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Lane Transit District

**LANE TRANSIT DISTRICT
SPECIAL BOARD MEETING
Monday, November 10, 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 | | |
| | Grossman_____ Pierce _____ Dubick _____ Gillespie _____ | | |
| | Yeh_____ Wildish _____ Necker _____ | | |
| 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 – DECEMBER 2014
[Shawn Bradley] | (5 minutes) | 7 |
| VIII. | AUDIENCE PARTICIPATION | | |
| | ◆ <i>Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.</i> | | |
| | ◆ <i>Citizens testifying are asked to limit testimony to three minutes.</i> | | |
| IX. | WORK SESSION:
BEST PRACTICES: BOARD DUTIES AND RESPONSIBILITIES
[Mary Adams, Tammy Fitch] | (60 minutes) | 8 |

X.	ITEM FOR ACTION AT THIS MEETING: APPROVAL OF INSURANCE BEST PRACTICES CHECKLIST [Steve Rayack]	(1 minute)	9
XI.	ITEMS FOR INFORMATION AT THIS MEETING		
A.	Board Member Reports	(10 minutes)	14
1.	Meetings Held		
a.	LTD Board Human Relations Committee – October 28		
b.	EmX Steering Committee – October 29		
c.	Metropolitan Policy Committee (MPC) – November 6		
2.	No Meeting/No Reports		
a.	Lane Area Commission on Transportation (LaneACT)		
b.	LTD Pension Trusts		
c.	Accessible Transportation Committee		
d.	Main Street Projects Governance Team		
e.	Lane Council of Governments (LCOG) Board of Directors		
f.	Governor’s Oregon Passenger Rail Leadership Council		
g.	Eugene Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP)		
h.	LTD Board Service Committee		
i.	LTD Board Finance Committee		
E.	Monthly Financial Report [Todd Lipkin]	(5 minutes)	16
F.	Monthly Grant Report (respond if questions) [Todd Lipkin]		22
G.	Monthly Department Reports (respond if questions)		27
H.	Monthly Performance Reports (respond if questions)		35
XII.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING		43
A.	Board Strategic Planning Session (November 12)		
B.	West Eugene EmX Construction (December)		
C.	Peace Officer Resolution (December)		

- D. Independent Audit Report and Comprehensive Annual Financial Report (December)
- E. Regional Transportation Options Plan (December)
- F. General Manager Performance Evaluation and Goals and Objectives (December/January)
- G. Ordinance No. 36 Revision (December/January)
- H. Point2point Draft Strategic Plan (December/January)
- I. Pension Funding Policy (January)
- J. Benchmarking Project (January)
- K. Smart Trips Project Report (January)
- L. Safe Routes to School Strategic Plan (January)
- M. TransitStat Update (Winter)
- N. Draft Regional Bicycle Parking Study
- O. Business Commute Challenge Final Report

XIII. ADJOURNMENT

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

AGENDA ITEM SUMMARY

DATE OF MEETING: November 10, 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

Q:\Reference\Board Packet\2014\11\Nov. 10 Special Mtg\GM Comments.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: November 10, 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

Q:\Reference\Board Packet\2014\11\Nov. 10 Special Mtg\announcesum.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: November 10, 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 fall and winter vacation dates.

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

Q:\Reference\Board Packet\2014\11\Nov. 10 Special Mtg\Calendar of Events Summary.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: November 10, 2014

ITEM TITLE: DECEMBER EMPLOYEE OF THE MONTH

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

BACKGROUND:

December Employee of the Month: Bus Operator Vivian Hernandez has been selected to receive the December 2014 Employee of the Month (EOM) award. Vivian joined the District in February 2007; and during these past seven years, has earned six Safe Driving awards and received two Monthly Value awards.

Vivian was nominated for the EOM award by a coworker who wanted to express her appreciation for the positive way Vivian connects with customers and with other LTD employees every day. For example, customers are touched by the inspirational messages that Vivian writes on the day passes she sells. The coworker also noted that Vivian goes out of her way to positively encourage her fellow employees and customers. Vivian's warm and understanding manner reflects the general sentiment that drivers care very much about their customers.

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

Vivian is one of the nicest people I have ever had the pleasure to know. It seems that she is always smiling and happy to be here. She's kind and compassionate, understanding and friendly.

Vivian takes time to get to know people. Her customers know that she is friendly and professional, and that immediately puts them at ease. I have observed riders calling to her from across the platforms just to say, "Hi." Vivian is easily recognized as a welcoming face at LTD.

It's a pleasure to work with Vivian. She really does care about people, and people really care about her. That's a great thing to see. Congratulations, Vivian! This is a long time coming and you deserve the distinction of being Employee of the Month for December 2014!

Sasha did a great job and probably knows more about the 17 review areas than the rest of us combined!

AWARD:

Vivian will attend the November 10, 2014, meeting to be introduced to the Board and to receive her award.

AGENDA ITEM SUMMARY

DATE OF MEETING: November 10, 2014

ITEM TITLE: BOARD BEST PRACTICES: DUTIES AND RESPONSIBILITIES

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

ACTION REQUESTED: None. Information only.

BACKGROUND:

At the November 10 meeting, Tammy Fitch, with LTD's agent of record Wilson-Heirgood Associates, will review with the Board Oregon law and best practices regarding procedures and legal requirements. Completion of the Best Practices review will reduce the total insurance premium LTD pays to Special Districts Insurance Services by 2 percent. It is one of five new best practice components that can save LTD a combined 10 percent for 2015. The five components are:

- Online Training –2 percent credit
- Board Training –2 percent credit
- Affiliate Organization Membership –2 percent credit
- Best Practices Checklist –2 percent credit (*The Board will be reviewing and asked to approve this item during the Action Items portion of tonight's Board meeting.*)
- Board Member Duties and Responsibilities – 2 percent credit

Issues to be covered in this Best Practices review will include:

- Tort Liability, including major claim areas (motor vehicle accidents, civil rights, policy and practice, employment law, contracts, and purchasing)
- Government Ethics Law
- Public Meetings Law

Ms. Fitch will be attending the November 12 Board strategic planning work session to follow up with the Board on this discussion.

ATTACHMENTS: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 10, 2014

ITEM TITLE: APPROVAL OF INSURANCE BEST PRACTICES CHECKLIST

PREPARED BY: Mary Adams, Director of Administrative Services

ACTION REQUESTED: Approve the checklist that contains best practices to qualify Lane Transit District for reduced liability insurance premiums

BACKGROUND:

Completion of the 2015 Best Practices Checklist will reduce the total insurance premium LTD pays to Special Districts Insurance Services by 2 percent. The sole requirement in the past for the best practices premium reduction was completing a more extensive checklist that was not required to be approved by the LTD Board. LTD earned a total reduction of \$11,795 (5 percent) in 2014. The 2015 program, by comparison, will yield a savings of \$21,704. In order to receive this credit, the LTD Board of Directors is required to review and approve the condensed Checklist.

Please review the attached Checklist and responses (“yes,” “not applicable”). Please keep in mind that Lane Transit District is a much larger district with a larger staff than many of the library, port, fire, and water districts that participate in the risk pool. This list is written as if the special district’s governing board actually performs this extensive list of duties and responsibilities. In LTD’s case, staff oversee many of the areas that require greater board involvement at small districts.

Before the 2015 Best Practices Checklist can be submitted, the last box has to be checked off. This item certifies that the Lane Transit District Board of Directors has reviewed and approved all answers on the checklist.

RESULTS OF RECOMMENDED ACTION:

Approval of this checklist will allow LTD to submit the 2015 Best Practices Checklist, resulting in an estimated premium discount of \$21,704.

ATTACHMENT: 2015 Best Practices Checklist

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




LTD Resolution No. 2014-029: It is hereby resolved that the 2015 Best Practices Checklist is approved as provided at this meeting.

- Home
- Insurance
- Best Practices
- Support
- Logout

Better and Best Practices Checklist to be completed by the Board of Directors and District Manager	
District	Lane Transit District
Contact Name	<input style="width: 90%;" type="text" value="Steve Rayack"/>
Phone	<input style="width: 90%;" type="text" value="541.682.6134"/>
Email	<input style="width: 90%;" type="text" value="stephen.rayack@ltd.org"/>

Check Yes if completed. Leave checkbox blank for No/not completed. Check N/A if not applicable to your district.		Yes	N/A	Help
Board Duties and Responsibilities				
1	Written board duties and responsibilities of officers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Provide each board member with a copy of ORS 198 and the statute that regulates the type of district you represent.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Distribute copy of Oregon Government Ethics Law to each board member.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Adopt policy to utilize SDAO pre-loss legal program or seek qualified legal advice before any major decision that could lead to a lawsuit. Adopt a policy to never terminate an employee without prior legal advice. (Free pre-termination legal advice available for districts insured by SDAO. For districts that have a deductible/SIR of \$10,000 or less and prior to termination of an employee SDAO is called for legal advice, the \$10,000 deductible/SIR may be avoided if the district follows all reasonable advice provided to them.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5	The frequency of board meetings complies with the Oregon statute regulating your type of district.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Procedure for election of board officers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Follow ORS 198 or other authorizing statute for filling board vacancies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	Board has filed the Notice of Registered Agent with the Oregon Secretary of State Archives Division and annually reviews the submitted notice to ensure that information is current.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Annually review board-approved personnel policies including, but not limited to: Non-discrimination, sexual harassment, violence in the work place, discipline procedures, drug use, motor vehicles use/accident reporting, and employee evaluation procedures.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10	Adopt public meetings and records policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

34	Compliance with State/Federal laws and guidelines such as public meetings, public records, local budget law, audit law, public contracting, FLSA, FMLA, OFLA, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
35	Post required State and Federal posters. (Postings can be found and printed out from http://www.dol.gov/osbp/sbrefa/poster/matrix.htm and http://www.boli.state.or.us .)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
36	Separation of duties for deposits and checkbook reconciliation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
37	Petty cash and checks locked in a secure location.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
38	More than one employee or board member required to sign checks, or other check signing policy as approved by the district's auditor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
39	Annual physical hazard review. (If no premises, review the physical hazards at board meeting location.) Building preventative maintenance programs are in place and have been approved by the board. (Monthly inspections of key building components are performed inspecting gutters, downspouts, roofs, roof drains, HVAC, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
40	Backup offsite for all important electronic records/systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
41	All contracts and agreements are in writing and within public contracting laws.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
42	All contract changes in writing and ensure payments reflect subsequent changes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
43	Review all new and preexisting contracts for unfavorable hold harmless and indemnity wording. (Review assistance available from SDAO.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
44	Inspect contract terms for compliance before final payment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
45	Easement agreements maintained and recorded for entering onto private property.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
46	File audit or Financial Report with Secretary of State.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
47	Annual coverage review with agent of district's property and liability insurance limits and deductibles including what is covered and amount of coverage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
48	Annual coverage certificate review. Annually discuss with the district's insurance agent current contracts and corresponding certificates which have been issued to ensure that contract provisions comply with current coverages.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
49	Annual review of district assets. Annually meet with the district's agent to review any applicable schedules (example: auto, property, inland marine) to ensure that assets are adequately valued and all are listed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
50	ADA requirements for public access followed. (Required for board meeting location even if the district does not have a premises.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
51	Annually review all property and update values for fire, flood and earthquake losses.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
52	Maintain updated/current schedules on real and personal property.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Education and Training				
53	SDAO Board Member Training (Regional, conference, videos, on-site)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
54	SDAO Annual Conference.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
55	SDAO Risk Management and Safety Workshops (Regional, Salem quarterlies, on-site)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

56	Affiliated Association Sponsored Conference (OFDDA, OFCA, ORPA, OWRC, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
57	SDAO endorsed affiliated trainings (See www.sdao.com for listings)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
58	Annual training of each board member and written acknowledgement of policy and training kept on file.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Survey Terms and Conditions

Required 

By checking this box I certify that all answers on this checklist have been reviewed and approved by the district's Board of Directors.

