



Public notice was given to *The Register-Guard* for publication on June 12, 2014.

**LANE TRANSIT DISTRICT
REGULAR BOARD MEETING**

Wednesday, June 18, 2014

5:30 p.m.

LTD Board Room

3500 E. 17th Avenue, Eugene

(Off Glenwood Boulevard in Glenwood)

A G E N D A

Page No.

- I. CALL TO ORDER
- II. ROLL CALL
Yeh _____ Towery _____ Wildish _____ Necker _____
Grossman _____ Dubick _____ Gillespie _____
- III. PRELIMINARY REMARKS BY BOARD PRESIDENT (5 minutes)
- IV. COMMENTS FROM THE GENERAL MANAGER (2 minutes) 4
- V. ANNOUNCEMENTS AND ADDITIONS TO AGENDA (2 minutes) 5
- VI. BOARD CALENDARS (1 minute) 6
- VII. EMPLOYEE OF THE MONTH – JULY 2014 (5 minutes) 7
[Mark Johnson]
- VIII. 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.*
- IX. ITEMS FOR ACTION AT THIS MEETING
 - A. Consent Calendar (1 minute) 8
 - 1. Minutes of the May 12, 2014, Special Board Meeting (Page 9)
 - 2. Resolution Reaffirming LTD's District Boundaries (Page 15)

- B. Approval of Fiscal Year 2013-14 Supplemental Budget (5 minutes) 17
[Todd Lipkin]
- C. Public Hearing and Adoption of Fiscal Year 2014-15 Budget (10 minutes) 20
[Todd Lipkin]
 - 1. Staff Presentation
 - 2. Opening of Public Hearing by Board President
 - 3. Public Testimony
 - Each speaker is limited to three (3) minutes
 - 4. Closing of Public Hearing
 - 5. Board Discussion and Decision
- D. Revised Service Policy (15 minutes) 26
[Tom Schwetz]
- E. Election of Board Officers (5 minutes) 27
[Doris Towery]
- X. ITEMS FOR INFORMATION AT THIS MEETING
 - A. Board Member Reports (10 minutes) 38
 - 1. Meetings Held
 - a. Lane Area Commission on Transportation (LaneACT) – May 14 and June 11
 - b. Accessible Transportation Committee (ATC) – May 20 and June 17
 - c. Main Street Projects Governance Committee – May 22
 - d. LTD Board Human Resources Committee – May 27
 - e. Metropolitan Policy Committee (MPC) – June 5
 - f. LTD Pension Trusts – June 6
 - g. EmX Steering Committee – June 17
 - 2. No Meeting/No Reports
 - a. Lane Council of Governments (LCOG) Board of Directors
 - b. Eugene Transportation Community Resource Group (TCRG) For the Eugene Transportation System Plan (TSP)
 - c. LTD Board Service Committee
 - d. LTD Board Finance Committee
 - e. Governor’s Oregon Passenger Rail Leadership Council
 - B. Summer Board Meetings (5 minutes) 41
[Ron Kilcoyne]

C.	2014 Business Commute Challenge Report [Theresa Brand, Marcia Maffeij]	(10 minutes)	42
D.	New Website Review [Russ Arnold]	(10 minutes)	44
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G.	Monthly Department Reports (respond if questions)		52
H.	Monthly Performance Reports (respond if questions)		60
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A.	Main Street-McVay Transit Study (July or August)		
B.	Board Member Committee Assignments (September)		
C.	Guaranteed Maximum Price for West Eugene EmX (September)		
D.	West Eugene EmX Extension Art (September)		
E.	Safe Routes to School Report (September)		
F.	Regional Transportation Options Plan (RTOP) (September/October)		
G.	Pension Funding Policy (October)		
H.	Annual Performance Report (TBD)		
I.	Bicycle Parking Study (TBD)		
J.	High-capacity Transit Corridor Projects (TBD)		
XII.	ADJOURNMENT		

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

AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2014

ITEM TITLE: COMMENTS FROM THE GENERAL MANAGER

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENT: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2014

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

PREPARED BY: Jeanne Schapper, Executive Office Manager/Clerk of the Board

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENT: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2014

ITEM TITLE: BOARD CALENDARS

PREPARED BY: Jeanne Schapper, Executive Office Manager/Clerk of the Board

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

BACKGROUND:

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

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

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

Q:\Reference\Board Packet\2014\6\June 18 Reg Mtg\Calendar of Events Summary.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2014

ITEM TITLE: JULY EMPLOYEE OF THE MONTH

PREPARED BY: Jeanne Schapper, Executive Office Manager/Clerk of the Board

BACKGROUND:

July Employee of the Month: Bus Operator George Day has been selected to receive the July Employee of the Month award. George has received two Monthly Value awards and twelve Safe Driving awards since he joined LTD in May 1995. In addition, he was a prior recipient of the Employee of the Month award, having received the award in April 2001.

George was nominated separately for this award by a passenger and a coworker who wished to recognize him for his ceaseless courtesy and consideration. The coworker witnessed such a display of kindness recently. As George was preparing to take a short break, he observed a visually impaired individual who needed assistance. George spent his break period escorting this individual to the Eugene Library. George has been observed assisting other customers in similar fashion on many occasions.

When asked to comment on George's selection as Employee of the Month, Transit Operations Field Supervisor Josh Schmit said:

In the time that George has been with LTD, he has received 22 Employee of the Month nominations. This is truly a testament to the type of operator that George is. George has been a great addition to the LTD family, and I have noticed his ability to handle many difficult situations. His is a very capable bus operator, which is demonstrated by his 12 years of safe driving. George has a wonderful personality and is well liked by his fellow employees.

George continues to have a positive effect on his coworkers, and his sense of humor is a great benefit to the many people of whom he comes in contact. George's commitment to quality, customer service, and building positive relationships has made many friends in the community on behalf of LTD. He is an exemplary employee who is a true asset to this organization. I know that he will continue to do great things, and he is very deserving of the Employee of the Month award.

AWARD:

George will attend the June 18, 2014, meeting to be introduced to the Board and to receive his award.

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2014

ITEM TITLE: CONSENT CALENDAR

PREPARED BY: Jeanne Schapper, Executive Office Manager/Clerk of the Board

ACTION REQUESTED: Approval of Consent Calendar Items

BACKGROUND:

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

The Consent Calendar for June 18, 2014:

- 1) Approval of the Minutes of the May 12, 2014, Special Board Meeting
- 2) Approval of LTD Resolution No. 2014-017 Reaffirming LTD's District Boundaries

ATTACHMENTS: 1) Minutes of the May 12, 2014, Special Board Meeting
2) LTD Resolution No. 2014-017 Reaffirming LTD's District Boundaries

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

LTD Resolution No. 2014-016: It is hereby resolved that the Consent Calendar for June 18, 2014, is approved as presented.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Wednesday, May 12, 2014

Pursuant to notice given to *The Register-Guard* for publication on May 8, 2014, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special board meeting on Monday, May 12, 2014, beginning at 5:30 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Doris Towery, President
Ed Necker, Treasurer
Julie Grossman
Gary Wildish
Carl Yeh
Ron Kilcoyne, General Manager
Jeanne Schapper, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: Michael Dubick, Secretary
Gary Gillespie, Vice President

CALL TO ORDER/ROLL CALL: Ms. Towery convened the meeting of the Lane Transit District (LTD) Board at 5:37 p.m. and called the roll.

PRELIMINARY REMARKS BY BOARD PRESIDENT: None.

COMMENTS FROM THE GENERAL MANAGER: Mr. Kilcoyne reminded Board members to return their committee preference surveys to staff, and there would be election of officers at the June regular Board meeting.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: None.

BOARD CALENDARS: Mr. Kilcoyne reviewed activities planned for the months of May, June, and July 2014.

EMPLOYEE OF THE MONTH - JUNE 2014: The Board recognized Bus Operator Brian Penn as the June 2014 Employee of the Month.

Ms. Towery thanked Mr. Penn for his service and dedication to LTD's mission. She presented him with a certificate of appreciation, check, and pin commemorating his award. Mr. Penn thanked the Board for his award. He said that he enjoyed his job with LTD and expressed appreciation for his co-workers and customers.

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

Tom Schneider, Eugene, said that there were many people in the community who appreciate LTD's efforts to create social equity and healthy communities. He thanked Board members for their service and participation in community affairs. He said that injuries suffered in a bicycle accident six years ago prevented him from driving, and he used LTD's system extensively. He said that he appreciates the EmX expansion in West Eugene, which would promote business development and walking in the neighborhood. He hoped to see more timed walking signs like the timed bicycling signs, particularly at the new bus stations. It would encourage more people to walk. He said that walking was the most basic form of transportation, and most people who rode the bus got to the station on foot.

ITEMS FOR ACTION AT THIS MEETING:

MOTION **Consent Calendar:** Mr. Yeh moved adoption of LTD Resolution No. 2014-013: It is hereby resolved that the Consent Calendar for May 12, 2014, is approved as presented. Mr. Necker provided the second. The Consent Calendar consisted of the Minutes of the March 14, 2014, Board Strategic Planning Work Session; Minutes of the April 7, 2014, Special Board Meeting/Public Hearing; and Minutes of the April 16, 2014, Regular Board Meeting.

VOTE The motion was approved as follows:
AYES: Grossman, Necker, Towery, Yeh, Wildish (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Dubick, Gillespie (2)

Fiscal Year 2014-2015 Pricing Plan, and Second Reading and Adoption, Fare Ordinance No. 49, An Ordinance Setting Fares for Use of District Services: Mr. Kilcoyne stated that the proposed pricing changes had been presented and discussed at the previous meeting. The proposed changes were to the monthly pass and group pass rates.

MOTION Mr. Necker moved that Ordinance No. 49 be read by title only. Ms. Grossman provided the second.

VOTE The motion was approved as follows:
AYES: Grossman, Necker, Towery, Yeh, Wildish (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Dubick, Gillespie (2)

Ms. Towery read the ordinance title: ***Ordinance No. 49, an Ordinance Setting Fares for Use of District Services.***

MOTION Mr. Necker moved the following resolution: Resolution No. 2014-014: Be it resolved that the LTD Board of Directors hereby adopts Lane Transit District Ordinance No. 49, An Ordinance Setting Fares for Use of District Services. Ms. Grossman provided the second.

VOTE The motion was approved as follows:
AYES: Grossman, Necker, Towery, Yeh, Wildish (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Dubick, Gillespie (2)

MOTION **LTD Contract Review Board: Purchasing Policy Rules Update:** Mr. Wildish moved that the LTD Board of Directors convene as the LTD Contract Review Board. Mr. Necker provided the second.

VOTE The motion was approved as follows:
AYES: Grossman, Necker, Towery, Yeh, Wildish (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Dubick, Gillespie (2)

Purchasing Manager Jeanette Bailor said that the Purchasing Policy update included minor changes such as removing references to positions that no longer existed and incorporating current requirements of the Federal Transit Administration (FTA). She said that it also included a legislative change that allowed LTD to incorporate a 10 percent preference for locally fabricated or processed goods from businesses with home offices in Oregon. The preference did not apply if federal funds were used. She said that another change added a policy section No. 46 related to sustainable purchasing, such as life cycle costing, packaging and transportation costs, disposal and salvage costs, and operating costs.

Ms. Grossman asked if there was a qualitative measure for factors like life cycle costing. Ms. Bailor replied that when staff were developing a bid document, qualitative and quantitative measures were included for various factors to be considered during bid reviews.

Mr. Wildish asked if LTD's sustainability policy included the definition of "sustainability." Ms. Bailor said that LTD's Environmental and Sustainability Management System (ESMS) Core Team was working to develop sustainability practices throughout the District, and the inclusion of Section No. 46 in the Purchasing Policy was one example. She said that the team had overlying definitions of various terms.

Mr. Kilcoyne said that the Board had adopted an official sustainability policy in 2007, and updates and revised definitions were incorporated into that policy in 2013 to reflect the new system.

Ms. Bailor introduced Mary Talentinow, who would become the new purchasing manager upon Ms. Bailor's retirement at the end of May.

MOTION Mr. Yeh moved that the LTD Board of Directors, acting as the LTD Contract Review Board, hereby adopts LTD Resolution No. 2014-015, A Resolution Adopting the Lane Transit District's Purchasing Policy and Rules, as revised on May 12, 2014. Mr. Wildish provided the second.

VOTE The resolution was adopted as follows:
AYES: Grossman, Necker, Towery, Yeh, Wildish (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Dubick, Gillespie (2)

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

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: Mr. Kilcoyne reported that LTD's applications for *ConnectOregon V* funds had been forwarded to the SuperACT (Area Commission on Transportation), which was composed of the four ACTs in the region. He said that LTD's bridge project in West Eugene was ranked second. He said that the region was guaranteed \$4.2 million in *ConnectOregon V* funds

and that assured funding for the project. He said that the McVay EmX station project was ranked fifth and might possibly receive discretionary funds.

EmX Steering Committee Engagement: Planning and Development Manager Tom Schwetz said that the Committee was formed in 1998 with a mission to study the details of bus rapid transit (BRT). Since that time, two EmX corridors had begun operations, with a third under development and others being studied. He said that the Committee meetings now consist primarily of information updates, and members want to know how they can become more involved. Staff had considered ways to engage the Committee in higher strategic issues that related to EmX and build-out of the system and ways to use community leaders to help LTD's outreach efforts. He asked the Board to consider two questions that would help staff determine how best to survey the Committee members:

1. Is there a role or roles for an EmX Steering Committee at this time? If so, what roles would Board members describe for the Committee?
2. Assuming there are roles for the Steering Committee to play (or continue to play), how might we more fully engage the community leaders we have on the Committee?

Ms. Towery said that she was participating in Springfield's Main Street envisioning process, which included a stakeholder group, and saw a role for the EmX Steering Committee in advising the Board on matters related to that process and a potential EmX corridor. Senior Project Manager John Evans said that the tight timeframe for that envisioning process had precluded a formal role for the Steering Committee because it only met quarterly, although the Committee would receive updates, and its feedback would be provided to the Main Street Governance Team and the LTD Board.

Mr. Yeh said that he was a current EmX Steering Committee member and saw a future role for the Committee if its charge was updated to include perfection of the EmX experience and looking further into the future of the system.

Ms. Grossman said that there seemed to be a lack of understanding in the community about the vision for BRT and what it could become. EmX corridor projects appeared to be viewed in isolation as "the bus to nowhere" rather than as part of an integrated system serving the area's communities. She said that the Steering Committee could help spread the message of the ultimate vision for BRT in the region.

Mr. Schwetz agreed with Ms. Grossman. He said that the staff had discussed engaging Steering Committee members to the extent that they represented various communities and interests in the region in conversations about how EmX could facilitate the entities' broader visions.

