



Public notice was given to *The Register-Guard* for publication on February 12, 2015.

**LANE TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Wednesday, February 18, 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 _____ Vacant _____ Gillespie _____
Wildish _____ Necker _____ Yeh_____
- III. PRELIMINARY REMARKS BY BOARD PRESIDENT (5 minutes)
- IV. COMMENTS FROM THE GENERAL MANAGER (2 minutes) 4
- V. ANNOUNCEMENTS AND ADDITIONS TO AGENDA (2 minutes) 5
- VI. BOARD CALENDARS (5 minutes) 6
- VII. EMPLOYEE OF THE MONTH – MARCH 2015 (5 minutes) 7
- 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. EXECUTIVE SESSION
 - A. Executive Session Pursuant to ORS 192.660 (2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions. 8
 - B. Executive Session Pursuant to ORS 192.660 (2)(f), to consider information or records that are exempt by law from public inspection. 9

X. ITEMS FOR ACTION AT THIS MEETING

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| A. Consent Calendar | (1 minute) | 1 |
| 1. Minutes of the January 21, 2015, Regular Board Meeting (Page 11) | | |
| 2. Minutes of the January 28, 2015, Special Board Meeting (Page 18) | | |
| B. Pension Funding Policy and Objectives
[Todd Lipkin] | (10 minutes) | 20 |

XI. ITEMS FOR INFORMATION AT THIS MEETING

- | | | |
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| A. Board Member Reports | (10 minutes) | 30 |
| 1. Meetings Held | | |
| a. LTD Board Human Relations Committee – January 26 | | |
| b. LTD Board Finance Committee – February 4 | | |
| c. Metropolitan Policy Committee (MPC) – February 5 | | |
| d. Lane Area Commission on Transportation (LaneACT) – February 11 | | |
| e. Accessible Transportation Committee – February 17 | | |
| f. Main Street Projects Governance Team – February 19 | | |
| 2. No Meeting/No Reports | | |
| a. Lane Council of Governments (LCOG) Board of Directors | | |
| b. EmX Steering Committee | | |
| c. LTD Pension Trusts | | |
| d. Governor’s Oregon Passenger Rail Leadership Council | | |
| e. Eugene Transportation Community Resource Group (TCRG)
for the Eugene Transportation System Plan (TSP) | | |
| f. LTD Board Service Committee | | |
| B. 2015 Fare Recommendation
[Andy Vobora] | (5 minutes) | 33 |
| C. American Bus Benchmarking Group Update
[Mark Johnson] | (20 minutes) | 36 |
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| F. Rail and Public Transit Division Discretionary Grant
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[Colette Rees] | | 46 |

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A. FY 2015 Service Recommendation and Pricing Plan (March/April)	
B. Budget Committee Appointments (March)	
C. Environmental and Sustainability Management System (March)	
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F. Smart Trips Project Report (Late Winter/Early Spring)	
G. Safe Routes to School Strategic Plan	
H. TransitStat Update	
XIII. ADJOURNMENT	

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

AGENDA ITEM SUMMARY

DATE OF MEETING: February 18, 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: February 18, 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: February 18, 2015

ITEM TITLE: BOARD CALENDARS

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

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

BACKGROUND:

Board members are asked to coordinate the Board Activity Calendars with their personal calendars for discussion at each Board meeting. Updated Board Activity Calendars are 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 and spring vacation dates.

ATTACHMENTS: The link to the Board activity calendars is provided only to Board members.

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 18, 2015

ITEM TITLE: MARCH EMPLOYEE OF THE MONTH

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

BACKGROUND:

March Employee of the Month: Operations Supervisor Rick Thompson is the recipient of the March 2015 Employee of the Month award.

Rick has been employed at the District since 2001. He was hired as a bus operator and was promoted to operations supervisor in 2004. Rick is an excellent employee who takes his job seriously. He is the lead supervisor for managing detours and works closely with the cities and other partners to manage special events that result in system disruptions. Rick also is responsible for the day-to-day supervision of a group of 26 bus operators.

Rick was nominated for the Employee of the Month award by a customer who was trying to get to the pharmacy before it closed. Rick overheard the customer talking on the phone and realized that the bus would not get him there in time. Rick offered to drive the customer to the pharmacy so that he could get his much-needed medication. The customer was pleasantly surprised and very appreciative of Rick's efforts to go out of his way to help him.

When asked to comment on Rick's selection as Employee of the Month, Director of Operations and Customer Satisfaction Mark Johnson said:

Rick approaches his job professionally every day. He is committed to providing excellent customer service and is a great mentor and role model to the bus operators of whom he supervises. It is very gratifying to see him recognized for his consistently outstanding work.

AWARD:

Rick will attend the February 18, 2015, meeting to be introduced to the Board and to receive his award.

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 18, 2015

ITEM TITLE: EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(e)

PREPARED BY: Andy Vobora, Director of Customer Services and Planning, and
Tom Schwetz, Service Planning Manager

ACTION REQUESTED: That the Board move into Executive (non-public) Session pursuant to ORS 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

ATTACHMENT: None

PROPOSED MOTION: I move that the LTD Board of Directors meet in Executive Session pursuant to ORS 192.660 (2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 18, 2015

ITEM TITLE: EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(f)

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: That the Board move into Executive (non-public) Session pursuant to ORS 192.660(2)(f), to consider information or records that are exempt by law from public inspection.

ATTACHMENT: None

PROPOSED MOTION: I move that the LTD Board of Directors meet in Executive Session pursuant to ORS 192.660 (2)(f), to consider information or records that are exempt by law from public inspection.

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 18, 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 February 18, 2015, consists of:

- 1) Approval of the Minutes of the January 21, 2015, Regular Board Meeting
- 2) Approval of the Minutes of the January 28, 2015, Special Board Meeting

ATTACHMENTS:

- 1) Minutes of the January 21, 2015, Regular Board Meeting
- 2) Minutes of the January 28, 2015, Special Board Meeting

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

LTD Resolution No. 2015-004: It is hereby resolved that the Consent Calendar for February 18, 2015, is approved as presented.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, January 21, 2015

Pursuant to notice given to *The Register-Guard* for publication on January 15, 2014, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular board meeting on Wednesday, January 21, 2015, 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
Ed Necker, Treasurer
Gary Gillespie
Ron Kilcoyne, General Manager
Jeanne Schapper, Clerk of the Board
Lynn Taylor, Minutes Recorder

Excused: Michael Dubick
Angelynn Pierce

CALL TO ORDER/ROLL CALL: Mr. Wildish convened the meeting and called the roll.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Wildish announced that Michael Dubick had agreed to continue as a Board member until the Governor's Office had appointed his replacement. He said that he hoped that a new Board member would be confirmed in February 2015. He added that he was working on Board member committee assignments.

COMMENTS FROM THE GENERAL MANAGER: Mr. Kilcoyne introduced Roland Hoskins, who was replacing Mary Adams as the new director of administrative services. He congratulated Ms. Adams on her retirement and commended her years of service to the District.

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

BOARD CALENDARS: Mr. Kilcoyne reviewed upcoming events during the months of February, March, and April 2015. He introduced Information Technology Manager James Hanna to present the new electronic Board Activity Calendar.

Mr. Hanna demonstrated how Board members would be able to access the activity calendar online, which would streamline the process of adding, removing, updating, and distributing calendar items, as well as reduce paper consumption.

EMPLOYEE OF THE MONTH — FEBRUARY 2015: The Board recognized Bus Operator Heather Ocker as the February 2015 Employee of the Month.

Mr. Wildish thanked Ms. Ocker for her service and commitment to LTD's mission and presented her with a certificate of appreciation, a check, and a pin commemorating her award. Ms. Ocker thanked the Board for her award and said that her job was the hardest one she had ever had, but also the most rewarding.

AUDIENCE PARTICIPATION: There was no one wishing to speak.

ITEMS FOR ACTION AT THIS MEETING:

MOTION **Consent Calendar:** Mr. Yeh moved adoption of LTD Resolution No. 2015-001: It is hereby resolved that the Consent Calendar for January 21, 2015, is approved as presented. Mr. Necker provided the second. The Consent Calendar consisted of the Minutes of the November 12, 2014, Special Board Meeting and the December 17, 2014, Regular Board Meeting.

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

Public Hearing and Second Reading and Adoption, Amended Ordinance No. 36, An Ordinance Governing Conduct on District Property: Director of Transit Operations Mark Johnson stated that there had been no changes to the ordinance since the first reading at the December 17, 2014, Board meeting.

Mr. Wildish opened the public hearing and called for testimony. There being no one wishing to speak, he closed the hearing.

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

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

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.**

MOTION Mr. Yeh moved 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. Ms. Grossman provided the second.

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

General Manager Pro Tempore: Mr. Kilcoyne said that the retirement of Mary Adams required a change in the designation of a general manager pro tempore. He recommended that rather than specifying the name of the individual, the designation be made by position only with the director of administrative services to serve as the primary general manager pro tempore and the director of customer services and planning to serve as the secondary, in the event both the general manager and general manager pro tempore were unable to serve.

MOTION Mr. Necker moved approval of resolution: LTD Resolution No. 2015-003, Designating General Manager Pro Tempore. Mr. Gillespie provided the second.

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

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: Mr. Wildish stated that Michael Dubick had been the Board's representative on the LaneACT (Area Commission on Transportation). In Mr. Dubick's absence, Mr. Wildish indicated that he had attended the last meeting and was willing to continue to attend as the Board's representative. There were no objections.

Regional Transportation Options Plan (RTOP) and Integration with the Point2point Strategic Plan Development Process: Transportation Options Manager Theresa Brand, Mary McGowan of Lane Council of Governments (LCOG), and Chris Watchie of Cogito/TransWatch gave a presentation on transportation options planning and the next five-year Point2point (P2p) program strategic planning process.

Ms. Watchie stated that the recently completed Statewide Transportations Option Plan was about creating choice with the existing transportation infrastructure, including driving, walking, biking, transit, and telecommuting. She said that there were multiple benefits such as increased travel time reliability, increased peak-hour capacity, improved access, and furthering community goals. She said that at the state level, Oregon's transportation investments were guided by the Oregon Transportation Plan, which set forth a multi-modal policy framework. The RTOP was the local plan for transportation options, programs, and strategies from a regional perspective. She identified the issues and goals in the State plan that transportation options could address. She said that the Millennials generation is the first in decades to drive less than their parents, and they connect with peers via mobile technology.

Ms. McGowan said that the Central Lane Metropolitan Planning Organization (MPO) RTOP was one of the few in the state, and reflected the policy guidance and direction from the State plan. It was based on six guiding principles:

1. Expand transportation options to meet regional needs and opportunities
2. Implement transportation options and services in a least-cost planning approach
3. Implement a spectrum of transportation options programs and services to address the mobility needs of both the young and aging populations
4. Explore opportunities to integrate traveler information tools and technology to further multi-modal travel

5. Leverage current transportation planning and infrastructure investment in the MPO and integrate transportation options and facilitate connections with infrastructure
6. Support enhanced public/private partnerships

Ms. McGowan provided an overview of the RTOP planning process, including collaboration with other concurrent regional planning activities. She said that the RTOP included a number of recommendations, which were under consideration as P2p began its strategic planning process. She highlighted the following recommendations:

- Travel information and coordination tools
- Individualized outreach
- School-based transportation options
- Rideshare program expansion
- Transportation options resource program
- Mobility hubs

Ms. Brand explained how the RTOP provided a framework for P2p strategic planning and work plan development. She said that a strategic advisory team was formed in the fall of 2014 to help staff determine P2p's role in implementing transportation option recommendations in the region. She anticipated that a draft of the five-year plan would be presented to the Board in late February.

Community Engagement: Focus Group Results: Director of Customer Services and Planning Andy Vobora introduced Jen Bell of the consulting firm bell+funk to present the results of the community engagement focus group events.

Ms. Bell said that six focus groups met for two hours; and each group included a broad range of perspectives from the public and business community, with a mix of ages, genders, geography, and satisfaction level with LTD. She read a summary of what was learned during the focus group sessions and shared video highlights from the groups. She noted that even though participants were free to leave at the end of each session, they chose to remain and ask LTD staff questions. She said that as participants learned more about the programs and services that LTD provided to the community, their perceptions changed from negative to positive and they viewed LTD as a community asset. In response to questions from the Board, she said that approximately 70 people participated in the focus groups; most were not transit users, although each group included one bus rider.

Mr. Vobora remarked that the perceptions of many rural riders were skewed because of limited rural service and misinformation.

Mr. Gillespie said that he was not surprised that focus group participants were generally misinformed about LTD, and it was interesting how perceptions changed as information was provided during the question and answer portion of sessions. He said that it was clear that some of the misperceptions resulted from a lack of awareness that LTD provided many services and programs beyond regular bus service. He said that the negative signs along West 11th Avenue drew mixed reactions and that people had no context when observing buses with few passengers, such as time of day, day of the week, or where the bus was on its route.

Mr. Necker commented that the lack of awareness could stem from the fact that other services and programs did not necessarily carry the LTD designation and that perhaps that could help. Ms. Bell agreed that the good will people felt towards those programs and services was not transferring to the LTD brand and that could be a missed opportunity.

Ms. Grossman said that she was impressed with how quickly perceptions changed when focus group participants were presented with accurate information. Keeping LTD branding simple, concise, and precise presented the District with a great opportunity.

Mr. Yeh said that participants seemed hyper-sensitive to perceived LTD failures, which could be attributed to lack of direct response to the negative campaign from a sector within the community.

Ms. Bell said that people in the focus groups generally agreed that public transportation offered essential services, but the District mission and vision statements did not resonate with participants. She said that sub-brand logos such as the Diamond Express were not seen as part of LTD, and she suggested that the current branding structure be reviewed.

Mr. Vobora said that the focus groups provided valuable information to help frame Board members' future discussions with the business community and promote productive conversations. Ms. Bell agreed and added that while listening to concerns was useful, interactions with the community should also include discussions about the variety of programs and services LTD provides so that people can gain a better understanding of LTD and some of the misperceptions that exist can be dispelled.

