



Public notice was given to *The Register-Guard*
for publication on December 11, 2014.

Lane Transit District

**LANE TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING**

Wednesday, December 17, 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 _____ | | |
| | Wildish _____ Necker _____ Yeh _____ | | |
| 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 – JANUARY 2015 | (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. | ITEMS FOR ACTION AT THIS MEETING | | |
| | A. Consent Calendar | (1 minute) | 9 |
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- | | | |
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| B. Comprehensive Annual Financial Report (CAFR) and Audit Report for Fiscal Year Ending June 30, 2014
[Todd Lipkin, Charles Swank] | (20 minutes) | 24 |
| 1. Presentation of CAFR and Audit Report | | |
| 2. Acceptance of Audit Report | | |
| C. First Reading, Amended Ordinance No. 36, An Ordinance Governing Conduct on District Property
[Mark Johnson] | (5 minutes) | 36 |
| <i>(Copies of Ordinance No. 36 are included in this packet and also available at the Lane Transit District office in Glenwood and at LTD's Website, ltd.org.)</i> | | |

X. ITEMS FOR INFORMATION AT THIS MEETING

- | | | |
|--|--------------|----|
| A. Board Member Reports | (10 minutes) | 43 |
| 1. Meetings Held | | |
| a. LTD Board Human Relations Committee – November 12 | | |
| b. Lane Area Commission on Transportation (LaneACT) – November 12 | | |
| c. LTD Pension Trusts – November 17 | | |
| d. Accessible Transportation Committee – November 18 and December 16 | | |
| e. Main Street Projects Governance Team – November 18 | | |
| f. EmX Steering Committee – December 2 | | |
| g. Metropolitan Policy Committee (MPC) – December 4 | | |
| h. Governor's Oregon Passenger Rail Leadership Council – December 15 | | |
| 2. No Meeting/No Reports | | |
| a. Lane Council of Governments (LCOG) Board of Directors | | |
| b. Eugene Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP) | | |
| c. LTD Board Service Committee | | |
| d. LTD Board Finance Committee | | |
| B. Appointment of Peace Officers
[Mark Johnson] | (5 minutes) | 46 |
| C. West Eugene EmX Update
[John Evans, Joe McCormack] | (15 minutes) | 48 |
| D. Monthly Engagement Report
[Andy Vobora] | (10 minutes) | |

E. Monthly Financial Report [Todd Lipkin]	(5 minutes)	51
F. Monthly Performance Reports [Ron Kilcoyne]	(5 minutes)	57
G. Monthly Grant Report (respond if questions) [Todd Lipkin]		65
H. Monthly Department Reports (respond if questions)		71
XI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING		77
A. General Manager Performance Evaluation and Goals and Objectives (January)		
B. Benchmarking Project (January)		
C. Second Reading and Adoption, Ordinance No. 36 (January)		
D. Appointment of Peace Officers (January)		
E. Annual Route Review (January)		
F. Smart Trips Project Report (January)		
G. Safe Routes to School Strategic Plan (January)		
H. Regional Transportation Options Plan (February)		
I. Point2point Draft Strategic Plan (February)		
J. Pension Funding Policy (March)		
K. Budget Committee Appointments (Winter)		
L. TransitStat Update (Winter)		
M. Draft Regional Bicycle Parking Study		
N. Business Commute Challenge Final Report		
XII. ADJOURNMENT		

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

AGENDA ITEM SUMMARY

DATE OF MEETING: December 17, 2014

ITEM TITLE: COMMENTS FROM THE GENERAL MANAGER

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENT: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 17, 2014

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

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

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENT: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 17, 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 winter vacation dates.

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

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 17, 2014

ITEM TITLE: JANUARY EMPLOYEE OF THE MONTH

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

BACKGROUND:

January Employee of the Month: Service Planner Heather Lindsay has been selected to receive the January 2015 Employee of the Month award. Heather has been with the District since May 2000. She started her career at LTD as a bus operator; and during that time, received five Safe Driving awards, two General Manager awards, and an additional Employee of the Month award. She has been a major contributor to the Service Planning team since 2006, receiving multiple Monthly Value awards.

When asked to comment on Heather's selection as Employee of the Month, Planning and Development Manager Tom Schwetz said:

Heather has demonstrated a number of strengths in her work here at LTD. She brings a team-oriented focus, holding to the principle of equal treatment and equal expectations. She seeks responsibility, looks for areas of agreement, and is supportive of others' successes. Taken together, these qualities make Heather an excellent team member and give her a solid foundation for the role she plays in a number of important functions for the District. "Conscientiousness" and "utterly dependable" are terms I would use to describe Heather.

Fellow Service Planner Tim Simon indicated:

Heather stepped up when we had a vacancy created in the Service Planning Department. She took on a leadership role in various departmental duties. She made sure we had quality service for the Oregon Country Fair and UO Football. She was also the bid manager for one of the biggest service changes the District experienced in recent years. She did not complain; she just kept her head down, put in the extra hours, and got the job done. She did all this while serving as a mentor and teacher to me.

Director of Customer Services and Planning Andy Vobora added:

Heather Lindsay has been a key member of our Planning staff for many years. She joined LTD as a bus operator while finishing her degree in economics from the University of Oregon. We were very excited when she expressed interest in the Service Planning field. She joined our team as a service planning technician and quickly moved to a service planner position as she gained the knowledge and skills needed for the complex work that she manages. She has taken a greater leadership role in recent years and is now our most tenured service planner. She doesn't get flustered by the complexity of the work, she is thorough and timely, and she enriches our team with her professionalism.

Congratulations Heather, and thanks for the great job!

AWARD:

Heather will attend the December 17, 2014, meeting to be introduced to the Board and to receive her award.

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 17, 2014

ITEM TITLE: CONSENT CALENDAR

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

ACTION REQUESTED: Approval of Consent Calendar items

BACKGROUND:

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

The Consent Calendar for December 17, 2014, consists of:

- 1) Approval of the Minutes of the October 22, 2014, Special Board Meeting
- 2) Approval of the Minutes of the November 10, 2014, Special Board Meeting

ATTACHMENTS:

- 1) Minutes of the October 22, 2014, Special Board Meeting
- 2) Minutes of the November 10, 2014, Special Board Meeting

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

LTD Resolution No. 2014-030: It is hereby resolved that the Consent Calendar for December 17, 2014, is approved as presented.

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MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT
SPECIAL BOARD MEETING

Wednesday, October 22, 2014

Pursuant to notice given to *The Register-Guard* for publication on October 19, 2014, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular Board meeting on Monday, October 22, 2014, beginning at 5:30 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Carl Yeh, Vice President
Ed Necker, Treasurer
Michael Dubick
Gary Gillespie
Angelynn Pierce
Ron Kilcoyne, General Manager
Jeanne Schapper, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: Gary Wildish, President
Julie Grossman, Secretary

CALL TO ORDER/ROLL CALL: Mr. Yeh convened the meeting at 5:36 p.m. and called the roll.

PRELIMINARY REMARKS BY BOARD PRESIDENT: None.

COMMENTS FROM THE GENERAL MANAGER: Mr. Kilcoyne announced that September ridership was up 5.5 percent over September 2013. He noted that additional service had been provided in September 2014, but the weekday average was still up by 2 percent over the previous year. He said that LTD received a dividend check of \$169,000 from SAIF Corporation, which administers LTD's workers' compensation, due to a significant reduction in the number and cost of on-the-job injuries. He presented the American Public Transportation Association (APTA) award for *Best Mid-size Transit Agency in North America* that LTD recently received.

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

BOARD CALENDARS: Mr. Kilcoyne reviewed Board activities scheduled for October, November, and December 2014.

EMPLOYEES OF THE MONTH — NOVEMBER 2014: The Board recognized Development Planner Sasha Luftig as the November 2014 Employee of the Month.

Mr. Yeh thanked Ms. Luftig for her service and commitment to LTD's mission and presented her with a certificate of appreciation, a check, and a pin commemorating her award. Ms. Luftig thanked the Board for the award.

AUDIENCE PARTICIPATION: Mr. Yeh explained the procedure for providing public testimony.

Rob Zako, Eugene, representing Better Eugene-Springfield Transit (BEST), displayed photographs from a recent BEST press conference highlighting the importance of transit to the community. He said that a number of people representing groups such as the disabled community and University of Oregon students stressed the extent to which those individuals depended on quality transit services. At the same event, representatives of the business community also discussed the importance of transit to reinvestment in the community. He said that the theme was support for transit, acknowledgment of LTD's APTA award, and the need to pursue constant improvement.

Bob Macherione, Eugene, representing Our Money, Our Transit (OMOT), commented that ridership was flat despite LTD's efforts. He said that the Eugene Bike Share Feasibility Study was based on an online survey of 91 individuals; and, therefore, results were not representative of the community. He felt that the funds used to conduct the survey were wasted and the data was invalid.

ITEMS FOR ACTION:

MOTION **Consent Calendar:** Mr. Dubick moved adoption of LTD Resolution No. 2014-025: It is hereby resolved that the Consent Calendar for October 22, 2014, is approved as presented. Mr. Necker provided the second. The Consent Calendar consisted of the Minutes of the September 17, 2014, Regular Board Meeting.

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

Revised Fixed-Route Service Policy: Planning and Development Manager Tom Schwetz recalled that the Board had recently approved updates to the Fixed-Route Service Policy. He said that as staff were incorporating those changes into Ordinance No. 43, Route, Schedule, and Fare Changes, it was suggested by legal counsel that it was not necessary to have both the ordinance and the policy. He said that some language from the ordinance had been added to the Service Policy to enable the policy to stand alone; those changes were presented in legislative format in the agenda materials.

MOTION Mr. Necker moved adoption of LTD Resolution 2014-26: It is hereby resolved that the LTD Board of Directors hereby approves the Lane Transit District Fixed-Route Service Policy as presented on October 22, 2014. Mr. Dubick provided the second.

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

Public Hearing: Repealing Ordinance No. 43, Route, Schedule, and Fare Changes — Director of Customer Services and Planning Andy Vobora stated that as a result of incorporating Ordinance No. 43 language into the Fixed-Route Service Policy, Ordinance No. 43 was being

repealed on the advice of legal counsel. He said that state law was not crystal clear about the procedure for repealing an ordinance; therefore, legal counsel advised staff to abide by the same process, including a public hearing that was used to adopt or update an ordinance.

Mr. Yeh opened the public hearing and explained the rules for providing testimony.

Bob Macherione, Eugene, representing Our Money, Our Transit (OMOT), said that he was disconcerted that motions were passed without questions from the Board. He asked the Board to explain the difference between a service policy and an ordinance.

Mr. Yeh explained that the Board did not answer questions during a public hearing when testimony was being offered. Discussion was conducted after the hearing was closed.

Mr. Macherione asked why the Board was substituting a policy for an ordinance instead of modifying the ordinance. He noted that future updates to the policy were planned and felt the policy should be fixed before the ordinance was repealed. He did not feel the Board understood the issues to adequately protect the public.

There being no further testimony, Mr. Yeh closed the hearing and called for questions and comments. He asked staff to provide an explanation for the proposed Board action.

Mr. Vobora reiterated that the Service Policy outlined the same requirements in terms of how the District addressed items required by the Federal Transit Administration (FTA) that governed District activities and the ordinance addressed similar requirements. Staff discussed the redundancy with legal counsel and determined there were more details in the policy than in the ordinance. He said that requirements for updating District policies were similar to those for ordinances with respect to conducting community outreach, obtaining public input, and determining disparate impacts. He added that there was not a need for both documents and the policy was more comprehensive.

In response to a question from Mr. Necker, Mr. Vobora explained that the Service Policy met all applicable FTA requirements and included everything currently in the ordinance, and more. He added that future updates to the policy would address specific standards and include a public involvement process and consultation with Title VI agencies. He said that the adopted policy was legally binding.

Mr. Gillespie asked if there was any language in the ordinance that would not be included in the policy. He also asked if policies and amendments always came before the Board for approval in the same way an ordinance would. Mr. Vobora said that everything in the ordinance was included in the policy, and the policy language was more comprehensive. He said that adoption of similar policies and any subsequent changes required Board action.

Mr. Dubick commented that LTD had strived over the years to update and clarify information and avoid redundancy. He said that he was comfortable with the process.

Mr. Vobora clarified that the updated Service Policy would provide more robust coverage of all standards and make that information more accessible to the public.

MOTION Mr. Necker moved that Ordinance No. 43 be read by title only. Mr. Gillespie provided the second.

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

Mr. Yeh read the ordinance title: ***Ordinance No. 43, An Ordinance Adopting Procedures Relating to Route, Schedule, and Fare Changes.***

MOTION Mr. Necker moved the following resolution: LTD Resolution No. 2014-027: Be it resolved that the LTD Board of Directors hereby repeals Lane Transit District Ordinance No. 43, An Ordinance Adopting Procedures Relating to Route, Schedule, and Fare Changes, and recognizes the LTD Fixed-Route Service Policy as the source of procedures relating to route and schedule changes. Mr. Gillespie provided the second.

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

Board Direction to the EmX Steering Committee: Mr. Schwetz stated that pursuant to previous discussions with the Board and EmX Steering Committee and feedback from Committee members, four directives from the LTD Board to the EmX Steering Committee were proposed:

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

Mr. Schwetz said that details of the directives were included in the agenda materials.

Mr. Gillespie asked if EmX Steering Committee members had reviewed the proposed directives. Mr. Schwetz said that they had been recently distributed to members, but the proposed language was consistent with feedback from discussions with the Committee.

Ms. Pierce expressed concern that the agenda item indicated there was a growing disconnect between the Steering Committee and the Board. She asked how that would be resolved. Mr. Schwetz said the Committee had raised the question of whether it was still needed; and if so, should its charge be updated to better reflect its role in the ongoing development of the EmX system. That question generated discussions at Committee and Board meetings about the need to refresh the Committee's relationship with the Board.

Mr. Yeh added that the Committee felt it needed renewed direction from the Board in order to remain useful.

Mr. Gillespie characterized the Committee as feeling more like a passenger than a driver, and members wanted more involvement and communication. He said that the Committee at its inception in 1998 was the dynamic driver of the bus rapid transit project; but once corridors were established, its meetings became more information sharing than decision making. He applauded the Committee for its initiative in redefining its purpose.

Mr. Schwetz said that the Committee had been meeting quarterly but wanted to meet more often, and a bi-monthly schedule was being developed.

MOTION Mr. Dubick moved that the Board adopt the following resolution: LTD Resolution No. 2014-28: It is hereby resolved that the LTD Board of Directors adopts updated charges to the EmX Steering Committee as presented on October 22, 2014. Mr. Necker provided the second.

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

ITEMS FOR INFORMATION AT THIS MEETING

Board Member Reports: Mr. Yeh reported that the Lane Council of Governments (LCOG) Board of Directors met recently, but was unable to establish a quorum in order to pass a charter amendment to allow for membership of other entities. He said that the issue was tabled indefinitely.

Mr. Gillespie thanked LTD Development Planner Sasha Luftig for her work in support of the Metropolitan Policy Committee (MPC) and LTD Board members who served on it.

Regional Scenario Planning Update: Mr. Schwetz reported that in 2009, the legislature enacted a law requiring metropolitan planning organizations (MPOs) to engage in scenario planning activities in order to reduce greenhouse gas emissions (GHG) for small vehicles; although only the two largest MPOs, Portland Metro and Central Lane, were required to go through the full planning process to choose a preferred alternative. He said that only Portland Metro was required to adopt and implement an alternative.

Mr. Schwetz noted that transit was an integral part of efforts to reduce GHG emissions. He used a slide presentation to assist in illustrating the scenario planning process:

1. Understand existing policies, develop evaluation measures, and determine baseline for comparison.
2. Develop alternative scenarios; evaluate and compare scenarios.
3. Refine scenarios, tailor individual choices for each jurisdiction, and cooperatively select a preferred scenario.

Mr. Schwetz stated that the jurisdictions making the cooperative selection were the cities of Eugene, Springfield, and Coburg, in addition to Lane County, and LTD would provide advice to those jurisdictions. He said that much of the effort to reach GHG reduction targets by 2035 would occur at the state and national levels, but metropolitan areas were assigned reduction targets as

well. The Central Lane MPO's target was 20 percent per capita, and projections for growth indicated there would be 65,000 new residents in the MPO by 2035.

Mr. Schwetz submitted that the following scenarios had been developed:

Scenario A: the reference case consisted of implementing existing policies with expected revenues; analysis had determined the expected reduction by 2035 would be 3 percent.

Scenario B: enhancing the existing policies; analysis had determined the reduction target would be met.

Scenario C: exploring new policies; analysis had determined the reduction target would be surpassed.

Mr. Schwetz reported that throughout the scenario planning process, links to public health benefits were emphasized. He said that a decision point was still how much to invest in various strategies. He summarized the staff recommendations in the following categories to be carried forward to the preferred scenario:

- Road system policies
- Future vehicle fleet and fuel assumption
- Pay-as-you drive insurance
- Education and marketing programs

Mr. Schwetz added that staff also recommended further discussions around the cost of driving, bicycle investment, and transit investment. He encouraged the Board to play an aggressive role in providing feedback to agencies and jurisdictions as the scenario planning process proceeds.

