



**LANE TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Wednesday, July 15, 2015
5:30 p.m.
LTD Board Room
3500 E. 17th Avenue, Eugene (in Glenwood)**

A G E N D A

Page No.

- | | | | |
|-------|--|--------------|---|
| I. | CALL TO ORDER | | |
| II. | ROLL CALL | | |
| | Nordin _____ Pierce _____ Gillespie _____ Yeh _____ | | |
| | Wildish _____ Necker _____ Grossman _____ | | |
| III. | PRELIMINARY REMARKS BY BOARD PRESIDENT | (2 minutes) | |
| IV. | COMMENTS FROM THE GENERAL MANAGER | (2 minutes) | 4 |
| V. | ANNOUNCEMENTS AND ADDITIONS TO AGENDA | (2 minutes) | 5 |
| VI. | BOARD CALENDARS | (3 minutes) | 6 |
| VII. | EMPLOYEE OF THE MONTH – AUGUST | (5 minutes) | 7 |
| VIII. | AUDIENCE PARTICIPATION | (10 minutes) | |
| | <ul style="list-style-type: none"> ◆ <i>Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.</i> ◆ <i>Citizens testifying are asked to limit testimony to three minutes.</i> | | |
| IX. | ITEMS FOR ACTION AT THIS MEETING | | |
| | A. Consent Calendar | (1 minute) | 8 |
| | <ul style="list-style-type: none"> 1. Minutes of the May 11, 2015, Special Joint Meeting/Work Session with Eugene City Council (Page 9) | | |

2. Minutes of the June 17, 2015, Regular Board Meeting (Page 12)		
3. Minutes of the June 22, 2015, Special Board Meeting/ Work Session (Page 21)		
B. Disadvantaged Business Enterprise Policy Update [Mary Talentinow]	(10 minutes)	25
C. Donation of Property for Veterans' Housing Project [Tom Schwetz]	(5 minutes)	56
X. ITEMS FOR INFORMATION AT THIS MEETING		
A. Board Member Reports	(5 minutes)	58
1. Meetings Held		
a. Lane Council of Governments (LCOG) Board of Directors - June 25		
b. MovingAhead Oversight Committee – June 29		
c. Metropolitan Policy Committee (MPC) – July 2		
d. LTD Pension Trusts – July 15		
2. No Meeting/No Reports		
a. Accessible Transportation Committee (ATC)		
b. LTD Board Human Relations Committee		
c. EmX Steering Committee		
d. Lane Area Commission on Transportation (LaneACT)		
e. Governor's Oregon Passenger Rail Leadership Council		
f. Eugene Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP)		
g. LTD Board Finance Committee		
h. Main Street Projects Governance Team		
i. LTD Board Service Committee		
B. 2015 Legislative Session Report [Edward McGlone]	(10 minutes)	60
C. Timing of Payroll Tax Implementation [Edward McGlone]	(10 minutes)	61
D. General Manager Recruitment Update [Roland Hoskins]	(15 minutes)	63
E. MovingAhead Update [Sasha Luftig]	(10 minutes)	64

F.	2015 Business Commute Challenge Report [Cammie Harris]	(10 minutes)	65
G.	Monthly Financial Reports – May 2015 [Todd Lipkin]	(5 minutes)	67
H.	Monthly Engagement Report (respond if questions) [Andy Vobora]		73
I.	Monthly Performance Reports (respond if questions) [Ron Kilcoyne]		75
J.	Monthly Grant Report (respond if questions) [Todd Lipkin]		83
K.	Monthly Department Reports (respond if questions)		88
XI.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING		94
A.	Board Member Committee Assignments (August)		
B.	2015-20 Point2point Strategic Work Plan (August/September)		
C.	Payroll Tax (August/September)		
D.	MovingAhead (September)		
E.	Smart <i>Trips</i> Program (November)		
F.	Main-McVay Project Update (Fall)		
G.	Franklin Boulevard		
H.	Crisis Communication Plan		
I.	General Manager Selection Process		
J.	West Eugene EmX Extension		
XII.	ADJOURNMENT		

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

AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 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

Q:\Reference\Board Packet\2015\7\July 15 Reg Mtg\01 GM Comments AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 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

Q:\Reference\Board Packet\2015\7\July 15 Reg Mtg\02 Announce & Additions Sum AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 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 summer vacation dates.

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

Q:\Reference\Board Packet\2015\7\July 15 Reg Mtg\03 BD Calendars AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 2015

ITEM TITLE: AUGUST EMPLOYEE OF THE MONTH

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

BACKGROUND:

August Employee of the Month: Bus Operator Nikki Franco is the recipient of the August 2015 Employee of the Month (EOM) award. Nikki began work for the District in 1995; and during her 20 years at LTD, she has received 14 Safe Driving awards. She also earned the General Manager's Award for Excellence in 2008.

Recently, Nikki noticed that a visually impaired customer and his dog were not yet to the bus stop as she passed by. Realizing they wanted to ride the bus, she called Dispatch and asked for permission to turn around. As the customer boarded the bus, he thanked Nikki for her act of kindness. Afterwards he followed up with District staff to communicate his appreciation for Nikki who took the extra time to help someone in need.

When asked to comment on Nikki's selection as Employee of the Month, Operations Supervisor Rick Thompson said:

Nikki has been part of the LTD family for 20 years. In addition to the accolades listed above, she is a long-time judge and participant in the LTD Rodeo.

Customer service is obviously Nikki's number one priority as indicated by this most recent event. As I read compliments sent in by customers, it is clear that Nikki has a genuine concern for the welfare of her passengers. Several comments were about her ability to defuse conflict by listening and showing respect, and many riders said they look forward to seeing her every day.

Nikki is well-liked by her coworkers and has earned their respect. She possesses a sweet personality, is very humorous, and has a wonderful smile. Nikki is an exceptional employee and very deserving of this award!

AWARD:

Nikki will attend the July 15, 2015, meeting to be introduced to the Board and to receive her award.

Q:\Reference\Board Packet\2015\7\July 15 Reg Mtg\04 EOM AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 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 July 15, 2015, consists of:

- 1) Approval of the Minutes of the May 11, 2015, Special Joint Meeting/Work Session with Eugene City Council
- 2) Approval of the Minutes of the June 17, 2015, Regular Board Meeting
- 3) Approval of the Minutes of the June 22, 2015, Special Board Meeting/Work Session

ATTACHMENTS:

- 1) Minutes of the May 11, 2015, Special Joint Meeting/Work Session with Eugene City Council
- 2) Minutes of the June 17, 2015, Regular Board Meeting
- 3) Minutes of the June 22, 2015, Special Board Meeting/Work Session

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

LTD Resolution No. 2015-029: It is hereby resolved that the Consent Calendar for July 15, 2015, is approved as presented.

Q:\Reference\Board Packet\2015\7\July 15 Reg Mtg\06 Consent Calendar AIS.docx

MINUTES OF JOINT
LANE TRANSIT DISTRICT BOARD OF DIRECTORS/EUGENE CITY COUNCIL
JOINT WORK SESSION
Monday, May 11, 2015

Pursuant to notice given to *The Register-Guard* for publication on May 7, 2015, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District and the Eugene City Council held a joint work session on Monday, May 11, 2015, at Harris Hall, 125 E. 8th Avenue, Eugene, at 5:30 p.m.

Lane Transit District Board Present:

Gary Wildish, President
Carl Yeh, Vice President
Julie Grossman, Secretary
Ed Necker, Treasurer
Angelynn Pierce
Gary Gillespie
Vacant, Position 3
Ron Kilcoyne, General Manager

Eugene City Council Present:

Mayor Kitty Piercy
Councilors:
George Brown
Betty Taylor
Alan Zelenka
George Poling
Mike Clark
Greg Evans
Claire Syrett
Chris Pryor
Minutes Recorder: Chuck Crockett

CALL TO ORDER AND WELCOME: Eugene Mayor Piercy called the joint work session to order, and LTD Board President Wildish called the joint work session to order.

WORK SESSION: MovingAhead (Key Corridor Study) – City of Eugene Transportation Planning Engineer Chris Henry, City of Eugene Senior Planner Terri Harding, and LTD Transit Development Planner Sasha Luftig showed a PowerPoint presentation on the LTD MovingAhead program.

Mr. Henry introduced the MovingAhead team, gave a brief introduction on the MovingAhead program, and showed a map of the envisioned bus rapid transit system build-out. Ms. Harding explained the seven pillars of Envision Eugene as including compact development, efficient transportation, climate and energy reliance, and neighborhood livability. She expressed that transit improvements need to be planned in collaboration with biking and walking improvements. Ms. Harding said that a well-planned transportation system provides safe and accessible transportation for everyone while supporting great neighborhoods, healthy people, and a healthy economy. She noted that MovingAhead builds on the land use and transportation planning framework developed by the cities of Eugene and Springfield. The cities are asking the community for approval at a system-wide level rather than a corridor-by-corridor level as has been done historically. Ms. Harding explained that the MovingAhead approach is a new and distinctly different approach to planning than has previously been used. She said that the MovingAhead approach looks at the system in its entirety as opposed to corridor by corridor.

Ms. Luftig displayed a map of MovingAhead corridors and listed the corridors that are part of the MovingAhead project. Ms. Luftig explained that looking at improvement plans from a system-wide level instead of corridor by corridor allows for more efficient long-term planning and enables the ability to meet the long-term needs of the community more effectively and efficiently. Ms. Luftig noted that the Main-McVay corridor shown on the map is a separate project in partnership with the City of Springfield and is not part of the MovingAhead project. Ms. Luftig went on to explain the Purpose and Needs, Goals and Objectives statement for the MovingAhead project. She said that there are two steps to the planning phase of the MovingAhead project: screening of the seven corridors and evaluation in further detail of up to four corridors. Ms. Luftig explained the decision-making process of the project and the parties, both internal and external to the organization that will be part of the process. Ms. Luftig noted that the Oversight Committee would review and approve the Purpose and Needs, Goals and Objectives statement. Ms. Luftig described the MovingAhead project schedule in detail.

Mr. Henry reiterated the purpose of the MovingAhead project. He explained the importance of obtaining community input regarding the transportation needs of the community. Mr. Henry listed out the community outreach of which the MovingAhead team is actively engaged. Mr. Henry said that the MovingAhead team will be holding five workshops throughout the month of May, and he explained their purpose.

Mayor Piercy expressed appreciation for the efficient approach to route planning and expansion. She expressed pleasure that the planning was happening so far ahead and that the process was being so inclusive in seeking community feedback. She said that she would like to hear more about narrowing down to four corridors and how it can be done. Ms. Luftig explained that the decision to narrow to four corridors was based on applying a system-level approach and budget. Mr. Henry explained that community input and environmental impact also played roles on narrowing to four corridors and in choosing the corridors on which to focus.

Mayor Piercy expressed the importance of everyone working together and being on the same page for system planning. She noted the importance of connecting with rail during the MovingAhead program.

Councilor Polling expressed concern about where the map shows the Coburg Road corridor planning area ends. He said that the Chad Drive/Crescent area has the most population increase and has a proposal for a new subdivision. He said that he thinks an extension to that area would be valuable. He said that he receives a lot of community inquiry and feedback about pedestrian- and bicycle-friendly routes, and the safety challenges children face. He said that he would like to know the possibilities of expanding to that area. Ms. Luftig explained that the team went through a fatal flaw exercise with regional partners, which included all corridors that had been identified as part of LTD's frequent transit network. She described the frequent transit network as providing 15-minute increment or better service per hour. She also explained that the system routes shown on the map are a starting point; the map shows only high-level service routes. She said that expanding past Beltline Road is a possibility as determined by community feedback. Councilor Polling stated that he thinks that the team should take a serious look at expanding that corridor.

Councilor Syrett expressed her approval of the sounding board. She asked what strategies, other than bus rapid transit, will be identified for the mentioned corridors. Ms. Luftig explained that a traditional fixed-route system would continue to be used, in addition to enhanced corridors

with infrastructure improvements, to allow for more efficient movement of buses. She noted that the infrastructure improvements could include queue jumps, which aid in buses merging into traffic with fewer traffic interruptions. Ms. Luftig explained that this would be in conjunction with in-depth conversations among the affected communities to establish the specific needs for each area.

Councilor Pryor emphasized the importance of looking ahead to what the community needs when planning the future of transit.

Councilor Clark expressed his appreciation for everyone coming together so well in this planning process. He asked about the timing of work and completion of the Transportation System Plan project and Envision Eugene and how they integrate.

