



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

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING
Wednesday, December 18, 2013
5:30 p.m.
LTD Board Room
3500 E. 17th Avenue, Eugene
(off Glenwood Boulevard in Glenwood)**

A G E N D A

		<u>Page No.</u>
I.	CALL TO ORDER	
II.	ROLL CALL	
	Necker _____ Dubick _____ Gillespie _____ Yeh _____	
	Towery _____ Wildish _____ Vacant _____	
III.	PRELIMINARY REMARKS BY BOARD PRESIDENT	(5 minutes)
IV.	COMMENTS FROM THE GENERAL MANAGER	(3 minutes) 5
V.	ANNOUNCEMENTS AND ADDITIONS TO AGENDA	(1 minute) 6
VI.	BOARD CALENDARS	(1 minute) 7
VII.	EMPLOYEE OF THE MONTH – January	(5 minutes) 8
VIII.	AUDIENCE PARTICIPATION	
	◆ <i><u>Public Comment Note:</u> This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.</i>	
	◆ <i>Citizens testifying are asked to limit testimony to three minutes.</i>	

IX. ITEMS FOR ACTION AT THIS MEETING

- | | | |
|---|--------------|----|
| A. Consent Calendar | (1 minute) | 9 |
| 1. Minutes of the November 20, 2013, Regular Board Meeting
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| B. Audit Report for Fiscal Year Ending June 30, 2013
[Diane Hellekson/Charles Swank] | (5 minutes) | 14 |
| 1. Audit Report | | |
| 2. Acceptance of Audit Report | | |
| C. EmX Steering Committee Appointment
[Tom Schwetz] | (5 minutes) | 15 |
| D. West Eugene EmX Extension Property Acquisition
[John Evans/Gerry Gaydos] | (10 minutes) | 16 |

X. ITEMS FOR INFORMATION AT THIS MEETING

- | | | |
|--|--------------|----|
| A. Board Member Reports | (10 minutes) | 21 |
| 1. Meetings Held | | |
| a. Main Street-McVay Governance Committee
December 2 | | |
| b. EmX Steering Committee
December 3 | | |
| c. Metropolitan Policy Committee (MPC)
December 5 | | |
| d. Governor's Oregon Passenger Rail Leadership Council
December 17 | | |
| e. LTD Board Service Committee
December 18 | | |
| 2. No Meeting/No Reports | | |
| a. Lane Council of Governments (LCOG) Board of Directors | | |
| b. Lane Area Commission on Transportation (LaneACT) | | |
| c. LTD Board Human Resources Committee | | |
| d. Accessible Transportation Committee (ATC) | | |
| e. LTD Pension Trusts | | |
| f. Transportation Community Resource Group (TCRG) for the Eugene
Transportation System Plan (TSP) | | |
| g. LTD Board Finance Committee | | |

B. Comprehensive Annual Financial Report [Diane Hellekson, Charles Swank]	(5 minutes)	24
C. Lane Transit District/Amalgamated Transit Union Joint Pension Work Group Update [Mary Adams]	(5 minutes)	30
D. United Front Requests [Edward McGlone]	(5 minutes)	33
E. Monthly Financial Report – November 2013 [Diane Hellekson]	(5 minutes)	34
F. Monthly Grant Report – November 2013 (respond if questions)		35
G. Monthly Department Reports (respond if questions)		40
H. Monthly Performance Reports (respond if questions)		47
XI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING		50
A. Labor Negotiations (January)		
B. LTD/ATU Pension Work Group (January)		
C. FY 2014 Service Recommendation and Pricing Plan (January)		
D. Smart <i>Trips</i> Program (January)		
E. 2014 Legislative Session (January)		
F. Local Economic Analysis Process (January)		
G. Long-Range Transit Plan (February)		
H. Rhody and Diamond Express Services Update (February)		
I. Budget Committee Appointments (Winter)		
J. EmX Steering Committee Appointment (Winter)		
K. Board Strategic Planning Session (February or March)		
L. Regional Transportation Options Plan (RTOP) Adoption (March)		

- M. Annual Performance Report (Future Meeting)
- N. Bicycle Parking Study (Future Meeting)
- O. High-capacity Transit Corridor Projects (Future Meeting)

XII. ADJOURNMENT

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

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 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

<Q:\Reference\Board Packet\2013\12\GM Comments.docx>

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 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: December 18, 2013

ITEM TITLE: BOARD CALENDARS

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

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

BACKGROUND:

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

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

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

<Q:\Reference\Board Packet\2013\12\Calendar of Events Summary.docx>

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 2013

ITEM TITLE: JANUARY EMPLOYEE OF THE MONTH

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

BACKGROUND:

January Employee of the Month: Bus Operator Kasey Jones has been selected to receive the January Employee of the Month award. Ms. Jones has been employed by Lane Transit District (LTD) since October 2000. She has earned 10 years of Safe Driving Awards; and in November 2013, she earned a Monthly Value Award.

Ms. Jones was nominated by a passenger for saving the life of a young female pedestrian. Ms. Jones' bus was stopped at the protected crosswalk at Main and 51st Streets in Springfield when the pedestrian activated the warning lights and began to cross the street. Ms. Jones then noticed that a vehicle on the left was traveling at a high rate of speed and appeared to have no intention of slowing down. She honked the bus horn and shouted at the pedestrian to stop. The pedestrian stopped just before the car sped by at an estimated speed of 50 to 55 miles per hour. The passenger stated that if the pedestrian had not stopped, she surely would have been hit by the speeding vehicle.

When asked to comment on Kasey's selection as Employee of the Month, Transit Operations Supervisor Shawn Bradley said:

Kasey has an impeccable attendance and safety record. She is careful and efficient when operating the bus. Comments from passengers vary from "She always smiles," to "That was a very comfortable and safe ride." I know that the passengers trust how safe and efficient Kasey is when operating her bus. Also, Kasey is one of the nicest people I have ever had the pleasure to know. She is kind, compassionate, understanding, and friendly. She takes the time to get to know people individually, and people consider her a valued friend.

It is a pleasure to work with Kasey; she really cares about people, and people really care about her. Congratulations, Kasey; this is a long time coming, and you deserve it!

AWARD:

Ms. Jones will attend the December 18, 2013, meeting to be introduced to the Board and to receive her award.

[Q:\Reference\Board Packet\2013\12\EOM Kasey Jones.docx](#)

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 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 December 18, 2013, consists of the Minutes of the November 20, 2013, Regular Board Meeting.

ATTACHMENT: Minutes of the November 20, 2013, Regular Board Meeting

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

LTD Resolution No. 2013-030: It is hereby resolved that the Consent Calendar for December 18, 2013, is approved as presented.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, November 20, 2013

Pursuant to notice given to *The Register-Guard* for publication on November 14, 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, November 20, 2013, beginning at 5:30 p.m., at the LTD Board Room, 3500 East 17th Avenue, Eugene, Oregon.

Present: Doris Towery, President
Gary Gillespie, Vice President
Michael Dubick, Secretary
Ed Necker, Treasurer
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 meeting and called the roll at 5:32 p.m.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Ms. Towery announced that the governor would be reappointing Mr. Necker and Mr. Gillespie to the LTD Board of Directors, pending Senate confirmation.

COMMENTS FROM THE GENERAL MANAGER: Mr. Kilcoyne noted that the vacant position formerly held by Dr. Martha Reilly would likely be filled after the first of the year. He congratulated Mr. Necker and Mr. Gillespie on their reappointments.

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

BOARD CALENDARS: Mr. Kilcoyne briefly reviewed the scheduled activities. He noted that a Board luncheon will be held on January 21 to discuss the subject of economic recovery.

EMPLOYEE OF THE MONTH: The Board recognized Operations Supervisor Charlett Trauger as the December Employee of the Month. Ms. Towery thanked Ms. Trauger for her outstanding customer service and dedication to LTD's mission and presented her with a certificate of appreciation, a check, and a pin commemorating her award. Ms. Trauger thanked the Board for the recognition and expressed appreciation for her position with the District.

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

Bob Macherione, Eugene, representing Our Money, Our Transit (OMOT), commented that the current performance report demonstrated that his predictions were coming true. He said that a bus system that did not rely on peak hour/peak direction usage resulted in a contraction of the service area and lower ridership. He said he felt that the loss of some basic services meant that the system now served many college students but fewer members of the general public. Mr. Macherione stated that operating an EmX vehicle was about 40 percent more expensive than operating a regular bus and had higher maintenance costs. He said he felt that the District was going in the wrong direction, and he asked that LTD consider returning to peak direction/peak ridership, to operate enough buses for those times, and then move to 15-minute service. He said that more basic service would be lost if LTD continued on its present course.

ITEMS FOR ACTION AT THIS MEETING

MOTION **Consent Calendar:** Mr. Necker moved adoption of LTD Resolution No. 2013-029: It is hereby resolved that the Consent Calendar for November 20, 2013, is approved as presented. Mr. Wildish provided the second. The Consent Calendar consisted of the minutes of the October 16, 2013, Regular Board Meeting.

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

ITEMS FOR INFORMATION AT THIS MEETING

Board Member Reports: Mr. Gillespie said that the Oregon Passenger Rail Leadership Council would issue a route recommendation in December. He stated that an issue of concern was Corvallis, which was off the Union Pacific Railroad line. He said that he would recommend that a means be found to include Corvallis in the route by connecting it to Albany, forego any of the tunnel options in Portland, and keep the route consistent through Portland.

Mr. Necker said that, as part of its grant review process, the Accessible Transportation Committee received informative presentations from the Pearl Buck Preschool and South Lane Wheels.

Mr. Gillespie conveyed a request received from both Eugene Mayor Kitty Piercy and a member of the public to the LTD Board of Directors for LTD and TriMet to consider accepting each other's passes as a way to facilitate connectivity between rail and transit in both communities. Mr. Kilcoyne agreed to contact TriMet.

Mr. Necker said that an issue to consider was whether or not the passes would be accepted at any time or only on the day of rail travel.

Board Committee Assignments: Ms. Towery briefly reviewed the Board committee assignments. She noted Mr. Gillespie's interest in being a representative on the Metropolitan Policy Committee (MPC), and assured the Board that assignments would be reviewed again in June 2014. In the meantime, Mr. Gillespie would remain an alternate Board representative to the MPC.

Finding of Economic Recovery Progress: Government Relations Manager Edward McGlone said that he did not expect any problems or delays in the full Senate vote that is the final step in the confirmation process regarding the reappointments of Mr. Necker and Mr. Gillespie. The vote is scheduled for tomorrow (November 21, 2013).

Mr. McGlone stated that in order for the District to adopt an increase in the payroll tax increment currently being collected for public transportation, it was necessary for the Board to establish that the economy had recovered sufficiently to warrant an increase in the tax. Historically, this process has included surveys of the local business community and review of statistics relevant to the economy. He said that a Request for Proposals to conduct the research had been issued, and LTD had reached an agreement with the consulting firm, ECONorthwest. Mr. McGlone stated that the research would begin in January 2014, following the January 21 Board meeting/luncheon that will also include ECONorthwest representatives and community business leaders. At this meeting, the group will discuss the process, including metrics and outreach strategies. He expects a report to be issued sometime in June 2014.

Mr. McGlone noted that the vast majority (77 percent) of business taxpayers in the District paid \$400 or less annually. The outreach process would assure that their voices were heard, along with the businesses that paid larger amounts. He said that outreach efforts would focus on explaining the payroll tax increase, which would be needed irrespective of ongoing EmX operations.

Ms. Towery said that the recent Regional Prosperity Summit held by the University of Oregon and the cities of Eugene and Springfield concluded that the economy is recovering. She said that the discussions that were held would be a good source of feedback from the business community.

Non-Emergency Medical Transportation Update: Accessible and Customer Services Manager Cosette Rees explained that Non-Emergency Medical Transportation (NEMT) was one component of the services operated through the RideSource Call Center brokerage. She said that the Call Center coordinated 17 programs for human services transportation, using its own fleet of vehicles and also contracting with private providers.

