



Public notice was given to *The Register-Guard* for publication on February 13, 2014.

**LANE TRANSIT DISTRICT  
REGULAR BOARD MEETING  
Wednesday, February 19, 2014  
4:30 p.m.  
(Note change in meeting time)  
LTD Board Room  
3500 E. 17th Avenue, Eugene  
(Off Glenwood Boulevard in Glenwood)**

**A G E N D A**

I.	CALL TO ORDER	<u>Page No.</u>
II.	ROLL CALL  Dubick _____ Gillespie _____ Yeh _____ Towery _____ Wildish _____ Necker _____ Grossman _____	
 <b><u>The following agenda items will begin at 4:30 p.m.:</u></b>		
III.	PRELIMINARY REMARKS BY BOARD PRESIDENT	
IV.	COMMENTS FROM THE GENERAL MANAGER	(2 minutes) 5
V.	ANNOUNCEMENTS AND ADDITIONS TO AGENDA	(2 minutes) 6
VI.	BOARD CALENDARS	(1 minute) 7
VII.	WORK SESSION: <i>THE LTD ROAD MAP</i> UPDATE [Andy Vobora/Jen Bell and David Funk]	(45 minutes) 8
VIII.	RECESS	(10 minutes)
 <b><u>The following agenda items will begin at 5:30 p.m.:</u></b>		
IX.	EMPLOYEE OF THE MONTH – MARCH 2014 [George Trauger]	(5 minutes) 21

X. AUDIENCE PARTICIPATION

- ◆ *Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.*
- ◆ *Citizens testifying are asked to limit testimony to three minutes.*

XI. WORK SESSION: GUIDANCE ON ECONOMIC STUDY (45 minutes) 22  
[Ron Kilcoyne]

XII. ITEMS FOR ACTION AT THIS MEETING

- A. Consent Calendar (1 minute) 24
1. Minutes of the January 15, 2014, Regular Board Meeting (Page 25)
  2. Minutes of the January 21, 2014, Special Board Meeting (Page 31)
  3. Budget Committee Nomination (Page 37)
- B. EmX Steering Committee Appointment (5 minutes) 40  
[Tom Schwetz]
- C. Designation of Lane Transit District Labor Negotiations Team (5 minutes) 41  
[Mary Adams]

XIII. ITEMS FOR INFORMATION AT THIS MEETING

- A. Board Member Reports (10 minutes) 42
1. Meetings Held
    - a. Accessible Transportation Committee (ATC) – January 21
    - b. Main Street-McVay Governance Committee – January 23
    - c. Metropolitan Policy Committee (MPC) – February 6
    - d. Eugene Transportation Community Resource Group (TCRG) for the Transportation System Plan (TSP) – February 11
  2. Other Activities
    - a. United Front – January 26-30
  3. No Meeting/No Reports
    - a. Lane Council of Governments (LCOG) Board of Directors
    - b. LTD Board Service Committee

- c. EmX Steering Committee
  - d. LTD Board Human Resources Committee
  - e. Lane Area Commission on Transportation (LaneACT)
  - f. LTD Pension Trusts
  - g. LTD Board Finance Committee
  - h. Governor's Oregon Passenger Rail Leadership Council
- B. West Eugene EmX Extension Project Update (20 minutes) 45  
[Tom Schwetz/John Evans/Lisa Van Winkle]
- C. Monthly Financial Report – January 2014 (5 minutes) 46  
[Diane Hellekson]
- D. Monthly Grant Report – January 2014 (respond if questions) 47
- E. Monthly Department Reports (respond if questions) 53
- F. Monthly Performance Reports (respond if questions) 60
- XIV. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING 63
- A. Board Strategic Planning Session (March)
  - B. Long-Range Transit Plan (March)
  - C. Smart *Trips* Program (March)
  - D. Oakridge Service (March)
  - E. FY 2014 Service Recommendation and Pricing Plan (March/April)
  - F. Capital Improvements Program (March/April)
  - G. Long-Range Financial Plan (April)
  - H. Economic Analysis Process (Spring)
  - I. Budget Committee Appointment (Spring)
  - J. Budget Committee Meetings (May)
  - K. Regional Transportation Options Plan (Spring/Summer)
  - L. Annual Performance Report (TBD)

M. Bicycle Parking Study (TBD)

N. High-capacity Transit Corridor Projects (TBD)

XV. 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:** February 19, 2014

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

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

**ACTION REQUESTED:** None

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**BACKGROUND:**

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

**ATTACHMENT:** None

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 19, 2014

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

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

**ACTION REQUESTED:** None

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**BACKGROUND:**

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

**ATTACHMENT:** None

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 19, 2014

**ITEM TITLE:** BOARD CALENDARS

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

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

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**BACKGROUND:**

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

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

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

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 19, 2014

**ITEM TITLE:** *THE LTD ROAD MAP UPDATE*

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

**ACTION REQUESTED:** None

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### BACKGROUND:

In 2003 David Funk worked with Lane Transit District to develop the LTD Brand Plan. This work involved a task team consisting of a Board member, senior staff, bus operators, customer service staff, administrative staff, and maintenance staff. The final document has been used extensively by the marketing and communications work group in the execution of a variety of brand elements. Additionally, key brand plan elements were incorporated into the organization's strategic plan entitled *The LTD Road Map*.

*The LTD Road Map* has been updated a number of times since the mid-2000s. These updates have generally been minor in nature and have focused primarily on developing more specificity in the work plan elements. During the past two years, the Board and staff have discussed the District's vision through a series of workshops. During this same period, there has been detailed development of supporting plans such as the Capital Improvement program, the Regional Transportation Options plan, the Long-Range Transit Plan, and an update to the Lane Coordinated Human Services Transportation plan.

In an effort to better define the District's vision and overall strategic direction, staff have discussed how best to incorporate supporting plans and clarify the vision in a way that captures what the District aspires to provide to the community.

Employee feedback has been provided on this topic, and the next step in completing an update to *The LTD Road Map* involves the Board and senior staff. David Funk and Jen Bell will lead the Board and LTD leadership staff through a very short focus group process to summarize the District's vision. Funk and Bell will use the current *Road Map* as a foundation, and will develop ways to illustrate how supporting plans and programs support the District's overall strategic direction. It is anticipated that this process will require approximately eight to twelve weeks, and at its conclusion staff will bring back an updated *Road Map* for Board adoption.

**ATTACHMENT:** *The LTD Road Map, July 17, 2008*

**PROPOSED MOTION:** None

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# The LTD ROAD MAP



# The LTD Road Map

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## INTRODUCTION

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Lane Transit District plays a key role in maintaining a high quality of life in the Eugene-Springfield metropolitan area and surrounding communities. LTD provides an attractive transportation option that helps the community's transportation network operate more efficiently. Transit is also a critical element in achieving the community's sustainability goal and in reducing the region's emission of greenhouse gases.

LTD services to the community include:

- The Bus! (fixed-route bus service)
- *Breeze* shuttle service
- EmX bus rapid transit service
- Event shuttle service
- Commuter Solutions program (carpool, vanpool, employer programs)
- *RideSource* (demand-response service for people with disabilities)

The LTD Road Map provides a basis for who we are and where we want to go. This document includes our Vision Statement, our Mission Statement, Our Core Values, the statements that make up the LTD Brand (Our Position, Our Personality, and Our Promise), and our Strategic Goals. Within the six Strategic Goals are short-term and long-term strategies that provide tactical direction to guide the District's activities and programs in order to achieve the desired goals and objectives.

The components of The LTD Road Map are dynamic and meant to be updated annually.

## **VISION STATEMENT**

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To provide the best public transportation services imaginable.

## **MISSION STATEMENT**

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LTD enhances the community's quality of life by:

- ❖ Delivering reliable, responsive, and accessible public transportation services
- ❖ Offering innovative services that reduce dependency on the automobile
- ❖ Providing progressive leadership for the community's transportation needs

## **OUR CORE VALUES**

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### **Work Together**

We work, help, and communicate effectively with others in our workplace and our community, and we treat all people with whom we come in contact with respect, courtesy, and dignity.

### **Take Initiative**

We offer creative and workable solutions to present and future challenges and processes, we take opportunities to grow personally and professionally, and we encourage others to do the same.

### **Be Professional**

We show pride in our appearance, attitude, actions, work, and in the quality of our equipment and facilities.

### **Practice Safety**

We keep a safety awareness and act when necessary in order to maintain safe services, vehicles, equipment, facilities, and a safe work environment.

## THE LTD BRAND COMPONENTS

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The LTD Brand Components are the basis of who we are. It is comprised of the Position, Personality, and Promise of our organization.

## OUR POSITION

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### The Best Way to Connect

It is LTD's essential purpose to provide a service of transporting and connecting people with family, friends, colleagues, work, school, shopping, and entertainment, as well as with other important people, places, or events. Because of the many transportation services we provide, we consider Lane Transit District to be **"The Best Way to Connect"** throughout our community.

The word and concept "best" has many meanings. When comparing our transportation options with dependency on the single-use automobile, our services are:

- Better for the environment
- Better for community building
- Better for avoiding traffic and parking frustrations
- Better economically--considering vehicle expenses and parking costs

The word and concept "connect" has many positive connotations, as well. The services LTD provides allow individuals from all walks of life to:

- Connect with their community
- Connect with others
- Connect with themselves (time to relax, dream, read, write, or work)
- Connect with nature and the environment

Our position rationale of "The Best Way to Connect" is achieved by our experience and commitment to Lane Transit District's Vision, Mission, Core Values, and Strategic Goals.

## OUR PERSONALITY

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Our personality as an organization is the result of the unifying traits of every LTD employee. The words that best represent Our Personality are:

- Caring
- Reliable
- Welcoming
- Capable
- Innovative

These personality traits are the basis for how we work, communicate, interact, and relate with each other, as well as with the public we serve. They also serve as a guide in the development of employee programs, work plans, training materials, and marketing materials.

## OUR PROMISE

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The LTD Promise is the standard that we strive to achieve and is our commitment to the type of experience you can consistently expect from us.

Based on this, **we promise to do everything possible to give you a great transportation experience, every time.**

This promise applies to your entire experience, including the transportation service provided, the customer service received, and the cleanliness and reliability of our equipment and facilities.

## **OUR STRATEGIC GOALS**

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### ***Goals***

Six long-term strategic goals have been established to serve as a basis in realizing the components of The LTD Road Map.

1. Deliver reliable public transportation service.
2. Develop innovative services that reduce dependency on the automobile.
3. Maintain LTD's fiscal integrity.
4. Provide leadership for the community's transportation needs.
5. Develop a supportive workplace that fosters the success of all employees by providing an environment that encourages strong working relationships and offers opportunities to learn and grow.
6. Instill in each employee an active awareness of Our Position, Our Personality, Our Promise, and Our Core Values in order to help ensure that these are part of LTD's everyday practices.