Mr. Wildish commented that the Steering Committee was a good potential resource for helping people understand how EmX had achieved its goals. He said that the community needed to understand how EmX had surpassed performance expectations and the Steering Committee members could be good advocates for disseminating that message.

Ms. Towery said that the Steering Committee also should be asked who LTD should be speaking to in the coming community conversations about what people wanted and valued in the transit system.

Ms. Grossman suggested a discussion about incentivizing patronage of businesses along the corridor during construction and other innovative ways for LTD to be a good partner and mitigate construction impacts.

Economic Analysis: Government Relations Manager Edward McGlone stated that in November 2013, LTD commissioned a study by ECONorthwest regarding economic recovery in the region. He said that the study was necessary in order to consider a payroll tax increase as authorized by the legislature. The study included both the criteria required by statute and other discretionary criteria requested by the Board that would provide a more comprehensive picture of the community's economic status. He introduced Senior ECONorthwest Economist Andrew Dyke who would present a summary of the report titled *Recent Economic Performance of the Eugene-Springfield MSA*.

Dr. Dyke stated that the purpose of the report was to support the Board's decision making process. The report provided information about current economic conditions but did not make a determination of economic recovery or forecast future economic conditions. He said that data was analyzed related to the following economic indicators:

- Total employment
- Employment in selected industries
- Unemployment rate and size of the labor force
- Personal income by place of residence and by place of work
- Selected components of personal income
- Residential and commercial construction permits
- Number of business establishments

Dr. Dyke reviewed the sources of data analyzed in the study and noted that county level data was only available through 2012 and did not reflect recent acceleration in employment. He said that information on industrial and commercial construction permits was only available from the City of Eugene, not the entire region. The methodology reviewed indicators' current levels, as well as growth rates and trends compared to long-term trends in each indicator.

Dr. Dyke reviewed the summary and detailed findings for the economic indicators as set forth in the report, using line charts to illustrate growth and trends from 1991 to 2013 in each category. He invited questions and comments from the Board.

Mr. Yeh asked if data was available on corporate income. Dr. Dyke said that information was not available, particularly at the local level; but he felt that the data in the report was a good proxy for the small business sector.

In response to a question from Mr. Wildish, Dr. Dyke explained that *income by place of residence* took all of the residents in the area and totaled income from all sources, while *place of work earnings* only considered income derived from sources within the area. He said that the first measure reflected earnings power coming into the area.

Mr. Wildish asked if there was a correlation between the wage and salary growth rate and the employers' bottom line. Dr. Dyke said that there was a relationship as business conditions affected the extent to which an employer could hire additional workers or give raises. He said the chart of proprietors' income provided a picture of how well local smaller businesses were doing.

Mr. Wildish asked if proprietors' income represented gross sales. Dr. Dyke said that it was the business income owners reported, not gross sales. It was closer to profit than gross sales but not identical.

Ms. Grossman asked if there were any aberrations in local data compared to the same indicators at the state and national levels. Dr. Dyke replied that local trends were fairly consistent with those at the state and national levels; things were improving, but not quickly. There had been some

acceleration during the past several months, with the exception of a declining labor force. He noted that there was a data lag.

In response to a question from Mr. Wildish, Dr. Dyke said that the impact of federal stimulus packages in 2008-09 was buried in the data and likely reflected in some of the spikes in 2010-11. He did not see that as a major driver in recent trends.

Monthly Financial Report - April 2014: Finance Manager Todd Lipkin reported that fuel costs, at an average for the year of \$3.11/gallon, were still below the \$3.75 budgeted; and payroll taxes had increased 8 percent over the previous year. He expected that the year would end under budget, and a supplemental Medicaid budget would be presented to the Board in June to reflect the additional revenue necessary to fund the increased demand for services.

Mr. Lipkin noted that there would be a Budget Committee meeting on May 21, and the assumptions used to develop the proposed budget were reviewed in detail at the strategic work session in March 2014.

ADJOURNMENT: There was no further business, and Ms. Towery adjourned the meeting at 7:00 p.m.

LANE TRANSIT DISTRICT

ATTEST:

Michael Dubick
Board Secretary

Jeanne Schapper
Clerk of the Board



at your service

*Lane Transit District
P. O. Box 7070
Springfield, Oregon 97475
(541) 682-6100
Fax: (541) 682-6111*

**CONSENT CALENDAR ITEM:
RESOLUTION REAFFIRMING DISTRICT BOUNDARIES**

Prepared by Andy Vobora, Director of Customer Service and Planning
June 18, 2014

ACTION REQUESTED

Approval of resolution reaffirming District boundaries

BACKGROUND

Oregon Revised Statutes 267.207(3)(a) mandates that the boards of directors of transit districts annually determine the territory within which the system will operate. No changes are recommended to the LTD boundary for FY 2014-2015. Attached for the Board's approval, as part of the Consent Calendar for June 18, 2014, is a resolution reaffirming LTD's boundaries for the coming fiscal year.

CONSEQUENCES OF REQUESTED ACTION

The District will operate within the boundaries set forth in Ordinance No. 42.

ATTACHMENT

LTD Resolution No. 2014-017, A Resolution Reaffirming the Territory in the District Within Which the Transit System Will Operate in Accordance with Oregon Revised Statutes 267.207(3)(a).

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RESOLUTION

LANE TRANSIT DISTRICT

LTD Resolution No. 2014-017

A RESOLUTION REAFFIRMING THE TERRITORY IN THE DISTRICT
WITHIN WHICH THE TRANSIT SYSTEM WILL OPERATE IN
ACCORDANCE WITH OREGON REVISED STATUTES 267.207(3)(a)

WHEREAS, ORS 267.207(3)(a) requires that the Board of Directors of the Lane Transit District annually determine the territory in the District within which the transit system will operate;

THEREFORE, HEREBY BE IT RESOLVED, that for Fiscal Year 2014– 2015, the Lane Transit District will continue to operate service within the boundaries specified in Lane Transit District Ordinance Number 42.

June 18, 2014
Date Adopted

Board President

AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2014

ITEM TITLE: APPROVAL OF FISCAL YEAR 2013-2014 SUPPLEMENTAL BUDGET

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: Approve the resolution adjusting the Fiscal Year 2013-2014 Adopted Budget for the General Fund and the Medicaid Fund as described below.

BACKGROUND:

The FY 2013-2014 Adopted Budget is being adjusted for the following reasons:

General Fund

Transfer to Medicaid Fund – A \$25,000 transfer from the General Fund to the Medicaid Fund is needed to fund additional matching requirement for waived transportation services. Program usage has been higher than originally projected during FY 2013-2014 budget development.

Medicaid Fund

Resources – Increase Medicaid revenue by \$567,520 to fund additional trips under the Non-Emergency Medical Transportation (NEMT) Program. On January 1, 2014, approximately 18,000 additional individuals became eligible for this service leading to increased usage of the program. In addition, the Transfer from the General Fund is being increased by \$25,000 to fund the additional match requirements needed for the waived transportation program.

Requirements - The Medicaid program costs are being increased by \$768,220 to cover increased trips under the NEMT program. The Medicaid Non-Medical (Waivered) Program is being increased to cover the increased match requirement for the program.

RESULTS OF RECOMMENDED ACTION:

The FY 2013-2014 Adopted Budget will be modified for the noted changes so that anticipated expenditures and transfers will not exceed amended appropriations as required by Oregon Local Budget Law.

ATTACHMENT: LTD Resolution No. 2014-018

PROPOSED MOTION: I move approval of LTD Resolution No. 2014-018, which amends the LTD Fiscal Year 2013-2014 budget as represented in the resolution.

2013-14 supplemental budget summary.docx

LANE TRANSIT DISTRICT RESOLUTION NO. 2014-018

Be it resolved that appropriations for the Fiscal Year 2013-2014 Budget adopted by the Lane Transit District Board of Directors be adjusted as indicated below.

General Fund

Transfer to Medicaid Fund	147,200	25,000	172,200
Operating Contingency	1,000,000	<u>(25,000)</u>	975,000
Changes to General Fund		<u><u>-</u></u>	

Medicaid Fund

Resources			
Medicaid	5,066,200	567,520	5,633,720
Transfer from General Fund	147,200	<u>25,000</u>	172,200
		<u><u>592,520</u></u>	

Requirements			
Medicaid	5,066,200	768,220	5,834,420
Medicaid Non-Medical (Waivered)	668,200	25,000	693,200
Contingency	200,700	<u>(200,700)</u>	-
		<u><u>592,520</u></u>	

AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2014

ITEM TITLE: ADOPTION OF FISCAL YEAR 2014-2015 BUDGET

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: (1) Hold a public hearing on Fiscal Year 2014-2015 Budget
(2) Adopt Fiscal Year 2014-15 Budget by attached resolution

BACKGROUND:

The LTD Budget Committee approved the budget for Fiscal Year 2014-2015 on May 21, 2014. The fixed-route operating budget is \$40,878,400. The grand legal total of all combined funds plus reserves and transfers is \$183,751,400. A public hearing on the budget must be held, and budget law requires that the Board of Directors must adopt a final budget before July 1, 2014.

The budget described in the attached resolution for all Lane Transit District funds is the same as the authorized spending in the budget for FY 2014-2015 approved by the LTD Budget Committee on May 21. Following the close of the public hearing, the Board must act to either adopt the budget as presented or amend the budget and then adopt it.

Budget highlights and a brief overview will be presented at the June 19 Board meeting. A copy of the final budget document will be provided to each member of the Budget Committee following adoption of a FY 2014-2015 budget.

RESULTS OF RECOMMENDED ACTION:

Staff will file the adopted budget with the State of Oregon, as required, and the new budget will become the FY 2014-2015 business plan beginning July 1, 2014.

ATTACHMENTS:

- (1) Lane Transit District Resolution No. 2014-019
- (2) General Fund Approved Budget
- (3) Accessible Services Fund Approved Budget
- (4) Medicaid Fund Approved Budget
- (5) Capital Projects Fund Approved Budget

PROPOSED MOTION: I move approval of Resolution No. 2014-019, adopting the LTD Fiscal Year 2014-2015 approved budget as presented and appropriating \$183,751,400 as represented in the resolution.



LANE TRANSIT DISTRICT RESOLUTION NO. 2014-019

BE IT RESOLVED that the Board of Directors of Lane Transit District hereby adopts the budget for Fiscal Year 2014-2015 in the total combined fund sum of \$183,751,400 now on file at the Lane Transit District offices.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2014, and for the purposes shown below are hereby appropriated as follows:

<u>GENERAL FUND - OPERATING BUDGET</u>	
Transit Services	\$40,878,400
 <u>GENERAL FUND - NON-OPERATING</u>	
Transfer to Accessible Services Fund	1,979,700
Transfer to Medicaid Fund	172,000
Transfer to Capital Projects Fund	3,351,100
Operating Contingency	1,000,000
Other Contingency	12,677,200
Self-Insurance Contingency	<u>1,000,000</u>
Total Non-Operating	<u>20,180,000</u>
 Total General Fund	 <u>61,058,400</u>
 <u>ACCESSIBLE SERVICES FUND</u>	
Transit Services	6,487,200
Transfer to Capital Projects Fund	168,000
Operating Contingency	<u>183,700</u>
Total Accessible Services Fund	<u>6,838,900</u>
 <u>MEDICAID FUND</u>	
Transit Services	7,278,900
Operating Contingency	<u>181,600</u>
Total Medicaid Fund	<u>7,460,500</u>
 <u>CAPITAL PROJECTS FUND</u>	
Capital Outlay	108,146,400
Capital Reserve	<u>247,200</u>
Total Capital Projects Fund	<u>108,393,600</u>

June 18, 2014
Date Approved

Board President

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**Lane Transit District
General Fund
Fiscal Year 2014-2015**

Resources	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed	FY 2014-15 Approved
Beginning Working Capital	\$12,565,833	\$12,305,770	\$14,127,400	\$15,898,630	\$16,830,100	\$16,830,100
Operating Revenues (Passenger Fares)						
Cash Fares & Passes	4,069,258	4,317,886	4,349,800	4,396,340	4,456,700	4,456,700
Group Passes	2,669,139	2,596,422	2,704,000	2,540,000	2,667,000	2,667,000
	\$6,738,397	\$6,914,308	\$7,053,800	\$6,936,340	\$7,123,700	\$7,123,700
Other Revenues						
Special Services	588,943	439,110	146,800	161,300	161,300	161,300
Advertising	281,500	287,500	255,000	310,000	310,000	310,000
Miscellaneous	211,334	311,389	151,000	261,490	101,700	101,700
Interest	58,897	72,833	50,000	85,000	90,000	90,000
Sales of Assets	45,103	39,635	15,000	15,000	15,000	15,000
Payroll Taxes	23,047,471	24,891,777	25,543,100	26,510,000	27,835,500	27,835,500
Self-employment Taxes	1,507,575	1,576,826	1,785,600	1,500,000	1,600,000	1,600,000
State-in-Lieu	1,869,854	1,941,063	1,820,000	2,040,000	2,040,000	2,040,000
Urbanized Area Formula Funds (5307)	4,494,164	5,107,370	5,016,000	5,066,000	4,911,100	4,911,100
Other Operating Grants	91,227	134,852	40,000	40,000	40,000	40,000
	\$32,196,068	\$34,802,355	\$34,822,500	\$35,988,790	\$37,104,600	\$37,104,600
Total Resources	\$51,500,298	\$54,022,433	\$56,003,700	\$58,823,760	\$61,058,400	\$61,058,400

Requirements	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed	FY 2014-15 Approved
Operating Requirements						
Personnel Services	25,460,045	26,612,484	28,388,700	28,156,900	29,966,300	30,091,300
Materials & Services	7,766,797	7,304,297	9,659,400	8,630,130	9,728,700	9,728,700
Insurance & Risk Services	1,028,842	1,211,535	1,064,900	947,200	1,058,400	1,058,400
	\$34,255,684	\$35,128,316	\$39,113,000	\$37,734,230	\$40,753,400	\$40,878,400
Transfers						
Transfer to Accessible Services Fund	1,906,944	1,395,490	2,635,400	2,302,950	1,979,700	1,979,700
Transfer to Medicaid Fund	0	0	147,200	163,780	172,000	172,000
Transfer to Capital Projects Fund	3,031,900	1,600,000	1,792,700	1,792,700	3,351,100	3,351,100
	\$4,938,844	\$2,995,490	\$4,575,300	\$4,259,430	\$5,502,800	\$5,502,800
Reserves						
Operating Contingency	0	0	1,000,000	0	1,000,000	1,000,000
Working Capital	0	0	10,315,400	0	12,802,200	12,677,200
Self-Insurance, Risk, and HRA Liability	0	0	1,000,000	0	1,000,000	1,000,000
	\$0	\$0	\$12,315,400	\$0	\$14,802,200	\$14,677,200
Total Requirements	\$39,194,528	\$38,123,806	\$56,003,700	\$41,993,660	\$61,058,400	\$61,058,400