Ms. Rees said that LTD began coordinating NEMT through a contract with the Oregon Health Authority (OHA) in May 2008 at the launch of the brokerage. The purpose was to identify the least costly, most appropriate method of transportation for eligible participants. She added that, initially, LTD was paid on a per-ride rate and the actual cost was reconciled annually with OHA.

In response to a question from Mr. Necker, Ms. Rees said that the state was initially interested in having non-emergency ambulance service incorporated into the RideSource Call Center and other brokerages around the state; but it was determined that those trips were so specific and unique that the original system remained in place, and the service was operated through regional Coordinated Care Organizations (CCO). Trillium Community Health Plans was the regional CCO; and LTD began contracting with Trillium, rather than OHA, in June 2013 to operate the NEMT program.

Ms. Rees said that in January 2014, eligibility for transportation services would be greatly expanded; and, as a result, staff estimated that monthly trips would increase from the current number of 13,000 to 16,650. She noted that a very low percentage of those eligible actually use the program.

Mr. Yeh asked why there was not greater use of the transportation benefit by Oregon Health Plan participants. Ms. Rees said that the service had not been well promoted, and LTD was partnering with Trillium to help educate people about the benefit. She added that there would be a number of challenges in the future, including:

- Expanding capacity
- Adding two positions to the RideSource Call Center to handle increased demand
- Tracking usage and monitoring quality
- Responding to concerns and ensuring quality
- Continuing coordination

Mr. Necker asked if private providers were resistant to the training required for providing NEMT service. Ms. Rees replied that there was more training and random drug testing required for NEMT service provision, and LTD was asking providers to expand the number of operators who met those requirements. She said that most providers recognized the value of having qualified operators, although a few were resistant.

Monthly Financial Report: Director of Finance and Information Technology Diane Hellekson said that the District's financial status continued to be positive. As of October 31, 2013, payroll tax receipts were up 5.4 percent, which is consistent with the budget and the Long-Range Financial Plan. Other forms of tax receipts also were higher. Fuel costs were somewhat higher because the District was drawing on its reserves, fuel prices on the open market had fallen, and the more expensive stored fuel was being used and replaced by lower cost fuel. She stated that personnel services looked good due to the retirement of senior employees who were being replaced by entry-level staff, and also payment of the administrative pension plan unfunded liability in four equal amounts over the course of the fiscal year. Ms. Hellekson said that the Board would receive the independent audit report and the Comprehensive Annual Financial Report in December.

Mr. Wildish asked how frequently the pension plan unfunded liability was evaluated. Ms. Hellekson said that an actuarial analysis was conducted every two years.

Monthly Department Reports: Mr. Gillespie stated his appreciation for the thorough explanation of the single bid on the West Eugene EmX Extension project and selection of Wildish Construction as the contractor.

ADJOURNMENT: Ms. Towery adjourned the meeting at 6:28 p.m.

LANE TRANSIT DISTRICT

ATTEST:

Michael Dubick
Board Secretary

Jeanne Schapper
Clerk of the Board

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 2013

ITEM TITLE: AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2013

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

ACTION REQUESTED: Board acceptance of the independent audit report for the fiscal year ending June 30, 2013

BACKGROUND:

At the conclusion of each fiscal year, an independent audit of Lane Transit District's financial statements and internal controls is performed. The results of the independent audit are incorporated into the District's *Comprehensive Annual Financial Report* (CAFR). The completed FY 2012-2013 CAFR was mailed to Board members as a separate document.

Staff have submitted the previous seventeen CAFRs to the Government Finance Officers Association (GFOA) of the United States and Canada for consideration of the award for excellence in financial reporting. The award was granted to LTD for all seventeen reports. After Board acceptance, staff will submit the FY 2012-2013 CAFR to the GFOA in an attempt to continue a tradition of reporting excellence as evidenced by the financial reporting award. Special recognition should be given to Carol James, Chief Accountant/Internal Auditor, for her work on the current CAFR.

Charles Swank of Grove, Mueller & Swank, P.C., will attend the December 18, 2013, Board meeting to make a presentation and answer any questions Board members may have about the audit process or results.

ATTACHMENT: None. (The audit report and audited statements are wholly contained in the *Comprehensive Annual Financial Report*.)

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2013-031: Resolved, that the LTD Board of Directors received the Independent Audit for Fiscal Year 2012-13, and accepts the Independent Audit Report for the fiscal year ending June 30, 2013.

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 2013

ITEM TITLE: EmX STEERING COMMITTEE APPOINTMENT

PREPARED BY: Tom Schwetz, Planning and Development Manager

ACTION REQUESTED: The Board is being asked to approve the appointment of Alex Biddle to the EmX Steering Committee.

BACKGROUND:

At the June 4 meeting of the EmX Steering Committee, the topic of adding representatives from the University of Oregon (UO) and Lane Community College (LCC) to the Committee was discussed. LTD staff reviewed the committee appointment process with the LTD Board of Directors at its June 19 meeting. At that meeting, the Board directed staff to move forward with identifying representatives for appointment from the UO and LCC student bodies.

UO Representative

Mr. Alex Biddle was identified as a candidate to serve as the UO student on the EmX Steering Committee. Mr. Biddle is originally from Ohio and earned degrees in Philosophy and Environmental Geography at Kent State University, graduating Magna Cum Laude. He is currently attending the UO Law School, where his focus is on land use law. He also plans to earn a Master's degree in City and Regional Planning. Mr. Biddle became very familiar with the region's transportation system when he took a year off from the UO Law School and spent that time as a taxi driver in Eugene.

LCC Representative

LTD staff are working with the Associated Students of Lane Community College to identify a candidate. Staff hope to have a recommendation to present to the Board soon.

ATTACHMENT: None.

PROPOSED MOTION: I move approval of LTD Resolution No. 2013-032:

The LTD Board of Directors hereby approves the appointment of University of Oregon Student Alex Biddle to the EmX Steering Committee.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 2013

ITEM TITLE: WEST EUGENE EmX EXTENSION PROPERTY ACQUISITION

PREPARED BY: John Evans, Senior Project Manager

ACTION REQUESTED: Approval of purchase of property for West Eugene EmX Extension

BACKGROUND:

The West Eugene EmX Extension (WEEE) has obtained all necessary local, state, and federal approvals. The project is approaching 30 percent design, with construction due to begin as early as July 2014.

The WEEE will require a series of property acquisitions. Once the project is past 30 percent design, project staff will have a complete list of planned property acquisitions. Exhibit A (attached) provides a map of the general locations of possible right-of-way acquisitions. The acquisitions are strips of land along the right-of-way and do not displace any businesses or residences. There is the potential for one voluntary displacement that would allow establishing an enhanced station and a site for transit oriented development. LTD staff are in the process of contacting all affected property owners who have been identified at this point of design to inform them of the approximate amount and location of their property that would be acquired.

The property will be purchased according to federal regulations that ensure fair and just compensation for the property owners. LTD has contracted with Universal Field Services to manage the acquisitions.

The attached resolution authorizes LTD to acquire property by purchase or by the exercise of the power of eminent domain. This authorization is standard for public agency purchases. It is staff's expectation that these purchases will be completed through negotiation. The Franklin and the Pioneer Parkway EmX projects required a similar process for property acquisition.

RESULTS OF RECOMMENDED ACTION: Staff will authorize Universal Field Services to proceed with the acquisition process, which includes survey and appraisal of the property, negotiations with the property owner, and final acquisition of the property.

ATTACHMENTS:

- 1) Resolution No. 2013-033
- 2) Exhibit A: Map of Properties Affected

PROPOSED MOTION: I move approval of Resolution No. 2013-033:

I move approval of Resolution No. 2013-033 authorizing the Lane Transit District to acquire by purchase or by the exercise of the power of eminent domain certain Real Properties or interests therein necessary for the Bus Rapid Transit project as represented in the Resolution.

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LANE TRANSIT DISTRICT

RESOLUTION NO. 2013-033

A RESOLUTION AUTHORIZING THE LANE TRANSIT DISTRICT TO ACQUIRE BY PURCHASE OR BY THE EXERCISE OF THE POWER OF EMINENT DOMAIN CERTAIN REAL PROPERTIES OR INTERESTS THEREIN NECESSARY FOR THE BUS RAPID TRANSIT PROJECT

WHEREAS, ORS §267.200(2) and ORS §267.225(2) authorize and empower LANE TRANSIT DISTRICT (“LTD”) to acquire by condemnation, purchase, lease, devise, gift, or voluntary grant real and personal property or any interest therein located inside the boundaries of its transit district. All of the properties or interests are in the Lane Transit District.

WHEREAS, LTD is working with local, state and federal agencies in the planning and construction of the Bus Rapid Transit (“BRT”) Project which will result in a bus rapid transit system designed to help accommodate the transportation needs of the visitors to and people of Eugene, Springfield and the Lane Transit District. One phase of the BRT Project is referred to as the westerly extension of the existing Franklin/Gateway Emerald Express (“EmX”) commonly referred to as the West Eugene Emerald Express Extension (the “Project”) and will include the construction of exclusive bus lanes, bus stations, transit signals, landscaping, pedestrian and bicycle bridges, business access and transit lanes (“BAT Lanes”), bicycle and pedestrian enhancements, and other improvements through the Project corridor.

WHEREAS, the Project is planned and will be located in a manner that is most compatible with the greatest public good and the least private injury.

WHEREAS, the Project is in compliance with and in furtherance of adopted LTD plans and policies, including LTD’s mass transit system plan as required by ORS 267.210; including, but not limited to, increasing transit ridership, improving vehicle, bicycle and pedestrian efficiency, improving neighborhood livability and the district’s environment. The Project will enhance the public transit service in the district and is for the benefit and general welfare of the public.

WHEREAS, ORS 35.235 requires the Board first to declare by resolution the necessity of the acquisition of real property or interest therein and the purpose for which it is required, and then to attempt to negotiate and agree with owners of the real property or interest therein with respect to compensation to be paid, therefore, and the damages, if any, for the taking thereof.

WHEREAS, for the accomplishment of the Project, it may be necessary that LTD obtain the immediate right of possession of certain parcels of real property or interest therein as described in this resolution, which immediate right of possession is authorized by law, including ORS §35.348 through ORS §35.352.

NOW, THEREFORE, based upon the above findings which are incorporated by this reference and hereby adopted, LTD does find, declare, adopt, and resolve as follows:

1. That in order to build and complete the Project, there is needed and required certain interest in or fee simple title to certain parcels of real property or portion thereof as depicted and delineated on the map attached hereto as Exhibit A as required by ORS 35.235 and incorporated herein by this reference (collectively, the "Real Property").

2. That to build and complete the Project it will be necessary to cooperate with the Eugene Water and Electric Board to move utility poles and facilities, and it is in the best interest of LTD to cooperate with EWEB in this regard.

3. That the Project is necessary for the public interest and has been planned, designed, located and will be constructed in a manner that will be most compatible with the greatest public good and the least private injury and it authorized under the rules and ordinances of LTD, the laws of the State of Oregon, City of Eugene, and County of Lane ordinances, rules and laws and all applicable federal laws.

4. That in the event immediate possession of any parcel of the Real Property or portion thereof is deemed necessary, LTD's General Manager or the General Manager's designee shall have the authority to undertake any and all lawful steps that may be required in order to take such possession.

5. That LTD staff and/or its designees are authorized and directed, with the cooperation and assistance of Universal Field Services, Inc. to enter upon real property subject to the condemnation purposes under ORS §35.220 to surveys and take such other action as is necessary and to obtain all necessary appraisals and to make further attempts to agree with the owners of the Real Property and any other persons in interest as to the just compensation to be paid for the Real Property and damages, if any, for the taking thereof, and LTD's General Manager or the General Manager's designee is authorized to make a binding agreement providing such just compensation.

6. That the LTD Board hereby ratifies any offers to purchase all rights, title, and interest in the Real Property that have been previously made in connection with the Project.

7. That in the event a satisfactory agreement between the Real Property owners and LTD is not reached, LTD, through its legal counsel, is authorized to commence and prosecute to final determination such legal proceedings, including proceedings in Eminent Domain, as may be necessary to obtain immediate possession of and to acquire the Real Property.

8. That in the event such legal proceeding is initiated, LTD is hereby authorized to create a fund in an amount estimated to be the just compensation for the Real Property or any interest therein which, if necessary, shall be filed with the clerk of the Lane County Circuit Court.