Questions or requests contact:  MemberServices@sdao.com at SDAO 800-285-5461

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 10, 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. **LTD Board Human Relations Committee:** The Board Human Relations Committee is composed of Board Members Michael Dubick, Julie Grossman, and Gary Wildish, and generally meets on the second Tuesday of the month. On October 28 the Committee met in executive session to review and evaluate the performance of LTD's general manager. The Committee will meet again in executive session on November 12.
2. **EmX Steering Committee:** The EmX Steering Committee generally meets quarterly and is composed of Chair Gary Gillespie, Board Members Julie Grossman and Carl Yeh, members of local units of government, and community representatives. At the October 29 meeting, the Steering Committee discussed the charges approved by the LTD Board of Directors at its October 22 meeting. Members provided more detail about what community/interest groups they represent. Information was provided about a proposed future amendment to the Long-Range Transit Plan, and members received updates on multiple development projects.
3. **Metropolitan Policy Committee (MPC):** Board Member Gary Wildish and Board Member Gary Gillespie are LTD's MPC representatives, with Board Member Julie Grossman serving as an alternate. MPC meetings are held on the first Thursday of each month. At the November 6 meeting, MPC approved adoption of the Regional Transportation Options Plan, held a public hearing on the proposed Metropolitan Planning Organization boundary expansion, received a presentation on the Eugene Bike Share Feasibility Study, and received an overview of what is planned for the Oregon Transportation Commission meeting on November 21.

NO MEETINGS HELD:

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. The next meeting will be held on November 12.
2. **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 next meeting will be held on November 17.
3. **Accessible Transportation Committee (ATC):** The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex officio position representing the LTD Board on this committee. The next meeting will be held on November 18.
4. **Main Street Projects Governance Team:** 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 members Michael Dubick and Angelynn Pierce serve as LTD's representatives on this committee. The next meeting will be held on November 18.
5. **Lane Council of Governments (LCOG) Board of Directors:** LTD Board Member Carl Yeh represents LTD on the LCOG Board of Directors as a non-voting member. The LCOG Board meets four times a year; the next meeting will be held on December 18.
6. **Governor's Oregon Passenger Rail Leadership Council:** Governor Kitzhaber created a leadership council of officials from the Willamette Valley to advise the governor and the Oregon Transportation Commission on a preferred alignment for 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 October 21 meeting was canceled. The next meeting will be held later this year.
7. **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 will be held on January 13, 2015.
8. **LTD Board Service Committee:** The Board Service Committee is composed of Chair Ed Necker and Board members Gary Gillespie and Michael Dubick. Meetings are scheduled on an as-needed basis. The next meeting has not been scheduled.
9. **LTD Board Finance Committee:** The Board Finance Committee is composed of Chair Michael Dubick and Board members Ed Necker and Carl Yeh. Meetings are scheduled on an as-needed basis. The next meeting has not yet been scheduled.

AGENDA ITEM SUMMARY

DATE: November 10, 2014

ITEM TITLE: MONTHLY FINANCIAL REPORT

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: None

BACKGROUND:

Following this summary are the September 2014 financial reports. Statements for two months prior to the current month will be provided in the monthly Board packet going forward. This is to respond to the Board's desire for better comparability for the monthly and year-to-date figures to prior-year activity. Each period is compared to the prior-year actual and to the current-year budget.

While the budget is appropriated annually, department managers develop an estimate of their monthly activity to create the monthly and year-to-date budgets used in these financial reports. Some activity, like personnel costs, fuel purchases, and preventive maintenance can be reasonably allocated by month. Other costs, like capital project costs and paratransit service, may have other influences, such as variable implementation schedules and erratic service demand, which make them more difficult to allocate. To be consistent, staff has used the same format to report on all four funds.

As reported previously, payroll taxes are under budget due to several take-backs totaling approximately \$672,000 for prior-period payments that were distributed to Lane Transit District in error. If not for these reductions, current year-to-date payroll taxes would be 97 percent of the estimated year-to-date budget and 106 percent of the prior-year receipts. Personnel services are under budget. There are much fewer open administrative positions this year than last year, which explains the high percentage for administrative personnel costs over the prior year.

The average price for fuel through October is \$2.88 per gallon. Materials and Services for the Administrative Services department are over budget year to date because a large insurance claim was paid in August 2014. Comparability of current-year and prior materials and services is hampered by the reorganization implemented over the last year. For example, the Intelligent Transportation Systems (ITS) division was part of Administrative Services last year and is in Operations and Customer Satisfaction this year.

The Transfer to the Accessible Services Fund from the General Fund is well below budgetary projections. This is a direct result of the increased funding received from the Oregon Legislature for elderly and disabled transportation for the current biennium.

The Accessible Services Fund costs are under budget for the year with the best news being the significantly reduced General Fund transfer needed for the first two months of the year.

The Medicaid Fund is over budget for the year due to increased demand resulting from the increase in eligible individuals as of January 1, 2014.

The Capital Projects Fund expenditures year to date included the purchase of three articulated, hybrid-electric buses and West Eugene EmX Extension design and utility relocation activity.

ATTACHMENT: September 2014 Financial Reports

PROPOSED MOTION: None

Q:\Reference\Board Packet\2014\10\Oct 22 Special Mtg\Financial Report AIS.docx



Lane Transit District

Lane Transit District
General Fund
 Schedule of Revenues and Expenditures
September 30, 2014
 Unaudited

September 1 - 30					Revenues & Other Sources		Year to Date Through September 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
395,545	442,822	112.0%	418,810	105.7%	Passenger Fares	4,456,700	1,107,622	1,239,453	111.9%	1,170,830	105.9%
109,998	146,486	133.2%	155,500	94.2%	Group Pass	2,667,000	450,879	475,267	105.4%	466,500	101.9%
-	-	N/A	5,000	0.0%	Advertising	310,000	274,000	292,500	106.8%	265,000	110.4%
-	-	N/A	-	N/A	Special Service	161,300	40,836	52,295	128.1%	40,325	129.7%
505,543	589,308	116.6%	579,310	101.7%	Total Operating	7,595,000	1,873,337	2,059,515	109.9%	1,942,655	106.0%
141,006	46,130	32.7%	265,800	17.4%	Payroll Tax (cash basis)	27,835,500	6,215,719	5,861,748	94.3%	6,750,100	86.8%
25,205	10,220	40.5%	16,000	63.9%	Self-employment Tax (cash basis)	1,600,000	58,793	44,989	76.5%	48,000	93.7%
440,874	404,640	91.8%	445,000	90.9%	State-in-Lieu (cash basis)	2,040,000	440,874	404,640	91.8%	445,000	90.9%
516,802	214,038	41.4%	411,340	52.0%	Operating Grants	4,936,100	1,367,883	1,124,122	82.2%	1,234,020	91.1%
13,942	12,155	87.2%	10,990	110.6%	Miscellaneous	131,700	43,786	78,977	180.4%	32,970	239.5%
7,219	3,865	53.5%	7,500	51.5%	Interest Income	90,000	21,847	14,641	67.0%	22,500	65.1%
1,145,048	691,048	60.4%	1,156,630	59.7%	Total Nonoperating	36,633,300	8,148,902	7,529,117	92.4%	8,532,590	88.2%
1,650,591	1,280,356	77.6%	1,735,940	73.8%	Total Revenues & Other Sources	44,228,300	10,022,239	9,588,632	95.7%	10,475,245	91.5%

September 1 - 30					Expenditures & Other Uses		Year to Date Through September 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
773,070	770,436	99.7%	867,450	88.8%	Administration	10,405,200	2,336,390	2,537,764	108.6%	2,601,850	97.5%
1,569,386	1,650,764	105.2%	1,739,960	94.9%	Amalgamated Transit Union	20,522,900	4,629,069	4,741,591	102.4%	5,166,680	91.8%
(88,117)	(73,833)	83.8%	(69,740)	105.9%	Less Grant-Funded Expenditures	(836,800)	(219,787)	(209,302)	95.2%	(209,220)	100.0%
2,254,339	2,347,367	104.1%	2,537,670	92.5%	Total Personnel Services	30,091,300	6,745,672	7,070,053	104.8%	7,559,310	93.5%
36,434	20,066	55.1%	19,629	102.2%	Executive Office	309,500	103,212	119,340	115.6%	120,759	98.8%
196,628	224,598	114.2%	188,020	119.5%	Administrative Services	2,055,400	792,500	683,959	86.3%	530,360	129.0%
208,754	145,384	69.6%	205,500	70.7%	Customer Services & Planning	2,561,300	566,127	505,150	89.2%	665,530	75.9%
446,621	370,701	83.0%	468,767	79.1%	Operations & Customer Satisfaction	5,860,900	1,107,364	1,440,819	130.1%	1,652,191	87.2%
888,437	760,749	85.6%	881,916	86.3%	Total Materials & Services	10,787,100	2,569,203	2,749,268	107.0%	2,968,840	92.6%
640,883	141,093	22.0%	164,980	85.5%	Transfer to Accessible Services Fund	1,979,700	652,823	279,281	42.8%	494,940	56.4%
40,407	1,164	2.9%	14,330	8.1%	Transfer to Medicaid Fund	172,000	40,407	25,765	63.8%	42,990	59.9%
-	-	N/A	-	N/A	Transfer to Capital Projects Fund	3,351,500	1,792,700	3,351,500	187.0%	3,351,500	100.0%
681,290	142,257	20.9%	179,310	79.3%	Total Other Uses	5,503,200	2,485,930	3,656,546	147.1%	3,889,430	94.0%
3,824,066	3,250,373	85.0%	3,598,896	90.3%	Total Expenditures & Other Uses	46,381,600	11,800,805	13,475,867	114.2%	14,417,580	93.5%

(2,173,475)	(1,970,017)	90.6%	(1,862,956)	105.7%	Revenues less Expenditures	(2,153,300)	(1,778,566)	(3,887,235)	218.6%	(3,942,335)	98.6%
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Lane Transit District
Accessible Services Fund
 Schedule of Revenues and Expenditures
September 30, 2014
 Unaudited

September 1 - 30					Revenues & Other Sources		Year to Date Through September 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
24,809	28,096	113.2%	28,120	99.9%	Passenger Fares	337,500	82,191	85,598	104.1%	84,360	101.5%
384,668	276,479	71.9%	244,110	113.3%	Federal Assistance	2,929,200	610,083	740,089	121.3%	732,330	101.1%
-	-	N/A	4,660	0.0%	State Assistance	55,900	13,974	14,004	100.2%	13,980	100.2%
2,813	2,333	82.9%	8,160	28.6%	Local Assistance	97,900	25,688	3,329	13.0%	24,480	13.6%
143,304	173,127	120.8%	100,980	171.4%	Miscellaneous	1,211,560	143,304	450,730	314.5%	302,940	148.8%
555,594	480,035	86.4%	386,030	124.4%	Total Revenues	4,632,060	875,240	1,293,750	147.8%	1,158,090	111.7%
640,883	141,093	22.0%	164,600	85.7%	Transfer from General Fund	1,975,240	652,823	279,281	42.8%	493,800	56.6%
640,883	141,093	22.0%	164,600	85.7%	Total Other Sources	1,975,240	652,823	279,281	42.8%	493,800	56.6%
1,196,477	621,128	51.9%	550,630	112.8%	Total Revenues & Other Sources	6,607,300	1,528,063	1,573,031	102.9%	1,651,890	95.2%