Mr. Gillespie commented that a presentation on 8-80 Communities had indicated that if a two-car household parked that second car, it could save as much as \$9,000 per year. He asked if that would be a factor in scenario planning. Mr. Schwetz replied that strategies would generally be focused on trying to reduce the need for an automobile by providing other transportation choices, but whether or not households decided not to use a second car would not be monitored.

Main Street-McVay Transit Study Update: Senior Project Manager John Evans reported that LTD had been working diligently over the summer with the City of Springfield and stakeholders along the corridor. Purpose, need, and evaluation criteria for the study had been developed, and an existing conditions baseline report was completed. The Stakeholder Advisory Committee (SAC) had begun to develop transit solutions and uses the established criteria to determine which of those solutions best met the criteria. He said that the Governance Team reviewed work by the SAC. Of the 25 original transit options, seven had been eliminated and eighteen were advanced to the second tier of analysis. He added that a report summarizing the SAC's recommendations was included in the agenda packet. A handful of the most promising options, as determined jointly by the LTD Board and Springfield City Council, would carry through to the final phase of evaluation.

Mr. Gillespie asked if the corridor would ease problems along Main Street associated with overloaded buses. He asked if the Main Street-McVay route would be supplemental to the No. 11 route or replace it. Mr. Evans said that the study was looking at many options -- from existing service to enhanced service, up to and including EmX.

Mr. Gillespie asked what impact the new route would have on existing service to Lane Community College (LCC). Mr. Evans said that ridership data would be analyzed during the next stage of the process, and the ridership pros and cons of different routing structures and transit enhancements relative to existing service would be evaluated. Mr. Kilcoyne added that the Northwest Eugene study would focus on the Eugene-LCC connection.

West Eugene EmX Extension Update: Mr. Evans said that LTD received a Letter of no Prejudice from the FTA in October 2014, which would allow the District to incur construction costs under the pending Small Starts grant and enter into a contract to purchase EmX vehicles for the project. Current activities included utility relocations and property acquisitions to prepare for corridor construction. Intersection ramps throughout the project area were being significantly improved. He said that staff were working with Wildish Construction, the project construction manager/general contractor (CMGC) to establish the guaranteed maximum price in order to proceed with construction. He said that extensive outreach efforts were focused along the first section of the project in the Charnelton Street area.

Mr. Gillespie mentioned that he had received positive feedback on staff outreach efforts.

Mr. Yeh complimented the Friends of Trees event to publicize the work on trees along the corridor.

Mr. Necker left the meeting at 6:52 p.m.

Eugene Bike Share Feasibility Study: Development Planner Sasha Luftig and City of Eugene Transportation Planner Reed Dunbar presented the Eugene Bike Share Feasibility Study. Ms. Luftig said that Toole Design Group had been engaged to facilitate the study that was conducted from November 2013 to July 2014. She said that the University of Oregon was in the process of launching a four-station, 40-bike-sharing system; and part of the feasibility study was to determine how a Eugene system would connect with the University's system. She said that bike share systems were a tool for connecting bikes and transit.

Mr. Dunbar provided an overview of station-based bike share systems. He said that there were two types of system membership: annual membership and casual (per trip). He said that the success of a system was based on density and reliability. He said that there were currently 49 systems across the country, with another 29 scheduled to launch within the next year or two. Benefits of bike share systems included transit linkage, community health, and congestion reduction.

Ms. Luftig said that LTD recognized that it needed to provide not just great transit service, but also a system with access and attractive connections. A bike share system could extend the reach of transit, expand the potential market in proximity to stops and stations, and complement transit service by offering first- and last-mile connections.

Mr. Dunbar cited a number of City of Eugene plans and ordinances that a bike share system could enhance, including *Envision Eugene*, transportation, and energy plans. Vertical growth in the urban core and increased density mean that there will be less space to store vehicles and require strategies to encourage people to use transit, and bike or walk to their destinations. He added that information gathering included the feasibility study and discussions with stakeholders.

Feedback was consistently positive with personal mobility being the most important factor for a Eugene bike share system.

Ms. Luftig said Toole Design Group had proposed a phased station plan based on the concept of personal mobility and integrating a bike share system with compatible adjacent land uses. She used several maps to illustrate the phased development of the system. She said that the completed system would include 46 stations, 420 bikes, and 756 docks. The estimated cost to complete the system over five years was \$2.3 million. At project completion, a cost funding gap of \$300,000 per year was projected. The City hoped to fill the gap with sponsorships and contributions from other public agencies.

Mr. Dunbar described the variety of bike share system business models and said that the consultants had recommended a separate, non-profit organization to own and operate the system. The organization would include representatives from system partners, sponsors, and others. The advantage of this model was that it spread the risk, provided operational efficiencies, and allowed the non-profit to pursue outside funding. He noted that the disadvantage of the model was building the organization to the necessary functional level.

Ms. Luftig compared a number of systems and operating models and the roles transit agencies played. She said that the consultants had proposed a role for LTD in the local system. Next steps in the implementation process included obtaining capital funding; forming a non-profit and developing a rate schedule, sponsorship opportunities, a more comprehensive market survey, and interagency commitments.

Mr. Kilcoyne emphasized LTD's interest in participating in a bike share system because it extended the transit system and enhanced accessibility and mobility in the community. He said that the real challenge was funding--particularly the operating costs. He said that it would be difficult to obtain FTA funds for a bike share system under current policies.

Mr. Yeh asked if information from the survey was useful. Ms. Luftig replied that the online survey was helpful, but the information obtained during stakeholder interviews was more important in terms of gauging community interests. She said that if implementation of a system moved forward, there would be a more robust and expanded community engagement process.

In response to questions from Mr. Yeh, Ms. Luftig offered that an annual membership fee of \$65 had been proposed, but a monthly membership fee may be more feasible. Mr. Dunbar added that work was being done in other communities on the possibility of integrating bike share membership with transit passes. All options, including funding options, were on the table.

Mr. Dubick noted the City of Eugene's Bike Share application for *ConnectOregon* funds. He urged the City to continue to apply as the concept was new and would gain familiarity as more systems were launched. Mr. Kilcoyne noted that the Bike Share application was ranked 38 on the list of 102 applications from around the state. He also felt it would be ranked higher as familiarity with the concept increased.

State and Federal Legislative Agenda: Government Relations Manager Edward McGlone reported that the Oregon Transportation Forum consisted of advocates for all modes of transportation, and transit was well regarded and well represented. He said that the Forum had formed into committees and spent the summer reviewing the transportation system as a whole and evaluating a range of issues and identifying needs. He said that Oregon provided far less

funding to transit systems than other states. He added that the Forum listed 15-20 policy issues, including the gas tax, transportation funding for elderly and disabled services, and the creation of a multi-modal trust fund. He said of particular interest to transit was funding for elderly and disabled transportation, and the Forum strongly supported making that a priority in the 2015 legislative transportation package.

Mr. McGlone stated that another priority for LTD was restoration of funding for the youth pass program. LTD was working with Representative John Lively to develop a legislative proposal for funding a two-year pilot program. During that two-year period, LTD would work with school districts to develop data in support of more permanent funding for the program by demonstrating a return on that investment.

Mr. Yeh determined that Board members concurred with pursuing funding for elderly and disabled transportation and a youth pass program during the next legislative session.

Mr. McGlone added that local jurisdictions and agencies were beginning to develop legislative priorities for the annual United Front trip to Washington, D.C. that would take place in February 2015. He said that the current federal transportation legislation, MAP-21, would expire in May 2015; and the United Front delegation would be making recommendations for a new bill, including a longer term reauthorization. A two-year bill would not allow for implementation of large construction projects.

Board Committee Assignments: Mr. Yeh reviewed the new Board committee assignments. As no concerns were expressed by Board members, the assignments were finalized and were effective immediately.

Monthly Financial Reports: Finance Manager Todd Lipkin noted that the new format for financial reports reflected feedback from the Board; staff were still refining how information was presented. He added that the payroll tax take back of \$672,000 remained a primary issue.

ADJOURNMENT: Mr. Yeh adjourned the meeting at 7:48 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Julie Grossman
Board Secretary

Jeanne Schapper
Clerk of the Board

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Wednesday, November 10, 2014

Pursuant to notice given to *The Register-Guard* for publication on November 6, 2014, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular board meeting on Monday, November 10, 2014, beginning at 5:30 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Gary Wildish, President
Carl Yeh, Vice President
Ed Necker, Treasurer
Gary Gillespie
Michael Dubick
Angelynn Pierce

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

Absent: Julie Grossman, Secretary

CALL TO ORDER/ROLL CALL: Mr. Wildish convened the meeting at 5:33 p.m. and called the roll.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Wildish thanked everyone for attending. He said that his wife was recovering well from recent surgery and thanked Mr. Yeh for chairing the last meeting. He encouraged people to participate in the Transit Trail Map program.

COMMENTS FROM THE GENERAL MANAGER: Mr. Kilcoyne commented on the level of participation in the Transit Trail Map activities and also encouraged everyone to enter. He reported that overall ridership for October 2014 was down 5 percent with weekday ridership down 4.2 percent and Saturday ridership down 17 percent; however, Sunday ridership had increased. He said that the two factors that influenced those statistics were a decrease of 2,000 students in University of Oregon (UO) enrollments during the last year and a 12 to 15 percent decrease in Lane Community College (LCC) enrollments. He noted there had also been one less Saturday football game this year.

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

BOARD CALENDARS: Mr. Kilcoyne reviewed the Board activities scheduled for October, November, and December 2014. He noted that a day-long strategic planning session for the Board would be held on October 12, and the October 22 regular board meeting is canceled. He said that the tree planting along 6th and 7th avenues would be held on December 6, and volunteers are encouraged to participate.

Mr. Gillespie announced that the Oregon Rail Team would meet in Salem on December 15.

Mr. Dubick announced that the LaneACT (Area Commission on Transportation) would not be meeting in December.

EMPLOYEE OF THE MONTH — DECEMBER 2014: The Board recognized Bus Operator Vivian Hernandez as the December 2014 Employee of the Month.

Mr. Wildish thanked Ms. Hernandez for her service and commitment to LTD's mission and presented her with a certificate of appreciation, a check, and a pin commemorating her award. Ms. Hernandez thanked the Board for her award.

AUDIENCE PARTICIPATION: Mr. Wildish explained the procedures for providing public testimony.

Bob Macherione, Eugene, representing Our Money, Our Transit ((OMOT), said that he was concerned at the last meeting with the Board's decision to substitute a policy for an ordinance, and he was disappointed that no one had contacted him to discuss the matter. He did not understand why his communication with the Board was limited to comments during Audience Participation. He said that OMOT's predictions were coming true: that ridership was decreasing because basic services were shrunk in order to expand bus rapid transit (BRT); there were no feeder lines; and service was too reliant on students. He said that there was no reason to operate a BRT line to LCC because enrollment varied, and scaled regular service would be more efficient. He urged more conversation between LTD and stakeholders.

WORK SESSION: BEST PRACTICES: BOARD DUTIES AND RESPONSIBILITIES – Director of Administrative Services Mary Adams introduced Tammy Fitch, with LTD's agent of record, Wilson-Heirgood Associates, which provides the District with both liability and health-related insurance brokerage. She said that Ms. Fitch would provide an overview of Oregon law and best practices regarding procedures and legal requirements for boards of directors.

Ms. Fitch noted that Board participation in a best practices workshop would result in a 2 percent reduction in the cost of coverage. She said that LTD was subject to the laws that govern public entities in the State of Oregon. She said that an area of concern for public entities relates to tort liability, which involves negligence, as set forth in ORS 30.260-30.300. She said that as long as a person is within the course and scope of his/her job, whether a Board member, officer, employee, volunteer, or agent of the District, the person is protected and the public entity is required to indemnify and defend him/her. Discretionary immunity is based on the premise that decisions are made based on the resources available and priority of needs. She said that LTD's current liability limit is \$1.33 million and the property damage limit is \$546,800; although LTD carries higher limits on its coverage because the District can be sued in federal court where state limits would not apply. Property damage claims had to be filed within 180 days; bodily injury claims had to be filed within one year.

Ms. Fitch said that driving was the largest risk faced by special districts, followed by civil rights complaints, then policy and practice. She provided examples of the types of claims that might be filed in those categories. She said complaints received by Board members, unless related to the general manager, should be directed to Mr. Kilcoyne for appropriate resolution. She reviewed

contracting and purchasing requirements and noted that the Board functioned as the contract review board and delegated to staff the responsibility for managing contracts, subject to certain limitations and restrictions that would require further action by the Board.

Regarding Board meetings, Ms. Fitch stated that a quorum of the Board needed to be present at a meeting in order for the Board to take action, and four members constituted a quorum for the LTD Board. She said that participation in a meeting via telecommunication is permissible according to state law and LTD's bylaws. Discussion during executive sessions was limited to the specific topic of discussion as stated in the agenda and announced before entry into the executive session, and decisions could not be made until the Board had returned to its open (public) meeting status.

Ms. Fitch stated that under ORS 244 Government Ethics Law, if a Board member was found personally guilty of an ethics violation, neither the District nor its insurance policy could pay for legal fees, even though the District's policy included coverage.

Continuing, Ms. Fitch reviewed the Board's responsibilities with respect to budgeting, audit and finance, and regulatory matters related to state and federal requirements. She emphasized that Board members had power only when acting as part of the Board at a Board meeting; power was limited to any power that was designated to a member by the entire Board. She said that the Board had only one employee, the general manager.

Ms. Fitch listed actions that Board members should take in order to learn their job and become effective in their role:

- Orientation
- Budget review
- Major issues review
- Facility tour
- Review statute for District, which sets the limits for the Board and District authority (ORS 267)
- Read Board policies and guidelines
- Assure agenda and accompanying materials are available prior to a meeting to allow adequate time for members' review
- Be prepared for meeting; get questions answered beforehand
- Understand the role of the general manager
- Learn the open meetings law; public contracting, budgeting, and employment laws; and the American with Disabilities Act (ADA)
- Be aware that materials and information received in executive session are confidential and should not be shared. By law, the press may attend most executive sessions, but may not report on the discussion. Board members should not comment to the press on matters that were discussed in executive session.

Ms. Fitch reminded Board members that they are part of a team; and once a decision is made, it should be supported by all members in all settings. Board members are policymakers, not administrators; that is the general manager's job. Members should insist that complaints follow the chain of command and should not make promises or statements as an individual on behalf of the District.

Ms. Fitch then presented on ethics. She said that a conflict of interest would arise when a Board member could realize a personal gain by the decision made by the Board on a given subject. A Board member must announce the potential conflict prior to any discussion or action taken on an issue and refrain from taking part in the discussion or vote.

Ms. Fitch reviewed the purposes of the Public Meetings Law and requirements for making meetings open and accessible to the public. She said that categories of meetings included regular, special, emergency, work sessions, and executive sessions. Executive sessions could only be held for specific reasons: employment of a public officer, discipline or discharge, employee performance evaluation, labor negotiation, real estate negotiation, public records exempt from disclosure, and legal counsel on pending or potential litigation. She summarized the public notice and minutes requirements of different types of meetings.

In response to questions from Mr. Gillespie and Mr. Necker, Ms. Fitch said an executive session could be held at a regular or special meeting, but a Board member had to be present at the meeting location. She recommended the Board reconvene in a public meeting immediately following the executive session if a decision was required on the topic discussed during the executive session. She said that if the executive session was for informational purposes only, it was only necessary for the Board to reconvene in a public meeting to close the meeting.

Ms. Adams announced that Ms. Fitch would be available at the November 12 Board strategic planning session to further discuss best practices and answer questions related to her presentation.

ITEMS FOR ACTION:

Approval of Insurance Best Practices Checklist: Claims Specialist Steve Rayack stated that best practices discounts available to special districts consisted of five elements, each worth a 2 percent discount. He said approval of the 2015 Best Practices Checklist would qualify the District for these discounts.

MOTION Mr. Yeh moved adoption of LTD Resolution No. 2014-029: It is hereby resolved that the 2015 Best Practices Checklist is approved as provided at this meeting. Ms. Pierce provided the second.

VOTE The motion was approved as follows:
AYES: Dubick, Gillespie, Necker, Pierce, Wildish, Yeh (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Grossman (1)

ITEMS FOR INFORMATION:

Board Member Reports: There were no questions regarding the reports contained in the meeting agenda packet.

Monthly Financial Report: Chief Financial Officer Todd Lipkin reviewed the September 2014 Financial Report. He said that the main issue remained the \$672,000 payroll tax take back that resulted from a taxpayer mistakenly paying withholding taxes to the District. He said that the Long-Range Financial Plan (LRFP) had budgeted a 5 percent annual increase in payroll taxes based on that overpayment; and, consequently, the year would likely close under budget in that category. He said that payroll tax receipts in October and November were 7 percent higher than last year; and while that would not catch up to the budget, it did demonstrate that the economy was improving. He said that on the expenditure side of the budget, the Special Services transfer, personnel costs, fuel, and goods and services were all under budget projections. He said that the overall budget picture looked positive, and staff would continue to monitor the situation and report back to the Board.