### ***Goal Performance Objectives and Implementation Strategies***

To serve as directives and guides for accomplishing our goals, short-term (1 to 3 years) and long-term (4 to 10 years) strategies have been developed. Following is a restatement of each goal, along with the accompanying performance objectives and strategies.

## **GOAL 1: DELIVER RELIABLE PUBLIC TRANSPORTATION SERVICE.**

Provide high-quality, effective, safe, and reliable service that meets the community's mobility needs and maximizes ridership.

### **Performance Objectives:**

- Increase ridership by 3 percent per year.
- Increase per capita ridership by 1 percent per year.
- Increase system productivity by 1 percent per year.
- Reach and maintain on-time performance of 90 percent at key timepoints system-wide.
- Increase RideSource rides per hour by 1 percent

### **Short-Term (1- to 3-year) Implementation Strategies:**

1. Improve service reliability:
  - Make service adjustments annually to address problems regarding schedule adherence and overloaded trips.
  - Review current performance standards used in identifying service reliability needs.
2. Improve fleet maintenance reliability:
  - Implement a revised maintenance plan.
  - Expedite the completion of deferred maintenance.
3. Continue investment in facilities maintenance to preserve and maximize the useful life of the District facilities.
4. Use Automatic Passenger Count (APC) data to provide route segment and stop-level analysis to improve efficiency of the fixed-route system.
5. Develop a Springfield route redesign in preparation for expanding EmX service along Pioneer Parkway.
6. Maintain a plan to optimize the fleet composition consistent with LTD's service goal.
7. Pursue signal priority to service outside of EmX corridors.
8. Continue to promote the system to potential users:
  - Implement a targeted senior individualized marketing program if grant funding becomes available.
  - Provide riding incentives for youth riders during the summer.
9. Maintain special events service consistent with new charter rules.
10. Develop an operational plan for the new University of Oregon (UO) basketball arena.
11. Develop a staff training plan for technology implementation.
12. Develop a plan to guide facility improvements for both the short term (4 to 6 years) and the longer term (up to 20 years).
13. Develop RideSource efficiency and productivity standards.
14. Complete implementation of the RideSource Call Center.

### **Long-Term (4- to 10-year) Implementation Strategies:**

1. Increase service as necessary to maintain an acceptable level of reliability.
2. Maintain a plan to optimize the fleet composition consistent with LTD's service goal.
3. Pursue signal priority for service outside bus rapid transit as part of Busplus service improvements.
4. Consider service enhancements to respond to community population and employment growth.

## **GOAL 2: DEVELOP INNOVATIVE SERVICE THAT REDUCES DEPENDENCY ON THE AUTOMOBILE.**

Provide high-quality, convenient service that attracts new riders, including those who have access to an automobile, in order to help the community meet its current and future transportation needs. Bus rapid transit (BRT) is a key innovative transit strategy that is intended to increase the transit mode share, particularly on congested corridors.

### **Performance Objectives:**

- ❑ Increase peak-hour transit ridership on congested corridors by 3 percent per year.
- ❑ Increase the number of “choice riders” (those who could have used an automobile for their trip) by 2 percent per year.
- ❑ Increase ridesharing in the community (including vanpools) by 3 percent per year.

### **Short-Term (1- to 3-year) Implementation Strategies:**

1. Evaluate the Franklin EmX Corridor to identify changes in rider demographics and travel behavior over time.
2. Complete design work and start service on the Pioneer Parkway EmX Corridor by the end of 2010.
3. Design complementary neighborhood connector service for the Pioneer Parkway EmX corridor.
4. Continue planning work on the West Eugene EmX:
  - Select Locally Preferred Alternative and complete Draft EIS by Spring 2009.
  - List project in the new Federal Surface Transportation Bill.
5. Implement real-time passenger information on the Franklin EmX Corridor.
6. Research and evaluate a redesign of current fixed-route service using a crosstown corridor service design.
7. Support nodal development and transit-oriented land uses.
8. Integrate transit planning with land use efforts and planning for other transportation modes.
9. Continue the implementation of the Congestion Mitigation Program.
10. Track TransPlan performance measures for Transportation Demand Management (TDM) and transit.

### **Long-Term (4- to 10-year) Implementation Strategies:**

1. Construct an additional complete EmX corridor as dictated by funding and community support, with the intention of implementing one corridor with each new Federal Surface Transportation Bill, which occurs every six years.
2. Reshape the service system with EmX system expansion.
3. Explore new types of services for future implementation.



### **GOAL 3: MAINTAIN LTD'S FISCAL INTEGRITY.**

A fiscally responsible plan should meet both short- and long-range operational and capital needs within a planning horizon defined by the Long-Range Financial Plan (LRFP). In addition, LTD's ability to obtain advantageous financing for its capital agenda will depend on the quality of the Long-Range Financial Plan. The ability to develop new sources of funding for capital and expand resources for operational support will be critical to LTD's continued success. In addition, LTD will be a prudent and conscientious custodian of public funds.

#### **Performance Objectives:**

- ❑ Maintain or lower the current cost per boarding (with adjustments for inflation).
- ❑ Maintain administrative overhead expenses to no more than 20 percent of the General Fund budget.
- ❑ Obtain unqualified annual independent audits.

#### **Short-Term (1- to 3-year) Implementation Strategies:**

1. Maintain a viable Long-Range Financial Plan (LRFP) and Capital Improvements Program (CIP).
2. Pursue established and new sources for federal, state, and local funding for both capital and operating needs.
3. Implement the payroll tax increase approved by the LTD Board in 2005.
4. Use transfers from the General Fund to provide the local match for FTA Formula (5307) funds.
5. Pursue state or local matching funds for the West Eugene EmX corridor.
6. Assess and adjust as necessary the needed contribution to LTD's pension plans.
7. Review and adjust fares consistent with the Fare Policy.
8. Negotiate an appropriate labor contract.

#### **Long-Term (4- to 10-year) Implementation Strategies:**

1. Adjust fares consistent with the Fare Policy.
2. Seek federal funds through annual appropriation process.
3. Continue to explore local, state, and federal funding options.
4. Maintain an eight-year window of a 20-year LRFP.
5. Consider all options for the financing of vehicles and capital projects.
6. Continue advocating for a regional coordinated investment strategy to maximize the benefit of state and federal dollars coming into the region.
7. Maintain unqualified annual independent audits, triennial Federal Transit Administration reviews, and National Transit Database audits with "Minimal Findings" or "No Findings," and qualify for the Government Finance Officers Association Reporting Excellence award annually.
8. Complete the 10-year implementation of the payroll tax approved by the Board in 2005.

#### **GOAL 4: PROVIDE LEADERSHIP FOR THE COMMUNITY'S TRANSPORTATION NEEDS.**

Success is more readily achieved when there are partners committed to the same goal. In Oregon where the road fund is limited in both scope and amount, promoting investment decisions to benefit travel modes beyond the automobile is a significant transportation agenda.

##### **Performance Objectives:**

- Maintain or improve "Good to Excellent" ratings on LTD community surveys.
- Maintain or increase staff and Board member involvement on key local committees.

##### **Short-Term (1- to 3-year) Implementation Strategies:**

1. Provide community leadership in developing multi-modal transportation solutions:
  - Provide consistent leadership and participation at Metropolitan Policy Committee (MPC) meetings.
  - Utilize available forums for LTD participation in community transportation planning.
2. Strengthen LTD's partnerships with government agencies:
  - Federal Transit Administration (FTA) Region X
  - State and local governments, ODOT
3. Grow the visibility of LTD Board members in the community, including greater participation in neighborhood meetings.
4. Maintain LTD's profile/involvement in community activities.
5. Continue effective participation in long-range land use and transportation planning.
6. Build new partnerships/allies in the FTA, Washington, D.C., office, and congressional staff offices.
7. Optimize coordinated investment strategies that benefit transit, including local Surface Transportation Program (STP) programming.
8. Complete (Refine?) and implement the District's Sustainability Plan.
9. Maintain a leadership role in implementing Transportation Demand Management strategies.
10. Conduct annual or biennial Board self-evaluations based on the strategic goals.

##### **Long-Term (4- to 10-year) Implementation Strategies:**

1. Develop knowledge of transit benefits through school education programs.
2. Continue to increase the Board's profile in the community.
3. Conduct periodic community-wide market research surveys.
4. Address the changing demographics of the community.
5. Promote partnering with public agencies and community groups.
6. Continue partnering with the FTA.
7. Transition to vehicles that produce fewer emissions.

**GOAL 5: DEVELOP A SUPPORTIVE WORKPLACE THAT FOSTERS THE SUCCESS OF ALL EMPLOYEES BY PROVIDING AN ENVIRONMENT THAT ENCOURAGES STRONG WORKING RELATIONSHIPS AND OFFERS OPPORTUNITIES TO LEARN AND GROW.**

The quality of the workplace environment is central to LTD's success. By working together, we share the tasks and the rewards and recognition of the outcomes. We are mutually committed to our goals because we believe in the principles and the values they represent.

**Performance Objectives:**

- ❑ Reduce negative employee turnover (employees who leave for reasons other than retirement or forced termination).
- ❑ Improve workplace safety by reducing the number of accidents, time-loss days, and total cost of accidents.
- ❑ Improve workplace morale as measured by internal opinion surveys.
- ❑ Improve employee health as measured by health plan usage and "presenteeism."

**Short-Term (1- to 3-year) Implementation Strategies:**

1. Implement a program to enhance employee health and morale:
  - Institute a comprehensive employee communications approach.
  - Implement a comprehensive rewards and incentive program.
  - Create a comprehensive program to support employee training and skill development.
  - Expand health programs to include health education and injury prevention.
2. Support an active and viable Employee Council.
3. Maintain a positive relationship with the ATU.
4. Review internal communication processes and consider the development and implementation of an intranet.
5. Support the LTD Diversity Council activities and implement the LTD Diversity Plan.
6. Continue Development of an organizational succession plan.

**Long-Term (4- to 10-year) Implementation Strategies:**

1. Implement a comprehensive employee development program.
2. Maintain a positive relationship with the ATU.
3. Maintain a positive relationship with the Employee Council.
4. Continue to build employee morale.
5. Implement a comprehensive employee health insurance program.

**GOAL 6: INSTILL IN EACH EMPLOYEE AN ACTIVE AWARENESS OF OUR POSITION, OUR PERSONALITY, OUR PROMISE, AND OUR CORE VALUES IN ORDER TO ENSURE THAT THESE ARE PART OF LTD'S EVERYDAY PRACTICES.**

LTD's Position, Promise, Personality, and Core Values are the essence of LTD. Taken in aggregate they provide definition to the LTD Brand. The work of this goal is to integrate these Brand Components throughout the organization.

**Performance Objectives:**

- Increase internal awareness of the LTD Brand and reinforce LTD's position as "The Best Way to Connect" by ensuring that 100 percent of employees are provided information and training.
- Increase LTD's "Good to Excellent" rating by meeting and exceeding the needs and expectations of customers.
- Decrease customer complaints and increase customer compliments.