September 1 - 30					Expenditures & Other Uses		Year to Date Through September 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
377,876	499,412	132.2%	439,080	113.7%	ADA RideSource	5,268,900	1,285,409	1,292,199	100.5%	1,317,240	98.1%
9,993	9,655	96.6%	12,560	76.9%	Transit Training & Hosts	150,600	31,910	30,049	94.2%	37,680	79.7%
7,979	8,268	103.6%	9,010	91.8%	Special Transport	108,100	25,004	20,981	83.9%	27,030	77.6%
395,848	517,335	130.7%	460,650	112.3%	Total Eugene/Springfield Services	5,527,600	1,342,323	1,343,229	100.1%	1,381,950	97.2%
23,833	10,525	44.2%	9,580	109.9%	South Lane	115,000	29,550	35,254	119.3%	28,740	122.7%
16,653	17,737	106.5%	15,680	113.1%	Florence	188,100	47,006	45,588	97.0%	47,040	96.9%
15,130	15,604	103.1%	20,260	77.0%	Oakridge	243,200	49,134	54,571	111.1%	60,780	89.8%
55,616	43,866	78.9%	45,520	96.4%	Total Rural Lane County Services	546,300	125,690	135,413	107.7%	136,560	99.2%
13,309	8,009	60.2%	21,670	37.0%	Mobility Management	260,000	34,892	26,576	76.2%	65,010	40.9%
145	-	0.0%	780	0.0%	Crucial Connections	9,300	1,011	676	66.9%	2,340	28.9%
714	172	24.1%	2,670	6.4%	Veterans Transportation	32,000	2,827	2,584	91.4%	8,010	32.3%
4,059	4,171	102.8%	9,330	44.7%	Lane County Coordination	112,000	10,871	17,469	160.7%	27,990	62.4%
18,227	12,352	67.8%	34,450	35.9%	Total Other Services	413,300	49,601	47,305	95.4%	103,350	45.8%
-	-	N/A	14,000	0.0%	Transfer to Capital Projects Fund	168,000	-	-	N/A	42,000	0.0%
-	-	N/A	14,000	0.0%	Total Other Uses	168,000	-	-	N/A	42,000	0.0%
469,691	573,553	122.1%	554,620	103.4%	Total Expenditures & Other Uses	6,655,200	1,517,614	1,525,947	100.5%	1,663,860	91.7%

726,786	47,575	6.5%	(3,990)	-1192.4%	Revenues less Expenditures	(47,900)	10,449	47,084	450.6%	(11,970)	-393.4%
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Lane Transit District

Lane Transit District
Medicaid Fund
 Schedule of Revenues and Expenditures
September 30, 2014
 Unaudited

September 1 - 30					Revenues & Other Sources		Year to Date Through September 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
482,759	759,278	157.3%	552,400	137.5%	Medicaid Nonemergency Medical Transportation	6,628,800	1,350,886	1,921,098	142.2%	1,657,200	115.9%
40,002	102,290	255.7%	39,840	256.8%	Medicaid Waivered Transportation	478,100	119,802	190,229	158.8%	119,520	159.2%
522,761	861,568	164.8%	592,240	145.5%	Total Revenues	7,106,900	1,470,688	2,111,327	143.6%	1,776,720	118.8%
40,407	1,164	2.9%	14,330	8.1%	Transfer from General Fund	172,000	40,407	25,765	63.8%	42,990	59.9%
40,407	1,164	2.9%	14,330	8.1%	Total Other Sources	172,000	40,407	25,765	63.8%	42,990	59.9%
563,168	862,732	153.2%	606,570	142.2%	Total Revenues & Other Sources	7,278,900	1,511,095	2,137,092	141.4%	1,819,710	117.4%

September 1 - 30					Expenditures & Other Uses		Year to Date Through September 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
387,081	654,657	169.1%	447,150	146.4%	Services	5,365,700	1,058,860	1,605,302	151.6%	1,341,450	119.7%
5,613	10,037	178.8%	13,880	72.3%	Mobility Management	166,600	14,510	35,874	247.2%	41,640	86.2%
90,064	94,584	105.0%	91,370	103.5%	Program Administration	1,096,500	275,586	279,922	101.6%	274,110	102.1%
482,758	759,278	157.3%	552,400	137.5%	Total Medicaid NEMT (Medical)	6,628,800	1,348,956	1,921,098	142.4%	1,657,200	115.9%
37,774	75,418	199.7%	36,660	205.7%	Services	439,900	105,787	149,969	141.8%	109,980	136.4%
2,128	3,369	158.3%	1,740	193.6%	Mobility Management	20,900	5,234	9,935	189.8%	5,220	190.3%
370	520	140.4%	490	106.1%	Program Administration	5,900	1,794	1,567	87.3%	1,470	106.6%
16,158	13,990	86.6%	15,280	91.6%	Grant Program Match Requirements	183,400	50,662	44,365	87.6%	45,840	96.8%
56,430	93,297	165.3%	54,170	172.2%	Total Medicaid Waivered (Non-Medical)	650,100	163,477	205,836	125.9%	162,510	126.7%
539,188	852,575	158.1%	606,570	140.6%	Total Expenditures & Other Uses	7,278,900	1,512,433	2,126,934	140.6%	1,819,710	116.9%

23,980	10,157	42.4%	-	N/A	Revenues less Expenditures	-	(1,338)	10,158	-759.2%	-	N/A
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Lane Transit District
Capital Projects Fund
 Schedule of Revenues and Expenditures
September 30, 2014
 Unaudited

September 1 - 30					Revenues & Other Sources		Year to Date Through September 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
857,837	607,643	70.8%	7,159,500	8.5%	Federal Assistance	85,913,900	1,609,570	4,201,516	261.0%	21,478,500	19.6%
-	-	N/A	1,100,000	0.0%	State Assistance	13,200,000	-	-	N/A	3,300,000	0.0%
857,837	607,643	70.8%	8,259,500	7.4%	Total Revenues	99,113,900	1,609,570	4,201,516	261.0%	24,778,500	17.0%
-	-	N/A	-	N/A	Transfer from General Fund	3,351,120	1,792,700	3,351,500	187.0%	3,351,120	100.0%
-	-	N/A	14,000	0.0%	Transfer from Accessible Services Fund	168,000	-	-	N/A	42,000	0.0%
-	-	N/A	14,000	0.0%	Total Other Sources	3,519,120	1,792,700	3,351,500	187.0%	3,393,120	98.8%
857,837	607,643	70.8%	8,273,500	7.3%	Total Revenues & Other Sources	102,633,020	3,402,270	7,553,016	222.0%	28,171,620	26.8%

September 1 - 30					Expenditures & Other Uses		Year to Date Through September 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
784,610	507,476	64.7%	7,266,490	7.0%	West Eugene EmX Extension	87,197,800	1,565,676	1,698,731	108.5%	21,799,470	7.8%
32,020	-	0.0%	50,000	0.0%	Gateway EmX Extension	600,000	43,477	10,302	23.7%	150,000	6.9%
6,383	27,032	423.5%	59,680	45.3%	Main Street/McVay Transit Study	716,100	19,225	168,744	877.7%	179,040	94.2%
-	1,370	N/A	53,170	2.6%	Northwest Eugene/LCC Transit Study	638,000	-	14,619	N/A	159,510	9.2%
823,013	535,878	65.1%	7,429,340	7.2%	Total Frequent Transit Network	89,151,900	1,628,378	1,892,396	116.2%	22,288,020	8.5%
1,216	50	4.1%	1,066,660	0.0%	Revenue Vehicles - Fixed Route	12,799,900	1,216	2,854,018	234693.8%	3,199,980	89.2%
63,908	212	0.3%	70,000	0.3%	Revenue Vehicles - Accessible Services	840,000	64,038	411	0.6%	210,000	0.2%
-	-	N/A	8,330	0.0%	Support Vehicles	100,000	-	-	N/A	24,990	0.0%
254,146	23,430	9.2%	61,820	37.9%	Stations, Shelters & Facilities	741,800	301,400	115,768	38.4%	185,460	62.4%
22,284	172,223	772.9%	215,820	79.8%	Computer Hardware & Software	2,589,900	191,994	365,139	190.2%	647,460	56.4%
584	200	34.3%	31,290	0.6%	Intelligent Transportation Systems	375,500	998	251	25.2%	93,870	0.3%
-	-	N/A	60,300	0.0%	Transit Security Projects	723,600	950	-	0.0%	180,900	0.0%
-	2,318	N/A	54,480	4.3%	Communications Equipment	653,800	-	9,906	N/A	163,440	6.1%
-	-	N/A	2,500	0.0%	Shop Equipment	30,000	1,497	2,440	163.0%	7,500	32.5%
1,225	-	0.0%	11,670	0.0%	Miscellaneous Equipment	140,000	4,644	-	0.0%	35,010	0.0%
343,363	198,433	57.8%	1,582,870	12.5%	Total Other Capital Outlay	18,994,500	566,737	3,347,933	590.7%	4,748,610	70.5%
1,166,376	734,311	63.0%	9,012,210	8.1%	Total Expenditures & Other Uses	108,146,400	2,195,115	5,240,329	238.7%	27,036,630	19.4%

(308,539)	(126,668)	41.1%	(738,710)	17.1%	Revenues less Expenditures	(5,513,380)	1,207,155	2,312,687	191.6%	1,134,990	203.8%
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AGENDA ITEM SUMMARY

DATE: November 10, 2014

ITEM TITLE: MONTHLY GRANT REPORT

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: None. Information Only.

BACKGROUND:

To align with the new financial reporting program, the September 2014 grant report 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.

Federal Transit Administration TEAM Grant Applications

One grant application has been drafted for FTA review. This grant application should be submitted to FTA by the end of the calendar year. The application should be executed in early 2015. The submittal has been delayed by federal fiscal year-end processing. The application is as follows:

- OR-16-X045 5310 - Elderly Persons & Persons with Disabilities - \$474,358 (\$592,948 total project)

Project	Federal	Total
6 Accessible Services Vehicles	\$474,358	\$592,948

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 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 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.
- **Smart Trips Regional Residential Program:** This application requests \$372,845 for the Smart Trips Regional Program, which is a comprehensive individual household marketing program 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; minorities; and people with disabilities, limited English, and/or no car). Targeted areas have safety concerns and congested corridors. Smart Trips leverages public investments in existing travel programs and infrastructure by addressing household transportation needs regardless of age or ability. Moreover, by highlighting seniors, Smart Trips 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

The two *ConnectOregon* grants listed below have been executed. The projects will begin appearing on the monthly grant report starting with the October 2014 report.

- **30136 - West 11th Bicycle-Pedestrian Bridge Connections:** This grant awarded \$2,866,645 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 were partners on this application. LTD is building multiuse connector bridges at Buck Street and Sam Reynolds Street south of West 11th Avenue as part of the West Eugene EmX Extension (WEEE) project. The amount of the grant award to fund the WEEE pedestrian bridges is \$1,632,000. 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. Staff is currently finalizing an Intergovernmental Agreement (IGA) with the City of Eugene to manage the payment processing and reporting for their part of the grant.
- **30139 - Franklin Boulevard - Phase 1 Transit Station:** This grant awarded \$648,000 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 project.

ATTACHMENT: September 2014 Grant Report

PROPOSED MOTION: None.