Eugene Civic Alliance Presentation: Derek Johnson, advisor to the Eugene Civic Alliance, presented the Alliance's vision for the Civic Stadium property. He said that the Alliance was a citizens' group created to reimagine what could be done with the 10.2 acre site. The vision consisted of three parts:

1. A new fieldhouse for Kidsports
2. A turf field for professional soccer
3. Renovated grandstands for fans of soccer and other field sports

Mr. Johnson said that the limited parking at the site did not meet the City of Eugene's requirements for major events. LTD could assist in addressing those transportation and parking issues, as it had done for Autzen Stadium and the Mathew Knight Arena. He said that the Alliance wished to purchase the property from the City once the City had purchased it from School District 4J, and the Alliance was currently engaged in fundraising activities. He described plans for other amenities for the property. He said that both the City and School District had been supportive of the Alliance's efforts, and he hoped to develop a partnership with LTD to transport people to and from events. He said that good public transportation to the site was a key factor in securing an anchor tenant, such as a minor league soccer team.

Mr. Vobora remarked that it was an advantage for LTD to be involved in the early stages of planning for community projects so that any proposed service alternations could be vetted with the community and Board during the Annual Route Review.

West Eugene EmX Update: Senior Project Manager John Evans introduced Facilities Manager Joe McCormack and West Eugene EmX Communications Coordinator Lisa Van Winkle who would present activities and outreach efforts along the corridor as the project entered the construction phase.

Mr. McCormack said that the project was at a transitional phase, and a good team had been assembled to deal with a very complex job. He said that preliminary construction activities commenced in June 2014, design work was completed, and Wildish Construction Company had been selected as the construction manager/general contractor (CMGC). He said a final contract

had been negotiated and signed for a guaranteed maximum price. It was primarily a civil and roadway project with investments in landscaping, sidewalks to complete connections, traffic signal and street lighting upgrades, stations, pedestrian bridges, and public art. He said that LTD and Wildish would continue to seek ways to achieve cost savings as the project moved forward.

Ms. VanWinkle said that widening roadways in order to maintain traffic flow meant that some trees would need to be removed. She estimated about 200 trees would be removed along the corridor and 460 replacement trees planted. She said that tree removal would begin during the last week in January, and outreach efforts were aimed at helping the public understand the need for removing trees and how there would be improvements with the replacement trees. She said tree removal would be on a schedule that protected nesting migratory birds.

Ms. VanWinkle emphasized that the wood from removed trees would be used locally for things such as providing wildlife habitat in wetlands, free chip material for the public, and solid wood products available through BRING for resale. She said that many existing trees were struggling to grow in unsuitable environments and the species were not appropriate; the new trees would be better suited and given better growing conditions so that they may thrive for decades. She described how new landscaping along the corridor would enhance its appearance, help the storm water system, and lead to cleaner local streams. A publicity campaign would be conducted to help the community understand the reasons for tree removal and the benefits of the planned landscaping and replacement trees.

Mr. Gillespie asked what the time period was between the removal of the last tree and the last replacement planted. Ms. VanWinkle said that trees should be planted when it was cold and wet, so the reality was that most of a year could pass in some sections between removal and replanting. She said that a similar schedule existed on the Gateway EmX project; and once trees had been removed, public reaction tended to fade so long as the area was kept neat and tidy before new plantings.

Mr. Evans said that property acquisition was a controversial aspect of the project, but the majority of acquisitions were relatively small with an average of less than 500 square feet. He said that most of the acquisitions would result in an improved pedestrian environment. Staff were working with property owners, and acquisitions were an ongoing effort. He said that the District was paying for appraisals and offering fair market value for each property. He said that LTD also was paying property owners for use of their space during construction activities through temporary construction easements. He said that total acquisitions were less than three acres, involving 195 properties.

Mr. McCormack provided an overview of the construction schedule with estimated completion by the fall of 2017.

Monthly Financial Report: Chief Financial Officer Todd Lipkin stated that there were a number of positive factors affecting LTD's posture, including the lowest fuel costs since July 2009. He said that payroll taxes were coming in at an increasing rate, although the earlier payroll tax takeback continued to result in being slightly behind budget projections. He said that costs were at 94 percent of budget and revenue was higher as a percent of budget. He added that 100 new vendors were added for the calendar year 2014.

In response to questions from Board members, Mr. Lipkin said that he would get back to Board members with information on the total number of vendors and the number that were disadvantaged business enterprises (DBEs).

Performance Reports: There were no questions or comments.

Monthly Grants Report: There were no questions or comments.

Monthly Department Reports: Mr. Gillespie conveyed a question from a constituent about what to do when someone was smoking at a bus stop. Mr. Vobora said that while there were signs prohibiting smoking at bus stops, there were no enforcement measures in place like those in place at the stations. He said that a rider could politely remind the smoker that the smoking prohibition in stations and on buses also extended to stops, but he agreed that it was difficult to enforce that at stops.

Mr. Wildish reminded Board members to let staff know when they would be available for luncheons with the business community.

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

LANE TRANSIT DISTRICT:

ATTEST:

Julie Grossman
Board Secretary

Jeanne Schapper
Clerk of the Board

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Wednesday, January 28, 2015

Pursuant to notice given to *The Register-Guard* for publication on January 27, 2015, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special Board meeting on Wednesday, January 28, 2015, 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
Ed Necker, Treasurer
Gary Gillespie
Angelynn Pierce

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

Excused: Michael Dubick

CALL TO ORDER/ROLL CALL: Mr. Wildish convened the meeting and called the roll at 5:30 p.m.

EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(e):

MOTION It was moved by Mr. Necker and seconded by Ms. Pierce that the Board meet in Executive Session pursuant to ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

VOTE The motion was approved as follows:

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

The Committee entered Executive Session at 5:33 p.m.

Director of Customer Services and Planning Andy Vobora and Service Planning Manager Tom Schwetz were present for the executive session.

RETURN TO REGULAR SESSION: The Committee returned to regular session at 6:06 p.m.

EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i):

MOTION It was moved by Mr. Necker and seconded by Mr. Gillespie that the Board meet in Executive Session pursuant to ORS 192.660(2)(i) to review and evaluate the employment-related performance of the general manager of LTD.

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

The Board entered Executive Session at 6:06 p.m.

Attorney Dwight Purdy, with Thorp, Purdy, Jewett, Urness, & Wilkinson, P.C., was present for the executive session.

Mr. Kilcoyne left the meeting at 6:12 p.m.

RETURN TO REGULAR SESSION: The Committee returned to regular session at 6:15 p.m.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 6:15 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: February 18, 2015

ITEM TITLE: PENSION FUNDING POLICY AND OBJECTIVES

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: Approval of Pension Funding Policy and Objectives

BACKGROUND:

Recently, the Governmental Accounting Standards Board (GASB) issued the following statements:

- Statement No. 67, *Financial Reporting for Pension Plans*, which applies to pension plans that administer pension benefits
- Statement No. 68, *Accounting and Financial Reporting for Pensions*, which applies to governments that provide pension benefits to their employees

These statements introduce a wide array of enhancements to financial reporting that will result in significant changes in the type and form of information collected and reported by pension plans and governmental employers.

Statements 67 and 68 remove the direct link between measurements for funding purposes and measurements of pension expense for accounting and financial reporting purposes. Under previous GASB guidelines, the District used actuarially based funding policies to measure and report, for financial purposes, the annual required contribution (ARC). The funding policy was built into the assumptions used in the actuarial valuation, and District commitment to that funding policy was measured by percentage of ARC that was actually paid into the trusts each year.

The measurement requirements for the new statements for financial reporting purposes will require actuarial valuations that differ from, and, therefore, will need to be in addition to, the actuarial valuation that is used for funding purposes. These calculations require the actuary to determine a critical measurement involving the projection of future employer contributions based on history and expressed future funding intent. The GASB suggests that a written pension funding policy, approved by the employer's governing body, will facilitate this expression of future intent.

Attached are the Pension Funding Policy Assumptions and the proposed Pension Funding Policy for both the Lane Transit District Salaried Employees' Retirement Plan and the Lane Transit District and Amalgamated Transit Union Local No. 757 Pension Trust Plan.

- ATTACHMENTS:**
- 1) Pension Funding Policy Assumptions
 - 2) Salaried Employees' Retirement Plan - Funding Policy and Objectives
 - 3) Pension Plan for Bargaining Unit Employees – Funding Policy and Objectives

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

LTD Resolution No. 2015-005: It is hereby resolved that the Pension Funding Policy and Objectives for the Lane Transit District Salaried Employees' Retirement Plan and the Pension Funding Policy and Objectives for the Lane Transit District Pension Plan for Bargaining Unit Employees are approved as presented (**or** [as amended]).

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PENSION FUNDING POLICY ASSUMPTIONS

Lane Transit District and Amalgamated Transit Union Local No. 757 Pension Trust

Purpose of Document:	Provide a process for determining appropriate minimum contributions to the Plan on a regular basis.
Authority:	2008 Restatement of the Pension Plan for Bargaining Unit Employees of Lane Transit District, Section 16.1
Roles and Responsibilities:	<ol style="list-style-type: none"> 1) LTD Board of Directors 2) Chief Financial Officer 3) Actuary
	<ol style="list-style-type: none"> 1) Ultimately responsible for authorization of District spending, including funding of pension trusts, via the annual Adopted Budget. 2) Work with actuaries and other professionals to calculate minimum annual funding amounts, monitor funding of contributions as calculated, and maintain report to provide clear picture of status of Plan funding to the LTD Board. 3) Determine long-term obligation of Plan through biennial actuarial valuations, and calculate minimum Plan contributions in accordance with the Pension Funding Policy.
Funding Policy Objectives:	Over the long term, achieve a fully funded Plan status, which complies with amortization requirements as defined in the Working and Wage agreement.
Annual Contribution:	Will cover actuarially determined normal costs of services for active employees, plus a level dollar amount to cover administrative costs, plus an amortized amount to cover the unfunded liability over a 20-year period.
Actuarial Cost Method:	Individual Entry Age Normal Cost Method
Asset Smoothing Method:	Three-year period for smoothing investment experience
Investment Return Assumptions:	7.25 percent
Amortization Policy:	Amortization payments are calculated on a "layered" basis, meaning that with each valuation any unexpected increase or decrease in liability is amortized over the ensuing 20 years.
Frequency of Calculation:	Actuarially determined contribution (ADC) will be completed on a biennial basis in conjunction with the calculation of pension liability.
Minimum Funding Amount:	ADC will be considered the minimum funding for the year.

Lane Transit District Salaried Employees' Retirement Plan

Purpose of Document:	Provide a process for determining appropriate minimum contributions to the Plan on a regular basis.
Authority:	2011 Restatement of the Plan, as last amended on April 12, 2013, Section 4.1
Roles and Responsibilities:	
1) LTD Board of Directors	1) Ultimately responsible for authorization of District spending, including funding of pension trusts, via the annual Adopted Budget.
2) Chief Financial Officer	2) Work with actuaries and other professionals to calculate minimum annual funding amounts, monitor funding of contributions as calculated, and maintain report to provide clear picture of status of Plan funding to the LTD Board.
3) Actuary	3) Determine long-term obligation of Plan through biennial actuarial valuations, and calculate minimum Plan contributions in accordance with the Pension Funding Policy.
Funding Policy Objectives:	Over the long term, achieve a fully funded Plan status.
Minimum Annual Funding:	Will cover actuarially determined normal costs of services for active employees, plus a level dollar amount to cover administrative costs, plus an amortized amount to cover the unfunded liability over a 20-year period.
Actuarial Cost Method:	Entry Age Normal (level percentage of payroll) actuarial cost method
Asset Smoothing Method:	Three-year period for smoothing investment experience
Investment Return Assumptions:	7.25 percent
Amortization Policy:	Amortization policy is to pay off the unfunded actuarial liability in level dollar installments over a fixed period of 20 years beginning July 1, 2011.
Frequency of Calculation:	Actuarially determined contribution (ADC) will be completed on a biennial basis in conjunction with the calculation of pension liability.
Minimum Funding Amount:	ADC will be considered the minimum funding for the year.

**LANE TRANSIT DISTRICT
SALARIED EMPLOYEES' RETIREMENT PLAN**

Pension Funding Policy and Objectives

The Lane Transit District Salaried Employees' Retirement Plan Trust is a tax-exempt trust that holds assets and funds benefits for the Lane Transit District Salaried Employees' Retirement Plan (Plan), which covers non-represented management and staff employees at the District. The Plan is closed to new participants. The assets of the Plan are held for the exclusive benefit of participants and beneficiaries under the terms of the Plan and cannot be used to pay any benefits or expenses of any other retirement plan or trust. The benefits are funded by employer contributions and earnings from Plan investments. The funding policy is established to systematically fund the liabilities of the Plan on a sound actuarial basis, taking into account the closed status of Plan. This funding policy may be amended by the Board at any time, for any reason.

1. PURPOSE OF THIS DOCUMENT

Lane Transit District hereby establishes this Pension Funding Policy ("Funding Policy") for The Lane Transit District Salaried Employees' Retirement Plan (Plan). The Funding Policy will provide a process for determining appropriate minimum contributions to the plan on a regular basis. At June 30, 2013, the Plan had a funded ratio of 68 percent.

2. AUTHORITY

The Plan was established by Lane Transit District in 1975 and is currently governed by the 2011 Restatement of the Plan, as last amended on April 12, 2013. Sections IV and X of the Plan discuss the Employer making contributions to the Plan's Trust Fund. The Plan is a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code.

3. ROLES AND RESPONSIBILITIES

A. Overall Structure

i. Lane Transit District Board of Directors

The Lane Transit District Board of Directors is ultimately responsible for authorization of District spending, including funding of pension trusts, via the annual Adopted Budget. The Board hereby appoints Lane Transit District's Chief Financial Officer as liaison with actuaries and other professionals necessary to calculate funding amounts for the plan.

B. Roles and Responsibilities of the Chief Financial Officer

i. The responsibilities of the Chief Financial Officer include the following:

- a. Work with actuaries to calculate minimum annual funding amounts;

- b. Delegate to, and monitor the performance of accounting staff who will complete regular funding of contributions as calculated by the actuaries and appropriated in the annual agency budget; and
- c. Maintain a reporting system that provides a clear picture of the status of plan funding to the Board.