**Short-Term (1- to 3-year) Implementation Strategies:**

1. Conduct an annual review of *The LTD Road Map*, including the LTD Brand Components, to ensure integration of personality traits (caring, reliable, welcoming, and capable) into everyday practices.
2. Better communicate LTD's Brand Components and vision to the community through marketing materials, sponsorships, and event participation.
3. Integrate The 10 LTD Valued Competencies and LTD Brand Components into LTD operations, and develop the means to measure success.
4. Integrate The 10 LTD Valued Competencies and LTD Brand Components into LTD employee training.
5. Conduct internal periodic surveys and/or interviews to measure understanding, awareness, and consistent application of the Brand Components.
6. Conduct periodic customer research to measure understanding and awareness of the LTD Brand Components.
7. Continue the Brand Committee, with individuals from each department, to review this document and act as representatives of Our Core Values and Brand Components. Document revision meetings will be completed in July or August of each year in order to prepare a draft document for the fall Leadership Council retreat.
8. Expand the quality and frequency of actions taken by every person at every level of the organization to ensure that LTD is perceived to be "caring, reliable, welcoming, and capable."

**Long-Term (4- to 10-year) Implementation Strategies:**

1. Annually update The LTD Road Map.
2. Provide ongoing communication of LTD's Vision and Brand Components to employees and the community.
3. Monitor understanding of the LTD Vision and Brand Components through internal and external surveys.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 19, 2014

**ITEM TITLE:** MARCH EMPLOYEE OF THE MONTH

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

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### **BACKGROUND:**

**March Employee of the Month:** Journey-level Mechanic Jordan May has been selected to receive the March Employee of the Month award. Jordan was hired as a general service worker in 2007 and promoted to journey-level mechanic in 2012. Since that time, he has received three Monthly Value awards.

Jordan was nominated by a coworker who wished to recognize him for taking the initiative to de-ice steps on one of the buses during the recent bursts of freezing weather. Jordan truly makes the safety of LTD's passengers a top priority. Another coworker reports that Jordan is very self-motivated, hardworking, and is always willing to do whatever it takes to get the job done.

When asked to comment on Jordan's selection as Employee of the Month, Fleet Services Supervisor Aaron Melnychuk said:

Since becoming a mechanic here at LTD, Jordan has proved to be a great example of what it means to be a team player. He's always helping others, looking out for the buses in the morning during the morning rush, and going above and beyond his normal duties to make sure LTD's fleet is safe and running. Jordan is attentive to the needs of others as well as the District, and it's a real pleasure having him on my shift as part of the team. Jordan has always performed over and above his normal job assignments. I know he'll continue to do great things and is very deserving of the Employee of the Month award. Good job, Jordan!

### **AWARD:**

Jordan will attend the January 15, 2014, meeting to be introduced to the Board and to receive his award.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 19, 2014

**ITEM TITLE:** GUIDANCE ON ECONOMIC STUDY

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

**ACTION REQUESTED:** Guidance from the Board on additional criteria for economic analysis.

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### BACKGROUND:

Lane Transit District (LTD) has entered into a contract with economic consulting firm ECONorthwest to review the region's economic growth and recovery in order for the Board to determine whether or not the regional economy has "recovered to an extent sufficient to warrant the increase in (payroll) tax." ORS 267.385 (8), the statute authorizing the LTD Board of Directors to raise the payroll tax rate from .007 percent to .008 percent over a ten-year period, requires that the Board make a formal finding based on regional employment and income growth. A study conducted by a specialized economic analysis firm should provide the required income and employment information, as well as other criteria that could be helpful. The special LTD Board meeting held on January 21 was designed to solicit feedback from the LTD Board of Directors, partner agencies, and the business community on other potential metrics to consider.

The next step following LTD Board direction will be for staff to instruct ECONorthwest on any additional criteria that the Board would like to see analyzed in the report. The attached staff recommendation has been derived from public comment generated during the January 21 Board meeting as well as other conversations with business and community leaders. The recommendation suggests several additional economic criteria that ECONorthwest could include in its report. Staff recommend including all attached criteria. The study is for information purposes only. It does not commit the Board to any action, nor does it imply that action has been planned.

Additionally, the Board is asked to provide direction on outreach strategies and key constituencies.

**RESULTS OF RECOMMENDED ACTION:** The Board's guidance will instruct ECONorthwest as to which, if any, additional criteria to consider in its economic analysis. Economic analysis will commence shortly after guidance has been received.

**ATTACHMENTS:**

- 1) Minutes of January 21 Special Board Meeting (*Included with Consent Calendar, page 31 of the meeting packet*)
- 2) Memorandum to LTD Board of Directors Regarding Staff Recommendation for Economic Criteria

**PROPOSED MOTION:** None.

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# Memorandum

**Date:** February 19, 2014

**To:** Lane Transit District Board of Directors

**From:** Ron Kilcoyne, General Manager

**Subject:** Staff Recommendation for Economic Criteria to Consider in ECONorthwest Study

LTD staff recommend that all of the following indicators be included as part of ECONorthwest's regional economic study, pursuant to ORS 267.385 (8). The criteria are broken into two categories: 1) criteria proposed for consideration by ECONorthwest; and 2) criteria derived from public comment. In agreement with suggestions from the public, LTD will prepare historical payroll tax collection trends that will be provided separate from the ECONorthwest report.

## ECONorthwest Proposal:

- Statutory requirements: regional employment and income growth
  - ✓ Total employment
  - ✓ Employment by industry [Manufacturing; construction; trade government; and finance, insurance, and real estate (FIRE)]\*
  - ✓ Total personal income by place of residence\*
  - ✓ Total personal income by place of work
- Unemployment rate
- Labor force participation\*
- University of Oregon regional economic index
- Other local, state, and national indicators

## Additional criteria:

- If possible, trends in business license applications
- If possible, business income trends: potentially accessible through income tax return information available from the Oregon Department of Revenue
- If possible, income derived from wages rather than income derived from investment or other income
- Consider data provided in Brian Rooney's monthly and quarterly economic analyses
- Construction permit trends: separate business and industrial permits from residential construction permits

*\* Indicates criteria also suggested via public participation*

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 19, 2014

**ITEM TITLE:** CONSENT CALENDAR

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

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

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### BACKGROUND:

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

The Consent Calendar for February 19, 2014:

- 1) Approval of the Minutes of the January 15, 2014, Regular Board Meeting
- 2) Approval of the Minutes of the January 21, 2014, Special Board Meeting
- 3) Appointment of Dean Kortge to LTD Board Budget Committee

**ATTACHMENTS:**

- 1) Minutes of the January 15, 2014, Regular Board Meeting
- 1) Minutes of the January 21, 2014, Special Board Meeting
- 2) Nomination Form for Dean Kortge to the LTD Board Budget Committee

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

LTD Resolution No. 2014-003: It is hereby resolved that the Consent Calendar for February 19, 2014, is approved as presented.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, January 15, 2014

Pursuant to notice given to *The Register-Guard* for publication on January 9, 2014, 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, January 15, 2014, 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  
Ron Kilcoyne, General Manager  
Jeanne Schapper, Clerk of the Board  
Lynn Taylor, Minutes Recorder

Vacant: Position No. 7

**CALL TO ORDER/ROLL CALL:** Ms. Towery convened the meeting of the Lane Transit District (LTD) to order and called the roll at 5:36 p.m.

**PRELIMINARY REMARKS BY BOARD PRESIDENT:** Ms. Towery welcomed those in attendance.

**COMMENTS FROM THE GENERAL MANAGER:** There were no comments from the general manager.

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

**BOARD CALENDARS:** Mr. Kilcoyne briefly reviewed the scheduled activities.

**EMPLOYEE OF THE MONTH:** The Board recognized Transportation Options Coordinator Allison Camp as the February 2014 Employee of the Month.

Ms. Towery thanked Ms. Camp for her outstanding service and dedication to LTD's mission. She presented her with a certificate of appreciation, check, and pin commemorating her award. Ms. Camp thanked the Board for the recognition and expressed appreciation for the opportunity to work with an innovative and progressive organization like LTD.

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

**Bob Macherione**, Eugene, representing Our Money, Our Transit (OMOT), said he had attended a meeting of the Board Service Committee and was pleased with the efforts to restore service in the Gilham area. He said that he preferred to see restoration of full service instead of partial service because of the low income population in that area. He stated his belief that rerouting the bus off Crescent Avenue and shifting stops could accomplish that goal.

**Josef Siekiel-Zdzienicki**, Eugene, said he had been attending Board meetings since 2006 and felt that he had been able to provide suggestions and criticism and received considerable information from LTD during that time, which he appreciated. He cited a letter from a legal firm that indicated, "LTD, as a public body, did not have an obligation to respond to general questions. It only had an obligation to disclose specific documents when requested." He said that he felt that the Board should discuss that issue and noted that while he had at times criticized the Board, he was also a user of and advocate for transit. He submitted a copy of the letter to the Board.

### ITEMS FOR ACTION AT THIS MEETING

MOTION **Consent Calendar:** Mr. Gillespie moved adoption of LTD Resolution No. 2014-001: It is hereby resolved that the Consent Calendar for January 15, 2014, is approved as presented. Mr. Necker provided the second. The Consent Calendar consisted of the minutes of the December 18, 2013, Regular Board Meeting and nominations of Jody Cline and Jon Hinds to the LTD Board Budget Committee.

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

**Lane Transit District/Amalgamated Transit Union (ATU) Joint Pension Work Group:** Director of Human Resources and Risk Management Mary Adams introduced William Clark-Shim, of the Trust's actuarial firm, Milliman. She also introduced ATU officials, Bus Operator John Hampton and Bus Operator Natalie Crampton, and noted that members of the Joint Pension Work Group in attendance at the meeting were Journey Tire Specialist Bill Bradley, Finance Manager Todd Lipkin, and Director of Finance and Information Technology Diane Hellekson.

Ms. Adams said that LTD had considered for some time the idea of moving to a different pension plan for represented employees. She said that the pension trust was established in 1972; and in 2000, there was a significant change when it went from a defined contribution model to a defined benefit model. During the 2010 bargaining process, there was discussion of moving back to a defined contribution model. There were additional discussions in 2011; and as a result, a joint work group was created to engage in collaborative discussions of options. She said that the work group's goals were to: 1) reduce the long-term cost of the plan (future liability); 2) assure predictable benefits for retirees; and 3) reduced the future unfunded liability.

Ms. Adams said the ATU representation in the work group also included ATU Representative Carl Faddis and Lead Journey Mechanic Tom Shackelford, in addition to Bill Bradley; Mary Adams, Todd Lipkin, and Diane Hellekson represented LTD. She thanked Mr. Clark-Shim and Board Member Gary Gillespie for the support they provided to the Work Group. She described the education and training provided to Work Group members. She said that over a series of meetings, the Work Group discussed and refined ideas and developed a series of recommendations. Those recommendations were unanimously supported by the Work Group, which also agreed to share the information with all employees and present it to the Board. She emphasized that the

recommendations would be part of labor negotiations and need to be ratified by employees in the new contract.