\\ltd-glnfas2\workgroup\Reference\Board Packet\2014\11\Nov. 10 Special Mtg\Grant report summary 11-14.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	-	7,721,200.00	8,467,868.82	(746,668.82)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	-	<u>30,808,867.00</u>	<u>28,583,677.65</u>	<u>2,225,189.35</u>

OR-04-0030 - FTA 5309 Bus and Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.04 Paratransit replacement vehicles	-	700,000.00	700,000.00	-
11.13.04 Paratransit expansion vehicles	-	140,000.00	140,000.00	-
11.32.20 Misc Passenger Boarding Improvements	12,551.00	410,000.00	222,478.78	187,521.22
	<u>12,551.00</u>	<u>1,250,000.00</u>	<u>1,062,478.78</u>	<u>187,521.22</u>

OR-04-0038 - FTA 5309 Bus and Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 Hybrid Electric 40' Buses	50.00	3,875,000.00	458.47	3,874,541.53
11.12.06 Hybrid Electric Articulated Buses	-	3,000,000.00	2,927,876.25	72,123.75
	<u>50.00</u>	<u>6,875,000.00</u>	<u>2,928,334.72</u>	<u>3,946,665.28</u>

OR-04-0041 - FTA 5309 VTCLI	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Call Center Software	132,574.00	1,062,000.00	281,520.60	780,479.40
11.62.02 Call Center Telephone System	7,353.00	298,000.00	9,304.45	288,695.55
	<u>139,927.00</u>	<u>1,360,000.00</u>	<u>290,825.05</u>	<u>1,069,174.95</u>

OR-37-X016 - FTA 5316 Job Access/Reverse Commute	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.7L.00 Mobility Management-Assessments	-	504,570.00	504,570.00	-
11.7L.00 Mobility Mgmt	13,413.00	425,803.00	417,180.79	8,622.21
11.80.00 Program Administration	-	18,090.00	18,090.00	-
30.09.01 Employment Transportation Options	-	363,232.00	363,231.70	0.30
	<u>13,413.00</u>	<u>1,311,695.00</u>	<u>1,303,072.49</u>	<u>8,622.51</u>

OR-37-X024 - FTA 5316 Job Access/Reverse Commute	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.7L.00 Mobility Management	-	214,774.00	-	214,774.00

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	27,032.00	937,500.00	405,688.57	531,811.43



OR-57-X012 - FTA 5317 New Freedom	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.7L.00 Mobility Management-Assessments	-	97,026.00	531.00	96,495.00
11.7L.00 Transportation Assessments	4,252.00	96,528.00	96,528.00	-
	4,252.00	193,554.00	97,059.00	96,495.00

OR-57-X014 - FTA 5317 New Freedom	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.7L.00 Mobility Management	-	98,155.00	-	98,155.00

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	15,693.00	1,460,900.00	1,396,252.62	64,647.38
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	50,000.00	-
11.71.12 Vanpools	-	166,302.00	166,302.00	-
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	-
11.93.02 Shelters	-	56,080.00	56,080.00	-
11.93.02 Pavilion Station	-	122,411.00	122,411.00	-
	15,693.00	18,533,939.00	18,469,292.33	64,646.67

OR-90-X161 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Software	-	500,000.00	500,000.00	-
11.42.09 (01) Security Improvements	2,318.00	150,000.00	146,662.39	3,337.61
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	100,000.00	-
11.43.03 Improvements	-	600,000.00	600,000.00	-
11.71.12 Vanpools	-	102,125.00	102,125.00	-
11.7A.00 Prevent_Maint_2	-	4,626,638.00	4,626,638.00	-
11.7A.00 Preventive Maintenance	-	7,500,000.00	7,500,000.00	-
11.92.02 Shelters	-	134,176.00	134,176.00	-
	2,318.00	13,864,189.00	13,860,851.39	3,337.61



OR-90-X179 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.33.02 Pavilion Station	31,131.00	196,800.00	196,800.00	-
11.42.07 Hardware	-	300,000.00	-	300,000.00
11.42.08 Software	14,530.00	289,200.00	195,214.39	93,985.61
11.42.09 Security Improvements	-	431,600.00	-	431,600.00
11.42.11 Support Vehicles	-	144,500.00	44,510.94	99,989.06
11.42.20 Miscellaneous equipment	3,866.00	105,100.00	20,021.41	85,078.59
11.43.03 Improvements	2,401.00	230,200.00	149,722.60	80,477.40
11.7A.00 Preventive Maintenance 13-14	-	1,900,000.00	1,900,000.00	-
11.7A.00 Preventive Maintenance 14-15	193,758.00	1,211,583.00	1,211,583.00	-
11.92.02 Shelters	-	74,818.00	1,820.41	72,997.59
	<u>245,686.00</u>	<u>4,883,801.00</u>	<u>3,719,672.75</u>	<u>1,164,128.25</u>

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	2,015,800.18	324,553.82
11.7F.00 Gateway SmartTrips	-	100,301.00	100,301.00	-
	<u>-</u>	<u>2,440,655.00</u>	<u>2,116,101.18</u>	<u>324,553.82</u>

OR-95-X035 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.72.11 Rideshare	-	354,260.63	358,633.71	(4,373.08)
11.72.11 Safe Routes to School	306.00	83,584.00	31,456.41	52,127.59
11.72.11_Rideshare_Bike_Sharing	-	6,000.00	3,596.95	2,403.05
11.72.11_Rideshare_Carpool	-	922.03	922.03	-
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	-	4,104.52	1,872.04	2,232.48
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	<u>306.00</u>	<u>1,047,911.00</u>	<u>995,783.41</u>	<u>52,127.59</u>

OR-95-X055 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 Hybrid 40' Bus Replacement_01	-	1,878,998.00	-	1,878,998.00
11.33.02 Pavilion Station Construction_01	-	445,782.00	445,782.00	-
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
11.7L.00 Rideshare_00	-	441,436.00	441,436.00	-
11.7L.00 Rideshare_01	35,361.00	453,694.00	421,796.16	31,897.84
11.7L.00 Safe Routes-School Districts_00	-	129,834.00	129,834.00	-
11.7L.00 Safe Routes-School Districts_01	-	135,421.00	14,710.67	120,710.33
11.7L.00 SmartTrips 2	3,589.00	384,487.00	340,925.04	43,561.96
44.23.02 Bike Parking Study	-	100,301.00	100,301.00	-
44.23.02 Bike Share Study_01	-	111,445.00	89,498.60	21,946.40
44.23.02 NW Eugene-LCC Transit Corridor Plan_01	1,370.00	651,711.00	22,743.63	628,967.37
	<u>40,320.00</u>	<u>5,290,336.00</u>	<u>2,564,254.10</u>	<u>2,726,081.90</u>

AGENDA ITEM SUMMARY

DATE OF MEETING: November 10, 2014

ITEM TITLE: MONTHLY DEPARTMENT REPORTS

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENT: Monthly Department Reports, November 2014

Q:\Reference\Board Packet\2014\11\Nov. 10 Special Mtg\Dept Report AIS.docx



MONTHLY DEPARTMENT REPORTS

November 10, 2014

Government Relations

Edward McGlone, Government Relations Manager

Language for the annual United Front visit has been finalized, as has LTD's state legislative agenda, after receiving input from the LTD Board of Directors at its October meeting.

On Tuesday, November 4, elections were held across the country. Congressman Peter DeFazio easily held his seat, as did Senator Jeff Merkley who was up for re-election. Democrats across the country had a very rough evening. Republicans regained a majority in the U.S. Senate, creating the party's first majority in both chambers since 2006. For Oregon, that means starting next year, Oregon Senator Ron Wyden will lose his gavel as the Chairman of the Senate Finance Committee. The Finance Committee, which sets taxation policy, will play a critical role in addressing the need to plug the deficit in the Highway Trust Fund. Losing Sen. Wyden as chair slightly diminishes Oregon's influence on this issue; however, Wyden will still play an important role in this process as senators will need to develop a policy proposal the President will agree to sign.

In West Virginia, Democratic Congressman Nick Rahall lost his bid for re-election. Rahall has served as the ranking member on the House Transportation and Infrastructure (T&I) Committee, and his departure will open up that position. Many insiders anticipate that Congressman DeFazio will return to his former role as ranking member on T&I, positioning himself to be a lead negotiator on MAP-21 reauthorization.

Little changed at the state level. Governor John Kitzhaber won re-election to a historic fourth term while Democrats added to their majorities in both the House and Senate. In LTD's service district, no state legislative seats changed parties; however, Cedric Ross Hayden was elected to replace outgoing Representative Bruce Hanna in Cottage Grove and eastern Lane County. Cedric appreciates the role of transit and has a deep understanding of the value of RideSource paratransit service.

Representing the Thurston area in Springfield, Joe Pishioneri was selected by voters to fill the remainder of retired Councilor Bob Brew's seat. Pishioneri defeated Willamalane Park and Recreation District Board Member Denise Bean in a close race. Both candidates have previously indicated their support for transit in general and high capacity transit along the Main Street corridor.

Customer Services and Planning

Andy Vobora, Director of Customer Services and Planning

MARKETING AND COMMUNICATIONS

Russ Arnold, Marketing Manager

LTD's partnership with Willamalane on the inaugural 1Pass was a success. The number of youth pass participants increased from roughly 700 the previous year, to just shy of 1,100 this year, while seeing no significant loss in revenue for LTD.

LTD is currently running ads through the end of the year on KLCC, in the *Blue Chip* publication, *The Register-Guard* online, the *Eugene Weekly*, and in the local magazine *Open for Business*. The ads thank the community, and specifically, the business community, as partners who made the APTA System of the Year award possible.

The bus promotion that benefits Toys for Tots and Food for Lane County will take place on November 14 and 15. This will be the 19th year that LTD has partnered with KDUK radio, and the second year LTD has partnered with Walmart, to help support families in need around the holiday season. LTD also will do a week-long, internal drive, and those donated items will be the first items placed on the bus.

LTD is currently in communication with Cumulus Radio to be the title sponsor of the inaugural "Pass the Ticket" program. Through March, this program will provide tickets for youth and their families to University of Oregon (UO) men's and women's basketball games, along with LTD passes to get them to the game. The program will work with the YMCA, Boys and Girls Club, Willamalane, and 4J and Springfield school districts to identify underprivileged youth who are performing well in school, and who would benefit from this program. There also will be a call for any community member who would like to donate unused tickets to the program to benefit local youth.

ACCESSIBLE AND CUSTOMER SERVICES

Cosette Rees, Accessible and Customer Services Manager

LTD was notified of a grant received for \$1,064,145 through the Federal 5309 Bus and Bus Facilities Program (Ladders of Opportunity Initiative) Discretionary Grant program. This funding will be utilized for the RideSource paratransit fleet to replace eight aging, 14-passenger vehicles, three modified accessible mini-vans, and retrofit 26 vehicles with on-board security camera systems. This purchase replaces vehicles that have significantly passed their useful life and will expand the security camera system following the success of a pilot program.

The remodel at LTD's Customer Service Center has reached completion. This project put in place glass at the counters, changed access to the CSC work area, and created office space accessible to the lobby for contracted mobility management functions. The glass and access changes provide improved security and better management of the room temperature in the employee areas. The new office space allows Alternative Work Concepts, the non-profit who provides contracted travel training and transit hosts, to work in an area more accessible and convenient to our customers.

Accessible Services staff attended the Rural and Intercity Transportation conference and the International Paratransit conference in October. These conferences were at the same location, back-to-back, and offered staff an opportunity to expand knowledge, anticipate coming changes, and think outside the box as we learned about the delivery of services from other regions and other countries. LTD Human Services Transportation Coordinator Kris Lyon participated on a panel discussion and spoke about the local model that allocates costs among multiple programs.

FACILITIES

Joe McCormack, Facilities Manager

Capital Improvement Program

Staff are currently compiling a list of projects, including projects to keep District facilities in a state of good repair. Nearly 40 significant facility upgrade projects spanning the next 10 years have been identified. These projects include improvements to customer amenities, security and safety, and replacement of equipment reaching the end of life cycles.

West Eugene EmX Extension Project

Facilities staff are currently working with project staff, engineers, and the contractor to negotiate a guaranteed maximum price for the West Eugene EmX project. The project is transitioning from planning and design to construction and implementation.

Valley River Center Station

The facelift project at Valley River Center Station is complete. New LED lighting, paint, roof repairs and signage will serve riders well for the coming years.

Painting

Summer painting projects have come to an end. The Eugene Station shelter columns, railings, and passenger information signs all received a fresh color with a durable epoxy paint. The Gateway Station also received a new coat of paint as did multiple standard bus shelters around town. Not unlike the Golden Gate Bridge, wear and tear on painted infrastructure from weather and usage requires continual seasonal upkeep.

Snow Preparations

Staff have been working since last winter to gear up for this coming winter. The Facilities Management group has taken three significant steps to improve response to winter weather events this year, including a centralized dispatch of work efforts coordinated with real-time needs, better defined objectives and clarity of capabilities, and acquisition of new and additional snow and sanding equipment.

