from the recipient for all grant funded projects. Projects eligible for funding from state fuel tax revenues are not eligible for *ConnectOregon* funding.

The 2013 Oregon Legislature approved a fifth round of *ConnectOregon* funding in the amount of \$42 million (past rounds of *ConnectOregon* funding have been in the amount of \$100 million). Additionally, for the first time bicycle and pedestrian projects have been added to the modes eligible for funding.

LTD is applying for two *ConnectOregon* grants:

(1) West 11th Bicycle-Pedestrian Bridge Connections

Details:

- Three multi-use connectors to the Amazon and Fern Ridge paths parallel to the West 11th EmX corridor.
- LTD and the City of Eugene are partners on this grant.
 - LTD is building multi-use connector bridges at Buck Street and Wallis Street south of West 11th as part of the West Eugene EmX Extension (WEEE) Project.
 - The City of Eugene is constructing a multi-use connection at Commerce Street north of West 11th near the Target store.
- Improved lighting, shrubbery, access, and security along Buck Street at West 11th.
- Pedestrian crossing enhancements at West 11th at Wallis Street.
- Project cost = \$3.1 million plus 20 percent-plus match.
 - Note that LTD's match will be federal funding associated with the WEEE Project.

(2) Franklin Boulevard - Phase 1 Transit Station

Details:

- Inbound and outbound EmX stations at the Franklin Boulevard and McVay Highway intersection that will function with the City of Springfield's planned roundabout roadway.
- LTD and the City of Springfield are partners on this grant.
- Project cost is roughly estimated at \$400,000 plus 20 percent-plus match.

ATTACHMENT: None.

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 2013

ITEM TITLE: WALK AND BIKE TO SCHOOL DAY

PREPARED BY: Allie Camp, Transportation Options Coordinator

ACTION REQUESTED: None

BACKGROUND:

International Walk and Bike to School Day was held on Wednesday, October 9, 2013. This day is more than a celebration; it is a movement towards safer and more accessible streets and healthier habits. This year thousands of schools across America participated, along with more than 40 countries worldwide.

Point2point's **Schoolsolutions** program assists in these international efforts by offering up to a total of \$5,000 in stipends to Eugene-Springfield schools. This year 16 schools applied for stipends:

- Eleven schools in the 4J School District
- Three schools in the Springfield School District
- Two schools in the Bethel School District



Figure 1: Student bikers at Camas Ridge Elementary School.

The stipends helped the school districts reach about 40 percent of students at the 16 participating schools, totaling 2,904 participants. The schools in each district experienced high participation:

- 35 percent of students participated from the 4J School District.
- 52 percent of students participated from the Springfield School District.
- 53 percent of students participated from the Bethel School District.



Figure 2: Enthusiastic walkers at Hamlin Middle School

Camas Ridge Elementary School welcomed students and parent volunteers with a healthy breakfast and live music. The classroom with the most walkers and bikers received the coveted "Golden Shoe" award to proudly display until next year's event. A prize table with small incentives was available to all participants, and raffle tickets were distributed for five grand prizes. Helmets were purchased for students who did not have them.

Hamlin Middle School's Physical Education Teacher Trena Jayne went above and beyond to plan a Walk and Bike to School Day. Ms. Jayne's

efforts rallied more than 256 kids! Beginning in September, the morning announcements included Walk and Bike to School Day information, and the school reader board posted the event for drivers to see. Hamlin Middle School's automated phone calling system alerted parents of the event two days ahead of time. On October 9 snacks were offered to all participating students, and more than 93 prizes were raffled off. Students were provided with dot maps showing where their fellow students lived so that they could locate walking and biking partners.

Charlemagne French Immersion Elementary School is located in Eugene's South Hills, which makes walking and biking to school more difficult. Charlemagne's principal, Char Heitman, used the Point2point stipend to encourage carpooling. Ms. Heitman also developed a "Park and Stride" for parents to leave their cars close by, at the Church of the Harvest or at Emerald Valley Assisted Living Facility, and walk students the last few blocks into school.

The volunteer coordinator at Irving Elementary School said that she has never seen the bike racks so full at her school. Students were asked to make posters in the weeks leading up to Walk and Bike to School Day. Poster winners were selected, along with raffle winners from each class. The prizes encouraged fun, physical activities like jump rope and kick ball. Irving Elementary School also celebrated the completion of a new sidewalk leading up to the school. All of these efforts resulted in more than 54 percent of students walking and biking on this day.



Figure 3: Full bike racks



Figure 4: Student walk/bike/skateboard posters at Irving Elementary School

ATTACHMENT: None

<Q:\Reference\Board Packet\2013\11\Walk and Bike to Stipend Summary.doc>

AGENDA ITEM SUMMARY

DATE OF MEETING: November 20, 2013

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

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

ACTION REQUESTED: None

BACKGROUND:

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

- A. **Long-Range Transit Plan**: A public hearing on the Long-Range Transit Plan was held during the October 18 regular meeting; adoption is planned for the December regular Board meeting.
- B. **Independent Audit Report and Comprehensive Annual Financial Report (CAFR)**: The annual audit findings and the CAFR will be presented to the Board during the December regular Board meeting.
- C. **EmX Steering Committee Appointments**: Interest has been expressed in having students represented on this committee. Staff will bring recommendations to the Board at the December regular Board meeting.
- D. **West Eugene EmX Property Acquisition**: At the December regular Board meeting, the Board will be asked to authorize Lane Transit District to acquire by purchase or by the exercise of the Power of Eminent Domain certain real property necessary for the West Eugene EmX.
- E. **LTD/ATU Pension Work Group**: An update will be provided for the Board's information during the December regular meeting with a report from the work group presented at the January regular meeting.
- F. **United Front Requests**: At the December regular Board meeting, staff will report on the coordinated set of local priorities for federal funding that will be requested during the annual trip to Washington, D.C., that is scheduled for January 26-30, 2014.
- G. **SmartTrips Program**: An update on the SmartTrips program will be presented to the Board during the December regular Board meeting.
- H. **Rhody and Diamond Express Services Update**: At the December regular Board meeting, staff will report on a new pilot program that extends the existing Rhody Express to the Three Rivers Casino through an agreement with the Confederated Tribes of the Coos, Lower Umpqua and Siuslaw Indians. Staff also will provide an update on planned changes in the general public demand response service in Oakridge.