Monthly Grant Report: Mr. Wildish asked for clarification on the amount spent on consulting services in the Small Starts Gateway EmX grant, which was higher than budgeted. Mr. Lipkin explained that when the grant application was submitted, the budget contained estimates of the amount to be spent in each category plus a contingency. When the grant ended, LTD would be allowed to amend the budget and allocate that contingency to any expenditures that were higher than the estimates, so long as they did not exceed the amount of the contingency. He said that practice was consistent with FTA preferences.

Mr. Gillespie commented that the Stations and Stops categories appeared to be somewhat over budget. Mr. Lipkin said that the funds were allocated for design and engineering based on estimates, and he pointed out that the amount for guideways was significantly under budget. He said that staff were working to better connect billings received to FTA standard cost category codes.

Performance Reports: Mr. Yeh observed that the collection of fares had increased even though there had been a drop in ridership.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 6:50 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Julie Grossman
Board Secretary

Jeanne Schapper
Clerk of the Board

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 17, 2014

ITEM TITLE: PRESENTATION OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND ACCEPTANCE OF THE INDEPENDENT AUDITOR'S REPORTS FOR FISCAL YEAR ENDING JUNE 30, 2014

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: Board acceptance of the independent auditor's reports for the fiscal year ending June 30, 2014

BACKGROUND:

At the conclusion of each fiscal year, an independent audit of Lane Transit District's financial statements and internal controls is performed. The results of the independent audit, including the Independent Auditor's Reports, are incorporated into the District's Comprehensive Annual Financial Report (CAFR) and Single Audit. Links to these documents are provided below. In addition, hard copies will be presented to the Board members at the December 17, 2014, meeting.

Staff have submitted the previous 18 CAFRs to the Government Finance Officers Association (GFOA) of the United States and Canada for consideration of the award for excellence in financial reporting. The award was granted to LTD for all 18 reports. After Board acceptance, staff will submit the FY 2013-2014 CAFR to the GFOA in an attempt to continue a tradition of reporting excellence as evidenced by the financial reporting award. Special recognition should be given to Tom Schamber, controller, for his work on the current CAFR.

Charles Swank of Grove, Mueller & Swank, P.C., will attend the December 17, 2014, Board meeting to make a presentation and answer any questions Board members may have about the audit process or results.

ATTACHMENTS:

- 1) Governance Letter from Grove, Mueller & Swank, P.C., dated December 9, 2014
- 2) Management Letter from Grove, Mueller & Swank, P.C., dated December 9, 2014
- 3) 2013-2014 Comprehensive Annual Financial Report is available at this [link](#)
- 4) 2013-2014 Single Audit is available at this [link](#)

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2014-031: Resolved, that the LTD Board of Directors received the independent audit for Fiscal Year 2013-14, and accepts the independent auditor's reports contained in the Comprehensive Annual Financial Report (CAFR) and Single Audit for the fiscal year ending June 30, 2014.



GROVE, MUELLER & SWANK, P.C.

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

December 9, 2014

Board of Directors
Lane Transit District
Springfield, Oregon

We have audited the financial statements of Lane Transit District (the District) for the year ended June 30, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 24, 2014. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in the notes of the financial statements. The District implemented the following pronouncements during the year:

- GASB Statement No. 66. “Technical Corrections – 2012 – An Amendment of GASB Statements No. 10 and No. 62”. The objective of this Statement is to improve accounting and financial reporting for a governmental financial reporting entity by resolving conflicting guidance that resulted from the issuance of two pronouncements, Statements *No. 54*, Fund Balance Reporting and Governmental Fund Type Definitions, and No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements.
- GASB Statement No. 70 “Accounting and Financial Reporting for Nonexchange Financial Guarantees.” The statement provides guidance on accounting for and reporting nonexchange financial guarantees

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

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

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

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

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

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

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We are pleased to report that no corrected or uncorrected misstatements were identified during the audit.

Disagreements with Management

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

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 9, 2014.

Management Consultations with Other Independent Accountants

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

Other Audit Findings or Issues

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

Other Matters

We applied certain limited procedures to the MD&A and schedule of funding progress for pension and other post-employment benefits which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the

information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

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

We were not engaged to report on the introductory and statistical sections, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

Deficiencies in internal control were reported to management in a letter dated December 9, 2014.

Restriction on Use

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

Very truly yours,


CERTIFIED PUBLIC ACCOUNTANTS



GROVE, MUELLER & SWANK, P.C.

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

December 9, 2014

Ronald Kilcoyne, General Manager
Mary Adams, Director of Administrative Services
Todd Lipkin, Finance Manager/CFO
Lane Transit District
Springfield, Oregon

In planning and performing our audit of the financial statements of the Lane Transit District as of and for the year ended June 30, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the Lane Transit District's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Lane Transit District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Lane Transit District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

However, during our audit we became aware of deficiencies in internal control other than significant deficiencies and material weaknesses and matters that are opportunities for strengthening internal controls and operating efficiency. This letter does not affect our report dated December 9, 2014, on the financial statements of Lane Transit District.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various Lane Transit District personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

CURRENT YEAR:

Dispositions of Federally Acquired Equipment

Condition:

The District sold a federally acquired vehicle during the year. Under 49 U.S.C. 5334(h)(4) the District may sell and use proceeds for other capital projects after the useful life is met and with prior FTA approval, and

there is no longer any public transportation purposes of the equipment. The proceeds are to be used to reduce the gross project cost of other FTA eligible capital transit grants. The District is expected to record the receipt of the proceeds in the District's accounting system, showing that the funds are restricted for use in a subsequent capital grant. The subsequent capital grant application should contain information showing FTA that the gross project cost has been reduced with proceeds from the earlier transactions.

The District did not notify FTA of the sale of the vehicle nor did they restrict the proceeds towards a future capital grant. The District is aware of this requirement and applied the proceeds once it was brought to their attention.

Possible effect:

The District could receive a reduction in funding or the FTA could require the District to repay funds resulting from non-compliance.

Recommendation:

We recommend the District develop policies and procedures surrounding the disposition of all equipment to ensure that all FTA requirements regarding equipment management are met.

Management Response:

The District is fully aware of this requirement and it was considered when processing the disposal of this vehicle. However, the vehicle was misidentified as not federally funded. Procedures have been enhanced to require all vehicles disposed of to be specifically identified in the fixed asset system to ensure the proper funding source is determined and to allow for timely notification to FTA.

PRIOR YEAR:

Audit Preparedness

Condition:

In order for an efficient audit to be performed, the audit team relies on its clients to have all the year-end reconciliations completed and all adjustments made prior to the beginning of the audit. The audit team posted a total of eleven journal entries during the course of the audit of which nine were given to the audit team by management in order to finish reconciling the accounts for the fiscal year. The areas requiring adjustment were various asset and liability accounts. Additionally, the District did not have revenue reconciliations and their schedule of expenditures of federal awards completed at the beginning of fieldwork as requested.

When journal entries are received from the client, the efficiency of the audit is decreased. The primary reason is that the audit team will either need to examine a new or revised audit workpaper given to us by management or the team will adjust the current version of the workpaper. The team will also reevaluate the risk over the account and potentially determine the need to perform additional procedures. When the schedule of expenditures of federal awards is not received timely this may extend the audit as sufficient time is not allowed for selection of major programs.

Possible effect:

The issuance of the District's financial statements could be delayed.

Recommendation:

We recommend the District ensure that all preparation and adjustments needed for the fiscal year be completed prior to the beginning of the audit. The start of the audit can be delayed if management determines that more time is needed.

Management Response:

The District acknowledges that not all required audit materials were prepared in a timely manner to meet the independent audit site work schedule. Materials will be prepared on time in the future.

Current Year Update:

Management has complied with this recommendation and was fully prepared for the June 30, 2014 audit.

Inventory Costing

Condition:

The District uses the fleet system for inventory tracking. A majority of the inventory is purchased through the automated purchasing system which interfaces with the fleet system for quantities and pricing. Occasionally items are purchased outside the normal purchasing system in which items are then manually entered into the fleet system. The District currently has procedures in place to verify the quantity that is entered into the system, but no procedures in place to verify the pricing.

Possible effect:

The District's financial statements could be misstated at any given time as the product costs may not be accurate.

Recommendation:

We recommend that the District implement procedures to ensure both the quantity and cost are updated when inventory is received to ensure that inventory is valued appropriately.

Management Response:

The District will implement a procedure to verify the pricing of inventory acquisitions made outside the normal purchasing system and continue to verify the quantity of such items.

Current Year Update:

The District has implemented a new procedure to address this recommendation.

Financial Staff Succession

Condition:

The Chief Financial Officer, the Chief Accountant/Internal Auditor, and the Purchasing Manager will all be leaving the District before the end of fiscal 2013-14. Each position has an important skill set that will need to be replaced, and an orderly transition without interruption of key functions and controls must be assured.

Possible effect:

There could be a loss of adequate financial controls, compliance with Federal Transit Administration requirements and other regulations, and timely and accurate financial reporting.

Recommendation:

We recommend that the District implement a detailed succession plan that covers all three positions.

Management Response:

Subsequent to the completion of the fiscal 2012-13 independent audit, the District published a reorganization and succession plan that covers the three positions and addresses the concerns raised by this comment.

Current Year Update:

The District has implemented a reorganization of the District during the fiscal year that addressed this recommendation.

Very truly yours,


CERTIFIED PUBLIC ACCOUNTANTS

AGENDA ITEM SUMMARY

DATE OF MEETING: December 17, 2014

ITEM TITLE: FIRST READING OF AMENDED ORDINANCE NO. 36

PREPARED BY: Mark Johnson, Director of Operations and Customer Satisfaction

ACTION REQUESTED: Conduct first reading of Amended LTD Ordinance No. 36

BACKGROUND:

LTD Ordinance No. 36 governs conduct on District property. The Ordinance has not been updated for more than a decade. The 2014 amendments to Ordinance No. 36 clean up the wording to reflect current practices. The amendments also add wording about peace officers if the Board authorizes the general manager to appoint peace officers pursuant to mass transit district laws.

ATTACHMENTS: Amended Ordinance No. 36, with Station Maps

PROPOSED MOTION: I move that Amended Ordinance No. 36 be read by title only.
Following an affirmative vote, the ordinance title should be read:

ORDINANCE NO. 36, AN ORDINANCE GOVERNING CONDUCT ON DISTRICT PROPERTY AND AMENDING AND RESTATING ORDINANCE NO. 36, 2003 REVISIONS.

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ORDINANCE 36
2014 REVISION

**AN ORDINANCE GOVERNING CONDUCT ON DISTRICT PROPERTY, AND AMENDING
AND RESTATING ORDINANCE NO. 36, 2003 REVISIONS.**

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. 36, 2003 Revision is amended and restated in its entirety to read as follows:

The Board of Directors of Lane Transit District does hereby ordain and decree the following Ordinance:

1.05 To facilitate the purposes set forth in ORS Chapter 267, and for the safety, convenience, and comfort of District Passengers and for the protection and preservation of District property, it is necessary to establish the following rules and regulations governing use of the District Transit System and providing remedies for violations thereof.

1.10 **Definitions.** As used in this Ordinance, unless the context requires otherwise:

- (1) The “Boarding Platform Areas” include all Shelters and District Stations as designated on the attached maps.
- (2) “District” means the Lane Transit District.
- (3) “District Station” includes the District Administrative Facility, the Eugene Station, the Springfield Station, any other District Transit Station, any bus Passenger Shelter, the Customer Service Center, any District-operated parking lot or park-and-ride lot, and covered areas of any bus stop.
- (4) “District Transit System” means the property, equipment and improvements, of whatever nature, owned, leased or controlled by the District to provide public transportation for Passengers or to provide for movement of people, and includes any District Vehicle and any District Station.
- (5) “District Vehicle” includes a bus, van or other vehicle used to transport Passengers and owned or operated by or on behalf of the District.
- (6) “Electronic Smoking Device” includes an electronic or battery operated device that delivers vapors for inhalation. Electronic Smoking Device includes every variation and type of such devices whether they are manufactured, distributed, marketed or sold as an electronic cigarette, an electronic cigar, an electronic cigarillo, an electronic pipe, an electronic hookah or any other product name or descriptor.
- (7) “Emergency” includes, but is not limited to, a fire on a District Vehicle or District Station, or serious physical injury to persons, or threat thereof, or any apparent urgent medical need.
- (8) “Notice of Exclusion” means a notice issued pursuant to §1.20 of this Ordinance excluding an individual from all or part of the District Transit System for a period of time.

- (9) "Operator" means a District employee responsible for operating any District Vehicle.
- (10) "Passenger" means a person who holds a valid fare and is en route on a District Vehicle, or waiting for the next available District Vehicle to such person's destination, or a person who enters a District Station with the intent to purchase a valid fare for transportation on the next available District Vehicle to such person's destination.
- (11) "Public Safety Officer," for purposes of this Ordinance, includes the District's security officers and public safety officers, as appointed by the District General Manager to enforce the District's Ordinances, and the District's duly appointed Peace Officers. The District's Peace Officers are designated as such for the purposes of ORS 267.150 and ORS 133.055. Public Safety Officer may also include sheriff deputies, state and local police officers, and all such other persons as may be designated by law to enforce District ordinances.
- (12) "Service Animal" means any animal used by a person who requires the assistance of such animal to facilitate that person's life functions, including, but not limited to, seeing and hearing.
- (13) A "Shelter" is the area within the drip line of any roofed structure located at a District bus stop or District Station that is designed or used to protect Passengers from adverse weather conditions.
- (14) "Smoke" shall mean the gases, particles or vapors released into the air as a result of combustion, electrical ignition or vaporization, including from an Electronic Smoking Device, when the purpose of the combustion, electrical ignition or vaporization is human inhalation of the gases, particles or vapors.
- (15) "Smoking" shall mean engaging in an act that generates Smoke, such as possessing a lighted pipe, a lighted hookah pipe, a lighted cigar, a lighted cigarette, or an operating Electronic Smoking Device.
- (16) "Supervisor" means any District employee responsible for the supervision of any District transit operation.

1.15 **Regulations:**

- (1) **Elderly and Disabled Seating.** The aisle-facing benches at the front of buses are reserved for the use of disabled and senior Passengers. Non-qualifying Passengers must vacate such seating upon request of any District Vehicle operator or employee.
- (2) **Smoking Prohibited.** There shall be no smoking on any District Vehicle, District Station or within any space or area where smoking is prohibited by law or ordinance. No person shall smoke an Electronic Smoking Device, tobacco, marijuana, or any other substance, or carry any burning or smoldering substance, in any form, aboard a District Vehicle, within the boundaries of any District Station, or within any space or area where Smoking is prohibited by District Ordinance, local, state or federal law.
- (3) **Alcohol and Drugs.** No person shall use or possess alcohol or illegal drugs on a District Vehicle or in a District Station, except for lawfully possessed and unopened alcoholic beverages.

- (4) **Criminal Activity.** No person shall engage in any activity prohibited by federal, state, county or municipal law, while on a District Vehicle, or within any District Station or the District Transit System.
- (5) **Disorderly Conduct.** No person shall intentionally or recklessly cause inconvenience, annoyance or alarm to another by:
- (a) Engaging in fighting, or violent, tumultuous or threatening behavior (physical or verbal), within any District Vehicle or District Station;
 - (b) Making unreasonable noise within any District Vehicle or in any District Station;
 - (c) Obstructing the free movement of Passengers within any District Vehicle or District Station;
 - (d) Creating a hazardous or physically offensive condition within a District Vehicle or District Station; or
 - (e) Otherwise violate ORS 166.025 as now in effect or hereafter amended.
- (6) **Harassment.** No person shall intentionally or recklessly harass or annoy another person by:
- (a) Subjecting such other person to offensive physical contact;
 - (b) Publicly insulting such other person by abusive words or gestures in a manner intended and likely to provoke a violent response; or
 - (c) Otherwise violate ORS 166.065 as now in effect or hereafter amended.
- (7) **Threatening or Offensive Language.** No person shall intentionally or recklessly disturb, harass, or intimidate another person by means of threatening or offensive language or obscenities in a District Vehicle in such a manner as to interfere with a Passenger's use and enjoyment of the District Transit System.
- (8) **Food and Beverages.** For the protection of public safety, no person shall bring aboard a District Vehicle any food or beverage in open containers. No person shall consume food or alcohol on any District Vehicle. Passengers on District Vehicles may consume non-alcoholic beverages only from containers with snap-on or screw-on lids.
- (9) **Littering, Spitting.** No person shall discard or deposit, other than into a trash receptacle provided for that purpose, any rubbish, trash, debris, cigarette butts, or offensive substance in or upon a District Vehicle or District Station. No person shall spit, defecate, or urinate in or upon any District Vehicle or District Station except in a toilet.
- (10) **Safety.**
- (a) All Passengers (except infants who are held) must wear shoes, pants/shorts and shirt, a dress, or comparable clothing on District Vehicles and in District Stations. In addition, all Passengers must cover any exposed skin that may transmit communicable disease.