Total FTE	303.03	310.03	313.27	313.27	313.27	313.27
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Percentage Change Analysis	FY 2012-13 Actual compared with FY 2011-12 Actual	FY 2013-14 Estimate compared with FY 2012-13 Actual	FY 2013-14 Estimate compared with FY 2012-13 Actual	FY 2014-15 Proposed compared with FY 2013-14 Budget	FY 2014-15 Approved compared with FY 2013-14 Budget
Total Resources	4.9%		8.9%	9.0%	9.0%
Total Revenues	7.1%		2.9%	5.6%	5.6%
Total Other Revenues	8.1%		3.4%	6.6%	6.6%
Total Passenger Fares	2.6%		0.3%	1.0%	1.0%
Total Requirements	-2.7%		10.2%	9.0%	9.0%
Total Reserves				20.2%	19.2%
Total Operating Requirements and Transfers	-2.7%		10.2%	5.9%	6.2%
Total Transfers	-39.3%		42.2%	20.3%	20.3%
Total Operating Requirements	2.5%		7.4%	4.2%	4.5%



**Lane Transit District
Accessible Services Fund
Fiscal Year 2014-2015**

Resources	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed	FY 2014-15 Approved
Beginning Working Capital	\$304,314	\$290,630	\$259,700	\$255,020	\$231,600	\$231,600
Operating Revenues						
State Special Transportation Funds (STF)	540,436	425,301	527,000	583,570	1,207,100	1,207,100
State Transportation Operating (STO)	55,844	55,848	53,800	55,900	55,900	55,900
Federal Elderly & Disabled Funds (5310)	1,136,784	1,747,800	987,300	926,220	1,136,400	1,136,400
Federal Non-Urbanized Area Formula Funds (5311)	142,382	147,142	151,600	151,030	154,100	154,100
Federal Job Access/Reverse Commute (JARC) Funds (5316)	187,838	235,399	211,300	212,420	286,900	286,900
Federal New Freedom (5317)	15,588	3,866	45,800	28,800	41,600	41,600
Other Federal Grants	695,295	983,184	969,500	1,210,880	1,310,200	1,310,200
Medicaid Medical	28,382	0	0	0	0	0
Farebox	317,527	336,202	342,300	329,500	337,500	337,500
Local Funds	92,700	90,000	91,500	91,500	97,900	97,900
Miscellaneous Income	200	50	0	0	0	0
Interest Income	1,028	1,096	0	0	0	0
Transfer from General Fund	1,906,944	1,395,490	2,635,400	2,302,950	1,979,700	1,979,700
	\$5,120,948	\$5,421,378	\$6,015,500	\$5,892,770	\$6,607,300	\$6,607,300
Total Resources	\$5,425,262	\$5,712,008	\$6,275,200	\$6,147,790	\$6,838,900	\$6,838,900

Requirements	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed	FY 2014-15 Approved
Operating Requirements						
Eugene/Springfield-Based Service						
ADA RideSource	4,203,432	4,486,213	4,866,800	4,884,770	5,268,900	5,268,900
Transit Training and Hosts	122,188	138,669	142,900	121,560	150,600	150,600
Special Transport	82,440	86,599	92,700	98,390	108,100	108,100
	\$4,408,060	\$4,711,481	\$5,102,400	\$5,104,720	\$5,527,600	\$5,527,600
Rural Lane County Services						
South Lane	94,779	102,210	110,400	110,440	115,000	115,000
Florence	156,324	165,576	168,700	178,150	188,100	188,100
Oakridge	183,852	196,855	222,800	203,000	243,200	243,200
	\$434,955	\$464,641	\$501,900	\$491,590	\$546,300	\$546,300
Other Services						
Mobility Management	132,098	160,413	178,500	180,000	260,000	260,000
Crucial Connections	0	0	9,000	3,260	9,300	9,300
Veterans Transportation	0	0	8,600	13,200	32,000	32,000
Lane County Coordination	134,457	113,219	96,100	100,000	112,000	112,000
	\$266,555	\$273,632	\$292,200	\$296,460	\$413,300	\$413,300
Total Operating Requirements	\$5,109,570	\$5,449,754	\$5,896,500	\$5,892,770	\$6,487,200	\$6,487,200
Transfer to Capital Fund	\$25,062	\$7,236	\$119,000	\$23,400	\$168,000	\$168,000
Contingency	\$0	\$0	\$259,700	\$0	\$183,700	\$183,700
Total Requirements	\$5,134,632	\$5,456,990	\$6,275,200	\$5,916,170	\$6,838,900	\$6,838,900

Percentage Change Analysis	FY 2012-13 Actual compared with FY 2011-12 Actual	FY 2013-14 Estimate compared with FY 2012-13 Actual	FY 2014-15 Proposed compared with FY 2013-14 Budget	FY 2014-15 Approved compared with FY 2013-14 Budget
Total Resources	5.3%	7.6%	9.0%	9.0%
Transfer from General Fund	-26.8%	65.0%	-24.9%	-24.9%
Total Requirements	6.3%	8.4%	9.0%	9.0%



**Lane Transit District
Medicaid Fund
Fiscal Year 2014-2015**

Resources	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed	FY 2014-15 Approved
Beginning Working Capital	\$151,801	\$200,676	\$200,700	\$181,610	\$181,600	\$181,600
Operating Revenues						
Medicaid	4,334,134	4,670,208	5,066,200	5,720,420	6,628,800	6,628,800
Medicaid Non-Medical	442,781	552,160	521,000	455,150	478,100	478,100
State Special Transportation Fund (STF) Operating	0	115,130	0	0	0	0
State Discretionary Funds	79,500	32,191	0	0	0	0
Interest	2,728	3,241	0	0	0	0
Miscellaneous	46,147	0	0	0	0	0
Transfer from General Fund	0	0	147,200	163,780	172,000	172,000
	\$4,905,290	\$5,372,930	\$5,734,400	\$6,339,350	\$7,278,900	\$7,278,900
Total Resources	\$5,057,091	\$5,573,606	\$5,935,100	\$6,520,960	\$7,460,500	\$7,460,500

Requirements	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed	FY 2014-15 Approved
Operating Requirements						
Medicaid Medical Services						
Service	3,586,696	3,843,869	4,251,900	4,665,720	5,365,700	5,365,700
Mobility Management	45,605	57,344	54,400	106,740	166,600	166,600
RideSource Call Center Administration	542,690	620,054	592,000	769,670	891,200	891,200
Lane Transit District Administration	159,143	167,838	167,900	178,290	205,300	205,300
	\$4,334,134	\$4,689,105	\$5,066,200	\$5,720,420	\$6,628,800	\$6,628,800
Medicaid Non-Medical (Waivered) Services						
Service	315,723	375,176	387,300	418,930	439,900	439,900
Mobility Management	18,624	23,598	20,400	19,900	20,900	20,900
RideSource Call Center Administration	0	103,279	0	0	0	0
Lane Transit District Administration	6,702	4,882	6,600	5,490	5,900	5,900
Grant Program Match Requirements	181,232	195,952	253,900	174,610	183,400	183,400
	\$522,281	\$702,887	\$668,200	\$618,930	\$650,100	\$650,100
Contingency	\$0	\$0	\$200,700	\$0	\$181,600	\$181,600
Total Requirements	\$4,856,415	\$5,391,992	\$5,935,100	\$6,339,350	\$7,460,500	\$7,460,500

Percentage Change Analysis	FY 2012-13 Actual compared with FY 2011-12 Actual		FY 2013-14 Estimate compared with FY 2012-13 Actual	FY 2014-15 Proposed compared with FY 2013-14 Budget	FY 2014-15 Approved compared with FY 2013-14 Budget
Total Resources	10.2%		17.0%	25.7%	25.7%
Total Requirements	11.0%		17.6%	25.7%	25.7%



Lane Transit District
Capital Projects Fund
Fiscal Year 2014-2015

Resources	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed	FY 2014-15 Approved
Beginning Working Capital	\$952,723	\$1,516,795	\$1,750,500	\$3,394,720	\$5,760,600	\$5,760,600
Federal Grants						
Urbanized Area Formula Funds (5307)	3,202,420	1,335,527	5,695,000	2,216,010	5,930,100	5,930,100
American Recovery & Reinvestment Act (ARRA)	3,061,888	66,306	0	0	0	0
Discretionary Funds (5309)	10,142,393	289,324	82,209,600	7,430,800	76,551,800	76,551,800
Enhanced Mobility for Seniors and Individuals with Disabilities (5310)	0	0	0	1,600	672,000	672,000
Other Funds	776,579	194,219	1,268,200	140,000	2,760,000	2,760,000
	\$17,183,280	\$1,885,376	\$89,172,800	\$9,788,410	\$85,913,900	\$85,913,900
Other Resources						
ConnectOregon	6,240	0	0	0	0	0
Other State of Oregon Grants	0	1,600,000	20,000,000	3,000,000	13,200,000	13,200,000
Other Local Funds	42,396	15,914	0	0	0	0
Miscellaneous Income	443	200	0	0	0	0
Transfer from General Fund	3,031,900	1,600,000	1,792,700	1,792,700	3,351,100	3,351,100
Transfer from Accessible Services Fund	25,062	7,236	119,000	23,400	168,000	168,000
	\$3,106,041	\$3,223,350	\$21,911,700	\$4,816,100	\$16,719,100	\$16,719,100
Total Resources	\$21,242,044	\$6,625,521	\$112,835,000	\$17,999,230	\$108,393,600	\$108,393,600

Requirements	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2013-14 Estimate	FY 2014-15 Proposed	FY 2014-15 Approved
Capital Projects						
Frequent Transit Network						
West Eugene EmX Extension	1,298,104	934,113	85,720,000	7,803,300	77,937,800	77,937,800
Gateway EmX Extension	1,288,065	165,126	840,000	880,200	600,000	600,000
Main Street-McVay Transportation Study	0	45,932	885,300	175,000	716,100	716,100
Northwest Eugene-LCC Transportation Study	0	0	0	12,000	638,000	638,000
EmX Vehicles	0	0	9,280,000	20,100	9,260,000	9,260,000
	\$2,586,169	\$1,145,171	\$96,725,300	\$8,890,600	\$89,151,900	\$89,151,900
Other Projects						
Revenue Vehicles	13,564,964	0	8,916,500	100,000	12,199,900	12,199,900
Passenger Boarding Improvements/Facilities	1,874,138	1,232,014	1,260,000	1,487,500	741,800	741,800
Hardware/Software	270,033	382,592	2,820,100	1,090,910	2,589,900	2,589,900
Intelligent Transportation Systems	2,398	19,119	688,000	13,000	375,500	375,500
Transit Security Projects	358,988	332,477	709,100	277,000	723,600	723,600
Bus-Related Equipment	0	0	450,000	0	600,000	600,000
Miscellaneous Equipment	21,102	14,384	117,000	105,000	140,000	140,000
Communications	127,735	0	150,000	0	653,800	653,800
Shop Equipment	57,303	40,859	30,000	30,000	30,000	30,000
Support Vehicles	0	19,763	150,000	102,600	100,000	100,000
Accessible Services Vehicles & Projects	862,419	44,423	700,000	142,000	840,000	840,000
	\$17,139,080	\$2,085,631	\$15,990,700	\$3,348,010	\$18,994,500	\$18,994,500
Total Capital Projects	\$19,725,249	\$3,230,802	\$112,716,000	\$12,238,610	\$108,146,400	\$108,146,400
Reserves	\$0	\$0	\$119,000	\$0	\$247,200	\$247,200
Total Requirements	\$19,725,249	\$3,230,802	\$112,835,000	\$12,238,610	\$108,393,600	\$108,393,600

AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2014

ITEM TITLE: REVISED SERVICE POLICY

PREPARED BY: Tom Schwetz, Planning and Development Manager

ACTION REQUESTED: Approve revised Service Policy

BACKGROUND:

The District's Service Policy provides standards for the implementation and evaluation of bus service. The Service Policy was last updated in 2011. Since 2011 the Federal Transit Administration (FTA) has updated its requirements for evaluating the Title VI impacts of service changes. This update calls for a 'Disparate Impact Analysis' of major service changes. These changes result in a need to update the Service Policy.

Per FTA Circular 4702.1B, the Disparate Impact Policy being added to the overall Service Policy establishes a threshold for determining whether a major service change or fare change has a potential disparate impact on minority populations.

At the Board's June 18, 2014, meeting, staff will review the addition of the Disparate Impact Policy section. The updated Service Policy is attached in legislative format showing the draft changes being recommended. Note that a number of minor housekeeping changes are also being made as part of this update.

ATTACHMENT: Fixed-Route Service Policy with proposed changes

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

LTD Resolution No. 2014-020: It is hereby resolved that The LTD Board of Directors hereby approves the Lane Transit District Fixed-Route Service Policy as presented on June 18, 2014.

Q:\Reference\Board Packet\2014\6\June 18 Reg Mtg\Service Policy Update for Disparate Impact Analysis.docx

Fixed-Route Service Policy

Objective

To provide standards for the implementation and evaluation of bus service.

Application

This policy applies to all bus service offered by Lane Transit District, including regular fixed-route service, tripper service, and special events service.

Policy

The policy segment is divided into the following sections:

- A. Definition of Terms
- B. Service Standards:
 - 1. Standards for Productivity
 - 2. Standards for Customer Convenience
 - 3. Standards for Customer Comfort and Safety
 - 4. Standards for Service Reliability
- C. Service Evaluation Procedures
- D. Substandard Service
- E. Implementation/Evaluation of New Service
- F. Service Decision-Making Process
- G. [Disparate Impact Policy](#)
- H. Standards for Tripper Service
- I. Maintenance of Policy

A. Definition of Terms

Bid: Bids are held at least three times per year, as defined in the labor agreement with ATU 757, and provide an opportunity to implement service changes. Contract employees select work shifts at this time.

Block: See "Schedule."

Boardings: A boarding, or unlinked trip, occurs every time a customer boards a bus. Thus, a trip requiring a transfer would count as two boardings.

~~**Community Events:** Community events are defined both as one-time events (concerts at Autzen Stadium) and annual or repeating events (the Oregon Country Fair and University of Oregon football games).~~

Correct Schedule Operation (CSO): Correct schedule operation is when a bus leaves a timepoint no earlier than the scheduled time and not more than four minutes late.

Coverage: Coverage is defined as the percentage of households that are within one-quarter mile of a bus stop.

Deadhead: Deadhead refers to bus travel that is not in revenue service, such as travel time to the garage after the bus has completed scheduled service.

Directional Routes: Directional routes typically are offered during peak times and are oriented toward commuter travel. Productivity results for directional routes will include a factor for unproductive deadhead time necessary to position these routes for revenue service.

Duty: See "Run."

Express Service: Express service significantly reduces travel time for customers compared to regular bus service. Express service typically is offered during peak times and is oriented toward commuter travel. Productivity results for express service will include a factor for unproductive deadhead time necessary to position these routes for revenue service.