- I. **Budget Committee Appointments:** At the end of this calendar year, two Budget Committee members' terms will expire. In addition, a third Committee member has submitted his resignation. Appointments will be approved at a meeting later this winter.
- J. **2014 Legislative Session:** At the January regular Board meeting, staff will provide an overview of funding requests and discuss strategy for the 2014 Legislative Session.
- K. **Finding of Economic Recovery Process:** A work session is being scheduled for January 2014 to review standards for determining economic recovery and requirements for Board action regarding the payroll tax.
- L. **Labor Negotiations:** In preparation for the expiration of the current contract on June 30, 2014, an executive session will be held in January to brief Board members on the process and to discuss strategy.
- M. **Board Strategic Planning Session:** A Board strategic planning session will be scheduled for February or March.
- N. **Regional Transportation Options Plan (RTOP) Adoption:** Board adoption of this plan is planned for March.
- O. **Annual Performance Report:** Staff will provide a FY 2012-13 Performance Report to the Board at a future meeting.
- P. **Bicycle Parking Study:** An overview of the Draft Regional Bicycle Parking Study will be presented to the Board at a future meeting.
- Q. **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: November 20, 2013

ITEM TITLE: OCTOBER FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND:

Financial results for the first four months of the 2013-14 fiscal year are summarized in the attached reports.

Passenger fares are 3.6 percent higher for the first four months of the new year over the same period last year. Passenger boardings for the rolling twelve-month period, which ended October 31, decreased 3.3 percent compared to the previous period. October 2013 boardings were 0.6 percent lower than October 2012. October 2013 had the same number of weekdays as October 2012. Please note that the home football game shuttles are now part of regular fixed-route service, and boardings should be included in total ridership. However, due to technical challenges, that information has not yet been added to total boardings. Football shuttle fares are included in passenger fare revenue.

Payroll tax revenues are up 5.1 percent versus last year through October. As of November 14, the increase was 5.4 percent. 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 \$230,000 are likely payments for prior periods.

State-in-lieu receipts are disbursed quarterly. Receipts for the quarter ending September 30, 2013, were accrued in early October and are 10.4 percent higher than for the comparable period in the previous fiscal year.

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 a 1.7 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 period 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 four months of the current fiscal year.

Although market fuel prices continued to edge downward in October, LTD's fuel expenditure climbed slightly due to the drawdown of fuel from the Coos Bay storage facility. The stored fuel used was valued at \$3.44 per gallon. Stored fuel incurs monthly storage fees and transport fees when the fuel is moved to Glenwood. There is still a five or six month supply of fuel in storage currently valued at \$3.46 per gallon. The current-year budget assumes \$3.75 per gallon.

The General Fund is stable through October. 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 2013-14 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 investments in passenger boarding improvements. Project expenditures are consistent with FY 2013-14 budget expectations.

In December, Board members will receive the "FY 2012-13 Comprehensive Annual Financial Report" (CAFR). Results will be reported to the Board at the December meeting.

ATTACHMENTS: Attached are the following financial reports for October 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 10/31/2013 With Comparisons to Prior Year to Date
Current Year: 2013-2014
Unaudited

	Prior YTD 12-13	Adopted Budget	YTD Actual	% Budget	% Over Last Year
Revenues & Other Sources					
Passenger Fares	1,472,565	4,349,800	1,526,175	35.1%	3.6%
Group Pass	714,002	2,704,000	736,287	27.2%	3.1%
Advertising	95,000	255,000	310,000	121.6%	226.3%
Special Service	307,260	146,800	118,436	80.7%	-61.5%
Miscellaneous	213,642	151,000	185,569	122.9%	-13.1%
Total Operating	<u>2,802,469</u>	<u>7,606,600</u>	<u>2,876,467</u>	37.8%	2.6%
Payroll Tax (cash basis)	6,616,400	25,543,100	6,954,436	27.2%	5.1%
Self-employment Tax (cash basis)	208,764	1,785,600	229,936	12.9%	10.1%
State-in-Lieu (accrual basis)	399,329	1,820,000	440,874	24.2%	10.4%
Operating Grants	1,712,723	5,056,000	1,387,238	27.4%	-19.0%
Total Taxes & Grants	<u>8,937,216</u>	<u>34,204,700</u>	<u>9,012,484</u>	26.3%	0.8%
Interest Income	22,233	50,000	28,130	56.3%	26.5%
Sale of Assets	-	15,000	-	0.0%	N/A
Total Revenues & Other Sources	<u>11,761,918</u>	<u>41,876,300</u>	<u>11,917,081</u>	28.5%	1.3%
Expenditures & Other Uses					
Personnel Services					
Administration	3,296,196	9,811,800	3,138,658	32.0%	-4.8%
Administration - Contra Payroll	(219,275)	(978,100)	(281,290)	28.8%	28.3%
Administration - Net	<u>3,076,921</u>	<u>8,833,700</u>	<u>2,857,368</u>	32.3%	-7.1%
Contract	6,138,919	19,555,000	6,205,939	31.7%	1.1%
Total Personnel Services	<u>9,215,840</u>	<u>28,388,700</u>	<u>9,063,307</u>	31.9%	-1.7%
Materials & Services					
General Administration	44,577	150,000	34,290	22.9%	-23.1%
Government Relations	74,757	134,000	75,391	56.3%	0.8%
Finance	63,304	188,000	62,929	33.5%	-0.6%
Information Technologies	393,874	785,500	411,182	52.3%	4.4%
Human Resources	63,347	330,100	36,790	11.1%	-41.9%
Marketing	94,727	362,600	127,665	35.2%	34.8%
Accessible & Customer Services	4,638	67,800	4,882	7.2%	5.3%
Planning & Development	10,432	109,700	14,887	13.6%	42.7%
<i>Point2point Solutions</i>	85,824	671,100	174,246	26.0%	103.0%
Facilities Services	398,172	1,368,400	328,994	24.0%	-17.4%
Transit Operations	207,653	728,800	223,808	30.7%	7.8%
Maintenance	1,251,551	4,763,400	1,125,065	23.6%	-10.1%
Insurance / Liability Costs	441,039	1,064,900	404,342	38.0%	-8.3%
Accessible Services Transfer	404,629	2,635,400	825,946	31.3%	104.1%
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>5,138,524</u>	<u>15,299,600</u>	<u>5,643,117</u>	36.9%	9.8%
Total Expenditures & Other Uses	<u>14,354,364</u>	<u>43,688,300</u>	<u>14,706,424</u>	33.7%	2.5%
Excess (Deficiency) of Revenues Over Expenditures	<u>(2,592,446)</u>	<u>(1,812,000)</u>	<u>(2,789,343)</u>		-7.6%
Net to Fund	<u>(2,592,446)</u>	<u>(1,812,000)</u>	<u>(2,789,343)</u>		-7.6%