Mr. Clark-Shim referred to his letter to the Board dated January 15, 2014, which set forth disclosures that were an integral part of the Work Group's recommendations. He said the work group's focus was the ATU defined benefit pension plan. He used a slide presentation to illustrate his discussion topics. He said that LTD's contribution rate had increased from \$0.90 in 2000 to \$4.89 currently in order to support pension benefits. The primary drivers behind the sharp increase were: 1) investment returns lower than expected; and 2) serial benefit improvements. He pointed out that the pension plan was entirely funded by LTD. The primary plan affordability concern related to paying off the unfunded liability for past years.

Mr. Clark-Shim outlined the two issues and recommended solutions:

- Issue 1: The contribution rate cost increases for the defined benefit plan have come primarily from retroactive increases to benefits and from falling short on investment return assumptions.  
Solutions:
  - Apply future increases to defined plan benefits to future service only.
  - Change actuarial valuation assumptions to anticipate future increases to the benefit multiplier.
  - Consider using a more conservative investment return assumption.
- Issue 2: ATU members are not saving enough for retirement on their own and could gain better appreciation of the current retirement benefits package.  
Solutions:
  - Implement matching contribution to incentivize higher levels of savings among ATU members.
  - Require future new hires to automatically defer into their retirement account and receive match (can opt out later).
  - Improve outreach/education and available investment offerings for ATU members.

Mr. Clark-Shim referred to a table to illustrate and compare details of modeled retirement program designs based on the current benefit structure, work group recommendations, and transition to defined contribution. He also summarized the expected long-term underlying costs to the District of sponsoring the retirement benefits described in the table of modeled plan designs.

Mr. Wildish asked if the employee match was pre-tax. Mr. Clark-Shim replied that the employee match went into a pre-tax account similar to a 401-K plan and was taxable upon distribution.

Mr. Clark-Shim reviewed the assumptions used for projections and a chart of projected retirement program costs. He said that the primary Work Group recommendations for the Board's consideration were:

- **Switch to a future-increase-only design**
  - Increases in the benefit multiplier are applied only to *future* years' service.
  - Contracts with historical benefit structure, wherein increases in the benefit multiplier were applied to *prior* years' service as well.
  - Actuarial valuations will reflect these expected future increases to the multiplier, and calculate costs as a level percent of expected pay.

- **Create a matching contribution benefit for ATU members**
  - Cost offset by savings from defined benefit plan and 1 percent District-defined contribution.
  - Automatic enrollment of new members in defined contribution program.

Mr. Clark-Shim concluded his presentation with a summary of the Work Group's reasoning for their recommendations.

Mr. Necker commented that a defined contribution plan was not accepted by ATU during the last contract negotiations. Ms. Adams agreed that ATU had rejected the District's proposal to move from a defined benefit plan to a defined contribution model and subsequently both sides agreed to form a work group to study options and make recommendations. She stressed that the recommendation was not a defined contribution model; it was a modification to the current defined benefit model.

In response to a question from Mr. Yeh, Mr. Clark-Shim explained that the Employee Participation Account (EPA) was a small component of the defined benefit plan dating back to the 1970s. It was \$0.10 per hour worked by a member that went into an account and generally paid to members who terminated with three to four years of service. He said it was a small benefit with a high administrative burden and the matching contributions would exceed it in value and be more efficient to administer.

Ms. Adams pointed out that the mutually agreed upon recommendations would become a part of the bargaining process, and the Board was not being asked to approve it, only hear the recommendations and accept them in order to provide direction during negotiations.

**MOTION** Mr. Necker moved the following resolution: LTD Resolution No. 2014-002: Resolved, that the LTD Board of Directors accepts the recommendations of the Lane Transit District/Amalgamated Transit Union Joint Pension Work Group as presented at this meeting. Mr. Gillespie provided the second.

Mr. Gillespie thanked Milliman for the advice provided to the Work Group. He commended the ATU work group members and ATU leadership for their participation in the process.

Mr. Wildish also commended Work Group members for their efforts. He asked if the Board was bound to agree with the recommendations if it accepted them. Ms. Adams explained that the Board's acceptance of the recommendations meant it would approve the proposed model when it came back to the Board as part of the labor negotiations process.

Mr. Wildish expressed concern with accepting the proposed model as many of the components were subject to bargaining and could change. Ms. Adams indicated that the Board's action would accept the recommended model as a future model for the pension plan, pending the negotiation process for the full contract. Ms. Towery emphasized that the Board would still need to approve the model as part of the negotiated contract. She indicated that this was an opportunity to express to the Work Group that the Board agreed with the direction it was taking or to express disagreement with the recommendations.

**VOTE** The resolution 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 reported that the Oregon Rail Project had distributed documents that were part of its December 17, 2013, meeting and would be accepting comments from committee members until January 17, 2014. The documents would then be presented to the Federal Rail Administration.

**2014 Annual Route Review and Pricing Plan** – Director of Customer Services and Planning Andy Vobora said it was a pleasure to be discussing the addition of service at this time. He said details of the changes were still being refined by Service Planning staff. Feedback from riders, members of the public, community organizations, and neighborhood associations on the proposed changes would be solicited and a final package of recommendations would be presented to the Board. He illustrated the following proposals:

#11 Thurston: service along 42<sup>nd</sup> Street to Jasper Road, one time per hour from 6:30 a.m. to 6:30 p.m. (no cost solution).

#19 Fairview: low productivity, route deletion recommended.

#27 Fairmount: minor change to inbound and outbound routing to provide better access to commercial services.

#28 Hilyard: - add weekday and Saturday evening service.

#40 Echo Hollow: schedule change to improve consistency to depart on minor pulse and arrive on major pulse.

#55 River Road: upgrade neighborhood circulator to full route serving the Eugene Station.

#78 University of Oregon/Seneca Station: currently operating nine months of the year, year-round route recommended.

#96 Coburg: reroute along Oakway Road, Gilham Road, Crescent Avenue, and County Farm Road before returning to Coburg Road (survey current riders to identify destinations).

Restore Sunday level of service: on Independence Day (4<sup>th</sup> of July), Labor Day, New Year's Day, and Memorial Day.

Mr. Vobora said that under the District's fare policy, price increases had to be evaluated against several criteria. Fare increases were small, incremental, and rotated among cash fares, ticket prices, and pass prices. He said that the staff recommendation was for a four percent increase in the monthly pass prices. An analysis of the proposed fare increases and evaluation against specific criteria would be presented to the Board at a future meeting. The evaluation criteria were:

- Effects of the change on Title VI populations
- Inflation rate
- Ridership and revenue trends
- Local economic trends

Ms. Towery asked that a map overlay displaying areas of low income populations be included when the final version of proposed route changes were presented to the Board to aid members in making decisions.

Mr. Vobora described public outreach efforts related to proposed route changes and fare increases. He said there would be a public hearing on those proposals at the Board's March 19, 2014, meeting, with a possible second public hearing in early April and adoption at the Board's April regular meeting.

In response to a question from Mr. Gillespie, Mr. Vobora said the 10-ride ticket fare instrument had far exceeded the District's expectations.

**Monthly Financial Report** – Director of Finance and Information Technology Diane Hellekson reported that all major financial indicators looked good. She said there would be a payroll tax disbursement in February and that would provide a major benchmark as the quarter ending December 31 was typically the largest. She noted that the optional management letter associated with the recently completed audit would be presented to the Board at its next meeting.

Mr. Necker left the meeting at 7:22 p.m.

**MOTION EXECUTIVE (NON-PUBLIC SESSION) PURSUANT TO ORS 192.660(2)(d):** Mr. Yeh moved that the LTD Board of Directors meet in Executive Session pursuant to ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Mr. Wildish provided the second.

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

The Board entered executive session at 7:23 p.m.

**RETURN TO OPEN SESSION:** The Board returned to open session at 8:14 p.m.

**ADJOURNMENT:** There was no further business, and Ms. Towery adjourned the meeting at 8:15 p.m.

**LANE TRANSIT DISTRICT**

**ATTEST:**

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Michael Dubick  
Board Secretary

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Jeanne Schapper  
Clerk of the Board

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Tuesday, January 21, 2014

Pursuant to notice given to *The Register-Guard* for publication on January 16, 2014, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District (LTD) held a Special board meeting on Tuesday, January 21, 2014, beginning at 12:00 p.m., at the LTD Board Room, 3500 East 17<sup>th</sup> Avenue, Eugene, Oregon.

Present: Doris Towery, President  
Gary Gillespie, Vice president  
Michael Dubick, Secretary  
Ed Necker, Treasurer  
Gary Wildish  
Ron Kilcoyne, General Manager  
Jeanne Schapper, Clerk of the Board  
Beth Bridges, Minutes Recorder

Absent: Carl Yeh

Available to meeting attendees were two packets: 1) a paper version of ECONorthwest's PowerPoint slides titled, *Measuring the Economic Recovery in Lane County*, and 2) material from the Oregon Economic Forum titled, *Local Economy*.

**CALL TO ORDER/ROLL CALL:** Ms. Towery convened the meeting of the Lane Transit District (LTD) Board of Directors at 12:08 p.m. and called the roll. With the exception of Mr. Necker, who joined the meeting at 12:15 p.m., all Board members were present.

**PRELIMINARY REMARKS BY BOARD PRESIDENT:** Ms. Towery welcomed Board members, guests, and staff. She asked those present to introduce themselves. Invited guests were: Tim Duy, Economics Professor, University of Oregon (UO), and Sr. Director, Oregon Economic Forum; Andrew Dyke, Managing Director and Senior Economist, ECONorthwest; Dan Egan, President, Springfield Chamber of Commerce; Phil Farrington, Director, Lane Use Planning & Development, PeaceHealth; Ed Gerdes, Vice President and General Counsel, Café Yumm; and Laura Potter, Director of Business Advocacy, Eugene Chamber of Commerce. Ms. Towery provided a framework for the day's discussion and noted that it was the first of many dialogues on the local economic analysis and potential payroll tax increase.

**LOCAL ECONOMIC ANALYSIS PROCESS:** Mr. Kilcoyne said the local economic analysis was a precursor to any discussion on changing the payroll tax rate. He referenced an advisory panel of community business members with whom he meets quarterly. He had asked their input on the economic analysis and was very interested in getting additional feedback from the Board and guests at today's meeting.

Mr. Kilcoyne introduced Diane Hellekson, LTD's chief financial officer. Ms. Hellekson outlined the process to date. She referred to the previous analysis that was completed in 2005 by Impresa

Consulting and was included in the agenda packet. The current process differs from the previous in that the Board has requested input on the methodology itself.