- (b) No person shall in any manner hang onto, or attach himself or herself onto any exterior part of a District Vehicle at any time. In addition, no person shall extend any portion of his or her body through any door or window of a District Vehicle.
- (c) No person shall ride a skateboard, roller skates or in-line skates in a District Vehicle or District Station. Passengers with in-line skates will be allowed in a District Vehicle or District Station so long as the wheels are rendered inoperable by a device ("skate guard") designed to provide stability and traction to the user and to permit the user to walk while wearing the skates.
- (d) No person shall discharge any weapon or throw, or cause to be thrown or projected, any object or substance at or within a District Vehicle or District Station, or at any person on a District Vehicle or in any part of a District Station.
- (e) No person shall interfere, in any manner, with the operation or movement of any District Vehicle, except for authorized District personnel.
- (f) No person shall impede or block the free movement of Passengers, or otherwise disrupt the functions of the District in any District Station, Boarding Platform Area, or in any District Vehicle.

(11) **District Property.**

- (a) **Use of the Transit System.** The District Transit System is intended for the use of the District's Passengers. To ensure the safety, comfort, and convenience of such Passengers, no person shall impede or block the free movement of Passengers, interfere with ingress and egress from District Stations and District Vehicles, intimidate or harass other Passengers, or in any manner interfere with the principal transportation purpose to which the District Transit System is dedicated.
- (b) **Limited Access Areas.** To ensure the safety, comfort, and convenience of District Passengers and the safe and efficient operation of the District Transit System, only Passengers, District personnel, and those transacting District business shall be permitted within any District Station, District Vehicle, and on any Boarding Platform Area.
- (c) **Off-Hours Closure.** All District Stations shall be closed during the non-operating hours of 12:00 a.m. through 4:30 a.m. The General Manager, or designee, shall have the discretion to extend or contract these non-operating hours. No person other than Public Safety Officers, authorized District personnel, authorized contractors, or business invitees shall be in or about any District Station during these hours.
- (d) **District's Right of Closure.** The District expressly reserves the right to close any District Station or Stations and exclude all access at a time and for a duration to be determined by the District Board or General Manager. Such closure may be necessary for reasons that include, but are not limited to, an emergency, natural disaster, cleaning and repairs.
- (e) **Damaging District Property.** No person shall damage, destroy, interfere with, or obstruct in any manner the property, services, or facilities of the District, including Passengers' property located upon District property.

- (f) **Exclusion of Non-District Vehicles.** Unless otherwise allowed by posted sign, all non-District vehicles are excluded from District Stations. Emergency vehicles and other vehicles authorized by the District are exempt from this exclusion.
- (g) **Free Movement of District Vehicles.** No person or vehicle shall obstruct the free movement of District Vehicles while loading or unloading Passengers, or while entering or exiting a District Station.
- (h) **Skateboards, In-line Skates, Bicycles.** No person shall ride a bicycle, skateboard or in-line skates at a District Station. Bicycles shall only be parked at a District Station at designated areas.
- (12) **Animals.** No person shall bring or carry aboard a District Vehicle, or take into a District Station, any animal not housed in an enclosed carrying container, except for a person who requires a service animal, or a person training a service animal. In no event, however, shall any animal be allowed on a District Vehicle or at a District Station if such animal creates a hazard or nuisance to any Passenger or District employee.
- (13) **Carriages and Strollers.** No person shall bring or carry aboard a District Vehicle a carriage or stroller unless such item is folded and unoccupied. Carriages and strollers must remain folded while aboard the District Vehicle.
- (14) **Packages and other carried items.** Any packages, parcels or other items brought aboard a District Vehicle must be able to be stored on and/or below one seat (if available), and must be secured so as to prevent their displacement should the District Vehicle be required to make a sudden stop or sharp turn. In no event shall any package or parcel be allowed to block access to any aisle or stairway. Any item to be brought aboard a District Vehicle, or in or onto a District Station, is subject to inspection by a Public Safety Officer.
- (15) **Audio Devices.** No person shall operate any audio devices or musical instruments on a District Vehicle or in a District Station, unless the sound produced thereby is only audible through earphones to the person carrying the device.
- (16) **Repulsive Odors.** No person shall board or remain on a District Vehicle or enter or remain in a District Station if the person, the person's clothing, or anything in the person's possession, emits a grossly repulsive odor that is unavoidable by other District Passengers on the District Vehicle or in the District Station and which causes a nuisance or extreme discomfort to District Passengers or employees.
- (17) **Emergency Exit.** No person shall activate the "Emergency Exit" or alarm device of a District Vehicle or District Station in the absence of an Emergency.
- (18) **District Seats.** No person shall place his or her feet on seat cushions on any District Vehicle or in any District Station.
- (19) **Posting Notices.** Except as otherwise allowed by District regulation, no person shall place, permit or cause to be placed any notice or advertisement upon any District Vehicle, or on any District Station or upon any vehicle, without the owner's consent, while the vehicle is parked on District property.

- (20) **Flammable Substances.** No person shall bring aboard a District Vehicle, or take into a District Station any flammable substance, except for matches and cigarette lighters.
- (21) **Weapons.** No person, except a Public Safety Officer, shall bring into or carry aboard a District Vehicle, or bring into a District Station, any knife, (except a folding knife with a blade less than 3 1/2 inches in length), ice pick, bow, arrow, crossbow, any explosive device or material, any instrument or weapon commonly known as a blackjack, sling shot, sand club, sandbag, sap glove or metal knuckles, or any other illegal or unlawfully possessed weapon of any kind.
- (22) **Non-payment of Fare; Misuse of Bus Pass or Group Pass.**
- (a) **Non-payment of Fare.** No person shall occupy, ride or use, any District Vehicle unless the person has paid the applicable fare or has a valid and lawfully acquired transfer, bus pass or group pass.
- (b) **Misuse of Bus Pass.** No person shall use or attempt to use a District bus pass to board or ride in a District Vehicle unless the bus pass was lawfully acquired at an authorized District outlet by or on behalf of the person. Unless otherwise transferable by the express terms of the bus pass, only the person identified on the bus pass may use such pass.
- (c) **Misuse of Group Pass.** No person shall use or attempt to use a District group pass to board or ride a District Vehicle unless:
- (i) The group pass was lawfully acquired at an authorized District outlet by or on behalf of the person;
- (ii) The group pass is used according to the terms of the applicable group pass agreement; and
- (iii) The person is a current member of the group to whom the group pass was issued pursuant to the applicable group pass agreement.
- (d) **Confiscation of Misused Bus Pass or Group Bus Pass.** Any District Vehicle operator or any Public Safety Officer may confiscate a bus pass or group bus pass used or presented for use in violation of subsections (b) or (c) of this section.
- (e) **Nonpayment of Fare, Misuse of Bus Pass or Group Bus Pass is Theft.** Any person who violates subsections (a), (b) or (c), above, in addition to any penalties described herein, may be subject to criminal prosecution for theft of services.

1.20 **Exclusion.**

- (1) In addition to any penalties provided herein for the violation of this Ordinance and to any penalties for the violation of federal, state or local laws, any Public Safety Officer, and other persons as may be designated by the District's General Manager, may issue a Notice of Exclusion from the District Transit System to any person who violates this Ordinance.

- (a) Except as provided in subsection (b) below, written Notice of Exclusion signed by the issuing authority shall be given to a person who has been excluded from all or part of the District Transit System. The written Notice of Exclusion shall specify the particular violation or reason for exclusion, the places and duration of the exclusion, and the consequences for failure to comply with the Notice of Exclusion.
 - (b) In order to ensure the safety, convenience, and comfort of all Passengers, a District Vehicle operator may, without giving written Notice of Exclusion, direct a Passenger to leave a District Vehicle, or direct a prospective Passenger not to board a District Vehicle, if the operator has probable cause to conclude that such Passenger is in violation of any provision of this Ordinance. Without written Notice of Exclusion, such exclusion shall be effective only for the route in progress at the time of the exclusion.
- (2) A Notice of Exclusion shall be effective immediately upon issuance and shall remain in effect until the exclusion expires, is terminated, or otherwise modified by the District. Any person receiving a Notice of Exclusion may request an administrative review of the exclusion in accordance with the District's Contested Case Hearing Procedure as now in place or amended hereafter. Administrative review is a prerequisite to requesting an appeal of a Notice of Exclusion.
 - (3) A person excluded under this section may not enter or remain upon any part of the District Transit System from which the person is excluded during the stated period of the exclusion. In addition to penalties imposed by this Ordinance, an excluded person who enters or remains upon any District Vehicle or part of the District Transit System from which the person has been excluded, may be charged with Criminal Trespass in the Second Degree, ORS 164.245, as may be amended hereafter, and subject to the penalties thereof.

1.25 **Citations for a Fine.**

- (1) In addition to being excluded from the system pursuant to §1.20 of this Ordinance, any person who violates this Ordinance may be assessed a fine of not more than \$250.
- (2) Any Public Safety Officer is authorized to issue citations to any person who violates this Ordinance.
- (3) A Public Safety Officer shall only have the power to arrest a private person pursuant to ORS 133.225.

1.30 **Jurisdiction.**

- (1) The laws of the State of Oregon, and all local laws of the host jurisdiction, apply with equal force and effect to District property. State and local law enforcement officers are expressly authorized to enforce all applicable state and local laws, and this Ordinance, upon the District Transit System.
- (2) Public Safety Officers may enforce this Ordinance by issuing a Notice of Exclusion or by assessing a fine.

1.35 **Severability.** It is hereby declared to be the legislative intent of Lane Transit District that the provisions of this Ordinance are severable, and if any provision, clause, section, or part is held illegal, invalid, or unconstitutional or inapplicable to any person or circumstance, the remaining provisions shall continue to be in force and such partial illegality, invalidity, unconstitutionality or inapplicability shall not affect or impair the application of the remaining provisions to other persons and circumstances.

2.0 **Effective Date.** These amendments to Ordinance 36 shall become effective thirty (30) days after their adoption.

Adopted: _____, 2014.

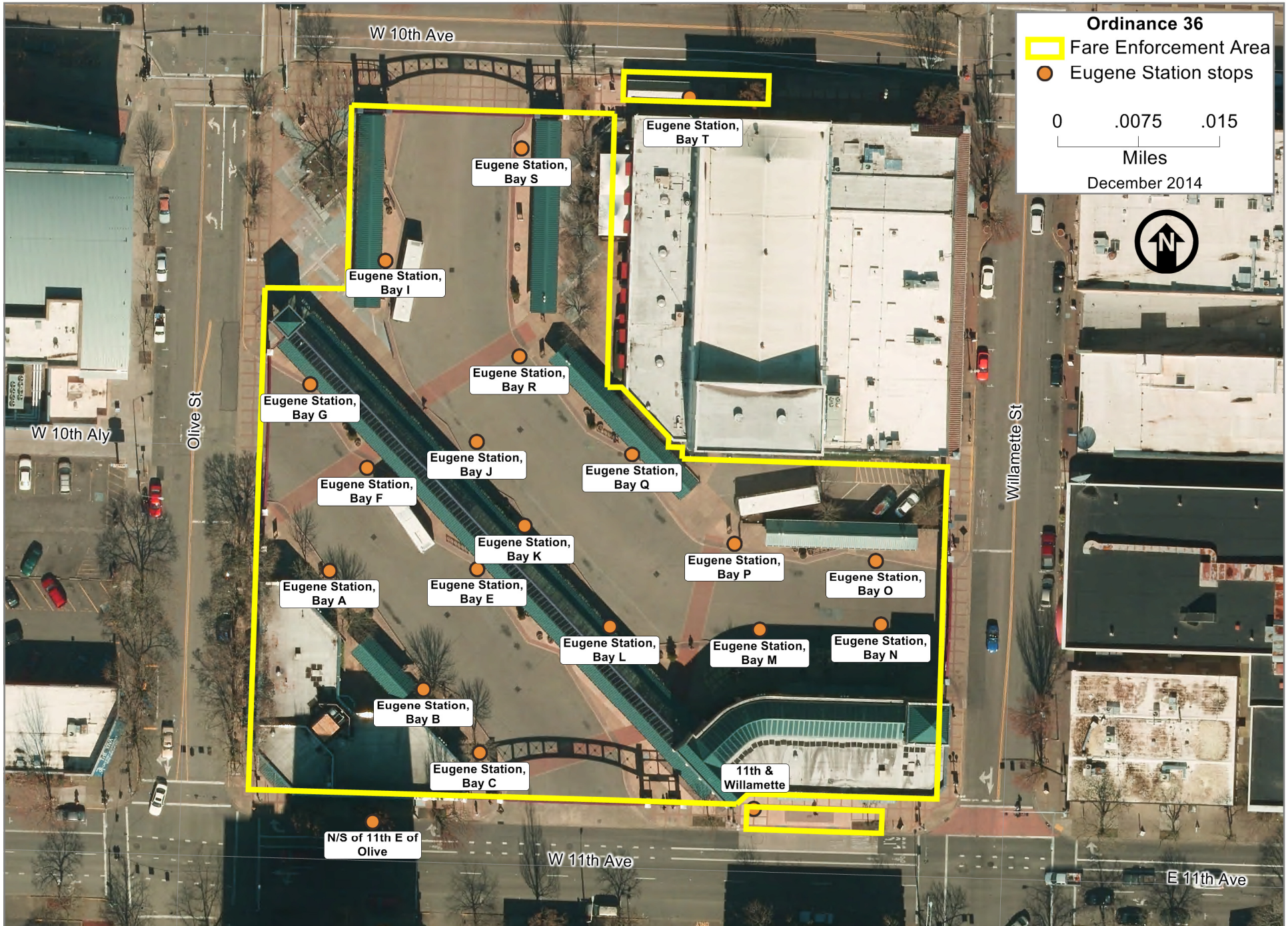
Board President

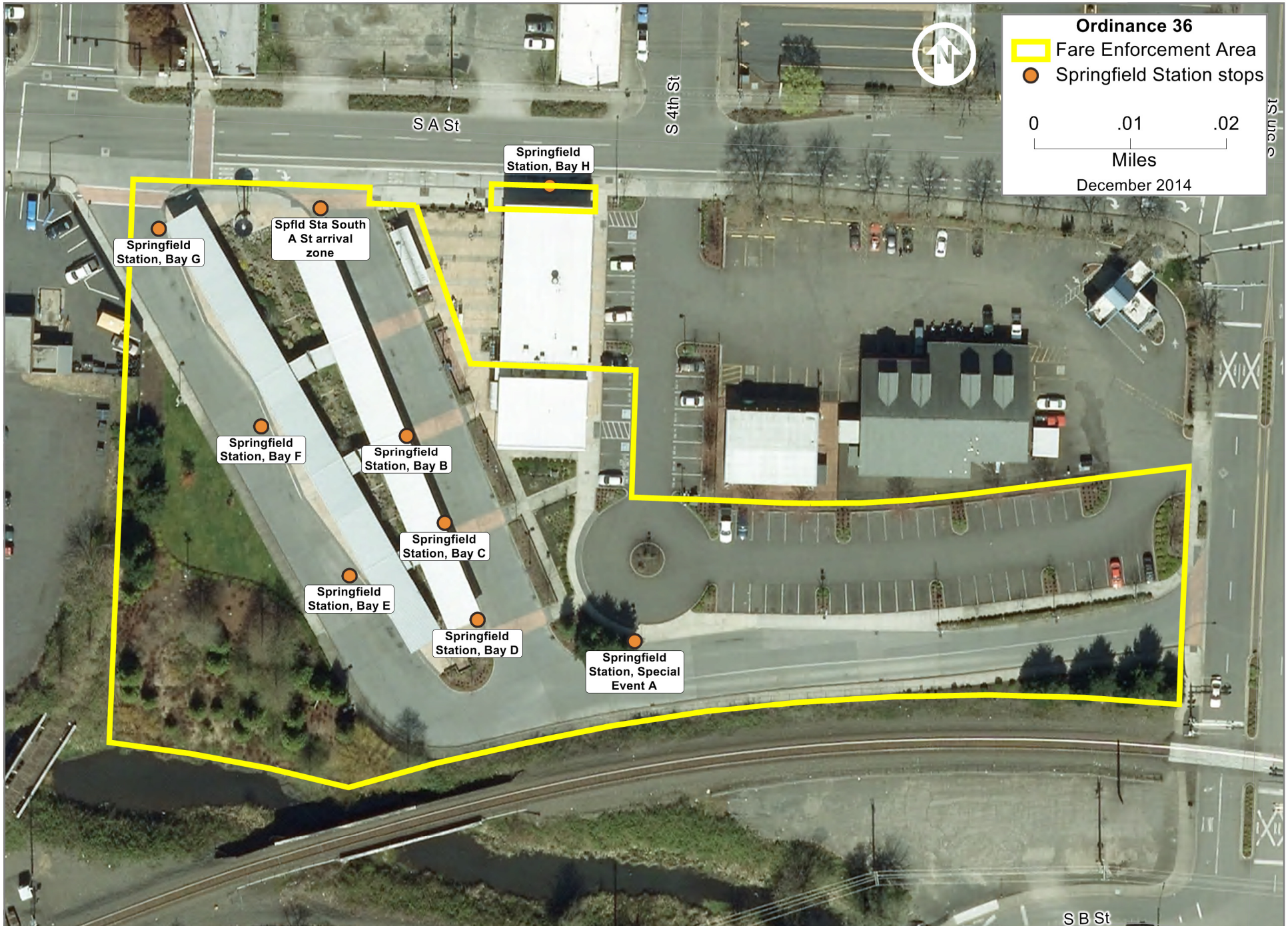
Attest:

Recording Secretary

Effective Date: _____

(Attachments – District Station Site Maps)





AGENDA ITEM SUMMARY

DATE OF MEETING: December 17, 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. At the November 12 meeting, the Committee met in executive session to review and evaluate the performance of the LTD general manager.
2. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, Lane Council of Governments, and LTD. Board Member Michael Dubick serves as LTD's representative on this Commission, which meets on the second Wednesday of the month. At the November 12 meeting, George Grier and Sid Leiken were elected as the new chair and vice chair of LaneACT. Also at the meeting, the Committee reviewed and approved the public information inquiry protocol, debriefed the Health and Transportation meeting, and received presentations on the Americans with Disabilities Act (ADA) ramp transition program and the Beltline Facility Plan.
3. **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 three times a year. LTD Board Member Gary Gillespie serves as a trustee for both plans. At the November 17 meeting, the trustees received a full investment report. The LTD/ATU Pension Trustees then voted to adopt the seventh amendment to the plan and received the January 1, 2014, Plan Valuation.
4. **Accessible Transportation Committee (ATC):** The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex officio position

representing the LTD Board on this committee. At the November 18 meeting, the Committee reviewed initial information for the Biennial Federal Section 5310 and State Special Transportation Fund grant process that was just getting underway. The Committee also received an update on the progress of the Oakridge transportation review. The details of the meeting held on December 16 will be shared during the December 17 LTD Board of Directors meeting.