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

	Current Balance	Balance 06/30/13 unaudited
ASSETS		
Cash & Investments	\$ 12,432,191	\$ 14,903,989
Receivables	3,765,718	2,956,561
Accrued Payroll Taxes Receivable	5,936,000	5,936,000
Due from Other Governments	117,789	523,914
Due from Other Funds	270,469	478,973
Inventory of Parts and Supplies	2,838,934	3,054,615
Prepaid Expenses	651,352	288,233
Deposits	60,000	60,000
Property, Plant and Equipment		
Net of Accumulated Depreciation	114,242,295	114,242,295
Contribution in excess of ARC	1,068,705	1,068,705
Total Assets	<u>\$ 141,383,453</u>	<u>\$ 143,513,285</u>
LIABILITIES		
Accounts Payable	\$ -	\$ 474,160
Accrued Payroll Related Payable	1,245,365	478,979
Unearned Revenue	504,020	113,074
Liability Claims/Other Payable	541,100	564,761
CAL/Sick Accrual	3,615,533	3,615,533
Net OPEB Obligation	3,103,545	3,103,545
Total Liabilities	<u>9,009,563</u>	<u>8,350,052</u>
FUND BALANCE		
Investment in Fixed Assets	40,786,488	40,786,488
Contributed Capital	94,645,585	94,645,585
Fund Balance Restricted to Assets	<u>135,432,073</u>	<u>135,432,073</u>
Fund Balance	(268,840)	7,018,842
Excess (Deficiency) of Revenues Over Expenditures	<u>(2,789,343)</u>	<u>(7,287,682)</u>
Ending Fund Balance	<u>(3,058,183)</u>	<u>(268,840)</u>
Total Reserves & Fund Balances	<u>132,373,890</u>	<u>135,163,233</u>
Total Liabilities & Fund Balance	<u>\$ 141,383,453</u>	<u>\$ 143,513,285</u>



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

	Current Balance	Balance 6/30/2013 unaudited
ASSETS		
Cash & Investments	\$ -	\$ -
Receivables	283,760	526,817
Grants Receivable	<u>351,793</u>	<u>519,973</u>
Total Assets	<u><u>\$ 635,553</u></u>	<u><u>\$ 1,046,790</u></u>
LIABILITIES		
Accounts Payable	\$ 15,955	\$ 312,829
Due to Other Funds	270,469	478,943
Unearned Revenue	<u>110,056</u>	<u>-</u>
Total Liabilities	<u><u>396,480</u></u>	<u><u>791,772</u></u>
RESERVES & BALANCES		
Fund Balance	255,018	290,630
Excess (Deficiency) of Revenues Over Expenditures	<u>(15,945)</u>	<u>(35,612)</u>
Ending Fund Balance	<u>239,073</u>	<u>255,018</u>
Total Liabilities & Fund Balances	<u><u>\$ 635,553</u></u>	<u><u>\$ 1,046,790</u></u>



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

	Current Balance	Balance 6/30/2013 unaudited
ASSETS		
Cash & Investments	\$ 380,545	\$ 175,926
Receivables	<u>355,720</u>	<u>497,937</u>
Total Assets	<u>\$ 736,265</u>	<u>\$ 673,863</u>
LIABILITIES		
Accounts Payable	\$ 92,677	\$ 152,175
Medicaid Medical Reserves	<u>429,477</u>	<u>340,074</u>
Total Liabilities	<u>522,153</u>	<u>492,249</u>
RESERVES & BALANCES		
Fund Balance	181,614	200,676
Excess (Deficiency) of Revenues Over Expenditures	<u>32,497</u>	<u>(19,062)</u>
Ending Fund Balance	<u>214,111</u>	<u>181,614</u>
Total Liabilities & Fund Balances	<u>\$ 736,265</u>	<u>\$ 673,863</u>



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

	Current Balance	Balance 06/30/13 unaudited
ASSETS		
Cash & Investments	\$ 7,166,276	\$ 7,376,760
Accounts Receivable	-	12,914
Grants Receivable	<u>1,401,633</u>	<u>925,591</u>
Total Assets	<u>\$ 8,567,909</u>	<u>\$ 8,315,265</u>
LIABILITIES		
Accounts Payable	\$ 948,913	\$ 604,911
Retainage Payable	21,895	9,828
Unearned Revenue	<u>4,284,432</u>	<u>4,305,808</u>
Total Liabilities	<u>5,255,240</u>	<u>4,920,547</u>
RESERVES & BALANCES		
Fund Balance	3,394,718	1,516,794
Excess (Deficiency) of Revenues Over Expenditures	<u>(82,050)</u>	<u>1,877,924</u>
Ending Fund Balance	<u>3,312,668</u>	<u>3,394,718</u>
Total Liabilities & Fund Balances	<u>\$ 8,567,909</u>	<u>\$ 8,315,265</u>

**Lane Transit District
General Fund
Schedule of Resources and Requirements
For the Period 10/1/13 - 10/31/13
Unaudited**

	Annual Budget	Current Month			Year to Date		
		Budget	Actual	Variance	Budget	Actual	Variance
Resources							
Beginning Working Capital	14,127,400	-	-	-	14,127,400	16,336,000	2,208,600
Passenger Fares	4,349,800	326,000	418,434	92,434	1,297,400	1,526,175	228,775
Group Pass	2,704,000	285,000	285,408	408	755,000	736,287	(18,713)
Advertising	255,000	-	36,000	36,000	255,000	310,000	55,000
Special Service	146,800	17,500	77,600	60,100	36,800	118,436	81,636
Miscellaneous	166,000	12,000	153,671	141,671	16,000	185,569	169,569
Payroll Tax (cash basis)	25,543,100	900,000	738,717	(161,283)	7,020,000	6,954,436	(65,564)
Self-employment Tax (cash basis)	1,785,600	200,000	171,143	(28,857)	245,000	229,936	(15,064)
State-in-Lieu (accrual basis)	1,820,000	-	-	-	415,000	440,874	25,874
Operating Grants	5,041,000	-	788,291	788,291	-	1,387,238	1,387,238
Interest Income	50,000	-	6,282	6,282	-	28,130	28,130
Proceeds From Sale of Assets	15,000	15,000	-	(15,000)	15,000	-	(15,000)
Total General Fund Resources	56,003,700	1,755,500	2,675,546	920,046	24,182,600	28,253,081	4,070,481
Requirements							
General Administration	641,500	26,650	40,676	(14,026)	429,450	188,497	240,953
Government Relations	251,700	20,990	13,348	7,642	83,960	85,674	(1,714)
Finance	1,328,100	96,890	100,021	(3,131)	410,410	403,420	6,990
Information Technologies	1,409,100	117,430	80,077	37,353	469,720	637,169	(167,449)
Human Resources	1,029,800	85,840	68,628	17,212	343,360	271,760	71,600
Marketing	935,500	77,980	55,956	22,024	311,920	307,943	3,977
Accessible & Customer Services	743,800	62,020	52,705	9,315	248,080	212,318	35,762
Planning & Development	949,200	79,120	70,583	8,537	316,480	274,807	41,673
<i>Point2point Solutions</i>	1,290,200	107,530	74,645	32,885	430,120	402,956	27,164
Facilities Services	2,075,300	167,170	124,790	42,380	668,680	540,002	128,678
Transit Operations	18,440,500	1,539,660	1,514,184	25,476	6,137,514	5,871,074	266,440
Maintenance	8,953,400	746,190	640,299	105,891	2,984,760	2,487,816	496,944
Insurance / Liability Costs	<u>1,064,900</u>	<u>88,780</u>	<u>91,986</u>	<u>(3,206)</u>	<u>355,120</u>	<u>404,342</u>	<u>(49,222)</u>
Total Operating Requirements	39,113,000	3,216,250	2,927,898	288,352	13,189,574	12,087,778	1,101,796
Accessible Services Transfer	2,635,400	-	215,702	(215,702)	878,000	825,946	52,054
Medicaid Fund Transfer	147,200	-	-	-	36,800	-	36,800
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>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Non-Operating Requirements	16,890,700	-	215,702	(215,702)	2,707,500	2,618,646	88,854
Total General Fund Requirements	56,003,700	3,216,250	3,143,600	72,650	15,897,074	14,706,424	1,190,650
Resources Less Requirements	-				8,285,526	13,546,657	