ADJOURNMENT: Mayor Piercy adjourned the joint work session at 6:09 p.m.; LTD Board President Wildish adjourned the joint work session at 6:09 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Julie Grossman
Board Secretary

Jeanne Schapper
Clerk of the Board

Q:\Reference\Board Packet\2015\7\July 15 Reg Mtg\BD Minutes JT ECC 5-11-15 CG Edits.doc

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, June 17, 2015

Pursuant to notice given to *The Register-Guard* for publication on June 11, 2014, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular board meeting on Wednesday, June 17, 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
Don Nordin
Angelynn Pierce

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

CALL TO ORDER/ROLL CALL: Mr. Wildish convened the meeting at 5:35 p.m. and called the roll.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Wildish welcomed LTD's new Board member Don Nordin to his first Board of Directors meeting. He added that the current issue of the Eugene Chamber of Commerce's *Open for Business* magazine highlighted LTD's activities and current projects.

COMMENTS FROM THE GENERAL MANAGER: Mr. Kilcoyne began with remarks concerning Vision Zero, a program that began in Sweden and spread to the United States. He explained that the program has a goal that no loss of life is acceptable with respect to traffic accidents. He said that the legislature is currently considering Vision Zero legislation, and that Portland is adopting a Vision Zero program. He said that he hoped that LTD could work with its partners in Eugene and Springfield to promote a local program.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: None.

BOARD CALENDARS: Mr. Kilcoyne reviewed the coming Board meetings and other scheduled events.

EMPLOYEES OF THE MONTHS — JUNE AND JULY 2015: The Board recognized Accounting Technician Delores Donis as the June Employee of the Month and Bus Operator Cino Faulds as the July Employee of the Month. Mr. Wildish presented both with their awards and thanked them for their outstanding service and dedication to LTD's mission. Ms. Donis and Mr. Faulds thanked the Board for their awards.

Mr. Gillespie commented that he had recently visited the Customer Service Center; and for two hours, he observed customer service representatives working with patrons, drivers, the public, and the community. He said that he was very impressed with the amount of work they did, their excellent explanations of policies and procedures, and how they went out of their way to help people. He expressed that he was appreciative of the opportunity to watch employees in action.

EXECUTIVE (NON-PUBLIC SESSION): Mr. Wildish announced that the Board would now 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.

MOTION Mr. Necker moved 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; Mr. Gillespie provided the second.

VOTE The resolution was approved as follows:
AYES: Gillespie, Grossman, Necker, Nordin, Pierce, Wildish, Yeh (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

The Board entered executive session at 5:50 p.m. LTD staff also present for the executive session were Director of Customer Services and Planning Andy Vobora, Service Planning Manager Tom Schwetz, Director of Administrative Services Roland Hoskins, Human Relations Manager David Collier, Director of Operations and Customer Satisfaction Mark Johnson, Internal Auditor Cheryl Munkus, CFO Todd Lipkin, Controller Tom Schamber, and Government Relations Manager Edward McGlone. In addition, Mr. John Brown, Evans, Elder, and Brown; Mr. Rick Satre, Schirmer Satre Group; and Mr. Dwight Purdy, Thorp Purdy Jewett Urness & Wilkinson were present.

RETURN TO REGULAR (OPEN) SESSION: The Board returned to its regular meeting at 5:55 p.m.

AUDIENCE PARTICIPATION: Mr. Wildish explained the procedures for offering comments to the Board.

Judy Morse, Eugene, spoke to the Board regarding bus service to Florence. She said that she recognized that there were budget constraints, but she had spoken to many in the community who expressed support. She explained that she had previously shared her ideas for Florence service with Mr. Kilcoyne and hoped that a delegation could visit Florence and speak to business owners. She said that Florence currently had a small local bus service in town, and there also was a private transport company that charged a \$50 fare to travel

between Eugene and Florence. She said that many people were without cars and would appreciate having a public transit service to the coast.

Rob Zako, Eugene, representing Better Eugene-Springfield Transit (BEST), spoke to the Board about public health. He distributed a handout titled *Leading Causes of Death in Oregon by Age* and noted that for age categories between 15 and 54, road traffic accidents represented one of the leading causes of death. He said that traffic fatalities had become an epidemic and something needed to be done. He stated that it was a public health issue, not a political, transit, or bike/pedestrian issue. He commended the Vision Zero initiative and said that he hoped to see a coalition of public, non-profit, and private interests in the Eugene-Springfield community take on the concept that no traffic deaths were acceptable.

ITEMS FOR ACTION AT THIS MEETING:

MOTION Consent Calendar: Ms. Pierce moved that the Board adopt the following resolution: LTD Resolution No. 2015-022: It is hereby resolved that the Consent Calendar for June 17, 2015, is approved as presented. Mr. Yeh provided the second. The Consent Calendar consisted of:

- Minutes of the March 31, 2015, Special Board Meeting/Strategic Planning Work Session
- Minutes of the April 15, 2015, Regular Board Meeting
- Minutes of the May 7, 2015, Special Board Meeting/Strategic Planning Work Session
- Minutes of the May 11, 2015, Special Board Meeting/Strategic Planning Work Session
- LTD Resolution No. 2015-023 Reaffirming LTD's District Boundaries

VOTE The resolution was approved as follows:

AYES: Gillespie, Grossman, Necker, Nordin, Pierce, Wildish, Yeh (7)

NAYS: None

ABSTENTIONS: None

EXCUSED: None

Public Hearing and Approval: Fiscal Year 2014-2015 Supplemental Budget: Finance Manager Todd Lipkin stated that the supplemental budget was needed to account for an increase in the demand for Medicaid Non-Emergency Medical Transportation. The increase in demand was due to expanded eligibility for participants in the Oregon Health Plan.

In response to questions from Ms. Grossman and Mr. Gillespie, Mr. Lipkin said that this was the same issue discussed in prior monthly finance reports, and the matching funds were from contingency.

Mr. Wildish opened the public hearing. He determined there was no one wishing to speak and closed the hearing.

MOTION Mr. Necker moved approval of LTD Resolution No. 2015-024, which amends the LTD Fiscal Year 2014-2015 budget as represented in the resolution. Ms. Grossman provided the second.

VOTE The resolution was approved as follows:
AYES: Gillespie, Grossman, Necker, Nordin, Pierce, Wildish, Yeh (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

Public Hearing and Adoption: FY 2015-2016 Budget: Mr. Lipkin stated that the budget presented for adoption was the same budget approved by the Budget Committee in May, with the addition of \$250,000 to cover a pass-through arrangement with the City of Eugene for its SmartTrips program. He said that LTD and the City had jointly applied for a grant, and this would budget for the payments LTD will be making to the City of Eugene for their portion of the grant.

Mr. Wildish opened the public hearing. He determined there was no one wishing to speak and closed the hearing.

MOTION Mr. Necker moved approval of Resolution No. 2015-025, adopting the LTD Fiscal Year 2015-2016 approved budget as presented and appropriating \$180,602,400 as represented in the resolution. Ms. Grossman provided the second.

Mr. Lipkin pointed out that the budget also included appropriations for the West Eugene EmX Extension project and other projects.

VOTE The resolution was approved as follows:
AYES: Gillespie, Grossman, Necker, Nordin, Pierce, Wildish, Yeh (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

FY 2015-2016 LTD Road Map: Director of Customer Services and Planning Andy Vobora said that development of the new structure of the *Road Map*, LTD's strategic plan, was a two-year process involving employees and the Board. He said that there had been no changes to the plan since the Board's last review of the document. He explained that the newest section of the plan included performance outcomes that would be vetted through the TransitStat process internally to monitor and manage performance.

MOTION Mr. Yeh moved approval of Resolution No. 2015-026, a resolution to approve the Fiscal Year 2015-2016 Lane Transit District *Road Map* as presented. Mr. Nordin provided the second.

VOTE The resolution was approved as follows:
AYES: Gillespie, Grossman, Necker, Nordin, Pierce, Wildish, Yeh (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

Public Records Request Policy: Executive Office Manager/Clerk of the Board Jeanne Schapper stated that the governing body of the District must assure compliance with public meetings and records laws. She said that LTD reviewed policies periodically, and the launch of LTD's new website provided an opportunity to update this policy. She explained the

District's process of responding to requests for public records, and explained that the website made the process more user-friendly. She reviewed various aspects of the policy, noting that an appeals process in the event of a denial of disclosure was included. She introduced Dwight Purdy, LTD's legal counsel, who was available to respond to questions.

Mr. Nordin asked if public records were available on LTD's website. Ms. Schapper said that many of the most frequently requested records were available on the website; others not so easily accessible might require staff time to compile and prepare for dissemination. She noted that in that event, the requestor was charged for materials and staff time. She explained that occasionally a request for a very large number of documents was received and the requestor was given an estimate of the cost and an opportunity to reduce the scope of the request to lower the cost.

In response to a question from Mr. Gillespie, Mr. Purdy explained that a person could not receive personal information about an LTD employee or Board member, but e-mails and other records involving LTD business were subject to disclosure. He said that a request to verify the residency of a Board member in the district he or she represented would be considered by staff and legal counsel. He cautioned about the use of cell phones and other communication devices that were used for both personal and LTD business purposes. He said that generally the rule was that personal use would remain personal, but in some cases that line had not been clear.

Ms. Grossman asked if there were any aspects in LTD's policy that deviated from standard practices for public agencies. Mr. Purdy said that the policy was relatively boilerplate; the fee schedule might vary from agency to agency, based on actual costs. He said that including an appeals process was not typical in a policy. It was included in LTD's policy to give people recourse in the event of a denial without having to pursue a legal solution.

Mr. Purdy added that there were many bills before the legislature dealing with public records law and SB 1, which just passed, asked the secretary of state to audit public agencies and return to the legislature with recommendations.

MOTION Mr. Yeh moved that Resolution No. 2015-027 be read by title only. Mr. Gillespie provided the second.

VOTE The motion was approved as follows:
AYES: Gillespie, Grossman, Necker, Nordin, Pierce, Wildish, Yeh (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

Mr. Wildish read the title: **Resolution No. 2015-027, A Resolution Establishing a Public Records Policy and Setting Fees.**

MOTION Mr. Yeh moved the following resolution: Be it resolved that the LTD Board of Directors hereby adopts Lane Transit District Resolution No. 2015-027, a Resolution Establishing a Public Records Policy and Setting Fees. Mr. Necker provided the second.

VOTE The resolution was approved as follows:
AYES: Gillespie, Grossman, Necker, Nordin, Pierce, Wildish, Yeh (7)

NAYS: None
ABSTENTIONS: None
EXCUSED: None

River Road Corridor Property Purchase: Mr. Vobora submitted that the Board had discussed the matter in depth and asked if there were any further questions. Ms. Grossman concurred that the matter had been discussed in detail. As there was no further discussion, Mr. Vobora asked the Board to approve the resolution.

MOTION Ms. Pierce moved approval of the following resolution: LTD Resolution No. 2015-021: It is hereby resolved that the LTD Board of Directors directs the general manager to pursue purchase of property on which a new station can be developed to serve the River Road corridor. Mr. Nordin provided the second.

VOTE The resolution was approved as follows:
AYES: Gillespie, Grossman, Necker, Nordin, Pierce, Wildish, Yeh (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: Ms. Grossman said that she had attended a number of meetings around the community and reported that conversations about the Vision Zero concept were gaining momentum. She noted that the mayors of both Eugene and Springfield had recently signed on to the U.S. Department of Transportation Safe People/Safe Road initiative, which encompassed similar goals. She encouraged LTD to stay engaged and be a leader and not a reactor to the concept.

Mr. Gillespie expressed concern with the level of Disadvantaged Business Enterprises (DBEs) that were used by LTD. He asked the general manager, in cooperation with staff and perhaps other agencies, to consider conducting a workshop for DBEs to learn how to register as a DBE with public entities in the Eugene-Springfield area.

Ms. Grossman said that she and Ms. Pierce had participated in an American Public Transportation Association (APTA) conference call relating to crisis communications. She said that there were resources available to help understand how to manage situations so that they did not escalate.

Mr. Vobora said that LTD participated in a public information officer regional group, and crisis communications were often the topic. He said that he would share the District's crisis communication plan with the Board.

Mr. Wildish announced that the annual APTA conference for Board members was coming up in July.

General Manager Recruitment Update: Director of Administrative Services Roland Hoskins said that the executive search firm, KL2, was moving forward with the recruitment process. Staff had provided KL2 with all of the information collected from employee and community

interviews, and it would be consolidated and presented at the June 22 special Board meeting/workshop with members of the community. He said that following the workshop, KL2 would compile the results and present the recruitment criteria to the Board for adoption at the July 2 special meeting by conference call. He described the recruitment process and said the goal was to hire a new general manager by November 2015.