5. **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. At the November 18 meeting, the Governance Team reviewed and discussed the progress of the Stakeholder Advisory Committee, including public outreach and transit lane configurations.
6. **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 December 2 meeting, the Steering Committee created an agenda-setting subcommittee. The Committee also received an overview of LTD's regular service and connections to the EmX system and a summary of a webinar about transit and protected bike lanes. Additionally, the Committee received an update about West Eugene EmX Extension construction.
7. **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 December 4 meeting, MPC members approved the proposed Metropolitan Planning Organization boundary adjustment; received presentations about the Oregon Transportation Forum legislative priorities and LTD's youth transit pass legislative proposal, and approved support of both. The Committee also received an update on the Main Street-McVay Transit Study and the Scenario Planning project.
8. **Governor's Oregon Passenger Rail Leadership Council:** Governor Kitzhaber created a leadership council of officials from the Willamette Valley to advise the governor and the Oregon Transportation Commission on a preferred alignment for 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 details of the meeting held on December 15 will be shared during the December 17 LTD Board of Directors meeting.

NO MEETINGS HELD:

1. **Lane Council of Governments (LCOG) Board of Directors:** LTD Board Member Carl Yeh represents LTD on the LCOG Board of Directors as a non-voting member. The LCOG Board meets four times a year; the next meeting will be held on December 18.
2. **Eugene Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP):** The TCRG includes community members who have an interest in transportation issues in the City of Eugene. Board Member Ed Necker represents LTD on the TCRG. The next meeting will be held on January 13, 2015.
3. **LTD Board Service Committee:** The Board Service Committee is composed of Chair Ed Necker and Board members Gary Gillespie and Michael Dubick. Meetings are scheduled on an as-needed basis. The next meeting has not been scheduled.

4. **LTD Board Finance Committee:** The Board Finance Committee is composed of Chair Michael Dubick and Board members Ed Necker and Carl Yeh. Meetings are scheduled on an as-needed basis. The next meeting has not yet been scheduled.

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 17, 2014

ITEM TITLE: APPOINTMENT OF PEACE OFFICERS

PREPARED BY: Mark Johnson, Director of Operations and Customer Satisfaction

ACTION REQUESTED: None. Information only.

BACKGROUND:

LTD Ordinance No. 36 governs conduct on District property. District public safety officers are limited to issuing Notices of Exclusion and fines for violations of Ordinance No. 36. The attached proposed resolution would authorize the general manager to appoint peace officers who would have the authority to enforce state and local laws for the purposes relating to the protection, use, and enjoyment of District property, facilities, and vehicles by issuing criminal citations.

ATTACHMENT: Draft Resolution

PROPOSED MOTION: None.

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

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

LTD RESOLUTION NO. 2015-XXX

APPOINTING PEACE OFFICERS FOR PURPOSES OF ORS 267.150

WHEREAS, ORS 267.150 authorizes the District Board to appoint peace officers who shall have the same authority as other peace officers, except that such authority shall be limited to the enforcement of police ordinances of the District and the enforcement, for purposes relating to the protection, use, and enjoyment of District property and facilities, of state and local law.

WHEREAS, the District has previously enacted Ordinance No. 36, relating to the protection, use, and enjoyment of District property and facilities.

WHEREAS, the District's public safety officers may only enforce Ordinance No. 36 by issuing Notices of Exclusion.

WHEREAS, by appointing District peace officers for the purposes of ORS 267.150 and ORS 133.055, the District's public safety officers, who may be appointed as peace officers by the General Manager, shall have the authority to enforce state and local laws for the purposes relating to the protection, use, and enjoyment of District property and facilities by issuing criminal citations.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors passes a Resolution:

Authorizing the Lane Transit District General Manager, or his designee, to appoint peace officers for the purposes of ORS 267.150 and ORS 133.055.

Date

President, LTD Board of Directors

AGENDA ITEM SUMMARY

DATE OF MEETING: December 17, 2014

ITEM TITLE: WEST EUGENE EmX UPDATE

PREPARED BY: John Evans, Senior Project Manager and
Joe McCormack, Facilities Manager

ACTION REQUESTED: None

BACKGROUND:

Contract negotiations with Wildish Building Company for a Guaranteed Maximum Price (GMP) consumed much of November. An agreement in concept was reached prior to the Thanksgiving holiday, and staff plan to execute a contract in December. The cost of the project is substantial, and while there is little margin for cost increases, staff believes that completing the project under budget remains an attainable goal. Staff will continue to find ways to deliver the project more efficiently and reduce costs where feasible in partnership with the contractor, the City of Eugene, and Eugene Water and Electric Board.

With an executed contract and Notice to Proceed finalized in December, Wildish Building Company will begin work in early 2015. Activities to commence in the first three months will include acquisition of materials and equipment with long delivery times, mobilization of earth-moving equipment, temporary traffic control measures, removal of trees, and beginning reconstruction of more than 300 accessible ramps at various intersections along the corridor. Concurrently, utility work will continue and artwork fabrication, also may get underway.

Project staff continue to work on multiple fronts, including finalizing the construction permit with the City of Eugene, completing property acquisitions, and specifying details for manufacturing the new BRT buses. The current BRT bus model is no longer available; therefore, staff will be working closely with the accessibility and bicycle community to develop the interior design and layout for these new EmX vehicles.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 17, 2014

ITEM TITLE: MONTHLY ENGAGEMENT REPORT

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

ACTION REQUESTED: None

BACKGROUND:

The District continues to engage in outreach activities related to projects and general community and civic events, and through a variety of other opportunities. Additionally, earned media and paid media play an important role in communicating projects, services, and significant activities taking place within the District and in the broader community. To keep the Board informed of the key activities during the past month and highlight opportunities in the coming month, staff have prepared the following summary and will respond to questions from the Board.

Paid Media – Placements in newsletters and in the *Blue Chip* section of *The Register-Guard* are highlighting the key role businesses play in providing transit service to this region and noting that the System of the Year award could not have been achieved without the support of business, employees, and our riders. Placements will run through early 2015.

LTD has partnered with Cumulus Media to be the sponsor of the University of Oregon Men's basketball team pre-game show on 95.3, the Score, radio. Part of this effort also is providing day passes as part of ticket package giveaways that the station will do prior to each home game. Two families will be provided with game tickets and transportation to attend a game. LTD is highlighted as a partner, and additional advertising spots are provided for LTD-specific messaging.

Earned Media – Stories appearing in print included a West Eugene construction piece in *The Register-Guard* and an Egan Warming Center piece in the *Springfield Times*. Radio interviews on KUGN and KLCC highlighted the West Eugene EmX and specifically called out the partnership with Friends of Trees. A KVAL news story provided an in-depth look into the customers riding the bus to the Eugene airport and businesses along Airport Road.

Press releases highlighted holiday service changes and the LTD Stuff the Bus promotion.

Staff are having discussions with how we can partner again with Willamalane on the 1Pass for youth next summer. LTD just completed a four-month partnership/sponsorship with the Science Factory and is in discussions with NEDCO on how we can expand the partnership activities in which we have participated during the past year.

January will include a number of outreach opportunities, including the Good Earth Home, Garden, and Living Show, along with the Springfield and Eugene Chambers of Commerce annual awards dinners.

ATTACHMENTS: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE: December 17, 2014

ITEM TITLE: MONTHLY FINANCIAL REPORT

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: None

BACKGROUND:

Following this summary are the October 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 98 percent of the estimated year-to-date budget and 106.6 percent of the prior-year receipts. Personnel services remain under budget. A new nine-member bus operator class started last week.

The average price for fuel through November 2014 is \$2.77 per gallon. LTD paid \$2.13 per gallon on December 5, 2014, which is the lowest price we have paid since July 2010. 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-year 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: October 2014 Financial Report

PROPOSED MOTION: None

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Lane Transit District

Lane Transit District
General Fund
 Schedule of Revenues and Expenditures
October 31, 2014
 Unaudited

October 1 - 31					Revenues & Other Sources		Year to Date Through October 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
415,887	412,378	99.2%	358,410	115.1%	Passenger Fares	4,456,700	1,523,509	1,648,620	108.2%	1,529,240	107.8%
285,408	242,847	85.1%	244,500	99.3%	Group Pass	2,667,000	736,287	718,114	97.5%	711,000	101.0%
36,000	37,500	104.2%	5,000	750.0%	Advertising	310,000	310,000	330,000	106.5%	270,000	122.2%
77,600	37,127	47.8%	40,325	92.1%	Special Service	161,300	118,436	89,422	75.5%	80,650	110.9%
814,895	729,852	89.6%	648,235	112.6%	Total Operating	7,595,000	2,688,232	2,786,156	103.6%	2,590,890	107.5%
738,717	887,537	120.1%	826,700	107.4%	Payroll Tax (cash basis)	27,835,500	6,954,436	6,749,286	97.1%	7,576,800	89.1%
171,143	147,145	86.0%	176,000	83.6%	Self-employment Tax (cash basis)	1,600,000	229,936	192,133	83.6%	224,000	85.8%
-	-	N/A	-	N/A	State-in-Lieu (cash basis)	2,040,000	440,874	404,640	91.8%	445,000	90.9%
716,953	55,827	7.8%	411,340	13.6%	Operating Grants	4,936,100	2,084,836	1,179,972	56.6%	1,645,360	71.7%
174,009	199,292	114.5%	10,990	1813.4%	Miscellaneous	131,700	217,795	278,269	127.8%	43,960	633.0%
6,282	4,694	74.7%	7,500	62.6%	Interest Income	90,000	28,130	19,335	68.7%	30,000	64.4%
1,807,104	1,294,495	71.6%	1,432,530	90.4%	Total Nonoperating	36,633,300	9,956,007	8,823,635	88.6%	9,965,120	88.5%
2,621,999	2,024,347	77.2%	2,080,765	97.3%	Total Revenues & Other Sources	44,228,300	12,644,239	11,609,791	91.8%	12,556,010	92.5%

October 1 - 31					Expenditures & Other Uses		Year to Date Through October 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
802,269	786,388	98.0%	867,750	90.6%	Administration	10,405,200	3,138,658	3,325,945	106.0%	3,469,600	95.9%
1,576,870	1,574,935	99.9%	1,766,860	89.1%	Amalgamated Transit Union	20,522,900	6,205,939	6,316,563	101.8%	6,933,540	91.1%
(75,742)	(65,266)	86.2%	(69,740)	93.6%	Less Grant-Funded Expenditures	(836,800)	(295,529)	(274,568)	92.9%	(278,960)	98.4%
2,303,397	2,296,057	99.7%	2,564,870	89.5%	Total Personnel Services	30,091,300	9,049,068	9,367,940	103.5%	10,124,180	92.5%
11,299	16,384	145.0%	22,469	72.9%	Executive Office	309,500	114,511	135,724	118.5%	143,228	94.8%
206,416	128,506	62.3%	182,170	70.5%	Administrative Services	2,055,400	998,916	813,273	81.4%	712,530	114.1%
137,753	154,937	112.5%	209,260	74.0%	Customer Services & Planning	2,561,300	703,879	665,079	94.5%	874,790	76.0%
410,511	319,322	77.8%	466,462	68.5%	Operations & Customer Satisfaction	5,860,900	1,517,876	1,760,142	116.0%	2,118,653	83.1%
765,979	619,149	80.8%	880,361	70.3%	Total Materials & Services	10,787,100	3,335,182	3,374,218	101.2%	3,849,201	87.7%
2,982	93,935	3150.1%	164,980	56.9%	Transfer to Accessible Services Fund	1,979,700	655,805	259,800	39.6%	659,920	39.4%
-	1,971	N/A	14,330	13.8%	Transfer to Medicaid Fund	172,000	40,407	27,736	68.6%	57,320	48.4%
-	-	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%
2,982	95,906	3216.2%	179,310	53.5%	Total Other Uses	5,503,200	2,488,912	3,639,036	146.2%	4,068,740	89.4%
3,072,358	3,011,112	98.0%	3,624,541	83.1%	Total Expenditures & Other Uses	46,381,600	14,873,162	16,381,194	110.1%	18,042,121	90.8%

(450,359)	(986,765)	219.1%	(1,543,776)	63.9%	Revenues less Expenditures	(2,153,300)	(2,228,923)	(4,771,403)	214.1%	(5,486,111)	87.0%
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Lane Transit District

Lane Transit District
Accessible Services Fund
 Schedule of Revenues and Expenditures
October 31, 2014
 Unaudited

October 1 - 31					Revenues & Other Sources		Year to Date Through October 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
31,627	35,577	112.5%	28,120	126.5%	Passenger Fares	337,500	113,818	121,175	106.5%	112,480	107.7%
112,813	254,586	225.7%	244,110	104.3%	Federal Assistance	2,929,200	722,897	989,828	136.9%	976,440	101.4%
13,974	87,526	626.3%	105,640	82.9%	State Assistance	1,267,460	171,252	552,110	322.4%	422,560	130.7%
-	1,316	N/A	8,160	16.1%	Local Assistance	97,900	25,688	4,645	18.1%	32,640	14.2%
158,414	379,005	239.2%	386,030	98.2%	Total Revenues	4,632,060	1,033,655	1,667,908	161.4%	1,544,120	108.0%
2,982	93,935	3150.1%	164,600	57.1%	Transfer from General Fund	1,975,240	655,805	259,800	39.6%	658,400	39.5%
2,982	93,935	3150.1%	164,600	57.1%	Total Other Sources	1,975,240	655,805	259,800	39.6%	658,400	39.5%
161,396	472,940	293.0%	550,630	85.9%	Total Revenues & Other Sources	6,607,300	1,689,460	1,927,708	114.1%	2,202,520	87.5%

October 1 - 31					Expenditures & Other Uses		Year to Date Through October 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
375,886	399,345	106.2%	439,080	91.0%	ADA RideSource	5,268,900	1,661,295	1,709,593	102.9%	1,756,320	97.3%
10,426	9,764	93.6%	12,560	77.7%	Transit Training & Hosts	150,600	42,336	39,812	94.0%	50,240	79.2%
8,962	7,666	85.5%	9,010	85.1%	Special Transport	108,100	33,966	28,647	84.3%	36,040	79.5%
395,274	416,775	105.4%	460,650	90.5%	Total Eugene/Springfield Services	5,527,600	1,737,597	1,778,052	102.3%	1,842,600	96.5%
526	13,588	2583.2%	9,580	141.8%	South Lane	115,000	30,076	48,841	162.4%	38,320	127.5%
15,023	14,940	99.5%	15,680	95.3%	Florence	188,100	62,029	60,528	97.6%	62,720	96.5%
13,231	15,561	117.6%	20,260	76.8%	Oakridge	243,200	62,365	70,132	112.5%	81,040	86.5%
28,780	44,089	153.2%	45,520	96.9%	Total Rural Lane County Services	546,300	154,470	179,501	116.2%	182,080	98.6%
12,733	8,388	65.9%	21,670	38.7%	Mobility Management	260,000	47,625	34,964	73.4%	86,680	40.3%
72	-	0.0%	780	0.0%	Crucial Connections	9,300	1,084	676	62.4%	3,120	21.7%
707	965	136.5%	2,670	36.2%	Veterans Transportation	32,000	3,534	3,549	100.4%	10,680	33.2%
3,565	5,117	143.5%	9,330	54.8%	Lane County Coordination	112,000	14,437	22,586	156.4%	37,320	60.5%
17,077	14,470	84.7%	34,450	42.0%	Total Other Services	413,300	66,680	61,775	92.6%	137,800	44.8%
-	-	N/A	14,000	0.0%	Transfer to Capital Projects Fund	168,000	-	-	N/A	56,000	0.0%
-	-	N/A	14,000	0.0%	Total Other Uses	168,000	-	-	N/A	56,000	0.0%
441,131	475,334	107.8%	554,620	85.7%	Total Expenditures & Other Uses	6,655,200	1,958,747	2,019,328	103.1%	2,218,480	91.0%

