Lane Transit District

Public notice was given to *The Register-Guard* for publication on January 15, 2015.

LANE TRANSIT DISTRICT

BOARD OF DIRECTORS MEETING

Wednesday, January 21, 2015
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)	5
V.	ANNOUNCEMENTS AND ADDITIONS TO AGENDA	(2 minutes)	6
VI.	BOARD CALENDARS: NEW ELECTRONIC BOARD CALENDAR [Ron Kilcoyne, James Hanna]	(15 minutes)	7
VII.	EMPLOYEE OF THE MONTH – FEBRUARY 2015	(5 minutes)	8

VIII. AUDIENCE PARTICIPATION

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

IX. ITEMS FOR ACTION AT THIS MEETING

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1. Minutes of the November 12, 2014, Special Board Meeting (Page 10)
2. Minutes of the December 17, 2014, Regular Board Meeting (Page 29)

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B. Public Hearing, and Second Reading and Adoption, Amended Ordinance No. 36, An Ordinance Governing Conduct on District Property (10 minutes) 37
[Mark Johnson]

1. Staff Presentation
2. Opening of Public Hearing by Board President
3. Public Testimony
   (1) *Each speaker is limited to three (3) minutes*
4. Closing of Public Hearing
5. Board Discussion and Decision

(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.)

C. General Manager Pro Tempore (5 minutes) 49
[Ron Kilcoyne]

X. ITEMS FOR INFORMATION AT THIS MEETING

A. Board Member Reports (10 minutes) 51

1. Meetings Held
   a. Lane Council of Governments (LCOG) Board of Directors – December 18
   b. LTD Board Human Relations Committee – December 19, January 9
   c. Accessible Transportation Committee – December 16, January 20
   d. Main Street Projects Governance Team – January 8
   e. Eugene Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP) – January 13
   f. Lane Area Commission on Transportation (LaneACT) – January 14
2. No Meeting/No Reports
   a. LTD Board Finance Committee
   b. Metropolitan Policy Committee (MPC)
   c. EmX Steering Committee
   d. LTD Pension Trusts
   e. Governor's Oregon Passenger Rail Leadership Council
   f. LTD Board Service Committee

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B.	Eugene Civic Alliance Presentation [Andy Vobora, Derek Johnson, Bev Smith]	(20 minutes)	53
C.	Regional Transportation Options Plan and Integration with the Point2Point Strategic Plan Development Process [Theresa Brand, Mary McGowan, Chris Watchie]	(15 minutes)	55
D.	Community Engagement: Focus Group Results [Andy Vobora, Jen Bell]	(20 minutes)	58
E.	West Eugene EmX Update [John Evans, Joe McCormack, Lisa Van Winkle]	(15 minutes)	59
F.	Monthly Financial Report [Todd Lipkin]	(5 minutes)	60
G.	Monthly Engagement Report (respond if questions) [Andy Vobora]		66
H.	Monthly Performance Reports (respond if questions) [Ron Kilcoyne]		68
I.	Monthly Grant Report (respond if questions) [Todd Lipkin]		76
J.	Monthly Department Reports (respond if questions)		82

XI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING 88

A. General Manager Performance Evaluation and Goals and Objectives (January)

B. Benchmarking Project (February)

C. FY 2015 Service Recommendation and Pricing Plan (February)

D. Budget Committee Appointments (February/March)

E. Business Commute Challenge Final Report (Late Winter/Early Spring)

F. Smart Trips Project Report (Late Winter/Early Spring)

G. Pension Funding Policy

H. Safe Routes to School Strategic Plan

I. TransitStat Update

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: January 21, 2015

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: January 21, 2015

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: January 21, 2015

ITEM TITLE: BOARD CALENDARS: NEW ELECTRONIC BOARD CALENDAR

PREPARED BY: Jeanne Schapper, Executive Office Manager/Clerk of the Board, and James Hanna, Information Technology Manager

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 sent separately 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.

At the January 21 meeting, Board members will be shown how to access the activity calendar online. The online calendar will reduce paper production; provide greater flexibility and quicker access to the information for Board members; and also will streamline the process of adding, removing, updating, and distributing calendar items.

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

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2015

ITEM TITLE: FEBRUARY EMPLOYEE OF THE MONTH

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

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BACKGROUND:

February Employee of the Month : Bus Operator Heather Ocker has been selected to receive the February 2015 Employee of the Month award. Heather has been with the District since September 2007; and during that time, she has received four Safe Driving awards. She also is a member of the LTD Uniform Committee.

A recent compliment from a coworker led to Heather's award nomination. Heather was witnessed assisting a visually impaired gentlemen at the Springfield Station who seemed lost and confused. Heather approached the gentleman to ask if he needed assistance and then escorted him to the correct bay to board his bus. The coworker commented that, "Many people wouldn't have noticed or taken the time to help the way she did."

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

> Since she joined LTD in 2007, Heather has received three Employee of the Month nominations. This is truly a testament of the kind of operator Heather is. She has been a great addition to the LTD family, and I have noticed her ability to handle many difficult situations. Heather has a wonderful personality and is well liked by her fellow employees.
>
> Heather has a very positive effect on her coworkers, and her enthusiasm is a great benefit to the many people of whom she comes in contact. Heather's commitment to quality, customer service, and building positive relationships has made many friends in the community on behalf of LTD. Heather is an exemplary employee who believes customer service really matters.
>
> This EOM nomination came from a fellow operator who observed Heather going above and beyond. Heather is an exemplary employee who believes that how you get there matters. I know Heather will continue to do great things and is very deserving of the Employee of the Month award.

AWARD:

Heather will attend the January 21, 2014, meeting to be introduced to the Board and to receive her award.

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2015

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 January 21, 2015, consists of:

1) Approval of the Minutes of the November 12, 2014, Special Board Meeting
2) Approval of the Minutes of the December 17, 2014, Regular Board Meeting

ATTACHMENTS:
1) Minutes of the November 12, 2014, Special Board Meeting
2) Minutes of the December 17, 2014, Regular Board Meeting

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

LTD Resolution No. 2015-001: It is hereby resolved that the Consent Calendar for January 21, 2015, is approved as presented.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

STRATEGIC PLANNING WORK SESSION

Wednesday, November 12, 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 strategic planning work session on Monday, November 12, 2014, beginning at 8:00 a.m., at the offices of Wilson-Heirgood Associates, 2930 Chad Drive, Eugene, Oregon.

Present: Gary Wildish, President
Carl Yeh, Vice President
Julie Grossman, Secretary
Michael Dubick
Gary Gillespie
Angelynn Pierce
Ron Kilcoyne, General Manager
Jeanne Schapper, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: Ed Necker, Treasurer

CALL TO ORDER/ROLL CALL : Mr. Wildish called the meeting of the Lane Transit District (LTD) Board of Directors to order at 8:00 a.m. and called the roll. Ms. Grossman arrived at 8:05 a.m.

WELCOME BY BOARD PRESIDENT : Mr. Wildish welcomed those present and thanked them for participating in the work session.

BOARD TRAINING FOLLOW-UP (FROM NOVEMBER 10 MEETING) : Mr. Kilcoyne introduced Tammy Fitch of Wilson-Heirgood Associates who would be providing a follow-up to the training session that was held on November 10, 2014. He said that Ms. Fitch would respond to any questions or concerns that arose during the previous meeting.

Ms. Fitch stated that Board members were defended and indemnified by LTD's special district insurance coverage in the event that a lawsuit against the District also named individual Board members. She said coverage also extended to officers, employees, contractors, volunteers, and agents of the District. Discretionary immunity protected the Board when it made decisions within budget constraints based on the positive and negative information provided by staff. She stressed that being named in a lawsuit against the District would not impact Board members' personal finances; and, if necessary, a letter could be provided stating that a Board member was defended and indemnified by the public entity.

Ms. Fitch said that the Board's power resides in acting as a whole, not in the actions of individual members. When an issue is raised by a member of the public, Board members should refer it to staff rather than addressing it themselves. She said Board members could be empathetic to a citizen's concerns, but should not attempt to resolve the matter themselves.

Mr. Gillespie asked for clarification that, while a Board member should not make promises to a citizen who raised a concern, it was acceptable for the Board member to obtain the information from staff and then provide it to the citizen. Ms. Fitch responded that when a Board member started a one-on-one dialog with a member of the public, it could create precedent for direct engagement by Board members, which is discouraged. She advised the Board not to become involved in debates with members of the public, but to refer questions and concerns to staff to be addressed. She said that Board members should not try to be experts in every aspect of the District's operations. She reminded the Board that all correspondence, including e-mails, between Board members and staff are discoverable; and those communications, and all interactions with staff, should be professional.

In response to questions from Mr. Wildish, Ms. Fitch said that while two Board members could meet outside of a Board meeting, the discussion could not involve a matter on which the Board would be voting. She said that at events where four or more Board members were present, such as a Rotary meeting or award ceremony, it would be best to sit at separate tables and avoid discussions with other Board members in an effort to avoid the perception that Board business was being discussed. She encouraged interaction among Board members to build good relationships, but those should be for informational purposes only. A quorum should be avoided when the discussion includes LTD issues. To document any public communication among Board members, she suggested saving a meal receipt if a meal was involved and including a brief note as to who was present and the topic of discussion.

Ms. Fitch reviewed the reasons for which the Board could enter an executive session and cautioned that only the stated topic could be discussed during the executive session. The topic or topics of the executive session had to be stated in the motion to enter executive session. The Board is allowed to reach a general consensus during an executive session; however, the formal decision should be made in an open meeting.

Mr. Dubick asked if attorneys and auditors could be considered employees of the Board, along with the general manager, since the Board was involved in evaluating applicants for those consulting services. Ms. Fitch said that attorneys and auditors were not considered employees; they were consultants hired to provide advice. Attorneys were hired to represent the District, not individual Board members. Board members might be involved in the evaluation of candidates for those consulting positions to assure that they met qualifications.

In response to a question from Mr. Wildish, Ms. Fitch encouraged the Board to participate in other groups with partner agencies to build those relationships and foster collaboration.

Regarding conflicts of interest, Ms. Fitch said that it was best to be conservative. If a Board member felt there could be a potential conflict of interest, he or she should declare it and then abstain from further discussion or vote on the subject.

CONNECTING THE DOTS: Mr. Kilcoyne said that there were many aspects to the District's operations; and while it sometimes seemed that an issue was discussed in isolation, his presentation would demonstrate how those aspects were connected. He said that successful organizations focused on why they existed, not what they did. This was embodied in LTD's Mission statement, "We provide people with independence to achieve their goals, creating a more vibrant, sustainable, and equitable community."

Mr. Kilcoyne referred to inspirational topics and how they relate to LTD's Mission. One is developing consensus around a funding model that allows LTD to provide the optimal level of

benefit to the community as defined by the community. Services provided by transit districts are dictated by the revenues they receive. Revenues are generally dictated by the state of the economy, not the demand or need for services.

Mr. Kilcoyne said that the challenge is to determine the level of service that should be provided to the community and considering the point at which adding more service does not result in increased ridership. He said that the District was publically funded to provide benefits to the community, including environmental, economic, and social equity benefits; and the level of benefit provided is tied to the number of people using transit.

Mr. Kilcoyne said that the District should aspire to improving mobility and accessibility so that car-owning households could realize savings by owning one fewer vehicle, and households without cars could have equal access to opportunities with car-owning households. Another aspiration was to enable the communities that LTD serves to be true 8-80 Cities as described by Gil Penalosa.

Mr. Kilcoyne said that those aspirational statements reflected the "why" of LTD's mission statements, and the District's activities should support its mission and aspirations. LTD's two primary guiding documents are the strategic Road Map and the Long-Range Transit Plan. He said that there are basic principles related to how LTD operates as an organization:

- Making efficient use of resources
- Exceeding customer expectations
- Being a great place to work

Mr. Kilcoyne said that LTD fosters a culture of safety; and parallel to that, a culture of continuous improvement. He described several major initiatives that help to carry those principles forward and sustain the Mission statement:

- TransitStat - A data driven program that helps identify areas where improvements could be made in efficiency, productivity, customer service, and working conditions.
- DLOTS - Identify the Desired Level of Transit Service through engaging the community in developing a vision for transit in the region; develop consensus and support for how to pay for those services.
- Sustainability - Practices at all levels of the organization to assure that everything the District does benefits the future, rather than jeopardizing or harming future generations.

Mr. Kilcoyne said that the District has undergone a number of governance changes during the past year to assure that it has the organizational capacity to achieve its mission. Changes included consolidating six department director positions into three, with a focus on three functional areas: 1) Customer Services and Planning; 2) Operations and Customer Satisfaction; and 3) Finance and Human Relations. Other changes included expansion of the Leadership Council, addition of an internal auditor position, and integration of strategic direction throughout the District. He described several current planning initiatives, including the West Eugene EmX Extension, Main Street-McVay Highway to Lane Community College, and other key corridors. Customer Satisfaction initiatives included real-time web information, electronic fare system management, a greater number of pricing options and fare mediums, and reducing fare evasion and enhancing enforcement. He said that there also were a number of initiatives to improve the workplace based on feedback from employees.

Mr. Kilcoyne stated that the District's primary source of financial support is the payroll tax, and staff are working with the Oregon Transportation Forum, which is developing a package of legislation for the 2015 legislative session to support transit. LTD also would propose legislation to restore funding for the student pass program. He said that transit also needed a new local funding source, and part of the community engagement process would be to reach consensus on what that might be and build a vision for sustainable accessibility.

Ms. Pierce asked if fare evasion was a problem on EmX corridors. She noted that her fare was never checked when she rode EmX. Mr. Kilcoyne said that the District did have fare inspectors, although inspectors were not on every vehicle. He said fare avoidance was common on high capacity transit; although only 10 percent or fewer EmX riders paid a cash fare; the rest use passes or are transferring from other buses. Mr. Vobora added that more than 70 percent of riders in the LTD system used prepaid fares. He said that the District needs to consider the balance between the cost of more aggressive enforcement and the amount of revenue lost through fare avoidance.

Mr. Gillespie suggested saturating an EmX corridor for a day with fare inspectors to deter fare evasion.

In response to a question from Ms. Pierce, Mr. Kilcoyne said that fare inspectors asked everyone on a bus to verify their fare and did not just focus on certain riders.

Mr. Yeh said he hoped that the District would be able to restore youth passes to encourage transit use as a lifelong habit. He said that fare enforcement was beneficial in demonstrating to riders that everyone was treated equally. He noted that the District was reliant on payroll taxes and asked if there were efforts to assure that the employees of businesses that paid those taxes could use transit to get to and from work. Mr. Kilcoyne said that many major employers in the region were served by transit routes, but it was a challenge to provide service in some areas such as West Eugene. Recent commercial and industrial development in the Coburg area was being served.

Ms. Grossman commented that both funding and DLOTS were major community conversations, but she did not see language that specifically addressed engaging the entire community in addition to employees and riders.

Mr. Gillespie said that LTD's goal should be to convince the community of the need for, and benefits of, transit services; the community could then convince the payroll taxpayers. He said that he wanted to see transit services be free by the time LTD was 50 years old.

RECESS: The Board was in recess from 10:00 a.m. to 10:15 a.m.

STRATEGIC THEMES FOR 2015-2015: Planning and Development Manager Tom Schwetz stated that both prudence and audacity were needed to choose strategies for moving forward with the quality of contextual intelligence, or having a sense of the contextual factors involved in the creation, growth, or transformation of a business. He said that based on LTD's Mission statement, the context for the District's future included both internal forces (service costs and funding levels) and external forces (public policy making and community support).

Mr. Schwetz said that the key drivers for service costs were fuel price volatility, technology advancements, future skill requirements, labor costs, and healthcare costs. As a service organization, about 80 percent of costs were labor related. The District has taken measures to manage fuel volatility through bulk purchases and fuel storage when prices were favorable, and has invested in hybrid technology to reduce fuel consumption. He said that funding levels at the state and federal levels remain uncertain, but it is encouraging from a transit perspective that the Oregon Department of Transportation is seeking to fund multi-modal projects rather than focusing on highways. He said that LTD would continue to connect transit to broader community visions of the future and expand the partnerships that had always been a critical part of LTD's success. He said that strong community support was essential to LTD's mission, and it was important to monitor shifts in underlying values and public perceptions concerning transit.

Mr. Schwetz said that uncertainty would continue to increase in the future, and it was important to monitor the strategic environment to sustain and increase contextual intelligence. He said that LTD had defined in its "why" and "how" statements the reasons the District exists and the values it represents. Those statements should be embraced and used to make choices about the future.

Mr. Gillespie commented that income inequality was a factor, and LTD tended to be more involved with low-income populations than many other public agencies. He noted the differences between voting patterns in Oregon and at the national level and the fact that the District depended on federal funds as well as payroll tax revenue.

Mr. Wildish asked how the maintenance of new hybrid and electric vehicles compared to diesel-powered vehicles. Maintenance Manager Ernie Turner said that maintenance of the new vehicles was more expensive, but it was offset by lower fuel costs. Mr. Kilcoyne remarked that maintenance costs would decrease as the technology evolved.

Ms. Pierce commented that the public should be made aware of how LTD's use of new technology benefited the environment and public health.

OVERVIEW OF LTD ¶ 6ROAD MAP STRATEGIC PLAN : Director of Customer Services and Planning Andy Vobora stated that LTD is mission-driven and more than a bus company; it connects the community. He said that in order to gain community support, that vision needs to be better articulated. This prompted development of the LTD Road Map through an inclusive process. Themes that emerged during the process included freedom and independence, equality and accessibility, and community connections--all of which were embodied in the Mission statement.

Mr. Vobora said that once the "why" or mission statement was created, the process looked next at "how" and "what" statements and incorporated the following value statements throughout the document. The value statements are:

- Practice safety
- Be professional
- Take initiative
- Work together

Mr. Vobora said that safety and sound fiscal management were emphasized in the Road Map update. A booklet was being developed to help communicate the Road Map's message to employees and Board members.

Mr. Vobora said that performance outcomes, with measurable metrics, were being developed in several categories. He said that the intent was to reduce the list of outcomes to the most significant. Examples of outcomes being considered are:

- Fixed-route and paratransit on-time performance of 90 percent
- Fewer than .5 percent missed trips
- Fixed-route service coverage within one-third mile of (to be determined) percent of metro area households
- 90 percent overall approval rating on customer and community satisfaction surveys
- Miles between road calls reduced by (to be determined) percent

Mr. Gillespie questioned if it was better to set a goal that had already been achieved or establish a new goal at a higher level. Chief Financial Officer Todd Lipkin said that depending on the goal, it could be preferable to strive to maintain a certain level of performance, such as household coverage, while cities were expanding urban growth boundaries. Mr. Vobora added that it was a values judgment. A previous Board had established the standard that 75 percent of resources would be allocated to productivity and 25 percent would be allocated to coverage.

In response to a question from Ms. Grossman, Mr. Vobora clarified that there were no industry standards for those numbers; it became a matter of community values.

Mr. Kilcoyne added that there was no common definition of "reasonable walking distance" to a transit stop; it could vary from community to community.

Mr. Schwetz said that there were many ways to think about coverage; and while geographic coverage was one approach, assuring access to transit for communities of concern was another approach that might require aspiring to a higher percentage of household coverage in certain neighborhoods.

Continuing, Mr. Vobora asked for feedback on the following potential outcomes:

- Provide a viable alternative to automobiles through high-quality transportation options, programs, and services
    - Increase ridership by 3 percent per year
    - Increase transportation options use in the community by (to be determined) percent per year

Mr. Gillespie suggested removing the word "viable" and making "alternative" plural. He expressed that he liked the metrics that were listed. After a general discussion, the consensus of the Board was to leave the term "viable" in the statement.

Ms. Grossman suggested adding a metric related to employee group passes.

Mr. Vobora said that other metrics under consideration would address the following areas:

- Develop relationships with local, state, and federal organizations
- Provide leadership in transportation planning in the community
- Obtain funding through grant applications

Mr. Lipkin cautioned against setting a metric based on the percentage of grant applications funded because an application might be well done but not funded due to circumstances beyond LTD's control.

Mr. Dubick suggested a metric based on maximizing the use of grants to achieve LTD's goals. He liked the concept but felt it would be difficult to establish a fair metric.

Mr. Vobora agreed that while the three areas were worth pursuing, it would be challenging to develop associated metrics.

Mr. Wildish stated that he also felt it would be hard to establish metrics in those areas. He said that if there was historic data available on those activities, it could provide a baseline. Mr. Kilcoyne agreed. He said that the topics were more qualitative than quantitative.

Ms. Grossman said that her organization surveyed employees and supervisors annually about the benefits they had obtained from trainings they attended. That data could be used for comparison from year to year and provide a baseline for establishing a metric.

Mr. Gillespie commented that many organizations conducted annual or semi-annual training related to diversity or populations that used their services.

Marketing Manager Russ Arnold stressed the importance of having a common definition and understanding of terms such as "leadership" in order to measure progress or outcomes.