Mr. Gillespie asked how the interest and concerns of salaried staff were incorporated into the process. Mr. Hoskins said that all staff had been engaged in determining desirable leadership characteristics of a general manager. He described the meetings that were held to give all employees an opportunity to express their opinions. The final list of recruitment criteria would be shared with employees.

Safe Routes to Schools Program Report: Safe Routes to School (SRTS) Mapping Project Leader Ellen Currier said that the SRTS program promoted safe school transportation options. She said that the program worked with three coordinators in each of the school districts across the region. She explained that the SRTS programming included:

- Encouragement - Stipends were offered for any school wishing to participate in encouragement events. Twenty schools participated in fall and spring activities.
- Education - Bike and pedestrian safety courses were offered through the Eugene River House program. One thousand students participated in pedestrian safety, and a bit fewer participated in bike safety. These courses were supported with funds from the Jane Higdon Foundation. Willamalane would begin teaching courses in the spring of 2016, expanding program capacity.
- Evaluation - Staff were working with state leadership to develop common evaluation methods.
- Engineering and Infrastructure Improvements - School coordinators worked closely with the school districts, cities, and county staff to improve connectivity and safety. A bike parking assessment had been completed and was available to the public. It had been used successfully to raise donations for bike parking. A transportation growth management (TGM) grant had been completed; and if funds were awarded, the project would create infrastructure and facilities plans focused on multi-modal transportation that schools would adopt.
- Enforcement - Lack of funding for crossing guards prevents progress in this area. Staff continued to work with the state to obtain more funding and provide better training.

Ms. Currier said that staff were working on updating the regional plan--a large piece of which was incorporating equity in all aspects of the program.

Ms. Grossman asked how the education component provided by River House was delivered to students. Ms. Currier said that it was usually provided during physical education courses, with the exception of second grade pedestrian classes that were offered during regular school hours. She explained that delivery of the classes depended on teachers' willingness to participate.

Mr. Nordin asked if the SRTS program extended to exurb communities. Ms. Currier said that it does not at this time. She explained that the program was delivered to districts within the

Metropolitan Planning Organization (MPO) in Eugene, Springfield, and Bethel. She said that the program would be happy to expand to other areas if funding was available.

Mr. Gillespie asked how much funding would be required to provide crossing guard training. Ms. Currier noted that the cost varied by school district. She said that the state provided materials and school district employees were expected to provide the training; although funds were not available to pay for employee time. She said that an estimate of the cost to fully staff training throughout the region could be done.

Mr. Gillespie suggested that a funding request for staff training could be made to the Metropolitan Policy Committee (MPC). He said that crossing guard training was compatible with the concept of Vision Zero and transportation safety. Ms. Currier said she appreciated the suggestion, and commented that it was difficult to maintain the training program without a reliable funding source.

TransitStat Update: Director of Transit Operations Mark Johnson said that the TransitStat system emerged from a 1990s improvement process developed by the New York City Police Department. It had been adapted by other jurisdictions to suit their own internal improvement needs, including transit. LTD had adopted TransitStat one year ago, and it has taken some effort to get the process underway in the District. The system works such that staff teams propose an issue or problem as an improvement project. To date, three projects have been accepted:

1. Stand time – This involves operators on stand to cover work when people do not show up, so service is not disrupted. As stand time had been steadily increasing, the project established a goal of decreasing stand time by 200 hours per month. Stand time decreased almost 200 hours the first month; more than 200 hours the second month; and over the course of a year, more than 3,000 hours were saved. Statistics are reviewed monthly to monitor progress.
2. Road calls - as measured in miles between road calls. Typically that number averaged about 5,000 miles between road calls; and as a result of the project efforts, that number has increased to nearly 7,000.
3. Print/copy efficiencies - determine how many printers were actually needed and better manage the system. This project had just begun and data was being collected in order to make recommendations.

Mr. Nordin asked if employees were satisfied with the TransitStat program and committed to having it continue. Mr. Johnson explained that the teams were engaged in the process and pleased with the successes to date. He said that he needed to determine how to promote more project proposals. He explained that the program was intended to engage employees in improving their work environments, providing better customer services, and realizing efficiencies. Mr. Vobora added that all of the performance outcomes and metrics in the *Road Map* would be reported in TransitStat.

Ms. Grossman asked if the program was incentivized. Mr. Johnson said that a District-wide rewards program was being developed.

Mr. Wildish noted that the agenda packet included an efficiency report that contained information on improvement projects. He commended the stand time project that resulted in a savings of nearly a position and a half per year. He said that he was pleased that the

program provided employees with the opportunity for ownership of District performance and operations.

FY2016-2025 Capital Improvements Program (CIP) Administrative Amendments: Mr. Lipkin said that the administrative amendments were made to carry forward unspent funds from the current year for projects that were not completed and to program them within the CIP so that the budget adopted by the Board and the CIP were aligned.

In response to a question from Mr. Gillespie, Mr. Lipkin confirmed that Federal Transit Administration funds were expected to be received in August 2015.

Monthly Financial Report: Mr. Lipkin said that the report was similar to the last few months, but noted that while it appeared that payroll taxes were more than 99 percent of the budget, it was a result of receiving some taxes in April that would normally be paid in May. The impact of the \$672,000 take-back early in the fiscal year would again be reflected in the May financial report, with payroll taxes back to 96.9 percent. He said that once the May postings were completed, staff would provide a comparison of the current year to last year's payroll tax receipts, which he said would demonstrate continuing improvement of the economy.

Monthly Engagement Report: Mr. Vobora said that staff had been tracking the decline in ridership and identified some factors that could be involved. He said that the University of Oregon and Lane Community College enrollments were major factors, and ridership on the No. 12 and EmX had been affected by the Gateway Mall reconstruction. He speculated that the numbers were likely to rise when construction was completed and fall service improvements were implemented.

Monthly Performance Reports: There were no questions or comments.

Monthly Grants Report: There were no questions or comments.

Monthly Department Reports: There were no questions or comments.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 7:17 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Julie Grossman
Board Secretary

Jeanne Schapper
Clerk of the Board

Q:\Reference\Board Packet\2015\7\July 15 Reg Mtg\BD Minutes Reg Mtg 6-17-15.doc

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL MEETING/WORK SESSION

Monday, June 22, 2015

Pursuant to notice given to *The Register-Guard* for publication on June 18, 2015, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special meeting/work session on Monday, June 22, 2015, beginning at 4:30 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
Don Nordin
Angelynn Pierce

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

Other Participants:

Renee Jones	Jozef Siekiel-Zdzienicki
Tammy Fitch	Lynda Lynch
Mary Adams	Jon Hinds
Michael Dubick	Mike Eyster
Faye Stewart	Rob Zako
Phyllis Loobey	Casey Edwards
Carl Faddis	Gerry Gaydos
Brenda Wilson	David Braunschweiger
Bob Keefer	Rob Bennett

CALL TO ORDER/ROLL CALL: Mr. Wildish called the meeting of the Lane Transit District (LTD) Board of Directors to order and called the roll at 4:32 p.m. All Board members were present with the exception of Julie Grossman, who arrived at 4:51 p.m.

WELCOME BY BOARD PRESIDENT: Mr. Wildish welcomed those present and thanked them for participating in the work session. He introduced Celia Kupersmith and Al Schlimm of the executive search firm KL2Connects.

Mr. Schlimm said that KL2 Connects specializes in public transit and the group is pleased to have been selected for LTD's general manager recruitment process.

Ms. Kupersmith described her background as general manager of various transit agencies. At her request, those present introduced themselves and briefly described their affiliations.

Mr. Kilcoyne observed that some of the workshop participants were former LTD employees and Board members; others were community leaders with broad representation. He said that hiring a general manager was one of the most important Board functions. He thanked everyone for assisting in the recruitment effort by identifying the desired qualities and characteristics of a new general manager.

Mr. Kilcoyne left the meeting at 4:40 p.m.

Ms. Kupersmith referred to a document from KL2Connects dated June 22, 2015, that compiled and summarized information from interviews conducted with Board members, staff, and interested stakeholders about what made for a successful leader in the unique Eugene-Springfield community environment . She said that the summary represented some primary themes that emerged from the interviews. She added that once a leadership profile was refined, it would be adopted by the LTD Board and used in outreach and recruitment activities, including the screening of candidates.

OBJECTIVE: DETERMINE ATTRIBUTES DESIRED IN THE NEXT GENERAL MANAGER OF LANE TRANSIT DISTRICT: Ms. Kupersmith said that the work session was intended to review the summarized information, determine if it was accurate, identify any qualities that should be added, and define the five most important characteristics that a new general manager should possess. She explained that participants were divided into four groups and given 30 minutes to discuss the summarized information and identify the traits and attributes that would be essential for a general manager to be a success. She asked each group to report back on its discussion at the end of that period.

Mr. Schlimm asked participants to provide one or two examples of what was meant by a descriptor. He gave "integrity" as an example of a descriptor, suggesting that the word could mean something different to each person present.

Group discussions were held from 4:52 p.m. to 5:34 p.m.

Report from Group A:

- Great communicator: asks good questions, listens attentively to the answers, knows audience and adjusts message accordingly.
- Visionary: aptitude for seeing the big picture and able to help others see it--both internal and external to the organization; able to embrace LTD's current vision, adopted plans, and direction
- Integrity: does what he/she says they will do; asks the right questions of the right people and listens to the answers.
- Diverse community: recognize and acknowledge the diversity of the region - Eugene/Springfield, rural/urban, socio-economic, cultural, racial, etc.; truly understand the diversity, not just give lip service to it.
- Collaboration: internally with employees and unions and externally in the community; ability to maintain balance and be both internally and externally focused.

Report from Group B: (Began by stating belief that the summarized profile provided could describe an ideal leader for any organization anywhere in the country.)

- External challenges and opportunities should be considered, along with LTD's vision for expanding the transit system by building on good work done over the last 15-20 years.
- Value collaboration internally and externally within the community; serving and engaging the community.
- Set an example by personally being a leader; general manager does not need to do everything but should be able to inspire others and trust them to do those things; set an example of what he/she values in him/herself and expect others to live up to those standards; not enough for the general manager to have integrity and passion, he/she must instill that in the organization when it works with the community.
- Understand the importance of active engagement of LTD in the community.
- Understand there is a partnership between the Board and the general manager; mutual support.
- Consistent and thorough communication.

Report from Group C:

- Inclusiveness: needs to be actively involved in the community and organizations; understand the uniqueness of all of the community, not just Eugene and Springfield; appreciate the very nature of those communities.
- Open channels of communication and networking; a collaborative approach in making LTD a desirable partner to others in the community; be proud of LTD and its mission; a holistic view of public service; be proud of being LTD's general manager (the best job in town).
- Integrity and humility: be perceptive and have a larger understanding, along with demonstrating honesty and openness in everyday actions; willingness to be accountable to others and him/herself; be a lifelong, constant learner; understand rather than assess people, situations, and political realities.
- Visionary: long-term vision about what's next after EmX; innovative and willing to take risks and seize opportunities as they arise.
- What does "technical skills in the business of public transportation" mean? The general manager does not need to be a technical expert in transit, but should be able to assemble a technically competent team and coordinate the people with the necessary skills; have a general understanding of how transportation works.
- The last bulleted item on the KL2Connects document was perfect.

Report from Group D:

- Integrity and humility were important traits.
- Understand the community's values; do not just assume the community has values, but know what they are; respect the fact that ours is a process obsessed community.
- Be a passionate leader who really believes in the work he/she needs to do; do the hard work of consistently and persistently delivering LTD's message; assure the message is the same when talking to different groups.
- Be respectful of opposition; make allowances for all ideas; include everything.
- Value employees and employee development; employees were as important as service because they deliver the service; regard employees and the union as partners.

- Tend and nurture relationships; understand all of the relationships that are necessary to achieve LTD's vision: employees, the business community, other public agencies, local governments, state and federal governments, congressional offices.
- Appropriate self-confidence; do not take credit, but share credit where it's due: with partners, including the union; be passionate.
- Have a human side; be empathetic, particularly with service delivery and the people dependent on it.

Ms. Kupersmith said that many of the qualities that were repeated from group to group were humility, the ability to share credit, and humbly confident. She thanked the groups for providing details to flesh out the generic description and help create a recruitment tool that was specific to the District and community's needs. She said that feedback from the groups would be used to tailor the qualities of the new general manager to reflect the uniqueness of the community.

Mr. Schlimm added that collaboration also was a critical attribute for the general manager.