Lane Transit District
Accessible Services Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 10/1/13 - 10/31/13
Unaudited

	Adopted Budget	YTD Actual	Current Month Actual	Variance	Percent of Year 33.3%	YTD % of Budget
Revenues & Other Sources						
State Special Transp Funds - In District	413,000	134,200	30,800	(278,800)		32.5%
State Special Transp Funds - Out of District	112,000	26,432	7,732	(85,568)		23.6%
State Special Transp Funds - Administration	2,000	-	-	(2,000)		0.0%
Special Transportation Operating	53,800	27,948	13,974	(25,852)		51.9%
Federal Grants - 5310	987,300	235,002	-	(752,298)		23.8%
Federal Grants - 5311	151,600	39,451	-	(112,149)		26.0%
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	279,770	-	(689,730)		28.9%
Other State Grants	-	-	-	-		NA
Farebox	342,300	113,818	31,627	(228,482)		33.3%
Local Grants	91,500	25,162	-	(66,338)		27.5%
Miscellaneous	-	-	-	-		NA
Transfer from General Fund	2,635,400	825,946	215,702	(1,809,454)		31.3%
Total Revenues	<u>6,015,500</u>	<u>1,707,729</u>	<u>299,835</u>	<u>(4,307,771)</u>		28.4%
Expenditures & Other Uses						
Eugene-Springfield Based Services						
ADA RideSource	4,866,800	1,478,605	296,320	3,388,195		30.4%
Mental Health & Homeless	92,700	17,263	191	75,437		18.6%
Travel Training & Host	142,900	32,032	122	110,868		22.4%
Job Access/Reverse Commute (JARC)	-	-	-	-		NA
Total Eugene-Springfield Based Services	<u>5,102,400</u>	<u>1,527,900</u>	<u>296,633</u>	<u>3,574,500</u>		29.9%
Rural Lane County Services						
South Lane	110,400	26,737	-	83,663		24.2%
Florence	168,700	62,018	15,012	106,682		36.8%
Oakridge	222,800	49,414	280	173,386		22.2%
Total Rural Lane County Services	<u>501,900</u>	<u>138,169</u>	<u>15,292</u>	<u>363,731</u>		27.5%
Mobility Management	178,500	34,892	-	143,608		19.5%
Crucial Connections	9,000	1,084	72			12.0%
Veterans Transportation	8,600	3,534	707	5,066		41.1%
Lane County Coordination	96,100	18,095	7,223	78,005		18.8%
Transfer to Capital Fund	119,000	-	-	119,000		0.0%
Contingency	259,700	-	-	259,700		0.0%
Total Accessible Services Expenditures	<u>6,275,200</u>	<u>1,723,674</u>	<u>319,927</u>	<u>4,543,610</u>		27.5%
Unreserved Fund Balance						
Change to Fund Balance	(259,700)	(15,945)				
Beginning Balance	259,700	290,630				
Ending Balance	<u>\$ -</u>	<u>\$ 274,685</u>				



Lane Transit District
Medicaid Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 10/1/13 - 10/31/13
Unaudited

				Percent of Year	33.3%
	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
Revenues & Other Sources					
Medicaid	5,066,200	1,738,012	389,169	(3,328,188)	34.3%
Medicaid Non-Medical	521,000	168,005	48,203	(352,995)	32.2%
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%
Total Revenues	<u>5,734,400</u>	<u>1,906,017</u>	<u>437,372</u>	<u>(3,828,383)</u>	33.2%
Expenditures & Other Uses					
Medicaid Medical Service					
Services	4,251,900	1,369,496	310,636	2,882,404	32.2%
Mobility Management	54,400	14,510	-	39,890	26.7%
RideSource Call Center Administration	592,000	220,743	130	371,257	37.3%
Lane Transit District Administration	167,900	60,410	5,437	107,490	36.0%
Total Medicaid Medical (NEMT)	<u>5,066,200</u>	<u>1,665,160</u>	<u>316,203</u>	<u>3,401,040</u>	32.9%
Medicaid Non-Medical (Waivered) Service					
Services	387,300	132,902	27,115	254,398	34.3%
Mobility Management	20,400	5,234	-	15,166	25.7%
Grant program match requirements	253,900	68,430	17,768	185,470	27.0%
RideSource Call Center Administration	-	-	-	-	N/A
Lane Transit District Administration	6,600	1,794	-	4,806	27.2%
Total Medicaid Non-Medical (Waivered)	<u>668,200</u>	<u>208,360</u>	<u>44,883</u>	<u>459,840</u>	31.2%
Total Medicaid Fund Expenditures	<u>5,734,400</u>	<u>1,873,519</u>	<u>361,086</u>	<u>3,860,881</u>	32.7%
Unreserved Fund Balance					
Change to Fund Balance	-	32,497			
Beginning Balance	<u>200,700</u>	<u>181,614</u>			
Ending Balance	<u>200,700</u>	<u>214,111</u>			



Lane Transit District
Capital Projects Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 10/1/13 - 10/31/13
Unaudited