Mr. Vobora said performance outcomes related to practicing safety, as well as maintaining safe vehicles, services, and facilities, were better suited to developing metrics. Another set of metrics would relate to sound fiscal and sustainable management. Mr. Lipkin noted that it would be necessary to determine which costs were considered overhead if a metric related to reduction of overhead was considered.

Mr. Vobora added that additional metrics related to maintaining negative turnover at 3 percent or less and achieving ISO 14001 certification.

SETTING STRATEGIC PRIORITIES FOR LTD'S CAPITAL INVESTMENTS: LTD'S NEW CIP PROCESS ± Mr. Lipkin said that LTD's Capital Improvements Program (CIP) had depended upon the Metropolitan Policy Committee's (MPC) public process to meet federal requirements up until 2010. At that time, the District added further public participation by publishing its CIP list of projects for review and comment and providing that feedback to the Board. Beginning in 2013, the CIP became a 10-year plan and was published in the form of a document that communicated to the public what the District's process was for selecting, ranking, and funding projects, including a description of each project. He said that at that point, while the CIP referenced investment priorities, projects only had to address those priorities and were not scored or analyzed against the priorities or each other. The priorities were:

- Delivering essential public transportation service
- Developing innovative service that reduced dependence on the automobile
- Maintaining fiscal integrity

Mr. Lipkin explained that the new prioritization process was designed to get all ideas on the table and would consist of the following:

- Projects could be submitted from across the organization based on an identified District need. Coordination was encouraged to avoid duplication.
- Project managers would rank projects based on three criteria:
    1) Impact of project deferral
    2) Feasibility of implementation
    3) Operating budget impact
- Depending on the type of project, additional criteria would be part of the ranking process:
    - Ridership/quality of service delivery
    - Economic impact
    - Environmental impact

Mr. Lipkin said that once all projects had been submitted, they would be reviewed by a strategic team consisting of Mr. Kilcoyne, Government Relations Manager Edward McGlone, Mr. Schwetz, and himself to determine reasonableness of the initial criteria ranking and whether additional information was required. The team also would match the project with a potential funding source if one was not already identified. He said that the project list would then be presented to the internal CIP group to conduct a final analysis of the projects and rankings. A draft CIP would then be issued for a 30-day public review period, including a public hearing, before being presented to the Board for final approval.

Mr. Dubick stated his strong support for the new approach to developing the CIP.

Mr. Wildish added that he liked the concept of casting a broad net at the outset of the process, then applying filters to assure projects met LTD's strategic goals.

Ms. Grossman suggested that part of the CIP process could provide data for the grant writing metric discussed earlier. She also suggested engaging key partners in the process before issuing the draft CIP for public review. Mr. Lipkin said that could be built into the process next year as there were time constraints this year.

Ms. Grossman added that one approach could be to provide Board members with the tools to have CIP strategic conversations with key community partners before public release of the CIP to encourage their support for projects.

RECESS: The Board was in recess for lunch from 11:45 a.m. to 12:10 p.m.

ENVISION EUGENE: City of Eugene Planning Director Robin Hostick presented Envision Eugene, the City's plan for growth and transformation over the next 20 years and the role that transit would play in that process. He said that transit was an asset and benefit to the community and a foundational piece for growth and development.

Mr. Hostick said that Envision Eugene anticipated about 34,000 more residents over the next 20 years, and the plan addressed the economy, social equity, and the environment. In order to overcome the community's challenges, the plan's development followed a different path than previous planning efforts by bringing opinion leaders in the community together as a community resource group (CRG) to move from worst fears to best outcomes, which changed how conversations took place. He said that technical resource people participated in conversations to

share their knowledge and experience once consensus was reached around major issues. He added that a major outreach effort was conducted at the grass roots level, as well.

Mr. Hostick explained that Envision Eugene consisted of seven pillars, which were the underlying aspirational values:

1) Economic opportunities
2) Affordable housing
3) Climate and energy
4) Compact development and transportation options
5) Neighborhood livability
6) Natural resources
7) Flexible implementation

Mr. Hostick said that each pillar had a set of recommendations consisting of strategies and policies designed to guide implementation of the plan. He said that the City Council had established some aggressive goals with respect to reduction of greenhouse gas emissions, and investment in transit was an important strategy. He said that the CRG continued to remain involved informally in implementation of Envision Eugene.

Mr. Hostick said that the City planned to meet all of its commercial needs within the urban growth boundary (UGB), with some expansion planned for industrial uses at the western edge. He said that zoning along West 11th Avenue and Chad Drive would be more flexible to promote more development. He said LTD's frequent transit map was used as a framework to guide planning for future growth. Mr. Kilcoyne remarked that industrial development in the vicinity of the airport could make a bus route in that area more feasible.

Mr. Hostick said that 100 percent of new multi-family housing and 90 percent of single-family housing could be accommodated within the UGB. The mix of new housing over the next 20 years was expected to be 55 percent single-family and 45 percent multi-family. Recommendations were being developed for the area of UGB expansion needed for single-family housing. The Lane Community College (LCC) basin was one site being considered for expansion due to its transit connections.

Mr. Kilcoyne remarked that residential and mixed-use development in the vicinity of LCC would make enhancement of transit service to that area feasible.

Mr. Hostick said that 20-minute neighborhoods were healthy, walkable neighborhoods in which a person could meet most of their daily needs within a 20-minute walk. He said that factors were distance, destination, and density. He said that urban design was not a factor at this point, but could be a part of the next generation of enhancements to the plan. He said that an intern in his office had conducted a livability analysis of bus stops along West 11th Avenue, looking at factors such as cover, seating, timetables displayed, planters, eyes on the street, and safety lighting, and proximity to crosswalks. A prototype of a "Five-star" bus stop was developed, and the report discussed which amenities were essential, which were a bonus, and who could provide them.

Mr. Hostick said that the plan promoted compact urban development and efficient transportation options. No expansion of the UGB was required for commercial employment or multi-family housing; those would be accommodated through more efficient use of the current land supply. He said that redevelopment would require public investment.

Mr. Gillespie asked if the plan would be selectively implemented. Mr. Hostick said that the plan was based on a snapshot of conditions at the time it was developed, but the world was constantly changing. The seventh pillar was flexible implementation, which provided nimbleness in responding to emerging issues and trends that were not anticipated when the plan was created.

Senior Project Manager John Evans suggested that LTD could team with the City on long-term planning for stations to catalyze growth. Mr. Hostick agreed that a more integrative approach in partnership with LTD that included community residents to determine the desired level of transit service would be very useful.

Mr. Hostick said that options for residential expansion would be presented to the City Council on December 10, with a decision or direction to staff expected in late January 2015. He said that the City was developing a community design handbook that drew from best practices around the nation and world for creating a vibrant community. He said the booklet was not regulatory; it was an illustrative guide that showed pictures and concepts. There would be a section that addressed transit corridors. He said that the City Council had directed staff to research the subject of how much right-of-way was required to meet community needs, and a pilot project was underway on South Willamette Street. It did not specifically address transit lanes but would look at desirable streetside characteristics between the curb and front of the building.

BUILDING A SHARED VISION FOR TRANSIT: COMMUNITY ENGAGEMENT

Results of Analysis on the Propensity of Transit in the Eugene-Springfield Region :
Mr. Schwetz said that the firm of Nelson\Nygaard Consulting Associates had been engaged to assist with outreach and analysis of transit scenarios. The analysis would anticipate future demand by determining the transit dependency of a corridor, which considered demographics, and transit orientation of a corridor, which looked at density. He used a series of maps to illustrate the following factors along the corridors that were analyzed:

- Existing ridership
- Transit dependency index
- Transit orientation
- 2035 potential ridership
- 2013 boarding activity
- System coverage within one-quarter and one-half mile
- Population density
- Potential growth areas
- Employers with more than 100 employees
- Increased employment density
- Distribution of various population groups

In response to a question from Ms. Grossman, Mr. Schwetz said that the analysis used data from the City of Eugene.

Mr. Schwetz described a similar analysis by the City of Boulder, Colorado. He said that the study modeled the efficiency of transit through factors such as ridership productivity, travel time, cost effectiveness, and user experience. Additional modeling included a number of community factors such as economic, environmental, and public health.

Mr. Kilcoyne commented that Nelson\Nygaard had also suggested frequency and level of service along corridors.

Ms. Pierce said that when modeling different transit scenarios the boundaries of corridors should also reflect barriers such as train tracks, major roadways, etc. Mr. Schwetz said that an intern was modeling walk distances, factoring the presence of sidewalks, and true connectivity to bus stops.

Community Engagement Model : Mr. Schwetz said that LTD shared many similarities with the TriMet system. Both districts were funded by the payroll tax, were slowly recovering from service cuts during the recession, operated in a state with an aggressive policy around the integration of land use and transportation planning, operated in regions with a long history of robust public participation, and were working through controversial transit projects. He said in that context, TriMet's service enhancement planning process could provide a valuable model to consider. TriMet's model was based on the objective of "A Meaningful Public Engagement for Creating a Shared Vision for Making Transit Better."

Mr. Schwetz said that TriMet's overarching vision was to develop a system that enabled people in the region to travel from anywhere to anywhere using transit. He said that TriMet's approach was to be the face of the project, and consultants were not used to conduct community outreach. The strategy was to identify elements in the shared vision that could actually be implemented immediately as early improvements. That strategy demonstrated to the community that its desires were being implemented. Mr. Schwetz reviewed the process phases and timelines.

Mr. Schwetz said that several elements were used to frame the community conversation about how to make transit better:

- Better connections
- Completing the grid of service
- Early improvements
- Less waiting/faster trips
- Improved frequency on local service
- Transit priority treatments
- Safe places to walk/wait for transit
- Bridge the last mile
- Pedestrian way-finding

Mr. Schwetz said that LTD's process should begin with framing the conversation with a compelling vision that would engage people, such as "How can we make transit Better?" He said that LTD staff should be the face of the project, and there should be an effort to identify early improvements that could be implemented quickly. He said that there were a number of ongoing efforts, such as the Annual Route Review, that provided opportunities for community engagement, along with the broader staff and Board engagement in community processes.

Mr. Vobora liked the idea of engaging community partners in amenities around bus stops. He gave the example of City policies that did not require sidewalks to be built until development occurred, which made it difficult for riders using mobility devices to access some bus stops.

Mr. Wildish expressed concern that presenting a menu of choices during community engagement would not allow people to suggest their own ideas for improving transit. He felt that engaging the community was essential to the planning process, and people would bring up many interesting ideas.

Mr. Schwetz said that the TriMet approach broke the district into five areas; residents in each area were engaged in determining what they wanted from transit. Those area visions were then combined into a shared vision instead of asking everyone in the district to embrace a single concept at the beginning of the process.

Ms. Pierce supported the idea of working with areas within the District to identify needs, and then build a shared vision.

Overview of Current Assumptions in the Long-Range Financial Plan: Mr. Lipkin distributed copies of the Fiscal Year 2015-24 Long-Range Financial Plan (LRFP) that was approved by the Board on April 16, 2014. He said that one of the assumptions in the Plan was an increase in fare revenue of 5 percent per year, irrespective of possible service changes, which was consistent with historic trends. The payroll tax base assumed a 5 percent per year increase; an increase in the payroll tax rate, if authorized by the Board, was not assumed until 2017. He said that the Plan also assumed an annual personnel growth of 3.6 percent. He said that the Plan also included planned service increases such as expansion of EmX and service to the Veterans Administration facility and state hospital.

Mr. Lipkin said that being well below budget for both fuel and transfers from the General Fund for accessible services, coupled with a successful legislative session with respect to transit funding, could significantly impact what the District would be able to do. He said that it might be difficult to include any additional funding from the state in the next budget as final legislative action would probably not occur until late May or early June.

Mr. Gillespie commented that positive financial signs for the District include good prospects for legislation related to transit funding. These prospects include a schedule to pay off the pension program unfunded liability in 12 to 14 years and the Amalgamated Transit Union's (ATU) agreement to changes in pension fund contributions that would control the rate of increase. Director of Administrative Services Mary Adams added that the agreement with ATU would make personnel costs more predictable in the future.

Framing the Community Conversation : Mr. Vobora distributed a document titled Summary of Community Engagement: January 2014 - October 2014 that illustrated the extent to which LTD was involved in community activities. He asked if those represented the best opportunities and best use of the staff ¶ ¥and Board's time for engaging in a community conversation. He also distributed a draft document from consultants Bell+Funk that summarized the LTD story. He said that the document would be refined so that it could be used to present a consistent, overarching message when interacting with the public. He said that the goal was to listen to what the community wanted and to modify LTD's plans and programs based on that feedback. LTD already was responding incrementally to some of the feedback.

Mr. Vobora asked the Board for input on the three aspects of community engagement: 1) development of the message; 2) actual engagement process; and 3) response to findings.

Mr. Vobora said that testimonials from those who had benefited from LTD's services, including businesses located along corridors, would be an important part of the message. He asked for suggestions of key points to include in the LTD story about the value of its services, as well as training and materials that would be helpful in delivering that message to the community.

Ms. Grossman said that the message should emphasize that transportation was fundamental and integral to growth. Growth will happen; the question is how it would happen. The tone of the message should underscore that transit belongs to everyone, not just LTD.

Ms. Pierce said that a friendly-sounding brand should be created to avoid condescension in the conversation. It should not sound like LTD was so magnanimous. Stating that LTD provided people with the independence to achieve their goals sounds arrogant.

Mr. Wildish urged using facts, such as a comparison of the estimated ridership of the Franklin and Gateway EmX corridors before construction and the actual ridership when completed. Many people might be surprised. LTD's efficiency report also includes valuable information for the public.

Mr. Gillespie suggested using stories from customers with two themes: 1) how LTD services had benefited them; and 2) a thank you to employers who paid the payroll tax and other funding sources that supported transit. Encourage transit users to give testimonials to elected officials and community groups. Video and graphic presentations helped put community faces on the message.

Mr. Yeh said that the message should demonstrate the economic benefits derived from payroll taxes and lifestyle improvements.

Mr. Dubick said that the message should identify ways that having a transit system like LTD had made a better community.

Mr. Arnold asked how testimonials from riders thanking those who helped fund the transit system could be crafted. He added that he was not certain that riders were aware of how transit was funded.

Mr. Yeh expressed agreement that most of the community did not seem to understand how LTD is funded. Mr. Yeh suggested that explanations might be provided in LTD literature or on the side of businesses V X F K D V 7 K L V V H U Y L F H E U R H He added that it was not just « riders; businesses also did not have a clear picture of transit funding.

Mr. Vobora said that some initial questions related to a payroll tax increase should be address, such as whether or not January 2017 would be an acceptable date.

Mr. Yeh said that he was uncomfortable with a budget that planned on a regular increase to the payroll tax and wondered if it might prove useful to identify some specific uses for the additional revenue. This could help the Board gain community support for an increase. Just saying that LTD needed regular increases to maintain services was not a persuasive reason.

Mr. Vobora said that the increase would maintain the current level of services and would achieve modest future service increases, such as service to the new VA clinic and state hospital and a major investment in West Eugene EmX service coming online in 2017. He said that, fundamentally, it would maintain what was currently offered, but with some enhancements.

Mr. Lipkin commented that the LRFP assumed the economy would continue to grow gradually. If another recession occurred, that picture would change significantly. He said that if Plan assumptions held and funding from the state for disabled and elderly transit was sustained, it was possible that some or all of the payroll tax increase could be used for new service.

Mr. Yeh explained his concern by using the example of school bond issues, which identified specific uses for the revenues raised. He felt that it would be more advantageous to be able to identify some service enhancements that could be realized with the increased payroll tax, rather than just needing it to maintain current service.

Ms. Pierce expressed concern with the timing of West Eugene EmX implementation and the payroll tax increase in 2017. She said that public perception would link those two as they were the most visible activities. There was not enough information available to the public to allow for an adequate understanding of the District's finances and operations.

Mr. Lipkin asked if the message would be more acceptable if it identified specific service additions that would occur following a payroll tax increase effective in 2016.

Mr. Dubick said that he liked the idea of creating a disconnect between a payroll tax increase and implementation of West Eugene EmX by increasing service at an earlier point.

Mr. Kilcoyne commented that if the state did provide an increase in elderly and disabled services funding during the 2015 Legislative Session, that could result in service additions during the 2016 winter bid and support expanded service as the result of a January 2016 payroll tax increase.

Mr. Gillespie said that he favored an earlier implementation of a payroll tax increase and that he liked Mr. Yeh's suggestion to describe a tangible benefit. He did not want to threaten the community with a decrease in service if the payroll tax increase was not implemented. He felt that increasing the payroll tax before West Eugene EmX came online, and connecting it to enhanced service, would gain community support and be more acceptable to businesses. It was important to eliminate any connection between the payroll tax increase and EmX operations.

Ms. Grossman said that LTD needed to broaden its base of supporters, particularly among businesses subject to the payroll tax. She said that the District needs to listen better, create better relationships, and have more friends in its court. She did not think LTD was in a strong enough position to increase the payroll tax in 2016. She suggested using an organization like BEST (Better Eugene-Springfield Transit) to assess when the climate was right for a payroll tax increase.

Ms. Pierce suggested conducting surveys after presentations at business organizations and events, such as City Club and Business After Hours, to see how participants reacted to the presentations and to determine if more information was required. This could help identify how effective the presentations had been.

In response to a question from Mr. Arnold, Mr. Lipkin said that in order to move forward with a January 2016 payroll tax increase, materials would need to be submitted to the Oregon Department of Revenue in September 2015.

Mr. Arnold asked at what point during a community engagement campaign that the Board would feel comfortable moving forward with an increase and what level of community support was necessary.

Mr. Gillespie said that a timeline for decision-making and implementation was the issue. Could the Board make a decision earlier, but delay implementation until 2017, and spend the intervening time convincing the community of the need for an increase?

Mr. Yeh hoped that the Board could find a more sustainable funding model, and would not have to continue facing the issue of raising the payroll tax. Mr. Vobora clarified that once the payroll tax was increased to .008, it was capped; and the legislature had dictated a 10-year phase-in process. No increases beyond that rate were authorized; therefore, the Board would only need to take one action to implement the increase.

Mr. Lipkin said that if the Board determined there had been sufficient economic recovery to warrant a payroll tax increase, it could also recognize that there still were some economic challenges in the community, pass the ordinance in the summer of 2015, but defer implementation of the increase until January 2017. That would eliminate the need to revisit the issue each budget cycle.

Mr. Vobora asked for feedback on earlier action on an ordinance with deferred implementation.

Mr. Kilcoyne said that the study had determined there was sufficient economic recovery, and there had been more positive news since it was completed. He was concerned that if a decision was delayed too long, circumstances could change and it would not be possible to move forward, whether or not implementation was postponed.

Mr. Wildish stressed that LTD needed to listen to the community and would know it was appropriate to act when feedback was consistent on an issue.

Ms. Grossman said that the DLOTS conversations could help form a well-crafted message to the community about the need for a payroll tax, but she was not certain there was enough time to accomplish that by next summer.

Mr. Vobora said that those were two separate issues for staff. The creation of a broad community vision for transit far exceeded what could be accomplished with a payroll tax increase. He said that the payroll tax would sustain the District with some room for improvement; the DLOTS conversation could help lay the groundwork for more sustainable funding. The issues were connected, but the timing of those conversations would be challenging. He asked for pros and cons of conducting an outreach and engagement process specifically around the payroll tax in order to approve an ordinance in the summer of 2015.

Ms. Grossman said that people currently had a positive attitude about the economy.

Mr. Gillespie observed that recent passage of the marijuana initiative would open up taxing opportunities for the state and local jurisdictions and lead to positive financial outcomes.

Mr. Wildish said that the case could be made at this point that the economy was even better now than when the report was issued, but his concern was the condition of the economy in 12 months and how that could impact a delayed decision.

Mr. Dubick said that when school bond measures were proposed, the needs were identified, the measure was placed on the ballot, and then a campaign for passage was conducted. He said that LTD had needs that could be identified, such as additional services that could be provided if funding was available. He stated his support for passing an ordinance and then spending the time until implementation explaining the benefits that would be derived from the tax increase. He felt that given sufficient time, LTD could sell the need for the increase.

Mr. Yeh supported a tax increase, but was concerned with making a decision before a public engagement process. It would seem that the Board was just trying to justify its decision and had not considered constituent input.

Mr. Wildish said that it would be a challenge for staff and the Board to building political capital quickly.

In response to a question from Mr. Arnold, Board members indicated a strong desire to be actively involved in the community engagement process.

Ms. Grossman said that peer-to-peer discussions in the community by Board members should be a major part of the engagement process.

Mr. Gillespie remarked that the 2016 election would be very difficult, with many revenue measures on the ballot.

Mr. Vobora asked if Board members preferred to delay action on an ordinance until 2016, with a 2017 implementation, in order to provide additional time for community engagement.