NEXT STEPS/WRAP UP:

Ms. Kupersmith explained that following some additional meetings with staff and Board members, the information collected would be used to compile a leadership profile of the desired leader for LTD. She added that the profile would be presented to the Board for its approval on July 2, after which the advertising and recruitment process would commence. In August an initial screening of candidates would be done, and candidates selected to move forward in the process and potentially meet with the Board would be identified. She said that the Board would be asked to select candidates to go through the interview process.

Ms. Kupersmith said that the Board would determine the scope of the interview process in terms of employee and community involvement. She said that the process would be managed in a manner that will maintain the confidentiality of applicants until the selection process was down to the top two or three applicants. She said that the goal was to have a general manager hired by December 1 or earlier. She added that she appreciated participants' willingness to participate in the process.

Mr. Wildish thanked all participants on behalf of the LTD Board.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 5:56 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Julie Grossman
Board Secretary

Jeanne Schapper
Clerk of the Board

AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 2015

ITEM TITLE: DISADVANTAGED BUSINESS ENTERPRISE (DBE) POLICY UPDATE

PREPARED BY: Mary Talentinow, Purchasing Manager

ACTION REQUESTED: Staff recommend that the Board adopt the attached Resolution Revising LTD's DBE Policy to name Roland Hoskins as LTD's DBE Liaison Officer

BACKGROUND:

On October 20, 1981, the LTD Board of Directors established by resolution an affirmative action program for Disadvantaged Business Enterprise (DBE) participation in United States Department of Transportation (U.S. DOT) or other federal agency financial assistance projects. The U.S. DOT defines a DBE as a "for-profit small business concern that is at least 51 percent owned by one or more individual(s) who are both socially and economically disadvantaged." DBEs must apply and fulfill requirements to obtain a U.S. DOT Unified Certification under the State of Oregon's Office of Minority, Women, and Emerging Small Business.

Former Purchasing Manager Jeanette Bailor had functioned as LTD's DBE Liaison Officer (DBELO), but retired in June 2014. The Federal Transit Administration (FTA) recommends that the DBELO not be an employee from the finance nor procurement departments of an agency, and the DBELO must report directly to the agency's general manager.

LTD's Board of Directors is being asked to approve the latest revision to LTD's DBE Policy, removing Jeanette Bailor's name and replacing it with Director of Administrative Services Roland Hoskins as LTD's new DBELO.

The entire DBE program documentation is available on LTD's website and can be reviewed by any member of the public.

RESULTS OF RECOMMENDED ACTION:

The revised DBE Policy will be submitted to the FTA, published on LTD's eBid eXchange electronic bidding system, and announced in local newspaper venues. A link to the website edition will be distributed to LTD staff.

ATTACHMENTS:

- 1) Resolution Adopting Revisions to LTD's DBE Policy and Program
- 2) DBE Policy Statement, with Appendices
- 3) Revised DBE Policy and Program
- 4) Duties of DBE Liaison Officer

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2015-030: Resolved, the LTD Board of Directors hereby adopts a Revised Disadvantaged Business Enterprise Policy and Program, effective July 15, 2015.

Q:\Reference\Board Packet\2015\7\July 15 Reg Mtg\DBE Policy Revision - Board Agenda Summary July 2015.doc

**LANE TRANSIT DISTRICT
RESOLUTION NO. 2015-030**

A Resolution Adopting Revisions to
Lane Transit District's Disadvantaged Business Enterprise (DBE) Policy and Program

Pursuant to 49 CFR §26.23, Lane Transit District (LTD), agencies who let United States Department of Transportation-assisted contracts, including Federal Transit Administration (FTA) recipients receiving planning, capital, and/or operating assistance who will award prime contracts (excluding transit vehicle purchases) exceeding \$250,000 in FTA funds in a Federal fiscal year, must have a Disadvantaged Business Enterprise (DBE) program.

LTD's Board of Directors is responsible for establishing the DBE Policy and Program for the District.

LTD's General Manager is responsible for adherence to the DBE Policy and Program.

LTD's DBE Liaison Officer (DBELO) is responsible for implementing all aspects of the DBE Program and coordinating elements of the program with various LTD representatives who make decisions with respect to LTD contracts.

LTD has revised the DBE Policy to reflect a change in the DBELO from the former Purchasing Manager Jeanette Bailor to the present Director of Administrative Services Roland Hoskins.

The revised DBE Policy and Program documents reflecting this change are set forth in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED:

LTD hereby adopts the DBE Policy and Program as set forth in Exhibit A, which is attached hereto and is incorporated herein by this reference.

Adopted by the LTD Board of Directors on the 15th day of July, 2015.

July 15, 2015

Date

LTD Board President

**LANE TRANSIT DISTRICT
DISADVANTAGED BUSINESS ENTERPRISE POLICY**

Revised July 2015

I. POLICY STATEMENT

Lane Transit District (“District”) is committed to a Disadvantaged Business Enterprises (DBE) Program for the participation of “DBEs” in District contracting opportunities in accordance with 49 Code of Federal Regulations (CFR) Part 26, effective March 4, 1999, as may be amended (“Regulations”). The District has received federal financial assistance from the Department of Transportation; and as a condition of receiving this assistance, the District has signed an assurance that it will comply with 49 CFR Part 26 (see Appendix E). It is the policy of the District to ensure nondiscrimination on the basis of race, color, sex, or national origin in the award and administration of the U.S. Department of Transportation (“U.S. DOT”)-assisted contracts. It is the intention of the District to ensure DBEs, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in contracting opportunities, and create a level playing field on which DBEs can compete fairly for contracts and subcontracts relating to the District’s construction, procurement, and professional services activities.

The Lane Transit District Board of Directors is responsible for establishing the DBE policy of the District. The General Manager of the District is responsible for adherence to this policy. The DBE Liaison Officer is responsible for the development, implementation, and monitoring of a DBE Program for Contracts in furtherance of the District’s nondiscrimination policy and to ensure that the DBE program is fully compliant with applicable law. It is the expectation of the Board of Directors and the General Manager that all District personnel shall adhere to the provisions and the spirit of this program.

This policy statement will be circulated to all District personnel and to members of the community who perform or are interested in performing work on District contracts. The complete DBE Program and overall annual goals analysis are available for review on the LTD website at www.ltd.org or at:

Lane Transit District
3500 East 17th Avenue
Eugene, Oregon 97403

The policy statement will be published in a newspaper of statewide (Oregon) general circulation at least once.

If you have any questions or would like further information regarding this program, please contact the assigned DBE Liaison Officer, Roland Hoskins, by telephone at 541-682-6100 or by fax at 541-682-6111.

Ronald J. Kilcoyne
General Manager

July 15, 2015
Date

LANE TRANSIT DISTRICT

DISADVANTAGED BUSINESS ENTERPRISE POLICY AND PROGRAM

I. GENERAL

A. Applicability

Lane Transit District of Oregon ("District") has established this Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (U.S. DOT), 49 CFR Part 26. The District has received federal financial assistance from the U.S. DOT; and as a condition of receiving this assistance, has signed an assurance that it will comply with 49 CFR Part 26. The Program outlined herein applies to all District contracts that are funded, in whole or in part, by U.S. DOT federal financial assistance.

B. Objectives

The objectives of this Program are as follows:

1. To remove barriers to DBE participation in the bidding, award, and administration of District contracts;
2. To assist DBEs to develop and compete successfully outside of the Program;
3. To ensure that the Program is narrowly tailored in accordance with 49 CFR Part 26;
4. To ensure that the DBE program is fully compliant with applicable law and only DBEs meeting the eligibility requirements are allowed to participate as DBEs;
5. To identify business enterprises that are eligible as DBEs to provide the District with required materials, equipment, supplies, and services; and to develop a good rapport with the owners, managers, and sales representatives of those enterprises;
6. To develop communications programs and procedures that will acquaint prospective DBEs with the District's contract procedures, activities, and requirements and allow DBEs to provide the District with feedback on existing barriers to participation and effective procedures to eliminate those barriers; and
7. To administer the Program in close coordination with the various divisions and departments within the District so as to facilitate the successful implementation of this Program.

C. Prohibited Discrimination

The District shall not exclude persons from participation in, deny benefits to, or otherwise discriminate against any persons in connection with the award and performance of any contract governed by 49 CFR Part 26 on the basis of race, color, sex, or national origin. The District shall not directly, or through contractual or other arrangements, use criteria or

methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of this program with respect to individuals of a particular race, color, sex, or national origin.

LTD does not use quotas in any way in the administration of this DBE program.

II. DEFINITIONS

The definitions of terms contained in 49 CFR §26.5 shall be used as definitions in the LTD DBE program and are hereby incorporated by reference. http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title49/49cfr26_main_02.tpl

III. RESPONSIBILITY FOR DBE PROGRAM IMPLEMENTATION

A. Duties of DBE Liaison Officer

Pursuant to 49 CFR § 26.23, the Program shall be administered by the DBE Liaison Officer, who shall be appointed by and report directly to the General Manager of the District. The current DBE Liaison Officer for the District is Roland Hoskins who may be contacted as follows:

Roland Hoskins
Director of Administrative Services
Lane Transit District
3500 East 17th Avenue
Eugene, Oregon 97403
Phone: 541-682-6100
E-mail: roland.hoskins@ltd.org

The DBE Liaison Officer will be the primary person responsible for implementing all aspects of this Program and will work closely with operating divisions and other departments and consultants of the District, including those who provide for legal, procurement, engineering, insurance, and other types of services, and who are responsible for making decisions relative to the District's construction, procurement, and professional service contracts. The DBE Liaison Officer:

1. Gathers and reports statistical data and other information as required by DOT;
2. Reviews third-party contracts and purchase requisitions for compliance with this program;
3. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner;
4. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitors results;
5. Analyzes District's progress toward goal attainment and identifies ways to improve progress;

6. Participates in pre-bid meetings;
7. Advises the General Manager and Board of Directors on DBE matters and achievement;
8. Participates with legal counsel and project director to determine contractor compliance with good-faith efforts;
9. Provides DBEs with information and assistance in preparing bids; and
10. Participates in DBE training seminars.

IV. ADMINISTRATIVE REQUIREMENTS

A. DBE Program Updates

The District will continue to carry out this program until all funds from U.S. DOT financial assistance have been expended. The District will provide to U.S. DOT updates representing significant changes in the program

B. DBE Financial Institutions

Pursuant to 49 CFR § 26.27, the DBE Liaison Officer shall explore the full extent of services offered by banks and other financial institutions that qualify as DBEs in the Eugene-Springfield area and determine areas in which the District reasonably may utilize their services. The District also shall encourage its prime contractors to use the services of DBE financial institutions. (There currently are no DBE financial institutions in Oregon that meet the needs of the District.)

An annual search will be completed in September of each year reviewing the State of Oregon Financial Institutions and the Federal Deposit Insurance Corporation (FDIC) list for minority-owned financial institutions.

C. DBE Directory

The Oregon Office of Minority, Women, and Emerging Small Business (OMWESB) Database Directory is a consolidated and automated directory that identifies firms that have been certified either as a minority-owned business enterprise (MBE), women-owned business enterprise (WBE), or disadvantaged business enterprise (DBE) by the OMWESB. This DBE Database is maintained and updated daily by the OMWESB. Pursuant to 49 CFR Part 26, the DBE Liaison Officer will use the DBE Database as the primary resource in developing overall and contract-specific DBE participation goals, and in conducting outreach and other activities to promote DBE participation in U.S. DOT contracts. The DBE directory of certified firms is available on the Internet at <http://www.cbs.state.or.us/external/omwesb/>. The directory is updated daily; it shall be distributed to contractors and made available at the District to the public on request. The DBE Database shall include the firm's name, address, telephone number, and types of work for which the firm is certified as a DBE. The DBE Database shall not in any way prequalify the identified DBE firms with respect to licensing, bondability, competence, or financial responsibility.

D. Bidders' List

Pursuant to 49 CFR § 26.11, the DBE Liaison Officer will create and maintain a bidders list consisting of all firms bidding or proposing on District contracts as prime contracts and bidding or quoting on subcontracts on U.S. DOT-assisted projects. For every firm, the following information will be included: firm name, firm address, firm status as a DBE or non-DBE, firm's age, and firm's annual gross receipts. The DBE Liaison Officer will maintain the confidentiality of any proprietary information in accordance with applicable Oregon and federal law. This information will be requested of all bidders as further described in Section IX below.