Ms. Hellekson introduced Dr. Andrew Dyke with ECONorthwest, the firm that would be proposing methodology and criteria for the evaluation. Dr. Dyke gave a PowerPoint presentation titled, *Measuring the Economic Recovery in Lane County*. Dr. Dyke began his presentation by describing the purpose of the research ECONorthwest planned to undertake. He also described what the research product was not. The intent of the research was to provide the LTD Board with the data and analysis needed for them to determine if the local economy had “recovered to an extent sufficient to warrant the increase in tax” [(ORS 267.385 (8))]. The Oregon Revised Statute states that regional employment and income growth were two factors to be considered. Dr. Dyke noted the purpose of the meeting today was to see if there were additional factors that the Board wanted included in the analysis.

Mr. Gerdes asked if the Board had already decided to raise the payroll tax. Ms. Towery assured him that they had not.

Dr. Dyke presented the required financial indicators. Total regional employment data was updated monthly. The information also was available by industry group; e.g., manufacturing, construction, trade, and government. Personal income data was less current. Annual data was only available through 2012. Personal income data was reportable either by place of residence (which was an indicator of potential spending) or place of work (which was more closely tied to the payroll tax).

Mr. Gerdes stated his opinion that the Oregon Revised Statute intended a focus on wage increases, not personal income changes. Personal income included retirement and other unearned income, which were not germane to the discussion. When he asked if the data could be disaggregated, Dr. Dyke said that it could.

Mr. Farrington asked if employment data by industry group could be further disaggregated so as to match the local employment base. Specifically, was the education sector able to distinguish employment by the University of Oregon (UO) versus other schools? Dr. Dyke responded that some disaggregation was possible; however, he cautioned that some data integrity issues may arise when disaggregation occurred.

Dr. Dyke then described supporting indicators that the Board may want to include in the analysis, including unemployment rate, labor force participation, and the UO's regional economic index. Mr. Necker queried if the UO regional economic index included wage trends. Mr. Duy said that it did not. Dr. Dyke added that there were other sources for wage data available.

Dr. Dyke outlined the analysis' methodology. The analysis compared recent outcomes to those from earlier business cycles in order to compare the current recovery to those of previous recessions. He noted that specific calculations varied by indicator. He explained the relationship between the size of the base and the percent of growth. The same amount of change would be a larger growth if it started from a smaller base. For each indicator, the analysis addressed two questions: 1) to what extent had the indicator recovered relative to the pre-recession peak and subsequent trough; and 2) what did recent trends suggest about current economic conditions? Dr. Dyke said that the intent was to quantify progress made in light of the size of the economic contraction. The methodology enabled ECONorthwest to quantify the relationship among indicators, with a focus on the state-mandated indicators of employment and personal income. It also allowed consideration for the volatility of certain employment sectors.



Responding to Mr. Necker's question about how ECONorthwest selected the leading indicators within economic sectors, Dr. Dyke explained that the analysis could disaggregate employment sector data to better reflect the local situation. For example, technology manufacturing, once a major driver in Lane County, could be reviewed in isolation to the general manufacturing data.

Mr. Gerdes noted that the objective of today's Board meeting focused on the methodology and criteria for the economic assessment. He advocated that the Board not only select criteria but also a target that determined if the criteria had been met. He gave the following examples of criteria and targets:

- Local unemployment rate: no more than 6 percent.
- Percent of adults in the community working: 65 percent or more.
- Percent of unemployed who experience long-term unemployment (27 or more weeks out of work): 25 percent or less.
- Percent of residents at or below the poverty line: 15 percent or less.

Mr. Gerdes stated his belief that it was more difficult to measure those not actively engaged in the work force. He advocated that the study focus on wages, not income. He also suggested removal of data for industries that did not pay the payroll tax. Mr. Gerdes added an additional measure: higher wage jobs replaced by lower wage jobs (no target given).

Mr. Necker said that the most critical factor was wage trends by industry. Dr. Dyke explained that payroll (amount and number of employees) by industry could be calculated.

Mr. Egan presented a different perspective. He said he believed that the economic landscape was fundamentally different than it was ten years ago. Focusing on the present as compared to the past gave an incomplete picture. Mr. Egan recommended the following data be collected:

- Number of emerging businesses and self-employed persons during the last five years; ten years.
- LTD's total annual payroll tax collection over several years.
- Local consumer confidence, perhaps as demonstrated by purchasing decisions.

Mr. Wildish said that it was important to measure how well local businesses are doing and to also ask if there have been improvements in the bottom line.

Dr. Dyke clarified that it was difficult to get data on business profit and loss margins. It was possible to get some relevant information from the Oregon Department of Revenue, but it was not as current as some of the other metrics under consideration. Mr. Duy suggested a potential measure is proprietor's income or dividends.

Mr. Farrington cautioned that employment numbers could be misleading. For example, people may now have two jobs in order to maintain the same level of income as before the recession. From their perspective, their situation does not demonstrate an economic recovery.

Mr. Gerdes questioned if the study was premature. More fundamental questions to first answer include:

- Should LTD have a larger share of the community's economic pie?
- Will the additional revenue LTD receives come from business profits or decreased compensation for workers?
- Does LTD need more revenue?

Mr. Gerdes asserted that the broader policy questions should be answered before undergoing an analysis of economic recovery.

Mr. Kilcoyne responded that the first step was the analysis; for without sufficient economic recovery, any increase in the fee was not possible. Director of Customer Services and Planning Andy Vobora emphasized that the 2009 Oregon State Legislature had concurred with the need for additional funding for mass transit when it passed ORS 267.385. Legislators had set the local economic recovery as the threshold for any increase. Without the recovery, which the analysis would determine, all other questions were mute.

Mr. Gillespie said that the Board wanted to reinstate or improve services. In his view, LTD provided survival services for the community. The fundamental concern that the Board grappled with was timing.

Ms. Potter focused on the political ramifications. She reported that there was a local contingent in the community who questioned the LTD Board's decisions, especially the EmX system. The payroll tax targeted businesses, which some may perceive as unfair. She said that the Board and LTD staff needed to demonstrate that all other revenue sources had been exhausted. Ms. Potter strongly encouraged the Board to deal with public perception issues up front before discussing revenue increases.

Mr. Duy emphasized that the analysis produced only data. It was the Board's role to determine whether or not the economy had recovered, and the decision was not a simple one.

Mr. Egan concurred. Much of the community had experienced a deep recession. For most, the economic recovery to date had not achieved pre-recession levels. He reminded participants that the focus of today's meeting was not whether or not the study should occur but rather to give feedback on the methodology and criteria.

Mr. Dubick emphasized that economic trend data was as one of many factors that the Board needed to consider. Dr. Dyke added that historic economic trend information gave the Board a good context within which to deliberate.

Ms. Towery underscored the importance of public involvement throughout the process.

Mr. Kilcoyne described the constraints of current services. Although ridership had increased, LTD had reduced service hours by 22 percent since Fiscal Year 2002.

Mr. Gerdes acknowledged the increase in efficiency. He concurred with Ms. Potter's observation that questions would arise about the credibility of a decision to increase the payroll tax. To mitigate those concerns, Mr. Gerdes advocated for the Board to set a target for each criterion adopted prior to the review of the data.

Mr. Necker addressed the issue of the increased demand and cost of providing accessible transportation to persons with disabilities. He noted that the LTD General Fund (primarily payroll tax revenues) subsidized the service.

Mr. Kilcoyne added that paratransit services provided by the Americans with Disabilities Act (ADA) was an unfunded federal mandate that did not provide the same opportunity for efficiency gains as other services.

Mr. Farrington questioned whether or not increasing the payroll tax was the best way to add revenues. He suggested that there could be unintended consequences. He added that the economic analysis could include the impact of a payroll tax increase on local businesses.

Mr. Dubick emphasized that the sources for mass transit funding was dictated by the state legislature.

Government Relations Manager Edward McGlone indicated that there are issues with other revenue sources: 1) the gas tax is dedicated to roads; 2) there are compression issues with property tax increases; and 3) Oregon had no sales tax.

Mr. Necker requested that the analysis include an outreach to local businesses and ask if businesses would absorb the tax increase or pass it on to employees. He noted that the timing was good to discuss a revenue increase, as LTD was increasing services.

Mr. Egan refocused the discussion to the meeting objective. He said that deliberation on which factors were most important would help the Board. Mr. Egan expressed uncertainty as to whether or not setting a target would affect the community's agreement with the Board's decision.

Mr. Duy observed that it would be more difficult to determine an economic recovery now than it had been in 2005. It is very difficult to compare current trends with data prior to 2000. He advocated for the Board to set some standard for growth before reviewing the data. Mr. Duy said that some people would question a finding of economic recovery. Relative to past recoveries, the current one doesn't feel like a recovery to many.

Mr. Egan noted that the data would likely show some type of recovery had occurred. The subjective question was whether or not it was sufficient to justify the increased payroll tax.

Mr. Gillespie stated that the community's investment in increased transit service improved the likelihood of an economic recovery. He said that it is important to set the time frame for the analysis. He added that peoples' views and current situations factored into their optimism or pessimism about future economic growth.

Mr. Duy said that the time frame should be from the peak of the last two cycles (i.e., 2000-2007), which included a period of recession. He recommended not including information from the 1990s as the baseline as the economy grew at an extraordinary rate during that time. He also pointed out that 2008 was an anomaly.

Mr. McGlone stated his belief that the legislators' intent was to focus the analysis from the bottom of the most recent recession (a.k.a. "The Great Recession") to the present.

Mr. Duy suggested a broader time frame by comparing economic cycles. The focus was not the recovery per se but the growth rate of the economy. Dr. Dyke added that the general perception is that the economic recovery had started out slowly but was now showing marked improvement.

Mr. Necker concurred with the proposal to focus on economic cycles from 2001 forward.

LTD Finance Manager Todd Lipkin expressed that it is difficult to set targets for the measures. He said that it is important to look at the data interaction among economic matrixes.

Mr. Duy recommended adjusting the data, e.g., income and revenue, for inflation.

Ms. Potter maintained concern about the political nature of the decision. Mr. Duy said that he anticipated mixed results from the data.

Ms. Towery described the next step: staff and Dr. Dyke would review the minutes of today's Board meeting and draft a set of criteria, including potential subsets and recommended time frame, for Board review and action.

Mr. Kilcoyne said that once the metrics were determined, the analysis would take about two months to complete. He anticipated that the Board would review the results in the spring, with a decision on whether or not to increase the payroll tax to occur late summer or early fall. He emphasized that the Board is not required to raise the tax rate, even if a finding of economic recovery is determined.

Ms. Towery thanked the participants for the thoughtful discussion.