9. That the LTD Board declares that the Real Property described in paragraph 1 above shall be used by LTD for public purposes as the earliest possible date and, in any event, no later than ten (10) years from the date this resolution is adopted by LTD, unless otherwise agreed between LTD and a property owner in an agreement required by ORS §35,385.

10. That the General Manager or the General Manager's designee is authorized to execute any and all necessary documents and to take any such other steps on behalf of LTD as necessary to carry out the intent of this resolution, and that any such documents and/or steps or actions shall bind LTD.

Adopted by the Lane Transit District Board of Directors on this 18th day of December, 2013.

December 18, 2013

Date

Board President

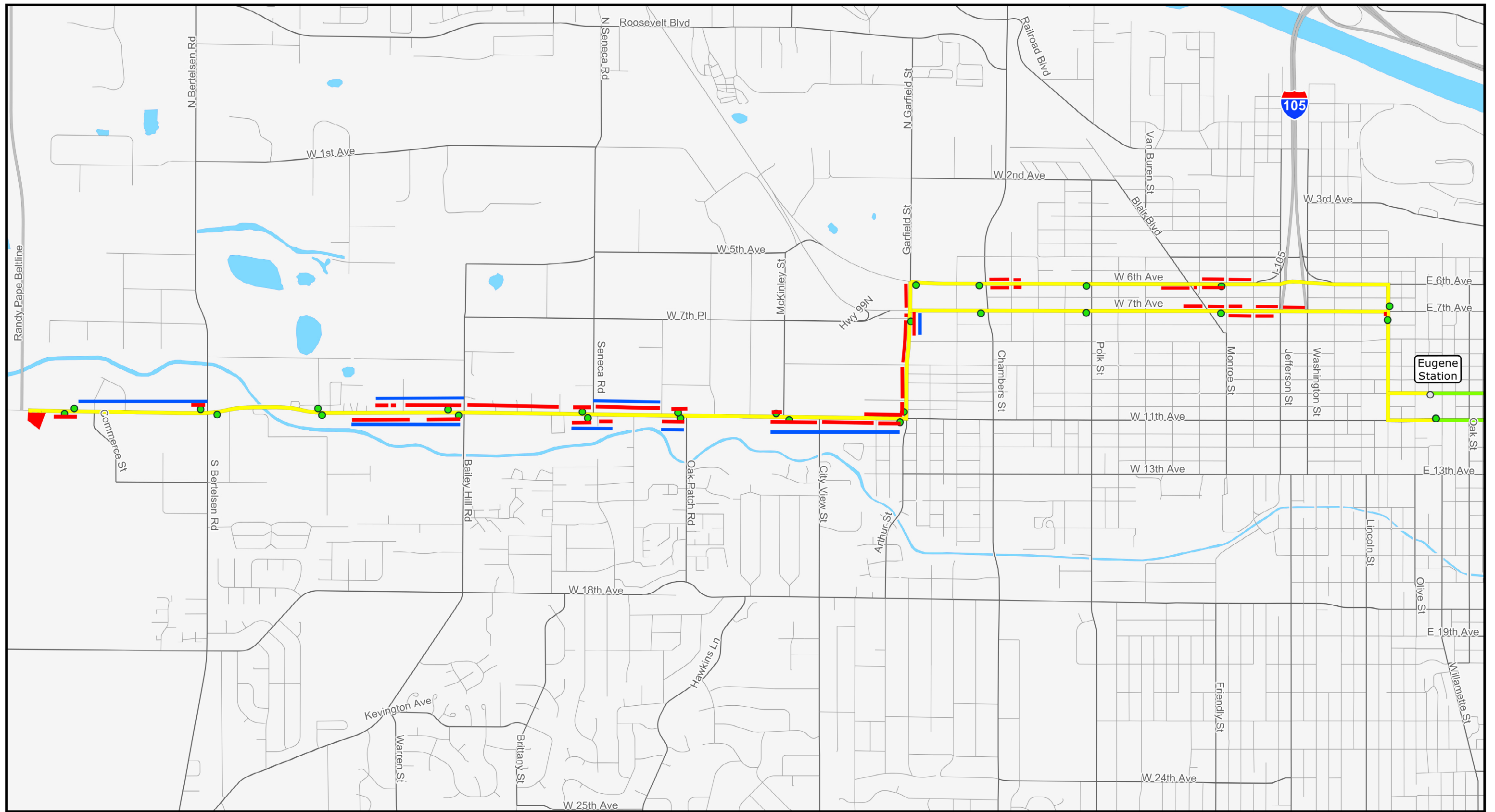
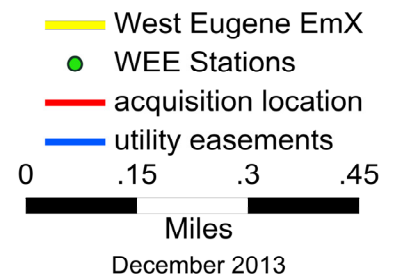


Exhibit A
 West Eugene EmX Extension
 General Locations of Possible Right-Of-Way Acquisition

For Illustrative Purposes Only.
 Actual Property to be Acquired to be Determined at Final Design.



AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 2013

ITEM TITLE: BOARD MEMBER REPORTS

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

ACTION REQUESTED: None

BACKGROUND:

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

MEETINGS HELD:

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

1. **Main Street-McVay Governance 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. At the December 2 meeting, members discussed modifications to the three-tiered management structure and the creation of a stakeholder working group to be formed during the coming months.
2. **EmX Steering Committee:** The EmX Steering Committee generally meets quarterly and is composed of Chair Gary Gillespie, Board President Doris Towery, Board Member Carl Yeh, members of local units of government, and community representatives. At the December 3 meeting, LTD staff and consultants presented results from the VISSIM traffic model for the West Eugene EmX Extension project. The VISSIM model is an animated tool that provides a visual simulation of the project based on current and projected traffic data.
3. **Metropolitan Policy Committee (MPC):** Board President Doris Towery and Board Member Gary Wildish are LTD's MPC representatives, with Board Member Gary Gillespie serving as an alternate. MPC meetings are held on the first Thursday of each month. At the December 5 meeting, the Committee approved programming of FY 2014 Surface Transportation Program-Urban funds for: 1) providing additional match for a funded National Institute for Transportation and Communities proposal; and 2) replacement of bicycle counting devices. Also provided were a summary of the ConnectOregon applications submitted within the Metropolitan Planning Organization (MPO); and also updates on the Statewide Transportation Improvement Programs, the scenario planning process, and the Draft MPO Title VI Annual Report.

4. **Governor's Oregon Passenger Rail Leadership Council:** Governor Kitzhaber created a leadership council of officials from the Willamette Valley to advise the governor and the Oregon Transportation Commission on a preferred alignment for inter-city passenger rail improvements. LTD Board Member Gary Gillespie represents LTD on the Leadership Council, with LTD General Manager Ron Kilcoyne serving as alternate. The outcome of the December 17 meeting was not known in time for inclusion in the December 18 LTD Board Meeting packet.
5. **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 agenda for the December 18 meeting includes a preliminary review of the 2014 annual route review, with a discussion of system fixes, additions to service, and the public outreach process and decision time lines.

NO MEETINGS HELD:

1. **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. Items on the agenda for the December 19 meeting included a Lane Livability Consortium report, MPO Annual report, Senior & Disabled Services Annual report, and the First Quarter Financial report. Business items included appointments to the Disability Services Advisory Committee, the FY 2014-15 member dues schedule, and FY 2014-15 budget assumptions and process.
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 December 11 meeting was canceled. The next meeting is scheduled to be held on January 8, 2014.
3. **LTD Board Human Resources Committee:** The Board Human Resources Committee is composed of Chair Doris Towery and Board Members Michael Dubick and Gary Wildish, and meets on the second Tuesday of the month. The December 10 meeting was canceled. The next meeting is scheduled to be held on January 14.
4. **Accessible Transportation Committee (ATC):** The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and other 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 Committee did not meet in December. The next meeting will be held on January 21.
5. **LTD Pension Trusts:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. LTD Board Member Gary Gillespie serves as a trustee for both plans. The next meeting has not yet been scheduled.

6. **Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP)**: The TCRG includes community members who have an interest in transportation issues in the City of Eugene. Board Member Ed Necker represents LTD on the TCRG. The next meeting has not yet been scheduled.
7. **LTD Board Finance Committee**: The Board Finance Committee is composed of Chair Michael Dubick and Board Members Ed Necker and Carl Yeh. Meetings are scheduled on an as-needed basis. The next meeting has not yet been scheduled.

Q:\Reference\Board Packet\2013\12\BD Report Summary.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 2013

ITEM TITLE: PRESENTATION OF *COMPREHENSIVE ANNUAL FINANCIAL REPORT* FOR FISCAL YEAR 2012-2013

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

ACTION REQUESTED: None. Information only.

BACKGROUND:

The *Comprehensive Annual Financial Report* (CAFR) for the fiscal year ending June 30, 2013, was provided to Board members as a separate document of the Board packet. This report includes audited statements and the opinions of the independent audit firm of Grove, Mueller & Swank, P.C. Charles Swank, representing LTD's auditors, will attend the December 18 meeting to discuss the audit results. An overview of Lane Transit District's financial position on June 30, 2013, will be presented by staff at the December 18 Board meeting.

Board acceptance of the independent audit report for the fiscal year ending June 30, 2013, is scheduled during the Items for Action portion of this meeting.

ATTACHMENTS:

1) Comprehensive Annual Financial Report: Executive Summary

The *Comprehensive Annual Financial Report, Single Audit, Management Letter, and Audit Letter* were delivered to the LTD Board of Directors in paper form prior to the Board meeting.

The CAFR also will be delivered to banks, regulatory agencies, and other traditionally interested parties. Other interested parties may obtain a printed copy at the LTD Glenwood Office or may view a copy on the LTD Web site.

2) Letter from Grove, Mueller & Swank, P.C., dated December 11, 2013

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2013\12\Reg Mtg 12-18-13\13 CAFR.doc

Lane Transit District

COMPREHENSIVE ANNUAL FINANCIAL REPORT For the Fiscal Year Ended June 30, 2013

EXECUTIVE SUMMARY

Prepared by Diane Hellekson
Chief Financial Officer
December 18, 2013

The *Comprehensive Annual Financial Report* for the most recently completed fiscal year was distributed to the Board of Directors as a separate document for the December 18 meeting. At the December 18 meeting, Charles Swank of the accounting firm Grove, Mueller & Swank, P.C., will provide a positive report of LTD's financial position and controls. LTD has received an unqualified audit opinion, which is included in the report document. There also is a management letter as part of the audit that is included in the delivered financial statement packet.

There are several aspects of the financial performance that should be noted. Highlights include the following:

Operating Revenue

- **Fixed-route transportation revenue** increased .4 percent as compared to the previous fiscal year, essentially flat. Ridership for the 12-month period, as measured by boardings, experienced a decrease of 1.6 percent. Service hours were approximately the same as in FY 2011-12.
- **Accessible services and Medicaid** revenue increased by 16.4 percent from FY 2011-12 to FY 2012-13..
- **Employer payroll tax receipts** were \$24,891,777, an increase of 8 percent; a notable improvement over the 3.8 percent growth reported last year. The FY 2012-13 Budget anticipated 4 percent growth in payroll tax receipts.
- **Self-employment tax revenue** increased 4.6 percent versus the previous year.
- **State-in-lieu revenue** increased 3.8 percent.

Total operating revenue (including Accessible Services) increased 8.7 percent. Total operating and non-operating revenues increased 9.5 percent. All revenue sources posted gains compared to the previous fiscal year.

Operating Expense

- **Personnel services** increased 5.1 percent due to the implementation of a new contract with Amalgamated Transit Union 757 effective July 1, 2012.
- **Materials and services** decreased by 5.7 percent driven by fuel and by the cost of software maintenance agreements. Despite fuel price increases over the year, the average price remained below the \$3.75 assumed by the FY 2012-13 adopted budget.