E. Dissemination of Policy Statement

Pursuant to 49 CFR § 26.23, the DBE Liaison Officer shall issue a signed and dated Policy Statement throughout the District and to the business community, including DBEs and non-DBEs that perform work on U.S. DOT-assisted contracts for the District. The entire Program will be made generally available to the public upon request. The Policy and Program will be available on the District website. It will be sent to the Office of Minority Women and Emerging Small Business at the State of Oregon and minority business organizations each time the goal is updated.

F. Reporting to Federal Transit Administration

The DBE Liaison Officer will continue to provide the reports regarding DBE participation required by the Regulations to the Federal Transit Administration (FTA).

G. Overconcentration

The District has not currently identified over-concentration in any of the types of work that are the subject of its procurements. The District will continue to monitor over-concentration when data becomes available.

H. Business Development Program

At this time there is no formal business development program.

I. Fostering Small Business Participation

The District is taking steps to eliminate obstacles to the participation by small business concerns in contracting opportunities including, but not limited to, the following:

- Eliminating or reducing unnecessary and unjustified bundling of contract requirements, such as restrictive bonding or insurance requirements, that may preclude small business participation in procurements as prime contractors.
- Each September, identify contracting opportunities by reviewing projects with involved departments and Finance staff and determining budgeted projects, developing a contracting plan for the year and then looking at individual

contracting opportunities, and determining the approach for best fostering small business participation.

- Upon identification of potential projects, a meeting will be held with small and disadvantaged business enterprises to get input from the community on contract participation.
- Requiring the prime contractors on certain contracts, such as construction or engineering contracts over \$1 million, to specify elements of the contract or specific subcontracts that are of a size and type that small businesses, including DBE businesses, can reasonably perform. Review possibility of requiring the contractor to set aside the contracting opportunity to small businesses only.
- Identifying alternative acquisition strategies and conducting outreach to small business forums to inform them of opportunities. The outreach will include working with prime contractors on large projects to ensure their subcontracting plan has included such an outreach program to small businesses.
- Monitoring the small business prime contractors or subcontractors to verify that they meet small business criteria.

V. DETERMINING OVERALL ANNUAL DBE PARTICIPATION AND ACHIEVING GOALS

Pursuant to 49 CFR § 26.45, the Board of Directors shall establish overall annual goals on a fiscal year basis for the participation of DBEs in all budgeted contracts utilizing FTA financial assistance. The overall annual goals shall be expressed as a percentage of the total amount of FTA funds that the District anticipates expending in the fiscal year. The District's overall annual goals represent the amount of ready, willing, and able DBEs that are available to participate in contracting opportunities and is reflective of the amount of DBE participation that the District would expect absent the effects of discrimination. The District intends to meet those goals to the maximum extent feasible through the race-neutral measures described in Section V. D.

A. Methodology for Setting Overall Annual DBE Goal

1. Projecting U.S. DOT-Assisted Contract Expenditures for Fiscal Year

In conjunction with the preparation and adoption of the budget for each fiscal year, the DBE Liaison Officer, in consultation with the appropriate District divisions and departments responsible for contracting activities, will conduct a thorough analysis of the projected number, types of work, and dollar amounts of contracting opportunities that will be funded, in whole or in part, by U.S. DOT federal financial assistance for the next three federal fiscal years. This analysis will exclude projected contract expenditures with transit vehicle manufacturers, which are exempt from the Program. The projection is shown in Appendix C.

2. Establishing a Base Figure

Pursuant to 49 CFR § 26.45(c), the District will develop a base figure based upon the projected budget for the next three federal fiscal years to express the

availability of DBEs as a percentage of all consultants, contractors, subcontractors, manufacturers, and suppliers in the relevant contracting markets. The District will follow one of the methodologies provided in the Regulations.

(a) Analyzing Available Businesses in the Relevant Contracting Markets

The DBE Liaison Officer, in conjunction with the appropriate District divisions and departments, will conduct a thorough analysis of the relevant contracting markets in which the District will solicit participation from consultants, subconsultants, contractors, subcontractors, manufacturers, and suppliers for the fiscal year. This analysis will include a description of geographical boundaries of the solicitations, the North American Industry Classification System (NAICS) for the types of work to be contracted, and any other indicators that the District determines to be relevant in defining its contracting markets for the fiscal year. The DBE Liaison Officer then will determine the total available businesses according to the relevant contracting markets, as shown in Appendix D. The DBE Liaison Officer will consult a variety of sources including, but not limited to, the District's Bidders' List, the U.S. Census County Business Patterns Database, and any relevant disparity studies that are available.

(b) Analyzing Available DBEs in the Relevant Contracting Markets

The DBE Liaison Officer will conduct a similar analysis to determine the DBEs that are available to participate as contractors, subcontractors, manufacturers, and suppliers in the projected contracts for the fiscal year. This analysis will include a description of the available DBEs relative to the geographical boundaries of the solicitations and the NAICS codes for the types of work to be contracted. The District will consult a variety of sources including, but not limited to, the OMWESB Database, the District's Bidders' List, the U.S. Census, and any relevant disparity studies that are available.

(c) Calculating the Base Figure

The DBE Liaison Officer will compare the available DBEs in the relevant contracting markets for the fiscal year to the available businesses in the relevant contracting markets for the fiscal year. The calculation will include a weighting factor according to the contract expenditure patterns and is shown in Appendix C.

3. Adjusting the Base Figure

Pursuant to 49 CFR § 26.45(d), the District will examine all the evidence available to determine if an adjustment is necessary to the base figure to reflect the level of DBE participation expected absent the effects of discrimination. Included among the typed of evidence that must be considered are the current capacity of DBEs to perform work on LTD's federally assisted contracts, as measured by the volume of work DBEs have performed in recent years, and evidence from disparity studies conducted within LTD's jurisdiction, to the extent not already accounted for in the base figure. If available, LTD also must consider available evidence from related

fields that affect the opportunities for DBEs to form, grow, and compete, including statistical disparities in the ability of DBEs to obtain the financing, bonding, and insurance required to participate in the Program. Any adjustment to the base figure must be based on “demonstrable evidence that is logically and directly related to the effect for which the adjustment is sought,” §26.45 (d) (3). At a minimum, the DBE Liaison Officer will analyze the results of the District’s efforts to contract with DBEs for the current and past two years, any available and relevant disparity studies (to the extent that they are not accounted for in the base figure), and any available and relevant results of other and similar U.S. DOT recipients’ efforts to contract with DBEs.

(a) Past DBE Utilization

LTD considered the current capacity of DBEs to perform work in the local area, as measured by the amount of work performed by certified DBEs on projects for the current and past two years. The median for LTD’s participation for Federal Fiscal Year (FFY) 2011 through Federal Fiscal Year 2013 is 2.34 percent.

Calculation:

DBE Participation FFY 2011	1.01 percent
DBE Participation FFY 2012	4.91 percent
DBE Participation FFY 2013	1.12 percent

Median	2.34 percent
--------	--------------

(b) Evidence from Local Disparity Studies

There have been no disparity studies done in the local area; therefore, there is no evidence to review.

(c) Evidence of Disparities Affecting DBE Opportunities

No studies have been done to examine statistical disparities in the ability of DBEs to obtain the financing or other resources needed to participate in the program. There has been no evidence from historical information of disparities.

(d) Adjustment Evaluation

After reviewing evidence, there is no indication to revise the base figure.

4. Projection of Percentage of Overall Goals to Be Achieved Through Race-Neutral and Race-Conscious Measures

The U.S. DOT regulations require that the DBE Overall Annual Goal be met by using race-neutral methods.

B. Publishing and Adopting the Overall Annual Goals**1. Overall Annual Goals Analysis Report**

Upon completion of the analysis described in Section V.A., the DBE Liaison Officer will prepare an Overall Annual Goals Analysis Report. The report shall document the analysis and methodology as well as the proposed goal and estimate to be achieved through race-neutral measures. The DBE Liaison Officer shall furnish it to the General Manager. Upon the General Manager's approval and recommendation, the DBE Liaison Officer shall concurrently notify all DBE resource and community organizations of the availability of the Overall Annual Goals Analysis Report for review and comment.

2. Publication of the Proposed Overall Annual Goals

Pursuant to 49 CFR § 26.45(g), the District will publish the proposed overall annual goals on the LTD website, www.ltd.org, and in general circulation, trade association, and DBE-oriented media. The notice shall include a statement that the methodology and proposed goals are available for inspection by the public for thirty (30) days from the date of publication. The notice also shall include a statement that the District will accept public comments regarding the proposed goals and methodology for a period of forty-five (45) days from the date of publication and provide instructions for the submission of comments. Upon receipt of public comments, if any, the DBE Liaison Officer will prepare a summary report analyzing the public comments and recommending any modifications to the overall annual goals or methodology. The DBE Liaison Officer shall furnish the General Manager with a final Overall Annual Goals Analysis Report to be presented to the Board of Directors for adoption. If no comments are received that would change the goals analysis substantially, the results of the public comment period will be presented as an informational matter to the Board of Directors with no further action required.

3. Adoption of Total Overall Annual Goals

Following review of the Overall Annual Goals Analysis Report, the Board of Directors shall adopt overall annual goals for DBE participation in FTA-assisted contracts, which shall include a projection of the portion of the goals that can be achieved through race-neutral and race-conscious measures. Unless otherwise directed, Overall Annual Goals Analysis Reports shall be submitted to FTA for approval by August 1.

C. Transit Vehicle Manufacturer's Certification

The District shall require any transit vehicle manufacturers to certify that they have established an overall annual DBE participation goal that has been approved by FTA before they can bid on any District contracts. Expenditures for FTA-assisted transit vehicle procurements are not included in the funding base to which the overall annual goal for other FTA-assisted contract expenditures applies.

D. Achieving the Overall Annual Goals

The District shall achieve the overall annual goals for DBE participation through race-neutral measures goals.

1. Race-Neutral Methods

The District intends to use race-neutral methods to the maximum extent feasible to achieve its overall annual goals. DBE participation that is obtained on contracts that have no specific DBE goal, or where prime contractors use a strictly competitive bidding process, or do not consider the DBE's status as a DBE in awarding a subcontract, shall be considered race-neutral DBE participation. In addition, the District will use the following measures as appropriate:

- (a) Configuring large contracts into smaller contracts when feasible. When to do so would make contracts more accessible to small businesses and would not impose significant additional cost, delay, or risk to the District.
- (b) Identifying components of the work that represent subcontracting opportunities and identifying the availability of DBE subcontractors to participate in an equitable proportion to total available subcontractors when it is not feasible to configure large contracts into smaller separate contracts. Contractors will be encouraged to consider subcontractors for components of the work, including DBEs, for which there is a known supply of ready, willing, and able subcontractors, including DBE subcontractors, in preparing their bids.
- (c) Providing technical assistance in orienting small businesses to public contract procedures, use of the Internet, and facilitating introductions to the District's and other U.S. DOT recipients' contracting activities.
- (d) Providing outreach and communications programs on contract procedures and contract opportunities to ensure the inclusion of DBEs.
- (e) Ensuring the distribution of the DBE Database to the widest feasible universe of potential prime contractors.

2. Good-Faith Efforts When a DBE Is Replaced on a Contract

When a contractor has established that they will meet a goal on a contract, the District will require a contractor to make good-faith efforts to replace a DBE that is terminated or otherwise has failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contractor's goal. The District will require the prime contractor to notify the DBE Liaison Officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

The prime contractor may not terminate a DBE firm for convenience.

The contractors may not terminate a DBE firm and perform the work with its own forces without the District's prior written consent.

In this situation, the District will require the prime contractor to obtain the District's prior approval of the substitute DBE and to provide copies of new or amended subcontracts or documentation of good-faith efforts. If the contractor fails or refuses to comply in the time specified, the District's contracting office will issue an order stopping all or part of the payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

E. Counting and Tracking DBE Participation

Only the work actually performed by a DBE will be counted towards the DBE goal. The cost of supplies and materials obtained by the DBE or equipment leased (except from the prime contractor or its affiliate) also may be counted.

Work that a DBE subcontracts to a non-DBE firm does not count toward DBE goals. Expenditures may be counted only if the DBE is performing a commercially useful function. A DBE should perform at least 30 percent of the total cost of its contract with its own workforce.

If materials or supplies are obtained from a DBE manufacturer, 100 percent of the cost will be counted. If the materials and supplies are purchased from a DBE regular dealer, 60 percent of the cost will be counted.

DBE achievement will not be counted toward the overall goal until the DBE has been paid. The DBE Liaison Officer will track the participation of DBEs in contract-specific goal contracts separately from the participation of DBEs that are considered race-neutral. Additionally, the DBE Liaison Officer will not count that portion of a DBE's participation that is achieved after the certification of the DBE has been removed during the performance of a contract.