Ms. Grossman said that it felt more ethical to act later rather than acting sooner and then trying to convince the community that it was a good decision. She stated that she did support a payroll tax increase but did not want to jeopardize strategies to build good community relationships. She added that she did not want to push implementation of the increase beyond 2017, but felt strongly that LTD needed a solid outreach effort to build relationships and political capital.

Ms. Pierce commented that the Main Street-McVay Highway studies were nearing completion, and she was hearing about active opposition to the project already. She said that starting a large Springfield project shortly after the payroll tax was increased, and West Eugene EmX was operational, could further complicate the picture.

Mr. Arnold asked for Board response to a six-month engagement process, with a status assessment in June 2015 followed by a decision whether or not to act on an ordinance.

Mr. Kilcoyne pointed out that an aggressive timeline with a June 2015 decision point was only necessary if implementation of a tax increase was planned for January 2016. Deferring implementation until January 2017 would provide greater flexibility, and a decision could be delayed until the fall of 2015.

Mr. Yeh stated his preference for implementation of the tax increase in January 2016.

Mr. Lipkin explained that budget decisions would be made in May 2015 for the coming fiscal year. He was concerned that the Board might feel it had changed its budget message to the community if a decision to increase the payroll tax was made after that point. He said that would be a moot point if the community engagement message spoke to a January 2016 implementation date.

In response to a question from Mr. Gillespie, Mr. Lipkin said that the LRFP could include scenarios for implementation of a payroll tax increase at different times. After the study had concluded there was economic recovery, the Board had chosen January 2017 as the implementation date for purposes of developing the LRFP. He said that if the Board agreed that a payroll tax increase was necessary, it, in essence, had already made a decision; so the question of timing remained. He asked if the Board still supported an increase and just needed to determine the timing and what the additional revenue would provide, or if there were doubts about whether to proceed with an increase.

Mr. Yeh said that he recognized and better understood the need for a tax increase; but in order to be a credible member of the Board, he felt that it was necessary to enter community conversations that were prepared with consideration for the possibility that the desired level of transit was lower than anticipated and cuts would be necessary if the increase was not acceptable to the public.

Mr. Wildish recognized that staff time was already fully occupied, and he asked if it was possible to obtain outside assistance in conducting community engagement and listening activities in conjunction with the Board and compiling the results. Mr. Vobora replied that if the Board was interested in that approach staff could provide some options to consider. Although staff was prepared to develop a full plan to begin outreach in January 2015, the question was timing and duration of the activities.

Ms. Grossman expressed support for the idea of a six-month listening and relationship-building period to gather information as suggested by Mr. Arnold.

Mr. Arnold said that listening and relationship building were best done in one-on-one conversations held by LTD Board members and staff, rather than a third party hired to engage the community. He said that outside assistance could help with organizing and compiling information, but the faces in community engagement should be the LTD Board and staff. That would also help dispel any perceptions of arrogance.

Mr. Wildish said that he favored pursuing a major community engagement initiative immediately.

Mr. Vobora asked if the Board wanted to primarily listen to what the community had to say or take a more proactive approach by helping to present the LTD story and vision. He asked what tools the Board would need to begin the community engagement process effectively.

Mr. Kilcoyne commented that when some listening sessions occurred last year around the issue of a payroll tax increase, there were many questions about LTD's vision for transit. He agreed that it was important to build relationships and get to know people, but the community also wanted information; and it gave a negative impression if the Board and staff were not prepared to answer questions about LTD's vision and value to the community.

Mr. Wildish agreed that LTD representatives should be prepared to respond to questions.

Ms. Grossman said she would be comfortable beginning the discussion with some basic information to help initiate a conversation as most people were focused on their own issues and probably did not give a lot of thought to transit.

Mr. Yeh agreed that while he would go to meetings with the intent to listen to what people had to say, there would be information provided that would focus the discussion.

Mr. Lipkin asked if the LRFP assumption on the payroll tax should remain implementation in January 2017 or reconsidered at mid-point in the six-month community engagement process.

Mr. Vobora and Mr. Kilcoyne said that attitudes in the business community about a payroll tax increase seemed to be about evenly split between support and opposition. They were not certain that would change much over time.

Mr. Arnold asked that if the Board took action and the tax was implemented in January 2016, it would be possible to calculate, prior to that implementation, what potential service additions might result. Mr. Lipkin said that those assumptions could be developed in late January/early February 2015, once the January payroll tax receipts were available.

Mr. Arnold said that might enable Board members to make follow-up calls in February and March to share information about the feedback that had been received and what the additional tax revenue could provide to the community.

Director of Transit Operations and Customer Satisfaction Mark Johnson said that the primary question that had come from earlier listening sessions was "What will the payroll tax increase buy?" LTD had to be able to answer that--particularly with respect to EmX.

Ms. Grossman said that she hoped that the conversation presented the big picture of LTD's services and that EmX L V a Q 1 e W a rate entity; but rather, it is part of a system that people use to travel around the community.

Mr. Gillespie supported having information to provide during community conversations. He said that people could be asked what service they would like to see expanded or modified and then told that once some initial data on revenue was available, those options could be examined. He said that an often expressed concern seemed to be connections within the system and with other modes of transportation.

Mr. Vobora cautioned against promising specific service changes; it would be better to identify priorities of riders and the community, then determine how best to implement those across the system.

Ms. Grossman concurred that the conversations should discuss service in more general terms connected to the community's vision for the future and avoid discussions of specific route changes.

Ms. Pierce remarked that every detail discussed and decision made should be weighed against negative public perception.

Mr. Vobora said that Board members were active in well-connected groups within the community, and those were important conversations to have when there appeared to be a lack of support for LTD. Concerned about negative feedback from those discussions last year, which was contrary

to the feedback staff was experiencing at a variety of public events, staff conducted a community-wide survey in June 2014. The results were overwhelmingly positive, confirmed that the general public supported transit and appreciated its value. He added that, unfortunately, the funding source on which the District was dependent created tension with the business community, and it would be helpful to have the Board focus on building those relationships.

Mr. Vobora said that staff would develop information, strategies, and tools for articulating the shared vision for transit in the community and for starting conversations and exploring topics such as sustainable funding, partnerships, etc.

Ms. Grossman said that the conversation did not need to make new promises; rather, it could tell the current story about transit's benefit and value to the community.

Regarding public perception of the Main Street-McVay project, Ms. Pierce said that because Springfield was a unique area with a different population, she cautioned staff to be conscious of the process moving forward. She had received some feedback from residents who presented a very negative opinion of LTD passengers and felt they were detrimental to the community.

Mr. Wildish said that there also seemed to be some perception of secrecy surrounding Main Street-McVay activities. He had assured people that there was no project at this time but that a study was being conducted to determine if any type of project was feasible.

Mr. Vobora replied that the City of Springfield was taking the lead on public outreach, with LTD as a partner. He agreed that the lessons learned during the West Eugene EmX process identified very early outreach as the key to deterring negative perceptions and opposition, but LTD was not in control of the Main Street-McVay process.

Mr. Schwetz remarked that some people had broadcast misinformation about the EmX project to businesses along the West Eugene corridor, and it had been difficult to overcome the negative attitudes that developed. As a result, there was the potential for that to occur in Springfield and LTD had to determine how that could be prevented.

Ms. Grossman underscored the need to build good relationships and have friends in the business community who would support the District.

ADJOURNMENT: Mr. Wildish thanked everyone for their participation and adjourned the meeting at 3:45 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, December 17, 2014

Pursuant to notice given to The Register-Guard for publication on December 11, 2014, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular board meeting on Wednesday, December 17, 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
Julie Grossman, Secretary
Michael Dubick
Gary Gillespie
Angelynn Pierce
Ron Kilcoyne, General Manager
Jeanne Schapper, Clerk of the Board
Lynn Taylor, Minutes Recorder

Excused: Ed Necker, Treasurer

CALL TO ORDER/ROLL CALL : Mr. Wildish convened the meeting and called the roll at 5:34 p.m.

PRELIMINARY REMARKS BY BOARD PRESIDENT : Mr. Wildish announced that it was Mr. Dubick's last meeting after eight years of service on the LTD Board of Directors, and there would be a small celebration following the meeting. He noted that at its recent meeting, the Eugene City Council had recognized LTD for its award from the American Public Transportation Association.

COMMENTS FROM THE GENERAL MANAGER : Mr. Kilcoyne thanked Mr. Dubick for his service on the Board and noted that Mr. Dubick had been instrumental in extending transit services to Creswell and Cottage Grove.

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

BOARD CALENDARS : Mr. Kilcoyne reviewed the calendar of events and noted that there would be Board meetings on the 12th and 21st of January, 2015.

EMPLOYEE OF THE MONTH ² JANUARY 2015 : The Board recognized Service Planner Heather Lindsay as the January 2015 Employee of the Month.

Mr. Wildish thanked Ms. Lindsay for her service and commitment WR /7'¶V PanV LRQ presented her with a certificate of appreciation, check, and pin commemorating the award. Ms.

Lindsay thanked the Board for the award and said that it was a pleasure to work at LTD because the employees were compassionate and caring about the community.

AUDIENCE PARTICIPATION: Mr. Wildish explained the procedures for providing public testimony. He said that there would not be a hearing on the subject of peace officers nor on the updates to Ordinance No. 36; however, the public was encouraged to make comments on these and any other agenda items during audience participation.

Bob Macherione , Eugene, representing Our Money, Our Transit ((OMOT), said that he had previously requested that Board meetings be broadcast on public access television, but was told it was too expensive. He asked the Board to again consider his request. He added that he only had half the lines of print as another speaker, but that perhaps he had spoken only half the time. He also said that the Board minutes were not accurate. He noted that the summary of a presentation by the insurance loss prevention person did not include the term ³ \ R X yRu family member" in the definition of conflict of interest. He stated that there were two conflicts on the Springfield stakeholder advisory committee: one was a former board member who was representing the public; and the other was a stakeholder who is receiving a direct benefit from LTD. He questioned why LTD had applied for a National Environmental Policy Act (NEPA) grant if no decision had been made on the McVay Highway.

Josef Siekiel-Zdzienicki , Eugene, commented that it was difficult for the elderly and people with disabilities to get through the crowds that tended to congregate in the public right-of-way around the downtown bus station, which was an area where LTD had no jurisdiction. He suggested that LTD discuss the issue with the Eugene Police Department, which had a substation across the street. He said that historically between 4.5 and 5.0 percent of commuters use transit. He said that enrollments at the University of Oregon (UO) and Lane Community College (LCC) had dropped as he had predicted several years ago, but LTD was still pursuing expensive projects. He said that a map of frequent travel corridors overlaid on a map of EmX would show they were the same routes. He said that suggestions were made seven years ago to put buses on frequent travel routes at 10-minute intervals to determine ridership demand, but no one listened; and now the Federal Transit Administration was asking for something better than the EmX system. He urged the Board to rethink EmX expansion.

Carol Berg-Caldwell , Eugene, said that she was a multi-decade resident and appreciated the service LTD provided to the community. She said that she trusted LTD management on many levels. She referred to an incident about four years ago when teenagers were protesting the cutting of trees and there was a scuffle involving LTD security personnel. She said that she hoped if LTD did decide to empower its safety and security officers to issue citations and arrest, that those officers would receive adequate and appropriate training.

Mr. Yeh arrived at 5:50 p.m.

ITEMS FOR ACTION AT THIS MEETING:

MOTION Consent Calendar : Ms. Grossman moved to remove the November 10, 2014, Board meeting minutes from the Consent Calendar. Ms. Pierce provided the second.

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

MOTION Mr. Yeh moved adoption of LTD Resolution No. 2014-030: It is hereby resolved that the Consent Calendar for December 17, 2014, is approved as amended. Mr. Gillespie provided the second. The Consent Calendar consisted of the Minutes of the October 22, 2014, Special Board Meeting.

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

MOTION Ms. Grossman moved to amend the Minutes of the November 10, 2014, Special Board Meeting to reflect that on Page 4, conflict of interest included Board members and their family members. Ms. Pierce provided the second.

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

Comprehensive Annual Financial Report (CAFR) and Audit Report for Fiscal Year Ending June 30, 2014: Finance Manager/CFO Todd Lipkin stated that copies of the CAFR and Audit Report were included in the electronic agenda packet. He asked that the Board formally accept the documents following their presentation by Charles Swank of Grove, Muller & Swank, P.C. He thanked Controller Tom Schamber and Administrative Secretary Chris Thrasher of the LTD Finance Division for their work on the reports.

Mr. Swank said that there had been changes in LTD's financial functions, reporting format, and employees towards the end of the fiscal year; and he commended the work of staff and the excellent quality of the documents they had compiled. He said that his firm provided an unmodified opinion on the financial statements (CAFR), and noted that the methodology used this year was the same as in the past; next year pension obligations would be included in the CAFR. He said that because LTD was the recipient of federal funds, the District was required to undergo an extensive annual audit to assure that federal requirements were met. He said that there was an unmodified opinion on LTD's federal programs, and no findings had been made, which was commendable.

Mr. Swank stated that any severe concerns about internal controls had to be incorporated into the Management Letter, along with new recommendations and a summary of management's responses to any prior year recommendations. There were no concerns in this year's Management Letter, and the only recommendation related to handling the disposition of federally acquired property; that issue had been satisfactorily resolved. He said that the Governance Letter reported directly to the Board any findings the auditors felt should be brought to the Board's

attention. He added that the Governance Letter provided information regarding compliance and included a reference to the Management Letter. He invited questions from the Board.

Mr. Wildish expressed appreciation for the comprehensive nature of the reports and letters.

Ms. Pierce thanked Mr. Swank for the clear and concise language of the Governance and Management letters.

MOTION Mr. Gillespie moved 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 constrained in the Comprehensive Annual Financial Report (CAFR) and Single Audit for the fiscal year ending June 30, 2014. Mr. Dubick provided the second.

VOTE The resolution was approved as follows:

AYES: Dubick, Gillespie, Grossman, Pierce, Wildish, Yeh (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Necker (1)

First Reading, Amended Ordinance No. 36, An Ordinance Governing Conduct on District Property : Director of Transit Operations Mark Johnson introduced Public Safety Manager Frank Wilson and Attorney Dwight Purdy.

Mr. Johnson reviewed the following changes to the ordinance, which he said were primarily minor:

1.10 Definitions
- x Sections 1, 3, 4 and 13: Clarified district properties included in the ordinance
- x Section 6 and 15: Added definitions for electronic cigarettes
- x Section 11: Clarified definition of public safety/peace officer

1.15 Regulations
- x Section 2: Added electronic cigarettes and marijuana as prohibited substances
- x Section 5 H P R Y H G « L Q D G L V W U L F W V W D W L Q J R U I D F L O L issues
- x Section 8: Modified what was allowable with respect to food and beverages
- x Section 10.b: Modified to reflect updated definitions
- x Section 21: Removed reference to concealed carry permit

1.20 Exclusions
- x Updated to reflect current exclusions and appeal process.

1.25 Citations for a Fine and 1.30 Jurisdiction
- x No significant changes; language simplified and streamlined.
- x All references in the document to peace officers were changed to public safety officers.

In response to a question from Mr. Wildish, Mr. Kilcoyne explained that Ordinance No. 36 was being amended to incorporate changes that addressed behavior on the LTD system. This would

be the first reading of the amended ordinance; a discussion of peace officers would occur later in the meeting.

Ms. Pierce asked for clarification of the changes to 1.15 Regulations, Section 21, Weapons. Mr. Johnson replied that the changes specified an "illegal or unlawfully possessed weapon" and removed a reference to ¨concealed carry,´ which was a legally held gun.

Mr. Gillespie asked if the sidewalks along the Downtown Station on West 10th Avenue and Olive Street were considered public property. Mr. Johnson said they were and that people could smoke in those areas unless the City Council adopted policies prohibiting it.

In response to a question from Mr. Yeh, Mr. Johnson said that 1.15 Regulations, Section 8, Food and Beverages now required containers to have snap-on or screw-on lids.

MOTION Mr. Dubick moved that Amended Ordinance No. 36 be read by title only. Ms. Grossman provided the second.

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

Mr. Wildish read the ordinance title: Ordinance No. 36, An Ordinance Governing Conduct on District Property and Amending and Restating Ordinance No. 36, 2003 Revisions .

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports : Mr. Gillespie reported on the December 15 meeting of the Oregon Passenger Rail Leadership Council. He said that there was a perceived conflict between assignment of lines between passenger and freight. He said that Oregon Rail had experienced a decrease in on-time performance because of the priority given to freight and had appealed to Union Pacific to give preference to passenger trains. He said that the problem was lack of adequate sidings to accommodate large freight trains; therefore, passenger trains were sided instead.

Appointment of Peace Officers : Mr. Johnson stated that Ordinance No. 36 was the main tool LTD used to manage behavior on the system. He said the District had a public safety office and seven full-time officers who patrolled the system within the boundaries of Ordinance No. 36. He said that LTD worked hard to deter some of the more dangerous problems that occurred on other transit systems and to keep passengers and employees safe. He said that part of the discussion around amending Ordinance No. 36 addressed the authority of public safety officers and the shortage of police officers in the downtown area. He said that the Board's authority to appoint peace officers was discussed, and the conclusion was that it was not necessary at this point; therefore, the proposed resolution was being withdrawn. He said that if the need arose, that step could always be taken at some point in the future.

Ms. Pierce asked if there had been an increase in altercations on the system. Mr. Johnson cited statistics that indicated an increase in conflicts resulting in exclusions during 2014 and said he would follow-up with the Board to provide information regarding the number and categories of exclusions.

Ms. Grossman asked what type of training or certification peace officers would have. Mr. Johnson replied that they would be certified, not sworn, officers.

Mr. Gillespie said that he worked across the street from the downtown station and there were frequent altercations during the day--typically swearing and arguing, potentially leading to a punch being thrown. He said that the sidewalk area was always crowded with many people smoking, and he was concerned about the public's trepidation about using that side of the street. He said that the Eugene Library experienced some of the same issues. Mr. Johnson said that there was a boarding station on Olive Street, and the police had been helpful in maintaining order in that area recently; but when police attention was focused elsewhere in the downtown area, the problems returned.

Mr. Johnson said that LTD did not want an armed police force; peace officers would supplement the nearby police substation. He said that the downtown patrols did what they could but that their capacity was limited.

Mr. Gillespie asked if peace officers would be able to issue citations that would acquire a court appearance. Mr. Johnson said that was correct if the citation was for a misdemeanor or criminal offense. He would e-mail additional information to Board members about the number and types of violations that were occurring. He noted that all LTD public safety officers wore body cameras, and it was a useful tool in identifying the nature of altercations. He said that often situations were defused when people became aware that they were being recorded. Public safety officers also carried pepper spray.

In response to a question from Mr. Dubick, Mr. Johnson said that training for peace officers would be based on what was required for certifications. He noted that current public safety officers had police training.

Mr. Wildish asked if peace officers would be employees of LTD. Mr. Johnson said that if the Board authorized peace officers, they would be part of the contract with G4S, LTD's current security contractor. He said that G4S was a professional company with a high level of training and professionalism and had provided good service to LTD.

Mr. Wildish asked if the use of peace officers would have an impact on LTD's budget. Mr. Johnson said that there could be financial impact. Staff would provide a financial impact analysis if the Board considered taking that action at some point in the future.

West Eugene EmX Update : Director of Customer Services and Planning Andy Vobora provided a brief summary of West Eugene EmX project activities. He said that a more detailed report would be presented at the Board's January 2015 meeting once a guaranteed maximum price for construction agreement was signed and the Small Starts grant agreement was finalized. He said that the appropriations bill approved by Congress included funding for the project.

Monthly Engagement Report : Mr. Vobora used a slide presentation to highlight a variety of activities, including paid and earned media placements, sponsorships, partnerships, and coming outreach opportunities. A tree planting event along the West Eugene EmX corridor held in conjunction with Friends of Trees was highly successful. Point2point Communications Coordinator Lisa VanWinkle added that the tree planting also promoted positive relationships with property owners along the route.

Ms. Pierce observed that there had been some media coverage of the Main Street-McVay transit study and asked if there had been any discussion of reaching out to the Springfield community through the Chamber of Commerce website or business directory to raise LTD's profile. Mr. Vobora said that the business directory and online venues were being used to conduct outreach.

Ms. Pierce asked if there would be an opportunity to publicize LTD on Willamalane's website if the pass partnership continued. Mr. Vobora said that would be dependent on legislative funding for a transit pass program.

Governments Relations Manager Edward McGlone said that based on feedback from the Board's November retreat regarding the Board's interest in becoming more involved in business and community outreach, staff had developed some specific engagement strategies along with metrics on the time commitment required of Board members.

Mr. McGlone observed that when a replacement for Mr. Dubick was appointed, a majority of the Board would be relatively new, serving two or fewer years. He said that being on the LTD Board could be challenging, and staff wanted to offer current Board members mentorship opportunities with community members who had previously served on the Board as part of an ongoing training program. He estimated the time commitment would be about an hour a month.

Mr. McGlone said that another strategy was open-ended outreach, with particular attention to the constituency that paid for two-thirds of the District's service. Examples included participation in various business organization activities such as area chambers of commerce. The time commitment was estimated at four hours per quarter.