Farebox-to-Operating-Cost Ratio: The farebox-to-operating-cost ratio measures the percentage of the operating cost paid by customers. It is computed as the total farebox revenue (including sales of passes ~~and tokens~~) divided by the total operating cost.

Headway: Bus headway refers to the amount of time between consecutive buses on a given route. The lower the headway, the more frequent the service.

Layover Time: This term identifies time that a bus is not in operation between scheduled revenue service. The typical five-minute pause at the Eugene Station between trips is not considered layover time, but instead is considered part of revenue hours.

Limited-Stop Service: Limited-stop service combines fixed-route service and express service to provide neighborhood coverage and reduced travel times. Limited-stop service typically is offered during peak times and is oriented toward commuter travel. Productivity results for limited-stop express service will include a factor for unproductive deadhead time necessary to position these routes for revenue service.

Line Route: A line route is defined as a bus route that travels outbound and inbound along the same streets. Line routes differ from loop routes, in that loop routes travel to and from their point of origin using different streets.

Passenger Trips: A passenger trip occurs when a customer travels from trip origin to trip destination, regardless of the number of transfers required to complete the trip. Thus, a trip requiring a transfer still only counts as one passenger trip.

Pay Hours: Pay hours refers to the number of hours actually paid to the bus operators to provide the service. Overtime is calculated at time and one-half (one hour of overtime is 1.5 hours at regular pay).

Peak Hour: The peak-hour period on the system is weekdays between 7 a.m. and 9 a.m., and between 2 p.m. and 6 p.m. This is the time when the greatest number of buses is in use and the greatest number of customers is carried.

Platform Hours: A platform hour is counted for every hour that a bus operator is with a bus, including deadhead and layover time. This does not include report time or turn-in time.

Preparatory Time: This term refers to the time allotted each bus operator to check a bus out from the garage.

Report Time: The time an employee is scheduled to report for work.

Revenue Hours: A revenue hour is each hour that a bus is in revenue service. This is equivalent to platform hours less deadhead time and layover time.

Ridership Productivity: Ridership productivity, as used in this document, is defined as the number of boardings per revenue hour of service. Ridership productivity is defined with different units, such as passenger trips per schedule hour, in other applications.

Road Call: A road call occurs when a bus is replaced or repaired during revenue service.

Run: A run is the work operated by a bus operator, either full-time or part-time, on a given day. Runs can be either straight (with no unpaid breaks in the workday) or splits, composed of two or more pieces of work that may include paid or unpaid breaks between them.

Run Cut: The run cut is the collection of runs developed from a set of schedules. Separate run cuts are developed for weekdays, Saturdays, and Sundays.

Run Cut Efficiency: Run cut efficiency measures how efficiently the schedules are divided into runs. It is computed as the percentage of pay hours that are used to provide platform hours. The formula is pay hours minus platform hours divided by platform hours.

Rural Route: A rural route is a route that operates, at least in part, outside the Eugene/Springfield urban growth boundary.

Schedule Efficiency: Schedule efficiency measures how efficiently the service is written into schedules. It is computed as the percentage of platform hours that actually are in revenue service. The formula is platform hours minus revenue hours divided by platform hours.

Schedule Hours: Schedule hours are simply the amount of time on the schedules.

Timed-meet: A timed-meet occurs when separate bus routes converge at one point, generally a transit station, and customers make transfers.

Time point: A designated location on a route used to control the spacing of vehicles along the route.

Transfer: To transfer means to change from one bus to another.

Tripper: A tripper is a short-term bus trip that is designed to meet a particular demand.

Turn-In Time: This term applies to the time provided every bus operator when the bus is returned to the garage.

Route Deviation: A route deviation involves deviating from the standard bus route to serve a housing, school, or commercial node.

B. Service Standards

Productivity Standards

With the exception of the college commuter category, a route will be considered substandard if ridership productivity is less than 67 percent of the average of other routes

within its specific route category, computed separately for weekdays, Saturdays, and Sundays.

In the college commuter category, a route will be considered substandard if ridership productivity is less than 50 percent of the average of other routes in the category.

The following route categories are evaluated:

- ◆ **Urban.** Urban routes are arterial routes that operate from major transit stations.
- ◆ **Express.** Express routes are limited-stop routes that operate in peak direction.
- ◆ **Neighborhood/Connector.** Neighborhood/connector routes operate within neighborhoods or along designated shuttle routes in the urban core.
- ◆ **College Commuter.** College commuter routes are routes serving specific school locations.
- ◆ **Rural.** Rural routes operate outside the urban growth boundary and provide lifeline service to rural communities within the District.
- ◆ **EmX.** EmX routes are routes operating along designed EmX corridors.
- ◆ **Contracted.** Contracted routes are those paid for by other agencies or schools. (Routes may have portions of the route that are contracted service, but they still will be designated under their primary mode of operation; e.g., in 2011 route 79x UO/Kinsrow and route 82 LCC/Pearl.)

A rural route will be considered substandard if it carries less than an average of 30 boardings per round trip. A specific trip on a rural route will be considered substandard if it carries fewer than 20 boardings.

Route deviations

Route deviations should occur only in order to satisfy one of the following conditions:

1. To serve a major trip generator.
2. To serve an area with a high population of older adults, people with disabilities, or low income.
3. To remedy a significant coverage deficiency.

Decisions on route deviations will be based on weighing the benefits of the deviation against the amount of impact to through riders, using the following formula^{**}:

$$\frac{(\# \text{ of through riders} * \# \text{ of minutes of deviation})}{(\text{Estimated boardings and deboardings along deviation})}$$

**In the event no ridership data is available to perform the aforementioned calculation route deviations will be considered based on the following rule: The deviation will not interfere with the provision of regular service frequencies and/or the provision of coordinated service with other routes operating in the same corridor.

Customer Convenience Standards

Route Characteristics

Based on budgetary considerations, LTD will seek to operate Urban routes at a 60-minute minimum headway with the is the minimum frequency for routes in the urban area exception of for express routes. This is considered the policy headway.

Headways more frequent than the policy headway will be considered based upon demand for the service. The frequency of a route may be increased if the change is necessary to address capacity problems.

A timed-meet (pulse) system may be used as much as practicable at the Eugene Station and at other significant regional transit stations.

Route scheduling will take into consideration the following factors:

1. Staggering of routes on major arterials.
2. Minimizing the necessity to transfer.
3. Minimizing transfer time when transfers are necessary.
4. Maintaining consistency and clarity of timetables for customers.
5. Arriving and departing at major destinations in a timely manner (i.e., meeting class schedules at LCC and UO).

Whenever possible, routing will be direct, using major arterials and neighborhood collector streets to provide the shortest practical travel time between points on a line. When possible, terminal points at both ends of a route should be located at major activity centers to ensure ridership in both directions of operation.

When possible, routes will be structured as two-way line routes or two-way loop routes. Line routes reduce travel time and are easier for the public to understand. Loops at the end of routes will be used as a turnaround and to provide neighborhood coverage.

Stops and Stations

With the exception of EmX service, the spacing between bus stops in developed areas generally will be approximately two to three city blocks or 750-1,300 feet. Closer spacing may be implemented in the downtown, high-density areas or in locations that are heavily used by older adults or people with disabilities. Wider spacing will be considered in less developed areas.

Transit stations will be located in areas with very high numbers of transferring customers or major trip generators. The size of the transit station will be consistent with expected use, operational needs, and the financial capacity of the District.

The District will strive to make all service and associated facilities wheelchair accessible.

Comfort and Safety Standards

Service Capacity

The scheduled running time for routes will adequately meet average customer loads and typical traffic congestion, and will include an ample amount of recovery time for each route to compensate for variations in running time and to provide for bus operator restroom breaks.

Additional service may be added if:

- ◆ Customer loads consistently exceed 1.75 times the seated capacity of the vehicle.
- ◆ Customers are consistently not accommodated on a trip due to full customer loads and the next scheduled trip is more than 30 minutes away.
- ◆ Customers must stand longer than 20 minutes on an individual trip.

This load standard does not apply to special event service.

Bus Shelters

LTD will evaluate the distribution of these assets according to Title VI and Environmental Justice requirements. If both funding and staff resources are available and the necessary

adjoining infrastructure is adequate, bus shelters will be located at bus stops with at least 30 boardings per day, with the priority of installation based on heaviest usage. Bus benches will be located at stops with at least 15 boardings per day. Shelters and benches also may be located at stops that are heavily used by older adults or people with disabilities, or if there is a significant amount of transfer activity at the stop. Shelters and benches that do not meet the productivity criteria may be installed if the adjacent development subsidizes the cost of the shelter and its installation.

Every bus stop is to have a paved boarding area. This will not be a requirement where curbs and sidewalks do not exist. Streets will not be considered for bus routes unless the street and the associated intersections and traffic controls allow for the safe operation of the bus. LTD's Safety Committee will be consulted whenever a new street is considered for service.

All buses will be cleaned daily, inside and out.

Service Reliability Standards

In order to reliably make transfers, 90 percent of the buses will arrive no later than two minutes off their scheduled (end-of-trip) arrival time at the Eugene and Springfield Stations. In order to reliably measure system performance, 90 percent of the buses on all routes will depart within four minutes of their scheduled significant timepoints.

Road calls on the system should not occur more frequently than every 5,000 vehicle miles.

The number of missed trips will be less than one-half of one percent of total trips operated.

The average age of the bus fleet will be eight years or less, and no buses older than 20 years will be used in regular route service unless they have been rehabilitated to acceptable standards.

C. Service Evaluation Procedures

Timing of Changes

There are at least three bids per year when service changes typically are made. The fall bid typically starts one week before the start of classes at the University of Oregon (UO) and Lane Community College (LCC). The start of summer bid coincides with the end of the UO and LCC school year. The winter bid is scheduled at approximately halfway between the fall and summer bids.

Major service changes generally will be confined to the fall bid. Minor service changes can be made during the winter and summer bids, and the deletion of school service can occur during the summer bid and during holiday breaks.

An Annual Route Review (ARR) will be conducted every year. Requests for changes or additions to service and other improvements to the system will be considered during the ARR. Approved recommendations from the ARR typically will be implemented with the next fall bid.

A major bus rider survey will be conducted at least every four years. The survey will determine travel behavior, fare payment trends, and customer opinions on service options and customer information.

D. Substandard Service

Substandard service, as defined in Section B - Productivity Standards, will be evaluated as part of the Annual Route Review. The substandard service will be subject to possible elimination or modification. The District may choose to continue to offer service that does not meet productivity standards if the service meets other District objectives.

E. Implementation/Evaluation Guidelines for New Service

New service, as defined in this context, includes the establishment of new routes or the addition of service on existing routes, either through increased frequency or increased span of service. Service hours will be allocated according to the following percentages:

1. 75 percent productivity
2. 20 percent coverage
3. 5 percent discretionary

The addition of new service generally will be considered only during the Annual Route Review. Factors to consider in evaluating potential service additions include the following:

1. Financial situation of the District.
2. Expected ridership and ridership productivity, both immediate and long-term.
3. Availability of fleet and maintenance capacity.
4. Integration of the service in the District's overall route system.

New service will be operated for a probationary period of at least 12 months without major modification, except in extenuating circumstances. Productivity standards for the performance of new service will be different than the standards for mature service. Following the probationary period, new service will be subject to the same standards as the remainder of the system. Adequate marketing resources to promote the new service are to be available during the probationary period.

In addition, the urban community service coverage standard is at least 70% of the metro area as defined by the city limit boundaries.

F. Service Decision-Making Process

Service Changes will occur as part of the Annual Route Review (ARR) process.

Recommendations for service changes or the addition of new service will be made by the Customer Services and Planning Department (CUSP). CUSP staff will consult with the Service Advisory Committee, the Board Service Committee and other employees. ~~Input~~ As part of the ARR process, input will be collected from current customers and potential customers through public outreach processes before developing recommendations on major service changes. The Leadership Council Service Planning Committee will then review and ~~approve-finalize~~ all recommendations for major service changes that will later be presented to the Board of Directors for a final decision.

A service presentation will be made to the Board of Directors each December or January, followed by public hearings in February and March. The Board of Directors will approve the ARR service package at either the March or April Board of Directors meeting.

G. DISPARATE IMPACT POLICY

The Disparate Impact Policy establishes a threshold for determining whether a major service change or fare change has a potential disparate impact on minority populations. Per FTA Circular 4702.1B.

A major service change is defined as:

1. A change in service of:
 - a. 25 percent or more of the number of route miles, or;
 - b. 25 percent or more of the number of a routes revenue hours of service on a daily basis for the day of the week for which a change is made, or;
 - c. Any changes in the routing of a bus route, when it is in service that alters 40 percent or more of the route's miles, or;
2. A new transit route is established, or;
3. A transit route is discontinued without reasonable access alternatives, or;
4. Restructuring of service throughout a sector as defined by LTD, or;
5. Decrease in the level of transit service (span in days and/or hours, and/or frequency) and/or decreased access to transit service defined as an increase of the access distance to beyond one-quarter mile of bus stops.

An equity analysis will be completed in advance of action on any proposed change listed above.

The following service changes are exempted:

1. Standard seasonal variations in service are not considered major service changes.
2. In an emergency situation, a service change may be implemented immediately without an equity analysis being completed. An equity analysis will be completed if the emergency change is to be in effect for more than 180 days and if the change(s) meet the definition of a Major Service Change. Examples of emergency service changes include but are not limited to those made because of a snow or ice condition, the collapse of a bridge over which bus will pass, major road or rail construction, or inadequate supplies of fuel.
3. Experimental service changes may be instituted for 365 days or less without an equity analysis being completed. An equity analysis will be completed prior to continuation of service beyond the experimental period if the change(s) meet the definition of a Major Service Change.
4. Restoration of service previously eliminated due to budget constraints, provided the service runs on the same route as it had prior to its elimination, subject to minor deviations that do not exceed the requirements of (a), (b), (c), or (d) above.

Four-Fifths Rule*

There could be evidence of disparate impact or disproportionate burden If:

- Benefits are being provided to minority or low-income populations at a rate less than 80% (four-fifths) than the benefits being provided to non-minority or non-low-income populations.
- Adverse effects are being borne by non-minority or non-low-income populations at a rate less than 80% (four-fifths) than the adverse effects being borne by minority or low-income populations.

*Based on Equal Employment Opportunity Commission's Uniform Guidelines on Employee Selection

Example: Proposed Service Changes

A bus route restructuring project results in an increase in the overall amount of service available. We have determined the average increase in service levels for an area. Is there a disparate impact in where service improvements are being made?