C. Roles and Responsibilities of the Actuary

The actuary will provide studies that will:

- i. Determine the long-term obligations faced by the Plan through biennial actuarial valuations; and
- ii. Calculate minimum plan contributions in accordance with the Funding Policy.

4. FUNDING POLICY OBJECTIVES

Over the long term, the funding objective is to achieve a fully funded status. Given that the Plan closed to new enrollment in January 2012, it is anticipated that most existing employees eligible for benefits in the Plan will, on average, retire within the next 1 to 20 years. Minimum annual funding will be determined on an actuarial basis and will consist of the normal costs of service for that year plus a level dollar amount to cover administrative expense and to amortize the unfunded liability over a fixed 20-year period beginning on July 1, 2011.

5. ACTUARIAL COST METHOD

The actuarial cost method is the method used to allocate the pension costs (and contributions) over an employee's working career. The policy objective is for each participant's benefit to be fully funded under a reasonable allocation method by the expected retirement date. Benefit costs should be determined as a level percentage of compensation and include expected income adjustments. For purposes of the calculation, the policy will be to utilize Entry Age Normal (level percentage of payroll) actuarial cost method in the calculation of contribution amounts.

6. ASSET SMOOTHING METHOD

The asset smoothing method is the method used to recognize gains or losses in pension assets over a period of time to reduce the impact of market volatility and to provide stability to contributions. The asset smoothing method will be consistently applied to both gains and losses and will not be reset as a result of high or low investment returns. For purposes of the calculation, a three-year period for "smoothing" investment experience will be used. The resulting actuarial value of assets will be not less than 80 percent nor greater than 120 percent of the market value of assets on the valuation date.

7. INVESTMENT RETURN ASSUMPTIONS

For purposes of the calculation, investment return assumptions will be evaluated by an independent pension investment advisor and the actuaries on a regular basis (at a minimum of every two years) and should reflect the nature of the investments held in the Plan and the projected return rates anticipated for the investments. Currently, the rate of return assumption for the Plan is 7.25 percent. Given the closed nature of the Plan and the nature of the Plan investments appropriate for a closed plan, it is anticipated that the rate of return assumption will decline over time.

8. AMORTIZATION POLICY

The amortization policy determines the length of time and structure of the payments required to systematically fund actuarial accrued liability not covered by the actuarial value of assets. The amortization policy for the Plan is to pay off the unfunded actuarial liability in level dollar installments over a fixed period of 20 years beginning as of July 1, 2011. As the fixed period nears completion, the District may give further consideration to the amortization policy to reduce volatility and align full funding of the Plan with the working lifetime of remaining active members.

9. FREQUENCY OF CALCULATION

The calculation of the actuarially determined contribution (ADC) will be completed on a biennial basis in conjunction with the calculation of the Pension Liability. The ADC will be considered the minimum funding amount for the year. Funding amounts will be determined via the annual budget process and may exceed the ADC.

**LANE TRANSIT DISTRICT
PENSION PLAN FOR BARGAINING UNIT EMPLOYEES**

Pension Funding Policy and Objectives

The Lane Transit District and Amalgamated Transit Union Local No 757 Pension Trust is a tax-exempt trust that holds assets and funds benefits under a single employer defined benefit plan of the same name. The assets of the Plan are held for the exclusive benefit of participants and beneficiaries under the terms of the retirement plan established pursuant to collective bargaining agreements between Lane Transit District and Division 757 of the Amalgamated Transit Union (AFL-CIO) (ATU Division 757) and cannot be used to pay any benefits or expenses of any other retirement plan or trust. The benefits are funded by employer contributions and earnings from Pension Plan investments. The funding policy is established to systematically fund the liabilities of the Plan on a sound actuarial basis. This funding policy may be amended by the Board at any time, for any reason.

1. PURPOSE OF THIS DOCUMENT

Lane Transit District hereby establishes this Pension Funding Policy (“Funding Policy”) for the Lane Transit District and Amalgamated Transit Union Local No. 757 Pension Trust (Plan). The Funding Policy will provide a process for determining appropriate minimum contributions to the Plan on a regular basis. The Funding Policy reflects contribution levels that, at a minimum, provide funding as agreed in the Working and Wage Agreement. At January 1, 2014, the Plan had a funded ratio of 62.1 percent.

2. AUTHORITY

The Plan was established by Lane Transit District in 1972 pursuant to a collective bargaining agreement and is governed by the 2008 Restatement of the Pension Plan for Bargaining Unit Employees of Lane Transit District. Section 16.1 of the Plan discusses the Employer making contributions to the Plan. The Plan is a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code.

3. ROLES AND RESPONSIBILITIES

A. Overall Structure

i. Lane Transit District Board of Directors

The Lane Transit District Board of Directors is ultimately responsible for authorization of District spending, including funding of pension trusts, via the annual Adopted Budget. The Board hereby appoints Lane Transit District’s Chief Financial Officer as liaison with actuaries and other professionals necessary to calculate funding amounts for the Plan.

B. Roles and Responsibilities of the Chief Financial Officer

i. The responsibilities of the Chief Financial Officer include the following:

- a. Work with actuaries to calculate minimum annual funding amounts;

- b. Delegate to, and monitor the performance of, accounting staff who will complete regular funding of contributions as calculated by the actuaries and appropriated in the annual budget; and
- c. Maintain a reporting system that provides a clear picture of the status of plan funding to the Board.

C. Roles and Responsibilities of the Actuary

The actuary will provide studies that will:

- i. Determine the long-term obligations faced by the Plan through biennial actuarial valuations, and
- ii. Calculate minimum plan contributions in accordance with the Funding Policy.

4. FUNDING POLICY OBJECTIVES

Over the long term, the funding objective is to achieve a fully funded status. Funding will be determined on an actuarial basis and will, at a minimum, comply with amortization requirements as defined in the Working and Wage Agreement. The annual contributions will cover actuarially determined normal costs of service for active employees plus a level dollar amount to cover administrative costs plus an amortized amount to cover the unfunded liability over a 20-year period. Amortization payments are calculated on a “layered” basis, meaning that with each valuation any unexpected increase or decrease in liability is amortized over the ensuing 20 years.

5. ACTUARIAL COST METHOD

The actuarial cost method is the method used to allocate the pension costs (and contributions) over an employee’s working career. The accruing costs of all benefits are measured by the Individual Entry Age Normal Cost Method. Under this method, the Actuarial Present Value of the Projected Benefits of each individual included in the Actuarial Valuation is allocated on a level basis over the service of the individual between entry age and assumed exit age(s). The portion of the Actuarial Present Value allocated to a valuation year is called the Normal Cost. The policy objective is that each participant’s benefit should be fully funded under a reasonable allocation method by the expected retirement date.

6. ASSET SMOOTHING METHOD

The asset smoothing method is the method used to recognize gains or losses in pension assets over a period of time to reduce the impact of market volatility and to provide stability to contributions. The asset smoothing method will be consistently applied to both gains and losses and will not be reset as a result of high or low investment returns. For purposes of the calculation, a three-year period for “smoothing” investment experience will be used. The resulting actuarial value of assets will be not less than 80 percent nor greater than 120 percent of the market value of assets on the valuation date.

7. INVESTMENT RETURN ASSUMPTIONS

For purposes of the calculation, investment return assumptions will be evaluated by an independent pension investment advisor and the actuaries on a regular basis (at a minimum every two years) and should reflect the nature of the investments held in the plan and the historical and projected return rates anticipated for the investments. Currently, the rate of return assumption for the Plan is 7.25 percent.

8. AMORTIZATION POLICY

The amortization policy determines the length of time and structure of the payments required to systematically fund actuarial accrued liability not covered by the actuarial value of assets. The amortization policy for the Plan will have an overall goal of stable costs for the District and intergenerational equity of costs (thus, the cost of the benefit is paid by the generation of tax and fare payers who receive the services). Amortization payments are calculated on a "layered" basis, meaning that with each valuation any unexpected increase or decrease in liability is amortized over the ensuing 20 years. In 2014, past service benefits for ATU members were increased from a multiplier of \$64 to \$65.50 per year of Current Service. This one-time increase in actuarial liability was amortized over 10 years.

9. FREQUENCY OF CALCULATION

The calculation of the actuarially determined contribution (ADC) will be completed on a biennial basis, in conjunction with the calculation of the Pension Liability. The ADC will be considered the minimum funding amount for the year. Funding amounts will be determined via the annual budget process and may exceed the ADC.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 18, 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. **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 in executive session on January 26 to review and evaluate the performance of the LTD general manager.
2. **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. At the February 4 meeting, The Committee reviewed the pension funding policies, the fare policy, the Capital Improvements Program development and criteria, and the FY 2016-26 Long-Range Financial Plan.
3. **Metropolitan Policy Committee (MPC):** Board Member Gary Wildish and Board Member Gary Gillespie are LTD's MPC representatives, with Board Member Julie Grossman serving as an alternate. MPC meetings are held on the first Thursday of each month. Officer elections were held at the February 5 meeting: Lane County Commissioner Pat Farr was elected chair, Eugene City Councilor Alan Zelenka was elected vice chair, Springfield Mayor Christine Lundberg and LTD Board Member Gary Gillespie were appointed as the MPC representatives to the Oregon Metropolitan Planning Organization Consortium (OMPOC). Also at the meeting, the Committee approved a letter of support for the City of Eugene's Bike Share *ConnectOregon V* application, and updates were provided on the Metropolitan Planning Organization (MPO) Intelligent Transportation System (ITS) Plan, the Oregon Department of Transportation Surface Transportation Improvement Program (STIP) Enhance Program, the Scenario Planning Project, and the selection process for a new representative to the Oregon Transportation Commission.

4. **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, meeting on the second Wednesday of the month. LTD's representative position on this Commission is currently vacant. At the February 11 meeting, a letter of support was approved for the City of Eugene's Bike Share *ConnectOregon V* application and presentations were provided on the Lane County motor vehicle fee, the Rough Roads Ahead Report, and the Commodity Flow program. Additionally, updates were provided on *ConnectOregon V* and the coming STIP Enhance process.
5. **Accessible Transportation Committee (ATC):** The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex officio position representing the LTD Board on this committee. The February 17 meeting agenda indicated that the ATC would hold a public hearing on the State Discretionary Grant proposed allocations and approve the recommendations of the Grant Review Committee. Also LTD staff planned to present the Annual Route Review to the ATC for comment.
6. **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. The next and last meeting of the Team will be held on February 19, followed by an End-of-Project Celebration on February 24.

NO MEETINGS HELD:

1. **Lane Council of Governments (LCOG) Board of Directors:** LTD Board Member Carl Yeh represents LTD on the LCOG Board of Directors as a non-voting member. The LCOG Board meets five times a year. The next meeting is scheduled to be held on February 26.
2. **EmX Steering Committee:** The EmX Steering Committee generally meets quarterly and is composed of Chair Gary Gillespie, Board Members Julie Grossman and Carl Yeh, members of local units of government, and community representatives. The next meeting will be held on March 3.
3. **LTD Pension Trusts:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The Pension Trustees generally meet three times a year. LTD Board Member Gary Gillespie serves as a trustee for both plans. The next meeting is tentatively scheduled for March 16.
4. **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.

5. **Eugene Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP)**: The TCRG includes community members who have an interest in transportation issues in the City of Eugene. Board Member Ed Necker represents LTD on the TCRG. The Group last met on January 13; 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.

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 18, 2015

ITEM TITLE: 2015 FARE RECOMMENDATION

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

ACTION REQUESTED: Affirm Finance Committee position

BACKGROUND:

The Board Finance Committee met on February 4, 2015, to discuss maintaining current fare pricing for Fiscal Year 2015-16. The Committee unanimously agreed to forward a recommendation to the LTD Board of Directors to maintain current fare pricing.

The District's Fare Policy states, "When considering changes to the fare, the Board will consider:

- The effects of the change on Title VI populations
- The inflation rate
- Ridership and revenue trends
- Local economic trends
- Trends in automobile-related costs, such as gas
- Service changes
- Economic impact on customers
- Market conditions and opportunities
- The District's financial situation
- The District's goals and objectives"

In consideration of a recommendation to maintain current fare pricing, the Finance Committee discussed the most recent fare changes, stagnant ridership trends, and continued growth in fare revenue. The District's fare policy outlines a process for rotating fare price increases to allow customers an opportunity to select the fare that works best for their situation. Following this price change rotation would result in an increase in the price of 10-ride tickets. This change would generate a small amount of additional fare revenue while reducing or eliminating the discount between cash prices and ticket prices and thereby make tickets a less desirable purchase for customers.

Tickets are currently priced at \$1.60 for adults and 80 cents for youth and Half-Fare Program riders. Tickets were introduced in the LTD fare structure in 2012 and continue to grow in use with approximately 200,000 tickets sold annually.

Group Pass pricing is governed by the Group Pass Policy which states that price increases shall "not exceed the three-year rolling average of LTD cost increases." Adhering to this methodology over the past three years has resulted in the District increasing group pass prices by approximately 18 percent. These increases have resulted in some businesses, including the largest group pass organization, the

Associated Students of the University of Oregon (ASUO), reevaluating their participation in the group pass program. While the ASUO is moving forward with a recommendation to approve the currently approved \$18.90 per student per term rate, the recent increases in group pass pricing have not moved forward without considerable discussion and concern being expressed by ASUO leadership.

The Board Finance Committee, along with staff, recommends maintaining LTD's current fare pricing for FY 2015-16. If the LTD Board does not agree with this recommendation, staff will move forward with the required Title VI analysis and prepare a recommendation for public review at the March and April public hearings that have been scheduled as part of the Annual Route Review.