Mr. McGlone said that other outreach activities included attendance at neighborhood association meetings; meetings with constituency groups representing specific populations to determine if transit services were meeting their needs; a two-hour annual shadowing of staff in the Customer Service Center; and Board to business luncheons held throughout the District. He said that an LTD staff member would attend meetings and take brief notes, including meeting participants and topics discussed, to share with the entire Board.

Mr. McGlone said that the proposed engagement strategies represented an additional time commitment for Board members of approximately seven hours per month.

Mr. Yeh asked if staff had considered using Twitter or social media for engagement activities. Mr. McGlone said that had not been discussed in depth, but was a possibility that could be considered.

Mr. Wildish commented that the engagement activities would take effort, and he was pleased to do whatever he could. He noted that some Board members had more constraints on their time and schedules than he did and that he hoped activities could be creative and flexible to accommodate that.

Ms. Grossman, Ms. Pierce, Mr. Gillespie, and Mr. Yeh expressed their support for the engagement plan.

Mr. McGlone said that a sign-up sheet would be available at each Board meeting for activities during the coming month. He would be coordinating the process and a primary contact person would be designated.

Mr. Kilcoyne thanked Mr. McGlone for spearheading the project, and he thanked other staff members who brought their perspectives to crafting the engagement strategies.

Monthly Financial Report : Mr. Kilcoyne said that there were no surprises in the October financial report. The District was on budget, fares and revenue were up, and ridership had dropped. The payroll tax year-to-date figure was somewhat below projections because of the $600,000 take back from an erroneous payment by a taxpayer but was showing overall growth.

Monthly Performance Reports : Mr. Kilcoyne said that November ridership was down 8.3 percent, in part because there was one less weekday this fiscal year compared to last year. He said weekday ridership was down 6.7 percent, Saturday ridership was up 2 percent, and Sunday ridership was flat. He said that the loss of ridership seemed to be focused in three areas: UO, LCC, and Gateway Mall. He said that other routes had experienced some increase in ridership. He added that in addition to decreased enrollments at UO and LCC, there were changes in travel patterns because of student housing locations. Staff would be looking at how to adjust services in order to meet changing needs.

Mr. Yeh observed that construction at the Gateway Mall would create complications for the LTD transit station at that location.

Ms. Grossman asked if lower gas prices were a factor in decreased ridership. Mr. Kilcoyne said that it was difficult to determine what impact lower gas prices had on ridership. He said that lower prices tended to have more influence on longer transit trips than trips around town.

Monthly Grant Report : There were no questions or comments.

Monthly Department Reports : There were no questions or comments.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 7:12 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: January 21, 2015

ITEM TITLE: PUBLIC HEARING AND SECOND READING, AMENDED ORDINANCE NO. 36

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

ACTION REQUESTED: (1) Hold a public hearing
(2) Conduct second reading of Amended LTD Ordinance No. 36
(3) Board adoption

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 changes are outlined below:

1.10 Definitions
- x Sections 1, 3, 4 and 13: Clarified District properties included in the ordinance.
- x Section 6 and 15: Added definitions for electronic cigarettes.
- x Section 11: Clarified definition of public safety/peace officer.

1.15 Regulations
- x Section 2: Added electronic cigarettes and marijuana as prohibited substances.
- x Section 7: Removed "…in a district station or facility…" because of civil rights issues.
- x Section 8: Modified what was allowable with respect to food and beverages.
- x Section 10.b: Modified to reflect updated definitions.
- x Section 21: Removed reference to concealed carry permit.

1.20 Exclusions
- x Updated to reflect current exclusions and appeal process.

1.25 Citations for a Fine and 1.30 Jurisdiction
- x No significant changes; language simplified and streamlined.
- x All references in the document to peace officers were changed to public safety officers.

ATTACHMENTS: Amended Ordinance No. 36, with Station Maps

PROPOSED MOTIONS:

(1) I move that 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 ORDINA NCE NO. 36, 2003 REVISIONS.

(2) I move the following resolution:

LTD resolution No. 2015-002: Be it resolved that the LTD Board of Directors hereby adopts Lane Transit District 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 an 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 also 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: _____, 2015.

_____
Board President

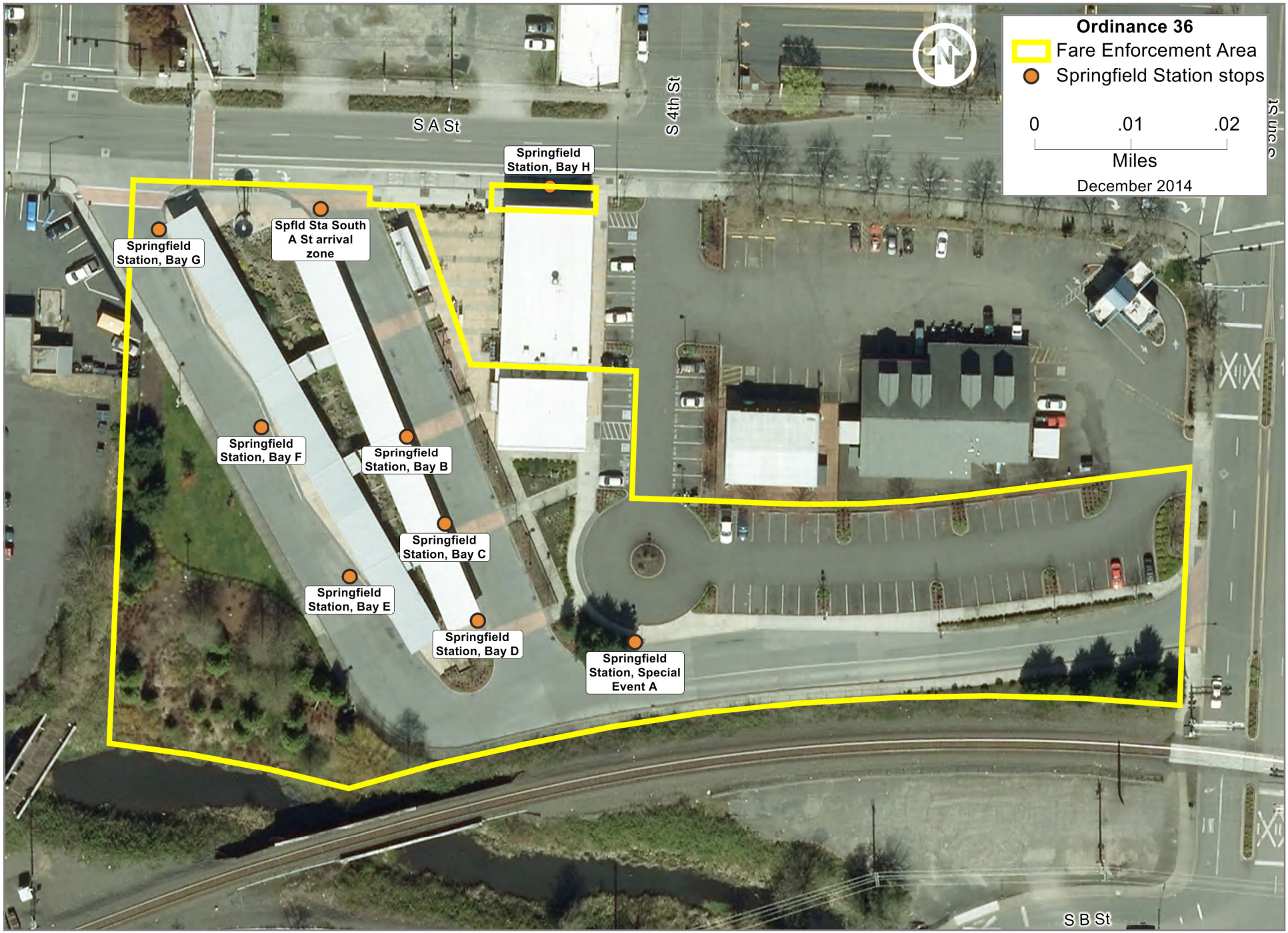
Attest:

_____
Recording Secretary

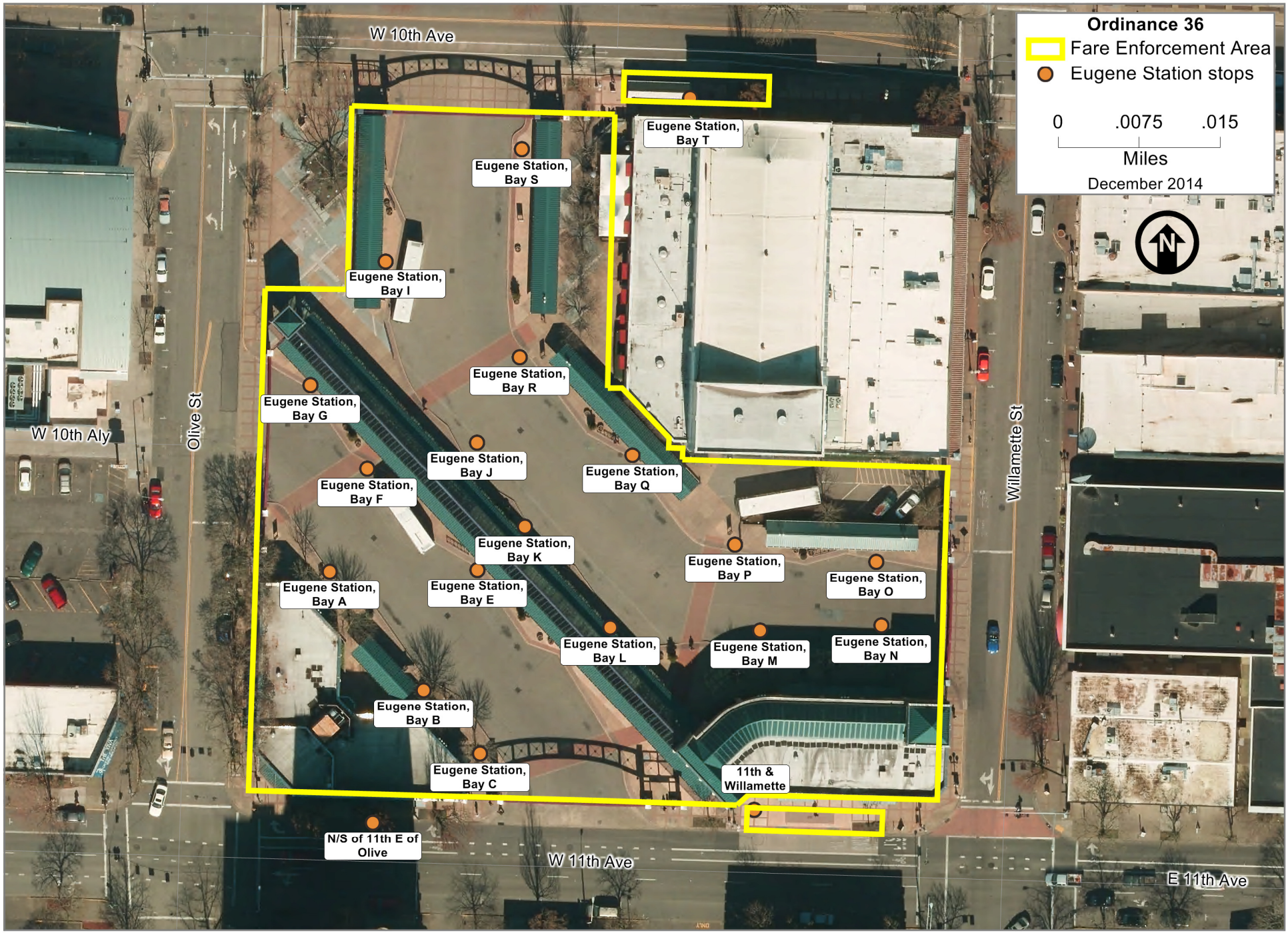
Effective Date: _____

(Attachments – District Station Site Maps)

Ordinance 36



Ordinance 36



AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2015

ITEM TITLE: GENERAL MANAGER PRO TEMPORE

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: Adopt resolution naming a General Manager Pro Tempore

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BACKGROUND:

In the event of the absence or disability of the general manager, it is necessary for the Board to appoint a general manager pro tempore. Doing so will ensure that official District documents can be signed and other official business can be conducted in a timely manner.

Director of Service Planning, Accessibility, and Marketing Andy Vobora is the general manager pro tempore, with Director of Administrative Services Mary Adams serving as general manager pro tempore in the event that both the general manager and the general manager pro tempore are out of the office. As Ms. Adams is retiring at the end of January 2015, she can no longer serve as general manager pro tempore.

Since the last resolution designating the general manager pro tempore, the District has undergone restructuring. With the restructuring, a new position, director of administrative services, was created to oversee the human relations, information technology, and financial functions of the District. The attached resolution names the director of administrative services as the general manager pro tempore, with the director of customer services and planning serving as general manager pro tempore in the event that both the general manager and the director of administrative services are out of the office. In the event that the general manager, general manager pro tempore, and the director of customer services and planning are unavailable for a certain period, the general manager will designate another general manager pro tempore.

RESULTS OF RECOMMENDED ACTION:

This action assures that there is always someone to serve in the capacity of the general manager. For planned absences, the general manager will provide notice to the Board and staff that the designation of general manager pro tempore would be in effect for a specific period. For unforeseen or emergency absences of the general manager, the designation would take effect without prior notice.

ATTACHMENT: Resolution Designating General Manager Pro Tempore

PROPOSED MOTION: I move approval of LTD Resolution No. 2015-003, Designating General Manager Pro Tempore.

Q:\Reference\Board Packet\2015\1\Jan 21 Reg. Mtg\Gen Mgr Pro Tem.doc

Lane Transit District
P. O. Box 7070
Eugene, Oregon 97401

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

LTD RESOLUTION NO. 2015-003

DESIGNATING GENERAL MANAGER PRO TEMPORE

WHEREAS, ORS Chapter 267.145 (2) allows the LTD Board of Directors to designate a general manager pro tempore during the absence or disability of the general manager; and

WHEREAS, the official business of the District must continue during such times when the general manager may be absent or disabled;

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors appoints the director of administrative services to serve as the general manager pro tempore for Lane Transit District during the absence or disability of the general manager. Further, the LTD Board appoints the director of customer services and planning to serve as the general manager pro tempore during the absence of disability of the general manager and the general manager pro tempore appointed above. For planned absences, the general manager will provide notice to the LTD Board and staff that the designation of general manager pro tempore will be in effect for a specific period. For unforeseen or emergency absences of the general manager, the designation will take effect without prior notice. In the event that the general manager, general manager pro tempore, and the director of customer services and planning are unavailable for a certain period, the Board authorizes the general manager to designate another general manager pro tempore.

This appointment shall remain in effect until the LTD Board appoints a new general manager pro tempore.

_____ _____

Date President, LTD Board of Directors

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2015

ITEM TITLE: BOARD MEMBER REPORTS

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

ACTION REQUESTED: None

BACKGROUND:

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

MEETINGS HELD:

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

1. Lane 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. At the December 18, 2014, meeting, the Board reviewed LCOG's Public Contracting Rules and the Financial Statements - Audit Report and received a presentation from the Oregon Department of Energy.

2. LTD Board Human Relations Committee: The Board Human Relations Committee is composed of Chair Michael Dubick and Board members Julie Grossman and Gary Wildish, and generally meets on the second Tuesday of the month. The Committee met on December 19, 2014, and on January 9, 2015, in executive session to review and evaluate the performance of the general manager.

3. Accessible Transportation Committee (ATC): The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex officio position representing the LTD Board on this committee. At the December 16, 2014, meeting, the Committee recognized Max and Clara Kuhn of Florence who were retiring after having operated the Rhody Express under contract to LTD since 1995. Mr. Vobora presented the annual fare review and discussed specific EmX policies with the Committee. The agenda for the January 20 ATC meeting was not published in time for summarizing in this LTD Board meeting packet.

4. Main Street Projects Governance Team: This committee was formed to provide informed direction and collaborative decision making to support the Main Street-McVay Transit Study and four other concurrent projects along Main Street in Springfield. Board members Gary Wildish and Angelynn Pierce serve as LTD's representatives on this committee. At the January 8, 2015,

meeting, the Team discussed and accepted the Stakeholder Advisory Committee's recommendations on Tier II decision elements related to developing their final recommended Most Promising Transit Solutions.

w à Eugene Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP): The TCRG includes community members who have an interest in transportation issues in the City of Eugene. Board Member Ed Necker represents LTD on the TCRG. At the January 13, 2015, meeting, the Group were presented with the Draft Transportation System Plan policies; heard a preliminary recommendation for urban growth boundary expansion; and discussed the City's Climate Recovery Ordinance.

6. 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, and meets on the second Wednesday of the month. LTD's representative position on this Commission is currently vacant. The agenda for the January 14, 2015, meeting, indicated that the Commission would be provided with updates on transportation funding, Surface Transportation Improvement Program programming and timelines, the All Roads Transportation Safety Program, ConnectOregon V, and the Oregon Transportation Commission discussion.

NO MEETINGS HELD:

1. LTD Board Finance Committee: The Board Finance Committee is composed of Board members Ed Necker and Carl Yeh; the third position is currently vacant. Meetings are scheduled on an as-needed basis. The next meeting will be held on February 4.

2. 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. The January meeting was canceled. The next meeting will be held on February 5.

3. 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. The next meeting will be held on March 3.

4. 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. The next meeting is tentatively scheduled for March 16.

5. Governor's Oregon Passenger Rail Leadership Council: Governor Kitzhaber created a leadership council of officials from the Willamette Valley to advise the governor and the Oregon Transportation Commission on a preferred alignment for intercity passenger rail improvements. LTD Board Member Gary Gillespie represents LTD on the Leadership Council, with LTD General Manager Ron Kilcoyne serving as alternate. The Council last met on December 15, 2014. The next meeting has not been scheduled.

6. LTD Board Service Committee: The Board Service Committee is composed of Chair Ed Necker and Board member Gary Gillespie; the third position is currently vacant. Meetings are scheduled on an as-needed basis. The next meeting has not been scheduled.

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2015

ITEM TITLE: EUGENE CIVIC ALLIANCE PRESENTATION

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

ACTION REQUESTED: None

BACKGROUND:

The Eugene Civic Alliance is composed of community volunteers who have come together with a vision to purchase the Civic Stadium property and, "create a vibrant center for youth fitness and community health on the 10.2-acre Civic Stadium property. This repurposed property will be transformed into a sports and recreational facility serving the whole community. Three major amenities will anchor what we're calling Civic Center:

- a new fieldhouse for Kidsports
- a turf field for professional soccer
- renovated grandstands for fans of soccer and other field sports.

With community support, current and future generations will enjoy this gift of health and will benefit from our investment in new facilities and programs for all."[1]

With its 19-member board of advisors, the Eugene Civic Alliance has embarked on a fundraising effort that needs to raise $4.5 million by March 2015. If successful, the Alliance will purchase the property from the City of Eugene and begin seeking additional funds from foundations, businesses, and other major donors to complete the vision.

Two of the Alliance advisors, Derek Johnson and Bev Smith, will provide a detailed description of the Alliance's vision and discuss with the Board the role they see for transit.

ATTACHMENT: Site Schematic

PROPOSED MOTION: None

Q:\Reference\Board Packet\2015\1\Jan 21 Reg. Mtg\Civic Alliance.docx

[1] Eugene Civic Alliance official Web site, http://www.eugenecivicalliance.org/ (accessed January 13, 2015)

CAMERON McCARTHY
LANDSCAPE ARCHITECTURE & PLANNING

RESERVE FOR COMMERCIAL DEVELOPMENT ONE ACRE +/-

OAK STREET

EAST 20TH AVENUE

PEARL STREET

WILLAMETTE STREET

AMAZON PARKWAY

(E) BRIDGE

PARKING

GATE

PLAZA

STADIUM

POCKET PARK

MAIN GATE

PLAZA

SOCCER
70 YDS X 110 YDS

FIELDHOUSE

TRANSIT ZONE

OPEN SPACE

PLAZA

SERVICE COURT

OPEN SPACE

VIDEOBOARD

SOCCER PITCH | LAWN | LANDSCAPE | NEW SEATING | MULTI-USE PATH | SIDEWALK

MASTER PLAN
SOCCER STADIUM & FIELDHOUSE

0' 30' 60'

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2015

ITEM TITLE: REGIONAL TRANSPORTATION OPTIONS PLAN AND INTEGRATION WITH THE POINT2POINT STRATEGIC PLAN DEVELOPMENT PROCESS

PREPARED BY: Theresa Brand, Transportation Options Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

With the transportation needs and preferences of the population in this region shifting, and with ongoing demands on the existing transportation system, there is a need to be strategic with investments regarding transportation along with a need for system efficiency. Some of this can be achieved through the strengthening and enhancing of transportation options available to the region's travelers, along with increasing the level of individual awareness of those options.