Avg. % increase in service levels for various populations affected by service change:

Example 1:

Low-Income Population 6.8% - Four-Fifths Threshold is 5.7%
Non-Low- Income Population 7.1% (7.1% x .8)

Example 2:

Minority Population 8.1% - Four-Fifths Threshold is 8.8%
Non-Minority Population 11% (11% x .8)

In the first example, the benefit of the service addition to the low-income population within the area of benefit is above the 4/5 threshold (6.8% is greater than 80% of the 7.1% estimated for non-low-income populations). No disparate impact is found in this example.

In the second example, the benefit of the service addition to the minority population within the area of benefit is below the 4/5 threshold (8.1% is less than 80% of the 11% estimated for non-minority populations). This would indicate a disparate impact.

If a disparate impact is determined:

- LTD will evaluate alternatives and mitigate burdens where practicable.
- If there exists one or more alternatives that would serve the same legitimate objectives but with less disparate impact or disproportionate burden, then an alternative must be implemented.
- If the action cannot be mitigated, then LTD will present a substantial argument that shows it meets a legitimate objective, before the change moves forward.

For the purposes of this policy, the maximum acceptable difference (positive or negative) in level of benefit between protected and unprotected populations is 20 percent. For changes in transit service level or transit fares, this standard applies as follows for minority and low-income populations:

FARE CHANGES

- For fare changes, a potential disparate impact is noted when the percentage of trips by minority riders using a fare option, in combination with the percentage price change for that option, has an impact that exceeds the comparable impact on non-minority riders.
- Differences in the use of fare options between minority populations and other populations include all such differences that are documented as statistically significant at the 95 percent confidence level.

(Note that additional information on the process for fare changes is outlined in LTD's Fare Policy)

SERVICE REDUCTION

If financial constraints or other problems require that reductions must be implemented to a service that is not substandard, the elimination of service will be based upon the following factors:

- ◆ The productivity of the service (boardings per revenue hour, cost per boarding).

- ◆ The availability of alternate bus service in the area.
- ◆ Ridership by older adults and people with disabilities or others with limited transportation alternatives.
- ◆ The cost effectiveness of the service cut.

H. Standards for Tripper Service

The following criteria are to be used in determining whether to offer tripper service:

- ◆ Trips cannot be adequately provided by existing service, or there is not enough capacity within the existing service.
- ◆ There are no budgetary or fleet constraints that would preclude the addition of the tripper.

Trippers will be evaluated weekly and discontinued when no longer needed. If the demand continues, the tripper will be added as regular service and included in the next available run cut.

I. Maintenance of the Fixed-Route Service Policy

The Director of Customer Services and Planning Department is responsible for maintaining this policy and recommending changes to the policy as necessary.

Board Approval of Revisions: 6/16/99

Revised: 11/23/04

Board Approval of Revisions: 3/16/11

Revised: 06/09/14

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2014

ITEM TITLE: ELECTION OF BOARD OFFICERS

PREPARED BY: Jeanne Schapper, Executive Office Manager/Clerk of the Board

ACTION REQUESTED: That the Board elect a president, vice president, secretary, and treasurer to fill two-year terms beginning July 1, 2014.

BACKGROUND:

In accordance with ORS 267.120(1), the LTD Board of Directors must elect from among its members, by majority vote, a president, vice president, secretary, and treasurer to serve two-year terms beginning and ending on July 1 of even-numbered years. Elections for all officer positions were last held in June 2012 for terms ending June 30, 2014. Officers elected at that time were Greg Evans, president; Doris Towery, vice president; Gary Gillespie, secretary; and Ed Necker, treasurer. Mr. Evans submitted his resignation from the LTD Board, effective March 31, 2013.

At the February 2013 Board meeting, election of officers was again held. Elected were the current officers: Doris Towery, president; Gary Gillespie, vice president; Michael Dubick, secretary; and Ed Necker, treasurer.

In September 2013 Gary Wildish was appointed to fill the position vacated by Mr. Evans. Mr. Wildish's and Mr. Dubick's terms on the Board will expire at the end of 2014. The governor's office has indicated that it is likely that Mr. Wildish will be reappointed to a four-year term; however, due to term limits, Mr. Dubick will be leaving the Board at the end of this year.

ATTACHMENT: None.

NOMINATION: I nominate _____ as the LTD Board (office), for a two-year term beginning July 1, 2014. (Nominations do not require a second.)

VOTE: After closing the nominations, the presiding officer will take the vote on each candidate or on a slate of candidates, by either roll call or voice vote.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2014

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Jeanne Schapper, Executive Office Manager/Clerk of the Board

ACTION REQUESTED: None

BACKGROUND:

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

MEETINGS HELD:

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

1. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, Lane Council of Governments, and LTD. Board Member Michael Dubick serves as LTD's representative on this Commission, which meets on the second Wednesday of the month. At the May 14 meeting, information was shared about Oregon Department of Transportation's (ODOT) Health Policy, *ConnectOregon V*, and the ODOT I-5 Beltline Interchange project. The meeting also included discussion concerning LaneACT's work plan, and reviews of both the LaneACT Bylaws and the applications for the Commission's bicycle and pedestrian designated stakeholder. At the June 11 meeting, the Commission confirmed the recommended design approach for the ODOT I-5 Beltline Interchange, provided comment regarding the Oregon State Rail Plan, appointed a bicycle and pedestrian designated stakeholder, and approved the revised Bylaws.
2. **Accessible Transportation Committee (ATC):** The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex officio position representing the LTD Board on this committee. At the May 20 meeting, the Committee was consulted on the proposed new website and *Riders Digest* design and reviewed the FY 2014-2015 Special Transportation Fund budget. At the June 17 meeting, the Committee will review membership appointments and elect officers for the coming fiscal year.

3. **Main Street Projects Governance Committee:** This committee was formed to provide informed direction and collaborative decision making to support the Main Street-McVay Transit 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 May 22 meeting, the Committee reviewed and discussed the guidance that the Committee will provide to the Stakeholder Advisory Committee regarding its forthcoming consideration of transit modes and its development of the initial purpose and need statement and goals and objectives for the project.
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 generally meets on the second Tuesday of the month. The May 13 meeting was rescheduled to May 27. At that meeting, the Committee met in executive session to conduct deliberations regarding labor negotiations.
5. **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 June 5 meeting, the Committee received a presentation on the Draft State Rail Plan and the Regional Safe Routes to Schools Program. The Committee also received an update on *ConnectOregon V* and scenario planning.
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. The Pension Trustees generally meet quarterly. LTD Board Member Gary Gillespie serves as a trustee for both plans. The Trusts met on June 6 in executive session to consider records that are exempt by law from public inspection. The next meeting is scheduled to be held on July 23.
7. **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 June 3 meeting was rescheduled for June 17. The agenda for the June 17 meeting included discussion of the Committee's engagement in community efforts; a report on the Pavilion Station opening; and updates on the West Eugene EmX Extension project, the Northwest Eugene-LCC Corridor Study, and the Main Street-McVay Transit Feasibility Study.

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. At the April 24 meeting, information about member dues and potential increases was shared. The next meeting is scheduled to be held on June 26.
2. **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. The next meeting is scheduled to be held on June 30.
3. **LTD Board Service Committee:** The Board Service Committee is composed of Chair Ed Necker and Board Members Gary Gillespie and Michael Dubick. Meetings are scheduled on an as-needed basis. The next meeting has not been scheduled.

4. **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.
5. **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 intercity 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: June 18, 2014

ITEM TITLE: SUMMER 2014 BOARD MEETINGS

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: Discuss scheduling of Board meetings during the summer.

BACKGROUND:

The LTD Board of Directors holds its regular meetings on the third Wednesday of the month. Board members are asked to also hold the second Monday of each month in the event that a special work session is scheduled. In consideration of vacations and items requiring Board action during the summer, the Board will discuss scheduling meetings in July and August.

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

PROPOSED MOTION: None.

AGENDA ITEM SUMMARY

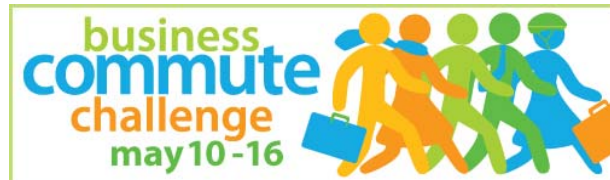
DATE OF MEETING: June 18, 2014

ITEM TITLE: 2014 BUSINESS COMMUTE CHALLENGE REPORT

PREPARED BY: Marcia Maffei, Business Commute Challenge Coordinator/Employer Program Coordinator, and
Theresa Brand, Transportation Options Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:



The Business Commute Challenge (BCC) is a region-wide, week-long challenge that encourages businesses' employees in the region to try a different transportation mode for their commute. The event is generally held in mid-May to coincide with International Bike Day. The event was initially created by the City of Eugene in the 1990s to assist with the Cities' goals around reducing vehicle miles traveled in Eugene, and the event has grown with each succeeding year. Over time, employees working outside of the City of Eugene (Springfield and Coburg) became interested in having the Challenge be open to all employees working within the Metropolitan Planning Organization (MPO) area. With this in mind, Point2point took a leadership role with the program in 2010.

Point2point leads the effort for the BCC in partnership and close cooperation with local businesses, local cities, Lane County, and Oregon Department of Transportation.

2014 BUSINESS COMMUTE CHALLENGE RESULTS:

The 2014 Business Commute Challenge had 1,932 participants who represented 175 work teams in the region. There were 68,987 miles saved (miles not driven alone) in one week, equaling 70,234 lbs. of CO₂ that was not emitted into the atmosphere.

In the Months of April and May, there were a number of BCC-related events offered within the region, including:

Pre-BCC:

- 2013 Team Captain BCC Preview Luncheon (March 12)
- BCC Kick-off Event (May 1)
- BCC Fashion Show (May 6)

BCC Week:

- *Eugene Poker Walkabout* (Monday)
- *Breakfast at the Bridges* at the DeFazio Bridge (Tuesday)
- *Breakfast at the Next Stop Center* for Transit Users (Wednesday)
- *Drive the Big Rig*: Two teams drove a bus at the LTD Glenwood facility (Wednesday)
- *Springfield Poker Walkabout*, and Carpool Awareness (Thursday)
- *Wheels by the Willamette* in Springfield (Friday)

Post BCC:

- BCC Wrap-up Party (May 16)

These events attracted hundreds of people who were excited about participating in choosing different modes of transportation such as transit, biking, walking, and carpooling.

Lane Transit District employees participated in the 2014 Business Commute Challenge. LTD's Team, "Team Elite Fleet," came in second place in the "Over 300" employee team category.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2014

ITEM TITLE: NEW WEBSITE REVIEW

PREPARED BY: Russ Arnold, Marketing Manger

ACTION REQUESTED: None. Information only.

BACKGROUND:

In August 2013 Lane Transit District awarded a Request for Proposal (RFP) to a website development company, SiteCrafting, with the intent of updating the District's website to facilitate better all-around communications to customers. This RFP went out after almost a year of internal stakeholder meetings to determine a scope of work that would deliver the functionality needed for a more robust communications tool for the community. The programming phase is about to begin, and staff would like to share where we are at in the process, what the design interface will look like, and what functionality decisions have been made that are moving to the development stage.

This presentation is designed to bring the Board up-to-date with what is in development for the new website and to present a rough timeline of what is left to be done before the new website is launched.

During tonight's meeting, staff will review:

- Homepage design and functionality
- Interior page designs and functionality
- Route pages and functionality
- User account information and usage
- Trip planning page
- Real-time information display and use
- Mobile Site functionality with an explanation of the difference between the old and new sites

Staff are currently attempting to launch the new site sometime in the fall. During the next meeting with the developers, staff will be reviewing their development timeline, looking at an internal content migration, and reviewing the training plan in order to develop a true go-live date.

ATTACHMENT: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2014

ITEM TITLE: MAY FINANCIAL STATEMENTS

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: None

BACKGROUND:

In order to allow staff more month-end processing time while continuing to provide financial information to the Board on a timely basis, monthly financial reports are now separate from the Board packet. On the Tuesday before the regular monthly Board meeting, financial reports will be sent by e-mail to all Board members and senior LTD staff and posted to the LTD website. The May financial statements will be posted on June 17.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE: June 18, 2014

ITEM TITLE: MAY 2014 GRANT REPORT

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: None. Information Only.

BACKGROUND:

The Monthly Grant Report for activity through May 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 will be submitted to FTA Region X for consideration within the next few months. Surface Transportation Program (STP) funds for 2014 have been made available, and a transfer request from the Federal Highway Association to the FTA was submitted in December 2013. The FTA submitted the \$3,299,418 transfer request to ODOT on April 29, 2014, for the following:

- Point2point at Lane Transit District -- \$407,100
- Safe Routes to School -- \$121,513
- Bike Sharing Study -- \$100,000
- Pavilion Station Construction -- \$400,000
- Northwest Eugene-Lane Community College Transit Corridor Plan -- \$584,780
- Replacement Buses -- \$1,686,025

Federal Transit Administration Low or No Emission Vehicle Deployment Program (LoNo)

Lane Transit District (LTD) submitted a grant application on April 9, 2014, under the Low or No Emission Vehicle Deployment Program (LoNo) to recondition five LTD buses (that have exceeded their useful life) to like-new condition with zero-emissions propulsion systems (ZEPS). The all-battery, electric-powered drivetrain system is designed to save money, eliminate fuel, minimize operations, and maintenance costs, and drastically reduce greenhouse gas emissions. The cost per bus is estimated to be \$590,000. The grant request is for \$2,361,000, and the total project cost is \$3,148,000 (including match).

Oregon Department of Transportation (ODOT) 2015-2018 Enhance Applications

Lane Transit District has received pre-award letters from the Oregon Department of Transportation (ODOT), which state that the following two projects have been programmed into the draft 2015-2018 Statewide Transportation Improvements Program (STIP). Once the STIP is approved, these projects will be finalized.

- **Northwest Eugene-Lane Community College Corridor National Environmental Policy Act (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, which is the 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, which is 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. Moreover, by highlighting seniors, SmartTrips can offer greater access and use of available, low-cost transportation options and respond to growing demand within the 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 for investment 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.

Lane Transit District's applications are as follows:

- **West 11th Bicycle/Pedestrian Bridge Connections:** This application requests \$3.1 million for the construction of three multiuse connectors to the Amazon and Fern Ridge paths parallel to the West 11th EmX corridor. LTD and the City of Eugene are partners on this application. LTD is building multiuse connector bridges at Buck Street and Wallis Street south of West 11th Avenue as part of the West Eugene EmX Extension (WEEE) project. The match for these connectors will be federal funding associated with the WEEE project. The City of Eugene is constructing a multiuse connection at Commerce Street north of West 11th Avenue near the Target store. The City will be providing the match for this connector.

- **Franklin Boulevard - Phase 1 Transit Station:** This application requests \$400,000 for the construction of inbound and outbound EmX stations at the Franklin Boulevard and McVay Highway intersection that will function with the City of Springfield’s planned roundabout roadway. LTD and the City of Springfield are partners on this grant.