PLANNING AND DEVELOPMENT

Tom Schwetz, Planning and Development Manager

Corridor Studies

West Eugene EmX Extension

John Evans, Senior Project Manager

Please see project update under Facilities above.

Main Street-McVay Highway

John Evans, Senior Project Manager

Over the course of the next few months, the Stakeholder Advisory Committee (SAC) and the Governance Team (GT) will further cull the number of transit options based on their determination of the consistency of the various options with the project's evaluation criteria. The SAC's recommendations are reviewed and accepted, or revised, by the GT and forwarded to the Springfield City Council and the LTD Board for final review and consideration.

The SAC and GT recommendations regarding which transit solutions hold the most promise for resolving transportation problems in the Main-McVay Corridor is anticipated in February 2015. Review and consideration of the GT recommendations by Springfield City Council and the LTD Board is planned for March through April of 2015.

Northwest Eugene-Lane Community College (NW Eugene-LCC)

Sasha Luftig, Development Planner

The City of Eugene and Lane Transit District are continuing to work through a formalized project charter process for the NW Eugene-LCC Corridor Study. Staff anticipate that the charter will be finalized this month and the project work will begin in early 2015.

Other Planning Updates

Franklin Boulevard

John Evans, Senior Project Manager

Staff are continuing to work with City of Springfield staff on design compatibility for two EmX stations to be relocated as part of the City's Franklin Boulevard redevelopment project. Funding for the station relocation was awarded under Oregon Department of Transportation's *ConnectOregon V* grant process.

The Long-Range Transit Plan (LRTP)

Staff are working on a potential amendment to the LRTP that will more clearly articulate the vision and relationship between the frequent transit network and bus rapid transit. The Board should expect to see a proposed amendment in early 2015.

Service Planning

Tim Simon, Service Planner

The Service Planning Department is in the middle of interviewing for a planner. The Annual Route Review process for the 2014-15 year also is underway, and staff are using a new project management tool to help organize and improve the process. Staff also are in the middle of Winter Bid, with a major change being service to the new State Mental Hospital. The Snow and Ice procedure and detour packet is being finalized in order to prepare for the winter weather.

POINT2POINT

Theresa Brand, Transportation Options Manager

Point2point staff have been meeting with regional partner agency transportation staff to develop a five-year strategic plan that will be implemented in early 2015. A draft of the work plan will come before the LTD Board in December or January.

Staff participated in the joint Health and Transportation meeting held in early October, which brought together County Health and regional transportation staff to discuss the importance of closer coordination of health and transportation planning in the future. Follow-up discussions will be held during the next year.

Staff met with Coburg City Administrator Petra Schuetz to discuss enhancing transportation options work in the city. Some of the items included more targeted outreach to the Coburg North employers and the idea of developing a bicycle hub project that could be available for use by the numerous bicyclists that ride through the city.

Point2point was one of the sponsors of NEDCO's 35th Anniversary Fall Festival and also staffed a table at the event. Walking maps of the Sprout/Downtown Springfield area were created and distributed at the event that showed locations within walking distance where residents can access grocery shopping, recreation, and transportation options.

Staff participated in the Springfield City Hall Trick or Treat and Magic Show event, distributing Safe Ways to School flyers and candy to more than 500 children.

Point2point and LTD staff hosted a booth at the Eugene Chamber Business-to-Business Expo, promoting all modes of transportation and inviting participants to spin the prize wheel and learn more about transportation options.

Drive Less Connect

Point2point staff joined efforts with the Oregon Department of Transportation and other transportation options programs throughout the state to conduct the second annual Oregon Drive Less Challenge on October 6 – 19.

In Lane County, 669 people logged 13,168 non-drive-alone trips, accounting for 237,346 miles. This equates to 8,363 gallons of gasoline and 163,130 pounds of CO₂ saved. (Oregon met its statewide goal of exceeding one million miles, registering 1,082,491 miles.)

Three hundred seventy-four mode kits were sent to individuals who had requested more information on transportation options during the challenge.

In October, 266 new users registered for Drive Less Connect, and 19,867 non-drive-alone trips were recorded in the trip calendar, for a total of 339,343 miles.

Staff held a Challenge Kickoff celebration at Oakshire Public House on October 5. KDUK radio was present with a live remote. About 250 people attended.

Point2point staffed booths at the Wheels by the Willamette, the 2014 Eugene Caro Bike Fair, and the Disaster Relief Trials to promote transportation options and the Oregon Drive Less Challenge.

Point2point is now in the process of planning a regional carpool campaign for early 2015 with partners at Cascades West Rideshare and Cherriots Rideshare.

Vanpool Program

September statistics: *(vanpool reporting experiences a 30-day lag)*

- 17 Vanpools traveling to/from Eugene-Springfield
- 4,170 Passenger Boarding's
- 228,185.00 Passenger Miles
- 138,736.48 Pounds CO₂ Reduced

Carshare Program

The Enterprise Carshare program continues with eight vehicles in the community fleet. In September six new members joined the program, for a total of 166 active members. There were 151 reservations in September, for a total of 936 hours. That equates to 20 members per car and an average of six hours per reservation.

Car2Go is an innovative carsharing program already enjoying popularity in Portland. Point2point staff assisted Car2Go with its launch in Eugene-Springfield with 50 smart cars. Car2Go has established two zones: one in Springfield and one in Eugene. Cars can be located using a smart phone application and may be dropped off anywhere within one of the zone locations. Car2Go is popular for one-way carsharing and begins its rates at just 41 cents per minute.

Employer Programs

Point2point conducted an Emergency Ride Home orientation with staff from Food for Lane County.

School Services

Once again Point2point offered stipends to support encouragement events for International *Walk+Bike to School* day on October 8, 2014. Twelve schools participated in the event, encouraging 40-50 percent of students to walk or bike to school that day. Staff attended Page Elementary School's *Walk+Bike* day to hand out incentives and register people for SchoolPool.

The Regional Safe Routes to School team is beginning the strategic planning process in November to update the regional five-year plan. Staff will work with the team to incorporate equity into the existing "Five Es" (Engineering, Encouragement, Education, Enforcement, and Evaluation).

SmartTrips: Main Street

Staff have finished data entry from the post-program travel survey. A total of 304 surveys were returned. Staff anticipate the SmartTrips Main Street program final report to be completed by December 31.

Staff are in the early planning phase for the next SmartTrips Main Street program scheduled to launch in June 2015. Staff are creating collateral materials and placing orders for safety items.

Transit Operations and Customer Satisfaction

Mark Johnson, Director of Transit Operations and Customer Satisfaction

New Bus Operators

A class of new bus operators will begin their careers at LTD on December 8. This will bring the operator numbers up to the budgeted number. The operators will be ready for full duty for the winter bid in February.

FLEET MAINTENANCE

Ernie Turner, Fleet Maintenance Manager

Two new employees recently joined the Fleet Maintenance Division. Eric (Ric) Adams started on October 20 as the second shift fleet maintenance supervisor; Darren Guile began his duties as a general service worker on November 3.

Administrative Services

Mary Adams, Director of Administrative Services

HUMAN RELATIONS

David Collier, Human Relations Manager

Recruitment

The Executive Office is recruiting for a new administrative secretary. Interviews will be in mid-November.

Before beginning work as a general service worker on November 3, Darren Guile was a mechanic at Walsh Trucking.

Customer Services and Planning has completed interviews and should have a new distribution coordinator by mid-November. Planning also is recruiting for a senior planner; phone and in-person interviews will take place later this month.

Benefits

The Benefits Fair took place on October 23 with flu shots and biometric screenings for employees. It was a very successful event.

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: November 10, 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) September 2014 RideSource Activity and Productivity Report
- 2) October 2014 Performance Report

(The October 2014 performance report does not include passenger revenues and sales information. This information will be updated when the October 2014 financial reports are presented to the Board of Directors in the December 2014 Board packet. The September 2014 performance report on the LTD website has been updated to include passenger revenue and sales information.)

PROPOSED MOTION: None

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September-14	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	16,467	15,100	9.1%	49,609	46,430	6.8%	193,155	189,421	2.0%
RideSource(All Modes)	14,126	13,147	7.4%	42,525	40,139	5.9%	165,643	162,365	2.0%
Shopper	544	524	3.8%	1,688	1,635	3.2%	6,570	6,497	1.1%
Escort Volunteers-Metro	1,089	773	40.9%	3,555	2,727	30.4%	13,256	10,829	22.4%
Escort Volunteers-Rural	708	656	7.9%	1,841	1,929	-4.6%	7,686	9,730	-21.0%
RideSource Cost per Ride	\$ 24.44	\$ 23.71	3.1%	\$ 24.52	\$ 24.47	0.2%	\$ 24.22	\$ 24.10	0.5%
RideSource(All Modes)	\$ 27.39	\$ 26.31	4.1%	\$ 27.53	\$ 27.24	1.1%	\$ 27.14	\$ 27.01	0.5%
RideSource Shopper	\$ 14.42	\$ 12.97	11.1%	\$ 13.82	\$ 13.90	-0.5%	\$ 14.00	\$ 13.93	0.5%
RideSource Escort	\$ 4.29	\$ 3.78	13.6%	\$ 4.15	\$ 4.37	-4.9%	\$ 4.35	\$ 4.35	0.0%
Ride Reservations	15,425	14,079	9.6%	46,710	43,458	7.5%	184,694	176,289	4.8%
Cancelled Number	1,391	1,107	25.7%	4,228	3,627	16.6%	19,045	15,148	25.7%
Cancelled % of Total	9.02%	7.86%		9.05%	8.35%		10.31%	8.59%	
No-Show Number	120	113	6.2%	397	439	-9.6%	1,429	1,877	-23.9%
No-Show % of Total	0.78%	0.80%		0.85%	1.01%		0.77%	1.06%	
Ride Refusals Number	0	0	#DIV/0!	0	0	#DIV/0!	2	2	0.0%
Ride Refusals % of Total	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	
Service Hours	7,906	7,741	2.1%	24,316	24,011	1.3%	97,476	95,667	1.9%
Agency Staff	7,727	7,627	1.3%	23,904	23,564	1.4%	95,948	93,824	2.3%
Agency SMS Volunteer	179	114	57.0%	412	447	-7.8%	1,528	1,843	-17.1%
Avg. Trips/Service Hr.	1.86	1.77	5.1%	1.82	1.74	4.6%	1.77	1.77	0.0%
RideSource System Miles	101,207	96,470	4.9%	307,611	299,163	2.8%	1,211,005	1,198,043	1.1%
Avg. Miles/Trip	6.90	7.06	-2.2%	6.96	7.16	-2.8%	7.03	7.09	-0.9%
Miles/Vehicle Hour	12.80	12.46	2.7%	12.65	12.46	1.5%	12.42	12.52	-0.8%

September-14	<u>Current Month</u>	<u>Prior Year's Month</u>	<u>% Change</u>	<u>Current YTD</u>	<u>Previous YTD</u>	<u>% Change</u>	<u>Current 12 Month</u>	<u>Prior 12 Month</u>	<u>% Change</u>
On-Time Performance %	79.5%	88.7%	-10.5%	83.4%	88.9%	-6.2%	87.1%	88.6%	-1.6%
Sample	12,951	11,652		38,500	35,651		148,646	145,175	
On-Time	10,292	10,341		32,101	31,694		129,541	128,570	

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

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

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

Productivity Cost Model

FY 2015

September-14

	Current Month	Last Yr Curr Month	Curr YTD	Last Yr YTD	Curr 12 Months	Last Yr 12 months
Total Cost per Cost Model	487,081	433,096	1,466,850	1,354,465	5,606,156	5,267,748
Less Brokerage	84,109	74,779	248,374	216,964	919,529	694,308
Less Oakridge	527	252	1,982	1,223	8,030	8,713
RS Total	402,445	358,065	1,216,494	1,136,278	4,678,597	4,564,727
Less Shopper	7,842	6,797	23,335	22,723	91,970	90,500
Less Vol Escort	7,712	5,398	22,411	20,333	90,997	89,339
RS All Modes	386,891	345,870	1,170,748	1,093,222	4,495,630	4,384,888