ATTACHMENT: 2015-16 Pricing Plan

PROPOSED MOTION: None

2015-16 Pricing Plan

Cash Fare

	Current:	Proposed:	RideSource	Current:	Proposed:
Adult	\$1.75	N/C	Regular	\$3.50	N/C
Youth	\$0.85	N/C	Escort	\$3.50	N/C
Half-fare Program	\$0.85	N/C	Shopper*	\$2.00	N/C
Honored Rider (age 65+) Free		Free	10 Tickets	\$35.00	N/C

10-Ride Tickets

Adult	\$1.60	N/C
Youth	\$0.80	N/C

*Round-trip fare

Passes

Adult		
1-Month:	\$50.00	N/C
3-Month:	\$135.00	N/C

Youth and Half-fare Program

1-Month:	\$25.00	N/C
3-Month:	\$67.50	N/C

Day Pass

Adult	\$3.50	N/C
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Youth and Half-fare Program

	\$1.75	N/C
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Sales Outlet Wholesale Discount

	Current:	Proposed:
Passes	Discount	Discount
0-500+	5.00%	N/C
Ticket Books		
0-500+	5.00%	N/C

Group Pass (Effective January 1, 2015)

		N/C
Monthly rates	\$5.42 taxpayer	N/C
	\$6.30 non-taxpayer	N/C

AGENDA ITEM SUMMARY

DATE OF MEETING: February 18, 2015

ITEM TITLE: AMERICAN BUS BENCHMARKING GROUP UPDATE

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

ACTION REQUESTED: None. Information Only.

BACKGROUND:

LTD is a charter member of the American Bus Benchmarking Group (ABBG). The ABBG is modeled after other benchmarking groups that include most of the world's major metropolitan transit agencies. There are currently 17 transit agencies participating in the ABBG. The ABBG is managed by the Imperial College, near London, but it's owned by the 17 member properties.

The purpose of the ABBG is to develop a concise, well-balanced, and comparable KPI (key performance indicators) system designed to determine strengths and weaknesses, prioritize areas for improvement, and support dialogue with stakeholders. It focuses on creating a systematic process of continuously measuring, comparing, and understanding the performance of organizations and changes in performance, and to facilitate the sharing of knowledge and best practices, or otherwise interesting practices, in a confidential environment.

The ABBG is in its fourth year, and the data is becoming more dependable and comparable among its members. The LTD Board will be presented with an update on the ABBG process and how LTD compares with other agencies.

ATTACHMENT: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE: February 18, 2015

ITEM TITLE: MONTHLY FINANCIAL REPORT

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: None

BACKGROUND:

Following this summary are the December 2014 financial reports. 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 98.6 percent of the estimated year-to-date budget and 107.2 percent of the prior-year receipts. Personnel services remain under budget.

The average price for fuel through January 27, 2015, is \$2.14 per gallon, which is approximately \$1 million in savings when compared to the budget amount of \$3.75 per gallon. LTD paid \$1.629 per gallon on January 22, 2015, which is the lowest price paid since July 2009. Since the prices are low, LTD has loaded 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: December 2014 Financial Report

PROPOSED MOTION: None

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

December 1 - 31					Revenues & Other Sources		Year to Date Through December 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
356,909	378,189	106.0%	358,410	105.5%	Passenger Fares	4,456,700	2,265,292	2,417,836	106.7%	2,306,460	104.8%
172,273	241,793	140.4%	244,500	98.9%	Group Pass	2,667,000	1,192,412	1,202,589	100.9%	1,200,000	100.2%
-	-	N/A	5,000	0.0%	Advertising	310,000	310,000	362,000	116.8%	280,000	129.3%
-	584	N/A	-	N/A	Special Service	161,300	118,436	95,988	81.0%	80,650	119.0%
529,182	620,566	117.3%	607,910	102.1%	Total Operating	7,595,000	3,886,140	4,078,413	104.9%	3,867,110	105.5%
140,604	173,494	123.4%	271,300	63.9%	Payroll Tax (cash basis)	27,835,500	12,545,591	12,781,507	101.9%	13,640,200	93.7%
10,284	3,213	31.2%	16,000	20.1%	Self-employment Tax (cash basis)	1,600,000	240,220	205,140	85.4%	256,000	80.1%
524,009	69,890	13.3%	575,000	12.2%	State-in-Lieu (cash basis)	2,040,000	964,883	474,530	49.2%	1,020,000	46.5%
494,578	418,278	84.6%	411,340	101.7%	Operating Grants	4,936,100	3,015,541	2,647,566	87.8%	2,468,040	107.3%
6,845	34,590	505.4%	10,990	314.7%	Miscellaneous	131,700	234,254	329,919	140.8%	65,940	500.3%
6,177	5,621	91.0%	7,500	75.0%	Interest Income	90,000	41,297	31,819	77.1%	45,000	70.7%
1,182,497	705,086	59.6%	1,292,130	54.6%	Total Nonoperating	36,633,300	17,041,786	16,470,481	96.6%	17,495,180	94.1%
1,711,679	1,325,652	77.4%	1,900,040	69.8%	Total Revenues & Other Sources	44,228,300	20,927,926	20,548,894	98.2%	21,362,290	96.2%

December 1 - 31					Expenditures & Other Uses		Year to Date Through December 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
821,142	818,557	99.7%	868,050	94.3%	Administration	10,405,200	4,885,156	4,914,773	100.6%	5,205,400	94.4%
1,638,755	1,562,532	95.3%	1,802,760	86.7%	Amalgamated Transit Union	20,522,900	9,446,693	9,548,132	101.1%	10,500,960	90.9%
(60,390)	(72,391)	119.9%	(69,740)	103.8%	Less Grant-Funded Expenditures	(836,800)	(412,752)	(405,220)	98.2%	(418,440)	96.8%
2,399,507	2,308,698	96.2%	2,601,070	88.8%	Total Personnel Services	30,091,300	13,919,097	14,057,685	101.0%	15,287,920	92.0%
10,810	24,964	230.9%	20,679	120.7%	Executive Office	309,500	136,607	179,182	131.2%	181,716	98.6%
123,121	128,214	104.1%	171,020	75.0%	Administrative Services	2,055,400	1,314,867	1,085,913	82.6%	1,049,220	103.5%
192,858	192,721	99.9%	199,710	96.5%	Customer Services & Planning	2,561,300	1,055,049	1,044,572	99.0%	1,274,520	82.0%
322,881	322,958	100.0%	477,267	67.7%	Operations & Customer Satisfaction	5,860,900	2,193,048	2,485,369	113.3%	3,053,412	81.4%
649,670	668,857	103.0%	868,676	77.0%	Total Materials & Services	10,787,100	4,699,571	4,795,036	102.0%	5,558,868	86.3%
493,678	170,399	34.5%	164,980	103.3%	Transfer to Accessible Services Fund	1,979,700	1,154,769	579,905	50.2%	989,880	58.6%
34,676	15,528	44.8%	14,330	108.4%	Transfer to Medicaid Fund	172,000	75,082	58,056	77.3%	85,980	67.5%
-	-	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%
528,354	185,927	35.2%	179,310	103.7%	Total Other Uses	5,503,200	3,022,551	3,989,461	132.0%	4,427,360	90.1%
3,577,531	3,163,482	88.4%	3,649,056	86.7%	Total Expenditures & Other Uses	46,381,600	21,641,219	22,842,182	105.5%	25,274,148	90.4%

(1,865,852)	(1,837,830)	98.5%	(1,749,016)	105.1%	Revenues less Expenditures	(2,153,300)	(713,293)	(2,293,288)	321.5%	(3,911,858)	58.6%
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Lane Transit District

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

December 1 - 31					Revenues & Other Sources		Year to Date Through December 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
20,023	27,400	136.8%	28,120	97.4%	Passenger Fares	337,500	160,723	174,641	108.7%	168,720	103.5%
379,913	230,238	60.6%	244,110	94.3%	Federal Assistance	2,929,200	1,218,256	1,447,058	118.8%	1,464,660	98.8%
141,610	91,539	64.6%	105,640	86.7%	State Assistance	1,267,460	312,862	698,110	223.1%	633,840	110.1%
2,362	3,570	151.2%	8,160	43.8%	Local Assistance	97,900	50,925	58,421	114.7%	48,960	119.3%
543,908	352,747	64.9%	386,030	91.4%	Total Revenues	4,632,060	1,742,766	2,378,380	136.5%	2,316,180	102.7%
493,678	170,399	34.5%	164,600	103.5%	Transfer from General Fund	1,975,240	1,154,769	579,905	50.2%	987,600	58.7%
493,678	170,399	34.5%	164,600	103.5%	Total Other Sources	1,975,240	1,154,769	579,905	50.2%	987,600	58.7%
1,037,586	523,146	50.4%	550,630	95.0%	Total Revenues & Other Sources	6,607,300	2,897,535	2,958,285	102.1%	3,303,780	89.5%

December 1 - 31					Expenditures & Other Uses		Year to Date Through December 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
362,262	443,137	122.3%	439,080	100.9%	ADA RideSource	5,268,900	2,423,273	2,464,209	101.7%	2,634,480	93.5%
9,912	7,684	77.5%	12,560	61.2%	Transit Training & Hosts	150,600	62,110	55,512	89.4%	75,360	73.7%
8,914	7,488	84.0%	9,010	83.1%	Special Transport	108,100	50,385	44,686	88.7%	54,060	82.7%
381,088	458,309	120.3%	460,650	99.5%	Total Eugene/Springfield Services	5,527,600	2,535,768	2,564,407	101.1%	2,763,900	92.8%
24,233	38,698	159.7%	9,580	403.9%	South Lane	115,000	54,309	101,520	186.9%	57,480	176.6%
13,510	16,789	124.3%	15,680	107.1%	Florence	188,100	91,499	91,384	99.9%	94,080	97.1%
18,941	19,136	101.0%	20,260	94.5%	Oakridge	243,200	99,475	108,367	108.9%	121,560	89.1%
56,684	74,623	131.6%	45,520	163.9%	Total Rural Lane County Services	546,300	245,283	301,271	122.8%	273,120	110.3%
11,059	8,108	73.3%	21,670	37.4%	Mobility Management	260,000	70,777	50,343	71.1%	130,020	38.7%
-	641	N/A	780	82.2%	Crucial Connections	9,300	1,084	1,516	139.9%	4,680	32.4%
1,043	1,111	106.4%	2,670	41.6%	Veterans Transportation	32,000	5,045	6,073	120.4%	16,020	37.9%
3,259	8,007	245.6%	9,330	85.8%	Lane County Coordination	112,000	20,749	39,492	190.3%	55,980	70.5%
15,361	17,867	116.3%	34,450	51.9%	Total Other Services	413,300	97,655	97,424	99.8%	206,700	47.1%
-	-	N/A	14,000	0.0%	Transfer to Capital Projects Fund	168,000	-	-	N/A	84,000	0.0%
-	-	N/A	14,000	0.0%	Total Other Uses	168,000	-	-	N/A	84,000	0.0%
453,133	550,799	121.6%	554,620	99.3%	Total Expenditures & Other Uses	6,655,200	2,878,706	2,963,102	102.9%	3,327,720	89.0%

584,452	(27,653)	-4.7%	(3,990)	693.1%	Revenues less Expenditures	(47,900)	18,829	(4,817)	-25.6%	(23,940)	20.1%
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Lane Transit District

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

December 1 - 31					Revenues & Other Sources		Year to Date Through December 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
449,661	670,725	149.2%	552,400	121.4%	Medicaid Nonemergency Medical Transportation	6,628,800	2,606,197	3,706,031	142.2%	3,314,400	111.8%
37,508	51,501	137.3%	39,840	129.3%	Medicaid Waivered Transportation	478,100	229,488	336,256	146.5%	239,040	140.7%
487,169	722,226	148.2%	592,240	121.9%	Total Revenues	7,106,900	2,835,685	4,042,287	142.6%	3,553,440	113.8%
34,676	15,528	44.8%	14,330	108.4%	Transfer from General Fund	172,000	75,082	58,056	77.3%	85,980	67.5%
34,676	15,528	44.8%	14,330	108.4%	Total Other Sources	172,000	75,082	58,056	77.3%	85,980	67.5%
521,845	737,754	141.4%	606,570	121.6%	Total Revenues & Other Sources	7,278,900	2,910,767	4,100,343	140.9%	3,639,420	112.7%

December 1 - 31					Expenditures & Other Uses		Year to Date Through December 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
362,543	556,182	153.4%	447,150	124.4%	Services	5,365,700	2,048,945	3,056,477	149.2%	2,682,900	113.9%
5,065	10,001	197.4%	13,880	72.1%	Mobility Management	166,600	30,412	65,189	214.4%	83,280	78.3%
82,053	104,542	127.4%	91,370	114.4%	Program Administration	1,096,500	524,910	584,255	111.3%	548,220	106.6%
449,661	670,725	149.2%	552,400	121.4%	Total Medicaid NEMT (Medical)	6,628,800	2,604,267	3,705,921	142.3%	3,314,400	111.8%
34,003	48,252	141.9%	36,660	131.6%	Services	439,900	196,702	281,166	142.9%	219,960	127.8%
1,674	3,398	203.0%	1,740	195.3%	Mobility Management	20,900	10,389	19,896	191.5%	10,440	190.6%
362	214	59.0%	490	43.6%	Program Administration	5,900	3,199	2,188	68.4%	2,940	74.4%
15,006	15,165	101.1%	15,280	99.2%	Grant Program Match Requirements	183,400	99,485	91,061	91.5%	91,680	99.3%
51,045	67,029	131.3%	54,170	123.7%	Total Medicaid Waivered (Non-Medical)	650,100	309,775	394,311	127.3%	325,020	121.3%
500,706	737,754	147.3%	606,570	121.6%	Total Expenditures & Other Uses	7,278,900	2,914,042	4,100,232	140.7%	3,639,420	112.7%

21,139	-	0.0%	-	N/A	Revenues less Expenditures	-	(3,275)	111	-3.4%	-	N/A
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Lane Transit District
Capital Projects Fund
 Schedule of Revenues and Expenditures
December 31, 2014
 Unaudited

December 1 - 31					Revenues & Other Sources		Year to Date Through December 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
552,521	419,147	75.9%	7,159,500	5.9%	Federal Assistance	85,913,900	3,439,241	6,398,068	186.0%	42,957,000	14.9%
-	-	N/A	1,100,000	0.0%	State Assistance	13,200,000	-	-	N/A	6,600,000	0.0%
552,521	419,147	75.9%	8,259,500	5.1%	Total Revenues	99,113,900	3,439,241	6,398,068	186.0%	49,557,000	12.9%
-	-	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	84,000	0.0%
-	-	N/A	14,000	0.0%	Total Other Sources	3,519,120	1,792,700	3,351,500	187.0%	3,435,120	97.6%
552,521	419,147	75.9%	8,273,500	5.1%	Total Revenues & Other Sources	102,633,020	5,231,941	9,749,568	186.3%	52,992,120	18.4%