The *ConnectOregon V* Modal Committees (air, bicycle/pedestrian, marine, rail, and transit) have completed their ranking of the projects. The West 11th Bicycle/Pedestrian Bridge Connections project was ranked 1 out of 28 applications by the bicycle/pedestrian committee. The Franklin Boulevard – Phase 1 Transit Station project was ranked 2 out of 13 applications by the transit committee.

The Lane Area Commission on Transportation, serving as Lane County’s regional review committee, ranked the West 11th Avenue project first and the Franklin Boulevard project second at its April 9, 2014, meeting.

A final review committee, composed of representatives of the modal and regional committees, is scheduled to meet on June 11-12, 2014. The committee will make a final recommendation of prioritized projects to forward to the Oregon Transportation Committee (OTC) for consideration.

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

ATTACHMENT: Monthly Grant Report

PROPOSED MOTION: None

Q:\Reference\Board Packet\2014\6\June 18 Reg Mtg\Grant report summary June 14.docx



OR-03-0122 - FTA 5309 Small Starts	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
13.13.06 EmX Vehicles	-	1,555,073.75	1,555,073.75	-
14.01.10 Guideway	-	4,300,805.32	3,398,470.97	902,334.35
14.02.20 Stations & Stops	-	743,703.39	855,285.99	(111,582.60)
14.04.40 Sitework & Special Conditions	-	11,241,013.34	10,894,235.61	346,777.73
14.05.50 Systems	-	2,229,930.78	1,909,072.09	320,858.69
14.06.60 ROW, Land, Existing Improvements	-	1,929,027.42	1,503,670.42	425,357.00
14.08.80 Professional Services	13.00	7,721,200.00	8,455,655.15	(734,455.15)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	13.00	30,808,867.00	28,571,463.98	2,237,403.02

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	149,671.69	260,328.31
	-	1,250,000.00	989,671.69	260,328.31

OR-04-0041 - FTA 5309 VTCLI	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Call Center Software	99.00	1,062,000.00	40,460.58	1,021,539.42
11.62.02 Call Center Telephone System	-	298,000.00	275.93	297,724.07
	99.00	1,360,000.00	40,736.51	1,319,263.49

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	511,774.49	(7,204.49)
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	893,096.19	418,598.81

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	3,092.00	937,500.00	109,943.49	827,556.51

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	1,308.00	1,460,900.00	1,322,403.28	138,496.72
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	-
	1,308.00	18,531,037.00	18,266,607.45	264,429.55

OR-90-X161 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Software	166.00	500,000.00	350,670.97	149,329.03
11.42.09 (01) Security Improvements	-	150,000.00	110,244.38	39,755.62
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	22,533.16	77,466.84
11.43.03 Improvements	86.00	600,000.00	590,895.70	9,104.30
11.71.12 Vanpools	-	102,125.00	102,125.00	-
11.7A.00 Prevent_Maint_2	-	4,626,638.00	4,223,272.82	403,365.18
11.7A.00 Preventive Maintenance	-	7,500,000.00	7,500,000.00	-
	252.00	13,730,013.00	13,050,992.03	679,020.97

OR-95-X030 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.33.02 U of O Station Construction	-	2,340,354.00	2,007,070.13	333,283.87
11.7F.00 Gateway SmartTrips	-	100,301.00	100,301.00	-
	-	2,440,655.00	2,107,371.13	333,283.87

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	722.00	83,584.00	27,904.40	55,679.60
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	-
	722.00	1,047,911.00	992,231.40	55,679.60



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	108,955.47	20,878.53
11.7L.00 SmartTrips 2	5,705.00	384,487.00	241,516.13	142,970.87
44.23.02 Bike Parking Study	-	100,301.00	99,940.50	360.50
	<u>5,705.00</u>	<u>1,613,285.00</u>	<u>1,449,075.10</u>	<u>164,209.90</u>

AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2014

ITEM TITLE: DEPARTMENT REPORTS

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENT: Monthly Department Reports, June 2014

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MONTHLY DEPARTMENT REPORTS

June 18, 2014

Government Relations

Edward McGlone, Government Relations Manager

There will be no Government Relations Report this month.

Customer Services and Planning

Andy Vobora, Director of Customer Services and Planning

MARKETING AND COMMUNICATIONS

Russ Arnold, Marketing Manager

There will be no Marketing and Communications Report this month.

ACCESSIBLE AND CUSTOMER SERVICES

Cosette Rees, Accessible and Customer Services Manager

Customer Service

LTD Customer Service Center (CSC) welcomes back Zach Fish, who in June will rejoin CSC as a Customer Service Representative (CSR). In 2001 Zach moved to an accounts receivable position in Finance due to reductions in hours at Customer Service. Zach fills a vacancy created when Mike Rojas, long-time CSR, followed his dream and moved on to sunnier locations.

CSC began selling the 1Pass, a pilot partnership between LTD and Willamalane Park and Recreation District. The 1Pass is a pass for youth 18 years and younger and provides a summer bus pass on LTD and access to all of Willamalane's recreation facilities, and provides other activities as well. As a pilot, LTD is evaluating the program to see if it is something that will continue into the future.

Coordinated Care Organization

LTD and Trillium Community Health Plan continue a positive partnership, working together to transport individuals to Oregon Health Plan-eligible medical appointments. In March Trillium performed a site review of the RideSource Call Center's policies and procedures. As a contractor to Trillium, LTD is required to fully comply with the Health Insurance Portability and Accountability Act (HIPAA) and other regulatory policies. Compliance with these new regulations will be a long process as Trillium has taken years to develop their policies and procedures.

LTD was one of only two early-adopters of transportation providers contracting with their Coordinated Care Organization (CCO) rather than through the State of Oregon. The State set a deadline of July 1, 2014, for the remainder of the CCOs to begin oversight of the transportation component. Some have expressed extreme concern about the lack of HIPAA compliance by transportation providers who were not required to follow these regulations under the state. Trillium has attempted to assure them that it is possible to contract with a transportation provider and that bringing them up to compliance should be a partnership and an iterative process. As a result of the concern, the State has extended the deadline for others to come online. Meanwhile, LTD and Trillium continue working toward compliance.

FACILITIES

Joe McCormack, Facilities Manager

Pavilion Station

The new station opened for revenue service on May 29, which coincided with the ribbon cutting ceremony attended by Senator Ron Wyden and other dignitaries. Construction has gone smoothly with only some electrical and punch list items to be remedied, which will not disrupt EmX service. Local Contractor Brown Contracting, Inc. and Portland-based Parsons Brinckerhoff were the primary contractual partners on this successful project.

Summer Painting

A temporary painter, Don Wilson, has been hired for the summer months to assist with paint rehabilitation needs at various stations and bus stops. Painting will occur at Seneca Station, Springfield Station, Eugene Station, and various EmX Stations.

VRC Station Facelift

During the summer months, the Valley River Center Station at the south end of the mall will get some much needed attention. Improvements will include repaired roof flashing, ceiling rehabilitation, new LED light fixtures, updated signage, and a new coat of paint. LTD will contract with Chambers Construction for these improvements.

Fleet Building Improvements

During the spring months, two significant safety improvements have been made within the fleet maintenance building. Overhead door photoeye detectors were installed on many of the large roll-up style doors that surround the building. This system replaces a more archaic and damage prone pneumatic door safety system. Also, fall protection hardware has been installed in several of the maintenance bus bays to help mechanics service the increasing amount of rooftop-mounted bus equipment.

PLANNING AND DEVELOPMENT

Tom Schwetz, Planning and Development Manager

Planning staff, both from Planning and Development and Service Planning, traveled to Portland for a two-day meeting with TriMet. Topics covered included Title VI, TriMet's Student Bus Pass program, TriMet's service enhancement plans, snow and ice strategies, and other service planning and policy issues. The meeting was very informative and useful for current projects and programs on which LTD is working.

West Eugene EmX Extension

John Evans, Senior Project Manager

The project is now conducting pre-construction activities during nighttime hours between 7:00 p.m. and 7:00 a.m. on weekdays at various spots along West 6th and 7th avenues, and on Charnelton and Garfield Streets. These activities are intended to maintain water, power, and other utilities by moving them outside the EmX construction zone during the next few months. Throughout June crews also will dig, then immediately refill, approximately 25 trenches on the edge of the street near representative street trees to check their roots and determine if the trees (and like species in similar soil type) can be preserved. In collaboration with City of Eugene and Eugene Water and Electric Board staff, LTD has established a notification protocol to further minimize unexpected disruption to residents and businesses from nighttime work activities.

The project's 90 percent designs are complete for the first segment planned for construction, which is located between Garfield Street and the Downtown Eugene Station. The second construction segment, between Garfield Street and the project terminus near Beltline Road, is expected to reach 90 percent design in early fall of this year.

Main Street-McVay Transit Study

John Evans, Senior Project Manager

In collaboration with City of Springfield staff, ten planned Stakeholder Advisory Committee meetings have been held. The meetings develop and recommend the project's purpose and need, evaluation criteria, and the most promising alternatives to be advanced to the project governance team, the LTD Board of Directors, and the Springfield City Council.

SERVICE PLANNING

Tom Schwetz, Planning and Development Manager

There will be no Service Planning Report this month.

POINT2POINT

Theresa Brand, Transportation Options Manager

Staff are in the initial stages of planning for the development of Point2point's Five-year Strategic Plan. It will be completed late this fall once the Regional Transportation Options Plan process concludes late this summer. Staff will utilize its findings.

All staff have assisted with the numerous events related to transportation options in the month of May as part of the launching of the Springfield Main Street SmartTrips Program and the Annual Business Commute Challenge (BCC). During the month, more than 3,000 contacts and/or participants were involved in Point2point-related programs.

Drive Less Connect

	January 2014	February 2014	March 2014	April 2014	May 2014
New Registrants	23	8	24	21	28
Non-SOV Miles Reported	31,885	29,922	23,652	39,068	47,469
Trips Reported (one-way)	2,530	2,618	1,962	2,776	2,860
CO ₂ Reduction (pounds)	21,940	19,152	16,193	26,103	33,852
Gasoline Saved (gallons)	1,114	979	817	1,328	1,711

Vanpool Program

One new commuter vanpool from Eugene to Salem started operating in May.

	January 2014	February 2014	March 2014	April 2014
Vanpools	14	14	14	15
Number of Riders (Average Full-time)	92.8	98.18	90.68	93.65
Vehicle Miles Reduced	153,289	137,795	133,373.92	154,394.76
CO ₂ Reduced (lbs.)	122,631	110,236	106,699	123,516

Carshare Program

Rideshare Program Coordinator Tracy Ellis staffed tables during the BCC Poker Walkabout in both Eugene and Springfield to inform participants about carsharing. Approximately 150 people participated in both events combined.

Ms. Ellis also presented information about carsharing at the Springfield Downtown Mixer.

	January 2014	February 2014	March 2014	April 2014
Cars in Fleet	7	7	7	7
Total Members	155	158	159	159
Members per Car	22	23	23	23
Hours Used	749	643	930	894

Planning is underway for a direct mail carshare campaign to be held over the summer months.

Employer Programs

International Paper in Springfield joined the Emergency Ride Home Program (ERH). Ms. Ellis staffed an information table at International Paper's Safety and Wellness Fair, providing information on Emergency Ride Home and other transportation options.

Six new commuters enrolled in the (ERH) for a total of 150 participants. The program allows local employers to offer a free ride home to anyone enrolled in the agency who takes a transportation option other than driving alone to work. It helps remove the barrier or fear of being unable to travel should their circumstances change throughout the workday and they need to go home in an emergency.

Business Commute Challenge

The 2014 Business Commute Challenge (BCC) concluded with a wrap-up party on Thursday, May 24 that was emceed by KEZI 9 News Morning Anchor Sean Cuellar. Eugene Mayor Kitty Piercy, LTD General Manager Ron Kilcoyne, and Springfield Bicycle and Pedestrian Advisory Committee Chair Rick Dunaven spoke and presented awards to the winning teams. This year's event had 1,932 registered participants representing 175 teams from 103 unique local businesses. The week-long event saved more than 68,987 drive-alone miles in this region, while reducing CO₂ output by 70,676 pounds. LTD's Elite Fleet employee team received a second place award for participation in the week-long challenge in the over 300 employee category.

Sixty-one local businesses donated prizes for the BCC participants.

A full detailed report will be available July of 2014. A follow-up, six-month, post-BCC survey will be conducted in November of 2014.

School Services

May was Walk and Bike Challenge Month, and schools from all three school districts participated. Each year Point2point provides school stipends to schools in order to assist with this effort; and this year, 16 schools utilized the stipend even though many more actually participated. Page Elementary School initiated a very successful walking school bus that had 19 students participate.

The Connect2school program was updated by moving children up to the next grade and is ready for the next school year. Staff will focus outreach on the Connect2school program over the summer and early fall in order to increase the number of families in the database.

The Eugene River House, a branch of the City of Eugene Parks and Recreation, received \$22,000 from the Jane Higdon Foundation this month to further Bicycle and Pedestrian Education in the 2014-15 school year.

SmartTrips: Main Street

The SmartTrips staff hosted two outreach events in May: 1) Explore the Natural World, and 2) Springfield Kidical Mass Bike Ride. Staff also was a presence at the Willamalane Sizzlin' Summer Showcase. To date, SmartTrips has delivered 50 travel kits to residents. In May SmartTrips staff engaged with 500 individuals through outreach events and deliveries.

In June SmartTrips staff will host three outreach events: 1) Explore the Natural World, 2) Cruise the Clearwater Path, and 3) Bus Ride to Camp Putt. Staff also had a table at Sprout! on Friday, June 6.



Mark Johnson, Director of Transit Operations and Customer Satisfaction

New Security Manager

Long-time Security Manager Rick Bailor retired on May 31. The new security manager is Frank Wilson. Frank comes to LTD with an extensive background in policing and transit security.

Previously he was in charge of security at the Regional Transportation Commission in Las Vegas and worked for the Transportation Security Administration; and, most recently, was a security consultant. He is excited to leave Las Vegas looks forward to putting his skills to good work at LTD.

New Maintenance Manager

As Maintenance Manager George Trauger will be retiring on July 31, staff began the hiring process for his replacement so that there would be some transition before George left. Interviews were held during the first week of June. LTD Maintenance Supervisor Ernie Turner was offered the position and he accepted. Ernie has been with LTD for more than 30 years and brings a wealth of internal knowledge to the position. Ernie performed well in all aspects of the hiring process and will do well with the opportunity to lead the Maintenance Division.

Other Hiring

Another class of new bus operators will be starting in July so that they will be ready for the fall bid. Transit Operations also hired three new temporary supervisors.