- **Insurance decreased** 29.2 percent compared to FY 2011-12 due to a change in the way that workers' compensation insurance premiums were calculated. The positive result is a one-time occurrence.
- **Accessible Services and Medicaid** expenses increased 8.8 percent.

Total operating expense [including Accessible Services, depreciation, and Other Post-Employment Benefits (OPEB) accrual] increased 4.9 percent. Total expense less depreciation and OPEB increased 5.1 percent.

Farebox Recovery (Fixed-Route Service)

Ratios were as follows for the last ten fiscal years:

2003-04	22 percent	2008-09	23 percent
2004-05	21 percent	2009-10	23 percent
2005-06	22 percent	2010-11	24 percent
2006-07	21 percent	2011-12	22 percent
2007-08	23 percent	2012-13	21 percent

The normal farebox recovery ratios for public transit agencies of comparable size to LTD are in the range of 10 to 30 percent.

System Productivity

System productivity, which is expressed as boardings per hour, was as follows for the last 10 years:

2003-04	29.716
2004-05	31.678
2005-06	35.808
2006-07	34.889
2007-08	39.851
2008-09	40.879
2009-10	40.644
2010-11	45.643
2011-12	46.319
2012-13	45.597

Please note that with the CAFR for FY 2012-13, productivity was calculated using revenue hours instead of total service hours to be more consistent with Federal Transit Administration reporting requirements. Fiscal year 2011-12 system productivity was the highest of the last 20 years.



GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS
475 Cottage Street NE, Suite 200, Salem, Oregon 97301
(503) 581-7788

December 11, 2013

Board of Directors
Lane Transit District
Springfield, Oregon

We have audited the financial statements of Lane Transit District (the District) for the year ended June 30, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 13, 2013. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in the notes to the financial statements. The District implemented five new pronouncements during 2013. The most significant of these pronouncements are:

GASB Statement No. 62 “Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncement” incorporated into GASB’s authoritative literature certain accounting and financial reporting guidance that were issued on or before November 30, 1989, which do not conflict with or contradict GASB pronouncements.

GASB Statement No. 63 “Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position.” The pronouncement replaced the term “net assets” with “net position” due to the possible inclusion of deferred inflows and/or outflows in the basic financial statements.

GASB Statement No. 65 “Items Previously Reported as Assets and Liabilities.” The statement establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities.

We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the District’s financial statements are the following:

- Management's estimate of prepaid pension liability expense is based on calculations from a third party actuary. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

- Management's estimate of other post-employment benefits is based on calculations from a third party actuary. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.
- Management's estimate of inventory costing is based on the average-cost methodology. Management's estimate of obsolete inventory is based on analysis of inventory aging as well as historical experience. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the depreciable life of the capital assets is based on management's determination of the useful lives and future economic benefit of the assets. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements are the pension benefits and the other post-employment benefits.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The following material misstatement detected as a result of audit procedures was corrected by management. The District paid \$1.6 million of expenses from General Fund money related to the West Eugene Extension Project. Generally accepted accounting principles require that the unearned revenue from the Oregon Lottery be reduced for the amount expensed and recorded as current year revenue. This would have caused the District's revenue to be understated by \$1.6 million. Management has corrected the misstatement.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 11, 2013.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Deficiencies in internal control were reported to management in a letter dated December 11, 2013.

This information is intended solely for the use of the Board of Directors and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,


CERTIFIED PUBLIC ACCOUNTANTS

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 2013

ITEM TITLE: LANE TRANSIT DISTRICT/AMALGAMATED TRANSIT UNION
JOINT PENSION WORK GROUP UPDATE

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

ACTION REQUESTED: None. Information Only.

BACKGROUND:

As part of the settlement of the 2011-2014 Working and Wage Agreement between the Amalgamated Transit Union (ATU) Local 757 and Lane Transit District, a joint committee was formed to address the long-term costs of the current Lane Transit District and ATU Local 757 Pension Trust. A copy of the Memorandum of Agreement is attached.

There are three goals included in this mutual agreement. They are:

- (1) To reduce the long-term cost of the Lane Transit District and ATU Local 757 Pension Trust
- (2) To assure predictable benefits to LTD retirees
- (3) To reduce the unfunded liability in the future

The Agreement identifies the makeup of this Work Group to include three ATU members and three LTD members. The Trust's actuarial firm, Milliman, would provide support to the Work Group in the form of data and organized discussion formats.

For more than a year, this Work Group has been meeting to discuss options and to select one preferred plan design. At the Board's June 13, 2013, meeting, Actuary Will Clark-Shim presented options under consideration in order to get feedback from Board members, especially new Board members who had not been involved in prior pension discussions. Since that meeting, significantly more work has been done by the Work Group.

The Memorandum of Agreement states that "Recommendations will be made to the Lane Transit and the ATU Local 757 leadership no later than December 31, 2013." The Pension Work Group has concluded its assignment and is ready to make a report to the LTD Board. However, a key piece of the report is the actuarial presentation. Actuary Will Clark-Shim is not available to attend the December Board meeting. Since a mutual agreement has been reached, the Pension Work Group has requested to make a full presentation to the Board at its regular meeting on January 15, 2014. On that date, most or all of the Work Group members will be in attendance, as well as the Actuary, to present and answer any questions that the Board may have.

Agenda Item Summary - Joint Pension Work Group Update

ATTACHMENT: Memorandum of Agreement Regarding LTD/ATU Pension Work Group, dated June 19, 2012

PROPOSED MOTION: None.

<Q:\Reference\Board Packet\2013\12\Pension Work Group AgenSum.docx>

MEMORANDUM OF AGREEMENT
REGARDING
LTD/ATU PENSION WORK GROUP

A Committee will be formed to discuss the LTD/ATU Pension Trust. This committee will convene as soon as is practical after the ratification of the 2011/14 contract. It shall meet as many times as necessary to complete its work and make formal recommendations by December 31, 2013.

The goal of the Committee is to prepare recommendations to accomplish the following:

- Reduce the long-term cost of the Lane Transit District and ATU Local 757 Pension Trust.
- Assure predictable benefits to LTD retirees.
- Reduce unfunded liability in the future.

Committee members will consist of Carl Faddis (ATU Executive Board Officer) and two others appointed by Carl Faddis, and Mary Adams (LTD Director of Human Resources and Risk Management) and two others appointed by Mary Adams.

Staff members to the Committee will be Peter Sturdivan or designee from Milliman, Todd Lipkin or designee from Lane Transit District Finance Department and any other such individuals the Committee deems necessary to complete its work.

Recommendations will be made to the Lane Transit and the ATU Local 757 leadership no later than December 31, 2013.

Dated: June 19, 2012

LANE TRANSIT DISTRICT



AMALGAMATED TRANSIT UNION
DIVISION NO. 757



Deleted: Letter of Understanding; Committee to Review Lunch Periods

Deleted: Letter of Understanding; Referral of MRA to Joint Insurance Committee

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 2013

ITEM TITLE: UNITED FRONT REQUESTS

PREPARED BY: Edward McGlone, Government Relations Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

The United Front is a joint venture of the Cities of Eugene and Springfield, Lane County, Springfield Schools, Willamalane Parks and Recreation District, and Lane Transit District (LTD) to have the Lane County region's federal legislative issues represented concurrently. Each year, the United Front partners travel to Washington, D.C., to meet with the region's congressional delegation and relevant federal agency staff. The 2014 United Front visit is scheduled for January 26–30, 2014, and LTD will be represented by Government Relations Manager Edward McGlone and LTD Board President Doris Towery.

For inclusion in the United Front priorities book, LTD has submitted requests for federal legislation to increase funding to New and Small Starts programs and to restore discretionary spending for bus and bus facility purchases. There are no materials to share yet as the book has not been finalized.

ATTACHMENT: None.

PROPOSED MOTION: None.

<Q:\Reference\Board Packet\2013\12\Dec. 18 Reg Mtg\United Front Requests AIS.docx>

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 2013

ITEM TITLE: NOVEMBER 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 Web site. The November report will be posted on or before December 17.

ATTACHMENT: None

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2013\12\Reg Mtg 12-18-13\14fin05 packet

AGENDA ITEM SUMMARY

DATE: December 18, 2013

ITEM TITLE: NOVEMBER GRANT REPORT

PREPARED BY: Todd Lipkin, Finance Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

The Monthly Grant Report for activity through November 30, 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

Grant applications are being drafted and they should be submitted to FTA Region X within the next couple of months for their consideration. Surface Transportation Program (STP) funds for 2014 have been made available, so a transfer request from the Federal Highway Association (FHWA) to FTA will be made in December. This is the first step in the grant process for these funds. These funds support projects such as Point2point at Lane Transit District.

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. The Oregon Transportation Commission will take action for final approval at a future meeting.

- **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.

Oregon Department of Transportation (ODOT) *ConnectOregon V* Applications

Lane Transit District has submitted two applications under the *ConnectOregon V* Program. *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.

Modal committees (air, bicycle/pedestrian, marine, rail, and transit) and five regional committees will review projects and recommend funding priorities. A final review committee comprised of representatives of the modal and regional committees will make a final recommendation of funding priorities to the Oregon Transportation Committee (OTC) for consideration.

ODOT anticipates final project selection by the OTC in August 2014.

Lane Transit District’s applications are as follows:

- **West 11th Bicycle/Pedestrian Bridge Connections:** This application requests \$3.1 million for the construction of three multiuse 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 application. LTD is building multiuse connector bridges at Buck Street and Wallis Street south of West 11th Avenue as part of the West Eugene EmX Extension (WEEE) project. The match for these connectors will be federal funding associated with the WEEE project. The City of Eugene is constructing a multiuse connection at Commerce Street north of West 11th Avenue near the Target store. The City will be providing the match for this connector.
- **Franklin Boulevard - Phase 1 Transit Station:** This application requests \$400,000 for the construction of 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.

ATTACHMENT: Monthly Grant Report

PROPOSED MOTION: None.



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	1,886,329.31	343,601.47
14.06.60 ROW, Land, Existing Improvements	-	1,929,027.42	1,503,670.42	425,357.00
14.08.80 Professional Services	-	7,721,200.00	8,427,542.16	(706,342.16)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	-	<u>30,808,867.00</u>	<u>28,520,608.21</u>	<u>2,288,258.79</u>

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
	-	<u>1,250,000.00</u>	<u>970,271.91</u>	<u>279,728.09</u>

OR-04-0041 - FTA 5309 VTCLI	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Call Center Software	5,443.00	1,062,000.00	33,666.31	1,028,333.69
11.62.02 Call Center Telephone System	-	298,000.00	275.93	297,724.07
	<u>5,443.00</u>	<u>1,360,000.00</u>	<u>33,942.24</u>	<u>1,326,057.76</u>

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	450,199.70	54,370.30
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
	-	<u>1,311,695.00</u>	<u>831,521.40</u>	<u>480,173.60</u>

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	1,118.00	937,500.00	70,074.90	867,425.10

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
	-	<u>193,554.00</u>	<u>-</u>	<u>-</u>



OR-90-X152 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 40' Gillig Low Floor Bus	-	2,787,360.00	2,787,360.00	-
11.12.01 Finance & Int. Costs Gillig Bus Purch	-	186,499.00	186,498.55	0.45
11.13.01 40' Gillig Low Floor Bus	-	1,000,850.00	1,000,849.78	0.22
11.23.01 Extend EmX Lanes	-	201,520.00	201,520.52	(0.52)
11.32.02 River Road Station Land	-	2,261,504.00	2,261,504.46	(0.46)
11.32.06 Franklin EmX Fare Machines	-	350,000.00	350,000.00	-
11.42.07 Hardware	5,192.00	1,460,900.00	1,074,428.95	386,471.05
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	-
	5,192.00	18,531,037.00	18,018,633.12	512,403.88

OR-90-X161 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Software	4,682.00	500,000.00	205,375.99	294,624.01
11.42.09 (01) Security Improvements	-	150,000.00	87,594.38	62,405.62
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	102,125.00	-
11.7A.00 Prevent_Maint_2	69.00	4,626,638.00	2,960,337.85	1,666,300.15
11.7A.00 Preventive Maintenance	-	7,500,000.00	7,500,000.00	-
	4,751.00	13,730,013.00	11,494,130.30	2,235,882.70

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	879.00	2,340,354.00	1,906,974.62	433,379.38
11.7F.00 Gateway SmartTrips	-	100,301.00	100,301.00	-
	879.00	2,440,655.00	2,007,275.62	433,379.38

OR-95-X035 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.72.11 Rideshare	3,738.00	354,787.18	358,633.71	(3,846.53)
11.72.11 Safe Routes to School	979.00	83,584.00	21,036.18	62,547.82
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	-
	4,717.00	1,047,911.00	985,363.18	62,547.82



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	3,185.00	441,436.00	441,436.00	-
11.7L.00 Safe Routes-School Districts	36.00	129,834.00	59,789.32	70,044.68
11.7L.00 SmartTrips 2	5,572.00	384,487.00	187,715.19	196,771.81
44.23.02 Bike Parking Study	-	100,301.00	99,690.50	610.50
	<u>8,793.00</u>	<u>1,613,285.00</u>	<u>1,345,858.01</u>	<u>267,426.99</u>

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 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, December 18, 2013

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MONTHLY DEPARTMENT REPORTS

December 18, 2013

Government Relations

Edward McGlone, Government Relations Manager

Government Relations Manager Edward McGlone traveled to Washington, D.C., to attend an American Public Transit Association (APTA) meeting earlier this month. Those attending adopted legislative recommendations for a federal transportation reauthorization package. While in Washington, Mr. McGlone also met with staff members from Oregon's congressional delegation to update them on the progress of the West Eugene EmX Extension (WEEE) and discuss the agency's federal priorities, including Small Starts funding and lumpy bus purchases. Mr. McGlone also met with Federal Transit Administration staff to discuss the WEEE project.