December 1 - 31					Expenditures & Other Uses		Year to Date Through December 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
468,290	339,540	72.5%	7,266,490	4.7%	West Eugene EmX Extension	87,197,800	3,186,916	3,555,472	111.6%	43,598,940	8.2%
38,392	-	0.0%	50,000	0.0%	Gateway EmX Extension	600,000	125,033	10,371	8.3%	300,000	3.5%
13,085	39,267	300.1%	59,680	65.8%	Main Street/McVay Transit Study	716,100	40,424	390,726	966.6%	358,080	109.1%
-	11,121	N/A	53,170	20.9%	Northwest Eugene/LCC Transit Study	638,000	-	33,687	N/A	319,020	10.6%
519,767	389,928	75.0%	7,429,340	5.2%	Total Frequent Transit Network	89,151,900	3,352,373	3,990,256	119.0%	44,576,040	9.0%
-	921	N/A	1,066,660	0.1%	Revenue Vehicles - Fixed Route	12,799,900	2,803	2,854,934	101870.6%	6,399,960	44.6%
118	109,938	92924.1%	70,000	157.1%	Revenue Vehicles - Accessible Services	840,000	64,236	110,763	172.4%	420,000	26.4%
63,820	-	0.0%	8,330	0.0%	Support Vehicles	100,000	63,820	-	0.0%	49,980	0.0%
83,479	19,778	23.7%	61,820	32.0%	Stations, Shelters & Facilities	741,800	758,672	551,327	72.7%	370,920	148.6%
19,763	118,148	597.8%	215,820	54.7%	Computer Hardware & Software	2,589,900	283,040	584,275	206.4%	1,294,920	45.1%
104	153	147.1%	31,290	0.5%	Intelligent Transportation Systems	375,500	3,654	2,157	59.0%	187,740	1.1%
-	-	N/A	60,300	0.0%	Transit Security Projects	723,600	4,352	-	0.0%	361,800	0.0%
-	-	N/A	54,480	0.0%	Communications Equipment	653,800	-	37,579	N/A	326,880	11.5%
13,367	-	0.0%	2,500	0.0%	Shop Equipment	30,000	14,864	2,440	16.4%	15,000	16.3%
-	5,103	N/A	11,670	43.7%	Miscellaneous Equipment	140,000	4,644	5,103	109.9%	70,020	7.3%
180,651	254,041	140.6%	1,582,870	16.0%	Total Other Capital Outlay	18,994,500	1,200,085	4,148,578	345.7%	9,497,220	43.7%
700,418	643,969	91.9%	9,012,210	7.1%	Total Expenditures & Other Uses	108,146,400	4,552,458	8,138,834	178.8%	54,073,260	15.1%

(147,897)	(224,822)	152.0%	(738,710)	30.4%	Revenues less Expenditures	(5,513,380)	679,483	1,610,734	237.1%	(1,081,140)	-149.0%
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AGENDA ITEM SUMMARY

DATE OF MEETING: February 18, 2015

ITEM TITLE: 2015 ANNUAL ROUTE REVIEW UPDATE

PREPARED BY: Tom Schwetz, Service Planning Manager

ACTION REQUESTED: None

BACKGROUND:

Lane Transit District evaluates its routes on an annual basis. This process concludes in the spring when the LTD Board of Directors adopts a service plan for the coming fiscal year.

To date, staff have met once with the Service Advisory Committee, which is an internal staff committee composed of drivers, Operations staff, and service planners. Several presentations are scheduled to gather further input on the proposed changes. Staff will meet with the Board Service Committee and the LTD Accessible Transportation Committee and Eugene's Neighborhood Leader's Council.

The public outreach process has included a tabling event at the Good Earth Home Show, and information has been available to the general public and our riders through social media and the District's web page. We also have received a number of comments provided over the phone, in writing, and via e-mail.

Based on feedback and staff analysis, the planning team will develop a final proposal that will be presented to the Board Service Committee on March 9, 2015. A description of the proposal is provided below. Staff have made modifications to the original Annual Route Review proposal and are prepared to make additional changes based on public comment and/or Board direction. Staff will conduct two public hearings: the first will be at the March 18, 2015, Board meeting, and the second will be on April 6, 2015. A final recommendation will be presented to the Board on April 15, 2015.

2015 Annual Route Review Recommendations:

- More Trips, More Often – We have several packages that would improve frequency along key corridors in the network. Many of these corridors only have service every 30 minutes. These packages would increase service to every 15 minutes during peak service times.
- Later and Earlier Trip Options – Staff developed service packages that would improve service span on key routes. This means that service on the most heavily used routes would either start earlier or end later to expand passengers' service options.
- Service Fixes – Staff recognizes the importance of maintaining the current level of service. Several routes may be experiencing overcrowding or poor schedule adherence, so staff have plans that will address these issues and help improve LTD's quality of service in a manner that will be realized by both the operator and the passenger.

- Route 12 Extension to VA – The new Veterans Hospital located on Chad Drive will open in the summer of 2015. LTD will extend Route 12 to serve the hospital and will create crosstown connections with routes 66 and 67. A map showing the new routing is attached.
- Route 95 Route Alignment – In order to serve the new Oregon State Hospital and maintain connections at Eugene Station, staff are considering removing service along Prairie Road and Irving. This is a poorly used segment in the system. This change also will help realize the Fixed-Route Service Planning Policy goal of providing direct routing that uses major arterials to provide the shortest practical travel time between destinations.
- School Trips – Depending on pending legislation and funding, LTD will reinstate school trips to help with overcrowding due to the school pass. At the point the school transit pass ended, LTD was supplementing service on routes that traveled near middle schools and high schools where demand for service had exceeded the supply. LTD anticipates demand increasing if the legislature funds the requested two-year pilot program. Implementation of the pass program would occur in September 2015; and, therefore, plans have been made to add trips where overcrowding is anticipated.

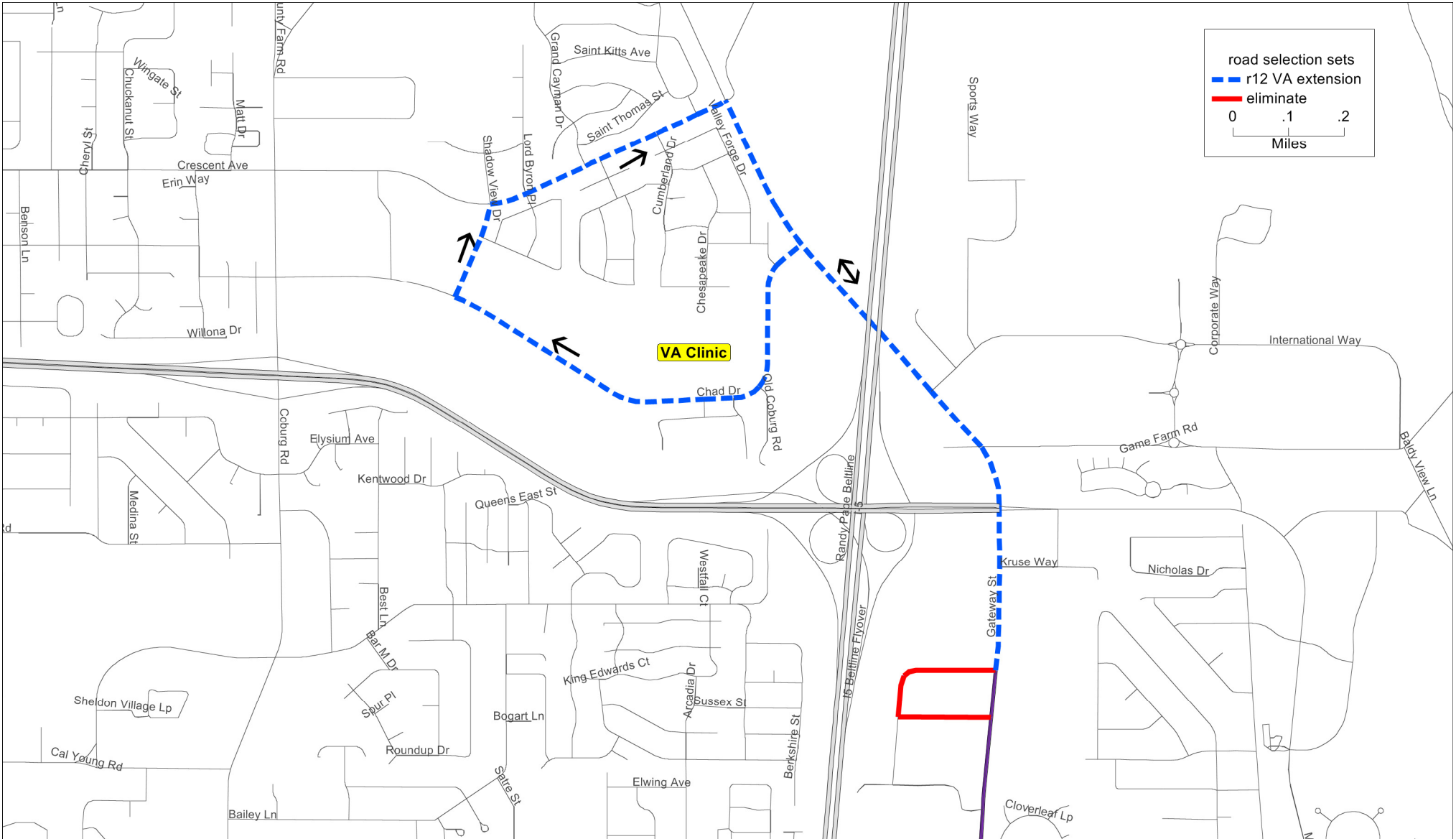
Changes in service would be effective September 6, 2015, with the exception of Route 12.

ATTACHMENT: Map of Route 12 Extension to the Veterans Administration Hospital

PROPOSED MOTION: None

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Map of Route 12 Extension to the Veterans Administration Hospital



AGENDA ITEM SUMMARY

DATE OF MEETING: February 18, 2014

ITEM TITLE: RAIL AND PUBLIC TRANSIT DIVISION DISCRETIONARY GRANT
LANE COUNTY FUNDING RECOMMENDATIONS

PREPARED BY: Cosette Rees, Accessible and Customer Services Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

The Oregon Department of Transportation (ODOT), Rail and Public Transit Division, distributes state, Federal Transit Administration (FTA), and ODOT Surface Transportation Program funds biannually to improve service to older adults, people with disabilities, and people of low income. Typical funded projects include vehicle fleet replacement and maintenance, facilities, signs, equipment, mobility management projects, and purchased service.

LTD, as the Special Transportation Fund agency for Lane County, is required to review, rank, and agree to accept funding for Lane County projects that are funded with money from this program. LTD serves as the coordinator for all discretionary project applications within Lane County. LTD will be submitting a consolidated application that reflects priorities established in the Lane Public Transit-Human Services Coordinated Plan (Lane Coordinated Plan) and program requirements.

The Lane Coordinated Plan, 2009 Update, approved by the LTD Board in January 2008, outlines these funding priorities for Lane County projects, which were used to rank project proposals.

First Priority: Maintain existing service levels of viable operations – ensure that transportation services and connections remain at their current level for people who depend on public transportation services in Lane County.

This supports existing transportation providers' projects that:

- Have shown to be effective in meeting community transportation needs
- Require ongoing capital and operating assistance to maintain current level of service
- Continue to demonstrate effective transportation operations within Lane County's coordinated network

Second Priority: Respond to growth within existing services – allow for measured increases where demand points to an unmet need within the current limits of the service.

This supports existing providers' projects that:

- Require capital and operating assistance to meet growing demand for service within present boundaries
- Are able to improve efficiency and functionality by building on existing infrastructure

This supports potential new providers or services by:

- Allowing for growth, but not automatically extending new service without a careful evaluation of transportation needs in different locations or by other providers

Third Priority: Respond to emerging community needs – take action on opportunities to coordinate and expand service by developing new partnerships and reacting to newly identified transportation needs and gaps.

This supports projects that:

- Are under development and bring new resources
- Address identified transportation needs and gaps and/or focus on an underserved group of individuals
- Improve efficiency and effectiveness of the overall system
- Provide an added benefit to the transportation services network and riders
- Are innovative in their approach in reaching out to new riders or geographic areas

A Notice of Fund Availability was placed in the legal section of the Eugene *Register-Guard* on December 15, 2014; a public workshop was held on December 18, 2014; project proposal application forms for Lane County projects were widely distributed; and completed applications were accepted at LTD until Tuesday, January 13, 2015. A local Grant Review Committee, made up of members of the Accessible Transportation Advisory Committee and staff from Lane Council of Governments (the local Metropolitan Planning Organization) reviewed and ranked 10 project proposals that were submitted under the Older Adults and People with Disabilities section of the grant program.

The attached list outlines the proposed ranking and funding allocations that the Grant Review Committee will submit for consideration to the Accessible Transportation Advisory Committee (ATC).

Please note that the ATC will be reviewing this same recommendation on Tuesday, February 17, 2015, just one day before the LTD Board meeting. If there are any modifications to the grant proposal, LTD staff will provide a written and verbal update at the Board meeting.

ATTACHMENT: Older Adults and People with Disabilities Discretionary Grant Program Review

PROPOSED MOTION: None.

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Older Adults and People with Disabilities Discretionary Grant Program Review

DATE	EVENT
December 14, 2014	Legal notice of fund availability and grant workshop published in <i>The Register-Guard</i> .
November 18, 2014	Accessible Transportation Committee (ATC) reviews timeline and appoints Grant Review Committee to publish project funding recommendations prior to full review by ATC membership. (This allows for the requisite public comment period before submitting a final application to ODOT Rail and Public Transit).
January 7, 2015	Grant Review Committee convened to review grant materials and discuss the review process.
January 13, 2015	Due date for project proposals.
January 16, 2015	Grant Review Committee met to begin review of individual project proposals.
January 21, 2015	Grant Review Committee meets to complete ranking and develop funding proposal.
February 2, 2015	Public notice of public comment period published in <i>The Register-Guard</i> .
February 17, 2015	Public comment period ends.
February 17, 2015	ATC meeting: public hearing and deliberation to decision of funding proposal.
February and March 2015	Lane County grant applications submitted to the State. Contracts to commence July 1, 2015, upon Public Transit's approval.