VI. REQUIRED CONTRACT PROVISIONS

FTA-assisted contracts that the District lets will include, as appropriate, the model contract provisions that are included in 49 CFR Part 26 and incorporated herein. The DBE Liaison Officer shall have discretion to modify the provisions for particular contracts as needed.

A. Contract Assurance

The District will ensure that the following clause is placed in every U.S. DOT-assisted contract and subcontract:

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of U.S. DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this

contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

B. General Conditions

1. DBE Program for Contracts.

Solicitation language shall require that contractors must meet all requirements of the DBE program as a matter of responsiveness.

2. Prompt Payment to Subcontractors.

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty (30) days from the receipt of each payment the prime contractor receives from the District. The prime contractor agrees further to return retainage payments to each subcontractor within thirty (30) days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above-referenced timeframe may occur only for good cause following written approval of the District. This clause applies to both DBE and non-DBE subcontracts.

3. Monitoring and Enforcement.

LTD has established the following to monitor and enforce prompt payment and return of retainage:

The prime contractor will not be reimbursed for work performed by subcontractors unless and until the prime contractor ensures that the subcontractors are promptly paid for the work they have already performed.

Failure of any contractor to meet the DBE Supplemental Required Contract Provisions and program authorities shall constitute a breach of contract for which the imposition of the following sanctions may include but is not limited to the following:

- (a) Temporarily withholding progress payments possible through future performance
- (b) Permanently withholding payment for work already performed in a manner that constitutes a breach of contract

4. Payment Compliance Clause.

The contractor is required to submit information to LTD regarding payment to subcontractors on a monthly basis. This information shall include name and address of subcontractor and payment date and amount.

5. Contract Assurance Clause.

Lane Transit District will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

C. Special Provisions

Solicitation language shall require that contractors must meet all requirements of the DBE program as a matter of responsiveness.

D. Administrative Sanctions

Failure of any contractor to meet the DBE Contract Provisions shall constitute a breach of contract for which the imposition of the following sanctions could occur:

- Temporarily withholding progress payments until the contractor complies with these contract provisions through future performance
- Permanently withholding payment for work already performed in a manner that constitutes a breach of contract

VII. CERTIFICATION

A. Oregon Office of Minority, Women and Emerging Small Business Enterprise Program

The District does not certify DBEs; it relies upon the services of the Oregon Office of Minority, Women and Emerging Small Business Enterprise Program (OMWESB) for certification. As the sole certification authority in Oregon for targeted government contracts for emerging small businesses and disadvantaged, minority, and woman-owned businesses, OMWESB provides a unified certification process.

The OMWESB complies with 49 CFR Part 26 in determining whether to certify a firm as eligible to participate as a DBE. The certification forms and instructions can be found on the Internet at <http://www.oregon4biz.com/Grow-Your-Business/Business-services/Minority-Owned-Business-Certification/>

B. Unified Certification Program (UCP) (Section 26.81)

The District relies upon the services of the Oregon Office of Minority, Women and Emerging Small Business (OMWESB) Enterprise Program for certification. As the sole certification authority in Oregon for targeted government contracts for disadvantaged, minority, and woman-owned businesses, and emerging small businesses, OMWESB provides a unified certification process. The website to be certified is located at

<http://www.oregon4biz.com/Grow-Your-Business/Business-services/Minority-Owned-Business-Certification/>

The District is a member of the statewide DBE Unified Certification Program (UCP).

The DBE Liaison Officer is designated by the General Manager to represent the District as a member of the Unified Certification Program (UCP). The District will participate in UCP programs, activities, and efforts in the Eugene-Springfield area to create a level playing field on which DBEs can compete fairly, to enhance outreach and communication efforts with these firms, to provide appropriate assistance and information for participation in U.S. DOT-assisted contracts, to develop joint resources among recipients, and to coordinate DBE certification efforts through reciprocity and the development of a statewide Unified Certification Program. Toward this end, the DBE Liaison Officer will attend scheduled meetings of the UCP and will contribute to the achievement of UCP projects approved by the District's General Manager.

VIII. CERTIFICATION PROCEDURES

A. Certification Appeals to U.S. DOT (Section 26.89)

A firm that has been denied certification or whose eligibility is removed may make an administrative appeal to the U.S. DOT. A complainant in an ineligibility complaint to the District may appeal to U.S. DOT if the District does not find reasonable cause to propose removing the firm's eligibility. Pending the U.S. DOT appeal decision, the District's decision shall remain in effect. All appeals shall be sent to the following address:

Director, Office of Civil Rights
Federal Transit Administration
1200 New Jersey Avenue, SE
Washington, DC 20590

All requests for an appeal must be sent, in writing, within ninety (90) days of the District's final decision on the matter. The appeal request shall include information and arguments regarding why the decision should be reversed. If the appeal is from a firm, the request must include information regarding certification with other U.S. DOT recipients. If the appeal is from a third party, the party will be requested to provide the same information.

The DBE Liaison Officer shall provide a copy of a complete, well-organized, administrative record within twenty (20) days of a request from U.S. DOT. U.S. DOT will make its decision based solely on the entire administrative record without conducting a hearing. The firm and complainants shall have access to any information reviewed by U.S. DOT in accordance with public records and privacy laws.

U.S. DOT will affirm the District's decision if it determines, based on the entire administrative record, that the decision is supported by substantial evidence or is consistent with the substantive or procedural provisions concerning certification. U.S. DOT will reverse the District's decision if it determines it was unsupported by substantial evidence or inconsistent with certification provisions. U.S. DOT shall send written notification of its decision, including the reasons therefor to the District, the firm and any complainant. If the District's decision is reversed, the DBE Liaison Officer will

take all appropriate actions to conform to the U.S. DOT's decision immediately upon receiving the written notice. U.S. DOT decisions are final and binding on the District only.

IX. MONITORING AND RECORD KEEPING

A. Bidders List

The District will require all prime contractors bidding on FTA-assisted contracts to return, at the time of bid opening (options apply as to the time this information is required as long as it is prior to the award of the contract), the following information about the prime contractor and all subcontractors who provided a bid or were contacted by the prime contractor:

- Firm's name
- Firm's address
- Firm's status as a DBE or non-DBE
- Age of the firm
- Type of work

The District will use this information to maintain and update its Bidders List.

B. Monitoring Payments to DBEs

It is the contractor's responsibility to maintain records and documents for three (3) years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the District, FTA, or U.S. DOT. This reporting requirement also is extended to any certified DBE subcontractor.

The District will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the report of proposed DBE participation.

C. Monitoring Actual DBE Participation

The DBE Liaison Officer shall monitor and track the actual DBE participation through contractor and subcontractor reports of payments and other appropriate monitoring, as further described in Section IX below. The DBE Liaison Officer shall ensure that DBE participation is counted toward contract goals and the overall annual goal in accordance with the Regulations.

Worksites shall be monitored periodically to ensure DBE contractors and subcontractors are performing assigned work and written verification shall be kept in contract files.

D. Reporting to FTA

The District will continue to report DBE participation and overall annual goal setting methods to the FTA as directed. Statistical data will be maintained as prescribed by FTA to provide reports to FTA reflecting the DBE participation on the District's federally

assisted procurement activities. These reports will provide DBE participation information on the District's race-neutral contracts, race-conscious contracts, and the combined DBE participation on all federally assisted procurement activities.

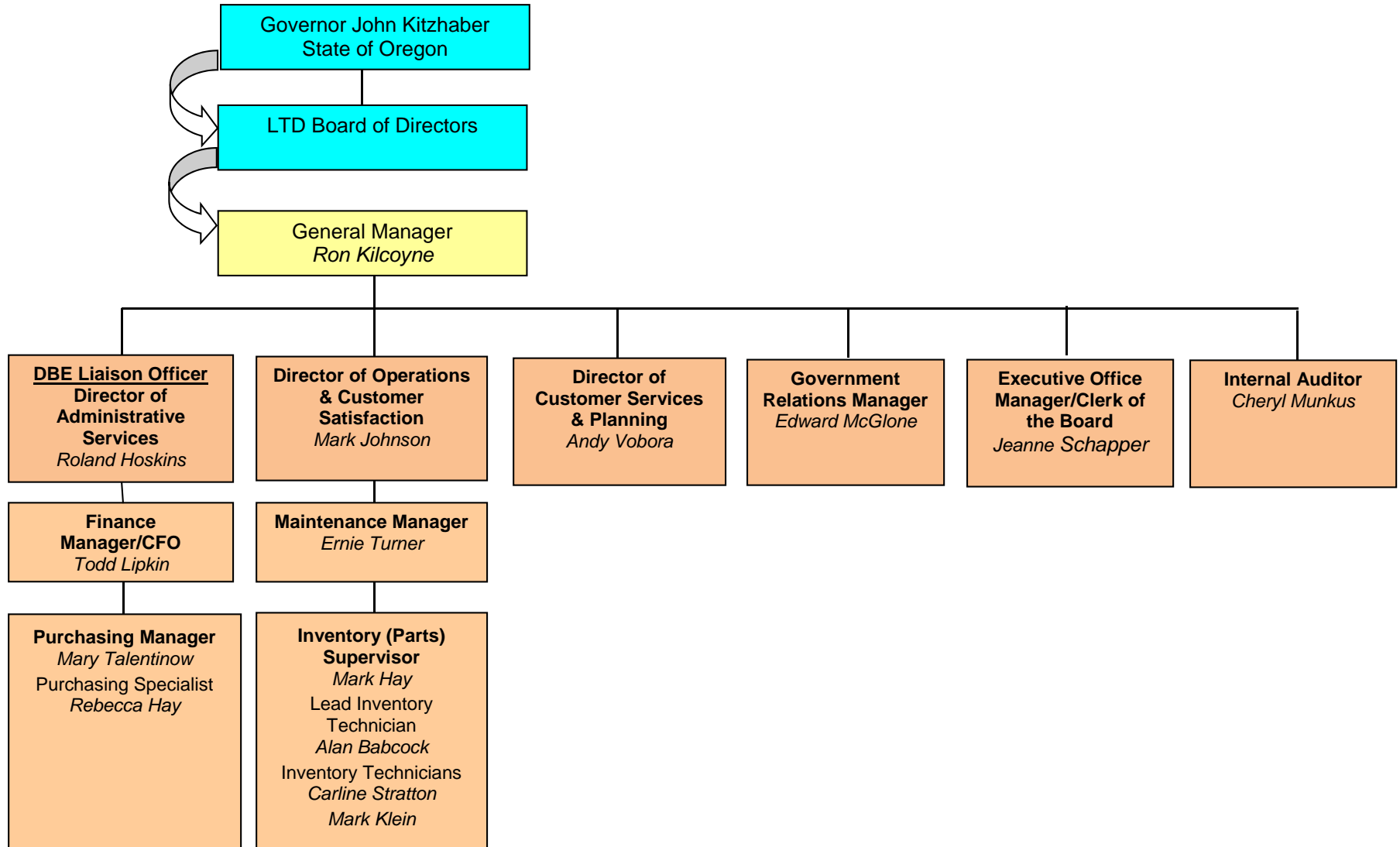
X. PUBLIC PARTICIPATION AND OUTREACH EFFORTS

The District's activities managing public participation and outreach efforts are directed at assisting the District to solicit public input to set overall annual DBE participation goals and meet District overall annual DBE goals.

In establishing overall annual DBE goals, the District will provide for public participation. This will include the following:

- Prior to finalizing the Overall Annual Goals Analysis Report, the District will consult with U.S. DOT agencies, other FTA grantees, minority, women's and general contractor groups, community organizations, or other officials or organizations that could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the District's efforts to establish a level playing field for the participation of DBEs.
- The District will publish an annual notice announcing its proposed overall goals, informing the public that the District's Overall Annual Goals Analysis Report is available for inspection during normal business hours at the DBE Liaison Officer's Office for a period of thirty (30) days and that the District will accept comments on the proposed goals for forty-five (45) days from the date of the notice. The notice will be distributed in general circulation media, local minority-focused media, and trade association publications.
- The measures described in 49 CFR § 26.51 focusing on race-neutral means will be actively pursued, and the District also will encourage its contractors to make similar outreach efforts to include DBE participation in subcontracting opportunities. In conjunction with the UCP, the District will continue to organize and offer training programs for meeting DBE eligibility requirements, familiarize potential contractors with District procurement procedures and requirements, and to otherwise develop effective programs to further the inclusion of DBEs in the District's contracting activities.