**ADJOURNMENT:** Ms. Towery adjourned the meeting at 2:00 p.m.

**LANE TRANSIT DISTRICT**

**ATTEST:**

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Michael Dubick  
Board Secretary

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Jeanne Schapper  
Clerk of the Board

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**Lane Transit District**

*Lane Transit District  
P. O. Box 7070  
Springfield, Oregon 97475*

*(541) 682-6100  
Fax: (541) 682-6111*

**CONSENT CALENDAR ITEM:  
LTD BOARD BUDGET COMMITTEE NOMINATION**

February 19, 2014

**Background:**

The LTD Board Budget Committee is composed of the seven members of LTD's Board of Directors and seven community members who are nominated and approved by the Board and serve for three-year terms. The non-Board Budget Committee members must reside within the District's service boundaries, but are not required to live in the same subdistrict as the Board position making the appointment.

Dean Kortge is being nominated to fill the position vacated by Peter Davidson, citizen member representing Subdistrict 7, whose three-year term expired on January 1, 2014. Mr. Kortge's term will expire on January 1, 2017.

The nomination form for Mr. Kortge is attached. Also attached is a list of Budget Committee members showing the term expiration date for each, as well as the nominating Board member.

**Attachments:**

- 1) List of 2013-14 Budget Committee Members
- 2) Nomination Form for Dean Kortge

**Recommended Action:**

The Board is asked to approve this nomination in the Consent Calendar presented for approval by the Board at the February 19, 2014, Board meeting.

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## LANE TRANSIT DISTRICT BUDGET COMMITTEE MEMBERS

(FY 2013-2014 Budget)

*Note: Budget Committee members are not required to live in the same subdistrict as the nominating Board member.*

SUBDISTRICT	NOMINATING BOARD MEMBER	TERM EXPIRES	BUDGET COMMITTEE MEMBER	TERM EXPIRES
1	Doris Towery	12/31/16	Dwight Collins	1/01/16
2	Carl Yeh	12/31/16	Vacant <i>(Formerly Warren Wong)</i>	1/01/15
3	Michael Dubick	12/31/14	Donald Nordin	1/01/15
4	Ed Necker	12/31/17	Jody Cline	1/01/15
5	Gary Gillespie	12/31/17	Edward Gerdes	1/01/16
6	Gary Wildish	12/31/14	Jon Hinds	1/01/17
7	Julie Grossman	12/31/16	Dean Kortge	1/01/17



**NOMINATION FOR BUDGET COMMITTEE  
LANE TRANSIT DISTRICT**

**BUDGET COMMITTEE APPOINTMENT QUALIFICATIONS: ORS 294.336**

Budget Committee: (2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of qualified electors of the municipal corporation appointed by the governing body. . . . (5) The appointive members of the budget committee shall be appointed for terms of three years. The terms shall be so staggered that one-third or approximately one-third of the appointive members' terms ends each year.

Board Member:	Position 7	
Date of Nomination:	February 19, 2014	
Term of Budget Committee Appointment:	February 19, 2014	January 1, 2017
	Effective Date	Term Expiration Date
Approved by Board:	Date	

**NOMINEE'S NAME:** Dean Kortge

**Home Address:** 2565 Braewood Lane, Eugene, OR 97405

**Telephone Number:** (541) 343-1407

**Business Address:** 450 Country Club Road, #330, Eugene, OR 97401

**Telephone Number:** (541) 484-6624

**PREFERRED MAILING/DELIVERY ADDRESS:**

**Occupation:** Insurance agent

**Brief statement of nominee's background that is relevant to budget committee appointment:**

- Former LTD Board member
- Interested citizen

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 19, 2014

**ITEM TITLE:** EmX STEERING COMMITTEE APPOINTMENT

**PREPARED BY:** Tom Schwetz, Planning and Development Manager

**ACTION REQUESTED:** The Board is asked to approve the appointment of John Paxin to the EmX Steering Committee.

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### BACKGROUND:

At the June 4, 2013, 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.

At the December 18, 2013, Board meeting, Mr. Alex Biddle was appointed as the UO representative. At that point, an LCC student representative had not been identified, but staff had reached out to the Associated Students of LCC.

### LCC Representative

Mr. John Paxin was identified as a candidate to serve as the LCC student on the EmX Steering Committee. Mr. Paxin is a full-time student at Lane Community College. If selected to serve on the EmX Steering Committee, he would commit to serving for at least one year. He is a current EmX rider and was solely dependent on LTD for his transportation during parts of 2012-2013. Mr. Paxin volunteers with Oregon State Public Interest Research Group (OSPIRG) and was project coordinator for the Energy Service Corps in Lane County last year. He also served as senator for the Associated Students of LCC in 2013 and was recently appointed to the Task Force on Community College Child Care Services, which reports to the Oregon State Legislature.

**ATTACHMENT:** None.

**PROPOSED MOTION:** I move approval of LTD Resolution No. 2014-004:

The LTD Board of Directors hereby approves the appointment of Lane Community College Student John Paxin to the EmX Steering Committee.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 19, 2014

**ITEM TITLE:** DESIGNATION OF LTD LABOR NEGOTIATIONS TEAM

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

**ACTION REQUESTED:** None. Information only.

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### BACKGROUND:

The Collective Bargaining Agreement between the Lane Transit District and the Amalgamated Transit Union, Division 757, expires on June 30, 2014. Since agreement was reached on the current contract, ongoing collaboration has happened at LTD. Many employees have worked hard to build relationships. One example of this is the work done by the LTD and ATU Joint Pension Work Group, which resulted in a formal recommendation that was presented to the LTD Board of Directors at the January 15 meeting.

Oregon Public Meetings law gives the Board of Directors executive session privilege “to conduct deliberations with persons designated by the governing body to carry on labor negotiations.” In efforts to bring continuity to the processes, the Board approved LTD Resolution No. 2007-001 on January 17, 2007, recommending that the Board appoint the Director of Human Resources and Risk Management as the permanent designee for labor negotiations. In this role, Mary Adams was given the authority to select other team members, as appropriate, to achieve the strategic goals of each contract. Ms. Adams also has the authority to adjust the composition of the Negotiations Team as bargaining progresses. The authority to approve the final selection still lies with the LTD Board of Directors.

For the forthcoming labor contract negotiations, Ms. Adams recommends that she be assisted by Mark Johnson, Director of Transit Operations; Diane Hellekson, Director of Finance and Information Technology; George Trauger, Director of Maintenance; Todd Lipkin, Finance Manager; David Collier, Senior Human Resources Analyst; and Jacqueline Damm, labor attorney with the law firm of Bullard Smith Jernstedt Wilson.

**RESULTS OF RECOMMENDED ACTION:** The Negotiations Team will be in place to begin negotiating the 2014 Working and Wage Agreement.

**ATTACHMENT:** None.

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

LTD Resolution No. 2014-005: It is hereby resolved that the LTD Board of Directors approve the 2014 Labor Negotiations team of Mary Adams, Diane Hellekson, Mark Johnson, George Trauger, David Collier and Todd Lipkin, with assistance from Labor Attorney Jacqueline Damm. Consistent with LTD Resolution No. 2007-001, Mrs. Adams has the authority to adjust the composition of the Negotiations Team as bargaining progresses, provided that the LTD Board of Directors approves all Negotiations Team members selected prior to the Negotiations Team conducting any deliberations in executive session.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 19, 2014

**ITEM TITLE:** BOARD MEMBER REPORTS

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

**ACTION REQUESTED:** None

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### BACKGROUND:

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

### MEETINGS HELD:

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

1. **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. At the January 21 meeting, the Committee continued its review of funded programs with a review of the White Bird Clinic's mental health transportation and Oakridge Dial-a-Ride programs. Also at the meeting, LTD staff provided updates on the Annual Route Review and the West Eugene EmX project.
2. **Main Street-McVay Governance Committee:** This committee was formed to provide informed direction and collaborative decision making to support the Main Street-McVay Transit Feasibility Study and four other concurrent projects along Main Street in Springfield. Board President Doris Towery and Board Member Michael Dubick are LTD's representatives on this committee, which is scheduled to meet on the fourth Thursday of the month. At the January 23 meeting, the Main Street Governance Team directed LTD and City of Springfield staff to complete organization of a stakeholders' advisory group (SAG) for the Main Street-McVay project. At the next Governance Team meeting on February 23, staff will provide an overview of the SAG protocols and project scope for their review and approval.
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 February 6 meeting, LTD's draft Long-Range Transit Plan was presented, and ConnectOregon V grant applications submitted within the MPO also were presented.

4. **Eugene 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. At the February 11 meeting, the draft list of projects to be included in the Transportation System Plan (TSP) and their proposed timeframes for construction were reviewed.

#### **OTHER ACTIVITIES:**

1. **United Front:** Board President Doris Towery and Government Relations Manager Edward McGlone represented LTD on this year's United Front trip to Washington, D.C. on January 26-30. During the trip, Ms. Towery and Mr. McGlone met with the Federal Transit Administration to update them on progress on the West Eugene EmX Extension and to discuss federal State of Good Repair rulemaking. Additionally, they met with Senate Banking Committee staff to advocate for MAP-21 reauthorization. LTD was offered the opportunity to provide input about how to shape New and Small Starts funding for Bus Rapid Transit programs in the next version of MAP-21. Ms. Towery and Mr. McGlone also met with Congressman Peter DeFazio, Senators Ron Wyden and Jeff Merkley, the Federal Emergency Management Agency, and the Federal Highway Administration.

#### **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. The next meeting is scheduled to be held on February 27.
2. **LTD Board Service Committee:** The Board Service Committee is composed of Chair Ed Necker and Board Members Gary Gillespie and Michael Dubick. Meetings are scheduled on an as-needed basis. The next meeting is scheduled to be held on March 4.
3. **EmX Steering Committee:** The EmX Steering Committee generally meets quarterly and is composed of Chair Gary Gillespie, Board President Doris Towery, Board Member Carl Yeh, members of local units of government, and community representatives. The next meeting is scheduled to be held on March 4.
4. **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 February 11 meeting was canceled. The next meeting is tentatively scheduled to be held on March 11.
5. **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 February 12 meeting was canceled. The next meeting is scheduled to be held on March 12.
6. **LTD Pension Trusts:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. LTD Board Member Gary Gillespie serves as a trustee for both plans. The next meeting is scheduled to be held on March 21.
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.

8. **Governor's Oregon Passenger Rail Leadership Council**: Governor Kitzhaber created a leadership council of officials from the Willamette Valley to advise the governor and the Oregon Transportation Commission on a preferred alignment for inter-city passenger rail improvements. LTD Board Member Gary Gillespie represents LTD on the Leadership Council, with LTD General Manager Ron Kilcoyne serving as alternate. The next meeting has not yet been scheduled.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 19, 2014

**ITEM TITLE:** WEST EUGENE EmX EXTENSION PROJECT UPDATE

**PREPARED BY:** Tom Schwetz, Planning and Development Manager

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

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### **BACKGROUND:**

The West Eugene EmX Extension (WEEE) has obtained all necessary local, state, and federal approvals. The project has passed 30-percent design, with construction due to begin as early as July 2014. Staff will provide an update on the project at the Board's February 19 meeting.