	Adopted Budget	YTD Actual	Current Month Actual	Variance	Percent of Year 33.3%	YTD % of Budget
Revenues & Other Sources						
Federal Grant Income						
Formula Funds (Section 5307)	5,695,000	554,000	-	(5,141,000)		9.7%
Discretionary Funds	82,209,600	61,129	-	(82,148,471)		0.1%
Other Funds	1,268,200	18,000	-	(1,250,200)		1.4%
Total Federal Grants	<u>89,172,800</u>	<u>633,129</u>	<u>-</u>	<u>(88,539,671)</u>		0.7%
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	-	-		100.0%
Transfer from Accessible Services Fund	119,000	-	-	(119,000)		0.0%
Total Resources	<u>111,084,500</u>	<u>2,425,829</u>	<u>-</u>	<u>(108,658,671)</u>		2.2%
Expenditures						
Grant Paid Capital						
EmX						
West Eugene EmX Extension	85,720,000	1,619,808	78,462	84,100,192		1.9%
EmX Vehicles	9,280,000	1,730	178	9,278,270		0.0%
Main Street/McVay EmX Extension	885,300	22,542	3,317	862,758		2.5%
Gateway EmX Extension	840,000	54,443	10,966	785,557		6.5%
Total EmX	<u>96,725,300</u>	<u>1,698,524</u>	<u>92,923</u>	<u>95,026,776</u>		1.8%
Revenue Rolling Stock	8,916,500	2,234	1,017	8,914,266		0.0%
PBI/Facilities	1,260,000	528,706	226,412	731,294		42.0%
Software & Hardware	2,820,100	206,743	14,749	2,613,357		7.3%
Intelligent Transportation Systems	688,000	464	360	687,536		0.1%
Transit Security Projects	709,100	950	-	708,150		0.1%
Bus Related Equipment	450,000	-	-	450,000		0.0%
Miscellaneous Equipment	117,000	4,644	-	112,356		4.0%
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	64,117	79	635,883		9.2%
Budgeted for Capital Contingency/Reserves	119,000	-	-	119,000		0.0%
Total Expenditures	<u>112,835,000</u>	<u>2,507,879</u>	<u>335,540</u>	<u>110,327,121</u>		2.2%
Unreserved Fund Balance						
Change to Fund Balance	(1,750,500)	(82,050)				
Beginning Fund Balance	<u>1,750,500</u>	<u>3,394,718</u>				
Ending Fund Balance	<u>-</u>	<u>3,312,668</u>				

LANE TRANSIT DISTRICT
October 2013 Performance Report
19-November-2013

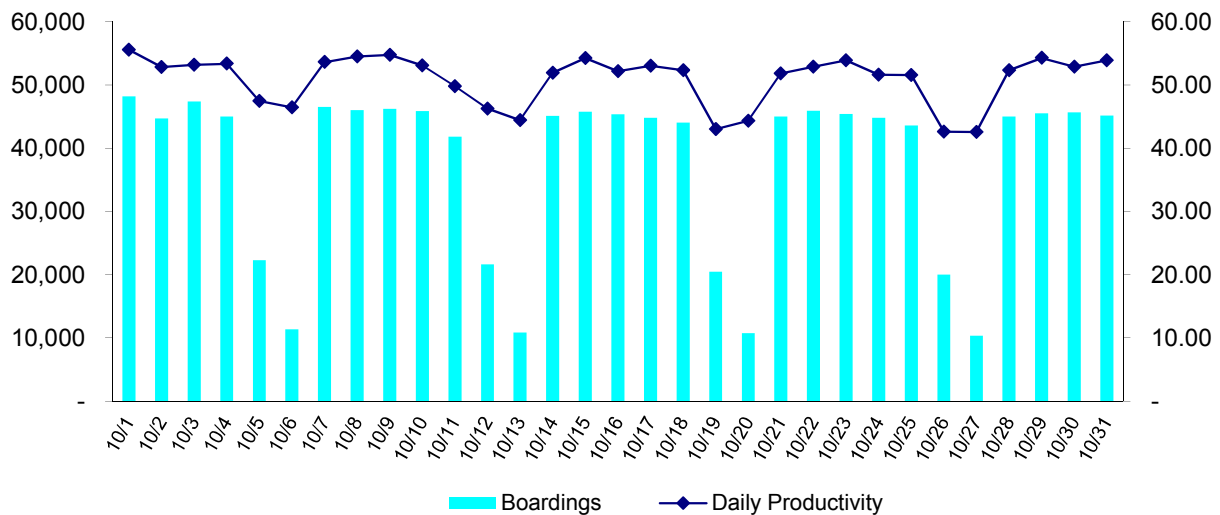
Performance Measure	Prior Year's			Current			Current		
	Current Month	Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	1,170,659	1,177,469	- 0.6%	3,435,687	3,522,730	- 2.5%	11,189,239	11,576,516	- 3.3%
Mobility Assisted Riders	12,531	12,360	+ 1.4%	47,484	48,571	- 2.2%	137,863	128,804	+ 7.0%
Average Passenger Boardings:									
Weekday	45,352	45,802	- 1.0%	33,884	35,252	- 3.9%	37,873	39,116	- 3.2%
Saturday	21,083	20,682	+ 1.9%	18,065	18,096	- 0.2%	19,025	19,331	- 1.6%
Sunday	10,810	10,379	+ 4.2%	9,770	9,757	+ 0.1%	10,030	10,181	- 1.5%
Monthly Revenue Hours	22,526	22,711	- 0.8%	81,196	81,098	+ 0.1%	247,401	248,809	- 0.6%
Boardings Per Revenue Hour	52.0	51.9	+ 0.2%	42.31	43.44	- 2.6%	45.23	46.53	- 2.8%
Weekly Revenue Hours	4,988	5,030	- 0.8%	4,677	4,705	- 0.6%	4,841	4,830	+ 0.2%
Weekdays	23	23		87	86		255	257	
Saturdays	4	4		17	17		52	53	
Sundays	4	4		17	18		52	50	
Passenger Revenues & Sales									
Total Passenger Revenues	\$703,842	\$665,421	+ 5.8%	\$2,262,463	\$2,186,590	+ 3.5%	\$6,992,848	\$6,816,163	+ 2.6%
Average Passenger Fare	\$0.601	\$0.565	+ 6.4%	\$0.66	\$0.62	+ 6.1%	\$0.62	\$0.59	+ 6.1%
Farebox Revenue	\$178,333	\$195,445	- 8.8%	\$685,028	\$759,690	- 9.8%	\$2,007,322	\$2,135,923	- 6.0%
Adult Pass	2,186	2,223	- 1.7%	8,527	8,339	+ 2.3%	25,373	24,206	+ 4.8%
Youth Pass	1,259	1,254	+ 0.4%	2,922	2,830	+ 3.3%	12,141	11,034	+ 10.0%
Reduced Fare Pass	1,192	1,289	- 7.5%	4,894	4,956	- 1.3%	14,650	13,905	+ 5.4%
Adult 3 Month Pass	60	72	- 16.7%	274	288	- 4.9%	848	949	- 10.6%
Youth 3 Month Pass	55	102	- 46.1%	225	302	- 25.5%	676	840	- 19.5%
Reduced Fare 3 Month Pass	52	59	- 11.9%	233	235	- 0.9%	701	720	- 2.6%
Adult 10-Ride Ticket Book	1,453	1,632	- 11.0%	5,752	1,920	+ 199.6%	16,414	1,920	+ 754.9%
Half-Fare 10-Ride Ticket Book	461	457	+ 0.9%	1,288	574	+ 124.4%	3,897	574	+ 578.9%
Agency Adult 25-Day Pass Book	-	-	+ 0.0%	-	556	- 100.0%	-	2,655	- 100.0%
Agency Half-Fare 25-Day Pass Book	-	-	+ 0.0%	-	126	- 100.0%	-	309	- 100.0%
RideSource 10-Ride Ticket Book	588	632	- 7.0%	2,263	2,240	+ 1.0%	6,608	6,811	- 3.0%
Fleet Services									
Fleet Miles	323,925	319,349	+ 1.4%	1,186,370	1,157,890	+ 2.5%	3,540,953	3,546,785	- 0.2%
Average Passenger Boardings/Mile	3.61	3.69	- 2.0%	2.90	3.04	- 4.8%	3.16	3.26	- 3.2%
Fuel Cost	\$287,586	\$301,158	- 4.5%	\$1,040,985	\$1,062,476	- 2.0%	\$3,033,079	\$3,317,607	- 8.6%
Fuel Cost Per Mile	\$0.888	\$0.943	- 5.9%	\$0.877	\$0.918	- 4.4%	\$0.857	\$0.935	- 8.4%
Repair Costs	\$206,989	\$187,170	+ 10.6%	\$767,817	\$660,249	+ 16.3%	\$2,459,911	\$2,334,926	+ 5.4%
Total Repair Cost Per Mile	\$0.639	\$0.586	+ 9.0%	\$0.647	\$0.570	+ 13.5%	\$0.695	\$0.658	+ 5.5%
Preventive Maintenance Costs	\$44,718	\$42,613	+ 4.9%	\$138,441	\$131,508	+ 5.3%	\$427,375	\$395,407	+ 8.1%
Total PM Cost Per Mile	\$0.138	\$0.133	+ 3.5%	\$0.117	\$0.114	+ 2.7%	\$0.121	\$0.111	+ 8.3%
Mechanical Road Calls	50	63	- 20.6%	195	224	- 12.9%	631	792	- 20.3%
Miles/Mech. Road Call	6,479	5,069	+ 27.8%	6,084	5,169	+ 17.7%	5,612	4,478	+ 25.3%