At its January 16 and 21 meetings, the Grant Review Committee considered each project and prepared its recommendation of projects to be funded.

Following are the final recommendations by project and resource:

Older Adults and People with Disabilities

1. Vehicle Replacement. LTD will apply directly to FTA for large urbanized projects under Program §5310 funding for metro vehicle replacement of current RideSource vehicles in the amount of \$460,000. This is a high priority project to maintain service. LTD matches these funds with General Fund money.
2. Vehicle Preventive Maintenance. Submitted by Special Mobility Services, Inc., this project provides preventive maintenance to the entire Lane County fleet of 77 special transportation vehicles owned by LTD and leased to providers, including RideSource, South Lane Wheels, Oakridge - Diamond Express, and Florence - Rhody Express. This is a high priority project to maintain service. The original grant request of \$693,918 was reduced to \$585,200 to conform to budgetary limits. A per vehicle allowance would be approximately \$3,900 over two years.

3. RideSource ADA Operations. Submitted by Special Mobility Services, Inc., this project supports the ongoing operational expense of providing Americans with Disabilities Act (ADA) paratransit services in the Eugene-Springfield metro area. This is a high priority project to maintain service. The original grant request of \$5,007,904 will be funded using a combination of §5310, STF, Fares and Donations, and the LTD General Fund.
4. Volunteer Escort. Submitted by Lane Council of Governments (LCOG) Senior and Disabled Services (S&DS), this is a coordinated effort between S&DS Senior Connections, Senior Companion, and the RideSource Volunteer Escort programs. This is a high priority project to maintain service and promote coordination. The original grant request of \$188,891 was adjusted to \$176,400 to reflect budgetary limitations and current expense trends.
5. Veterans Transportation and Crucial Connections. Submitted by LTD, this “gap” program provides urgent medical transportation services to area veterans and their families and to older adults and people with disabilities who are unable to get transportation through existing programs. Crucial Connections provides short-term, limited trips for individuals who have no other transportation resources. The original grant request of \$30,000 is recommended.
6. Mental Health Transportation. Submitted by White Bird Clinic, this project offers transportation for people with mental and emotional disabilities who are unable to use public transportation services. This is a high priority project to maintain service. The original grant request of \$196,700 is recommended.
7. Preschool Transportation for Families with Special Needs. Submitted by Pearl Buck Center, this project is for preschool transportation for children who have parents with disabilities and who qualify for RideSource. This project groups the trips of the preschoolers that otherwise would be individual trips taken by the parents to get their kids to school and back. This is a high priority project to maintain service. The revised grant request of \$314,519 is recommended. Pearl Buck Center provides the entire 43.92 percent required match for this program.
8. South Lane Operations. Submitted by the City of Cottage Grove, this request supports the operations of South Lane Wheels providing transportation in South Lane County. This is a high priority project to maintain service. The original grant request of \$200,800 was reduced to \$189,200 to maintain existing services.
9. Travel Training and Transit Host. Submitted by Alternative Work Concepts, this program provides travel training on the LTD Fixed-Route service for older adults and people with disabilities. In addition, the Transit Host program acts as a support at the Eugene Station to assist with transfers for people who have been provided travel training for their routine trips. The original request of \$302,250 was reduced to \$296,600 to maintain existing services.

10. Mobility Management. Transportation Assessments for eligibility are conducted by LCOG S&DS Senior Connections staff, Alternative Work Concepts, and White Bird Clinic staff. The original request of \$642,799 is being recommended for funding.
11. Florence Service. LTD will apply to the state for the formula funds through the FTA §5311 (rural) formula allocation of \$160,056 for operations of the Rhody Express. STF Out-of-District funds will be used to match the federal funds.
12. Oakridge Service. LTD will apply to the state for the FTA §5311(f) Intercity funds for operation of the Diamond Express service between Oakridge and Eugene/Springfield. STF Out-of-District funds will be used to match the federal funds. In addition, STF Out-of-District funds will be used for the local public dial-a-ride service in Oakridge.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 18, 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 key activities taking place during the past month and to highlight opportunities in the coming month, staff have prepared the following summary and will respond to questions from the Board.

Paid Media

- LTD's partnership with Cumulus Media, as well as sponsoring the University of Oregon Men's basketball team pre-game show and sponsoring a home game ticket giveaway, continues through early March.
- West Eugene EmX paid media execution will begin in early March to coincide with road construction activities. The campaign will last over the span of the project and will include newspaper, transit, outdoor, and radio. Messaging will include construction updates along with a robust campaign communicating that businesses in West Eugene are open and that virtually every customer's need can be met through the many businesses located along the corridor.
- A regional carpool campaign launched in February. Messages about Carpool Karma can be seen and heard via multiple media channels. The campaign will run for three months and includes prizes for carpoolers who log their trips in the regional DriveLessConnect.com database.

Earned Media

- Stories appearing in print included a West Eugene EmX piece on the tree removal and landscape plan. Coverage included *The Register-Guard*, KUGN and KLCC radio stations, and all three local television stations. Also, a guest editorial was published in the *Eugene Weekly*.
- A story on how fuel prices are affecting LTD's budget was aired by KMTR.
- Press releases highlighted holiday service changes, the solar lighting project, and completion of LTD's Annual Audit and Comprehensive Annual Financial Report.

Outreach Meetings

- Annual Route Review meetings continue to happen, including a public drop-in session that took place at the LTD Customer Service Center in mid-February.

- Board-to-Business lunches have begun; and while attendance has been light, the conversations have been valuable. Board members are encouraged to sign-up at the Board meeting or contact LTD Administrative Secretary Camille Gandolfi at 541-682-6100.

ATTACHMENTS: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 18, 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) December 2014 RideSource Activity and Productivity Report
2) January 2014 Performance Report

PROPOSED MOTION: None

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December-14	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	15,555	12,320	26.3%	98,553	91,528	7.7%	197,001	187,865	4.9%
RideSource(All Modes)	13,554	10,982	23.4%	83,850	79,120	6.0%	167,987	160,921	4.4%
Shopper	582	472	23.3%	3,365	3,283	2.5%	6,599	6,587	0.2%
Escort Volunteers-Metro	832	482	72.6%	7,039	5,354	31.5%	14,113	11,259	25.3%
Escort Volunteers-Rural	587	384	52.9%	4,299	3,771	14.0%	8,302	9,098	-8.7%
RideSource Cost per Ride	\$ 23.52	\$ 28.17	-16.5%	\$ 23.62	\$ 24.66	-4.2%	\$ 23.70	\$ 24.15	-1.9%
RideSource(All Modes)	\$ 26.07	\$ 30.37	-14.2%	\$ 26.67	\$ 27.40	-2.7%	\$ 26.71	\$ 27.07	-1.3%
RideSource Shopper	\$ 13.21	\$ 16.25	-18.7%	\$ 13.64	\$ 13.96	-2.3%	\$ 13.86	\$ 13.82	0.3%
RideSource Escort	\$ 3.48	\$ 6.74	-48.4%	\$ 4.02	\$ 4.71	-14.6%	\$ 4.08	\$ 4.48	-8.9%
Ride Reservations	14,900	13,777	8.2%	92,210	87,909	4.9%	185,743	176,569	5.2%
Cancelled Number	1,543	2,902	-46.8%	8,732	9,260	-5.7%	17,916	16,755	6.9%
Cancelled % of Total	10.36%	21.06%		9.47%	10.53%		9.65%	9.49%	
No-Show Number	140	99	41.4%	814	794	2.5%	1,491	1,731	-13.9%
No-Show % of Total	0.94%	0.72%		0.88%	0.90%		0.80%	0.98%	
Ride Refusals Number	0	0	0%	0	0	#DIV/0!	2	1	100.0%
Ride Refusals % of Total	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	
Service Hours	7,753	7,092	9.3%	47,437	47,760	-0.7%	96,848	95,321	1.6%
Agency Staff	7,641	7,006	9.1%	46,654	46,960	-0.7%	95,302	93,615	1.8%
Agency SMS Volunteer	112	86	30.2%	783	800	-2.1%	1,546	1,706	-9.4%
Avg. Trips/Service Hr.	1.82	1.62	12.3%	1.84	1.73	6.4%	1.80	1.76	2.3%
RideSource System Miles	96,765	83,318	16.1%	601,252	588,179	2.2%	1,215,630	1,186,629	2.4%
Avg. Miles/Trip	6.85	7.27	-5.9%	6.89	7.14	-3.4%	6.96	7.08	-1.7%
Miles/Vehicle Hour	12.48	11.75	6.2%	12.67	12.32	2.9%	12.55	12.45	0.8%

<u>December-14</u>	<u>Current Month</u>	<u>Prior Year's Month</u>	<u>% Change</u>	<u>Current YTD</u>	<u>Previous YTD</u>	<u>% Change</u>	<u>Current 12 Month</u>	<u>Prior 12 Month</u>	<u>% Change</u>
On-Time Performance %	82.5%	87.9%	-6.1%	82.4%	88.9%	-7.3%	85.3%	88.6%	-3.7%
Sample	12,233	9,680		75,938	70,232		151,503	143,263	
On-Time	10,095	8,504		62,602	62,468		129,268	126,972	

- 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

December-14

	Current Month	Last Yr Curr Month	Curr YTD	Last Yr YTD	Curr 12 Months	Last Yr 12 months
Total Cost per Cost Model	462,217	416,874	2,865,266	2,682,671	5,676,366	5,293,581
Less Brokerage	95,778	69,593	531,021	423,151	995,989	747,984
Less Oakridge	514	226	6,498	2,882	10,887	7,954
RS Total	365,925	347,055	2,327,747	2,256,638	4,669,490	4,537,643
Less Shopper	7,687	7,671	45,906	45,830	91,434	91,020
Less Vol Escort	4,940	5,838	45,577	42,976	91,520	91,197
RS All Modes	353,298	333,546	2,236,264	2,167,832	4,486,536	4,355,426

LANE TRANSIT DISTRICT
January 2015 Performance Report
12-February-2015

Performance Measure	Prior			Current			Previous		
	Current Month	Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	957,114	1,018,752	- 6.1%	6,206,218	6,347,525	- 2.2%	11,051,547	11,314,271	- 2.3%
Mobility Assisted Riders	12,102	11,285	+ 7.2%	92,695	79,703	+ 16.3%	153,012	138,791	+ 10.2%
<u>Average Passenger Boardings:</u>									
Weekday	39,044	40,994	- 4.8%	35,106	35,749	- 1.8%	37,068	37,895	- 2.2%
Saturday	18,097	18,948	- 4.5%	20,735	21,560	- 3.8%	20,322	20,944	- 3.0%
Sunday	9,341	10,272	- 9.1%	10,129	10,283	- 1.5%	10,249	10,226	+ 0.2%
Monthly Revenue Hours	21,506	21,494	+ 0.1%	148,018	143,785	+ 2.9%	252,405	248,054	+ 1.8%
Boardings Per Revenue Hour	44.5	47.4	- 6.1%	41.93	44.15	- 5.0%	43.78	45.61	- 4.0%
Weekly Revenue Hours	4,980	4,947	+ 0.7%	4,837	4,773	+ 1.4%	4,877	4,837	+ 0.8%
Weekdays	21	22		149	150		254	255	
Saturdays	5	4		31	30		53	52	
Sundays	5	4		33	30		55	52	

Passenger Revenues & Sales

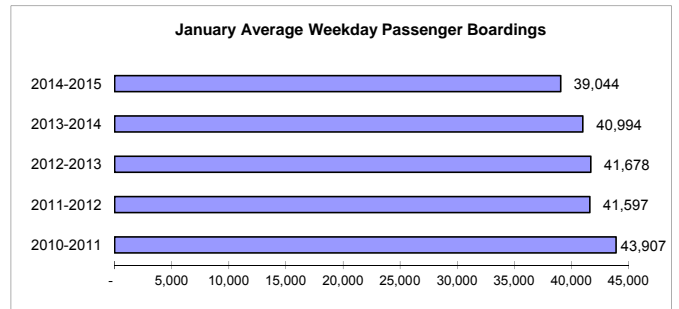
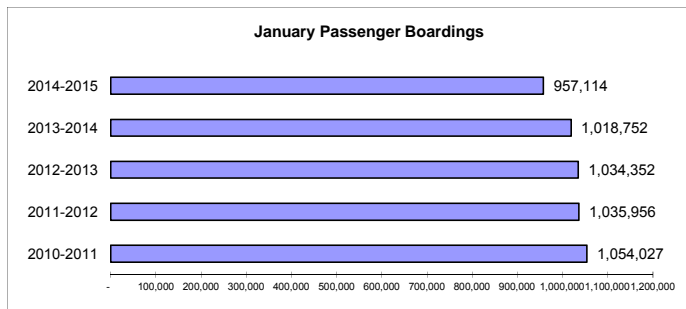
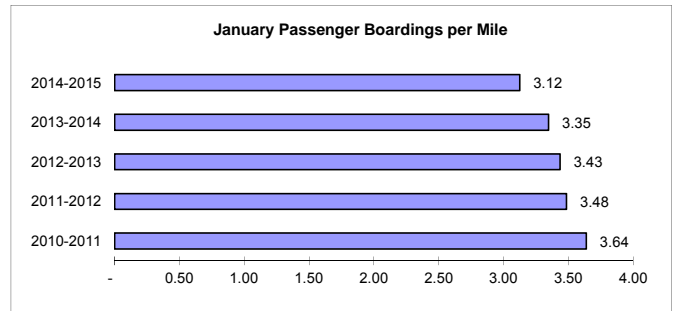
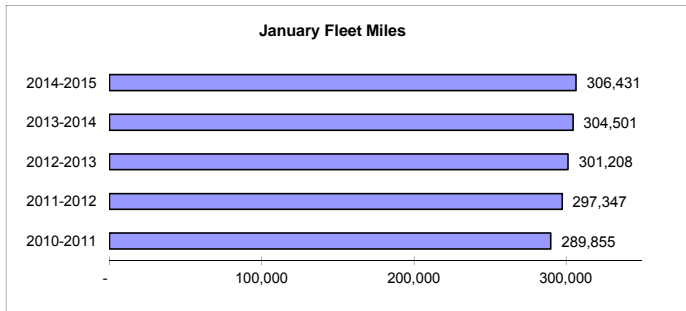
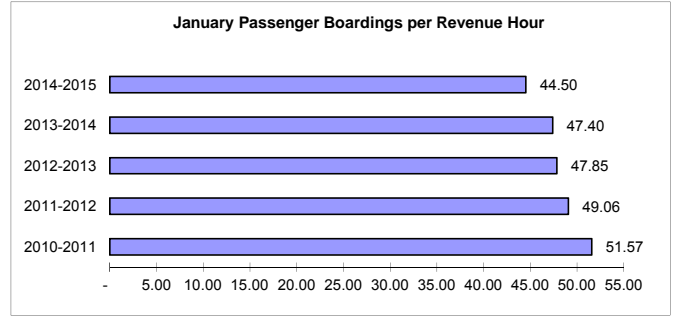
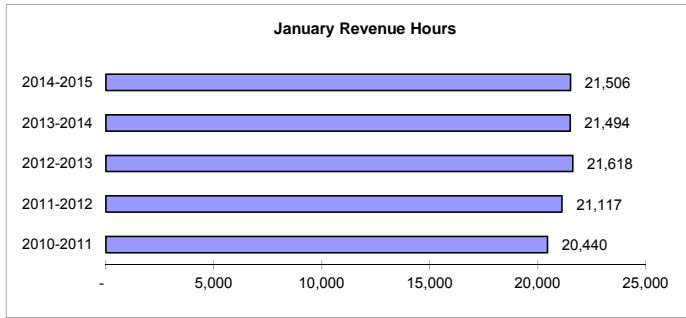
Passenger revenues and sales information will be updated when the January 2015 financial reports are presented to the Board of Directors in the March 2015 board packet.