Transportation Options (TO) are a steadily growing component of regional transportation and mobility planning. TO strategies, programs, and investments enhance traveler opportunities and peoples' choices to bike, walk, take transit, share rides, and telecommute. TO program and outreach efforts do not encourage the use of one mode of travel over another; rather, TO programs and services offer greater travel choices to enhance mobility and accessibility and to maximize transportation investments and system efficiency.

TO programs and investments have been identified as possible solutions to a number of important trending issues and can help to achieve desired outcomes. Some of these trends include:

- Declining transportation funding
- Need for travel reliability
- Encouraging a competitive economy
- Improved access for all
- Equity
- Changing transportation preferences
- Improved public health
- Improved air quality

The cumulative impact of a comprehensive set of transportation options strategies and programs can promote travel choices, reduce reliance on driving alone, and make more efficient use of the existing transportation system.

The State of Oregon, and the Lane Metropolitan Planning Organization (MPO) in coordination with Point2point, have undertaken processes to integrate TO into state and regional transportation planning efforts. These efforts have produced a statewide Oregon Department of Transportation TO planning process with the goal of developing a statewide TO plan (similar to the rail or state bike/ped plan). Coinciding with this effort, the Lane MPO has undertaken its own effort to plan for transportation options in the region.

Transportation Demand Management (TDM) is referred to as transportation options programs, strategies, and services for the region. The development of the Regional Transportation Options Plan (RTOP) over the past few years has been an effort by the Lane MPO and Point2point to plan for the most effective application of TDM. The RTOP identifies a strategic direction for transportation options to best address the changing demands for transportation in the metropolitan region over the next ten years.

The RTOP recommends a set of core programs and services for implementation throughout the region. Each of these recommendations was selected based on its ability to address the various identified transportation needs and opportunities. Selection criteria also included scalability to expand to diverse community groups, ability to leverage limited resources, and ability to adapt to changing trends and transportation demands. These recommendations are supported by local and regional TO administrators and will be effectively integrated into their long-term strategic planning. Successful implementation of the RTOP requires a foundation of core transportation options programs and services with development of supportive tools and actions.

Recommended Programs:

- Traveler Information and Coordination Tools – This includes TO outreach and education, developing a clearinghouse of accessible travel data for private sector use, and enhancing an online ridesharing platform.
- SmartTrips – This is developing an individualized outreach and education program in a targeted area or a targeted population.
- School Based Transportation Options – This builds off of the existing Safe Routes to Schools program to include a coordinated program that adds ridesharing and transit promotions. The program also would expand into the high schools.
- Rideshare – This includes expanding the existing rideshare programs to leverage more trips that are already taking place or that are regularly scheduled.
- Transportation Options Resource Program – This builds off of existing work with the Employer Transportation Coordinators program and broadens and leverages additional TO information dissemination and coordination. This also includes training to groups of program staff who have clients, such as older adults or people who work in human services, in order to enhance their transportation options knowledge so they can share that with their clients.
- Mobility Hubs – This pilots the mobility hub concept and a couple of key locations where multiple modes of travel align. Each hub will be designed to scale to the target area attributes; e.g., could include an electronic information kiosk at the Amtrak Station.

It was the intentional goal of Point2point to develop a five-year work plan once the RTOP process was complete in order to use that as guidance for the groups future work efforts.

With the completion of the Regional Transportation Options Plan, Point2point has initiated a process to develop a five-year strategic plan that, once completed, will outline the role Point2point will play in the development and leadership of TO programs and services in the region.

The current process involves a strategic plan advisory team (composed of regional transportation staff) that meets monthly and is identifying program goals, strategies, and objectives, and eventually programs and service offerings to meet those goals. Existing programs and services will go through this filter to see if they meet those new goals and objectives. This process will conclude in later December; and at the conclusion, a five-year work plan will be developed and finalized. In January 2015 the draft plan will be brought to the Lane Transit District Board of Directors for review and recommendations. Implementation of the plan will go into effect once the Strategic Plan Advisory Team and the LTD Board of Directors have added their comments and input and those updates are completed. A progress briefing on the project will be given to the LTD Board at its January 21, 2015, meeting.

ATTACHMENT: None.

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2015\1\Jan 21 Reg. Mtg\RTOP.P2p Strategic Plan.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2015

ITEM TITLE: COMMUNITY ENGAGEMENT: FOCUS GROUP RESULTS

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

ACTION REQUESTED: None

BACKGROUND:

In July 2014 Lane Transit District contracted with bell+funk advertising agency. As we began to work on a coordinated outreach and engagement plan, we recognized that the effort to define the District's strategic plan elements has created additional questions around how the District has branded its services and what messaging would be most effective with the various markets with whom we are communicating through paid and earned media, through staff and Board presentations, and through LTD branding.

To better understand what the community understands about LTD's services, how LTD is perceived, and how messaging can best communicate LTD's key initiatives, bell+funk conducted six focus groups in December 2014. Four groups of community members and two groups of business owners/senior personnel were recruited to participate in two-hour sessions with Jen Bell.

Jen Bell and David Funk have worked with their staff to develop a summary presentation of what was learned, including video highlights from the groups. They have provided specific recommendations regarding how the information can be used to better prepare the Board and staff as our community engagement work ramps up over the coming months. Jen and David will present their findings and facilitate a discussion with the Board at the January 21, 2015, meeting.

ATTACHMENT: None

PROPOSED MOTION: None

Q:\Reference\Board Packet\2015\1\Jan 21 Reg. Mtg\Community Outreach Focus Group Report AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2015

ITEM TITLE: WEST EUGENE EmX UPDATE

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

ACTION REQUESTED: None

BACKGROUND:

With a final agreement for a Guaranteed Maximum Price (GMP) executed with Wildish Building Company at the end of December, and project plans and permits approved by the City of Eugene in early January, project construction will formally begin at the end of this month. Construction activities will begin with 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 with the major roadway work to begin in earnest in March, weather permitting.

Project staff continue to work on multiple fronts, including finalizing Federal Transit Administration grant requirements, obtaining all necessary state permits, completing property acquisitions, working with utility providers on relocation activities, and specifying details for manufacturing the new BRT buses.

In addition to a review of the above information, staff will present an overview of planned construction sequencing and public and business outreach activities related to tree removal and general construction activities.

ATTACHMENT: None

PROPOSED MOTION: None

Q:\Reference\Board Packet\2015\1\Jan 21 Reg. Mtg\West Eugene EmX Update January AIS.docx

AGENDA ITEM SUMMARY

DATE: January 21, 2015

ITEM TITLE: MONTHLY FINANCIAL REPORT

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: None

BACKGROUND:

Following this summary are the November 2014 financial reports. Going forward, statements for two months prior to the current month will be provided in the monthly Board packet. This is in response to the Board's desire for better comparability of 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, division managers develop an estimate of their monthly activity to create the monthly and year-to-date budgets used in these financial reports. Some activity, e.g., 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 have 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 99 percent of the estimated year-to-date budget and 106.6 percent of the prior-year receipts. Personnel services remain under budget.

The average price for fuel through January 9, 2015, is $2.59 per gallon, which is approximately $500,000 in savings when compared to the budget amount of $3.75 per gallon. LTD paid $1.65 per gallon on January 9, 2015, which is the lowest price paid since July 2009. Since the prices are low, LTD is loading additional fuel into the offsite storage tank in Coos Bay. Materials and Services for the Administrative Services Department is 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 the Administrative Services Department last year and is in the Operations and Customer Satisfaction Department 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: November 2014 Financial Report

PROPOSED MOTION: None

Q:\Reference\Board Packet\2015\1\Jan 21 Reg. Mtg\Financial Report AIS jan 15.docx

Lane Transit District

General Fund

Schedule of Revenues and Expenditures

November 30, 2014

Unaudited

November 1 - 30					Revenues & Other Sources		Year to Date Through November 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
384,874	391,026	101.6%	418,810	93.4%	Passenger Fares	4,456,700	1,908,383	2,039,647	106.9%	1,948,050	104.7%
283,852	242,681	85.5%	244,500	99.3%	Group Pass	2,667,000	1,020,139	960,795	94.2%	955,500	100.6%
-	32,000	N/A	5,000	640.0%	Advertising	310,000	310,000	362,000	116.8%	275,000	131.6%
-	5,982	N/A	-	N/A	Special Service	161,300	118,436	95,404	80.6%	80,650	118.3%
668,726	671,689	100.4%	668,310	100.5%	Total Operating	7,595,000	3,356,958	3,457,846	103.0%	3,259,200	106.1%
5,450,550	5,858,728	107.5%	5,792,100	101.2%	Payroll Tax (cash basis)	27,835,500	12,404,986	12,608,014	101.6%	13,368,900	94.3%
-	9,793	N/A	16,000	61.2%	Self-employment Tax (cash basis)	1,600,000	229,936	201,927	87.8%	240,000	84.1%
-	-	N/A	-	N/A	State-in-Lieu (cash basis)	2,040,000	440,874	404,640	91.8%	445,000	90.9%
436,127	445,816	102.2%	411,340	108.4%	Operating Grants	4,936,100	2,520,963	2,229,786	88.4%	2,056,700	108.4%
9,615	17,060	177.4%	10,990	155.2%	Miscellaneous	131,700	227,410	295,329	129.9%	54,950	537.5%
6,990	6,863	98.2%	7,500	91.5%	Interest Income	90,000	35,120	26,198	74.6%	37,500	69.9%
5,903,282	6,338,260	107.4%	6,237,930	101.6%	Total Nonoperating	36,633,300	15,859,289	15,765,894	99.4%	16,203,050	97.3%
6,572,008	7,009,949	106.7%	6,906,240	101.5%	Total Revenues & Other Sources	44,228,300	19,216,247	19,223,740	100.0%	19,462,250	98.8%

November 1 - 30					Expenditures & Other Uses		Year to Date Through November 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
925,355	770,271	83.2%	867,750	88.8%	Administration	10,405,200	4,064,014	4,096,216	100.8%	4,337,350	94.4%
1,601,999	1,669,037	104.2%	1,764,660	94.6%	Amalgamated Transit Union	20,522,900	7,807,938	7,985,600	102.3%	8,698,200	91.8%
(56,832)	(58,262)	102.5%	(69,740)	83.5%	Less Grant-Funded Expenditures	(836,800)	(352,362)	(332,830)	94.5%	(348,700)	95.4%
2,470,522	2,381,046	96.4%	2,562,670	92.9%	Total Personnel Services	30,091,300	11,519,590	11,748,986	102.0%	12,686,850	92.6%
11,286	17,249	152.8%	17,809	96.9%	Executive Office	309,500	125,797	154,218	122.6%	161,037	95.8%
192,830	145,539	75.5%	165,670	87.8%	Administrative Services	2,055,400	1,191,746	957,566	80.3%	878,200	109.0%
158,312	169,155	106.8%	200,020	84.6%	Customer Services & Planning	2,561,300	862,192	841,036	97.5%	1,074,810	78.2%
352,291	401,296	113.9%	457,492	87.7%	Operations & Customer Satisfaction	5,860,900	1,870,167	2,161,438	115.6%	2,576,145	83.9%
714,719	733,239	102.6%	840,991	87.2%	Total Materials & Services	10,787,100	4,049,902	4,114,258	101.6%	4,690,192	87.7%
5,287	149,706	2831.7%	164,980	90.7%	Transfer to Accessible Services Fund	1,979,700	661,091	409,506	61.9%	824,900	49.6%
-	14,792	N/A	14,330	103.2%	Transfer to Medicaid Fund	172,000	40,407	42,528	105.2%	71,650	59.4%
-	-	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%
5,287	164,498	3111.5%	179,310	91.7%	Total Other Uses	5,503,200	2,494,198	3,803,534	152.5%	4,248,050	89.5%
3,190,528	3,278,783	102.8%	3,582,971	91.5%	Total Expenditures & Other Uses	46,381,600	18,063,690	19,666,778	108.9%	21,625,092	90.9%
3,381,480	3,731,166	110.3%	3,323,269	112.3%	Revenues less Expenditures	(2,153,300)	1,152,557	(443,038)	-38.4%	(2,162,842)	20.5%

Lane Transit District

Accessible Services Fund

Schedule of Revenues and Expenditures

November 30, 2014

Unaudited

November 1 - 30					Revenues & Other Sources		Year to Date Through November 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
26,883	26,066	97.0%	28,120	92.7%	Passenger Fares	337,500	140,701	147,241	104.6%	140,600	104.7%
115,446	233,001	201.8%	244,110	95.4%	Federal Assistance	2,929,200	838,343	1,216,820	145.1%	1,220,550	99.7%
-	54,461	N/A	105,640	51.6%	State Assistance	1,267,460	171,252	606,571	354.2%	528,200	114.8%
22,875	50,206	219.5%	8,160	615.3%	Local Assistance	97,900	48,563	54,851	112.9%	40,800	134.4%
165,204	363,734	220.2%	386,030	94.2%	Total Revenues	4,632,060	1,198,859	2,025,633	169.0%	1,930,150	104.9%
5,287	149,706	2831.7%	164,600	91.0%	Transfer from General Fund	1,975,240	661,091	409,506	61.9%	823,000	49.8%
5,287	149,706	2831.7%	164,600	91.0%	Total Other Sources	1,975,240	661,091	409,506	61.9%	823,000	49.8%
170,491	513,440	301.2%	550,630	93.2%	Total Revenues & Other Sources	6,607,300	1,859,950	2,435,139	130.9%	2,753,150	88.4%

November 1 - 30					Expenditures & Other Uses		Year to Date Through November 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
399,716	311,479	77.9%	439,080	70.9%	ADA RideSource	5,268,900	2,061,011	2,021,072	98.1%	2,195,400	92.1%
9,862	8,016	81.3%	12,560	63.8%	Transit Training & Hosts	150,600	52,197	47,828	91.6%	62,800	76.2%
7,505	8,550	113.9%	9,010	94.9%	Special Transport	108,100	41,471	37,197	89.7%	45,050	82.6%
417,083	328,045	78.7%	460,650	71.2%	Total Eugene/Springfield Services	5,527,600	2,154,679	2,106,097	97.7%	2,303,250	91.4%
-	13,980	N/A	9,580	145.9%	South Lane	115,000	30,076	62,821	208.9%	47,900	131.2%
15,960	14,067	88.1%	15,680	89.7%	Florence	188,100	77,989	74,596	95.6%	78,400	95.1%
18,169	19,100	105.1%	20,260	94.3%	Oakridge	243,200	80,534	89,232	110.8%	101,300	88.1%
34,129	47,147	138.1%	45,520	103.6%	Total Rural Lane County Services	546,300	188,599	226,649	120.2%	227,600	99.6%
12,093	7,271	60.1%	21,670	33.6%	Mobility Management	260,000	59,718	42,235	70.7%	108,350	39.0%
-	199	N/A	780	25.6%	Crucial Connections	9,300	1,084	876	80.8%	3,900	22.4%
467	1,414	302.6%	2,670	53.0%	Veterans Transportation	32,000	4,001	4,963	124.0%	13,350	37.2%
3,053	8,899	291.5%	9,330	95.4%	Lane County Coordination	112,000	17,490	31,485	180.0%	46,650	67.5%
15,613	17,783	113.9%	34,450	51.6%	Total Other Services	413,300	82,293	79,559	96.7%	172,250	46.2%
-	-	N/A	14,000	0.0%	Transfer to Capital Projects Fund	168,000	-	-	N/A	70,000	0.0%
-	-	N/A	14,000	0.0%	Total Other Uses	168,000	-	-	N/A	70,000	0.0%
466,825	392,975	84.2%	554,620	70.9%	Total Expenditures & Other Uses	6,655,200	2,425,571	2,412,305	99.5%	2,773,100	87.0%

(296,334)	120,465	-40.7%	(3,990)	-3019.2%	Revenues less Expenditures	(47,900)	(565,621)	22,834	-4.0%	(19,950)	-114.5%

Lane Transit District

Medicaid Fund

Schedule of Revenues and Expenditures

November 30, 2014

Unaudited

November 1 - 30					Revenues & Other Sources		Year to Date Through November 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
396,479	603,698	152.3%	552,400	109.3%	Medicaid Nonemergency Medical Transportation	6,628,800	2,156,536	3,035,306	140.7%	2,762,000	109.9%
35,862	49,875	139.1%	39,840	125.2%	Medicaid Waivered Transportation	478,100	191,980	284,755	148.3%	199,200	142.9%
432,341	653,573	151.2%	592,240	110.4%	Total Revenues	7,106,900	2,348,516	3,320,061	141.4%	2,961,200	112.1%
-	14,792	N/A	14,330	103.2%	Transfer from General Fund	172,000	40,407	42,528	105.2%	71,650	59.4%
-	14,792	N/A	14,330	103.2%	Total Other Sources	172,000	40,407	42,528	105.2%	71,650	59.4%
432,341	668,365	154.6%	606,570	110.2%	Total Revenues & Other Sources	7,278,900	2,388,923	3,362,589	140.8%	3,032,850	110.9%

November 1 - 30					Expenditures & Other Uses		Year to Date Through November 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
316,907	499,508	157.6%	447,150	111.7%	Services	5,365,700	1,686,402	2,500,295	148.3%	2,235,750	111.8%
4,778	8,968	187.7%	13,880	64.6%	Mobility Management	166,600	25,347	55,189	217.7%	69,400	79.5%
74,795	95,222	127.3%	91,370	104.2%	Program Administration	1,096,500	442,857	479,712	108.3%	456,850	105.0%
396,480	603,698	152.3%	552,400	109.3%	Total Medicaid NEMT (Medical)	6,628,800	2,154,606	3,035,196	140.9%	2,762,000	109.9%
29,798	46,119	154.8%	36,660	125.8%	Services	439,900	162,699	232,914	143.2%	183,300	127.1%
1,493	3,047	204.1%	1,740	175.1%	Mobility Management	20,900	8,715	16,498	189.3%	8,700	189.6%
439	238	54.3%	490	48.7%	Program Administration	5,900	2,837	1,974	69.6%	2,450	80.6%
16,050	15,262	95.1%	15,280	99.9%	Grant Program Match Requirements	183,400	84,479	75,896	89.8%	76,400	99.3%
47,780	64,666	135.3%	54,170	119.4%	Total Medicaid Waivered (Non-Medical)	650,100	258,730	327,282	126.5%	270,850	120.8%
444,260	668,364	150.4%	606,570	110.2%	Total Expenditures & Other Uses	7,278,900	2,413,336	3,362,478	139.3%	3,032,850	110.9%
(11,919)	1	0.0%	-	N/A	Revenues less Expenditures	-	(24,413)	111	-0.5%	-	N/A

Lane Transit District

Capital Projects Fund

Schedule of Revenues and Expenditures

November 30, 2014

Unaudited

November 1 - 30					Revenues & Other Sources		Year to Date Through November 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
695,742	502,296	72.2%	7,159,500	7.0%	Federal Assistance	85,913,900	2,886,720	5,938,931	205.7%	35,797,500	16.6%
-	-	N/A	1,100,000	0.0%	State Assistance	13,200,000	-	-	N/A	5,500,000	0.0%
695,742	502,296	72.2%	8,259,500	6.1%	Total Revenues	99,113,900	2,886,720	5,938,931	205.7%	41,297,500	14.4%
-	-	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	70,000	0.0%
-	-	N/A	14,000	0.0%	Total Other Sources	3,519,120	1,792,700	3,351,500	187.0%	3,421,120	98.0%
695,742	502,296	72.2%	8,273,500	6.1%	Total Revenues & Other Sources	102,633,020	4,679,420	9,290,431	198.5%	44,718,620	20.8%

November 1 - 30					Expenditures & Other Uses		Year to Date Through November 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
669,713	361,443	54.0%	7,266,490	5.0%	West Eugene EmX Extension	87,197,800	2,718,626	3,215,932	118.3%	36,332,450	8.9%
31,980	-	0.0%	50,000	0.0%	Gateway EmX Extension	600,000	86,641	10,371	12.0%	250,000	4.1%
3,797	76,345	2010.8%	59,680	127.9%	Main Street/McVay Transit Study	716,100	27,339	351,459	1285.6%	298,400	117.8%
-	7,549	N/A	53,170	14.2%	Northwest Eugene/LCC Transit Study	638,000	-	22,566	N/A	265,850	8.5%
705,490	445,337	63.1%	7,429,340	6.0%	Total Frequent Transit Network	89,151,900	2,832,606	3,600,328	127.1%	37,146,700	9.7%
569	(4)	-0.7%	1,066,660	0.0%	Revenue Vehicles - Fixed Route	12,799,900	2,803	2,854,014	101837.8%	5,333,300	53.5%
-	128	N/A	70,000	0.2%	Revenue Vehicles - Accessible Services	840,000	64,117	824	1.3%	350,000	0.2%
-	-	N/A	8,330	0.0%	Support Vehicles	100,000	-	-	N/A	41,650	0.0%
141,706	185,693	131.0%	61,820	300.4%	Stations, Shelters & Facilities	741,800	675,192	531,483	78.7%	309,100	171.9%
39,522	63,929	161.8%	215,820	29.6%	Computer Hardware & Software	2,589,900	263,277	466,127	177.0%	1,079,100	43.2%
1,427	291	20.4%	31,290	0.9%	Intelligent Transportation Systems	375,500	3,550	2,004	56.5%	156,450	1.3%
-	-	N/A	60,300	0.0%	Transit Security Projects	723,600	4,352	-	0.0%	301,500	0.0%
-	5,471	N/A	54,480	10.0%	Communications Equipment	653,800	-	37,579	N/A	272,400	13.8%
-	-	N/A	2,500	0.0%	Shop Equipment	30,000	1,497	2,440	163.0%	12,500	19.5%
-	-	N/A	11,670	0.0%	Miscellaneous Equipment	140,000	4,644	-	0.0%	58,350	0.0%
183,224	255,508	139.5%	1,582,870	16.1%	Total Other Capital Outlay	18,994,500	1,019,432	3,894,471	382.0%	7,914,350	49.2%
888,714	700,845	78.9%	9,012,210	7.8%	Total Expenditures & Other Uses	108,146,400	3,852,038	7,494,799	194.6%	45,061,050	16.6%
(192,972)	(198,549)	102.9%	(738,710)	26.9%	Revenues less Expenditures	(5,513,380)	827,382	1,795,632	217.0%	(342,430)	-524.4%

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2015

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 – No new media placements occurred in January. System of the Year award thank you ads continue to highlight the support of business, employees, and riders in print and on-line.