LANE TRANSIT DISTRICT
October 2014 Performance Report
05-November-2014

Performance Measure	Prior			Current			Current		
	Current Month	Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	1,137,428	1,197,760	- 5.0%	3,532,794	3,530,655	+ 0.1%	11,194,993	11,284,207	- 0.8%
Mobility Assisted Riders	14,017	12,531	+ 11.9%	57,053	47,484	+ 20.2%	149,589	137,863	+ 8.5%
<u>Average Passenger Boardings:</u>									
Weekday	43,487	45,352	- 4.1%	33,931	33,981	- 0.1%	37,426	37,906	- 1.3%
Saturday	23,124	27,859	- 17.0%	21,752	22,799	- 4.6%	20,454	20,603	- 0.7%
Sunday	11,182	10,810	+ 3.4%	10,406	10,260	+ 1.4%	10,387	10,193	+ 1.9%
Monthly Revenue Hours	22,942	22,526	+ 1.8%	85,108	82,082	+ 3.7%	251,198	248,287	+ 1.2%
Boardings Per Revenue Hour	49.6	53.2	- 6.8%	41.51	43.01	- 3.5%	44.57	45.45	- 1.9%
Weekly Revenue Hours	4,988	4,988	+ 0.0%	4,752	4,677	+ 1.6%	4,865	4,841	+ 0.5%
Weekdays	23	23		87	87		255	255	
Saturdays	4	4		17	17		52	52	
Sundays	4	4		19	17		54	52	

Passenger Revenues & Sales

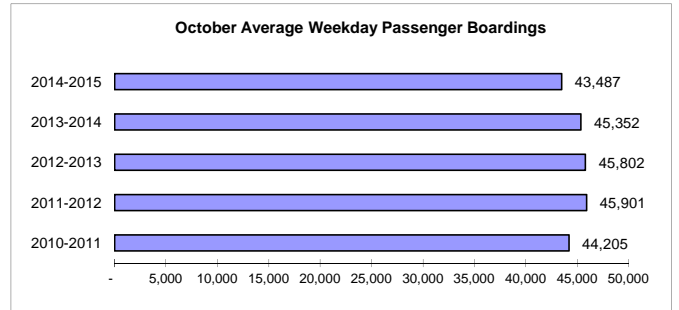
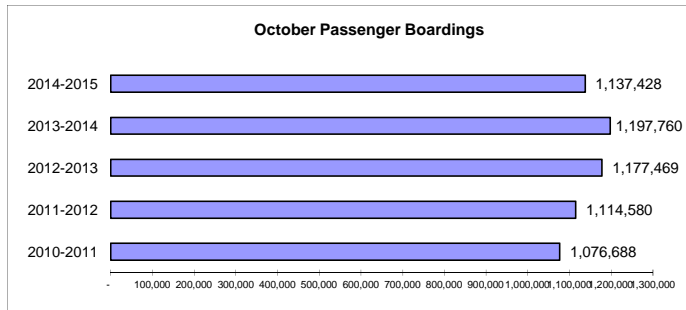
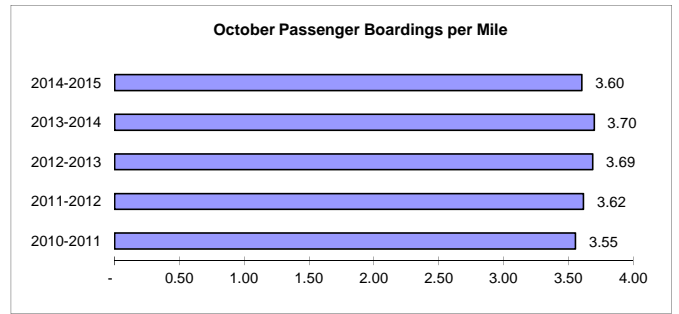
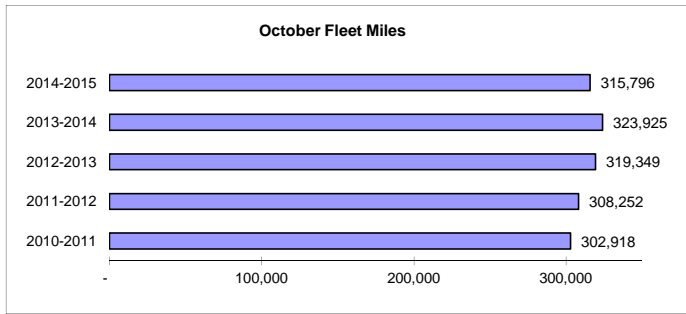
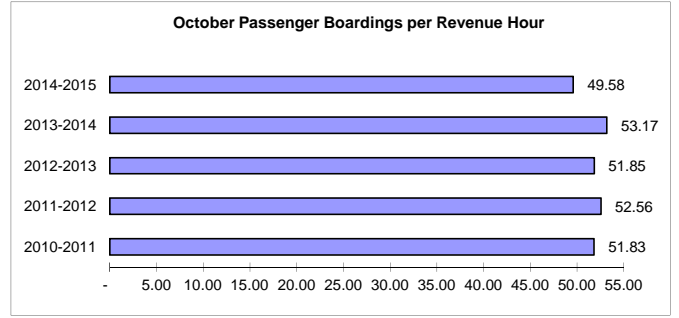
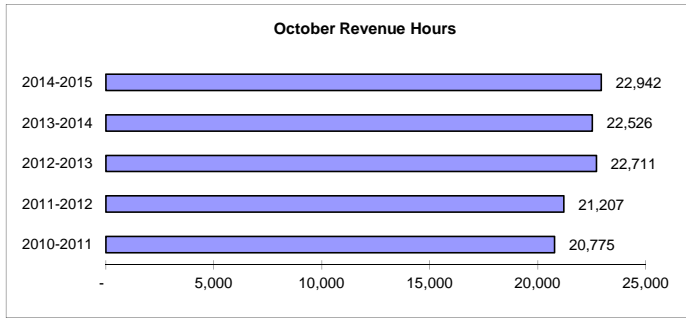
Passenger revenues and sales information will be updated when the October 2014 financial reports are presented to the Board of Directors in the December 2014 board packet.

Fleet Services

Fleet Miles	315,796	323,925	- 2.5%	1,187,866	1,186,370	+ 0.1%	3,536,360	3,540,953	- 0.1%
Average Passenger Boardings/Mile	3.60	3.70	- 2.6%	2.97	2.98	- 0.1%	3.17	3.19	- 0.7%
Fuel Cost	\$252,679	\$287,586	- 12.1%	\$1,029,998	\$1,040,985	- 1.1%	\$3,018,330	\$3,033,079	- 0.5%
Fuel Cost Per Mile	\$0.800	\$0.888	- 9.9%	\$0.867	\$0.877	- 1.2%	\$0.854	\$0.857	- 0.4%
Repair Costs	\$218,967	\$206,989	+ 5.8%	\$827,474	\$767,817	+ 7.8%	\$2,530,811	\$2,459,911	+ 2.9%
Total Repair Cost Per Mile	\$0.693	\$0.639	+ 8.5%	\$0.697	\$0.647	+ 7.6%	\$0.716	\$0.695	+ 3.0%
Preventive Maintenance Costs	\$32,444	\$44,718	- 27.4%	\$120,792	\$138,441	- 12.7%	\$412,703	\$427,375	- 3.4%
Total PM Cost Per Mile	\$0.103	\$0.138	- 25.6%	\$0.102	\$0.117	- 12.9%	\$0.117	\$0.121	- 3.3%
Mechanical Road Calls	49	50	- 2.0%	194	195	- 0.5%	636	631	+ 0.8%
Miles/Mech. Road Call	6,445	6,479	- 0.5%	6,123	6,084	+ 0.6%	5,560	5,612	- 0.9%