(279,735)	(2,394)	0.9%	(3,990)	60.0%	Revenues less Expenditures	(47,900)	(269,287)	(91,620)	34.0%	(15,960)	574.1%
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Lane Transit District

Lane Transit District
Medicaid Fund
 Schedule of Revenues and Expenditures
October 31, 2014
 Unaudited

October 1 - 31					Revenues & Other Sources		Year to Date Through October 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
409,171	510,509	124.8%	552,400	92.4%	Medicaid Nonemergency Medical Transportation	6,628,800	1,760,057	2,431,608	138.2%	2,209,600	110.0%
36,317	44,650	122.9%	39,840	112.1%	Medicaid Waivered Transportation	478,100	156,119	234,879	150.4%	159,360	147.4%
445,488	555,159	124.6%	592,240	93.7%	Total Revenues	7,106,900	1,916,176	2,666,487	139.2%	2,368,960	112.6%
-	1,971	N/A	14,330	13.8%	Transfer from General Fund	172,000	40,407	27,736	68.6%	57,320	48.4%
-	1,971	N/A	14,330	13.8%	Total Other Sources	172,000	40,407	27,736	68.6%	57,320	48.4%
445,488	557,130	125.1%	606,570	91.8%	Total Revenues & Other Sources	7,278,900	1,956,583	2,694,223	137.7%	2,426,280	111.0%

October 1 - 31					Expenditures & Other Uses		Year to Date Through October 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
310,636	395,485	127.3%	447,150	88.4%	Services	5,365,700	1,369,496	2,000,787	146.1%	1,788,600	111.9%
6,059	10,346	170.8%	13,880	74.5%	Mobility Management	166,600	20,569	46,220	224.7%	55,520	83.2%
92,476	104,352	112.8%	91,370	114.2%	Program Administration	1,096,500	368,062	384,490	104.5%	365,480	105.2%
409,171	510,183	124.7%	552,400	92.4%	Total Medicaid NEMT (Medical)	6,628,800	1,758,127	2,431,497	138.3%	2,209,600	110.0%
27,115	36,826	135.8%	36,660	100.5%	Services	439,900	132,902	186,795	140.6%	146,640	127.4%
1,988	3,515	176.8%	1,740	202.0%	Mobility Management	20,900	7,222	13,451	186.2%	6,960	193.3%
604	169	28.0%	490	34.5%	Program Administration	5,900	2,398	1,736	72.4%	1,960	88.5%
17,768	16,269	91.6%	15,280	106.5%	Grant Program Match Requirements	183,400	68,430	60,634	88.6%	61,120	99.2%
47,475	56,779	119.6%	54,170	104.8%	Total Medicaid Waivered (Non-Medical)	650,100	210,952	262,616	124.5%	216,680	121.2%
456,646	566,962	124.2%	606,570	93.5%	Total Expenditures & Other Uses	7,278,900	1,969,079	2,694,113	136.8%	2,426,280	111.0%

(11,158)	(9,832)	88.1%	-	N/A	Revenues less Expenditures	-	(12,496)	110	-0.9%	-	N/A
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Lane Transit District

Lane Transit District
Capital Projects Fund
 Schedule of Revenues and Expenditures
October 31, 2014
 Unaudited

October 1 - 31					Revenues & Other Sources		Year to Date Through October 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
581,408	810,986	139.5%	7,159,500	11.3%	Federal Assistance	85,913,900	2,190,978	5,294,377	241.6%	28,638,000	18.5%
-	-	N/A	1,100,000	0.0%	State Assistance	13,200,000	-	-	N/A	4,400,000	0.0%
581,408	810,986	139.5%	8,259,500	9.8%	Total Revenues	99,113,900	2,190,978	5,294,377	241.6%	33,038,000	16.0%
-	-	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	56,000	0.0%
-	-	N/A	14,000	0.0%	Total Other Sources	3,519,120	1,792,700	3,351,500	187.0%	3,407,120	98.4%
581,408	810,986	139.5%	8,273,500	9.8%	Total Revenues & Other Sources	102,633,020	3,983,678	8,645,877	217.0%	36,445,120	23.7%

October 1 - 31					Expenditures & Other Uses		Year to Date Through October 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
483,237	786,648	162.8%	7,266,490	10.8%	West Eugene EmX Extension	87,197,800	2,048,913	2,827,130	138.0%	29,065,960	9.7%
11,184	70	0.6%	50,000	0.1%	Gateway EmX Extension	600,000	54,661	10,371	19.0%	200,000	5.2%
4,317	50,115	1160.9%	59,680	84.0%	Main Street/McVay Transit Study	716,100	23,542	227,377	965.8%	238,720	95.2%
-	398	N/A	53,170	0.7%	Northwest Eugene/LCC Transit Study	638,000	-	15,017	N/A	212,680	7.1%
498,738	837,231	167.9%	7,429,340	11.3%	Total Frequent Transit Network	89,151,900	2,127,116	3,079,895	144.8%	29,717,360	10.4%
1,017	-	0.0%	1,066,660	0.0%	Revenue Vehicles - Fixed Route	12,799,900	2,234	2,854,018	127780.6%	4,266,640	66.9%
79	285	361.7%	70,000	0.4%	Revenue Vehicles - Accessible Services	840,000	64,117	697	1.1%	280,000	0.2%
-	-	N/A	8,330	0.0%	Support Vehicles	100,000	-	-	N/A	33,320	0.0%
232,087	230,022	99.1%	61,820	372.1%	Stations, Shelters & Facilities	741,800	533,487	345,790	64.8%	247,280	139.8%
31,760	13,735	43.2%	215,820	6.4%	Computer Hardware & Software	2,589,900	223,754	378,874	169.3%	863,280	43.9%
1,124	1,462	130.1%	31,290	4.7%	Intelligent Transportation Systems	375,500	2,122	1,713	80.7%	125,160	1.4%
3,402	-	0.0%	60,300	0.0%	Transit Security Projects	723,600	4,352	-	0.0%	241,200	0.0%
-	22,202	N/A	54,480	40.8%	Communications Equipment	653,800	-	32,108	N/A	217,920	14.7%
-	-	N/A	2,500	0.0%	Shop Equipment	30,000	1,497	2,440	163.0%	10,000	24.4%
-	-	N/A	11,670	0.0%	Miscellaneous Equipment	140,000	4,644	-	0.0%	46,680	0.0%
269,469	267,706	99.3%	1,582,870	16.9%	Total Other Capital Outlay	18,994,500	836,207	3,615,640	432.4%	6,331,480	57.1%
768,207	1,104,937	143.8%	9,012,210	12.3%	Total Expenditures & Other Uses	108,146,400	2,963,323	6,695,535	225.9%	36,048,840	18.6%

(186,799)	(293,951)	157.4%	(738,710)	39.8%	Revenues less Expenditures	(5,513,380)	1,020,355	1,950,342	191.1%	396,280	492.2%
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AGENDA ITEM SUMMARY

DATE OF MEETING: December 17, 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. The following area may be of particular interest to the Board this month:

Ridership – Passenger boardings are down less than 2 percent for the fiscal year; however, November ridership was off by more than 8 percent. Factors affecting ridership include:

- University of Oregon (UO) enrollment has declined 12.7 percent since fall of 2011. Measuring ridership to the UO is complex due to the number of routes serving campus and adjacent businesses; nevertheless, an October sample count by drivers showed a decrease in student boardings. With the opening of hundreds of new student housing units, it is likely that more students are living near campus and choosing to walk or bike to class. Clear evidence of this trend is seen with route 79x. LTD's 79x route operates express service from the student housing along Martin Luther King, Jr. Boulevard and Kinsrow Avenue. Boardings on this route have dropped more than 33 percent for the September through November period.
- Lane Community College (LCC) main campus enrollment (based on students paying the transportation fee) has declined 31 percent since 2011. LCC ridership can be measured at the main campus location. Annual ridership on routes 81 and 82, using the first 11 months of the calendar year, decreased by 24.6 percent between 2011 and 2014.
- Gateway Mall ridership has taken a hit due to the exodus of many small retailers and fewer shoppers traveling to the mall during construction. This trend will continue throughout the construction period but should reverse with the completion of construction. Station boardings are down 9 percent for the September through November period.
- Area fuel prices – Fuel prices continue to trend downward as the price per barrel of oil continues to fall. The price at the pump is the lowest in nearly four years.

ATTACHMENTS: 1) October 2014 RideSource Activity and Productivity Report
2) November 2014 Performance Report

PROPOSED MOTION: None

Q:\Reference\Board Packet\2014\12\Dec. 17 Reg Mtg\performance summary.docx

October-14	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	18,307	17,301	5.8%	67,916	63,731	6.6%	194,161	189,302	2.6%
RideSource(All Modes)	15,240	15,000	1.6%	57,765	55,139	4.8%	165,883	162,394	2.1%
Shopper	614	638	-3.8%	2,302	2,273	1.3%	6,546	6,536	0.2%
Escort Volunteers-Metro	1,452	971	49.5%	5,007	3,698	35.4%	13,737	11,003	24.8%
Escort Volunteers-Rural	1,001	692	44.7%	2,842	2,621	8.4%	7,995	9,369	-14.7%
RideSource Cost per Ride	\$ 22.36	\$ 22.95	-2.6%	\$ 23.94	\$ 24.06	-0.5%	\$ 24.16	\$ 23.96	0.8%
RideSource(All Modes)	\$ 25.68	\$ 25.36	1.2%	\$ 27.04	\$ 26.73	1.2%	\$ 27.17	\$ 26.83	1.3%
RideSource Shopper	\$ 13.73	\$ 12.38	10.9%	\$ 13.80	\$ 13.47	2.4%	\$ 14.13	\$ 13.75	2.8%
RideSource Escort	\$ 3.90	\$ 5.25	-25.8%	\$ 4.07	\$ 4.60	-11.5%	\$ 4.22	\$ 4.40	-4.0%
Ride Reservations	16,809	16,570	1.4%	63,519	60,028	5.8%	184,933	176,492	4.8%
Cancelled Number	1,634	1,570	4.1%	5,862	5,197	12.8%	19,109	15,423	23.9%
Cancelled % of Total	9.72%	9.47%		9.23%	8.66%		10.33%	8.74%	
No-Show Number	137	147	-6.8%	534	586	-8.9%	1,419	1,836	-22.7%
No-Show % of Total	0.82%	0.89%		0.84%	0.98%		0.77%	1.04%	
Ride Refusals Number	0	0	#DIV/0!	0	0	#DIV/0!	2	2	0.0%
Ride Refusals % of Total	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	
Service Hours	8,295	8,888	-6.7%	32,611	32,899	-0.9%	96,883	95,722	1.2%
Agency Staff	8,145	8,745	-6.9%	32,049	32,309	-0.8%	95,348	93,936	1.5%
Agency SMS Volunteer	150	143	4.9%	562	590	-4.7%	1,535	1,786	-14.1%
Avg. Trips/Service Hr.	1.91	1.76	8.5%	1.84	1.75	5.1%	1.78	1.76	1.1%
RideSource System Miles	106,948	110,474	-3.2%	414,559	409,637	1.2%	1,207,479	1,197,545	0.8%
Avg. Miles/Trip	6.75	7.06	-4.5%	6.90	7.14	-3.3%	7.00	7.09	-1.2%
Miles/Vehicle Hour	12.89	12.43	3.7%	12.71	12.45	2.1%	12.46	12.51	-0.4%

October-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 %	79.8%	89.1%	-10.4%	82.4%	88.9%	-7.3%	86.3%	88.6%	-2.6%
Sample	13,827	13,366		52,327	49,017		149,107	144,882	
On-Time	11,032	11,906		43,133	43,600		128,667	128,314	

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

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

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

Productivity Cost Model
 FY 2015

October-14

	Current Month	Last Yr Curr Month	Curr YTD	Last Yr YTD	Curr 12 Months	Last Yr 12 months
Total Cost per Cost Model	509,330	471,484	1,976,180	1,825,948	5,644,003	5,262,559
Less Brokerage	99,148	73,210	347,521	290,174	945,465	718,072
Less Oakridge	869	1,169	2,851	2,392	7,730	8,392
RS Total	409,313	397,105	1,625,808	1,533,382	4,690,808	4,536,095
Less Shopper	8,433	7,900	31,768	30,623	92,503	89,874
Less Vol Escort	9,556	8,736	31,967	29,069	91,817	89,647
RS All Modes	391,324	380,469	1,562,073	1,473,690	4,506,488	4,356,574

LANE TRANSIT DISTRICT
November 2014 Performance Report
10-December-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	923,593	1,007,389	- 8.3%	4,456,387	4,538,044	- 1.8%	11,111,197	11,280,497	- 1.5%
Mobility Assisted Riders	11,451	11,728	- 2.4%	68,504	59,212	+ 15.7%	149,312	138,659	+ 7.7%
<u>Average Passenger Boardings:</u>									
Weekday	39,662	42,517	- 6.7%	35,077	35,688	- 1.7%	37,188	37,904	- 1.9%
Saturday	23,253	22,777	+ 2.1%	22,052	22,795	- 3.3%	20,494	20,926	- 2.1%
Sunday	10,750	10,789	- 0.4%	10,475	10,366	+ 1.0%	10,384	10,209	+ 1.7%
Monthly Revenue Hours	20,220	19,828	+ 2.0%	105,328	101,910	+ 3.4%	251,590	247,727	+ 1.6%
Boardings Per Revenue Hour	45.7	50.8	- 10.1%	42.31	44.53	- 5.0%	44.16	45.54	- 3.0%
Weekly Revenue Hours	4,998	4,932	+ 1.3%	4,801	4,728	+ 1.6%	4,870	4,838	+ 0.7%
Weekdays	19	20		106	107		254	254	
Saturdays	5	5		22	22		52	53	
Sundays	5	4		24	21		55	52	

Passenger Revenues & Sales

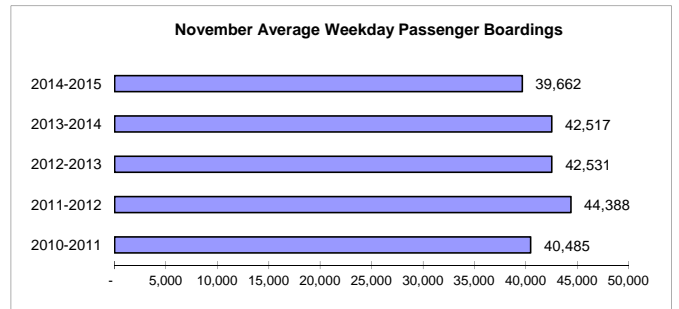
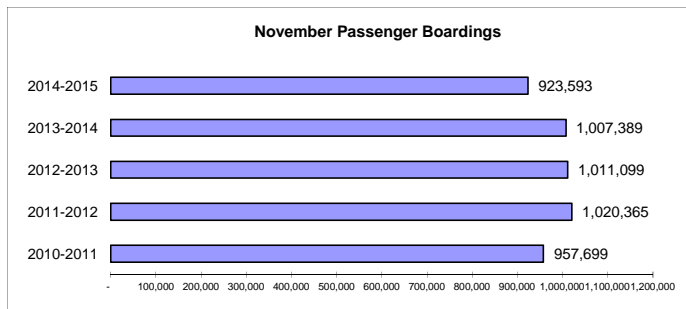
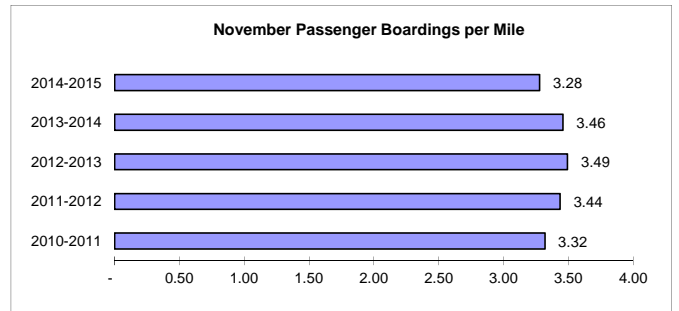
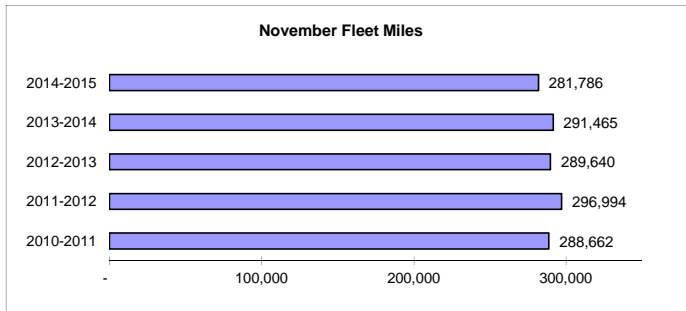
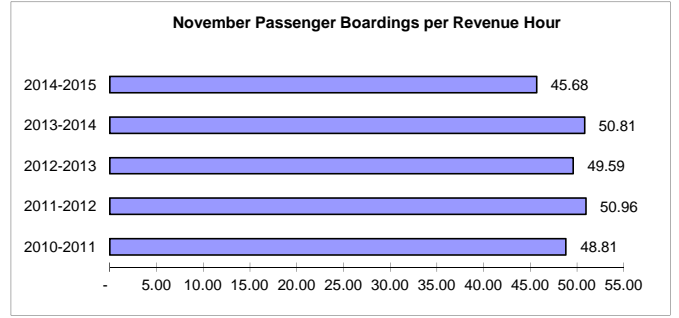
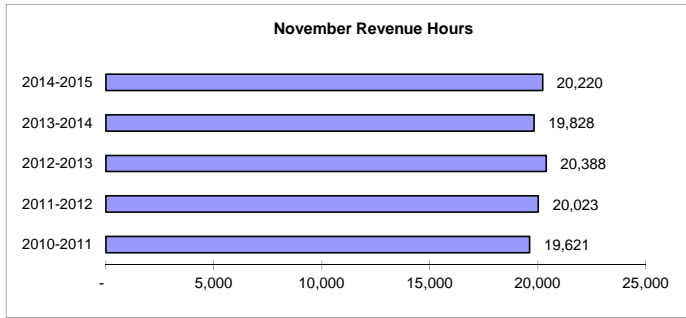
Passenger revenues and sales information will be updated when the November 2014 financial reports are presented to the Board of Directors in the January 2015 board packet.