LTD's partnership with Cumulus Media, sponsoring the University of Oregon Men's basketball team pre-game show, and sponsoring a home game ticket giveaway continues through early March.

For the holidays, an ad was placed in the Springfield Times as part of their "Christmas Through the Eyes of the Child" campaign. This included a sponsorship of a child's Christmas drawing.

In Cottage Grove, LTD sponsored the KKND Radio's "Toys for Kids" campaign, which included 30 ads about LTD's partnership with Oregon Supportive Living Program.

Additional paid media will be developed as messaging and branding work with bell&funk leads to a specific marketing strategy.

Earned Media – Stories appearing in print included a West Eugene EmX piece on the guaranteed maximum price (GMP), a letter to the editor responding to the student pass program, West Eugene EmX traffic updates, and a story on the recently completed installation of solar lighting at bus shelters.

Press releases highlighted holiday service changes, the solar lighting project, and completion of LTD's annual audit and comprehensive annual financial report.

Radio interviews with KUGN highlight the holiday service changes and a look forward to 2015. Television interviews focused on the West Eugene EmX GMP story and the solar lighting project.

A January 14 Register-Guard Editorial Board meeting focused on an update of the West Eugene EmX project, with particular focus on the tree and landscape plan. Information also was provided on the coming legislative session.

The LTD Board was provided with an opportunity to sign-up to attend January outreach opportunities, including the Good Earth Home, Garden & Living Show, along with area chambers of commerce annual awards dinners. The sign-up list for additional activities, including the business-to-business lunches, will be available at the January 21 Board meeting.

ATTACHMENTS: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2015

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. On a quarterly basis, staff will present a review of key metrics that are trending in the performance report.

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

(The December 2014 performance report does not include passenger revenues and sales information. This information will be updated when the December 2014 financial reports are presented to the Board of Directors at the January Board meeting.)

PROPOSED MOTION: None

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November-14	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	15,082	15,477	-2.6%	82,998	79,208	4.8%	193,766	189,129	2.5%
RideSource(All Modes)	12,531	12,999	-3.6%	70,296	68,138	3.2%	165,415	162,139	2.0%
Shopper	481	538	-10.6%	2,783	2,811	-1.0%	6,489	6,579	-1.4%
Escort Volunteers-Metro	1,200	1,174	2.2%	6,207	4,872	27.4%	13,763	11,242	22.4%
Escort Volunteers-Rural	870	766	13.6%	3,712	3,387	9.6%	8,099	9,169	-11.7%
RideSource Cost per Ride	$ 22.28	$ 24.31	-8.3%	$ 23.64	$ 24.11	-2.0%	$ 24.00	$ 24.02	-0.1%
RideSource(All Modes)	$ 25.61	$ 27.74	-7.7%	$ 26.79	$ 26.92	-0.5%	$ 27.00	$ 26.91	0.4%
RideSource Shopper	$ 13.41	$ 14.01	-4.3%	$ 13.73	$ 13.58	1.2%	$ 14.09	$ 13.74	2.6%
RideSource Escort	$ 4.19	$ 4.16	0.7%	$ 4.10	$ 4.50	-8.9%	$ 4.23	$ 4.43	-4.6%
Ride Reservations	13,791	14,104	-2.2%	77,310	74,132	4.3%	184,620	176,206	4.8%
Cancelled Number	1,327	1,161	14.3%	7,189	6,358	13.1%	19,275	15,257	26.3%
Cancelled % of Total	9.62%	8.23%		9.30%	8.58%		10.44%	8.66%	
No-Show Number	140	109	28.4%	674	695	-3.0%	1,450	1,814	-20.1%
No-Show % of Total	1.02%	0.77%		0.87%	0.94%		0.79%	1.03%	
Ride Refusals Number	0	0	0%	0	0	#DIV/0!	2	2	0.0%
Ride Refusals % of Total	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	
Service Hours	7,073	7,769	-9.0%	39,684	40,668	-2.4%	96,187	95,630	0.6%
Agency Staff	6,964	7,645	-8.9%	39,013	39,954	-2.4%	94,667	93,880	0.8%
Agency SMS Volunteer	109	124	-12.1%	671	714	-6.0%	1,520	1,750	-13.1%
Avg. Trips/Service Hr.	1.84	1.74	5.7%	1.84	1.74	5.7%	1.79	1.76	1.7%
RideSource System Miles	89,928	95,224	-5.6%	504,487	504,861	-0.1%	1,202,183	1,194,914	0.6%
Avg. Miles/Trip	6.91	7.03	-1.8%	6.90	7.12	-3.0%	6.99	7.08	-1.3%
Miles/Vehicle Hour	12.71	12.26	3.7%	12.71	12.41	2.4%	12.50	12.50	0.0%

November-14	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
On-Time Performance %	82.4%	89.8%	-8.3%	82.4%	89.1%	-7.5%	85.7%	88.6%	-3.3%
Sample	11,378	11,535		63,705	60,552		148,950	144,515	
On-Time	9,374	10,364		52,507	53,964		127,677	128,066	

- 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.

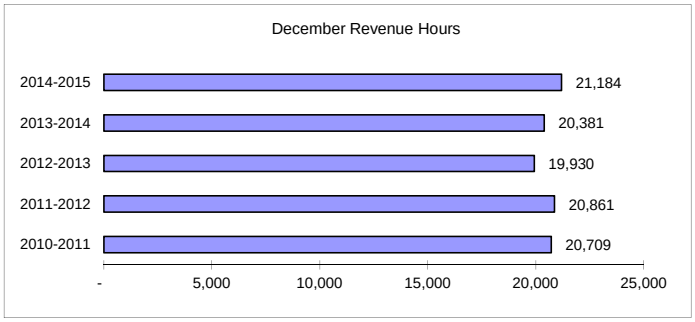
- On-Time Performance reflects a 100% sample of all rides with scheduled pickup times, plus will-call rides. The standard is +/- 10 minutes for scheduled pickups and within 30 minutes of will-call request.

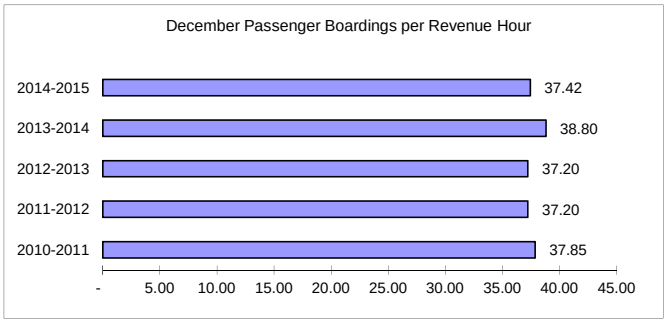
Productivity Cost Model
FY 2015
November-14

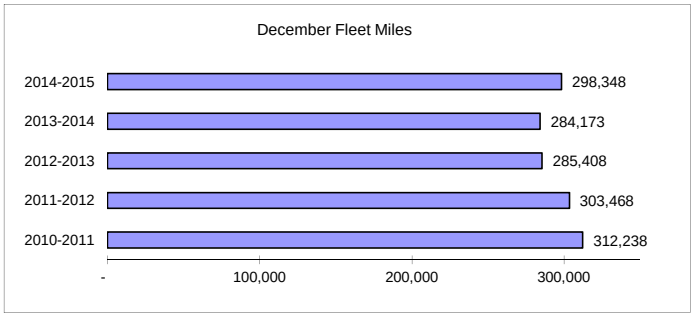
	Current Month	Last Yr Curr Month	Curr YTD	Last Yr YTD	Curr 12 Months	Last Yr 12 months
Total Cost per Cost Model	426,869	439,849	2,403,049	2,265,797	5,631,023	5,278,756
Less Brokerage	87,722	63,383	435,243	353,557	969,804	727,381
Less Oakridge	3,133	264	5,984	2,656	10,599	8,103
RS Total	336,014	376,202	1,961,822	1,909,584	4,650,620	4,543,272
Less Shopper	6,450	7,537	38,219	38,160	91,417	90,371
Less Vol Escort	8,670	8,069	40,637	37,138	92,418	90,401
RS All Modes	320,894	360,596	1,882,966	1,834,286	4,466,785	4,362,500

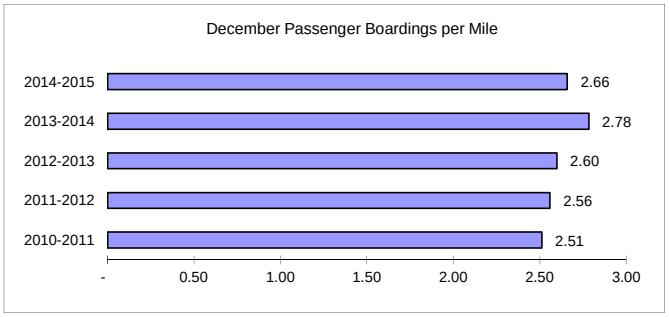
Current Month	Current Y-T-D	Current 12 Month

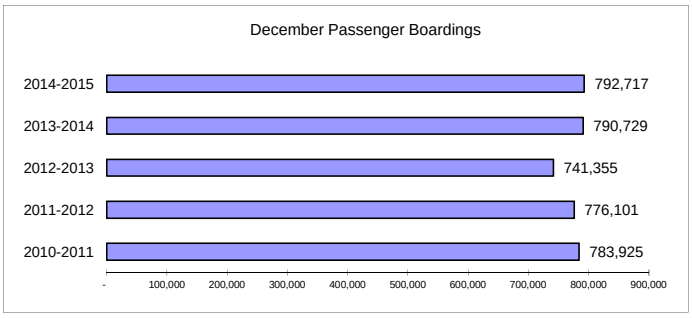
Passenger revenues and sales information will be updated when the December 2014 financial reports are presented to the Board of Directors in the February 2015 board packet.

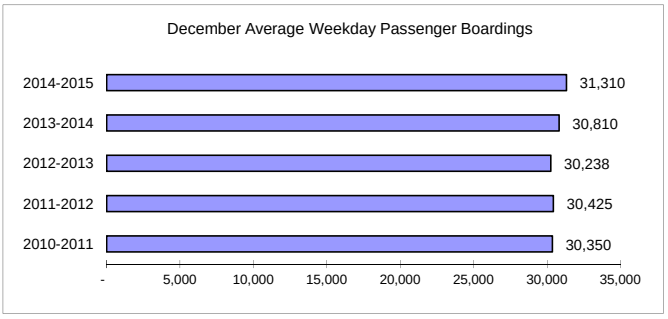

December Revenue Hours
2014-2015
21,184
2013-2014
20,381
2012-2013
19,930
2011-2012
20,861
2010-2011
20,709
-
5,000
10,000
15,000
20,000
25,000


December Passenger Boardings per Revenue Hour
2014-2015
37.42
2013-2014
38.80
2012-2013
37.20
2011-2012
37.20
2010-2011
37.85
-
5.00
10.00
15.00
20.00
25.00
30.00
35.00
40.00
45.00


December Fleet Miles
2014-2015
298,348
2013-2014
284,173
2012-2013
285,408
2011-2012
303,468
2010-2011
312,238
-
100,000
200,000
300,000


December Passenger Boardings per Mile
2014-2015
2.66
2013-2014
2.78
2012-2013
2.60
2011-2012
2.56
2010-2011
2.51
-
0.50
1.00
1.50
2.00
2.50
3.00

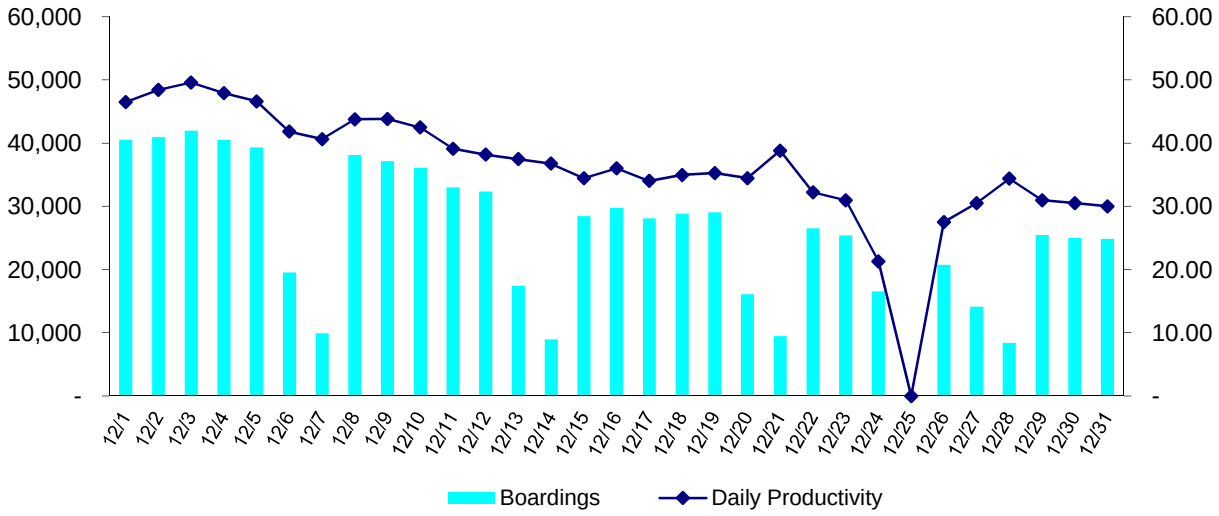

December Passenger Boardings
2014-2015
792,717
2013-2014
790,729
2012-2013
741,355
2011-2012
776,101
2010-2011
783,925
-
100,000
200,000
300,000
400,000
500,000
600,000
700,000
800,000
900,000

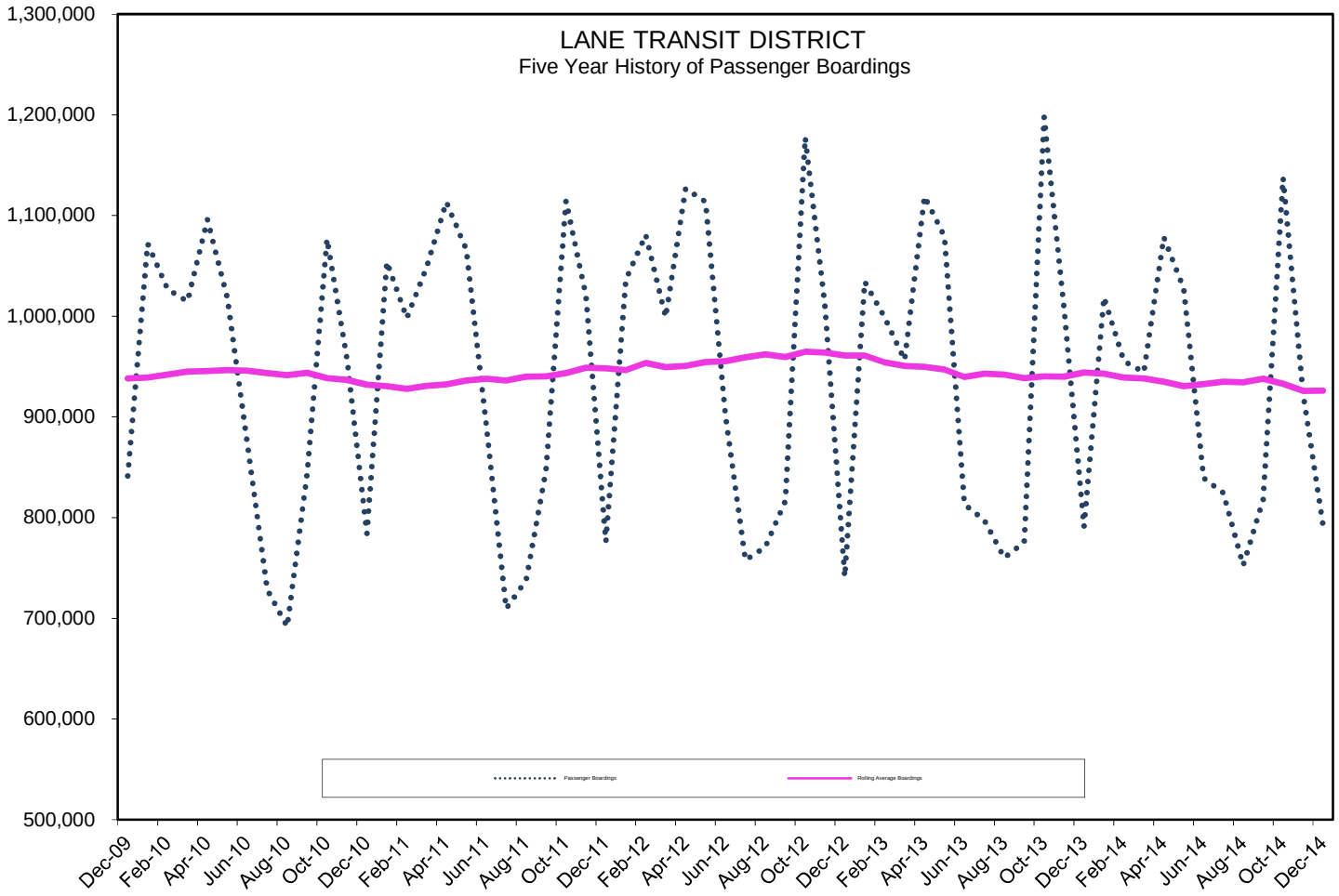

December Average Weekday Passenger Boardings
2014-2015
31,310
2013-2014
30,810
2012-2013
30,238
2011-2012
30,425
2010-2011
30,350
-
5,000
10,000
15,000
20,000
25,000
30,000
35,000

Daily Ridership Recap

December 2014

Date	Day	Service	Boardings	Mobility Assisted Boardings	Revenue Hours	Daily Productivity
12/1/2014	Monday	Weekday	40,552	378	872	46.50
12/2/2014	Tuesday	Weekday	40,942	453	845	48.45
12/3/2014	Wednesday	Weekday	41,969	647	846	49.61
12/4/2014	Thursday	Weekday	40,493	529	845	47.92
12/5/2014	Friday	Weekday	39,354	547	844	46.63
12/6/2014	Saturday	Saturday	19,536	374	467	41.83
12/7/2014	Sunday	Sunday	9,920	206	244	40.66
12/8/2014	Monday	Weekday	38,106	597	870	43.80
12/9/2014	Tuesday	Weekday	37,184	543	848	43.85
12/10/2014	Wednesday	Weekday	36,073	405	849	42.49
12/11/2014	Thursday	Weekday	33,016	422	844	39.12
12/12/2014	Friday	Weekday	32,344	459	847	38.19
12/13/2014	Saturday	Saturday	17,390	361	464	37.48
12/14/2014	Sunday	Sunday	8,974	157	244	36.78
12/15/2014	Monday	Weekday	28,432	433	825	34.46
12/16/2014	Tuesday	Weekday	29,746	519	825	36.06
12/17/2014	Wednesday	Weekday	28,117	400	826	34.04
12/18/2014	Thursday	Weekday	28,832	521	824	34.99
12/19/2014	Friday	Weekday	29,043	537	823	35.29
12/20/2014	Saturday	Saturday	16,096	206	467	34.47
12/21/2014	Sunday	Sunday	9,469	232	244	38.81
12/22/2014	Monday	Weekday	26,529	489	823	32.23
12/23/2014	Tuesday	Weekday	25,430	429	821	30.97
12/24/2014	Wednesday	Weekday	16,553	242	777	21.30
12/25/2014	Thursday	Closed	-	-	-	-
12/26/2014	Friday	Weekday	20,769	369	823	27.52
12/27/2014	Saturday	Saturday	14,131	271	463	30.52
12/28/2014	Sunday	Sunday	8,391	153	244	34.39
12/29/2014	Monday	Weekday	25,468	446	822	30.98
12/30/2014	Tuesday	Weekday	25,016	369	820	30.51
12/31/2014	Wednesday	Weekday	24,842	395	828	30.00
Totals			792,717	12,089	21,184	37.42




LANE TRANSIT DISTRICT
Five Year History of Passenger Boardings
1,300,000
1,200,000
1,100,000
1,000,000
900,000
800,000
700,000
600,000
500,000
Passenger Boardings
Rolling Average Boardings
Dec-09
Feb-10
Apr-10
Jun-10
Aug-10
Oct-10
Dec-10
Feb-11
Apr-11
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Oct-14
Dec-14

AGENDA ITEM SUMMARY

DATE: January 21, 2015

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 November 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 and executed in early 2015. The submittal has been delayed by federal fiscal year-end processing. The application is as follows:

x 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 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). The announcement of grant awards for this program has not been made.