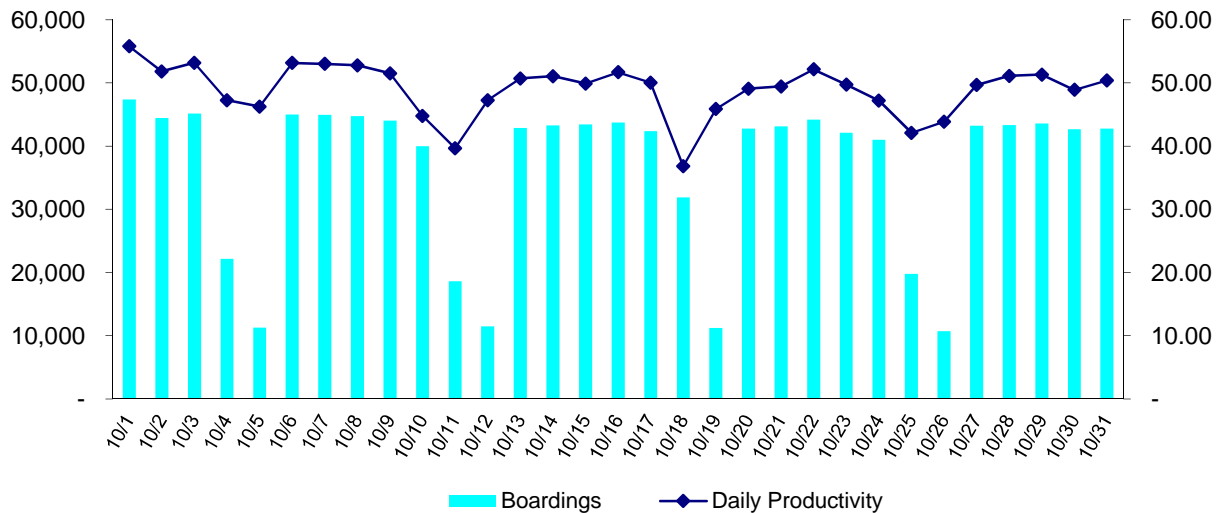
Special Mobility Service

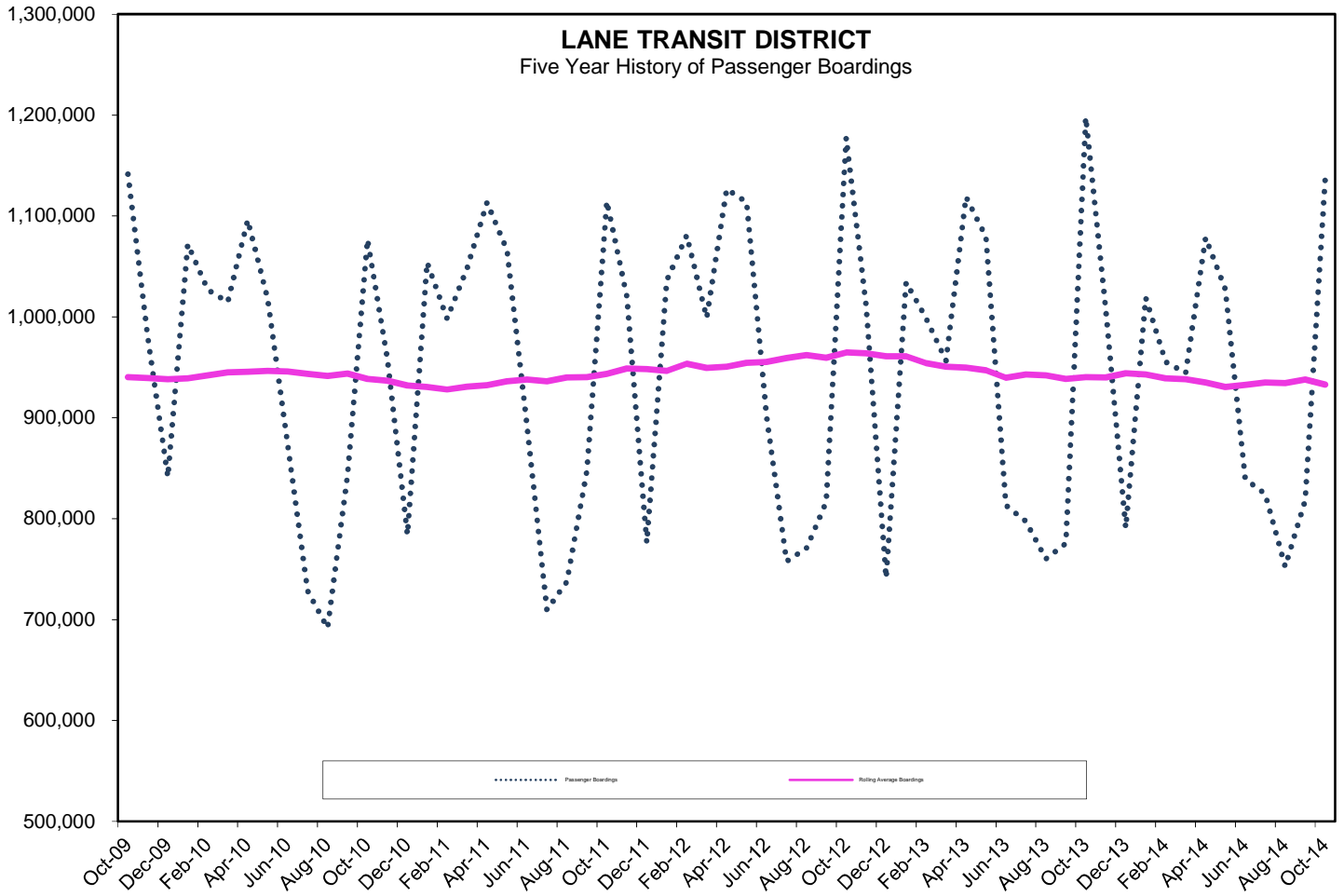
SMS Rides	15,663	18,198	- 13.9%	65,051	64,150	+ 1.4%	194,906	188,715	+ 3.3%
SMS Ride Refusals	-	-	+ 0.0%	-	-	+ 0.0%	-	2	- 100.0%
RideSource	8,349	8,056	+ 3.6%	29,797	30,753	- 3.1%	83,684	84,693	- 1.2%
RideSource Refusals	-	-	+ 0.0%	-	-	+ 0.0%	-	1	- 100.0%



Daily Ridership Recap October 2014

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
10/1/2014	Wednesday	Weekday	47,393	559	849.00	55.82
10/2/2014	Thursday	Weekday	44,474	573	858.00	51.83
10/3/2014	Friday	Weekday	45,172	661	849.00	53.21
10/4/2014	Saturday	Saturday	22,167	493	469.00	47.26
10/5/2014	Sunday	Sunday	11,285	213	244.00	46.25
10/6/2014	Monday	Weekday	44,992	627	846.00	53.18
10/7/2014	Tuesday	Weekday	44,958	591	848.00	53.02
10/8/2014	Wednesday	Weekday	44,761	583	848.00	52.78
10/9/2014	Thursday	Weekday	44,045	528	855.00	51.51
10/10/2014	Friday	Weekday	39,974	552	892.00	44.81
10/11/2014	Saturday	Saturday	18,653	375	470.00	39.69
10/12/2014	Sunday	Sunday	11,488	198	243.00	47.28
10/13/2014	Monday	Weekday	42,869	563	845.00	50.73
10/14/2014	Tuesday	Weekday	43,273	413	847.00	51.09
10/15/2014	Wednesday	Weekday	43,425	466	870.00	49.91
10/16/2014	Thursday	Weekday	43,738	462	846.00	51.70
10/17/2014	Friday	Weekday	42,390	467	847.00	50.05
10/18/2014	Saturday	Saturday	31,888	347	865.20	36.86
10/19/2014	Sunday	Sunday	11,242	209	245.00	45.89
10/20/2014	Monday	Weekday	42,760	466	871.00	49.09
10/21/2014	Tuesday	Weekday	43,115	544	872.00	49.44
10/22/2014	Wednesday	Weekday	44,178	472	847.00	52.16
10/23/2014	Thursday	Weekday	42,136	429	847.00	49.75
10/24/2014	Friday	Weekday	40,990	434	868.00	47.22
10/25/2014	Saturday	Saturday	19,787	255	470.00	42.10
10/26/2014	Sunday	Sunday	10,712	137	244.00	43.90
10/27/2014	Monday	Weekday	43,222	536	870.00	49.68
10/28/2014	Tuesday	Weekday	43,353	405	848.00	51.12
10/29/2014	Wednesday	Weekday	43,567	463	849.00	51.32
10/30/2014	Thursday	Weekday	42,660	443	872.00	48.92
10/31/2014	Friday	Weekday	42,761	553	848.00	50.43
Totals			1,137,428	14,017	22,942	49.58





AGENDA ITEM SUMMARY

DATE OF MEETING: November 10, 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. **Board Strategic Planning Session:** A Board strategic planning work session will be held on November 12.
- B. **West Eugene EmX Construction:** At the December 17 Board meeting, staff will provide a brief update on the initial project construction activities and planned construction sequencing.
- C. **Peace Officer Resolution:** Board approval of a resolution designating LTD's public safety officers as its peace officers will be requested at the December 17 Board meeting.
- D. **Independent Audit Report and Comprehensive Annual Financial Report (CAFR):** The annual audit findings and the CAFR will be presented to the Board at its December 17 meeting.
- E. **Regional Transportation Options Plan (RTOP):** Information regarding this plan and its integration with the Point2point Strategic Plan development process will be presented to the Board at the December 17 Board meeting.
- F. **General Manager Performance Evaluation and Goals and Objectives:** The Board Human Relations (HR) Committee met in executive session on October 28 to review input received concerning the general manager performance evaluation process. A second HR Committee meeting will be held on November 12 to continue the evaluation. An executive session for the full Board to evaluate the performance of the general manager will be scheduled for December, with approval of the General Manager's Goals and Objectives to follow in December or January.
- G. **Ordinance No. 36 Revision:** Ordinance No. 36, Conduct on District Property, is being updated to include e-cigarettes and vapor devices in the same category with smoking; and, therefore, prohibited on District property. The revisions will be brought to the Board at the December 17 meeting, with the second reading and adoption of the ordinance planned for January.
- H. **Point2point Draft Strategic Plan:** Point2point is engaging its partner agencies in a process to update its five-year strategic plan. The Plan has been updated annually over the past four years and, with completion of the Regional Transportation Options Plan (RTOP) imminent, Point2point staff will be leading the development of specific strategies to guide the investment in

transportation options programs during the coming five years. At the December Board meeting, staff will present a review of how the process will move to completion by January 2015.

- I. **Pension Funding Policy**: The Governmental Accounting Standards Board suggests that a written pension funding policy be approved by the LTD's governing body. In January 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.
- J. **Benchmarking Project**: At the January Board meeting, an update will be provided on the progress of the American Bus Benchmarking Group and how LTD is using the information to improve its business.
- K. **Smart Trips Project Report**: Program review for SmartTrips Main Street 1 and an update on SmartTrips Main Street 2 is planned for January.
- L. **Safe Routes to School Strategic Plan**: The Regional Safe Routes to School team is working on updating its policy document. The focus is on sustainable funding and incorporating equity as a guiding principal. This will be ready for a presentation to the Board in January.
- M. **TransitStat Update**: This winter staff will present the TransitStat accomplishments to date and provide information on the long-term vision of TransitStat.
- N. **Draft Regional Bicycle Parking Study**: An overview of the Draft Regional Bicycle Parking Study will be presented to the Board at a future meeting.
- O. **Business Commute Challenge Final Report**: This will be presented to the Board along with the Draft Regional Bicycle Parking Study at a future meeting.

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The Law and Board Duties and Responsibilities

Tammy Fitch, CIC, CRM



Should Risk Leadership Be a High Priority in your Organization

How big is the problem?

- We estimate nearly \$2,600,000,000 will be spent by insurance companies resulting from accidents and injuries that occur in 2013 involving Special District in the U.S.
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Board Member Duties & Responsibilities

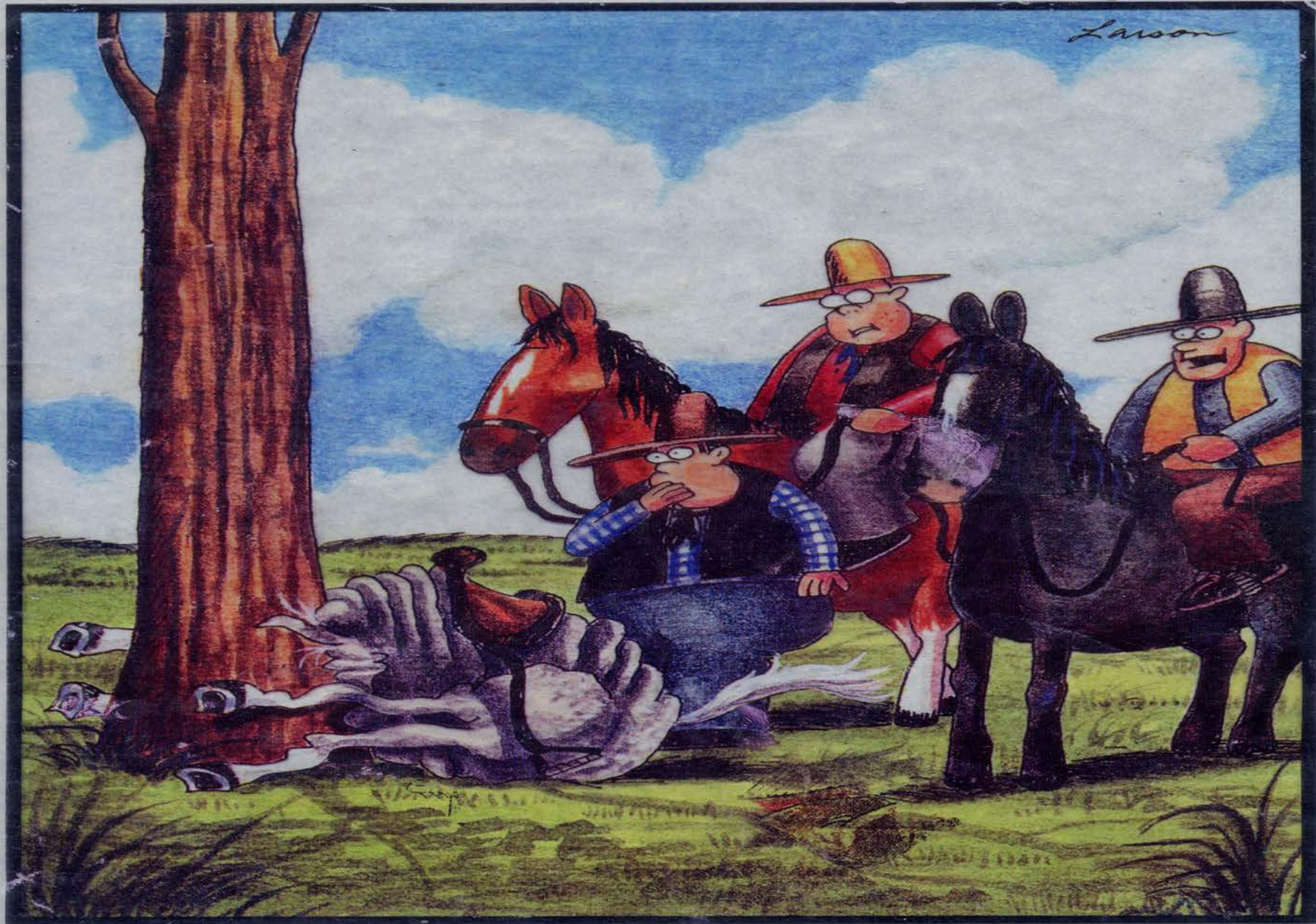
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Civil vs. Criminal

1. Oregon Tort and Risk Management
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 - C. Policy and Practice



"What are you gonna tell your dad?"