Planning is underway for the annual Legislative Breakfast, at which Lane Transit District (LTD) hosts its state legislative delegation to discuss the 2014 Legislative Session. Topics to be discussed include the proposed payroll tax increase, capital construction updates, and other legislative issues.

Customer Services and Planning

Andy Vobora, Director of Customer Services and Planning

COMMUNITY OUTREACH

General Manager Ron Kilcoyne made a presentation to the Springfield Kiwanis, and Director of Customer Service and Planning Andy Vobora presented to the Goodpasture Island Neighbors regarding general LTD programs with an update on current projects. Additional opportunities will arise as clubs and neighborhood associations have room on their schedules. A specific payroll tax outreach plan is taking shape and will be implemented in December. The first step will include outreach to the Eugene and Springfield Chambers of Commerce, to LTD Budget Committee members, and to key stakeholders who can assist the Board in determining the criteria to be used in the economic analysis being conducted by ECONorthwest.

The District's annual route review process is kicking off with a review of service fixes and a small number of service route adjustments. There will be general outreach to riders, and in several cases more targeted outreach to neighborhoods or community groups that may be affected by the changes being evaluated. This process will culminate with public hearings and the Board's

adoption of the service package in late Spring 2014. In conjunction with the review of service changes, there will be a review of recommended fare changes. Staff are evaluating Title VI implications related to a fare change and will report to the Board in January.

LTD provided two buses in support of the veterans groups participating in the Springfield Christmas Parade on December 14.

LTD’s participation with the Egan Warming Centers in Eugene and Beds for Freezing Nights in Cottage Grove increased in recent weeks as cold weather descended upon Lane County.

Mr. Vobora hosted members of the Eugene Rotary Club. These small meeting groups provide Rotary members with an opportunity to educate the community on their accomplishments. Guests were provided with a tour of the LTD Administrative and Maintenance facilities.

LTD hosted the Eugene Chamber Latino Business Network at Los Faroles Restaurant in November. Board Member Carl Yeh provided an update on LTD activities, and West Eugene EmX outreach staff was present to provide information on the project and to register people for regular updates.

The 14th Annual Stuff the Bus event, which partnered with KDUK, Food for Lane County, Toys for Tots, and Walmart, collected more than 8,000 pounds of food and toys.

MARKETING AND COMMUNICATIONS

Russ Arnold, Marketing Supervisor

Earned agency media coverage included stories regarding the Board’s evaluation of the payroll tax rate change and the District’s preparations for snow and ice. Paid media continues to highlight the testimonials from community organizations. Staff will discontinue paid media in December as air time becomes cluttered with holiday sales ads.

ACCESSIBLE AND CUSTOMER SERVICES

Cosette Rees, Accessible and Customer Services Manager

There is no Accessible and Customer Services Department report this month.

FACILITIES

Joe McCormack, Facilities Manager

There is no Facilities Department report this month.

PLANNING AND DEVELOPMENT

Tom Schwetz, Planning and Development Manager

Planning staff submitted two applications for the ConnectOregon V grant cycle. The final request for each application was as follows:

- The West 11th Bicycle-Pedestrian Connections application requested \$2,866,645 of ConnectOregon funds, with a total project budget of \$5,839,032.

- The Franklin Boulevard, Phase 1, Transit Stations application requested \$648,000 of ConnectOregon funds, with a total project budget of \$935,000.

The Bike Share Feasibility Study, a joint project with the City of Eugene funded with Surface Transportation Program–Urban (STP-U) dollars, held the initial kick-off meeting with Toole Design Group, the consultants who were selected to perform the Study. The Study is scheduled to take six months and will include two open houses and several stakeholder meetings.

POINT2POINT

Theresa Brand, Transportation Options Manager

Point2point staff are working with employees from the local Transportation Options partnering agency for input and suggestions on how to best improve the Point2point Web site to enhance viewers' experiences. Changes should be completed during the next month or two.

Transportation Options Manager Theresa Brand met recently with staff at Arlington Transit in Virginia. The agency is known for its expertise in national transportation options. Many interesting ideas were exchanged, and some of those ideas can be incorporated into existing Point2point programs.

Drive Less Connect

Following are the 2013 program statistics for Drive Less Connect, the statewide ridesharing database. Increased numbers in October reflect the impact of the recently held two-week Oregon Drive Less Challenge.

	Sept 2013	Oct 2013	Nov 2013	YTD Totals
New Registrants	80	415	79	1,017
Non-Single Occupant Vehicle Miles Logged	36,551	225,303	43,106	996,804
Trips Reported (one-way)	2,560	15,140	3,710	66,715
CO ₂ Reduction (pounds)	25,549	138,177	29,777	681,896
Gasoline Saved (gallons)	1,288	7,197	1,512	34,763

Vanpool Program

2013 Vanpool Program Statistics

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
Vanpools	11	11	12	12	13	13	14	15	15	15
Average No. Riders	76.8	80.4	82.7	82.3	88.9	76.8	92.6	90.4	84.49	98.94
Vehicle Miles Reduced	134,274	138,177	142,829	146,482	158,013	131,977	161,647	147,840	138,982	167,317
CO ₂ Reduced (pounds)	107,419	110,542	114,263	117,185	126,410	105,582	129,317	118,272	111,186	133,853

Employer Programs

PeaceHealth Laboratories (380 employees) canceled its group pass contract. Instead, PeaceHealth will continue to provide bus passes to only those employees who utilize the LTD transit system on a regular basis. Good Company (8 employees) and Watkinson Laird Rubinstein Baldwin & Burgess (30 employees) canceled their Group Pass contracts due to low usage. 4J Life Skills, with 13 students, joined the Group Pass Program.

Point2point staffed an Emergency Ride Home (ERH) Program event at Lane Council of Governments Senior and Disabled Services, and enrolled 11 employees. Eighteen commuters registered for the ERH program in November, for a total of 111 registered commuters. ERH outreach will continue throughout the year.

CarShare Program Statistics

The following program usage numbers reflect the four Enterprise Community CarShare vehicles in Springfield (one) and Eugene (three).

2013 Measurements	New Members	Quit Members	Total Members	Net Growth	Members per car	Hours Used	Utilization
Jan	2	2	98	0%	25	201.75	7%
Feb	7	1	104	6.1%	26	241.75	9%
Mar	8	0	112	7.7%	28	309.00	10%
Apr	6	4	114	1.8%	29	203.50	7%
May	5	2	117	2.6%	29	335.00	11%
June	7	1	123	5.1%	31	251.75	9%
July	3	2	124	0.8%	31	402.75	14%
Aug	6	1	129	4.0%	32	490.25	16%
Sept	13	1	141	9.3%	35	517.75	18%

School Services

The Hamlin Middle School Bus Pass research study is underway. After details are solidified with the Springfield School District and the Hamlin Middle School Principal, School Program Coordinator Allie Camp will begin data collection and outreach with Hamlin students and parents. The research study is set to launch in mid-December, and passes will be effective January 1, after students return from the holiday break. The research study is focused on lowering the truancy rate at Hamlin and providing LTD with leverage for future Student Transit Pass developments.

A Springfield Safe Routes to School (SRTS) Coordinator has been hired. Three years of funding for this new position was applied for and received from an Oregon Department of Transportation (ODOT) SRTS Non-infrastructure grant and the Springfield School District. Emma Newman began work on November 18 and will concentrate efforts at Hamlin Middle School, Agnes Stewart Middle School, and Thurston Elementary School. She is stationed at the Springfield School District office on Mill Street.

SmartTrips

The SmartTrips Springfield/Hayden Bridge Program has concluded, and the post-program travel survey has been sent out to help measure mode shift information. To date, 415 travel survey responses have been received, for a 7.9 percent participation rate. Initial overall program participation rates are close to 12 percent. After data entry for the individual travel survey is complete, the results will be forwarded to Alta Planning and Design for analysis. Staff will complete a comprehensive final report for the program by mid-January 2014.

Transit Operations

Mark Johnson, Director of Transit Operations

There is no Transit Operations Department report this month.

Maintenance

George Trauger, Director of Maintenance

There is no Maintenance Department report this month.

Finance and Information Technology

Diane Hellekson, Director of Finance and Information Technology

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

Human Resources and Risk Management

Mary Adams, Director of Human Resources and Risk Management

Health Management Team

The team met on December 2 to review all programs that have been explored in the past year. Each program was scored as to the ease of implementation, number of plan members impacted, and the overall cost. Programs were selected based on their scores, and a team work plan was developed for 2014 based on the implementation steps.

Labor Relations

A report on the work of the Joint LTD and Amalgamated Transit Union Pension Work Group is included separately in the Board meeting packet.

RECRUITMENT AND PERSONNEL

David Collier, Senior Human Resources Analyst

Additions and Promotions

The Operations Department has hired six new bus operators who began work on December 2. The new bus operators are: Cino Faulds, Kristina Kelso, Ed Martin, Robert McKinney, John Phillips, and Gary Robbins. Mr. Faulds has owned his own delivery business for the past thirteen years; Ms. Kelso has spent the last eight years working in the floral department at Albertsons; Mr. Martin has been doing plaster work for the past seventeen years, with the last thirteen years working for Hiestand Plastering; Mr. McKinney has spent the last year working as a bus operator for the 4J School District and working at O'Reilly Auto Parts; Mr. Phillips has owned a security business for the past seven years; and Mr. Robbins spent the past twelve years at Columbia Distributing.

[Q:\Reference\Board Packet\2013\12\Dept Report Summary.docx](#)

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 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:

October 2013 RideSource Activity and Productivity Report

(The link to the November 2013 Performance Reports will be sent out electronically with the financial reports on or before December 17.)