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). Subsequently, the SmartTrips Regional Residential Program project was programmed in 2015 within the 2012-2015 STIP instead of the 2015-2018 STIP to

allow for the project to begin sooner. The Northwest Eugene-Lane Community College Corridor National Environmental Policy Act (NEPA) project is still in the 2015-2018 STIP that has been approved by the Oregon Transportation Commission (OTC). This STIP is awaiting final approval by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). Descriptions of the two projects are as follows:

- 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.

- SmartTrips Regional Residential Program: This application requests $372,845 for the SmartTrips 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. SmartTrips leverages public investments in existing travel programs and infrastructure by addressing household transportation needs regardless of age or ability. Moreover, by highlighting seniors, SmartTrips can offer greater access and use of available, low-cost transportation options and respond to growing demand within the aging population.

ATTACHMENT: November 2014 Grant Report

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2015\1\Jan 21 Reg. Mtg\Grant report summary 01-15.docx

30136 ODOT - ODOT ConnectOre gon	Current Month Expenditures	Grant Totals (Including Match)		
		Bud get	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 ConnectOre gon	Current Month Expenditures	Grant Totals (Including Match)		
		Bud get	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)		
		Bud get	Expenditures	Balance
13.13.06 EmX Vehicles	-	1,555,073.75	1,555,073.75	-
14.01.10 Guideway	-	4,300,805.32	3,398,470.97	902,334.35
14.02.20 Stations & Stops	-	743,703.39	855,285.99	(111,582.60)
14.04.40 Sitework & Special Conditions	-	11,241,013.34	10,894,235.61	346,777.73
14.05.50 Systems	-	2,229,930.78	1,909,072.09	320,858.69
14.06.60 ROW, Land, Existing Improvements	-	1,929,027.42	1,503,670.42	425,357.00
14.08.80 Professional Services	-	7,721,200.00	8,467,868.82	(746,668.82)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	-	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)		
		Bud get	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	86,828.00	410,000.00	382,939.08	27,060.92
	86,828.00	1,250,000.00	1,222,939.08	27,060.92

OR-04-0038 - FTA 5309 Bus and Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Bud get	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	(4.00)	3,000,000.00	2,927,872.27	72,127.73
	(4.00)	6,875,000.00	2,928,330.74	3,946,669.26

OR-04-0041 - FTA 5309 VTCLI	Current Month Expenditures	Grant Totals (Including Match)		
		Bud get	Expenditures	Balance
11.42.08 Call Center Software	9,157.00	1,062,000.00	342,086.46	719,913.54
11.62.02 Call Center Telephone System	1,072.00	298,000.00	12,465.09	285,534.91
	10,229.00	1,360,000.00	354,551.55	1,005,448.45

OR-37-X016 - FTA 5316 Job Access/Reverse Commut e	Current Month Expenditures	Grant Totals (Including Match)		
		Bud get	Expenditures	Balance
11.7L.00 Mobility Management-Assessments	-	504,570.00	504,570.00	-
11.7L.00 Mobility Mgmt	-	425,803.00	418,533.96	7,269.04
11.80.00 Program Administration	-	18,090.00	18,090.00	-
30.09.01 Employment Transportation Options	-	363,232.00	363,231.70	0.30
	-	1,311,695.00	1,304,425.66	7,269.34

OR-37-X024 - FTA 5316 Job Access/Reverse Commut e	Current Month Expenditures	Grant Totals (Including Match)		
		Bud get	Expenditures	Balance
11.7L.00 Mobility Management	8,016.00	214,774.00	16,668.79	198,105.21

OR-39-0007 - FTA 5339 Alternatives Anal ysis Pro gram	Current Month Expenditures	Grant Totals (Including Match)		
		Bud get	Expenditures	Balance
44.23.02 Main St/McVay Planning Study	76,346.00	937,500.00	598,611.92	338,888.08

OR-57-X012 - FTA 5317 New Freedom	Current Month Expenditures	Grant Totals (Including Match)		
		Bud get	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)		
		Bud get	Expenditures	Balance
11.7L.00 Mobility Management	-	98,155.00	-	98,155.00

OR-90-X152 - FTA 5307 Urbanized Area Formula Fund s	Current Month Expenditures	Grant Totals (Including Match)		
		Bud get	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	594.00	1,460,900.00	1,435,567.50	25,332.50
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	-
	594.00	18,533,939.00	18,508,607.21	25,331.79

OR-90-X161 - FTA 5307 Urbanized Area Formula Fund s	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	-	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	-
	-	13,864,189.00	13,860,851.39	3,337.61

OR-90-X179 - FTA 5307 Urbanized Area Formula Fund s	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	44,971.00	289,200.00	275,416.60	13,783.40
11.42.08 Software_01	-	150,000.00	-	150,000.00
11.42.09 Security Improvements	-	431,600.00	-	431,600.00
11.42.09 Security_01	-	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	-	105,100.00	21,760.17	83,339.83
11.43.03 Improvements	13,310.00	230,200.00	230,200.00	-
11.43.03 Improvements_01	-	134,000.00	-	134,000.00
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	-
11.7A.00 Preventive Maintenance_14-15_01	536,025.00	1,730,650.00	1,392,217.66	338,432.34
11.92.02 Shelters	-	74,818.00	1,820.41	72,997.59
	594,306.00	7,330,051.00	5,274,308.78	2,055,742.22

OR-95-X030 - Federal Surface Trans portation Pro gram	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 Trans portation Pro gram	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	662.00	83,584.00	33,321.35	50,262.65
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	-
	662.00	1,047,911.00	997,648.35	50,262.65

OR-95-X055 - Federal Surface Trans portation Pro gram	Current Month Expenditures	Grant Totals (Including Match)		
		Bud get	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	18,478.00	453,694.00	453,694.00	-
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	19,182.00	384,487.00	369,799.44	14,687.56
44.23.02 Bike Parking Study	-	100,301.00	100,301.00	-
44.23.02 Bike Share Study_01	53.00	111,445.00	89,551.95	21,893.05
44.23.02 NW Eugene-LCC Transit Corridor Plan_01	7,548.00	651,711.00	32,218.21	619,492.79
	45,261.00	5,290,336.00	2,634,554.27	2,655,781.73

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2015

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, January 2015

Q:\Reference\Board Packet\2015\1\Jan 21 Reg. Mtg\Dept Report AIS.docx

MONTHLY DEPARTMENT REPORTS

January 21, 2015

Government Relations

Edward McGlone, Government Relations Manager

There is no Government Relations Report this month.

Customer Services and Planning

Andy Vobora, Director of Customer Services and Planning

ACCESSIBLE AND CUSTOMER SERVICES

Cosette Rees, Accessible and Customer Services Manager

Discretionary Grant Process

LTD is in the process of soliciting projects to be funded under Federal 5310 – Enhanced Mobility of Seniors and People with Disabilities, and the Special Transportation Fund (STF) Program. A Grant Review Committee (GRC), composed of a sub-group of LTD's Accessible Transportation Committee (ATC) and members of the public, will forward recommendations to the ATC. The ATC will take formal action to be forwarded to LTD General Manager Ron Kilcoyne for approval before LTD formally applies for funding. Project applications were due to LTD by January 13; the GRC will deliberate, and a draft prioritized list of projects and funding recommendations will be available for review and comment on January 28. LTD's ATC will hold a public hearing at its February 17 meeting and formalize a final recommendation.

This funding is for the fiscal years 2016 and 2017. The total estimated available funding for the two years is $4,263,996. Priorities for funding, set by the ATC, are 1) maintain existing service levels of viable operations; 2) respond to growth within existing services; and 3) respond to emerging community needs. All projects funded through STF are required to support transportation services included in the Lane Coordinated Public Transit – Human Services Transportation Plan, and require a local matching contribution.

Current Lane County projects receiving funding through this program include: mental health transportation, mobility management/transportation assessments, travel training, transit host program, Pearl Buck preschool, Metro ADA Paratransit and Shopper services, volunteer escort (mileage reimbursement for volunteers providing door-through-door service), Veterans and Crucial Connections (temporary service to older adults and people with disabilities with a critical medical need who have no known transportation resource), preventive maintenance for special transportation fleet, and special transportation fleet replacement.

Information about the process and project selection is available through LTD's website, and will be updated as developments occur.

Oakridge Diamond Express

LTD staff are working with the communities of Oakridge and Westfir to evaluate potential service improvements. These improvements may include additional weekday trips and two round trips on Saturdays. LTD also is working to create meaningful connections with Amtrak to support intermodal connections.

Florence Rhody Express

The one-year pilot project that expanded service to the Three Rivers Casino is wrapping up. LTD staff are working with the community to finalize the service that includes the Three Rivers Casino and adds back an eighth weekday trip.

FACILITIES

Joe McCormack, Facilities Manager

There is no Facilities report this month.

PLANNING AND DEVELOPMENT

Tom Schwetz, Planning and Development Manager

Corridor Studies

John Evans, Senior Project Manager

West Eugene EmX Extension

Please see the Agenda Item Summary for updates regarding this project.

Main Street-McVay Highway

The Stakeholder Advisory Committee (SAC) met on December 9 to complete its review of the solutions analysis and its preliminary recommendations. At the following Governance Team meeting on January 8, the Team approved each of the preliminary SAC recommendations with one minor modification. The SAC's final meeting is scheduled for January 27 where it is anticipated that the Committee will work to complete its final recommendations on the Most Promising Transit Solutions 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.

POINT2OINT

Theresa Brand, Transportation Options Manager

- Planning has been underway for the 2015 Business Commute Challenge (BCC) "mini" challenge being held on January 20 - 22 to encourage commuters to get out of their cars and use alternative modes - even in winter weather. A BCC Mini Challenge Warming Hut event will take place on Wednesday, January 21, at the Barn Light on Willamette Street from 7:00 to 9:00 a.m.

- Staff met with Thermofisher in the Westec Business Complex and will be coordinating an event to be held during Earth Week. This event will involve all employers/employees in that complex to help them find carpool or vanpool partners or plan their transit trips.

- Staff have been working with the cities of Cottage Grove and Florence, in partnership with Oregon Department of Transportation, to sponsor two Be Safe Be Seen light giveaway events that are happening in early January. Attendees will receive either free bike lights, walking lights, or skate lights to help them be seen at night. In addition, white lights were provided for transit riders and given to Rhody Express and South Lane Wheels for their operators to distribute. Similar events were held in Eugene and Springfield in November to assist with enhanced travel safety in the region.

- Point2point staff are working with a team of partner agency transportation staff to develop and then finalize a five-year strategic work plan document that will provide direction and timelines for Point2point programs for the 2015–2020 time period. It is anticipated that the work plan will be implemented in late February 2015.

Drive Less Connect

Planning efforts continue for the three-month regional carpool campaign, Carpool Karma, which was coordinated with jurisdictional partners from Cascades West Rideshare and Cherriots Rideshare. Carpool Karma will run from February 1 through May 1.

Drive Less Connect statistics for December are as follows:

- 30 new users registered in Drive Less Connect
- 2,676 Non-Single-occupancy vehicle trips reported, for a total of 23,949 miles
- Trips reported represent a savings of 28,211 pounds of CO_2 over driving alone

Vanpool Program

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

- 17 vanpools traveling to/from Eugene-Springfield
- 2,260 passenger boardings
- 196,233 passenger miles
- 119,310 pounds CO_2 reduced

Carshare Program

November statistics for the regional carshare program operated by Enterprise Carshare:
(Carshare reporting experiences a 30-day lag)

- 4 new members
- 228 reservations during October
- 1,259 hours used
- 22 percent utilization

School Services

Staff have been working with the Safe Routes to Schools (SRTS) school coordinators to update and then implement the SRTS Regional Strategic Plan. The initial plan, which was developed in 2012, outlined the expansion and enhancement of SRTS service offerings in the region. This effort will update the plan for the next five-year period.

SmartTrips: Main Street

Staff are finishing the Main Street final report. Preparation for next summer's program is underway, with the residential program scheduled to launch on June 1. The program area will include more than 4,000 residents between 48th and 62nd streets along the Main Street corridor. This program is funded through an MPO grant from the MAP 21 funds.

Transit Operations and Customer Satisfaction

Mark Johnson, Director of Transit Operations and Customer Satisfaction

FLEET MAINTENANCE

Ernie Turner, Fleet Maintenance Manager

Staff are in the process of finalizing specifications for new BRT bus procurement.

Administrative Services

Roland Hoskins, Director of Administrative Services

Roland Hoskins, LTD's new director of administrative services, started on January 5. Roland comes to LTD with years of experience in labor relations, human relations, internal auditing, and overall business oversight. He will overlap with departing Director Mary Adams until her retirement on January 30.

HUMAN RELATIONS

David Collier, Human Relations Manager

Recruitment

- The Customer Services and Planning Department has hired Nathan Banks to fill the transit planner position; Nathan's first day was January 5. He comes to LTD from TriMet, where he was the GIS data analyst for the last year and a half.
- Information Technology is recruiting to fill the open applications analyst position, which closes on January 16.
- Finance is recruiting to fill the open accounting assistant position, which closes on January 21.
- Mary Adams is retiring on January 30.

Benefits

LTD switched Health Reimbursement Account (HRA)/Voluntary Employees' Benefits Association (VEBA)/Flexible Spending Account (FSA) providers on January 1, 2015, to BPAS. There were some hiccups, but that was expected with a transition of this magnitude. All of the Administrative Employees' FSA and HRA accounts have been switched to BPAS (Benefit Plans Administrative Services), and employees have access to all of their funds. Union employees have access to FSA funds and VEBA funds that were transferred for this year through BPAS; however, the funds that they had through HRA/VEBA will be in a blackout period from the middle of January through the middle of February. This is because the old provider's third party administrator had a very large group that was transferring at the same time. All the retirees' stipends have been transferred, and the retirees have access to their funds.

FINANCE

Todd Lipkin, Finance Manager/Chief Financial Officer

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

AGENDA ITEM SUMMARY

DATE OF MEETING: January 21, 2015

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. An executive session for the full Board to evaluate the performance of the general manager is being scheduled for late January, with approval of the General Manager's Goals and Objectives to follow.

B. Benchmarking Project : An update will be provided to the Board during the February 18 meeting on the progress of the American Bus Benchmarking Group and how LTD is using this information to improve its business.

C. FY 2015 Service Recommendation and Pricing Plan : At the February 18 regular meeting, the Board will be provided with a presentation outlining potential service changes and fare increases. Public hearings on proposed changes to routes, schedules, and the pricing plan will be held in March and April at the Eugene Public Library. The Board will be asked to approve the final recommended service package at the April regular meeting. Fare changes supported by the Board will require a change in the fare ordinance, which would occur in Spring 2015.

D. Budget Committee Appointments : At the end of 2014, two Budget Committee members' terms expired. One of the Board members who would make one of the appointments term also expired. It is anticipated that the governor will make the Board appointment in February or March, with the Budget Committee appointments to follow. At that time, the LTD Board will be asked to approve the Budget Committee appointments.

E. Business Commute Challenge Final Report : This will be presented to the Board along with the Draft Regional Bicycle Parking Study in the late winter/early spring.

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 in the late winter/early spring.

G. Pension Funding Policy : The Governmental Accounting Standards Board suggests that a written pension funding policy be approved by the LTD's governing body. At a future meeting, the Board will be asked to approve the pension funding policies and objectives of the LTD Salaried Employees' Retirement Plan and the LTD/ATU Local No. 747 Pension Trust.

H. 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 a future meeting.

I. TransitStat Update: This winter staff will present the TransitStat accomplishments to date and provide information on the long-term vision of TransitStat.

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Lane Transit District

Focus Group Topline Report
Prepared for the LTD Board
January 21, 2015

Methodology

- 6 two-hour focus groups held on December 9-11, 2014 at a Gateway area hotel
  - 2 groups of senior business people
  - 4 groups of Lane County registered voters
- Each group represented a mix of gender, geography, age, and satisfaction level with LTD

Summary of Findings

The community, including business owners, are not anti-public transportation. They know that many community members depend on LTD, and they believe we, as a community, should continue to fulfill that need. They see LTD as well-intentioned, but misguided and overbearing.

They are not well informed about the variety of services that LTD provides that are specifically designed to fit the needs of community members. This void of information has allowed misinformation to spread. They are eager to know more about LTD and the services it provides.

When educated about these programs and the number of individuals that use LTD's range of services, they are impressed. Their overall impression of LTD changes from being overbearing to being a kind organization that cares about people.

Focus Group Video Highlights

From 12 hours to 19 minutes: What We Heard

Additional Findings

- Small business owners and those in rural areas are the most critical of LTD. Those in rural areas believe that there are only one or two trips per day to their area. The reality for most is that there are many more.
  - Recommendation: specific efforts to reach these sub-groups should be considered
- The primary value that most see in public transportation relates to what it does for individuals, providing freedom and independence for “every walk of life.” Economic benefits were not nearly as compelling.
  - Recommendation: When talking about LTD, frame the benefits in terms of what it does for individuals: gets people to work, school, and participating in the community.
  - Recommendation: Consider also communicating this in marketing as a right, i.e., we believe everyone deserves to participate in the community
- The “why” statement, that also expresses the idea of providing independence, didn’t resonate with respondents. Many thought LTD shouldn’t do such an exercise or that the phrase was too self-congratulatory.
  - Recommendation: The statement should remain an internal mantra for now.

Findings, continued

- Recall of sub-brand logos (Point2Point, Diamond Express, RideSource, etc.), sponsorships, and community service endeavors was low and therefore transferred little goodwill to the LTD brand.
  - Recommendation: The structure and communication of these programs needs to be re-considered for LTD to be acknowledged for the work it does in the community beyond traditional bus and EmX service.