Prior to drawing on federal funds designated for the project, a Small Starts Grant Agreement (SSGA) must be signed with the Federal Transit Administration. Passing the 30-percent design milestone represents a point in the design process where uncertainty around major design elements has been resolved. This resolution in the design means that staff have more certainty around the overall project cost estimate, which is an important step prior to entering into the SSGA.

Project staff are actively communicating with property owners and businesses affected by 30-percent design changes that have been made since development of the earlier concept plan. In most cases, the changes are positive and property impacts will decrease. At the Board's February 19 meeting, project staff will provide further information about the design refinement and the plans for business support and continued outreach as staff prepare for the construction phase.

**ATTACHMENT:** None.

**PROPOSED MOTION:** None.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 19, 2014

**ITEM TITLE:** JANUARY FINANCIAL STATEMENTS

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

**ACTION REQUESTED:** None

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**BACKGROUND:**

In order to allow staff more month-end processing time while continuing to provide financial information to the Board on a timely basis, monthly financial reports are 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 January report will be posted on February 18.

**ATTACHMENT:** None

**PROPOSED MOTION:** None

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## AGENDA ITEM SUMMARY

**DATE:** February 19, 2014

**ITEM TITLE:** JANUARY 2014 GRANT REPORT

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

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

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### BACKGROUND:

The Monthly Grant Report for activity through January 31, 2014, 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 consideration. Surface Transportation Program (STP) funds for 2014 have been made available, so a transfer request from the Federal Highway Association (FHWA) to FTA was submitted in December. The transfer has yet to be submitted to FHWA because an error in the Statewide Transportation Improvement Program (STIP) needs to be corrected prior to the transfer being submitted. The error is scheduled to be corrected by February 17, 2014. This is the first step in the grant process for these funds. Funding in the amount of \$3,177,905 was requested for the following:

- Point2point at Lane Transit District -- \$407,100
- Bike Sharing Study -- \$100,000
- Pavilion Station Construction -- \$400,000
- Northwest Eugene-LCC Transit Corridor Plan -- \$584,780
- Replacement Buses -- \$1,686,025

#### 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 SuperACT on September 12, 2013, 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 composed 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 11<sup>th</sup> 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 11<sup>th</sup> 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 11<sup>th</sup> 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 11<sup>th</sup> 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

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OR-03-0122 - FTA 5309 Small Starts	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
13.13.06 EmX Vehicles	-	1,555,073.75	1,555,073.75	-
14.01.10 Guideway	-	4,300,805.32	3,398,470.97	902,334.35
14.02.20 Stations & Stops	-	743,703.39	855,285.99	(111,582.60)
14.04.40 Sitework & Special Conditions	-	11,241,013.34	10,894,235.61	346,777.73
14.05.50 Systems	-	2,229,930.78	1,886,329.31	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	210.00	7,721,200.00	8,432,477.78	(711,277.78)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	210.00	30,808,867.00	28,525,543.83	2,283,323.17

OR-04-0030 - FTA 5309 Bus and Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.04 Paratransit replacement vehicles	-	700,000.00	700,000.00	-
11.13.04 Paratransit expansion vehicles	-	140,000.00	140,000.00	-
11.32.20 Misc Passenger Boarding Improvements	-	410,000.00	130,271.91	279,728.09
	-	1,250,000.00	970,271.91	279,728.09

OR-04-0041 - FTA 5309 VTCLI	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Call Center Software	148.00	1,062,000.00	37,175.42	1,024,824.58
11.62.02 Call Center Telephone System	-	298,000.00	275.93	297,724.07
	148.00	1,360,000.00	37,451.35	1,322,548.65

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	470,854.45	33,715.55
11.80.00 Program Administration	-	18,090.00	18,090.00	-
30.09.01 Employment Transportation Options	-	363,232.00	363,231.70	0.30
	-	1,311,695.00	852,176.15	459,518.85

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	2,664.00	937,500.00	88,588.45	848,911.55

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



OR-90-X152 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 40' Gillig Low Floor Bus	-	2,787,360.00	2,787,360.00	-
11.12.01 Finance & Int. Costs Gillig Bus Purch	-	186,499.00	186,498.55	0.45
11.13.01 40' Gillig Low Floor Bus	-	1,000,850.00	1,000,849.78	0.22
11.23.01 Extend EmX Lanes	-	201,520.00	201,520.52	(0.52)
11.32.02 River Road Station Land	-	2,261,504.00	2,261,504.46	(0.46)
11.32.06 Franklin EmX Fare Machines	-	350,000.00	350,000.00	-
11.42.07 Hardware	860.00	1,460,900.00	1,101,115.53	359,784.47
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	-
	860.00	18,531,037.00	18,045,319.70	485,717.30

OR-90-X161 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Software	9,368.00	500,000.00	244,029.80	255,970.20
11.42.09 (01) Security Improvements	2,720.00	150,000.00	90,314.38	59,685.62
11.42.09 Security Improvements	-	91,250.00	91,250.00	-
11.42.11 Support Vehicles	-	60,000.00	60,000.00	-
11.42.20 Miscellaneous equipment	-	100,000.00	21,443.80	78,556.20
11.43.03 Improvements	1,921.00	600,000.00	540,257.54	59,742.46
11.71.12 Vanpools	-	102,125.00	102,125.00	-
11.7A.00 Prevent_Maint_2	6,457.00	4,626,638.00	4,086,714.02	539,923.98
11.7A.00 Preventive Maintenance	-	7,500,000.00	7,500,000.00	-
	20,466.00	13,730,013.00	12,736,134.54	993,878.46

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	5,206.00	2,340,354.00	1,965,041.79	375,312.21
11.7F.00 Gateway SmartTrips	-	100,301.00	100,301.00	-
	5,206.00	2,440,655.00	2,065,342.79	375,312.21

OR-95-X035 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.72.11 Rideshare	-	354,787.18	358,633.71	(3,846.53)
11.72.11 Safe Routes to School	1,453.00	83,584.00	23,038.51	60,545.49
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	-
	1,453.00	1,047,911.00	987,365.51	60,545.49



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	-	441,436.00	441,436.00	-
11.7L.00 Safe Routes-School Districts	-	129,834.00	65,968.77	63,865.23
11.7L.00 SmartTrips 2	5,008.00	384,487.00	203,575.57	180,911.43
44.23.02 Bike Parking Study	-	100,301.00	99,940.50	360.50
	<u>5,008.00</u>	<u>1,613,285.00</u>	<u>1,368,147.84</u>	<u>245,137.16</u>

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 19, 2014

**ITEM TITLE:** DEPARTMENT REPORTS

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

**ACTION REQUESTED:** None

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**BACKGROUND:**

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

**ATTACHMENT:** Monthly Department Reports, February 19, 2014

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## MONTHLY DEPARTMENT REPORTS

February 19, 2014

### Government Relations

*Edward McGlone, Government Relations Manager*

January was a very busy month for the Government Relations Department. In mid-January, LTD hosted its state legislative delegation at the annual Legislator Breakfast. In attendance were Representatives John Lively, Nancy Nathanson, Phil Barnhart, and Paul Holvey, and Senators Lee Beyer and Floyd Prozanski. Board President Doris Towery was joined by Board Members Gary Wildish and Gary Gillespie. The Legislator Breakfast allowed LTD to update elected officials about the status of West Eugene EmX and the Annual Route Review, and to discuss legislative priorities for 2014.

On January 26-30, Edward McGlone and Ms. Towery participated in the annual United Front trip to Washington, D.C. The purpose of the trip was to connect with Oregon's congressional delegation to discuss key ways that Congress can help enable the region to achieve its priorities, and also to meet with staff at federal agencies to discuss grant applications, provide project updates, and network. LTD participated in meetings with Congressman Peter DeFazio, Senators Ron Wyden and Jeff Merkley, and staff from the Senate Banking Committee, the Federal Transit Administration, the Federal Highway Administration, and the Federal Emergency Management Agency (FEMA). LTD also participated in two small group discussions with other United Front partners and various federal agency representatives regarding economic development.

Mr. McGlone also provided information to legislators in advance of the February 2014 Legislative Session and helped draft support letters for electronic fare privacy legislation and a University of Oregon bond request.

### Customer Services and Planning

*Andy Vobora, Director of Customer Services and Planning*

#### **MARKETING AND COMMUNICATIONS**

*Russ Arnold, Marketing Supervisor*

Planning continues with the Willamalane 1-Pass with marketing set to take place in March.

The Annual Route Review began with LTD's outreach survey that was made available for customers at the Good Earth Home Show on January 24-26. Outreach will continue through the end of March with messages reported in *Bus Talk*, and posted at the Eugene and Springfield Stations, on Facebook, and on LTD's website. There will be plenty of opportunities for the community to provide feedback. Below is a list of some venues:

### **Open Houses**

- Thursday, February 20, 6:00 p.m.: Centennial Elementary School Library, 1315 Aspen Street
- Wednesday, February 26, 6:00 p.m.: River Road Park Annex, 1055 River Road
- Tuesday, March 4, 6:00 p.m.: Springfield Relief Nursery, 850 South 42<sup>nd</sup> Street

### **Neighborhood Meeting**

- Tuesday, February 25, 7:00 p.m.: Neighborhood Leaders Council, 99 West 10<sup>th</sup> Avenue, Sloat Room

### **LTD Board Public Hearings**

- Wednesday, March 19, 5:30 p.m.: Lane Community College Downtown Center, 101 W. 10<sup>th</sup> Avenue
- Monday, April 7, 5:30 p.m.: Bascom-Tykeson Rooms, Eugene Library, 100 W. 10<sup>th</sup> Avenue

## **ACCESSIBLE AND CUSTOMER SERVICES**

*Cosette Rees, Accessible and Customer Services Manager*

**Non-Emergency Medical Transportation:** January at the RideSource Call Center (RSCC) brought an increase of individuals eligible for medical transportation, expanding benefits from Oregon Health Plan Plus participants (OHP Plus) to general OHP-eligible participants. This increased the number of people who were eligible for transportation benefits from 55,000 individuals to 78,000 individuals. This represents a 42 percent increase, which is a much higher increase than the Oregon Health Authority had originally forecasted. This increase strained RSCC customer service representatives as well as the individuals who provide our eligibility assessments. Most importantly, it strained our capacity to provide the service. LTD depends on and partners with private taxi providers to deliver the service. Although some providers increased their capacity through additional vehicles and operators in anticipation, this sharp increase created a real capacity issue to meet the influx of demand. All partners responded quickly to ensure that customers received necessary trips, and we are now beginning to settle into a new "normal" with regards to new eligible participants and program trips.

**RideSource Call Center Software:** LTD has selected Novus, a product of Trapeze, to replace the software used to coordinate functions of the RideSource Call Center (RSCC). Staff are in the process of identifying the scope of work to complete the contract. This software is funded through a Veteran's Transportation and Community Living Initiative grant. It will serve to more efficiently integrate the functions of the RSCC, and enhance the resources and tools available to better serve our customers. We expect that the installation, testing, and implementation will take several months.