<Q:\Reference\Board Packet\2013\12\performance summary.docx>

Special Mobility Services: RideSource Activity and Productivity Information

October-13	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	17,301	17,420	-0.7%	63,731	64,323	-0.9%	189,302	193,505	-2.2%
RideSource(All Modes)	15,000	14,971	0.2%	55,139	54,114	1.9%	162,394	160,103	1.4%
Shopper	638	599	6.5%	2,273	2,180	4.3%	6,536	6,209	5.3%
Escort Volunteers-Metro	971	797	21.8%	3,698	3,560	3.9%	11,003	12,766	-13.8%
Escort Volunteers-Rural	692	1,053	-34.3%	2,621	4,469	-41.4%	9,369	14,427	-35.1%
RideSource Cost per Ride	\$ 22.95	\$ 24.40	-5.9%	\$ 24.06	\$ 23.76	1.3%	\$ 23.96	\$ 22.95	4.4%
RideSource(All Modes)	\$ 25.36	\$ 27.26	-6.9%	\$ 26.73	\$ 27.03	-1.1%	\$ 26.83	\$ 26.53	1.1%
RideSource Shopper	\$ 12.38	\$ 14.23	-13.0%	\$ 13.47	\$ 14.14	-4.8%	\$ 13.75	\$ 14.54	-5.4%
RideSource Escort	\$ 5.25	\$ 4.56	15.3%	\$ 4.60	\$ 4.34	5.9%	\$ 4.40	\$ 3.83	14.8%
Ride Reservations	16,570	16,367	1.2%	60,028	58,487	2.6%	176,492	172,409	2.4%
Cancelled Number	1,570	1,295	21.2%	5,197	4,604	12.9%	15,423	15,440	-0.1%
Cancelled % of Total	9.47%	7.91%		8.66%	7.87%		8.74%	8.96%	
No-Show Number	147	188	-21.8%	586	696	-15.8%	1,836	2,040	-10.0%
No-Show % of Total	0.89%	1.15%		0.98%	1.19%		1.04%	1.18%	
Ride Refusals Number	0	0	#DIV/0!	0	0	#DIV/0!	2	2	0.0%
Ride Refusals % of Total	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	
Service Hours	8,888	8,833	0.6%	32,899	31,750	3.6%	95,722	92,690	3.3%
Agency Staff	8,745	8,633	1.3%	32,309	30,902	4.6%	93,936	90,100	4.3%
Agency SMS Volunteer	143	200	-28.5%	590	848	-30.4%	1,786	2,590	-31.0%
Avg. Trips/Service Hr.	1.76	1.76	0.0%	1.75	1.77	-1.1%	1.76	1.79	-1.7%
RideSource System Miles	110,474	110,972	-0.4%	409,637	400,655	2.2%	1,197,545	1,162,179	3.0%
Avg. Miles/Trip	7.06	7.13	-0.9%	7.14	7.12	0.3%	7.09	6.99	1.4%
Miles/Vehicle Hour	12.43	12.56	-1.1%	12.45	12.62	-1.3%	12.51	12.54	-0.2%

Special Mobility Services: RideSource Activity and Productivity Information

October-13	<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 %	89.1%	89.0%	0.0%	88.9%	88.9%	0.0%	88.6%	88.4%	0.1%
Sample	13,366	13,659		49,017	48,634		144,882	143,112	
On-Time	11,906	12,162		43,600	43,253		128,314	126,566	

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

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

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

AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 2013

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

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

ACTION REQUESTED: None

BACKGROUND:

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

- A. **Labor Negotiations**: In preparation for the expiration of the current contract on June 30, 2014, an executive session will be held during the January 13, 2014, special meeting or the January 15, 2014, regular meeting to brief Board members on the process and to discuss strategy.
- B. **LTD/ATU Pension Work Group**: A full report from the work group will be presented to the Board at the January 15 regular meeting.
- C. **FY 2014 Service Recommendation and Pricing Plan**: At the January 15 regular meeting, the Board will be provided with a presentation outlining potential service changes and fare increases. Public hearings on proposed changes to routes, schedules, and the pricing plan will be held in March and April at the Eugene Public Library. The Board will be asked to approve the final recommended service package at the April regular meeting. Fare changes supported by the Board will require a change in the fare ordinance, which would occur in Spring 2014.
- D. **SmartTrips Program**: An update on the SmartTrips program will be presented to the Board during the January 15 regular Board meeting.
- E. **2014 Legislative Session**: At the January 15 regular Board meeting, staff will provide an overview of funding requests and discuss strategy for the 2014 Legislative Session.
- F. **Local Economic Analysis Process**: Several community members have been invited to participate in a special Board meeting/work session on January 21 to review standards for determining economic recovery and requirements for Board action regarding the payroll tax.
- G. **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 February 19 regular Board meeting.

- H. **Rhody and Diamond Express Services Update:** At the February 19 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. **EmX Steering Committee Appointment:** Interest has been expressed in having college students represented on this committee. Staff brought a recommendation for University of Oregon representation to the Board in December. A recommendation for Lane Community College representation will be brought to the Board at a meeting later this winter.
- K. **Board Strategic Planning Session:** A Board strategic planning session will be scheduled for February or March.
- L. **Regional Transportation Options Plan (RTOP) Adoption:** Board adoption of this plan is planned for March.
- M. **Annual Performance Report:** Staff will provide a FY 2012-13 Performance Report to the Board at a future meeting.
- N. **Bicycle Parking Study:** An overview of the Draft Regional Bicycle Parking Study will be presented to the Board at a future meeting.
- O. **High-capacity Transit Corridor Projects:** Periodic updates on these projects will be presented to the Board throughout the various stages of the projects.

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 18, 2013

ITEM TITLE: NOVEMBER FINANCIAL STATEMENTS

PREPARED BY: Diane Hellekson, Chief Financial Officer

ACTION REQUESTED: None

BACKGROUND:

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

Passenger fares are 4.3 percent higher for the first five months of the new year over the same period last year. Passenger boardings for the rolling twelve-month period, which ended November 30, decreased 1.6 percent compared to the previous period. November 2013 boardings were 9.8 percent lower than November 2012. November 2013 had one less weekday than November 2012, which accounts for some of the decrease. Please note that the inclement weather and multiple days of school closures will result in lower boardings for December, a month that is typically lower already due to the holiday and winter break.

Payroll tax revenues are up 6.6 percent versus last year through November. The increase in payroll tax rate from .0068 to .0069 on January 1, 2013, accounts for some of this increase. The area is also experiencing job recovery as economic conditions continue to improve following the 2008-09 recession. Year-to-date results are consistent with the current-year budget assumptions and the current Long-Range Financial Plan. The payroll tax and self-employment tax rates will go to .007 on January 1, 2014.

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. There were no receipts from this resource in November.

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. The next posting for this resource will be in early January for the quarter ending December 31, 2013.

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 0.1 percent decrease versus the previous year. The decrease is primarily the result of the prepayment in July 2012 of the actuarial recommended contribution to the administrative employee retirement plan of \$556,000 to reduce the unfunded liability. 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. A new group of six bus operators began work on December 2.

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 five months of the current fiscal year.

Market fuel prices continued to edge downward in November, and LTD bought on the open market instead of using stored fuel. Fuel purchased in November averaged \$2.99 per gallon, which brought the year-to-date average price to \$3.33 per gallon. The 427,873 gallons of fuel currently stored in the Coos Bay facility was valued on November 30 at \$1,492,550 or \$3.49 per gallon. The current-year budget assumes \$3.75 per gallon.

The General Fund is stable through November. 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 continues to be 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.

ATTACHMENTS: Attached are the following financial reports for November 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 11/30/2013 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	1,829,742	4,349,800	1,908,391	43.9%	4.3%
Group Pass	988,064	2,704,000	996,680	36.9%	0.9%
Advertising	118,500	255,000	310,000	121.6%	161.6%
Special Service	342,235	146,800	118,436	80.7%	-65.4%
Miscellaneous	223,665	151,000	212,295	140.6%	-5.1%
Total Operating	<u>3,502,206</u>	<u>7,606,600</u>	<u>3,545,802</u>	46.6%	1.2%
Payroll Tax (cash basis)	11,639,265	25,543,100	12,404,986	48.6%	6.6%
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	2,079,564	5,056,000	1,773,766	35.1%	-14.7%
Total Taxes & Grants	<u>14,326,922</u>	<u>34,204,700</u>	<u>14,849,562</u>	43.4%	3.6%
Interest Income	28,780	50,000	35,120	70.2%	22.0%
Sale of Assets	-	15,000	-	0.0%	N/A
Total Revenues & Other Sources	<u>17,857,908</u>	<u>41,876,300</u>	<u>18,430,484</u>	44.0%	3.2%
Expenditures & Other Uses					
Personnel Services					
Administration	3,982,041	9,811,800	4,055,834	41.3%	1.9%
Administration - Contra Payroll	(263,461)	(978,100)	(334,732)	34.2%	27.1%
Administration - Net	<u>3,718,580</u>	<u>8,833,700</u>	<u>3,721,102</u>	42.1%	0.1%
Contract	7,794,224	19,555,000	7,784,918	39.8%	-0.1%
Total Personnel Services	<u>11,512,804</u>	<u>28,388,700</u>	<u>11,506,020</u>	40.5%	-0.1%
Materials & Services					
General Administration	53,330	150,000	40,157	26.8%	-24.7%
Government Relations	79,707	134,000	79,677	59.5%	0.0%
Finance	82,521	188,000	128,321	68.3%	55.5%
Information Technologies	412,287	785,500	458,111	58.3%	11.1%
Human Resources	76,176	330,100	52,752	16.0%	-30.7%
Marketing	103,926	362,600	149,091	41.1%	43.5%
Accessible & Customer Services	5,997	67,800	7,431	11.0%	23.9%
Planning & Development	12,528	109,700	19,573	17.8%	56.2%
<i>Point2point Solutions</i>	98,604	671,100	195,805	29.2%	98.6%
Facilities Services	497,305	1,368,400	442,064	32.3%	-11.1%
Transit Operations	272,773	728,800	273,366	37.5%	0.2%
Maintenance	1,528,534	4,763,400	1,422,264	29.9%	-7.0%
Insurance / Liability Costs	518,498	1,064,900	477,657	44.9%	-7.9%
Accessible Services Transfer	413,248	2,635,400	1,109,532	42.1%	168.5%
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>5,755,434</u>	<u>15,299,600</u>	<u>6,648,501</u>	43.5%	15.5%
Total Expenditures & Other Uses	<u>17,268,238</u>	<u>43,688,300</u>	<u>18,154,521</u>	41.6%	5.1%
Excess (Deficiency) of Revenues Over Expenditures	<u>589,670</u>	<u>(1,812,000)</u>	<u>275,963</u>		53.2%
Net to Fund	<u>589,670</u>	<u>(1,812,000)</u>	<u>275,963</u>		53.2%

**Lane Transit District
General Fund
Schedule of Resources and Requirements
For the Period 11/1/13 - 11/30/13
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	317,900	384,883	66,983	1,615,300	1,908,391	293,091
Group Pass	2,704,000	285,000	260,393	(24,607)	1,040,000	996,680	(43,320)
Advertising	255,000	-	-	-	255,000	310,000	55,000
Special Service	146,800	12,500	-	(12,500)	49,300	118,436	69,136
Miscellaneous	166,000	500	6,388	5,888	16,500	212,295	195,795
Payroll Tax (cash basis)	25,543,100	5,200,000	5,450,550	250,550	12,220,000	12,404,986	184,986
Self-employment Tax (cash basis)	1,785,600	20,000	-	(20,000)	265,000	229,936	(35,064)
State-in-Lieu (accrual basis)	1,820,000	-	-	-	415,000	440,874	25,874
Operating Grants	5,041,000	-	12,123	12,123	-	1,773,766	1,773,766
Interest Income	50,000	-	6,990	6,990	-	35,120	35,120
Proceeds From Sale of Assets	15,000	-	-	-	15,000	-	(15,000)
Total General Fund Resources	56,003,700	5,835,900	6,121,327	285,427	30,018,500	34,766,484	4,747,984
Requirements							
General Administration	641,500	26,730	39,128	(12,398)	456,180	231,476	224,704
Government Relations	251,700	20,990	11,507	9,483	104,950	98,159	6,791
Finance	1,328,100	108,690	98,662	10,028	519,100	549,316	(30,216)
Information Technologies	1,409,100	117,430	145,592	(28,162)	587,150	784,303	(197,153)
Human Resources	1,029,800	85,840	65,822	20,018	429,200	343,084	86,116
Marketing	935,500	77,980	99,703	(21,723)	389,900	413,272	(23,372)
Accessible & Customer Services	743,800	62,020	55,925	6,095	310,100	271,083	39,017
Planning & Development	949,200	79,120	139,005	(59,885)	395,600	416,483	(20,883)
<i>Point2point Solutions</i>	1,290,200	107,530	66,575	40,955	537,650	479,151	58,499
Facilities Services	2,075,300	167,170	152,043	15,127	835,850	710,457	125,393
Transit Operations	18,440,500	1,525,060	1,468,282	56,778	7,662,574	7,354,182	308,392
Maintenance	8,953,400	4,746,190	617,705	4,128,485	3,730,950	3,123,666	607,284
Insurance / Liability Costs	<u>1,064,900</u>	<u>88,780</u>	<u>87,045</u>	<u>1,735</u>	<u>443,900</u>	<u>477,657</u>	<u>(33,757)</u>
Total Operating Requirements	39,113,000	7,213,530	3,046,994	4,166,536	16,403,104	15,252,289	1,150,815
Accessible Services Transfer	2,635,400	-	215,294	(215,294)	-	1,109,532	(1,109,532)
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	-	215,294	(215,294)	1,829,500	2,902,232	(1,072,732)
Total General Fund Requirements	56,003,700	7,213,530	3,262,288	3,951,242	18,232,604	18,154,521	78,083
Resources Less Requirements	-				11,785,896	16,611,963	