TransitStat

The first TransitStat work group included an Operations team of office supervisors who were charged with reviewing stand time procedures and statistics and taking steps to reduce stand time by 200 hours a month. The first two months of data shows that they have exceeded their goal for both months. For May they exceeded the goal by 100 hours. They will continue to monitor, measure, and take new steps to continue improving. This group did a great job, and their willingness to be the first ones to participate in the new program is appreciated. If they are able to keep stand time at the stated goal, the savings to the District will be 2,400 hours a year, which is more than one full-time employee.

Bus Operator Saves the Day

Bus Operator Frank Wikle was in the lot preparing his bus for the morning while another operator was preparing her bus. Frank noticed that the other operator was in distress. She had been eating something that was lodged in her throat, she could not breathe, and she was in a panic. Frank quickly ran to the other operator's bus and performed the Heimlich maneuver. After the third attempt, the food was dislodged. Both operators were shaken but not injured after the scare. Fast thinking and knowing how to react in an emergency paid off in this case. Good job Frank!

Maintenance

George Trauger, Director of Maintenance

There will be no Maintenance Department Report this month.

Administrative Services

Mary Adams, Director of Administrative Services

HUMAN RESOURCES

Recruitment and Personnel

David Collier, Human Resources Manager

The Information and Technology Department has added to new faces this month: Robin Clevenger and Thom Grimes. Robin started work on Monday, June 2, as the business analyst. Her primary responsibilities will be helping with the brokerage call center and her office will be at CSC, though she will spend a lot of time out at the RideSource building. Robin comes to LTD from Symantec and she also had her own software consulting business. Thom started work on Monday, June 9, as the applications analyst. His primary focus will be supporting the various software applications that LTD uses. Thom comes to us from the City of Eugene; and prior to that, he was a freelance web developer.

The Finance Department is in the offer stage with candidates for the controller and the accounting technician positions. It is hoped that the positions will be filled by the end of June. Finance also is in the midst of interviews for the accounting assistant position in the cash room and will likely have someone onboard in early July.

The Human Resources Department has conducted phone interviews for the senior human resources analyst and will be doing in-person interviews June 18. The Department hopes to make a decision by the end of June.

Planning and Development Department is currently recruiting for a transit planner. The position has been posted and closes on July 2.

The Administrative Services Department has conducted phone interviews for the internal auditor position, and some in-person interviews have been done with one more scheduled for June 16.

FINANCE

Todd Lipkin, Finance Manager/Chief Financial Officer

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

AGENDA ITEM SUMMARY

DATE OF MEETING: June 18, 2014

ITEM TITLE: MONTHLY PERFORMANCE REPORTS

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENTS:

- 1) April 2014 RideSource Activity and Productivity Report
- 2) *(The link to the May 2014 Performance Reports will be sent out electronically with the financial reports on or before April 15.)*

Q:\Reference\Board Packet\2014\6\June 18 Reg Mtg\performance sum.docx

Special Mobility Services: RideSource Activity and Productivity Information

April-14	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	16,959	16,494	2.8%	156,094	157,411	-0.8%	188,577	190,462	-1.0%
RideSource(All Modes)	14,857	14,350	3.5%	134,580	133,903	0.5%	162,046	161,458	0.4%
Shopper	563	558	0.9%	5,420	5,333	1.6%	6,530	6,416	1.8%
Escort Volunteers-Metro	930	872	6.7%	9,580	8,813	8.7%	11,632	10,877	6.9%
Escort Volunteers-Rural	609	714	-14.7%	6,514	9,362	-30.4%	8,369	11,711	-28.5%
RideSource Cost per Ride	\$ 24.76	\$ 22.89	8.2%	\$ 24.47	\$ 23.77	2.9%	\$ 24.45	\$ 23.59	3.6%
RideSource(All Modes)	\$ 27.18	\$ 25.30	7.4%	\$ 27.27	\$ 26.80	1.8%	\$ 27.33	\$ 26.67	2.5%
RideSource Shopper	\$ 14.44	\$ 12.97	11.3%	\$ 14.13	\$ 13.92	1.4%	\$ 14.15	\$ 13.89	1.8%
RideSource Escort	\$ 5.20	\$ 4.59	13.4%	\$ 4.48	\$ 4.37	2.5%	\$ 4.40	\$ 4.30	2.4%
Ride Reservations	16,395	15,470	6.0%	150,040	145,574	3.1%	179,417	174,968	2.5%
Cancelled Number	1,434	1,208	18.7%	15,685	12,467	25.8%	18,048	14,844	21.6%
Cancelled % of Total	8.75%	7.81%		10.45%	8.56%		10.06%	8.48%	
No-Show Number	115	162	-29.0%	1234	1673	-26.2%	1,507	2,003	-24.8%
No-Show % of Total	0.70%	1.05%		0.82%	1.15%		0.84%	1.14%	
Ride Refusals Number	0	0	#DIV/0!	2	2	0.0%	2	4	-50.0%
Ride Refusals % of Total	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	
Service Hours	8,617	8,131	6.0%	80,591	78,679	2.4%	96,485	94,684	1.9%
Agency Staff	8,488	7,965	6.6%	79,287	76,955	3.0%	94,861	92,555	2.5%
Agency SMS Volunteer	129	166	-22.3%	1,304	1,724	-24.4%	1,624	2,129	-23.7%
Avg. Trips/Service Hr.	1.79	1.83	-2.2%	1.74	1.77	-1.7%	1.75	1.77	-1.1%
RideSource System Miles	107,763	102,241	5.4%	995,296	989,162	0.6%	1,194,697	1,189,511	0.4%
Avg. Miles/Trip	6.99	6.86	1.9%	7.11	7.10	0.1%	7.09	7.09	0.0%
Miles/Vehicle Hour	12.51	12.57	-0.5%	12.35	12.57	-1.8%	12.38	12.56	-1.4%
On-Time Performance %	87.4%	88.9%	-1.7%	88.6%	88.7%	0.0%	88.5%	88.8%	-0.3%
Sample	13,451	12,855		120,130	120,142		144,487	144,623	
On-Time	11,760	11,429		106,469	106,524		127,912	128,368	

Special Mobility Services: RideSource Activity and Productivity Information

<u>April-14</u>	<u>Current Month</u>	<u>Prior Year's Month</u>	<u>% Change</u>	<u>Current YTD</u>	<u>Previous YTD</u>	<u>% Change</u>	<u>Current 12 Month</u>	<u>Prior 12 Month</u>	<u>% Change</u>
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- 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: June 18, 2014

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

PREPARED BY: Jeanne Schapper, Executive Office Manager/Clerk of the Board

ACTION REQUESTED: None

BACKGROUND:

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

- A. **Main Street-McVay Transit Study:** At a Board meeting in either July or August, staff will provide an update on the status of this project, including a review and request for general acceptance of the project's Purpose and Need, and Goals and Objectives.
- B. **Board Member Committee Assignments:** A list of current LTD Board committee assignments has been sent to Board members for review and the opportunity to request reassignment to the same or different committees. Committee assignments will be finalized at the September 17 regular Board meeting.
- C. **Guaranteed Maximum Price for West Eugene EmX Extension:** At the September 17 Board meeting, staff will provide an overview of construction costs agreed to with the Construction Manager/General Contractor.
- D. **West Eugene EmX Extension Art:** At the September 17 Board meeting, staff will present the art that was endorsed by a community member art selection committee.
- E. **Safe Routes to School Report:** At the September 17 Board meeting, highlights and key milestones of the program will be reviewed with the Board.
- F. **Regional Transportation Options Plan (RTOP):** Board adoption of this plan is planned for September or October.
- G. **Pension Funding Policy:** The Governmental Accounting Standards Board suggests that a written pension funding policy be approved by the LTD's governing body. At its October 15 meeting, the Board will be asked to approve the pension funding policies and objectives of the LTD Salaried Employees' Retirement Plan and the LTD/ATU Local No. 747 Pension Trust.
- H. **Annual Performance Report:** Staff will provide a FY 2013-14 Performance Report to the Board at a future meeting.
- I. **Bicycle Parking Study:** An overview of the Draft Regional Bicycle Parking Study will be presented to the Board at a future meeting.

- J. **High-capacity Transit Corridor Projects**: Periodic updates on these projects will be presented to the Board throughout the various stages of the projects.

Q:\Reference\Board Packet\2014\6\June 18 Reg Mtg\Futuresum.docx



business commute challenge 2014

Lane Transit District Board Presentation

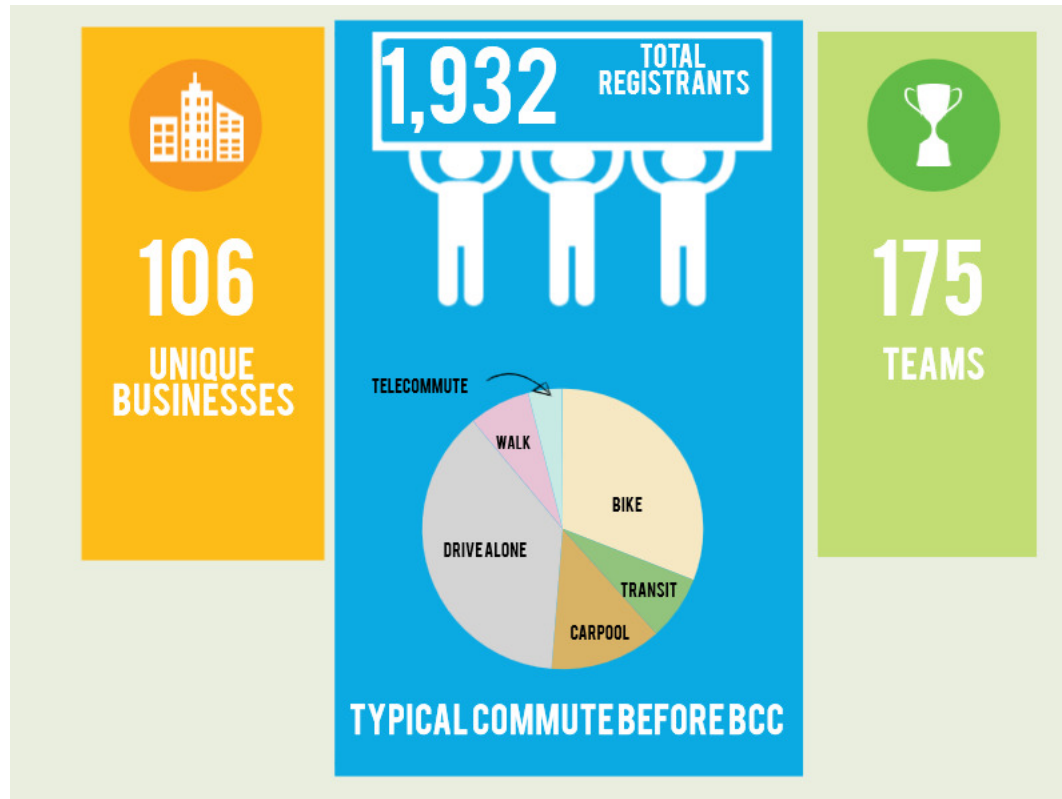
May 18, 2014

Marcia Maffei

Business Commute Challenge Coordinator



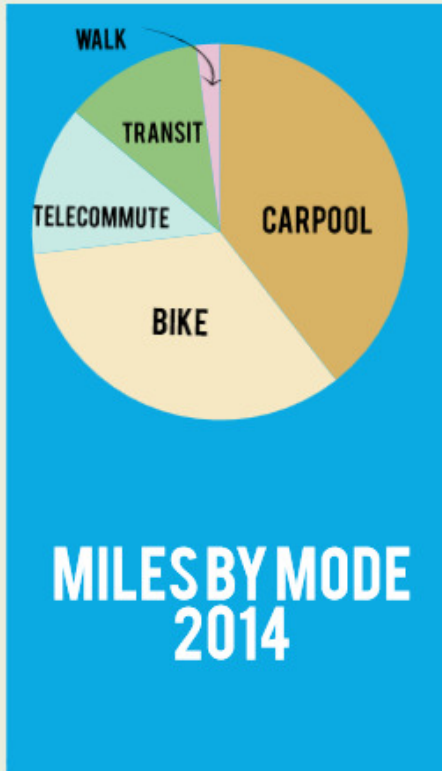
2014 BCC by the Numbers





68,987

MILES



MILES BY MODE
2014



11,081

TRIPS



Partnerships

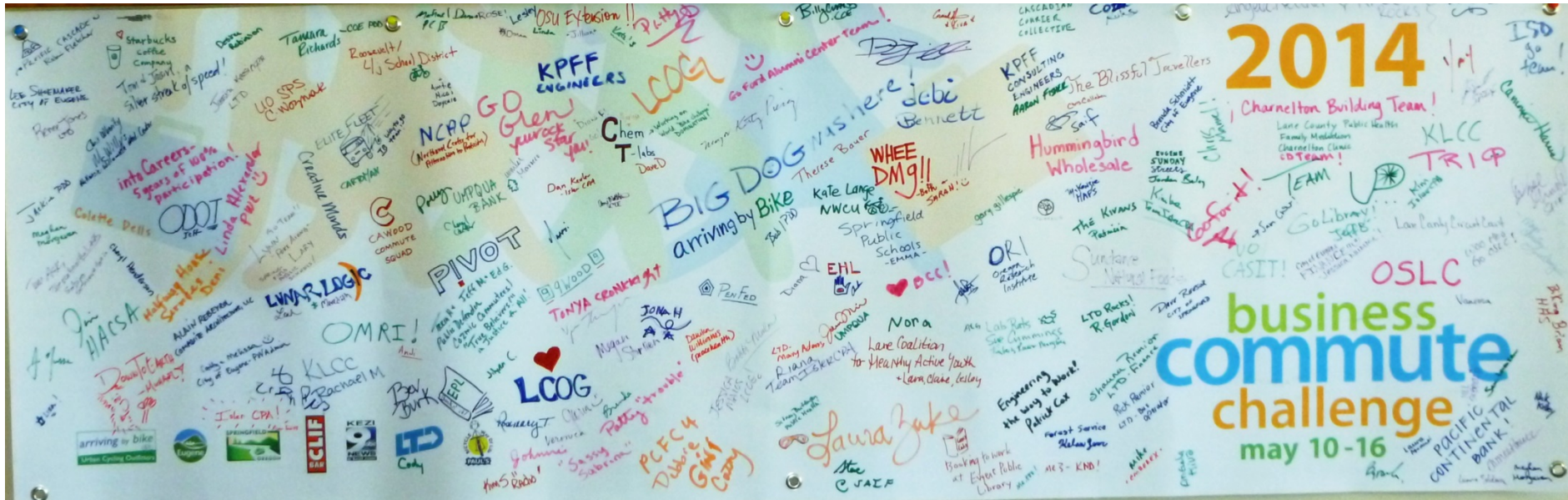


an event managed by



Events

3 - 6 - 1







Poker Walkabouts





the SURVEY SAYS...