Board Member Duties & Responsibilities

- **Red Flag's**
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 - **Federal title 7 title 42**
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- Red Flag's
 - Contracts
 - All contracts
 - 6 year tail
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- **Red Flag's**
 - **ORS 192.610 – 192.690**
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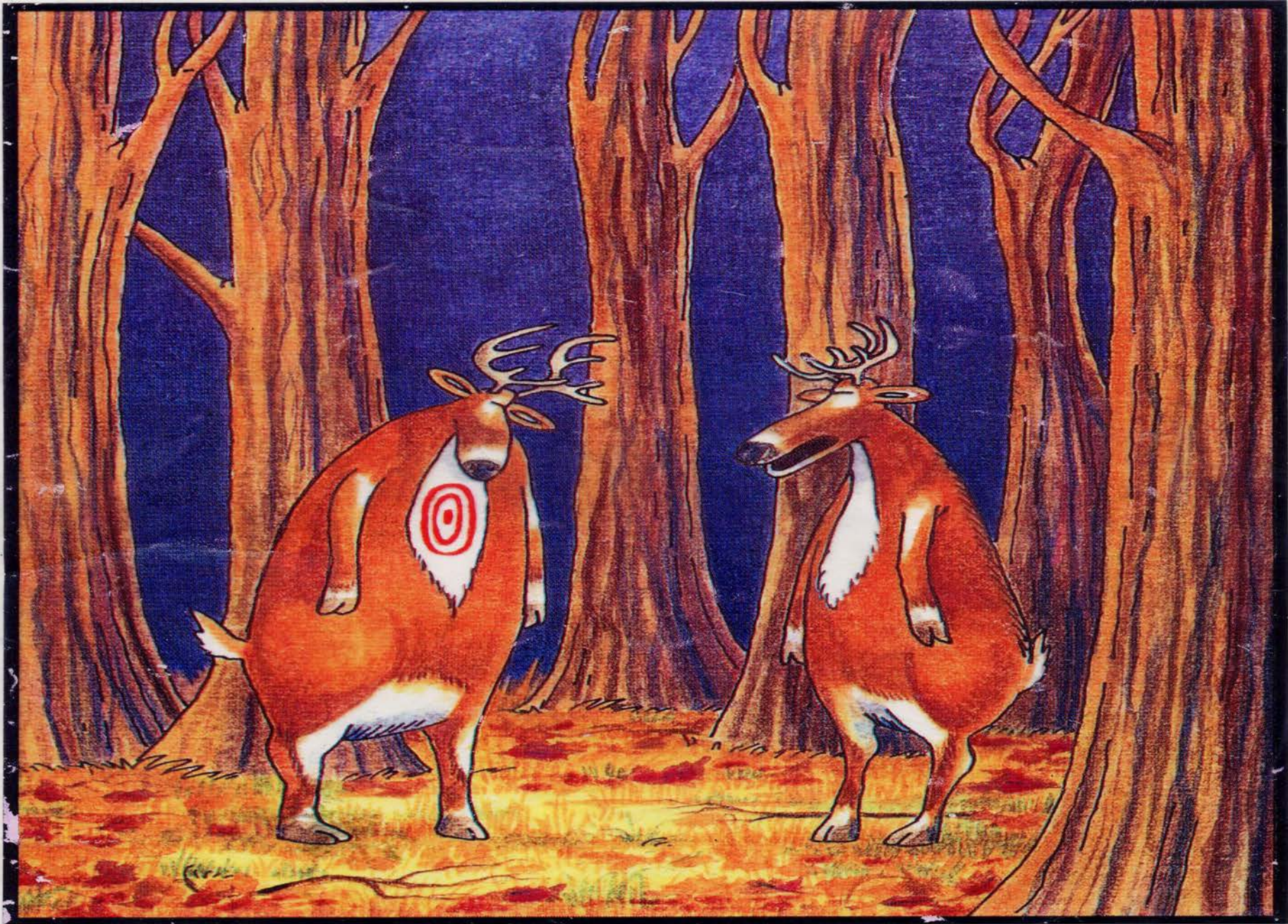
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 - Regulatory
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 - 656
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Board Member Duties & Responsibilities

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"Bummer of a birthmark, Hal."



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T·E·A·M·W·O·R·K

TEAMWORK IS THE ABILITY TO WORK TOGETHER TOWARD A COMMON VISION.
THE ABILITY TO DIRECT INDIVIDUAL ACCOMPLISHMENT TOWARD
ORGANIZATIONAL OBJECTIVES. IT IS THE FUEL THAT
ALLOWS COMMON PEOPLE TO ATTAIN
UNCOMMON RESULTS.



LEARN YOUR JOB

- **Orientation**
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- **Major issues review**
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- **Review statute for district which sets the limits for you and your district's authority (ORS 267)**



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- You are a member of a team
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- **Actual conflict of interest arises when a proposed action Will result in monetary benefit or detriment to the official, relatives and any business where there is association**
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- To ensure meetings of governing bodies are open to the public
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- **Meetings must be held within district boundaries.**
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Types of Meetings

- **Regular**
- **Executive Session**
- **Special**
- **Emergency**
- **Work Groups**



Minutes

- **Minutes should be kept of all meetings**
- **Names of every board member present**
- **General summary of each topic discussed**
- **How each topic was resolved**
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- **Reference to any document discussed at the meeting**
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Regular Meetings

- **Provide the time and place of meetings**
- **Notice can include a notice in the newspaper, notices to local news media**
- **Notices to all interested parties**
- **Posting in District office and other community places**
- **Mailing lists**
- **Need to list principle subjects expected to be covered**



Special Meetings

- **Held between regular scheduled meetings**
- **Notice must be made at least 24 hours prior to the meeting**
- **News releases or phone call to the news media and notice to interested parties by mail or phone are possibilities**



Emergency Meetings

- **May be called when the business cannot be handled and cannot wait for a special meeting**
- **Must be a true emergency**
- **Board convenience not enough**
- **Telephone calls to media or interested parties must be made**



Reasons for Executive Session ORS 192.660

- **To consider the employment of a public officer, employee staff member or individual agent (only if vacancy has been advertised, regular procedures for hiring have been adopted and for officers the public has had an opportunity to comment.)**



Reasons for Executive Session

- **To discuss discipline or discharge of an employee or to hear complaints against the employee unless requested to be in open meeting.**
- **To conduct employee performance evaluations unless requested to be held in open meeting**



Reasons For Special Meetings

- **To consult with the District's labor negotiator.**
- **To conduct labor negotiations if negotiators on both sides request an executive session**
- **To consult with someone negotiating a specific real estate transaction for the district**



Reasons for Executive Session

- **To discuss a public record exempt from disclosure**
- **To meet with legal counsel to discuss litigation filed or likely to be filed**



Reasons for Executive Session

- **To carry on negotiations with private persons or businesses regarding public investments**
- **To discuss information relating to security programs relating to specific matters, including electricity, water and sewer supply**



Executive Session No No's

- **May not discuss salary**
- **May not include a general evaluation of a goal, objective or district operation**
- **May not give personnel direction concerning district goals, objectives or operations**
- **No final action may be taken**
- **Cannot authorize any action**



What HAPPENS If We Violate?

- **Illegal meeting makes any decision voidable. Also, board members can be held personally liable for abusing the executive session privilege; civil penalties and attorneys fees, and up to \$1000 per violation under the OGEC**



Key Things to Remember

- **Publish notice, citing applicable statutory authority**
- **Include media**
- **Instruct media**
- **Cite the authority in the minutes when opening the session**
- **Announce if and when general session will reopen**
- **Reconvene to make any final decision**
- **Take Minutes**



Tips For Effective Meetings



- **Be prepared**
- **Remember, the chair is in charge**
- **Remember why you're on the board**
- **Don't squabble in public**
- **The power comes from the "group"**
- **Know the Public Meetings laws**
- **Keep accurate minutes**



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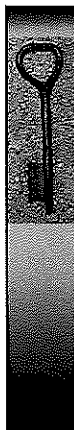
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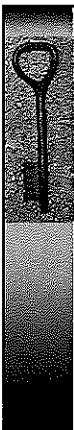
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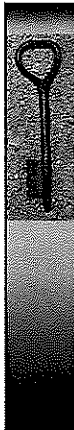


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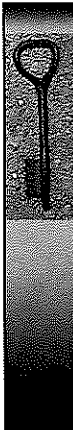
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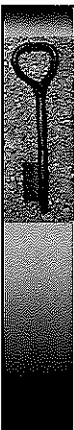
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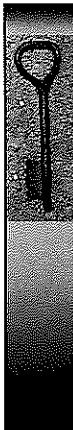
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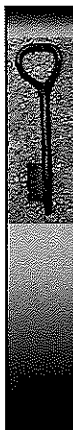
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- Need to list principle subjects expected to be covered



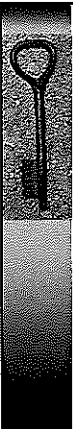
Special Meetings

- Held between regular scheduled meetings
- Notice must be made at least 24 hours prior to the meeting
- News releases or phone call to the news media and notice to interested parties by mail or phone are possibilities



Emergency Meetings

- May be called when the business cannot be handled and cannot wait for a special meeting
- Must be a true emergency
- Board convenience not enough
- Telephone calls to media or interested parties must be made



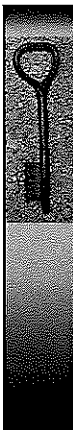
**Reasons for Executive Session
ORS 192.660**

- **To consider the employment of a public officer, employee staff member or individual agent (only if vacancy has been advertised, regular procedures for hiring have been adopted and for officers the public has had an opportunity to comment.)**




Reasons for Executive Session

- **To discuss discipline or discharge of an employee or to hear complaints against the employee unless requested to be in open meeting.**
- **To conduct employee performance evaluations unless requested to be held in open meeting**




Reasons For Special Meetings

- **To consult with the District's labor negotiator.**
- **To conduct labor negotiations if negotiators on both sides request an executive session**
- **To consult with someone negotiating a specific real estate transaction for the district**




Reasons for Executive Session

- To discuss a public record exempt from disclosure
- To meet with legal counsel to discuss litigation filed or likely to be filed



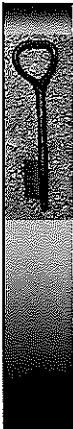
Reasons for Executive Session

- To carry on negotiations with private persons or businesses regarding public investments
- To discuss information relating to security programs relating to specific matters, including electricity, water and sewer supply



Executive Session No No's

- May not discuss salary
- May not include a general evaluation of a goal, objective or district operation
- May not give personnel direction concerning district goals, objectives or operations
- No final action may be taken
- Cannot authorize any action



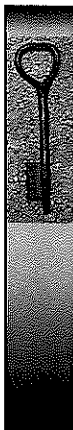
What HAPPENS If We Violate?

- **Illegal meeting makes any decision voidable. Also, board members can be held personally liable for abusing the executive session privilege; civil penalties and attorneys fees, and up to \$1000 per violation under the OGEC**



Key Things to Remember

- **Publish notice, citing applicable statutory authority**
- **Include media**
- **Instruct media**
- **Cite the authority in the minutes when opening the session**
- **Announce if and when general session will reopen**
- **Reconvene to make any final decision**
- **Take Minutes**



Tips For Effective Meetings

- **Be prepared**
- **Remember, the chair is in charge**
- **Remember why you're on the board**
- **Don't squabble in public**
- **The power comes from the "group"**
- **Know the Public Meetings laws**
- **Keep accurate minutes**



Do the Right Thing...Always!

Our Greatest Asset is Our People:

- **Doing The Right Thing**
- **At The Right Time**
- **In The Right Way**
- **With The Right Attitude**