Fleet Services

Fleet Miles	306,431	304,501	+ 0.6%	2,074,431	2,066,509	+ 0.4%	3,542,786	3,544,836	- 0.1%
Average Passenger Boardings/Mile	3.12	3.35	- 6.6%	2.99	3.07	- 2.6%	3.12	3.19	- 2.3%
Fuel Cost	\$150,941	\$243,948	- 38.1%	\$1,568,334	\$1,770,997	- 11.4%	\$2,826,654	\$3,016,468	- 6.3%
Fuel Cost Per Mile	\$0.493	\$0.801	- 38.5%	\$0.756	\$0.857	- 11.8%	\$0.798	\$0.851	- 6.2%
Repair Costs	\$238,941	\$237,735	+ 0.5%	\$1,531,148	\$1,407,334	+ 8.8%	\$2,594,968	\$2,484,955	+ 4.4%
Total Repair Cost Per Mile	\$0.780	\$0.781	- 0.1%	\$0.738	\$0.681	+ 8.4%	\$0.732	\$0.701	+ 4.5%
Preventive Maintenance Costs	\$35,899	\$36,701	- 2.2%	\$229,214	\$249,833	- 8.3%	\$409,733	\$440,369	- 7.0%
Total PM Cost Per Mile	\$0.117	\$0.121	- 2.8%	\$0.110	\$0.121	- 8.6%	\$0.116	\$0.124	- 6.9%
Mechanical Road Calls	52	51	+ 2.0%	342	356	- 3.9%	623	625	- 0.3%
Miles/Mech. Road Call	5,893	5,971	- 1.3%	6,066	5,805	+ 4.5%	5,687	5,672	+ 0.3%

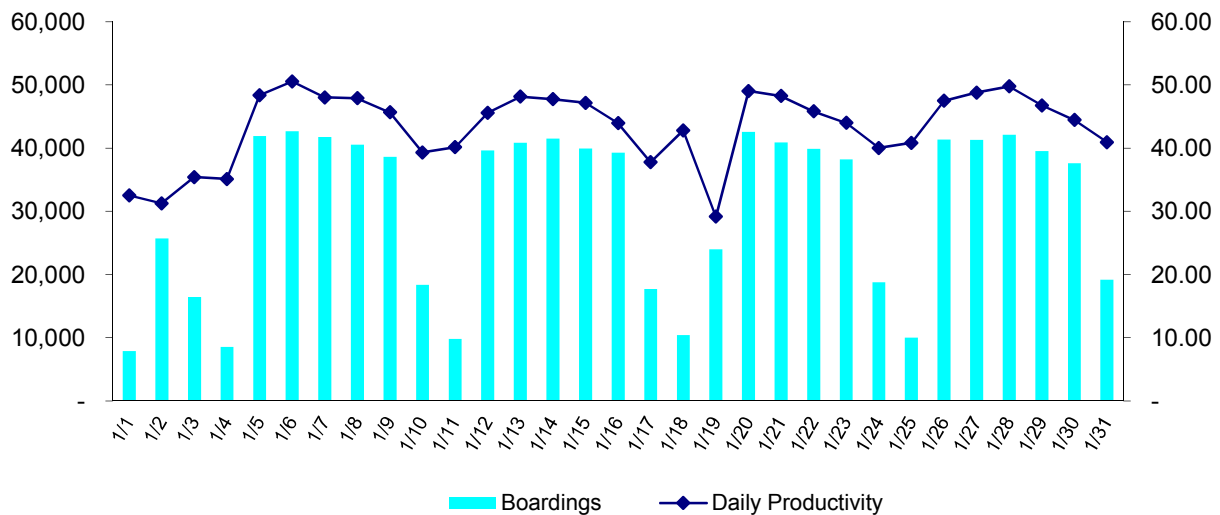
Special Mobility Service

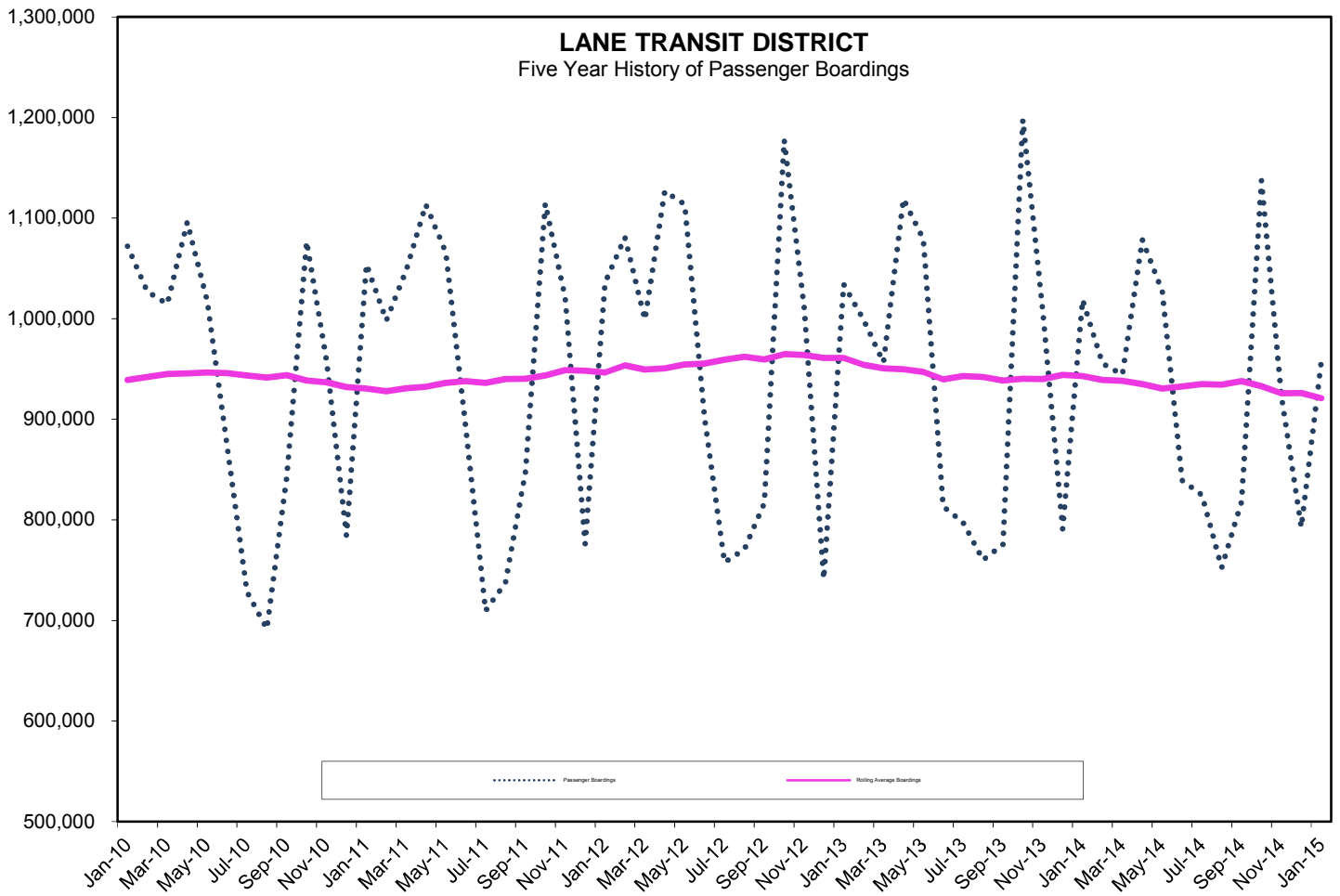
SMS Rides	16,499	16,735	- 1.4%	111,816	108,280	+ 3.3%	197,541	186,699	+ 5.8%
SMS Ride Refusals	-	-	+ 0.0%	-	-	+ 0.0%	-	1	- 100.0%
RideSource	7,159	6,684	+ 7.1%	50,859	48,869	+ 4.1%	86,630	82,975	+ 4.4%
RideSource Refusals	-	-	+ 0.0%	-	-	+ 0.0%	-	-	+ 0.0%



Daily Ridership Recap January 2015

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings		
1/1/2015	Thursday	Sunday	7,913	73	243.00	32.56
1/2/2015	Friday	Weekday	25,702	561	822.00	31.27
1/3/2015	Saturday	Saturday	16,445	424	464.00	35.44
1/4/2015	Sunday	Sunday	8,534	179	243.00	35.12
1/5/2015	Monday	Weekday	41,943	541	867.00	48.38
1/6/2015	Tuesday	Weekday	42,659	510	844.00	50.54
1/7/2015	Wednesday	Weekday	41,757	518	869.00	48.05
1/8/2015	Thursday	Weekday	40,532	450	846.00	47.91
1/9/2015	Friday	Weekday	38,609	482	845.00	45.69
1/10/2015	Saturday	Saturday	18,372	324	467.00	39.34
1/11/2015	Sunday	Sunday	9,802	170	244.00	40.17
1/12/2015	Monday	Weekday	39,625	370	869.00	45.60
1/13/2015	Tuesday	Weekday	40,842	403	848.00	48.16
1/14/2015	Wednesday	Weekday	41,499	416	869.00	47.75
1/15/2015	Thursday	Weekday	39,952	372	847.00	47.17
1/16/2015	Friday	Weekday	39,306	530	894.00	43.97
1/17/2015	Saturday	Saturday	17,724	194	469.00	37.79
1/18/2015	Sunday	Sunday	10,450	154	244.00	42.83
1/19/2015	Monday	Weekday	23,984	316	822.00	29.18
1/20/2015	Tuesday	Weekday	42,568	430	868.00	49.04
1/21/2015	Wednesday	Weekday	40,884	410	847.00	48.27
1/22/2015	Thursday	Weekday	39,880	445	870.00	45.84
1/23/2015	Friday	Weekday	38,246	553	869.00	44.01
1/24/2015	Saturday	Saturday	18,775	367	469.00	40.03
1/25/2015	Sunday	Sunday	10,004	168	245.00	40.83
1/26/2015	Monday	Weekday	41,372	496	871.00	47.50
1/27/2015	Tuesday	Weekday	41,290	428	846.00	48.81
1/28/2015	Wednesday	Weekday	42,121	447	846.00	49.79
1/29/2015	Thursday	Weekday	39,533	492	845.00	46.78
1/30/2015	Friday	Weekday	37,624	558	846.00	44.47
1/31/2015	Saturday	Saturday	19,167	321	468.00	40.96
Totals			957,114	12,102	21,506	44.50





AGENDA ITEM SUMMARY

DATE: February 18, 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 December 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

Four grant applications/amendments have been drafted for FTA review. Following are the details and current status of each application/amendment:

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

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

Application Status: Initial review comments were received from FTA on January 25, 2015. LTD is now updating the 5310 program Project Management Plan that is required for this grant and is incorporating the feedback received from FTA into the application.

- OR-95-X055-02 – Surface Transportation Program (STP) – \$901,992 (\$1,005,229 total project)

Project	Federal	Total
Point2point program	\$407,676	\$454,336
SmartTrips	\$372,803	\$415,472
Safe Routes to School	\$121,513	\$135,421

Amendment Status: A draft application was submitted to FTA on December 29, 2014; staff is awaiting FTA review and feedback.

- OR-90-X179-01 – Urbanized Area Formula Funds (5307) – \$1,628,000 (\$2,035,000 total project)

Project	Federal	Total
Computer Software	\$120,000	\$150,000
Facilities Improvements	\$107,200	\$134,000
Security Cameras/Improvements	\$16,280	\$20,350
Preventive Maintenance	\$1,384,520	\$1,730,650

Amendment Status: A Draft application was submitted to FTA on February 4, 2015; staff is awaiting FTA review and feedback.

- OR-03-0127 – Small Starts (5309) – \$24,423,479 (\$30,529,349 total project)

Project	Federal	Total
West Eugene EmX Extension	\$24,423,479	\$30,529,349

Application Status: Draft application submitted to FTA 2/4/2015 and is awaiting their review and feedback.

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). Awards for this grant program were announced on February 5, 2015. Unfortunately, LTD was not awarded this grant.