APPENDIX A
ORGANIZATION CHART (DBE)
July 2015



APPENDIX B

NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE LIST

**Lane County Business Pattern Census Report 2011
(Most Current Report for 2013 Submission of Goals to FTA for 2014-2016 Period)**

Service		All Firms	DBE Firms
237	Heavy Construction	44	2
238	Specialty Trades (including Landscape)	577	11
5413	Engineering & Architectural Services	209	12
	Total	830	25

Total percentage of available DBE firms = 3.01 percent

APPENDIX C
GOAL CALCULATION

Step 1 - Determine the weight of each type of work by NAICS Code:

**FFY 2014
WORKSHEET**

* Enter all the FTA-assisted projects below. Project amounts should be assigned relevant NAICS Code(s).

	NAICS Code	Project	Amount of DOT funds on project:	% of total DOT funds (weight)
1)	237310	West Eugene EmX Construction	\$7,545,600.00	0.5688
2)	237310	Pavilion Station Construction	\$360,000.00	0.0271
3)	541330	West Eugene EmX Design	\$2,682,800.00	0.2022
4)	541330	Pavilion Station Design	\$160,000.00	0.0121
5)	541330	Main St/McVay Feasibility Study	\$390,000.00	0.0294
6)	541330	NW Eugene/LCC Corridor Alternatives Planning	\$240,000.00	0.0181
7)	237310	Misc. Station and Building Improvements	\$968,000.00	0.0730
8)	238910	West Eugene EmX Construction	\$800,000.00	0.0603
9)	238910	Pavilion Station Construction	\$120,000.00	0.0090
10)				0.0000
11)				0.0000
12)				0.0000
13)				0.0000
14)				0.0000
15)				0.0000
Total FTA-Assisted Contract Funds			\$13,266,400.00	1

Step 2 - Determine the relative availability of DBE's by NAICS Code:

* Use DBE Directory, census data and/or a bidders list to enter the number of available DBE firms and the number of available firms.

	NAICS Code	Project	Number of DBEs available to perform this work	Number of all firms available (including DBEs)	Relative Availability
1)	237310	West Eugene EmX Construction	2	44	0.0455
2)	237310	Pavilion Station Construction	2	44	0.0455
3)	541330	West Eugene EmX Design	12	209	0.0574
4)	541330	Pavilion Station Design	12	209	0.0574
5)	541330	Main St/McVay Feasibility Study	12	209	0.0574
6)	541330	NW Eugene/LCC Corridor Alternatives Planning	12	209	0.0574
7)	237310	Misc. Station and Building Improvements	2	44	0.0455
8)	238910	West Eugene EmX Construction	11	577	0.0191
9)	238910	Pavilion Station Construction			
10)					
11)					
12)					
13)					
14)					
15)					
Combined Totals			65	1545	0.0421
					<i>Overall availability of DBEs</i>

Step 3 - (Weight) x (Availability) = Weighted Base Figure

	NAICS Code	Project	Weight	x	Availability	Weighted Base Figure
1)	237310	West Eugene EmX Construction	0.56878	x	0.04545	0.0259
2)	237310	Pavilion Station Construction	0.02714	x	0.04545	0.0012
3)	541330	West Eugene EmX Design	0.20223	x	0.05742	0.0116
4)	541330	Pavilion Station Design	0.01206	x	0.05742	0.0007
5)	541330	Main St/McVay Feasibility Study	0.02940	x	0.05742	0.0017
6)	541330	NW Eugene/LCC Corridor Alternatives Planning	0.01809	x	0.05742	0.0010
7)	237310	Misc. Station and Building Improvements	0.07297	x	0.04545	0.0033
8)	238910	West Eugene EmX Construction	0.06030	x	0.01906	0.0011
9)	238910	Pavilion Station Construction	0.00905	x		
10)				x		
11)				x		
12)				x		
13)				x		
14)				x		
15)				x		
Total						0.0466
Expressed as a % (*100)						4.66%
Rounded, Weighted Base Figure:						5%

Step 1 - Determine the weight of each type of work by NAICS Code:

**FFY 2015
WORKSHEET**

* Enter all the FTA-assisted projects below. Project amounts should be assigned relevant NAICS Code(s).

	NAICS Code	Project	Amount of DOT funds on project:	% of total DOT funds (weight)
1)	237310	West Eugene EmX Construction	\$16,077,360.00	0.8011
2)	541330	West Eugene EmX Design	\$2,231,600.00	0.1112
3)	238910	West Eugene EmX Construction	\$800,000.00	0.0399
4)	541330	Main St./McVay NEPA	\$360,000.00	0.0179
5)	541330	NW Eugene/LCC Corridor Alternatives Planning	\$240,000.00	0.0120
6)	237310	Misc. Station and Building Improvements	\$359,000.00	0.0179
7)				0.0000
8)				0.0000
9)				0.0000
10)				0.0000
11)				0.0000
12)				0.0000
13)				0.0000
14)				0.0000
15)				0.0000
Total FTA-Assisted Contract Funds			\$20,067,960.00	1

Step 2 - Determine the relative availability of DBE's by NAICS Code:

* Use DBE Directory, census data and/or a bidders list to enter the number of available DBE firms and the number of available firms.

	NAICS Code	Project	Number of DBEs available to perform this work	Number of all firms available (including DBEs)	Relative Availability
1)	237310	West Eugene EmX Construction	2	44	0.0455
2)	541330	West Eugene EmX Design	12	209	0.0574
3)	238910	West Eugene EmX Construction	11	577	0.0191
4)	541330	Main St./McVay NEPA	12	209	0.0574
5)	541330	NW Eugene/LCC Corridor Alternatives Planning	12	209	0.0574
6)	237310	Misc. Station and Building Improvements	2	44	0.0455
7)					
8)					
9)					
10)					
11)					
12)					
13)					
14)					
15)					
Combined Totals			51	1292	0.0395
					<i>Overall availability of DBEs</i>

Step 3 - (Weight) x (Availability) = Weighted Base Figure

	NAICS Code	Project	Weight	x	Availability	Weighted Base Figure
1)	237310	West Eugene EmX Construction	0.80115	x	0.04545	0.0364
2)	541330	West Eugene EmX Design	0.11120	x	0.05742	0.0064
3)	238910	West Eugene EmX Construction	0.03986	x	0.01906	0.0008
4)	541330	Main St./McVay NEPA	0.01794	x	0.05742	0.0010
5)	541330	NW Eugene/LCC Corridor Alternatives Planning	0.01196	x	0.05742	0.0007
6)	237310	Misc. Station and Building Improvements	0.01789	x	0.04545	0.0008
7)				x		
8)				x		
9)				x		
10)				x		
11)				x		
12)				x		
13)				x		
14)				x		
15)				x		
Total						0.0461
Expressed as a % (*100)						4.61%
Rounded, Weighted Base Figure:						5%

Step 1 - Determine the weight of each type of work by NAICS Code:

**FFY 2016
WORKSHEET**

* Enter all the FTA-assisted projects below. Project amounts should be assigned relevant NAICS Code(s).

	NAICS Code	Project	Amount of DOT funds on project:	% of total DOT funds (weight)
1)	237310	West Eugene EmX Construction	\$20,707,200.00	0.7758
2)	237310	Franklin Blvd ROW Redevelopment Const	\$1,600,000.00	0.0599
3)	541330	West Eugene EmX Design	\$2,264,720.00	0.0849
4)	541330	Franklin Blvd ROW Redevelopment Design	\$400,000.00	0.0150
5)	541330	Main St./McVay NEPA	\$360,000.00	0.0135
6)	541330	NW Eugene/LCC Corridor NEPA	\$400,000.00	0.0150
7)	237310	Misc. Station and Building Improvements	\$158,800.00	0.0059
8)	238910	West Eugene EmX Construction	\$800,000.00	0.0300
9)				0.0000
10)				0.0000
11)				0.0000
12)				0.0000
13)				0.0000
14)				0.0000
15)				0.0000
Total FTA-Assisted Contract Funds			\$26,690,720.00	1

Step 2 - Determine the relative availability of DBE's by NAICS Code:

* Use DBE Directory, census data and/or a bidders list to enter the number of available DBE firms and the number of available firms.

	NAICS Code	Project	Number of DBEs available to perform this work	Number of all firms available (including DBEs)	Relative Availability
1)	237310	West Eugene EmX Construction	2	44	0.0455
2)	237310	Franklin Blvd ROW Redevelopment Const	2	44	0.0455
3)	541330	West Eugene EmX Design	12	209	0.0574
4)	541330	Franklin Blvd ROW Redevelopment Design	12	209	0.0574
5)	541330	Main St./McVay NEPA	12	209	0.0574
6)	541330	NW Eugene/LCC Corridor NEPA	12	209	0.0574
7)	237310	Misc. Station and Building Improvements	2	44	0.0455
8)	238910	West Eugene EmX Construction	11	577	0.0191
9)					
10)					
11)					
12)					
13)					
14)					
15)					
Combined Totals			65	1545	0.0421
					<i>Overall availability of DBEs</i>

Step 3 - (Weight) x (Availability) = Weighted Base Figure

	NAICS Code	Project	Weight	x	Availability	Weighted Base Figure
1)	237310	West Eugene EmX Construction	0.77582	x	0.04545	0.0353
2)	237310	Franklin Blvd ROW Redevelopment Const	0.05995	x	0.04545	0.0027
3)	541330	West Eugene EmX Design	0.08485	x	0.05742	0.0049
4)	541330	Franklin Blvd ROW Redevelopment Design	0.01499	x	0.05742	0.0009
5)	541330	Main St./McVay NEPA	0.01349	x	0.05742	0.0008
6)	541330	NW Eugene/LCC Corridor NEPA	0.01499	x	0.05742	0.0009
7)	237310	Misc. Station and Building Improvements	0.00595	x	0.04545	0.0003
8)	238910	West Eugene EmX Construction	0.02997	x	0.01906	0.0006
9)				x		
10)				x		
11)				x		
12)				x		
13)				x		
14)				x		
15)				x		
Total						0.0462
Expressed as a % (*100)						4.62%
Rounded, Weighted Base Figure:						5%

APPENDIX D

CENSUS BUREAU COUNTY BUSINESS PATTERN - LANE COUNTY REPORT

American FactFinder - Results

Page 1 of 2

1 Start
2 Topics
3 Geographies
4 Industry Codes
5 Search Results

[Business and Industry - guided search](#)

6 Table Viewer

CB1100A11 | 2011 County Business Patterns: Geography Area Series: County Business Patterns

← BACK TO SEARCH RESULTS

Release Date : 05/16/2013

NOTE: Data based on the 2011 County Business Patterns. CBP html tables and download files can be found at the [County Business Patterns Website](#). For information on confidentiality protection, sampling error, nonsampling error, and definitions, see [Survey Methodology](#). Data in this table represent those available when this report was created, data may not be available for all NAICS industries or geographies. Excludes most government employees, railroad employees, and self-employed persons.

Table Name
 Geography Area Series: County Business Patterns: 2011
Release Date/Status
 5/16/13 - Complete

Key Table Information
 Beginning with reference year 2007, CBP data are released using the Noise disclosure methodology to protect confidentiality. See [Survey Methodology](#) (<http://www.census.gov/econ/cbp/methology.htm>) for complete information on the coverage and methodology of the County Business Patterns data series.

Universe
 The universe of this file is all operating establishments with one or more paid employees. This universe includes most establishments classified in the North American Industry Classification System (NAICS) Codes 11 through 813990. For specific exclusions and inclusions, see <http://www.census.gov/econ/cbp/intro.htm>.

Geography Coverage
 The data are shown at the U.S. level and by State, County, and Metropolitan and Micropolitan Statistical Areas. Also available are data for the District of Columbia, Puerto Rico, and the Island Areas (American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands) at the state and county equivalent levels.

Industry Coverage
 The data are shown at the 2- through 6-digit NAICS code levels for all sectors with published data.

Data Items and Other Identifying Records
 This file contains data on the number of establishments, total employment, first quarter payroll and annual payroll.

Sort Order
 Data are presented in ascending geography by NAICS code sequence.

FTP Download
 Download the entire table at <http://www2.census.gov/econ/2011/CB/sector00/CB1100A1.zip> (Approx. 500 MB).