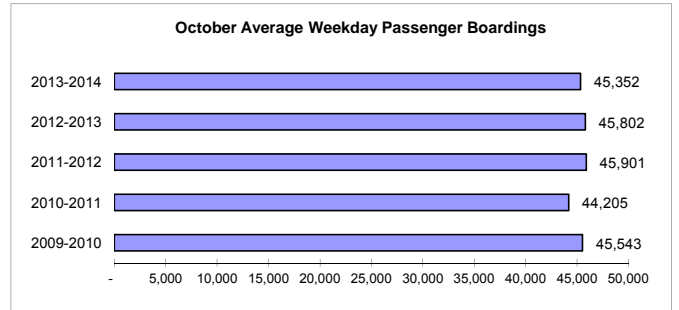
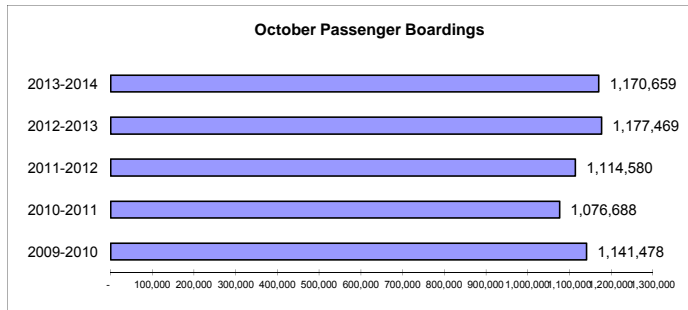
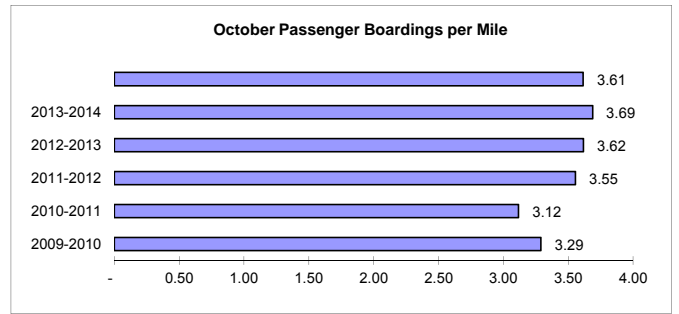
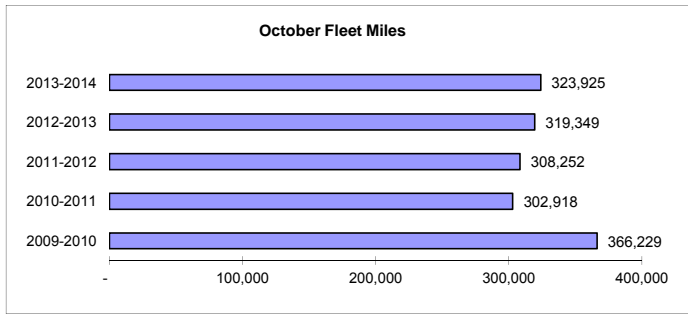
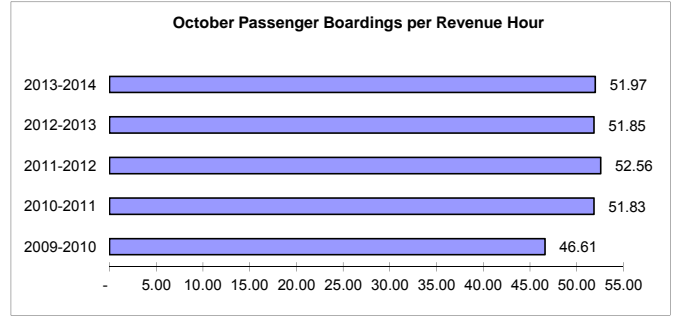
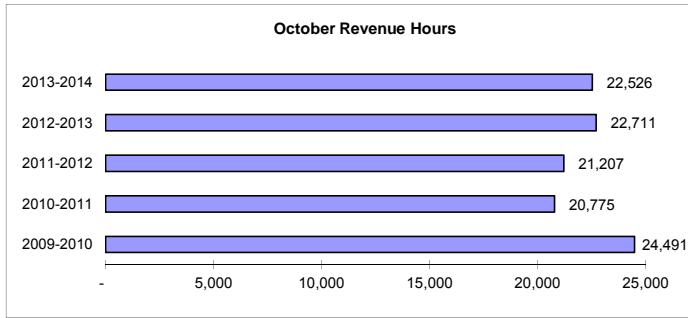
Special Mobility Service