**FACILITIES**

*Joe McCormack, Facilities Manager*

There is no Facilities Department Report this month.

**PLANNING AND DEVELOPMENT**

*Tom Schwetz, Planning and Development Manager*

The Planning and Development team is working on final edits for the Long-Range Transit Plan, which will be presented to the Board for adoption at its March 19 meeting.

The project team for the Eugene Bike Share Feasibility Study is holding stakeholder meetings and an open house in February. The feasibility study is anticipated to be completed in May 2014.

**POINT2POINT**

*Theresa Brand, Transportation Options Manager*

Point2point staff have assembled data and results from 2013 program efforts and will complete the 2013 Annual Report by mid-February. This information will be sent to the LTD Board and to the Metropolitan Policy Committee in March.

Staff are working closely with jurisdictional partners in order to enhance information and features on the Point2point website. This work should take place during the next six months.

**Drive Less Connect**

<b>Drive Less Connect Statistics</b>	<b>January 2014</b>
New Users	32
Cumulative Active Registrants	969
Cumulative Inactive Registrants	941
Total Cumulative Registrants	1910
Number of Ridematch Searches Performed	60
Number of successful Matches	33
Success Ridematch percentage	55%
Ridematch Requests Sent	25
Number of people reporting trips	115
Non-SOV Miles logged	31,885



**Vanpool Program**

	Number of Vanpools	Average Number of Riders	Total Passenger Miles	Total Vehicle Miles Reduced (VMR)	CO <sub>2</sub> Reduced (pounds)
2013	14	85.9	2,264,234	1,720,818	1,376,654
2012	10	66.4	1,774,657	1,348,739	1,078,992
2011	8	60.4	1,642,696	1,248,449	998,759
2010	7	51.4	1,587,858	1,206,772	965,418

**Employer Programs**

- Gallagher Financial Services, with five employees, cancelled its group pass contract due to budget constraints.
- Point2point staffed a booth at Lane Community College's employee health and benefit fair. More than 300 employees attended.

**CarShare**

In September three University of Oregon cars were opened for use by the community.

2013 Measurements	Number of Cars	New Members	Quit Members	Total Members	Members per Car	Hours Used
January	4	2	2	98	25	201.75
February	4	7	1	104	26	241.75
March	4	8	0	112	28	309.00
April	4	6	4	114	29	203.50
May	4	5	2	117	29	335.00
June	4	7	1	123	31	251.75
July	4	3	2	124	31	402.75
August	4	6	1	129	32	490.25
September	4	13	1	138	35	517.75
October	7	6	0	144	21	530.25
November	7	8	1	151	22	531.25
December	7	2	1	152	22	485.75

**School Services**

Bus pass stickers have been distributed to 75 percent of students with student body cards at Hamlin Middle School. Hamlin staff have received numerous phone calls from appreciative families. Keith Hollenbeck, a University of Oregon professor and former Springfield Public Schools employee, has offered to analyze the attendance data upon the study's completion.

**SmartTrips**

Planning is underway for the forthcoming SmartTrips Springfield program slated to launch in late spring. Staff are closely coordinating efforts with the City of Springfield and will coordinate timing of the launch according to the City’s recommendations and parallel project work in and around the Main Street area.

**Business Commute Challenge**

The second annual 2014 Business Commute Challenge (BCC) “mini” Challenge was held on January 15–17, 2014, over three cold and foggy days. There were 260 participants (a 25 percent increase over last year) who saved more than 2,890 miles in one day. More than half of the participants (132) were new to the BCC “mini” Challenge. Thirty nine participants who drive alone during the winter months chose to get out of their cars and bicycle, ride the bus, walk, carpool, or work from home.

**Transit Operations**

*Mark Johnson, Director of Transit Operations*

**The Latest Snow Storm**

This winter is becoming more challenging with another severe snowstorm hitting the area on February 6 and 7, followed by an ice storm that dropped trees and branches around the area, which resulted in several power outages. LTD employees again stepped up and did all that was necessary to keep some level of service on the road. And it was a challenge; but staff and bus operators were able to improvise when needed, innovate when necessary, and, ultimately, keep service running and keep LTD customers informed of the ever changing dynamics resulting from multiple street closures and impassable roads and fallen trees. It was a great team effort under very difficult conditions.

**Maintenance**

*George Trauger, Director of Maintenance*

There is no Maintenance Department Report this month.

**Finance and Information Technology**

*Diane Hellekson, Director of Finance and Information Technology*

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

## **Human Resources and Risk Management**

*Mary Adams, Director of Human Resources and Risk Management*

### **Labor Relations**

The first labor negotiations session has been scheduled for Monday, March 3. At this meeting, General Manager Ron Kilcoyne will give a State of the District report.

### **Recruitment and Personnel**

*David Collier, Senior Human Resources Analyst*

- Maintenance Department's Steve Warner was promoted to journey-level mechanic from general service worker. Steve was hired in 2008.
- Eight new bus operators will begin work on February 17.
- General Administration conducted interviews of seven candidates for the administrative secretary position. More than 120 applications were received. It is hoped that the position will be filled by early March.
- Finance is currently recruiting for a CPA/Chief Accountant and a Purchasing Manager. These positions close on February 7 and February 21, respectively.

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** February 19, 2014

**ITEM TITLE:** MONTHLY PERFORMANCE REPORTS

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

**ACTION REQUESTED:** None

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**BACKGROUND:**

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

**ATTACHMENTS:**

- 1) December 2013 RideSource Activity and Productivity Report
- 2) *(The link to the January 2014 Performance Reports will be sent out electronically with the financial reports on or before February 18.)*

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## Special Mobility Services: RideSource Activity and Productivity Information

December-13	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
<b>RideSource Ridership</b>	12,320	13,584	-9.3%	91,528	93,557	-2.2%	187,865	192,020	-2.2%
RideSource(All Modes)	10,982	12,200	-10.0%	79,120	79,568	-0.6%	160,921	160,642	0.2%
Shopper	472	464	1.7%	3,283	3,139	4.6%	6,587	6,138	7.3%
Escort Volunteers-Metro	482	465	3.7%	5,354	4,960	7.9%	11,259	11,807	-4.6%
Escort Volunteers-Rural	384	455	-15.6%	3,771	5,890	-36.0%	9,098	13,433	-32.3%
<b>RideSource Cost per Ride</b>	\$ 28.17	\$ 25.94	8.6%	\$ 24.66	\$ 24.04	2.6%	\$ 24.15	\$ 23.18	4.2%
RideSource(All Modes)	\$ 30.37	\$ 27.89	8.9%	\$ 27.40	\$ 27.11	1.1%	\$ 27.07	\$ 26.53	2.0%
RideSource Shopper	\$ 16.25	\$ 15.13	7.4%	\$ 13.96	\$ 14.30	-2.4%	\$ 13.82	\$ 14.50	-4.7%
RideSource Escort	\$ 6.74	\$ 5.48	23.0%	\$ 4.71	\$ 4.35	8.2%	\$ 4.48	\$ 3.99	12.2%
<b>Ride Reservations</b>	13,777	13,414	2.7%	87,909	86,291	1.9%	176,569	173,340	1.9%
Cancelled Number	2,902	1,404	106.7%	9,260	7,335	26.2%	16,755	15,654	7.0%
Cancelled % of Total	21.06%	10.47%		10.53%	8.50%		9.49%	9.03%	
No-Show Number	99	182	-45.6%	794	1009	-21.3%	1,731	2,001	-13.5%
No-Show % of Total	0.72%	1.36%		0.90%	1.17%		0.98%	1.15%	
Ride Refusals Number	0	1	-1	0	1	-100.0%	1	3	-66.7%
Ride Refusals % of Total	0.00%	0.01%		0.00%	0.00%		0.00%	0.00%	
<b>Service Hours</b>	7,092	7,401	-4.2%	47,760	47,012	1.6%	95,321	93,567	1.9%
Agency Staff	7,006	7,271	-3.6%	46,960	45,874	2.4%	93,615	91,173	2.7%
Agency SMS Volunteer	86	130	-33.8%	800	1,138	-29.7%	1,706	2,394	-28.7%
Avg. Trips/Service Hr.	1.62	1.71	-5.3%	1.73	1.76	-1.7%	1.76	1.78	-1.1%
<b>RideSource System Miles</b>	83,318	91,603	-9.0%	588,179	590,113	-0.3%	1,186,629	1,170,895	1.3%
Avg. Miles/Trip	7.27	7.23	0.6%	7.14	7.13	0.0%	7.08	7.02	0.9%
Miles/Vehicle Hour	11.75	12.38	-5.1%	12.32	12.55	-1.9%	12.45	12.51	-0.5%

## Special Mobility Services: RideSource Activity and Productivity Information

December-13	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
<b>On-Time Performance %</b>	87.9%	87.8%	0.1%	88.9%	88.8%	0.2%	88.6%	88.6%	0.1%
Sample	9,680	10,932		70,232	71,468		143,263	143,504	
On-Time	8,504	9,598		62,468	63,463		126,972	127,117	

- 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:** February 19, 2014

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

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

**ACTION REQUESTED:** None

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### BACKGROUND:

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

- A. **Board Strategic Planning Session**: Budget Committee members will be invited to participate in a Board strategic planning session that is being scheduled for early March.
- B. **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 March 19 regular Board meeting.
- C. **SmartTrips Program**: An update on the *SmartTrips* program will be presented to the Board during the March 19 regular Board meeting.
- D. **Oakridge Service**: At the March 19 regular Board meeting, staff will report on planned changes in the general public demand response service in Oakridge.
- E. **FY 2014 Service Recommendation and Pricing Plan**: Public hearings on proposed changes to routes, schedules, and the pricing plan will be held on March 19 and April 7. 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.
- F. **Capital Improvements Program**: A public hearing will be held regarding the FY 2015-24 Capital Improvements Program during the March 19 regular Board meeting, with Board approval requested at the April 16 regular Board meeting.
- G. **Long-Range Financial Plan**: Approval of the FY 2015-24 Long-Range Financial Plan will be requested at the April 16 regular Board meeting.
- H. **Economic Analysis Process**: The final report on the economic analysis will be returned to the Board for consideration in the spring.

- I. **Budget Committee Appointment:** The Budget Committee member appointed by the LTD Subdistrict 2 Board member has submitted his resignation. An appointment to fill the vacant position will be approved at a Board meeting by late spring.
- J. **Budget Committee Meetings:** The LTD Budget Committee is scheduled to meet on May 21, following the regular Board meeting, and again on May 22, if needed.
- K. **Regional Transportation Options Plan (RTOP):** Board adoption of this plan is planned for late spring or early summer.
- L. **Annual Performance Report:** Staff will provide a FY 2012-13 Performance Report to the Board at a future meeting.
- M. **Bicycle Parking Study:** An overview of the Draft Regional Bicycle Parking Study will be presented to the Board at a future meeting.
- N. **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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