ATTACHMENT: December 2014 Grant Report

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2015\2\Feb. 18 Reg. Meeting\Grant report summary 02-15.docx



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

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

OR-03-0122 - FTA 5309 Small Starts	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
13.13.06 EmX Vehicles	-	1,555,073.75	1,555,073.75	-
14.01.10 Guideway	-	4,300,805.32	3,398,470.97	902,334.35
14.02.20 Stations & Stops	-	743,703.39	855,285.99	(111,582.60)
14.04.40 Sitework & Special Conditions	-	11,241,013.34	10,894,235.61	346,777.73
14.05.50 Systems	-	2,229,930.78	1,909,072.09	320,858.69
14.06.60 ROW, Land, Existing Improvements	-	1,929,027.42	1,503,670.42	425,357.00
14.08.80 Professional Services	-	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)		
		Budget	Expenditures	Balance
11.12.04 Paratransit replacement vehicles	-	700,000.00	700,000.00	-
11.13.04 Paratransit expansion vehicles	-	140,000.00	140,000.00	-
11.32.20 Misc Passenger Boarding Improvements	3,643.00	410,000.00	383,388.03	26,611.97
	3,643.00	1,250,000.00	1,223,388.03	26,611.97

OR-04-0038 - FTA 5309 Bus and Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 Hybrid Electric 40' Buses	-	3,875,000.00	458.47	3,874,541.53
11.12.06 Hybrid Electric Articulated Buses	-	3,000,000.00	2,927,872.27	72,127.73
	-	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)		
		Budget	Expenditures	Balance
11.42.08 Call Center Software	48,603.00	1,062,000.00	349,839.45	712,160.55
11.62.02 Call Center Telephone System	1,836.00	298,000.00	17,597.25	280,402.75
	50,439.00	1,360,000.00	367,436.70	992,563.30

OR-37-X016 - FTA 5316 Job Access/Reverse Commute	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.7L.00 Mobility Management-Assessments	-	504,570.00	504,570.00	-
11.7L.00 Mobility Mgmt	6,995.00	425,803.00	425,803.00	-
11.80.00 Program Administration	-	18,090.00	18,090.00	-
30.09.01 Employment Transportation Options	-	363,232.00	363,231.70	0.30
	6,995.00	1,311,695.00	1,311,694.70	0.30



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

11.7L.00 Mobility Management	7,894.00	214,774.00	24,562.51	190,211.49
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OR-39-0007 - FTA 5339 Alternatives Analysis Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

44.23.02 Main St/McVay Planning Study	39,267.00	937,500.00	641,283.98	296,216.02
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OR-57-X012 - FTA 5317 New Freedom	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.7L.00 Mobility Management-Assessments	-	97,026.00	531.00	96,495.00
11.7L.00 Transportation Assessments	-	96,528.00	96,528.00	-
	-	193,554.00	97,059.00	96,495.00

OR-57-X014 - FTA 5317 New Freedom	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.7L.00 Mobility Management	-	98,155.00	-	98,155.00
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OR-90-X152 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.01 40' Gillig Low Floor Bus	-	2,787,360.00	2,787,360.00	-
11.12.01 Finance & Int. Costs Gillig Bus Purch	-	186,499.00	186,498.55	0.45
11.13.01 40' Gillig Low Floor Bus	-	1,000,850.00	1,000,849.78	0.22
11.23.01 Extend EmX Lanes	-	201,520.00	201,520.52	(0.52)
11.32.02 River Road Station Land	-	2,261,504.00	2,261,504.46	(0.46)
11.32.06 Franklin EmX Fare Machines	-	350,000.00	350,000.00	-
11.42.07 Hardware	37,528.00	1,460,900.00	1,438,890.21	22,009.79
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	-
	37,528.00	18,533,939.00	18,511,929.92	22,009.08



OR-90-X161 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Software	-	500,000.00	500,000.00	-
11.42.09 (01) Security Improvements	-	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 Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.33.02 Pavilion Station	-	196,800.00	196,800.00	-
11.42.07 Hardware	-	300,000.00	-	300,000.00
11.42.08 Software	13,963.00	289,200.00	289,200.00	-
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	8,516.00	105,100.00	30,275.32	74,824.68
11.43.03 Improvements	88.00	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	360,225.00	1,730,650.00	1,730,650.00	-
11.92.02 Shelters	-	74,818.00	1,820.41	72,997.59
	382,792.00	7,330,051.00	5,635,039.67	1,695,011.33

OR-95-X030 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.33.02 U of O Station Construction	-	2,340,354.00	2,015,800.18	324,553.82
11.7F.00 Gateway SmartTrips	-	100,301.00	100,301.00	-
	-	2,440,655.00	2,116,101.18	324,553.82

OR-95-X035 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.72.11 Rideshare	-	358,633.71	358,633.71	-
11.72.11 Safe Routes to School	1,137.00	83,584.00	34,090.43	49,493.57
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	-
	1,137.00	1,047,911.00	998,417.43	49,493.57



OR-95-X055 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 Hybrid 40' Bus Replacement_01	-	1,878,998.00	-	1,878,998.00
11.33.02 Pavilion Station Construction_01	-	445,782.00	445,782.00	-
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
11.7L.00 Rideshare_00	-	441,436.00	441,436.00	-
11.7L.00 Rideshare_01	549.00	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	6,698.00	135,421.00	21,408.71	114,012.29
11.7L.00 SmartTrips 2	6,060.00	384,487.00	372,143.21	12,343.79
44.23.02 Bike Parking Study	-	100,301.00	100,301.00	-
44.23.02 Bike Share Study_01	-	111,445.00	89,689.06	21,755.94
44.23.02 NW Eugene-LCC Transit Corridor Plan_01	11,123.00	651,711.00	45,509.99	606,201.01
	<u>24,430.00</u>	<u>5,290,336.00</u>	<u>2,657,024.97</u>	<u>2,633,311.03</u>

AGENDA ITEM SUMMARY

DATE OF MEETING: February 18, 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

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MONTHLY DEPARTMENT REPORTS

February 18, 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

In January the Discretionary Grant Review Committee reviewed applications for the Enhanced Mobility of Seniors and Individuals with Disabilities (5310 funding) and the Special Transportation Fund Program (STF). Although different funding programs, these programs both provide funding to improve the mobility of older adults and people with disabilities. LTD receives a share of the 5310 funding distributed by the State of Oregon and is the designated recipient of STF funds in Lane County. LTD's Accessible Transportation Committee (ATC) serves as the STF advisory committee, making a recommendation to the LTD general manager on programs for funding for the biennium.

Of note this year is that LTD will have exhausted the funding previously available through Federal New Freedom and Job Access Reverse Commute programs. LTD utilized these funds to fund mobility management programs. Funding for these programs was considered important and an investment that should be continued; funding will continue through the 5310 and STF funding.

The subcommittee has completed its selection and will make a recommendation to the ATC. They will hold a public hearing, consider the recommendation at their February 17 meeting, and forward their recommendation to LTD General Manager Ron Kilcoyne.

AWC Move in CSC

Alternative Work Concepts (AWC), who provides the travel training, transit host, and part of LTD's eligibility assessments, has moved its office in the Customer Service Center from the second floor to the first floor. This move puts AWC staff in a location that is more accessible for LTD customers.

PLANNING AND DEVELOPMENT

Tom Schwetz, Planning and Development Manager

Corridor Studies

John Evans, Senior Project Manager

West Eugene EmX Extension

Initial construction activities have begun with the acquisition of materials and equipment with long delivery times, mobilization of earth-moving equipment, temporary traffic control measures, removal of trees, and initiation of the 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.

Main Street-McVay Highway

The Stakeholder Advisory Committee (SAC) met on January 27 and completed its final recommendations on “the Most Promising Transit Solutions” to be forwarded to the Governance Team. At the February 19 Governance Team meeting, the Team will review the SAC’s recommendations and formalize their own recommendations to be forwarded to the Springfield City Council and to the LTD Board.

POINT2POINT

Theresa Brand, Transportation Options Manager

Program Administration

Point2point staff are finishing up a strategic planning process, which will culminate in the development of a five-year work plan. There has been extensive involvement by regional transportation planning staff and other transportation options providers with the City of Eugene, University of Oregon, and Oregon Department of Transportation (ODOT). The new work plan will go into effect in early March, depending on the completion date.

Drive Less Connect

Staff continue planning efforts with partners Cascades West Rideshare in Albany and Cherriots Rideshare in Salem on the three-month regional carpool campaign that began on February 1. Sponsors include Metromile Insurance, Fred Meyer, Dutch Bros., and Chinook Winds Casino Resort.

Drive Less Connect statistics for December:

- 30 new users registered in Drive Less Connect
- 2,676 Non-Single-occupancy vehicle trips reported, for a total of 42,985 miles
- Trips reported represent a savings of 28,211 pounds of CO₂ over driving alone
- 117 Ridematch trips created to search for carpool partners
- 61 percent of Ridematch trips received results
- 31 Ridematch requests sent through the system

Vanpool Program

- Staff presented vanpool information to Symantec employees at two brown bag sessions. One vanpool from Albany is currently forming.
- Staff met with PeaceHealth Oregon Region management to discuss vanpool opportunities.

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

- 17 vanpools traveling to/from Eugene-Springfield
- 4,219 passenger boardings
- 217,419 passenger miles
- 132,191 pounds CO₂ reduced

Carshare Program

Statistics for the regional carshare program operated by Enterprise Carshare:

- 6 new members; 131 active members
- 177 reservations during December
- 994 hours used

Outreach and Education

- Staff received a mini grant from ODOT to conduct two Be Safe Be Seen light giveaway events: one in Cottage Grove and one in Florence. The Cottage Grove event was held on January 15, and about 200 free walking and biking lights were distributed. The Florence event was held on January 29, and about 140 walking and biking lights were distributed. Both events were marketed through Facebook ads, local schools, community centers, and the events received media promotion in both local newspapers and on the local radio station in Florence.
- Staff continue planning efforts with partners Cascades West Rideshare in Albany and Cherriots Rideshare in Salem on the three-month regional carpool campaign titled Carpool Karma. This carpool campaign was made possible through a grant from ODOT and sponsors Metromile Insurance, Fred Meyer, Dutch Bros., and Chinook Winds Casino Resort. Carpool Karma runs from February 1 through May 1, 2015.
- The Business Commute Mini Challenge was held on January 20-22. The purpose of this event was to encourage people who go back to driving alone during the cold and dark winter months to get back out there and bike, use transit, walk, or carpool. A warming hut event was held on January 21 at the Barn Light to encourage participants to come by and learn more about alternate transportation options. The Mini Challenge had 317 participants, up by 24 percent from the 2014 event. When participants reported their trips, there was a reduction of 14.8 percent in drive-alone trips compared to their average commute in December. When asked if they would like to see more mini challenges throughout the year, 81.5 percent said "yes."

School Services

Work is continuing on the Schools Program's strategic plan; and completion is anticipated this summer. Pedestrian education is now taking place in many second grade classes across the region; and planning for spring bike safety education is currently underway, including volunteer recruitment and scheduling.

Smart Trips: Main Street

Staff have completed the SmartTrips Main Street 1 final report for the 2014 program. A copy of this report is available on the SmartTrips Springfield website, www.smarttripsspringfield.com. Staff will be presenting the program results and outcomes to the LTD Board at its March meeting.

Staff are currently preparing for the coming SmartTrips Main Street 2 program slated to launch in June 2015. Staff are meeting with various community partners and are preparing collateral materials with the LTD Graphics Department.

Transit Operations and Customer Satisfaction

Mark Johnson, Director of Transit Operations and Customer Satisfaction

FLEET MAINTENANCE

Ernie Turner, Fleet Maintenance Manager

There is no Fleet Maintenance Report this month.

Administrative Services

Roland Hoskins, Director of Administrative Services

HUMAN RELATIONS

David Collier, Human Relations Manager

Benefits

LTD is implementing a resiliency coaching pilot program beginning in April that will function as an extension of the Employee Assistance Program that is provided through Reliant Behavioral Health. Resilience is the ability to bounce back; stay strong and productive; and use effective solutions to handle life's challenges, changes, and demands. Resilience skills are used when facing a range of life's challenges – from every day stress to significant life crises – to return to a person's best level of functionality. Resilience coaching focuses on the mastery of skills used to transform negative thinking patterns and calm the stress response. There will be two different groups participating that will be composed of up to 10 employees each: one group will consist of employees who have

a chronic condition, and the other group will consist of employees who do not have a chronic condition.

Recruitment

- The Customer Services and Planning Department has a full-time opening for an administrative secretary. The position closed on February 6; interviews are scheduled for February 20.
- Point2Point has an opening for a temporary/part-time Smart *Trips* program assistant; the position will close on February 23.
- The IT Division is recruiting for an applications analyst. This position is open until filled.
- The Maintenance Division recently had a full-time opening for an inside bus cleaner. The position closed on February 6; interviews are scheduled for February 27.

FINANCE

Todd Lipkin, Finance Manager/Chief Financial Officer

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

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 18, 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. **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.
- B. **Budget Committee Appointments**: At the end of 2014, two Budget Committee members' terms expired. The term of one of the Board members who would make one of the appointments also expired. It is anticipated that the governor will make the Board appointment in March, with the Budget Committee appointments to follow. At that time, the LTD Board will be asked to approve the Budget Committee appointments.
- C. **ESMS Update**: LTD's Environmental and Sustainability Management System (ESMS) core team participated in the final audit of LTD's ESMS in early February. In March staff will report on the outcome of this audit and the next steps in seeking third-party certification of the District's ESMS program.
- D. **Purchasing Policy Revisions**: As a result of the FTA Triennial Review finding regarding sole source contracts and internal audit recommendations, and to update the policy for general ease of understanding, LTD's purchasing policy document will be revised and the result presented to the LTD Contract Review Board for approval in March or April.
- 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. **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.
- H. **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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AGENDA ITEM SUMMARY

DATE OF MEETING: February 18, 2015

ITEM TITLE: BOARD COMMITTEE ASSIGNMENTS

PREPARED BY: Gary Wildish, Board President

ACTION REQUESTED: Committee assignments will be finalized.

BACKGROUND:

Each year Board members review their current committee assignments, and committee assignments may be revised depending on Board members' preferences. With the recent departure of Michael Dubick from the LTD Board, assignments have been adjusted accordingly.

ATTACHMENT: LTD Board of Directors Committees and Special Assignments

PROPOSED MOTION: None.