Fleet Services

Fleet Miles	281,786	291,465	- 3.3%	1,469,652	1,477,835	- 0.6%	3,526,681	3,542,778	- 0.5%
Average Passenger Boardings/Mile	3.28	3.46	- 5.2%	3.03	3.07	- 1.3%	3.15	3.18	- 1.1%
Fuel Cost	\$204,533	\$260,831	- 21.6%	\$1,234,531	\$1,301,816	- 5.2%	\$2,962,032	\$3,033,947	- 2.4%
Fuel Cost Per Mile	\$0.726	\$0.895	- 18.9%	\$0.840	\$0.881	- 4.6%	\$0.840	\$0.856	- 1.9%
Repair Costs	\$209,580	\$208,483	+ 0.5%	\$1,037,054	\$976,300	+ 6.2%	\$2,531,908	\$2,463,571	+ 2.8%
Total Repair Cost Per Mile	\$0.744	\$0.715	+ 4.0%	\$0.706	\$0.661	+ 6.8%	\$0.718	\$0.695	+ 3.2%
Preventive Maintenance Costs	\$36,619	\$32,629	+ 12.2%	\$157,411	\$171,070	- 8.0%	\$416,693	\$428,560	- 2.8%
Total PM Cost Per Mile	\$0.130	\$0.112	+ 16.1%	\$0.107	\$0.116	- 7.5%	\$0.118	\$0.121	- 2.3%
Mechanical Road Calls	53	51	+ 3.9%	247	246	+ 0.4%	638	631	+ 1.1%
Miles/Mech. Road Call	5,317	5,715	- 7.0%	5,950	6,007	- 1.0%	5,528	5,615	- 1.5%

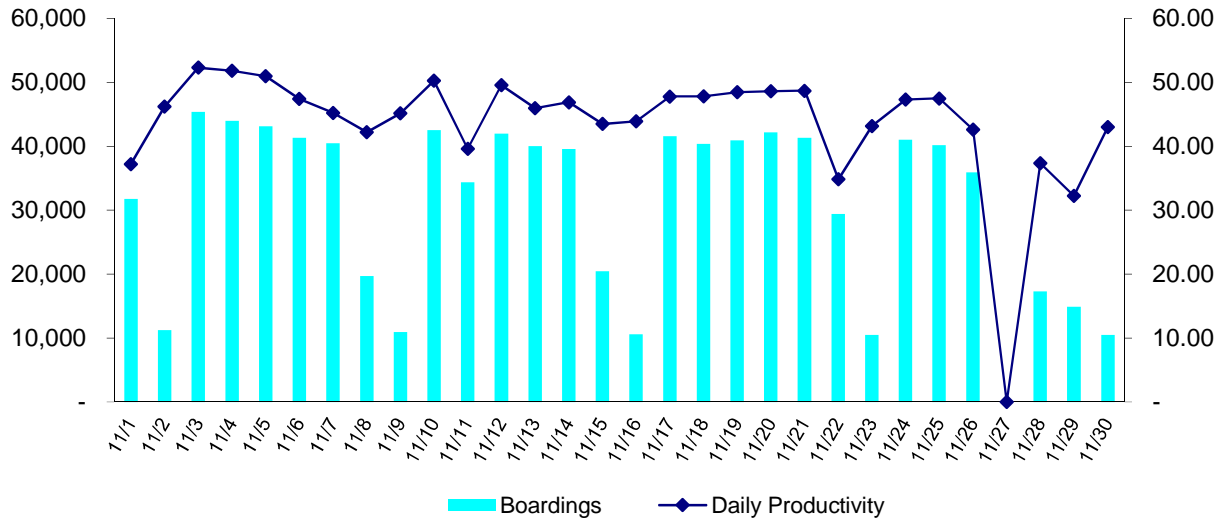
Special Mobility Service

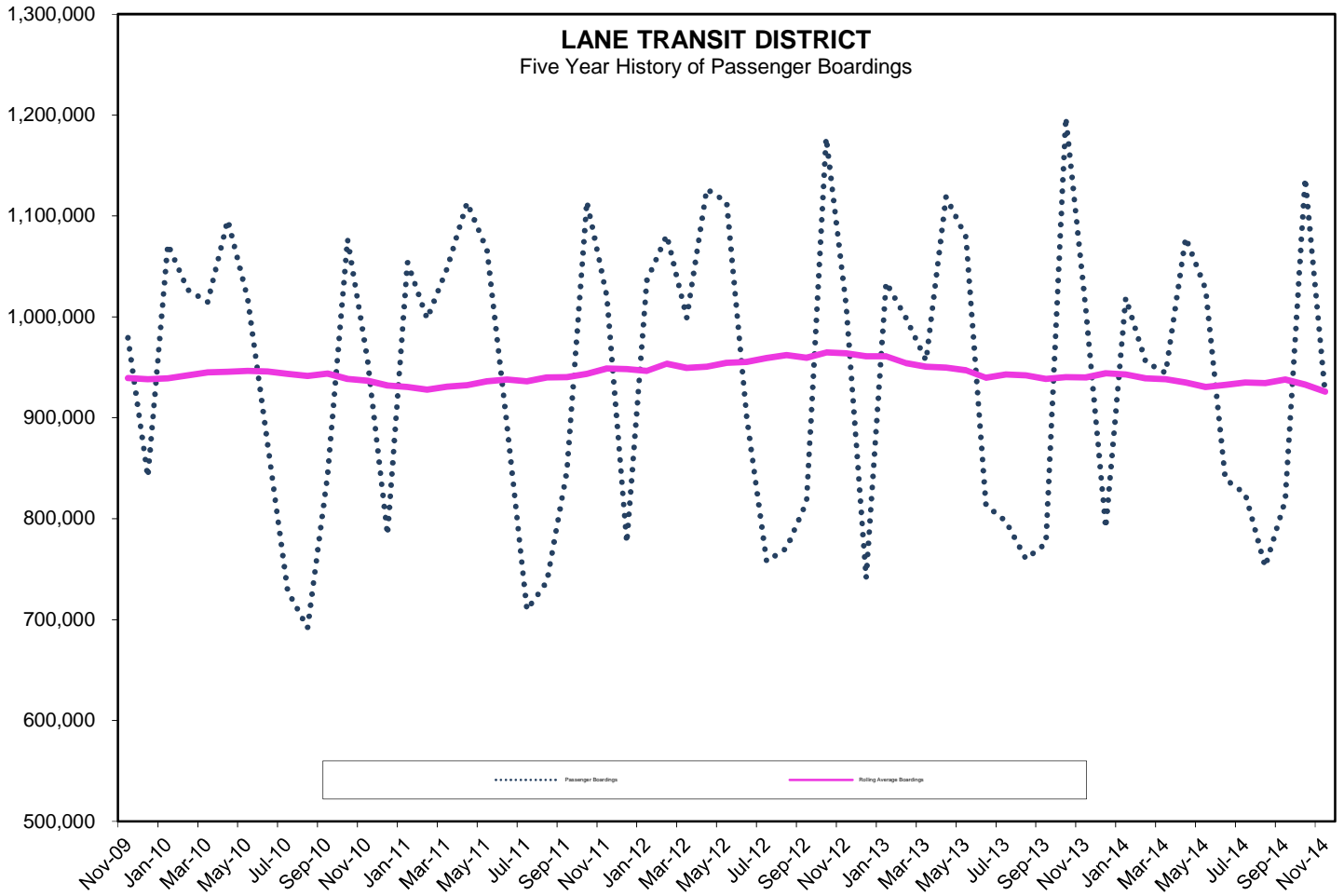
SMS Rides	14,934	15,229	- 1.9%	79,985	79,379	+ 0.8%	194,611	188,324	+ 3.3%
SMS Ride Refusals	-	-	+ 0.0%	-	-	+ 0.0%	-	2	- 100.0%
RideSource	6,725	6,044	+ 11.3%	36,522	36,797	- 0.7%	84,365	84,114	+ 0.3%
RideSource Refusals	-	-	+ 0.0%	-	-	+ 0.0%	-	1	- 100.0%



Daily Ridership Recap November 2014

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
11/1/2014	Saturday	Saturday	31,778	317	854.00	37.21
11/2/2014	Sunday	Sunday	11,229	172	243.00	46.21
11/3/2014	Monday	Weekday	45,378	553	868.00	52.28
11/4/2014	Tuesday	Weekday	43,991	556	849.00	51.82
11/5/2014	Wednesday	Weekday	43,151	635	847.00	50.95
11/6/2014	Thursday	Weekday	41,310	478	872.00	47.37
11/7/2014	Friday	Weekday	40,466	575	895.00	45.21
11/8/2014	Saturday	Saturday	19,694	363	467.00	42.17
11/9/2014	Sunday	Sunday	10,965	186	243.00	45.12
11/10/2014	Monday	Weekday	42,548	487	847.00	50.23
11/11/2014	Tuesday	Weekday	34,373	421	868.00	39.60
11/12/2014	Wednesday	Weekday	41,998	483	848.00	49.53
11/13/2014	Thursday	Weekday	40,009	417	871.00	45.93
11/14/2014	Friday	Weekday	39,556	403	844.00	46.87
11/15/2014	Saturday	Saturday	20,436	303	470.00	43.48
11/16/2014	Sunday	Sunday	10,580	162	241.00	43.90
11/17/2014	Monday	Weekday	41,557	428	870.00	47.77
11/18/2014	Tuesday	Weekday	40,390	500	845.00	47.80
11/19/2014	Wednesday	Weekday	40,942	473	845.00	48.45
11/20/2014	Thursday	Weekday	42,182	517	868.00	48.60
11/21/2014	Friday	Weekday	41,317	465	849.00	48.67
11/22/2014	Saturday	Saturday	29,436	253	845.00	34.84
11/23/2014	Sunday	Sunday	10,489	156	243.00	43.16
11/24/2014	Monday	Weekday	41,043	470	868.00	47.28
11/25/2014	Tuesday	Weekday	40,155	522	846.00	47.46
11/26/2014	Wednesday	Weekday	35,930	474	844.00	42.57
11/27/2014	Thursday	Closed	-	-	-	-
11/28/2014	Friday	Weekday	17,283	316	463.00	37.33
11/29/2014	Saturday	Saturday	14,919	205	463.00	32.22
11/30/2014	Sunday	Sunday	10,488	161	244.00	42.98
Totals			923,593	11,451	20,220	45.68





AGENDA ITEM SUMMARY

DATE: December 17, 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 October 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.

ATTACHMENT: October 2014 Grant Report

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2014\12\Dec. 17 Reg Mtg\Grant report summary 12-14.docx



30136 ODOT - ODOT ConnectOregon	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
City of Eugene Pedestrian Bridge	-	1,543,306.00	-	1,543,306.00
WEEE Pedestrian Bridges	-	2,040,000.00	-	2,040,000.00
	-	3,583,306.00	-	

30139 ODOT - ODOT ConnectOregon	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
Franklin Transit Stations	-	648,000.00	-	648,000.00

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	70.00	7,721,200.00	8,467,868.82	(746,668.82)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	70.00	30,808,867.00	28,583,677.65	2,225,189.35

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	77,558.00	410,000.00	293,905.20	116,094.80
	77,558.00	1,250,000.00	1,133,905.20	116,094.80

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	-	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
	-	6,875,000.00	2,928,334.72	3,946,665.28

OR-04-0041 - FTA 5309 VTCLI	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Call Center Software	10,984.00	1,062,000.00	291,204.33	770,795.67
11.62.02 Call Center Telephone System	1,644.00	298,000.00	9,929.44	288,070.56
	12,628.00	1,360,000.00	301,133.77	1,058,866.23

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	1,111.00	425,803.00	425,803.00	-
11.80.00 Program Administration	-	18,090.00	18,090.00	-
30.09.01 Employment Transportation Options	-	363,232.00	363,231.70	0.30
	1,111.00	1,311,695.00	1,311,694.70	0.30



OR-37-X024 - FTA 5316 Job Access/Reverse Commute	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.7L.00 Mobility Management	8,653.00	214,774.00	8,652.79	206,121.21
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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	50,115.00	937,500.00	498,440.66	439,059.34
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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	-	96,528.00	96,528.00	-
	-	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
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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	3,490.00	1,460,900.00	1,397,986.73	62,913.27
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	-
	3,490.00	18,533,939.00	18,471,026.44	62,912.56



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	20,741.00	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	-
	20,741.00	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	-	196,800.00	196,800.00	-
11.42.07 Hardware	-	300,000.00	-	300,000.00
11.42.08 Software	220.00	289,200.00	216,804.23	72,395.77
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	1,739.00	105,100.00	21,760.17	83,339.83
11.43.03 Improvements	67,190.00	230,200.00	216,889.78	13,310.22
11.7A.00 Preventive Maintenance 13-14	-	1,900,000.00	1,900,000.00	-
11.7A.00 Preventive Maintenance 14-15	-	1,211,583.00	1,211,583.00	-
11.92.02 Shelters	-	74,818.00	1,820.41	72,997.59
	69,149.00	4,883,801.00	3,810,168.53	1,073,632.47

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	-
	-	2,440,655.00	2,116,101.18	324,553.82

OR-95-X035 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.72.11 Rideshare	-	358,633.71	358,633.71	-
11.72.11 Safe Routes to School	320.00	83,584.00	31,941.95	51,642.05
11.72.11_Rideshare_Bike_Sharing	-	3,596.95	3,596.95	-
11.72.11_Rideshare_Carpool	-	922.03	922.03	-
11.72.11_Rideshare_CMP	-	905.57	905.57	-
11.72.11_Rideshare_ETC	-	5,956.88	5,956.88	-
11.72.11_Rideshare_Group Pass	-	35,212.82	35,212.82	-
11.72.11_Rideshare_Park and Ride	-	1,872.04	1,872.04	-
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	320.00	1,047,911.00	996,268.95	51,642.05



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	37,145.00	453,694.00	451,455.65	2,238.35
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	6,732.00	384,487.00	347,454.04	37,032.96
44.23.02 Bike Parking Study	-	100,301.00	100,301.00	-
44.23.02 Bike Share Study_01	563.00	111,445.00	89,551.95	21,893.05
44.23.02 NW Eugene-LCC Transit Corridor Plan_01	398.00	651,711.00	23,159.67	628,551.33
	<u>44,838.00</u>	<u>5,290,336.00</u>	<u>2,600,911.98</u>	<u>2,689,424.02</u>

AGENDA ITEM SUMMARY

DATE OF MEETING: December 17, 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, December 2014

Q:\Reference\Board Packet\2014\12\Dec. 17 Reg Mtg\Dept Report AIS.docx



MONTHLY DEPARTMENT REPORTS

December 17, 2014

Government Relations

Edward McGlone, Government Relations Manager

Government Relations Manager Edward McGlone traveled to Denver and Boulder, Colorado, to attend an innovative transportation funding initiatives conference and to learn about creative public engagement strategies. These strategies could help improve the processes being created by the outreach team.