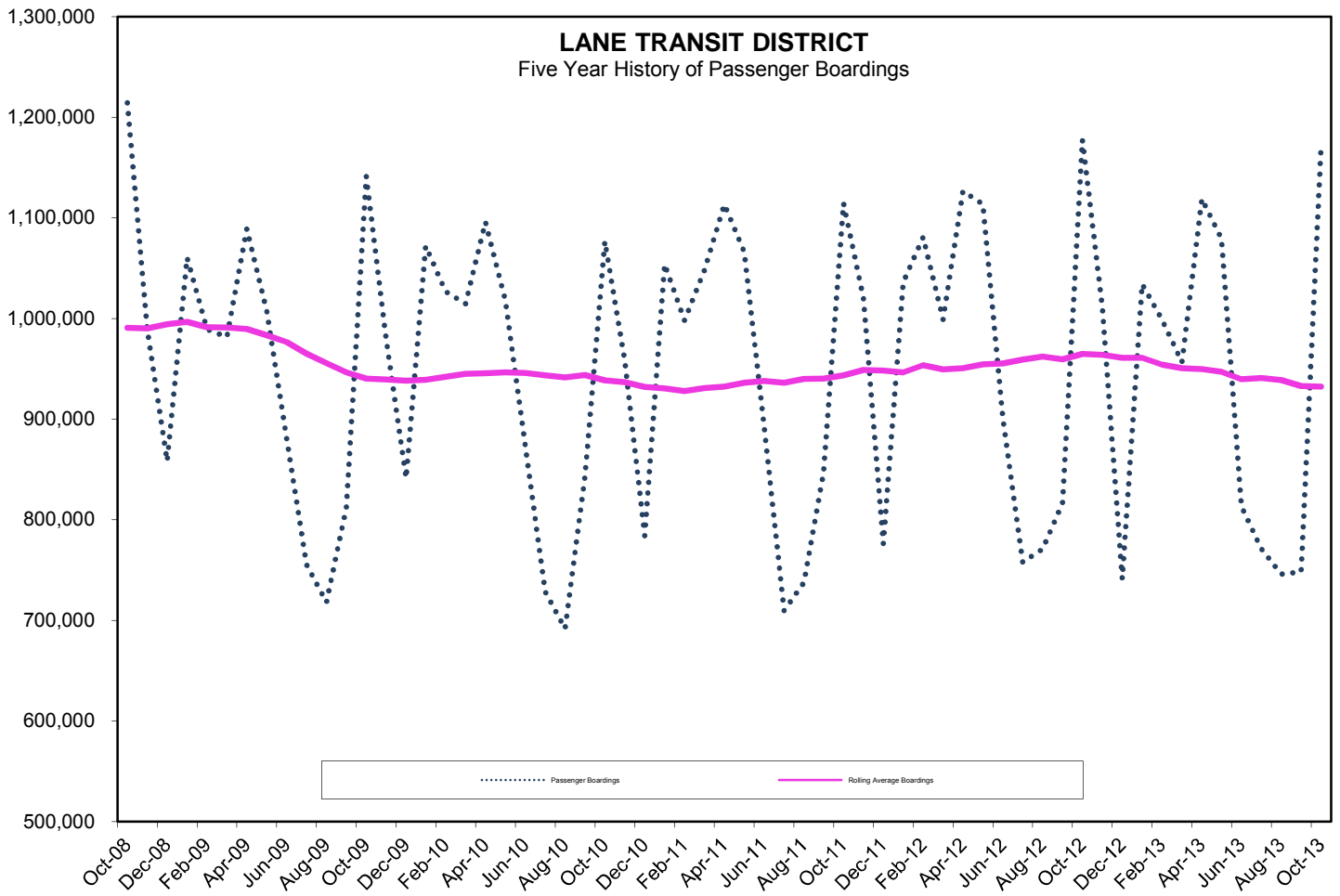
Data Unavailable at Time of Printing

Daily Ridership Recap October 2013

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
10/1/2013	Tuesday	Weekday	48,180	510	867.00	55.57
10/2/2013	Wednesday	Weekday	44,691	425	846.00	52.83
10/3/2013	Thursday	Weekday	47,402	532	891.00	53.20
10/4/2013	Friday	Weekday	45,032	521	844.00	53.36
10/5/2013	Saturday	Saturday	22,266	340	469.00	47.48
10/6/2013	Sunday	Sunday	11,331	204	244.00	46.44
10/7/2013	Monday	Weekday	46,539	438	868.00	53.62
10/8/2013	Tuesday	Weekday	46,049	447	845.00	54.50
10/9/2013	Wednesday	Weekday	46,211	496	844.00	54.75
10/10/2013	Thursday	Weekday	45,873	408	864.00	53.09
10/11/2013	Friday	Weekday	41,840	438	840.00	49.81
10/12/2013	Saturday	Saturday	21,604	339	467.00	46.26
10/13/2013	Sunday	Sunday	10,836	186	244.00	44.41
10/14/2013	Monday	Weekday	45,128	466	869.00	51.93
10/15/2013	Tuesday	Weekday	45,771	527	844.00	54.23
10/16/2013	Wednesday	Weekday	45,352	500	869.00	52.19
10/17/2013	Thursday	Weekday	44,821	410	845.00	53.04
10/18/2013	Friday	Weekday	44,070	435	842.00	52.34
10/19/2013	Saturday	Saturday	20,435	264	475.00	43.02
10/20/2013	Sunday	Sunday	10,731	175	242.00	44.34
10/21/2013	Monday	Weekday	45,033	447	869.00	51.82
10/22/2013	Tuesday	Weekday	45,906	530	868.00	52.89
10/23/2013	Wednesday	Weekday	45,424	518	843.00	53.88
10/24/2013	Thursday	Weekday	44,801	434	868.00	51.61
10/25/2013	Friday	Weekday	43,607	427	846.00	51.54
10/26/2013	Saturday	Saturday	20,028	239	470.00	42.61
10/27/2013	Sunday	Sunday	10,343	136	243.00	42.56
10/28/2013	Monday	Weekday	45,011	449	860.00	52.34
10/29/2013	Tuesday	Weekday	45,529	407	839.00	54.27
10/30/2013	Wednesday	Weekday	45,647	494	863.00	52.89
10/31/2013	Thursday	Weekday	45,168	389	838.00	53.90
Totals			1,170,659	12,531	22,526	51.97







Non-Emergency Medical Transportation Update



LTD Board of Directors
November 20, 2013

Non-Emergency Medical Transportation History

- May, 2008 – The state contracts with RSCC to coordinate NEMT service in Lane County
 - OHP Plus participants
 - Least cost, most appropriate
 - Modes available include bus pass, taxi/sedan, wheelchair accessible van/bus, stretcher van, non-emergency ambulance, secure transport, air/train
 - Contracts with private providers
 - Per-ride rate, annual reconciliation with state



Non-Emergency Medical Transportation Changes

- July, 2013 – The RSCC becomes an “early adopter,” contracting with CCO Trillium Health Care to provide NEMT service in Lane County
 - OHP Plus participants
 - Least cost, most appropriate
 - Modes available include bus pass, taxi/sedan, wheelchair accessible van/bus, stretcher van, non-emergency ambulance, secure transport, air/train
 - Contracts with private providers
 - Per month contracted rate, partner initiated rate review
 - Additional programs initiate contract addendum
 - Began coordination of reimbursement program
- January, 2014 – NEMT Benefit will extend to OHP Standard



Oregon Health Authority Coordinated Care Organizations

- A Coordinated Care Organization (CCO) is a community based organization made up of a network of health care providers coming together to support the health of individuals, families, and the community.
- Includes physical health, mental health and addictions care, dental health, and supportive services (including transportation)



Trillium CCO Triple Aim

- Improve Health
- Enhance Care
- Lower Cost





Where Does the RideSource Call Center Fit In?