Lane Transit District
Accessible Services Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 11/1/13 - 11/30/13
Unaudited

	Adopted Budget	YTD Actual	Current Month Actual	Variance	Percent of Year 41.7%	YTD % of Budget
Revenues & Other Sources						
State Special Transp Funds - In District	413,000	172,484	28,258	(240,516)		41.8%
State Special Transp Funds - Out of District	112,000	45,211	7,735	(66,789)		40.4%
State Special Transp Funds - Administration	2,000	-	-	(2,000)		0.0%
Special Transportation Operating	53,800	27,948	-	(25,852)		51.9%
Federal Grants - 5310	987,300	381,056	61,440	(606,244)		38.6%
Federal Grants - 5311	151,600	40,555	-	(111,045)		26.8%
Federal Grants - 5316 JARC	211,300	67,777	-	(143,523)		32.1%
Federal Grants - 5317 New Freedom	45,800	4,495	-	(41,305)		9.8%
Other Federal Grants	969,500	279,770	-	(689,730)		28.9%
Other State Grants	-	-	-	-		NA
Farebox	342,300	140,701	26,883	(201,599)		41.1%
Local Grants	91,500	45,750	22,875	(45,750)		50.0%
Miscellaneous	-	-	-	-		NA
Transfer from General Fund	2,635,400	1,109,532	215,294	(1,525,868)		42.1%
Total Revenues	<u>6,015,500</u>	<u>2,315,279</u>	<u>362,485</u>	<u>(3,700,221)</u>		38.5%
Expenditures & Other Uses						
Eugene-Springfield Based Services						
ADA RideSource	4,866,800	1,946,007	308,001	2,920,793		40.0%
Mental Health & Homeless	92,700	41,471	7,505	51,229		44.7%
Travel Training & Host	142,900	52,197	9,862	90,703		36.5%
Job Access/Reverse Commute (JARC)	-	-	-	-		NA
Total Eugene-Springfield Based Services	<u>5,102,400</u>	<u>2,039,675</u>	<u>325,368</u>	<u>3,062,725</u>		40.0%
Rural Lane County Services						
South Lane	110,400	27,263	-	83,137		24.7%
Florence	168,700	77,978	15,960	90,722		46.2%
Oakridge	<u>222,800</u>	<u>62,877</u>	<u>591</u>	<u>159,923</u>		28.2%
Total Rural Lane County Services	<u>501,900</u>	<u>168,118</u>	<u>16,551</u>	<u>333,782</u>		33.5%
Mobility Management	178,500	48,800	1,175	129,700		27.3%
Crucial Connections	9,000	1,084	-	-		12.0%
Veterans Transportation	8,600	4,001	467	4,599		46.5%
Lane County Coordination	96,100	24,985	6,889	71,115		26.0%
Transfer to Capital Fund	119,000	-	-	119,000		0.0%
Contingency	<u>259,700</u>	<u>-</u>	<u>-</u>	<u>259,700</u>		0.0%
Total Accessible Services Expenditures	<u>6,275,200</u>	<u>2,286,663</u>	<u>350,450</u>	<u>3,980,621</u>		36.4%
Unreserved Fund Balance						
Change to Fund Balance	(259,700)	28,616				
Beginning Balance	<u>259,700</u>	<u>290,630</u>				
Ending Balance	<u>\$ -</u>	<u>\$ 319,246</u>				



Lane Transit District
Medicaid Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 11/1/13 - 11/30/13
Unaudited

	Adopted Budget	YTD Actual	Current Month Actual	Percent of Year Variance	33.3% YTD % of Budget
Revenues & Other Sources					
Medicaid	5,066,200	2,126,179	388,167	(2,940,021)	42.0%
Medicaid Non-Medical	521,000	168,005	-	(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>2,294,184</u>	<u>388,167</u>	<u>(3,440,216)</u>	40.0%
Expenditures & Other Uses					
Medicaid Medical Service					
Services	4,251,900	1,686,402	316,907	2,565,498	39.7%
Mobility Management	54,400	21,033	464	33,367	38.7%
RideSource Call Center Administration	592,000	294,719	591	297,281	49.8%
Lane Transit District Administration	167,900	64,502	4,092	103,398	38.4%
Total Medicaid Medical (NEMT)	<u>5,066,200</u>	<u>2,066,657</u>	<u>322,054</u>	<u>2,999,543</u>	40.8%
Medicaid Non-Medical (Waivered) Service					
Services	387,300	162,699	29,798	224,601	42.0%
Mobility Management	20,400	7,367	145	13,033	36.1%
Grant program match requirements	253,900	68,430	-	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>240,291</u>	<u>29,943</u>	<u>427,909</u>	36.0%
Total Medicaid Fund Expenditures	<u>5,734,400</u>	<u>2,306,948</u>	<u>351,996</u>	<u>3,427,453</u>	40.2%
Unreserved Fund Balance					
Change to Fund Balance	-	(12,764)			
Beginning Balance	200,700	181,614			
Ending Balance	<u>200,700</u>	<u>168,850</u>			



Lane Transit District
Capital Projects Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 11/1/13 - 11/30/13
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	561,019	6,464	(5,133,981)		9.9%
Discretionary Funds	82,209,600	31,672	5,249	(82,177,928)		0.0%
Other Funds	1,268,200	-	-	(1,268,200)		0.0%
Total Federal Grants	<u>89,172,800</u>	<u>592,691</u>	<u>11,713</u>	<u>(88,580,109)</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>2,385,391</u>	<u>11,713</u>	<u>(108,699,109)</u>		2.1%
Expenditures						
Grant Paid Capital						
EmX						
West Eugene EmX Extension	85,720,000	2,080,276	53,260	83,639,724		2.4%
EmX Vehicles	9,280,000	1,730	-	9,278,270		0.0%
Main Street/McVay EmX Extension	885,300	25,029	1,487	860,271		2.8%
Gateway EmX Extension	840,000	86,641	31,980	753,359		10.3%
Total EmX	<u>96,725,300</u>	<u>2,193,676</u>	<u>86,726</u>	<u>94,531,624</u>		2.3%
Revenue Rolling Stock	8,916,500	2,803	569	8,913,697		0.0%
PBI/Facilities	1,260,000	561,459	26,315	698,541		44.6%
Software & Hardware	2,820,100	253,620	29,866	2,566,480		9.0%
Intelligent Transportation Systems	688,000	1,424	960	686,576		0.2%
Transit Security Projects	709,100	4,352	-	704,748		0.6%
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	-	635,883		9.2%
Budgeted for Capital Contingency/Reserves	119,000	-	-	119,000		0.0%
Total Expenditures	<u>112,835,000</u>	<u>3,087,593</u>	<u>144,436</u>	<u>109,747,407</u>		2.7%
Unreserved Fund Balance						
Change to Fund Balance	(1,750,500)	(702,202)				
Beginning Fund Balance	<u>1,750,500</u>	<u>3,394,718</u>				
Ending Fund Balance	<u>-</u>	<u>2,692,516</u>				



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

	Current Balance	Balance 06/30/13 unaudited
ASSETS		
Cash & Investments	\$ 15,033,998	\$ 14,903,989
Receivables	3,965,798	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	354,492	478,973
Inventory of Parts and Supplies	2,754,525	3,054,615
Prepaid Expenses	325,375	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>\$ 143,858,977</u>	<u>\$ 143,513,285</u>
LIABILITIES		
Accounts Payable	\$ 383,022	\$ 474,160
Accrued Payroll Related Payable	541,645	478,979
Unearned Revenue	213,961	113,074
Liability Claims/Other Payable	562,075	564,761
CAL/Sick Accrual	3,615,533	3,615,533
Net OPEB Obligation	3,103,545	3,103,545
Total Liabilities	<u>8,419,781</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>275,963</u>	<u>(7,287,682)</u>
Ending Fund Balance	<u>7,123</u>	<u>(268,840)</u>
Total Reserves & Fund Balances	<u>135,439,196</u>	<u>135,163,233</u>
Total Liabilities & Fund Balance	<u>\$ 143,858,977</u>	<u>\$ 143,513,285</u>



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

	Current Balance	Balance 6/30/2013 unaudited
ASSETS		
Cash & Investments	\$ -	\$ -
Receivables	297,563	526,817
Grants Receivable	<u>568,936</u>	<u>519,973</u>
Total Assets	<u><u>\$ 866,499</u></u>	<u><u>\$ 1,046,790</u></u>
LIABILITIES		
Accounts Payable	\$ 175,380	\$ 312,829
Due to Other Funds	354,492	478,943
Unearned Revenue	<u>52,993</u>	<u>-</u>
Total Liabilities	<u><u>582,865</u></u>	<u><u>791,772</u></u>
RESERVES & BALANCES		
Fund Balance	255,018	290,630
Excess (Deficiency) of Revenues Over Expenditures	<u>28,616</u>	<u>(35,612)</u>
Ending Fund Balance	<u>283,634</u>	<u>255,018</u>
Total Liabilities & Fund Balances	<u><u>\$ 866,499</u></u>	<u><u>\$ 1,046,790</u></u>



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

	Current Balance	Balance 6/30/2013 unaudited
ASSETS		
Cash & Investments	\$ 403,788	\$ 175,926
Receivables	<u>357,943</u>	<u>497,937</u>
Total Assets	<u>\$ 761,731</u>	<u>\$ 673,863</u>
LIABILITIES		
Accounts Payable	\$ 163,403	\$ 152,175
Medicaid Medical Reserves	<u>429,477</u>	<u>340,074</u>
Total Liabilities	<u>592,880</u>	<u>492,249</u>
RESERVES & BALANCES		
Fund Balance	181,614	200,676
Excess (Deficiency) of Revenues Over Expenditures	<u>(12,764)</u>	<u>(19,062)</u>
Ending Fund Balance	<u>168,850</u>	<u>181,614</u>
Total Liabilities & Fund Balances	<u>\$ 761,730</u>	<u>\$ 673,863</u>