Support for the youth transit pass program is growing. The Metropolitan Policy Committee (MPC) voted to endorse the proposal at its December 4 meeting. The proposal will go before the 4J and Springfield public schools Boards of Directors in January, and Mr. McGlone is working to schedule a time for the cities of Eugene and Springfield to also review the proposal.

The annual United Front lobbying trip to Washington, D.C. is confirmed for February 9 - 12, 2014.

Customer Services and Planning

Andy Vobora, Director of Customer Services and Planning

FACILITIES

Joe McCormack, Facilities Manager

West Eugene EmX Extension Project

A detailed report will be provided to the Board during the West Eugene EmX Update presentation on December 17.

Bus Shelter Solar Lighting

Contractors have completed the installation of solar-powered LED light fixtures at 15 bus shelters throughout Eugene and Springfield. Lights were installed at shelter locations that have high ridership near other social service destinations, or in poorly lit areas. The addition of these lights doubles the number of LTD shelters now with evening illumination (15 percent of the 200 bus stops with a shelter).

PLANNING AND DEVELOPMENT

Tom Schwetz, Planning and Development Manager

Corridor Studies

Main Street-McVay Highway

John Evans, Senior Project Manager

The Stakeholder Advisory Committee (SAC) met on December 9 to complete its review of the solutions analysis and begin preliminary recommendations. At the SAC's January 27 meeting, the Committee will work to finalize its recommendations to be forwarded to the Governance Team. The Governance Team is expected to complete its review of the SAC recommendations and formalize their own recommendations for forwarding to the Springfield City Council and LTD Board by mid-February.

Northwest Eugene-Lane Community College

Sasha Luftig, Development Planner

The City of Eugene and Lane Transit District finalized the project charter last month. Project work is anticipated to begin in early 2015.

Service Planning

Tim Simon, Service Planner

Service Planning is in the final stages of selecting a planner. The Annual Route Review process for the 2014-15 year is underway, and staff are using a new project management tool to help organize and improve the process. Staff 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 have been finalized.

POINT2OINT

Theresa Brand, Transportation Options Manager

- Staff have been working with partners in developing the 2015-2020 Point2point Strategic Plan. The document is slated to be in draft form by late January 2015 and will be brought before the LTD Board for review and comment. The Strategic Plan Advisory Team consists of LTD staff and agency staff from our regional partners. Staff attended a social media training and plan to develop a more comprehensive social media annual strategic plan over the next few months.
- Staff attended the Oregon Transportation Commission meeting held at the Eugene Hilton on November 21. Topics included discussions for the remainder of funds from the *ConnectOregon V* program, along with a presentation on the Oregon Department of Transportation (ODOT) Transportation Options Plan in which a public hearing period was opened. Point2point, along with other transportation options agencies throughout the state, have a keen interest in following the outcome of this planning process.
- Rideshare Program Specialist Tracy Ellis sits on the Downtown Springfield Parking Advisory Committee. The Committee meets monthly to develop Springfield's Parking Management Program.

- Staff provided a table at the Cornerstone Home Matters Night Out fundraiser to highlight all of the transportation options programs and services offered.

Safety

Point2point conducted two *Be Seen Be Safe* light distribution events to keep cyclists and pedestrians safe during the earlier winter evening hours. Point2point received bike/ped lights from ODOT to distribute. The Eugene event was two hours long and there were approximately 250 visitors. Staff distributed bike light sets, pedestrian lights, reflective bands, bike seat covers, and other miscellaneous safety items. The Springfield event was four hours long and there were approximately 125 visitors.

Additionally, ODOT provided small flashing lights for bus operators to distribute to riders to keep them visible and help them flag the bus during the darker hours. Point2point is coordinating with Transit Operations Training Supervisor John Dahl to distribute these lights to bus operators throughout the winter months. To date, 35 operators have signed up to receive these lights.

Drive Less Connect

Staff have partnered with Cascades West Rideshare in Albany and Cherriots Rideshare in Salem to conduct a three-month regional carpool campaign, which will begin on February 1, 2015. Planning efforts are underway. Staff have negotiated a top sponsorship with Fred Meyer stores to provide prizes for the campaign.

Drive Less Connect statistics for November are as follows:

- 21 new users registered in Drive Less Connect
- 2,408 Non-Single-occupancy vehicle trips reported, for a total of 23,949 miles
- Trips reported represent a savings of 19,842 pounds of CO₂ over driving alone

Vanpool Program

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

- 17 vanpools traveling to/from Eugene-Springfield
- 4,597 passenger boardings
- 255,177 passenger miles
- 155,147 pounds CO₂ reduced

Carshare Program

Car2Go continues to promote their Carshare program and recently partnered with LTD to provide transportation outreach information to UO students residing at Capstone (13th Avenue and Olive Street).

Statistics for the regional carshare program operated by Enterprise Carshare:

- 7 new members, 170 active members
- 21 members per car
- 155 reservations during October
- 1,218 hours used

Employer Programs

- Staff conducted an Emergency Ride Home orientation with the Employee Transportation Coordinator at Systems West Engineering.
- Staff met with Symantec's Green Team members and Enterprise Rideshare to discuss vanpool development for their employees who commute long distances.
- Staff met with Thermo Fisher in the Westec Business Complex in West Eugene. Discussions were held about hosting an event for the entire business complex to encourage employees from all businesses to find carpool partners within the business complex. Staff also discussed the group pass program and vanpool options. The business complex event will be held during Earth Week, which will be held in April 2015.

School Services

The Safe Routes to School regional team met to begin the strategic planning process. During the next year, the team will work on expanding the existing planning document to include specific goals and guidelines for working as a regional program. The document will include a communications plan, a funding plan, and data collection recommendations. This document also will expand the regional goals to include equity.

Smart Trips: Main Street

- Staff are continuing to work on the SmartTrips Main Street final report and prepare for next summer's SmartTrips program on Main Street.
- Point2point and City of Eugene staff are working on updating the SmartTrips Regional Plan and the SmartTrips Lane website.

Transit Operations and Customer Satisfaction

Mark Johnson, Director of Transit Operations and Customer Satisfaction

New Bus Operators

A class of new bus operators started on December 8. These operators will replace those who have retired recently and those who are going to retire shortly.

UO Football Service

Once again, staff handled the University of Oregon (UO) football bus service without a hitch. Although it's believed that the community is very happy that the Ducks are in the Pac-12 Championship game, staff are relieved that the game is not being played at Autzen Stadium. Football bus service concluded early this year. Average ridership for the games was just under 9,000.

Administrative Services

Mary Adams, Director of Administrative Services

HUMAN RELATIONS

David Collier, Human Relations Manager

Recruitment

- On November 26 the Executive Office welcomed new Administrative Secretary Camille Gandolfi. She fills the position vacated by Mackenzie Cowan who moved to Human Relations as their new administrative secretary.
- On December 2 Tym Pearson began work in the Marketing Department as the new distribution coordinator. He replaces Scott McFarland, who was promoted to marketing technician.
- On December 8 Operations welcomed a new class of nine bus operators.

Benefits

LTD will switch Health Reimbursement Account/Voluntary Employees' Beneficiary Association (VEBA) / Flexible Spending Account providers on January 1, 2015, to Benefit Plans Administrative Services (BPAS). This will transfer all accounts to a single provider, which will provide Amalgamated Transit Union employees with a Benny (payment) card for their VEBA and give administrative employees a VEBA on which they can earn interest. LTD also is contributing the retiree stipend to the VEBA with BPAS, which will give retirees more choices for their healthcare after they leave LTD.

FINANCE

Todd Lipkin, Finance Manager/Chief Financial Officer

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

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 17, 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. **General Manager Performance Evaluation and Goals and Objectives:** The Board Human Relations (HR) Committee is in process of conducting the annual general manager performance evaluation process. The next HR Committee meeting will be held on December 19 to continue the evaluation. An executive session for the full Board to evaluate the performance of the general manager will be scheduled for the January 12 special meeting, with approval of the General Manager's Goals and Objectives to follow.
- B. **Benchmarking Project:** At either the January 12 or January 21 Board meeting, an update will be provided on the progress of the American Bus Benchmarking Group and how LTD is using this information to improve its business.
- C. **Second Reading and Adoption, Ordinance No. 36:** The second reading and adoption of Ordinance No. 36, Conduct on District Property, as amended, will occur at the January 21 regular Board meeting.
- D. **Appointment of Peace Officers:** At the January 21 meeting, the Board will be asked to approve a resolution authorizing the general manager to appoint peace officers who would have authority to enforce state and local laws for purposes relating to the protection, use, and enjoyment of District property, facilities, and vehicles by issuing criminal citations.
- E. **Annual Route Review:** An update on the annual route review process will be provided to the Board at its January 21 meeting.
- F. **Smart Trips Project Report:** Program review for SmartTrips Main Street 1 and an update on SmartTrips Main Street 2 will be presented to the Board at its January 21 meeting.
- G. **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 at its January 21 meeting.

- H. **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 February Board meeting.
- I. **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 February Board meeting, staff will present a review of the process.
- J. **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.
- K. **Budget Committee Appointments**: At the end of 2014, two Budget Committee members' terms will expire. Appointments will be approved at a meeting later this winter.
- L. **TransitStat Update**: This winter staff will present the TransitStat accomplishments to date and provide information on the long-term vision of TransitStat.
- M. **Draft Regional Bicycle Parking Study**: An overview of the Draft Regional Bicycle Parking Study will be presented to the Board at a future meeting.
- N. **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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Community Engagement Update



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The Best
Way to
Connect

Business community support made this award possible



This year, in a rigorous review, LTD was named America's Best Transit System by the American Public Transportation Association. They evaluated us on fiscal responsibility, operational efficiency, ridership, sustainability, and safety.

Together we are creating a more vibrant and equitable community.



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The Best
Way to
Connect

They kicked
the tires.
They dug
into the books.
They checked
our safety record.
In the end, they named us
**America's Best
Transit System.**



Thank you, riders, friends,
businesses, LTD employees,
and communities. We couldn't
have done it without you.



Eugene Magazine

Business community support made this award possible



This year, in a rigorous review, LTD was named America's Best Transit System by the American Public Transportation Association. They evaluated us on fiscal responsibility, operational efficiency, ridership, sustainability and safety. We excelled in all areas because of the support of businesses like yours. Together we are creating a more vibrant and equitable community.



Springfield Magazine



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The Best
Way to
Connect

We couldn't have done it without you.



LTD was awarded America's Best Transit System by the American Public Transportation Association.

We were evaluated on fiscal responsibility, operational efficiency, ridership, sustainability, and safety. Our success wouldn't have been possible without the support of the business community. Thank you. Together, we are creating a more vibrant and equitable community.



Eugene Chamber



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Placement Schedule

10/6	Blue Chip	Print
10/6	RG Online	Online
10/16	Eugene Weekly	Print
11/3	Blue Chip	Print
11/3	RG Online	Online
11/7	Chamber b-2-b enews	Online
11/13	Eugene Weekly	Print
12/1	Blue Chip	Print
12/1	Open for Business	Print
12/1	RG Online	Online
12/5	Chamber b-2-b enews	Online
12/11	Eugene Weekly	Print



Partnership Advertising



Print



Facebook



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Men's Basketball

Cumulus Broadcasting

Tickets to each home game 

LTD passes

Solicitation of additional tickets

Pre-game sponsorship 

Ticket promotion partner

Bonus ads



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Earned Media

The screenshot shows a web browser window displaying a Metro Magazine article. The browser's address bar shows the URL: www.metro-magazine.com/news/story/2014/12/ore-s-lane-transit-adds-light-to-15-shelters.aspx. The page features a navigation menu with options like HOME, NEWS, CHANNELS, MAGAZINE, BLOGS, RESEARCH, WEBINARS, BUS SHOWCASE, BUSCON, DIRECTORY, JOBS, PHOTOS, and VIDEOS. The main content area is titled "INDUSTRY NEWS" and includes a search bar. The article, dated December 5, 2014, is titled "Ore.'s Lane Transit adds light to 15 shelters". It features a photograph of a bus at a shelter and text describing the installation of solar-powered lighting systems. The article includes social media sharing options (Facebook, Twitter, LinkedIn, Dribbble) and a "POST A COMMENT" section. On the right side, there are sections for "WHITE PAPERS" and "PHOTO GALLERIES". The bottom of the browser window shows the Windows taskbar with various application icons and the system clock displaying 8:27 AM on 12/15/2014.

TOP 10 REASONS
Why Transit Agencies Install Q'POD
Qstraint.com/Qpod

Reason #10:
The time it takes to secure mobility riders is drastically reduced, keeping buses and all riders on schedule.

Advertisement in METRO

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INDUSTRY NEWS

December 5, 2014
Ore.'s Lane Transit adds light to 15 shelters



Eugene, Ore.-based Lane Transit District (LTD) recently transformed 15 bus shelters that did not previously have lighting by installing renewable-energy-powered lighting systems.

In a recent rider's survey, LTD's riders stated that safety at bus stops was very important to them, and these new lighting units create a safer environment by illuminating both the shelters and the surrounding areas. Another benefit to customers is that having the stops illuminated makes it easier for bus drivers to see riders who are waiting at a stop in the dark, generating less missed buses.

In order for a bus stop to be considered for a bus shelter, a minimum of 30 riders per day must utilize the stop.

"LTD currently has more than 180 shelters in the system, and access to electricity has been a challenge in some locations," said Andy Vobora, LTD director, customer services and planning. "This solar-lighting project is very exciting because it provides the illumination that our customers want and it provides LTD with a solution that is environmentally friendly and cost effective."

This lighting project is an ideal way to make taking the bus more pleasant, make walking and biking safer, and make neighborhood streets better by providing our community with light in a clean, green and practical way.

Tags:
[bus shelters](#), [Lane Transit District](#), [lighting](#), [safety](#), [sustainability](#)
[Request More Info about this product / service / company]

OTHER NEWS
Van Fozzon to lead Brookville Equipment


The only electric bus made that can run all day without needing to be charged. **BYD**

WHITE PAPERS >>

- Factors in Transit Bus Ramp Slope and Wheelchair-Seated Passenger Safety**
Nearly 3 million U.S. adults are wheelchair or scooter users, and as the population ages this number is expected to rise. Many wheelchair users rely upon public transportation to access work, medical care, school and social activities.
- Mass Transit Capital Planning**
An overview of the world-class best practices for assessing, prioritizing, and funding capital projects to optimize resources and align with the organization's most critical immediate and long-term goals.
- The Benefits of Door-to-Door Service in ADA Complementary Paratransit**
Many U.S. transit agencies continue to struggle with the quality of ADA service. The costs, and the difficulties encountered in contracting the service, which is the method of choice for a significant majority of agencies. One of the most basic policy decisions an agency must make involves whether to provide door-to-door, or only curb-to-curb service.

PHOTO GALLERIES >>

 Photos: Buenos Aires 'Subte' subway system



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The Best Way to Connect

December 6 Tree Planting Event

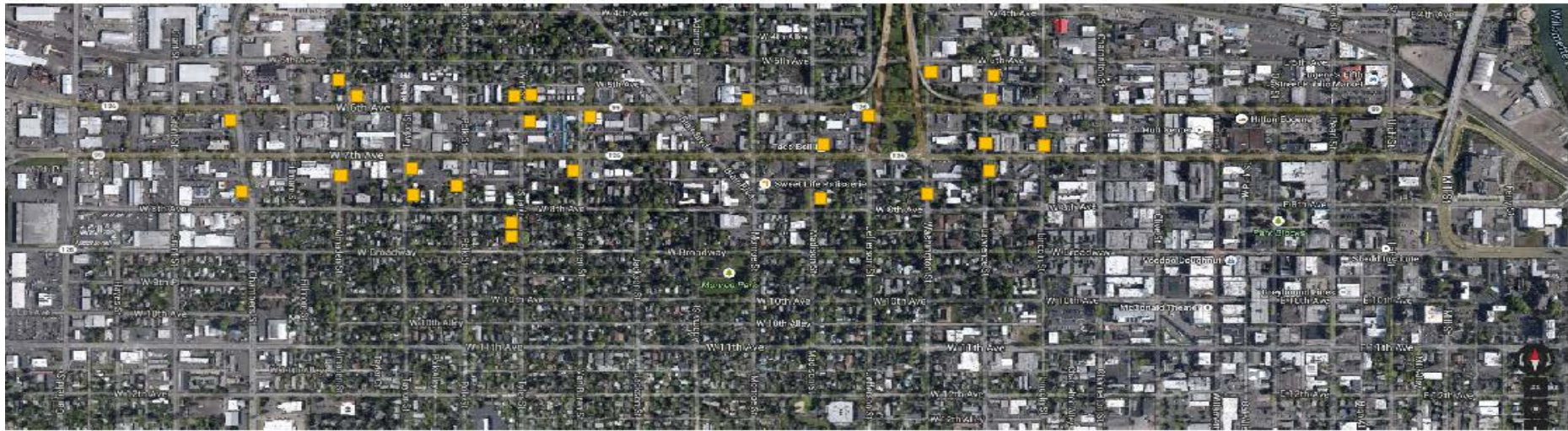


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Planting Locations

Map of 50 New Street Trees – Friends of Trees and LTD Partnership



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