- The RideSource Call Center is an active partner in assisting Trillium to meet their goal of enhancing access to care
 - Providing non-medical transportation to enhance personal health
 - Coordinating medical appointments with transport options
 - Continue to provide quality services through community transportation providers.



Healthcare Transformation – 2014

- Oregon Medicaid Expansion
 - No more Standard – everyone will have Plus
- Oregon Health Authority estimates 94 percent will be between ages of 18-64
- Lane County growth is estimated to be:
 - In 2014 – expected increase of 13,800
 - In 2015 – expected increase of 7,100
 - In 2016 – expected increase of 5,300



Healthcare Transformation - 2014

- Trillium estimates enrollment will increase by 27,000 over 2 years, and up to ½ will enroll in the first 6 months of 2014.

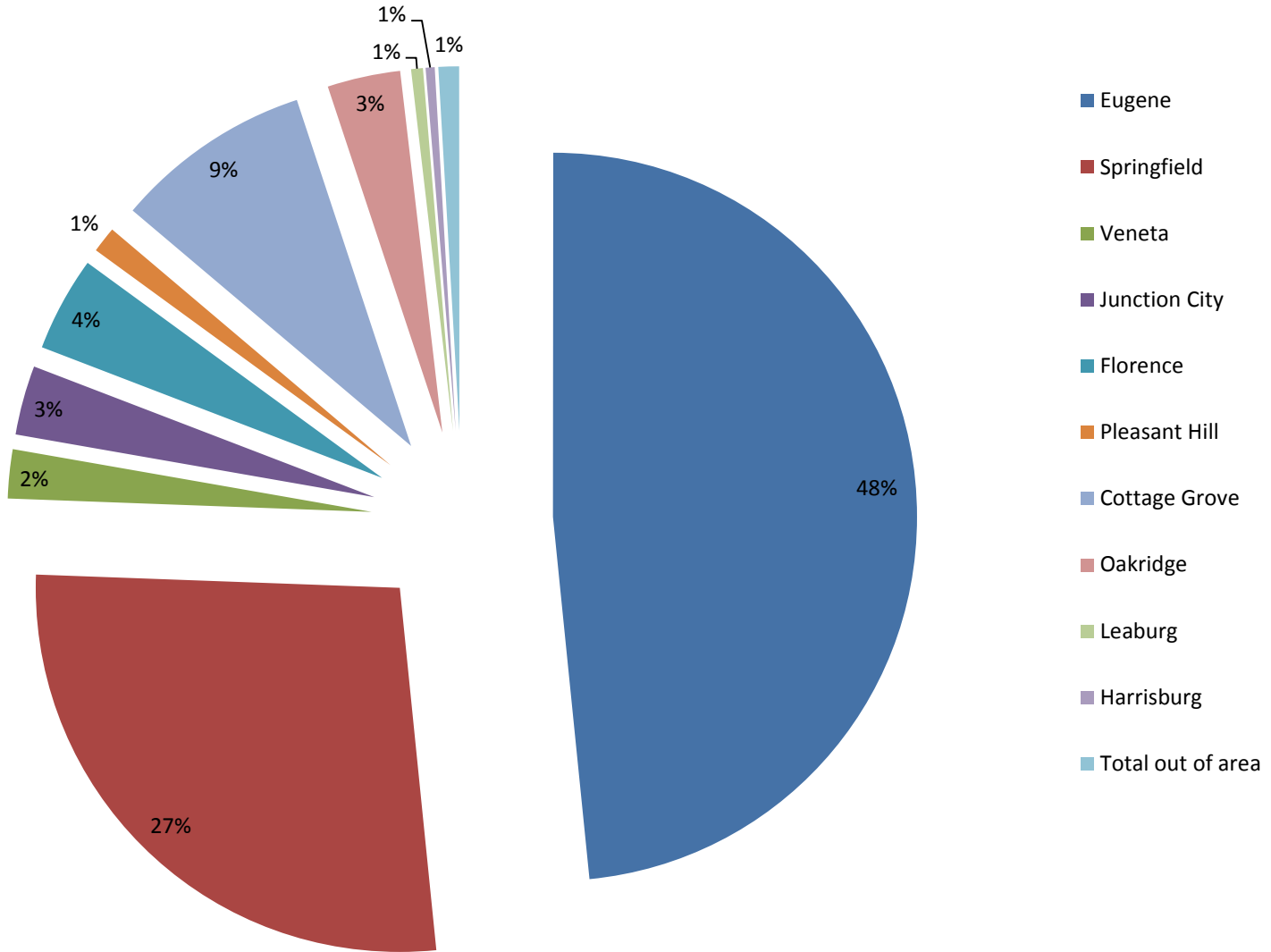


What do we know now?

- Currently about 55,000 eligible users
- About 4.5 percent request and access transportation services on a regular basis
- Trillium is planning to promote transportation services to members
- RSCC provides about 13,000 NEMT rides per month



Current Users by Service Area



Assumptions

- 27,000 new eligible participants in 2 years
- 13,500 new eligible participants in the first 6 months
- 2,250 new eligible participants each quarter thereafter
- Estimate 5 percent will access service in 2014
- Each user takes approximately 6 trips per month
- Average number of active transportation participants will increase from 2,100 to 2,775 people per month
- Average monthly trips increase from 13,000 to 16,650 people



Translation to Service Provision

Service Type	Current	Future	Increase
Ambulatory	7,031	9,005	1,974
Reimbursement	817	1,047	229
Secured Transit	91	117	26
Stretcher	165	211	46
Transit	1,728	2,213	485
Wheel Chair Van	3,169	4,058	890
Total	13,000	16,650	3,650



Meeting the Challenges

- Expand capacity through private providers
- Add two positions at the RSCC
- Evaluate bus, volunteer, reimbursement options
- Track, monitor, and respond
- Ensure quality
- Continue coordination



Non-Emergency Medical Transportation Update



Questions?