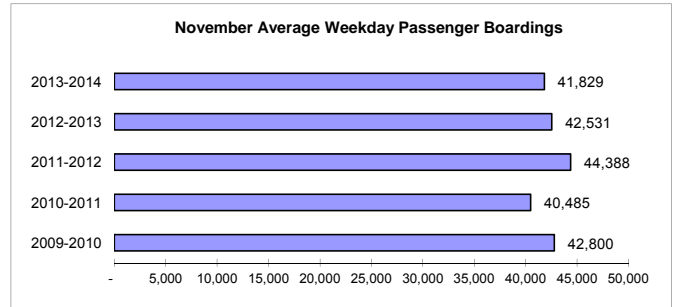
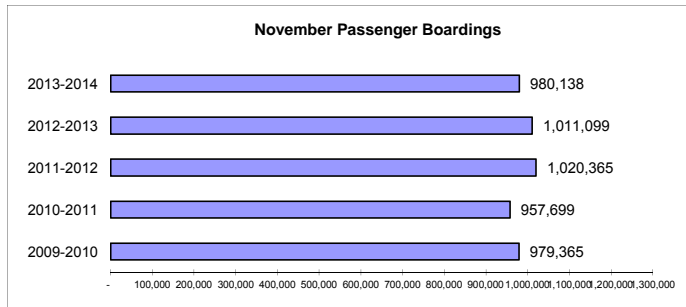
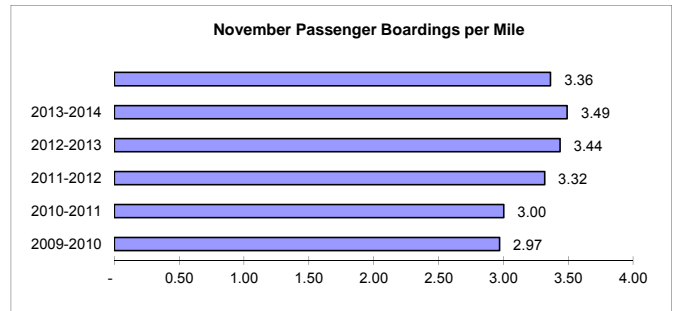
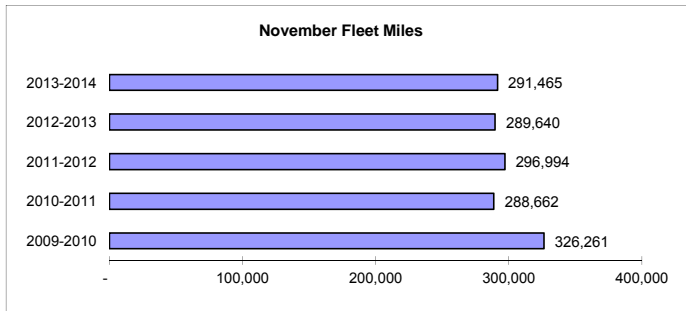
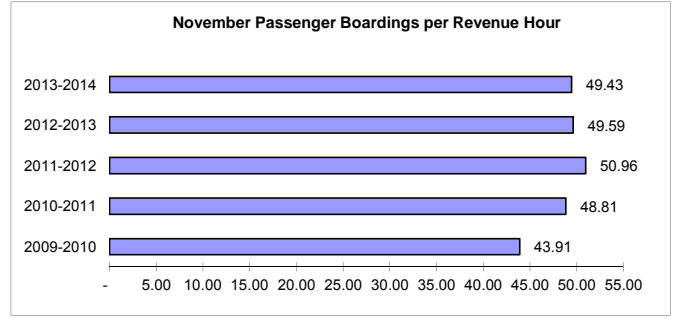
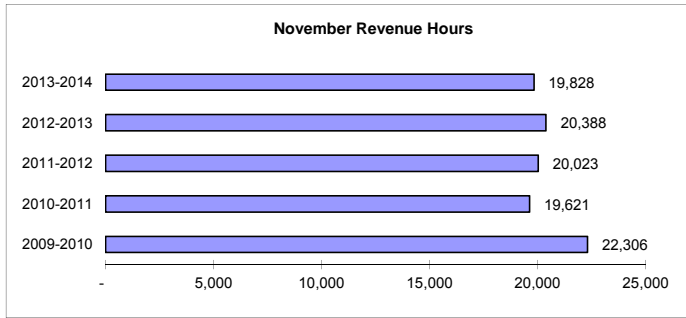


**Lane Transit District
Capital Projects Fund
Comparative Balance Sheets
November 30, 2013 and June 30, 2013
Unaudited**

	Current Balance	Balance 06/30/13 unaudited
ASSETS		
Cash & Investments	\$ 6,145,605	\$ 7,376,760
Accounts Receivable	-	12,914
Grants Receivable	<u>1,361,195</u>	<u>925,591</u>
Total Assets	<u>\$ 7,506,800</u>	<u>\$ 8,315,265</u>
LIABILITIES		
Accounts Payable	\$ 497,193	\$ 604,911
Retainage Payable	30,076	9,828
Unearned Revenue	<u>4,287,015</u>	<u>4,305,808</u>
Total Liabilities	<u>4,814,285</u>	<u>4,920,547</u>
RESERVES & BALANCES		
Fund Balance	3,394,718	1,516,794
Excess (Deficiency) of Revenues Over Expenditures	<u>(702,202)</u>	<u>1,877,924</u>
Ending Fund Balance	<u>2,692,516</u>	<u>3,394,718</u>
Total Liabilities & Fund Balances	<u>\$ 7,506,801</u>	<u>\$ 8,315,265</u>

LANE TRANSIT DISTRICT
November 2013 Performance Report
18-December-2013

Performance Measure	Prior			Current			Current		
	Current Month	Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	980,138	1,011,099	- 3.1%	4,415,825	4,533,829	- 2.6%	11,158,278	11,567,250	- 3.5%
Mobility Assisted Riders	11,728	10,932	+ 7.3%	59,212	59,503	- 0.5%	138,659	130,004	+ 6.7%
Average Passenger Boardings:									
Weekday	41,829	42,531	- 1.7%	35,473	36,708	- 3.4%	37,815	38,961	- 2.9%
Saturday	20,079	18,899	+ 6.2%	18,468	18,256	+ 1.2%	19,123	19,370	- 1.3%
Sunday	10,789	10,591	+ 1.9%	9,974	9,923	+ 0.5%	10,046	10,222	- 1.7%
Monthly Revenue Hours	19,828	20,388	- 2.7%	101,024	101,486	- 0.5%	246,841	249,174	- 0.9%
Boardings Per Revenue Hour	49.4	49.6	- 0.3%	43.71	44.67	- 2.2%	45.20	46.42	- 2.6%
Weekly Revenue Hours	4,932	4,978	- 0.9%	4,728	4,759	- 0.7%	4,838	4,838	- 0.0%
Weekdays	20	21		107	107		254	258	
Saturdays	5	4		22	21		53	52	
Sundays	4	4		21	22		52	50	
Passenger Revenues & Sales									
Total Passenger Revenues	\$668,735	\$631,238	+ 5.9%	\$2,928,530	\$2,817,828	+ 3.9%	7,027,677	6,857,562	+ 2.5%
Average Passenger Fare	\$0.682	\$0.624	+ 9.3%	\$0.66	\$0.62	+ 6.7%	\$0.63	\$0.59	+ 6.2%
Farebox Revenue	\$151,927	\$165,262	- 8.1%	\$836,908	\$924,952	- 9.5%	\$1,993,940	\$2,135,752	- 6.6%
Adult Pass	2,094	2,119	- 1.2%	10,621	10,458	+ 1.6%	25,348	24,493	+ 3.5%
Youth Pass	1,185	1,223	- 3.1%	4,107	4,053	+ 1.3%	12,103	11,181	+ 8.2%
Reduced Fare Pass	1,169	1,359	- 14.0%	6,063	6,315	- 4.0%	14,460	14,160	+ 2.1%
Adult 3 Month Pass	44	58	- 24.1%	318	346	- 8.1%	834	897	- 7.0%
Youth 3 Month Pass	60	59	+ 1.7%	285	361	- 21.1%	677	843	- 19.7%
Reduced Fare 3 Month Pass	41	53	- 22.6%	274	288	- 4.9%	689	730	- 5.6%
Adult 10-Ride Ticket Book	1,284	1,236	+ 3.9%	7,036	3,156	+ 122.9%	16,462	3,156	+ 421.6%
Half-Fare 10-Ride Ticket Book	355	289	+ 22.8%	1,643	863	+ 90.4%	3,963	863	+ 359.2%
Agency Adult 25-Day Pass Book	-	-	+ 0.0%	-	556	- 100.0%	-	2,470	- 100.0%
Agency Half-Fare 25-Day Pass Book	-	-	+ 0.0%	-	126	- 100.0%	-	289	- 100.0%
RideSource 10-Ride Ticket Book	458	457	+ 0.2%	2,721	2,697	+ 0.9%	6,609	6,738	- 1.9%
Fleet Services									
Fleet Miles	291,465	289,640	+ 0.6%	1,477,835	1,447,530	+ 2.1%	3,542,778	3,539,431	+ 0.1%
Average Passenger Boardings/Mile	3.36	3.49	- 3.7%	2.99	3.13	- 4.6%	3.15	3.27	- 3.6%
Fuel Cost	\$260,831	\$259,963	+ 0.3%	\$1,301,816	\$1,322,439	- 1.6%	\$3,033,947	\$3,291,444	- 7.8%
Fuel Cost Per Mile	\$0.895	\$0.898	- 0.3%	\$0.881	\$0.914	- 3.6%	\$0.856	\$0.930	- 7.9%
Repair Costs	\$208,483	\$204,823	+ 1.8%	\$976,300	\$865,072	+ 12.9%	\$2,463,571	\$2,320,137	+ 6.2%
Total Repair Cost Per Mile	\$0.715	\$0.707	+ 1.1%	\$0.661	\$0.598	+ 10.5%	\$0.695	\$0.656	+ 6.1%
Preventive Maintenance Costs	\$32,629	\$31,444	+ 3.8%	\$171,070	\$162,952	+ 5.0%	\$428,560	\$397,096	+ 7.9%
Total PM Cost Per Mile	\$0.112	\$0.109	+ 3.1%	\$0.116	\$0.113	+ 2.8%	\$0.121	\$0.112	+ 7.8%
Mechanical Road Calls	51	51	+ 0.0%	246	275	- 10.5%	631	767	- 17.7%
Miles/Mech. Road Call	5,715	5,679	+ 0.6%	6,007	5,264	+ 14.1%	5,615	4,615	+ 21.7%
Special Mobility Service									
SMS Rides	15,229	15,620	- 2.5%	79,379	78,916	+ 0.6%	188,324	191,785	- 1.8%
SMS Ride Refusals	-	-	+ 0.0%	-	-	+ 0.0%	2	5	- 60.0%
RideSource	6,044	6,623	- 8.7%	36,797	36,038	+ 2.1%	84,114	90,626	- 7.2%
RideSource Refusals	-	-	+ 0.0%	-	-	+ 0.0%	1	5	- 80.0%



Daily Ridership Recap November 2013

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
11/1/2013	Friday	Weekday	44,359	655	837.00	53.00
11/2/2013	Saturday	Saturday	21,331	295	470.00	45.39
11/3/2013	Sunday	Sunday	10,424	185	243.00	42.90
11/4/2013	Monday	Weekday	45,989	496	859.00	53.54
11/5/2013	Tuesday	Weekday	45,472	433	836.00	54.39
11/6/2013	Wednesday	Weekday	46,486	583	840.00	55.34
11/7/2013	Thursday	Weekday	43,406	382	836.00	51.92
11/8/2013	Friday	Weekday	42,276	536	837.00	50.51
11/9/2013	Saturday	Saturday	21,781	339	467.00	46.64
11/10/2013	Sunday	Sunday	11,110	181	244.00	45.53
11/11/2013	Monday	Weekday	31,890	338	859.00	37.12
11/12/2013	Tuesday	Weekday	45,329	429	835.00	54.29
11/13/2013	Wednesday	Weekday	44,819	497	837.00	53.55
11/14/2013	Thursday	Weekday	44,438	458	861.00	51.61
11/15/2013	Friday	Weekday	43,236	500	862.00	50.16
11/16/2013	Saturday	Saturday	19,169	276	464.00	41.31
11/17/2013	Sunday	Sunday	10,484	201	242.00	43.32
11/18/2013	Monday	Weekday	44,477	421	860.00	51.72
11/19/2013	Tuesday	Weekday	44,953	382	835.00	53.84
11/20/2013	Wednesday	Weekday	45,150	470	839.00	53.81
11/21/2013	Thursday	Weekday	44,466	479	837.00	53.13
11/22/2013	Friday	Weekday	42,894	480	836.00	51.31
11/23/2013	Saturday	Saturday	20,839	288	469.00	44.43
11/24/2013	Sunday	Sunday	11,137	198	242.00	46.02
11/25/2013	Monday	Weekday	41,831	486	860.00	48.64
11/26/2013	Tuesday	Weekday	39,951	469	862.00	46.35
11/27/2013	Wednesday	Weekday	36,320	488	835.00	43.50
11/28/2013	Thursday	Closed	-	-	-	-
11/29/2013	Friday	Weekday	18,847	389	462.00	40.79
11/30/2013	Saturday	Saturday	17,274	394	462.00	37.39
Totals			980,138	11,728	19,828	49.43