Questions/Comments

Construction Contract

- Wildish Building Company
- Guaranteed Maximum Price (GMP) $56,506,217
  - Landscaping $2M
  - Sidewalk Improvements $1.7M
  - Traffic Signal and Street Light Upgrades $4.5M
  - EmX Stations $7.5M
  - Bridges $1.6M

  - Continue to look for savings

Preparing for Construction

- Utility Relocations Efforts Continue
  - Water, Electric, Steam, Gas, Communications
  - Started in June 2014 on 6th & 7th
  - Major efforts to move to 11th

- Tree Removal to Begin
  - Migratory Bird Act (Avoid removal March 1-August 31)
  - Trees along 6th &7th
  - Recovery of wood products

Healthier Trees & Landscape

200 more trees

Right tree, right place

More room, better soil

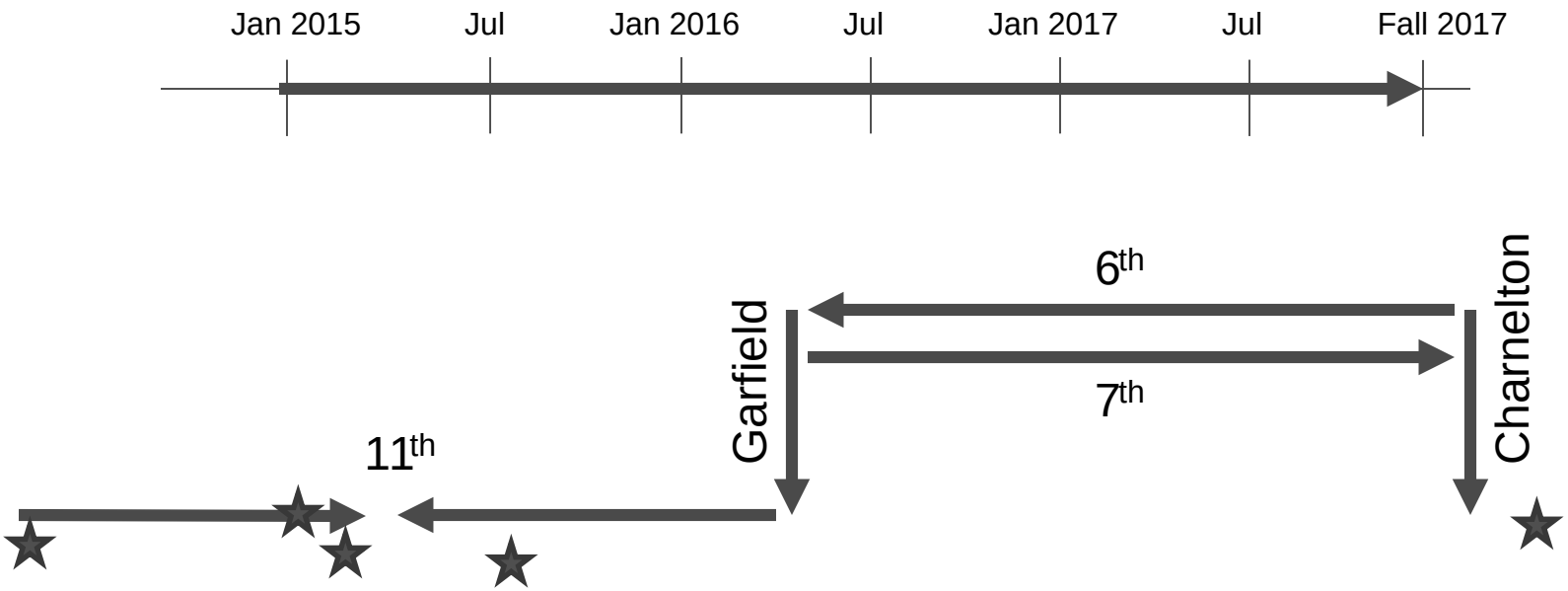
5 miles new landscaping
and wider sidewalks

Planters to help clean streams

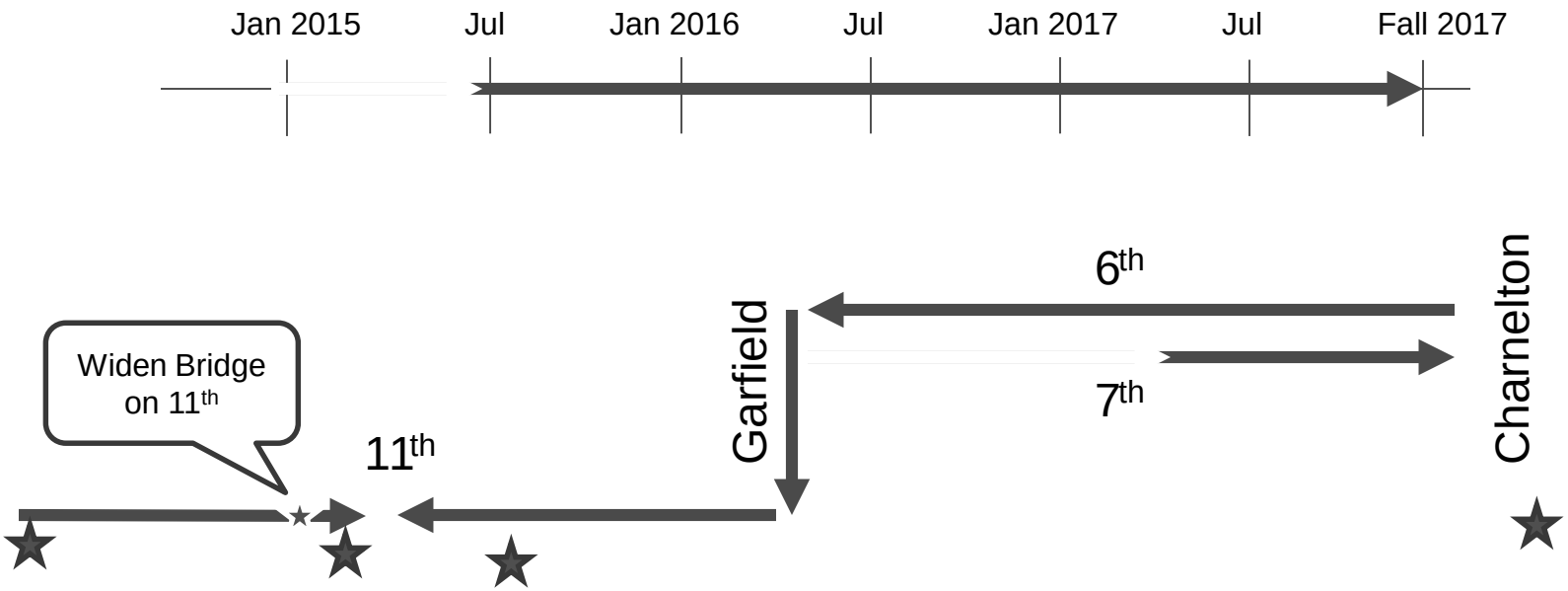
Healthier Trees & Landscape

Property Acquisitions

- Many small acquisitions
- Ave. acquisition size = 430 sq/ft
- Approx. 300 ADA curb ramp upgrades requiring very small purchases of approx. 99 properties at sidewalk corners
- Right of way dedication to City and ODOT
- Project pays property owners for approx. 190 temporary construction easements
- Utility easements, and undergrounding where necessary
- Acquisitions and easements underway now, advancing ahead of planned construction



- 2 Roadway Construction Crews
- Night Work except Charnelton
- 3 Bridges
- Terminus Site
- 24 Stations
- 11th Street Platform at Eugene Station
- Plant 460 Trees
- Install nearly 40 Stormwater Planters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Widen Bridge on 11th
11th
Garfield
6th
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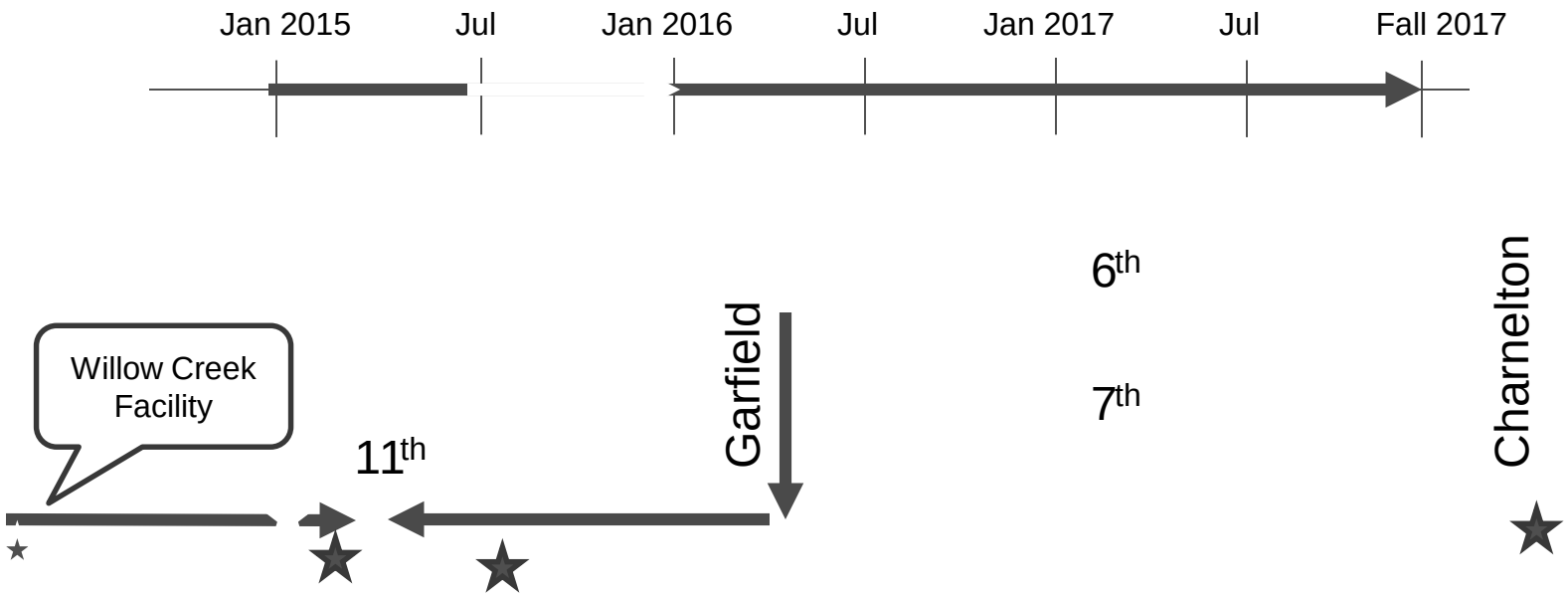
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Willow Creek Facility
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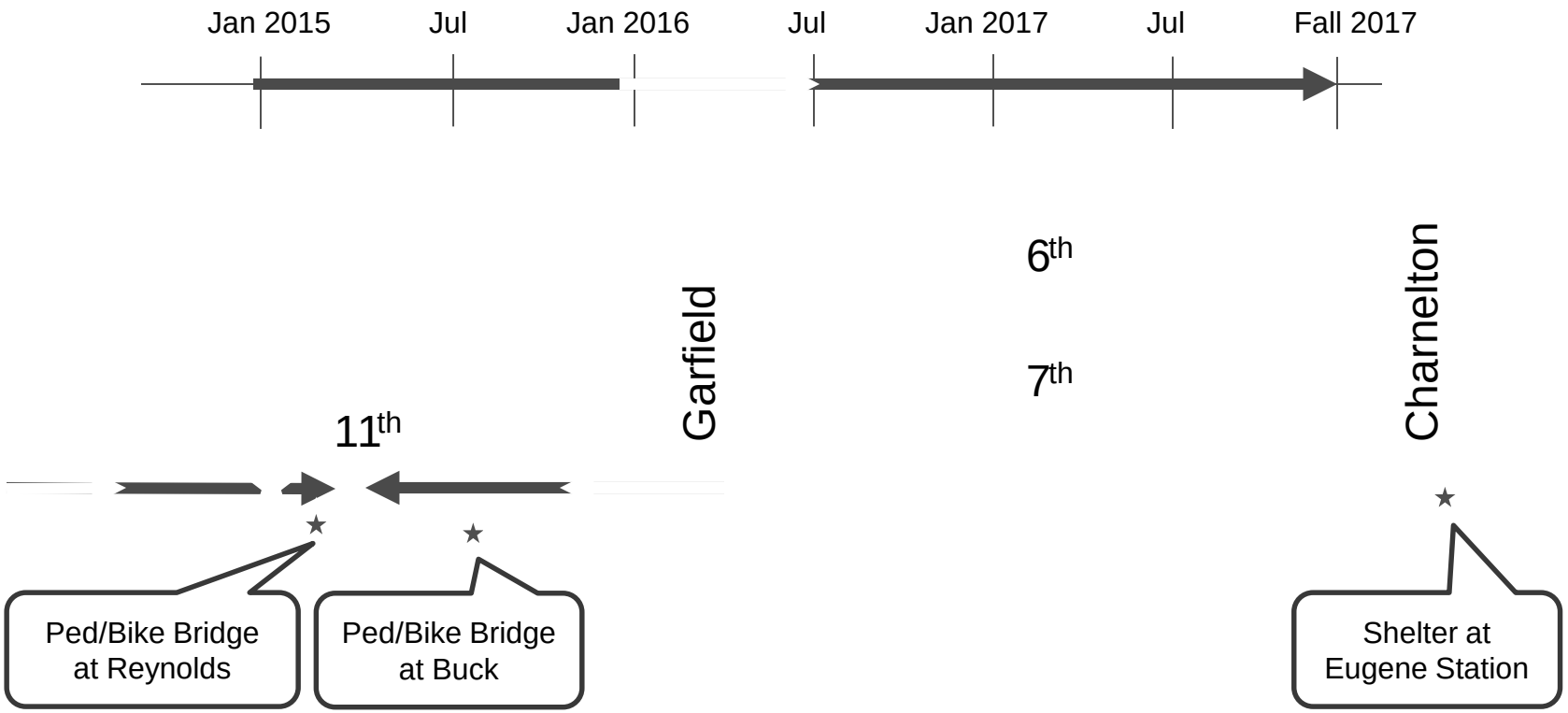
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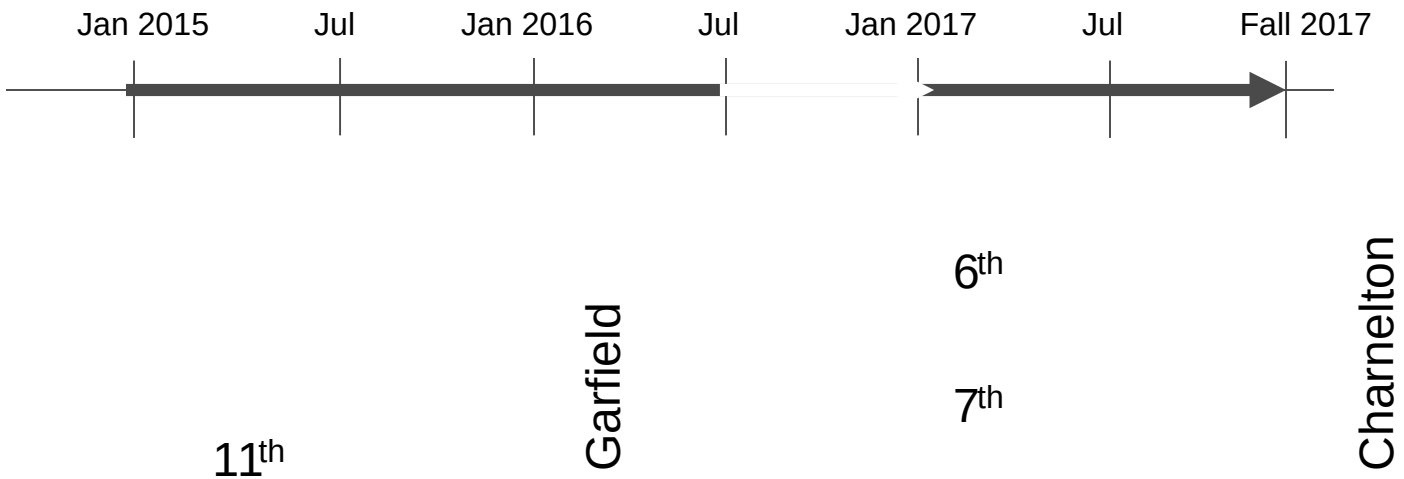
Ped/Bike Bridge at Reynolds
Ped/Bike Bridge at Buck
Shelter at Eugene Station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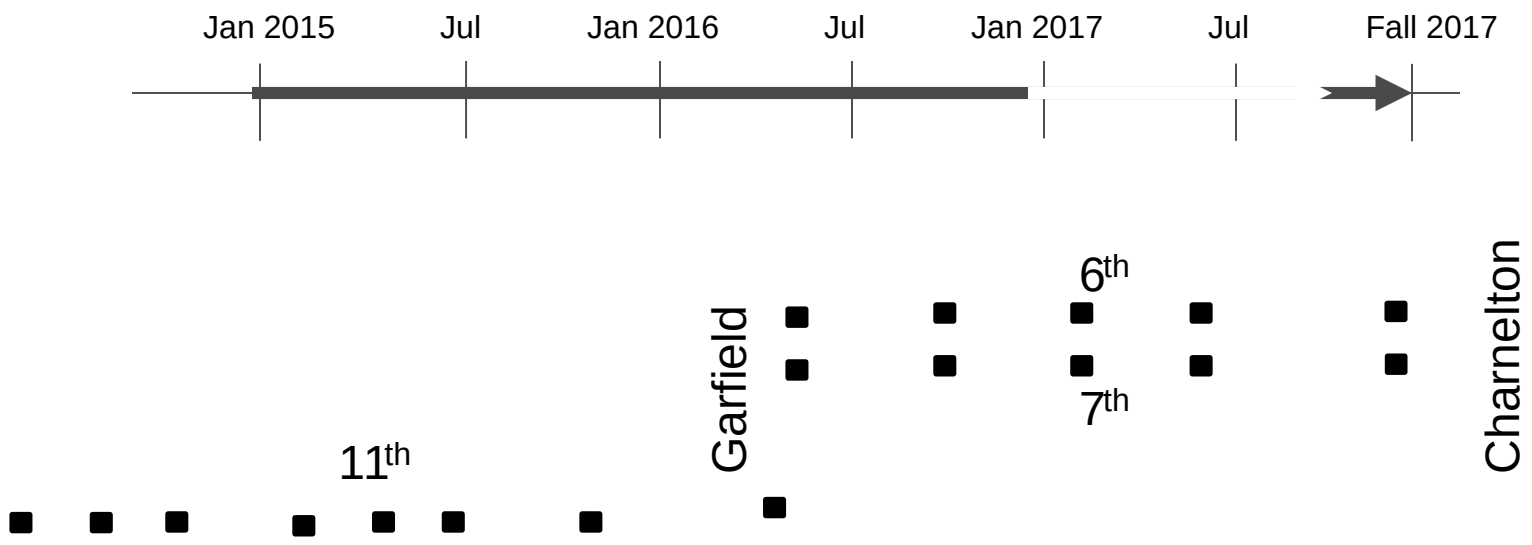
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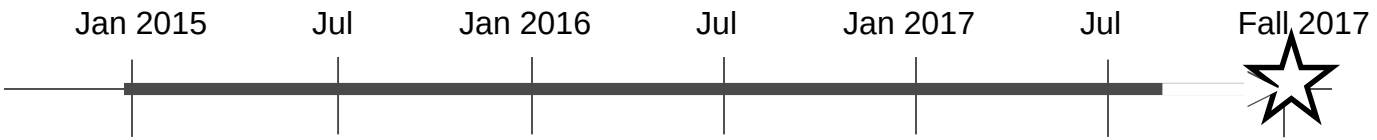
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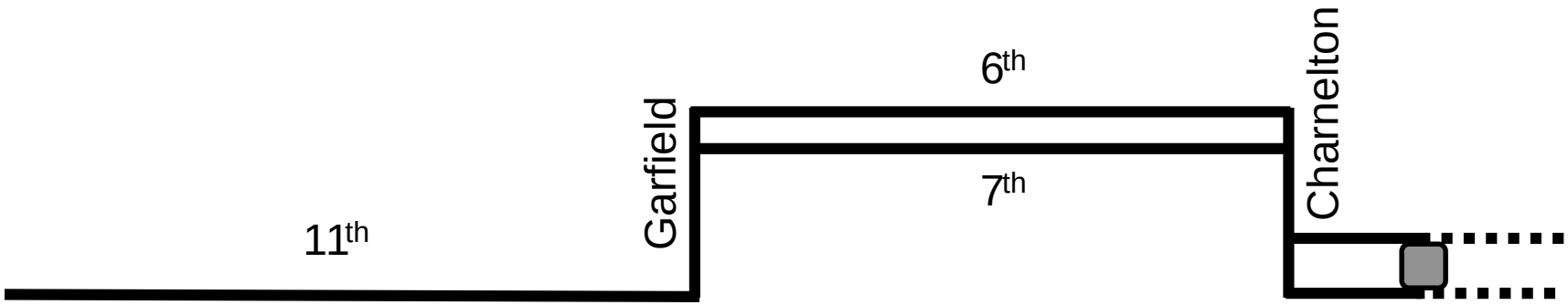
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Questions?

Helping the Region with Transportation Options

Point2point 5 – Year Strategic Planning Process

Lane Transit District Board of Directors

January 21, 2015

WHAT ARE TRANSPORTATION OPTIONS?

Transportation options strategies, programs, and investments create choice in our state and local transportation systems, allowing people to:

- Bike
- Walk
- Take transit
- Drive alone
- Share rides
- Telecommute

TRANSPORTATION OPTIONS POLICY FRAMEWORK

IDENTIFIED STATEWIDE TO CHALLENGES, TRENDS, AND OPPORTUNITIES

- Growing economy
- Doing more with less
- Changing transportation preferences
- Aging Baby Boomer population
- Increasing public health concerns
- Supporting state and regional environmental goals
- Growth in personal technology

RTOP STRATEGIC PLAN GUIDING PRINCIPLES

- Expand transportation options (TO)
- Provide cost-effective transportation options
- Address region's changing demographics and associated needs
- Take advantage of new and existing information technologies
- Coordinate TO strategies/programs with the MPO
- Integrate TO into regional planning
- Create more public / private partnerships

PLAN DEVELOPMENT & REVIEW PROCESS

Review of External Factors	• Existing conditions • National trends
Review of Regional Planning Efforts	• Transportation System Plans • Human Services Coordinated Plan • Pedestrian and Bicycle Plan, etc.
Public Involvement	• Leveraged other planning efforts • Stakeholder focus groups (2012 & 2014)
Local Review and Guidance	• Technical Advisory Sub- Committees • Transportation Options Advisory Committee • Transportation Planning Committee
Planning Outcomes	• RTOP Recommendations • Transportation Options Toolkits

RTOP RECOMMENDATIONS

- Traveler Information & Coordination Tools
  - Data Clearinghouse
  - Rideshare Platform
  - Outreach Programs & Services
- Individualized Outreach
- School-based Transportation
- Rideshare Expansion
- TO Resource Program
- Mobility Hubs