- *“I loved the feeling of community (lots of walkers).....”*
- *“And walking through downtown, seeing a ton of people (including the mayor) doing the same thing.”*
- *“Getting the exercise and discovering new businesses that I plan to visit again”*



"The stories you are about to hear are true.

Only the names have been changed to protect the innocent"



Questions?



WEBSITE REDESIGN UPDATE



ltd.org

The Best
Way to
Connect

WEBSITE REVIEW

This presentation is designed to bring the board up-to-date with what is in developed for the new website.

During this agenda item we will review:

- Homepage Design and Functionality
- Interior Page Designs and Functionality
- Route Pages and Functionality
- User Account Information and Usage
- Trip Planning page
- Discuss how Real-time Information will be used and displayed
- Mobile Site Functionality and an Explanation of the Difference Between the Two Sites

<http://lane-transit.testcrafting.com/>

http://lane-transit.testcrafting.com/mobile_sliced/index.php

<http://www.norta.com/Maps-Schedules/System-Map.aspx>

<http://www.piercetransit.org/routes/?id=2>



ltd.org

The Best
Way to
Connect

Memorandum

DATE OF MEETING: June 18, 2014

ITEM TITLE: Follow-up on EmX Steering Committee Engagement Discussion

PREPARED BY: Tom Schwetz

ACTION REQUESTED: None. Information and Discussion Only.

At its June 17, 2014 meeting, the EmX Steering Committee discussed the results of a survey of Committee membership on ways to improve the committee's engagement in LTD's EMX development efforts. The results of the survey are attached. The general themes of the committee's discussion are as follows:

- 1) There has been a growing disconnect between the board and the committee. Those members who have been on the committee for a number of years contrasted the committee's fairly intense engagement in the development of the Franklin and Gateway projects with the relatively high level and disconnected engagement in the West Eugene project and the planning work completed to date on the Main Street project.
- 2) The committee members see themselves as "keepers of the flame", but need direction from the Board as to what that means and how they can be of best use to the Board. This could include playing a more effective role as a conduit of information.
- 3) Committee members provided a number of specific proposals for changing the process of their engagement. These include restructuring the agenda as follows:
 - a. long-range planning issues
 - b. current operations status
 - c. key points of communication to represented groups
 - d. reports from committee members relative to transit in general and EmX specifically

With respect to developing direction to the committee from the Board, Director Yeh developed the following draft directives for consideration by the Board:

- 1) Develop specific strategies to improve existing EmX (e.g. more dedicated lanes, station/path adjustments, more effective transit signal priority, etc.)
- 2) Building on lessons learned from previous corridors, develop recommendations for public and stakeholder engagement to be used in the development of future corridors
- 3) Build/maintain relationships with EmX partners and riders
- 4) Other EmX Steering Committee goals determined by the committee

The Committee is considering the possibility of meeting more frequently, perhaps six times per year. They have asked staff to find a time in August to meet. Their expectation is that the Board members who are on the Steering Committee could provide feedback to the Committee based on Board comments at tonight's meeting. The Board could formally consider the draft directives above at its September meeting.



EmX Steering Committee 2014 Member Survey Response Summary

Q1: How would you describe the current mission and purpose of the Committee?

Committee members offered the following thoughts about the Committee's current mission and purpose:

- The current mission is unchanged from the original purposes: participate in the review and formulation of recommendations regarding the development of the BRT system; provide two-way communication links with the group the Steering Committee member represents.
- Hear public testimony and receive updates from LTD staff.
- Inform community leadership groups on the progress of projects.
- Advise staff and LTD Board members on issues related to future planning and implementation of EmX.
- Assist the LTD Board in decision making after studying and discussing input from staff and the community that directly impacts LTD operations involving the EmX system.
- Raise issues/concerns for future topics and recommendations for improvements to the system.
- Need to more clearly define the role of "oversight" that the Committee is to provide – the question was asked, "has the Committee made recommendations in the past and how have those recommendations been received?"
- Provide the opportunity for real discussion and decision making.

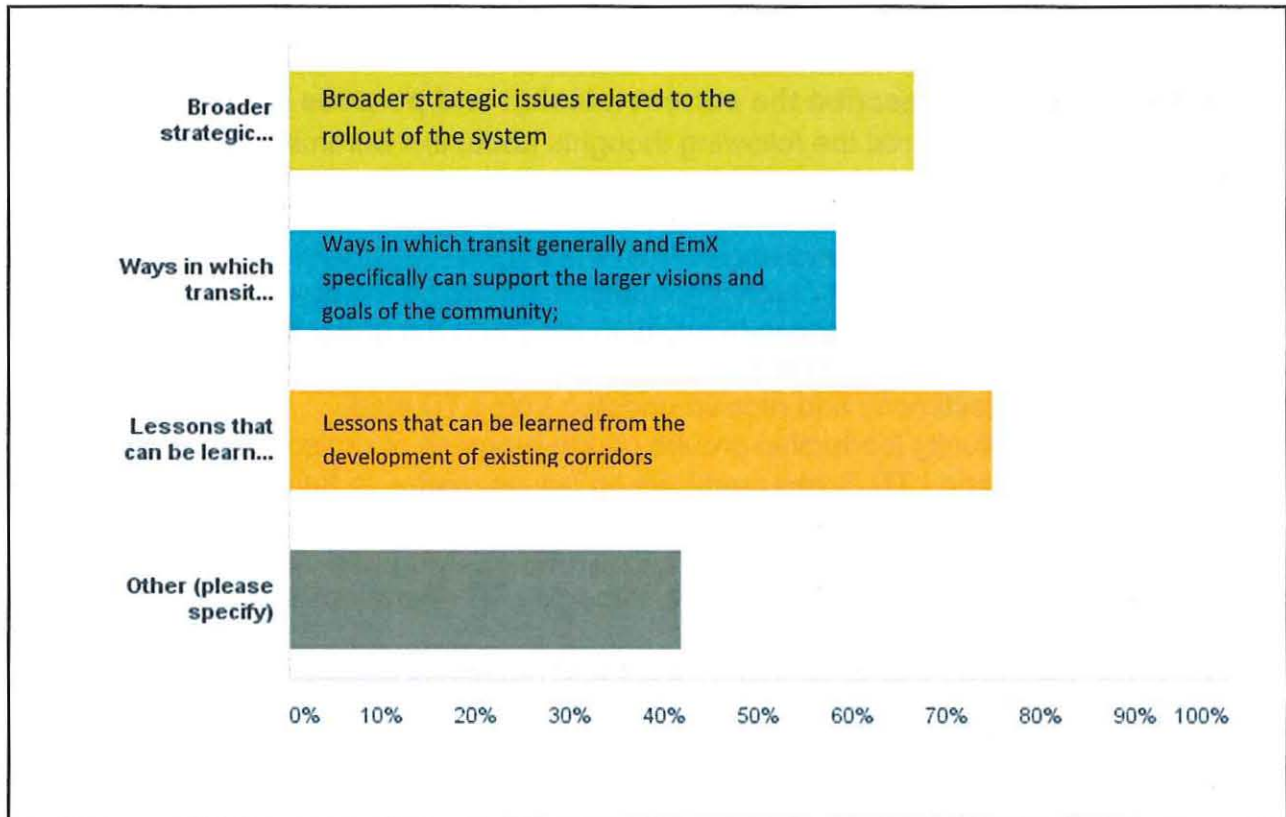
Overall, the Committee sees their role as advising and assisting in decision making regarding the planning and development of EmX. They also serve as a conduit to the group or organization they represent. More opportunities were requested for real discussion and decision making in addition to the status updates from LTD staff. One respondent provided a proposal for an updated Committee purpose statement:

"To act as a collaborative Committee in assisting the LTD Board in decision making after receiving and studying/discussing input from staff and the community that directly impacts LTD operations involving the EMX system that best meets the goals of LTD, Lane County, and the cities of Eugene and Springfield."

Another respondent suggested adding planning to the original charge:

"Participate in the review and formulation of recommendations regarding the planning and development of the BRT system."

Q2: Member Preferences for Topics the Committee Might Devote More Time to:



Q2 Follow-up: Other Topic Ideas?

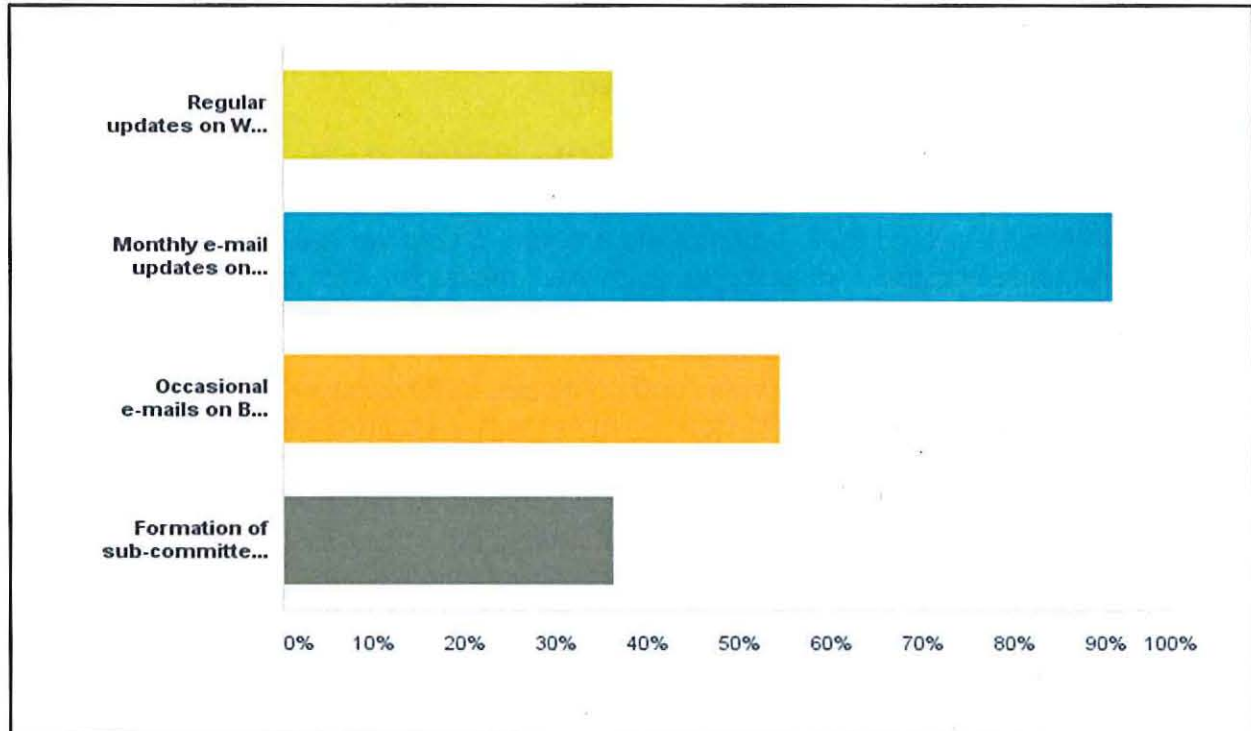
The Committee indicated interest in the three suggested topic areas. The strongest interest was in the topic area of “Lessons that can be learned from the development of existing corridors.”

Steering Committee members had the following additional ideas for topics they might devote more time to:

- A more “in-the-field” approach as construction develops.
- Extending invitations to neighborhood groups to participate in the process.
- Planning and strategy for the long-term future of EmX (timing and sequence of subsequent corridors), future of funding, and impacts of BRT on the entire system.
- Best practices from other BRT systems, new and emerging technologies, environmentally sound improvements.
- Continuing public education and outreach.
- Status of connector vehicles (this needs clarification – is this a reference to connecting regular service to EmX?).

Committee members also indicated that, while staff does a good job of providing updates, they do not consult frequently enough with the Committee on issues. One member asked how recommendations from the Committee get back to the full LTD board. Another suggested that meetings open with a discussion about more general EmX topics, for example, operating times and frequency of EmX service.

Q3: Chart of Member Preferences on Strategies to Create More Continuity



Q3 Follow-up: What other ideas do you have that might help overcome this challenge (creating continuity between the Committee's quarterly meetings)?

The Committee indicated some interest in all the strategies identified to try to improve continuity from meeting to meeting. Strongest preference was given to monthly email updates on EmX related activities, and occasional emails on BRT activities in other areas.

Committee members offered the following thoughts about trying to create more continuity for the Committee:

- One respondent suggested discussing meeting more frequently than quarterly, perhaps meetings every other month?
- We don't need more meetings in our lives. I for one could not volunteer for subcommittee membership (if others could, that'd be great).
- Are there any groups being underserved by a lack of committee membership?

- Each quarterly meeting could start with a BRIEF update and then go on to specific issues that are timely.
- Of the items listed above (Regular updates on WEEE activities, Monthly e-mail updates on EmX-related activities, Occasional e-mails on BRT activities in other areas), the first three are merely more “information sharing” activities. I don't think that's what we need.

Q4: What other thoughts do you have on ways to increase the engagement and effectiveness of the Committee?

Committee members offered the following additional thoughts on ways to increase engagement and effectiveness of the Committee:

- Strengthen the commitment on the part of the electeds serving on the Committee.
- It has been difficult to determine what impact the Committee is having.
- My preference would be to balance the amount of time we spend receiving updates reports and engaged in discussion...with work products. Those work products could be more formal endorsements of strategies and initiatives and/or more formal recommendations to the LTD Board related to EmX.
- I believe the Committee has been and continues to be engaged and effective in providing feedback to the LTD Board. I'm not sure I would change very much other than what I have said on the first few items of this survey.
- Clearer responses of staff to the Steering Committee's recommendations. It has seemed as if we were just chatting about things, but not as if staff were actually taking notes and planning on acting on constructive criticisms and suggestions.
- All presentations to the Committee should be done prior to the meeting. Written material, power-point and video presentations should be reviewed by Committee members before meeting. All meeting time should be arranged so staff gets feedback from Committee members. The meeting should be run by the Committee, not staff. Staff's job at the meeting should be to listen.
- Send out a proposed agenda about a week ahead of time to get members thinking about issues and perhaps we may come up with suggestions to amend the agenda if we think of anything before the meeting.
- Staff preparation in advance of the meetings, with detailed, in-depth presentations at each meeting, with real discussion and Committee decision making.
- At some point we began hearing testimony from citizens. While we are a Steering Committee and our meetings are public, that obligation of the Steering Committee should be clarified by the LTD Board. Are we also an official citizen involvement arm of LTD? If so, is our meeting the proper place for that involvement?
- At one point on the Steering Committee, when action was required on a controversial issue, the LTD Board members and elected officials from the County and City all abstained. Rightfully so, since they had to hear public testimony before their respective bodies and take legal action. That left few of us to make a recommendation and the by-laws ought to be examined to correct this situation. If the Steering Committee is to make recommendations to the Board, the citizen members should have an opportunity to do so, within some modified quorum requirements.