Contact Information
 U.S. Census Bureau
 Economic Planning & Coordination Division
 Register Analysis Branch
 Tel. (301)763-2580
 Email: epcd.county.business.patterns@census.gov

	Geographic area name	2007 NAICS code	Meaning of 2007 NAICS code	Year	Number of establishments	Paid employees for pay period including March 12 (number)	First-quarter payroll (\$1,000)	Annual payroll (\$1,000)
1	Lane County, Oregon	237	Heavy and civil engineering construction	2011	44	692	8,977	46,601
5	Lane County, Oregon	238	Specialty trade contractors	2011	577	3,376	30,533	140,372
5	Lane County, Oregon	5411	Legal services	2011	232	1,186	12,952	59,856
5	Lane County, Oregon	5413	Architectural, engineering, and related services	2011	119	734	8,104	36,557
5	Lane County, Oregon	5419	Other professional, scientific, and technical services	2011	90	564	3,479	15,208

Source: U.S. Census Bureau, 2011 County Business Patterns.

Source: U.S. Census Bureau | American FactFinder

http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=BP_2011_00A1&prodT... 6/13/2013

APPENDIX E

**FEDERAL FINANCIAL ASSISTANCE
AGREEMENT ASSURANCE**

I, Ronald J. Kilcoyne, General Manager, hereby certify on behalf of Lane Transit District that:

The undersigned shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any U.S. Department of Transportation (DOT)-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE Program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation, and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the undersigned of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

Executed this 15th day of July, 2015.

By: _____
Ronald J. Kilcoyne, General Manager
Lane Transit District

Each contract LTD signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The contractor, sub-recipient or subcontractor race, color, national origin, or sex in the performance of this contract: The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

APPENDIX F

DBE WEIGHTED CALCULATION - FEDERAL FY 2014-2016

NAICS Code & Description	Amount of Fed Funds on project	% of Federal Funding (weight)	Weight by NAICS Code
237 Heavy Construction	\$ 5,490,160.00	93.96%	0.9396
238 Specialty Trades (including Landscape)	\$ 1,000,000.00	2.07%	0.0207
5413 Engineering & Architectural Services	\$ 1,684,000.00	3.48%	0.0348
339 Misc. Mfg. (sign)	\$ 240,000.00	0.50%	0.005
	\$ 48,414,160.00	100.00%	1.0001

NAICS Code & Description	# of DBE Firms Available	# of Total Firms	% of Total Contract Funding	# of DBE's x Weight / all firms	Sum x 100
237 Heavy Construction	2	44	0.9396	1.88	0.0427
238 Specialty Trades (including Landscape)	11	577	0.0207	0.23	0.0004
5413 Engineering & Architectural Services	12	209	0.0348	0.42	0.0020
339 Misc. Mfg. (sign)	2	12	0.005	0.01	0.0008
					0.0459
				Sum x 100 = weighted goal	4.5935

Duties of Disadvantaged Business Enterprise (DBE) Liaison Officer (DBELO)

Pursuant to 49 CFR § 26.23, the Program shall be administered by the DBE Liaison Officer, who shall be appointed by and report directly to the General Manager of Lane Transit District ("District").

The DBE Liaison Officer will be the primary person responsible for implementing all aspects of this Program and will work closely with operating divisions and other departments and consultants of the District, including legal, procurement, engineering, insurance, and others who are responsible for making decisions relative to the District's construction, procurement, and professional service contracts. The DBE Liaison Officer:

1. Gathers and reports statistical data and other information as required by the U.S. Department of Transportation;
2. Reviews third-party contracts and purchase requisitions for compliance with this program;
3. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner;
4. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract-specific goals) and monitors results;
5. Analyzes District's progress toward goal attainment and identifies ways to improve progress;
6. Participates in pre-bid meetings;
7. Advises the District's General Manager and Board of Directors on DBE matters and achievement;
8. Participates with legal counsel and project director to determine contractor compliance with good-faith efforts;
9. Provides DBEs with information and assistance in preparing bids; and
10. Participates in DBE training seminars.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 2015

ITEM TITLE: DONATION OF PROPERTY FOR VETERANS' HOUSING PROJECT

PREPARED BY: Tom Schwetz, Planning and Development Manager

ACTION REQUESTED: LTD Board to concur with general manager's approval of property donation

BACKGROUND:

LTD's purchase of the River Road property included a residential parcel to the east of the Santa Clara school site. This parcel, 101 Green Lane, is not needed for LTDs operational purposes and would not affect the development of the main piece of property. In addition, this property was added to the purchase at no additional cost. The house located on the property is in need of several repairs, including a new roof and water leak repairs.

ORS 271.330 provides the ability for public agencies to donate property not needed for public use. Based on this statute, staff have had discussions with St. Vincent de Paul with respect to donate this property to their Veterans' Housing Project (VHP). The VHP is "a consortium of individuals, businesses, governmental agencies, non-profits, service clubs and others who work together to provide affordable rental housing for veterans and their families transitioning back into civilian life."

In the fall of 2011, community leaders from the City of Eugene, Eugene Water & Electric Board, Lane County Home Builders Association and St. Vincent de Paul came together to address the challenges many veterans face in making the transition back to civilian life after deployment. The VHP acquires properties at little or no cost and fixes them up through the sweat equity of volunteer individuals, professionals, businesses, public and non-profit organizations, and service clubs. The VHP currently provides seven homes to qualifying veterans' families at substantially reduced rent for up to two years.

St. Vincent de Paul has indicated a strong interest in acquiring the house on the Santa Clara site for the VHP. To that end, staff are preparing a letter for General Manager Ron Kilcoyne's signature approving the donation. The property would be transferred to St. Vincent de Paul by way of a deed. The title company processing the transfer needs to have a record of action taken by the LTD Board that concurs with the general manager's approval of the property donation. Staff are currently preparing the approval letter and will provide the Board with a copy prior to the July 15 meeting.

ATTACHMENTS: None

(Resolution No. 2015-031 and General Manager Ron Kilcoyne's letter approving the donation will be provided to the Board under separate cover before the July 15 Board meeting and also will be available as handouts at the Board meeting.)

PROPOSED MOTION: I move approval of the following resolution:

LTD Resolution No. 2015-031: It is hereby resolved that the LTD Board of Directors concurs with the general manager's decision to donate the property located at 101 Green Lane to the St. Vincent de Paul Society of Lane County to be used as part of its Veterans' Housing Project as stated in the attached resolution.

Q:\Reference\Board Packet\2015\7\July 15 Reg Mtg\25 Property Donation for SVDP Veterans Housing Project AIS.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 2015

ITEM TITLE: BOARD MEMBER REPORTS

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

ACTION REQUESTED: None

BACKGROUND:

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

MEETINGS HELD:

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

1. **Lane Council of Governments (LCOG) Board of Directors:** LTD Board Member Carl Yeh represents LTD on the LCOG Board of Directors as a non-voting member. The LCOG Board meets five times a year. At the June 25 meeting, the Board approved the executive director's contract and the contract for Senior Meals Service. The Board also adopted the FY 2015 Revised Budget and the FY 2016 Budget.
2. **MovingAhead Oversight Committee:** LTD Board members Gary Gillespie and Angelynn Pierce serve as LTD's representatives on this committee. The first committee meeting was held on June 29. At the meeting, the Committee discussed a draft charter and protocols for the group and reviewed the proposed Purpose and Need and Goals and Objectives statement for MovingAhead. The majority of the meeting was spent reviewing high-level design concepts created from input gathered at the MovingAhead workshops held in May. The next Oversight Committee meeting will be scheduled for September, prior to the next joint Eugene City Council and LTD Board work session tentatively scheduled for September 28.
3. **Metropolitan Policy Committee (MPC):** Board Member Gary Wildish and Board Member Gary Gillespie are LTD's MPC representatives, with Board Member Julie Grossman serving as an alternate. MPC meetings are held on the first Thursday of each month. At the July 2 meeting, the Committee approved STP-U funding for the Update of the Intelligent Transportation System Plan. The Committee also received updates on the ODOT FY18-21 Fix-It program and the Scenario Planning project. The August meeting is canceled.
4. **LTD Pension Trusts:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The Pension Trustees generally meet three times a year. LTD Board Member Gary Gillespie serves as a trustee for both plans. The next meeting is scheduled to be held on July 15.

NO MEETINGS HELD:

1. **Accessible Transportation Committee (ATC):** The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex officio position representing the LTD Board on this committee. The next meeting is tentatively scheduled to be held on July 21.
2. **LTD Board Human Relations Committee:** The Board Human Relations Committee is composed of Chair Gary Gillespie and Board members Julie Grossman and Gary Wildish, and generally meets on the second Tuesday of the month. The next meeting is tentatively scheduled to be held on July 27.
3. **EmX Steering Committee:** The EmX Steering Committee generally meets every two months and is composed of Chair Carl Yeh, Board Members Julie Grossman and Gary Gillespie, members of local units of government, and community representatives. The next meeting is scheduled to be held on August 4.
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. Board President Gary Wildish serves as LTD's representative on this Commission. The July 8 meeting was canceled; the next meeting is scheduled to be held on August 12.
5. **Governor's Oregon Passenger Rail Leadership Council:** Governor Kitzhaber created a leadership council of officials from the Willamette Valley to advise the governor and the Oregon Transportation Commission on a preferred alignment for intercity passenger rail improvements. LTD Board Member Gary Gillespie represents LTD on the Leadership Council, with LTD General Manager Ron Kilcoyne serving as alternate. The next meeting will be held later this year with a goal of identifying an agreed upon preferred alternative.
6. **Eugene Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP):** The TCRG includes community members who have an interest in transportation issues in the City of Eugene. Board Member Ed Necker represents LTD on the TCRG. The next meeting has not been scheduled.
7. **LTD Board Finance Committee:** The Board Finance Committee is composed of Chair Gary Wildish and Board Members Carl Yeh and Ed Necker. Meetings are scheduled on an as-needed basis. The next meeting has not been scheduled.
8. **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 meeting has not been scheduled.
9. **LTD Board Service Committee:** The Board Service Committee is composed of Chair Ed Necker and Board Members Gary Gillespie and Angelynn Pierce. Meetings are scheduled on an as-needed basis. The next meeting has not been scheduled.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 2015

ITEM TITLE: 2015 LEGISLATIVE SESSION REPORT

PREPARED BY: Edward McGlone, Government Relations Manager

ACTION REQUESTED: None

BACKGROUND:

On Monday July 6, the Oregon Legislature adjourned after a long, and at-times, controversial legislative session without taking action on a statewide transportation package. This presentation will provide a brief overview of key legislative priorities and outcomes. A full written report will be provided separately to the LTD Board within the next month. Key topics will include: state transportation package, student transit pass, *ConnectOregon* grant program, and other transit initiatives.

ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 2015

ITEM TITLE: TIMING OF PAYROLL TAX IMPLEMENTATION

PREPARED BY: Edward McGlone, Government Relations Manager

ACTION REQUESTED: Discussion

BACKGROUND:

In adopting the Fiscal Year 2015-16 Budget, the LTD Board of Directors approved plans to increase service, based on the assumption that the Board will act to increase the payroll tax rate effective no later than January 1, 2017. The Board also adopted a Long-Range Financial Plan that calls for the payroll tax rate to begin increasing, effective January 1, 2017.

At a previous LTD Board Budget Committee meeting, there was discussion of advancing the payroll tax rate implementation to January 1, 2016. Doing so would allow LTD to invest an additional \$500,000 into the community during the 2016 Annual Route Review in addition to the \$700,000 currently planned for that year and the \$1.1 million investment slated for 2017. If the LTD Board would like to advance the implementation date and increase capacity to improve service, it will need to take formal action by September 2015 to provide the Oregon Department of Revenue with sufficient time to implement the changed rate.

In order to prepare an ordinance and provide the public ample time for comment, staff are seeking direction from the LTD Board of Directors on preference for a January 1, 2017, or a January 1, 2016, implementation date. Upon the Board's guidance at this meeting, staff will prepare a draft ordinance for public hearing and a first reading of the ordinance at the August Board meeting, and a second reading and vote on the ordinance will be scheduled for the September Board meeting.

LTD staff have conducted outreach to the business community seeking input on their preference for a 2016 or 2017 implementation. Staff have met with and presented to leadership groups of both the Eugene and Springfield chambers of commerce, had individual conversations with a number of taxpayers, and offered to establish a community investment workgroup to consider the two options.

ATTACHMENTS: Service Investment Scenarios

PROPOSED MOTION: None

\\ltd-glnfas2\workgroup\Reference\Board Packet\2015\7\July 15 Reg Mtg\Payroll Tax AIS.docx

LTD Service Investment Scenarios

Year	No Action No rate change	Current Plan Jan. 1, 2017	Investment Plan Jan. 1, 2016
2015	(\$800,000)	\$800,000	\$800,000
2016	\$0	\$700,000	\$1,200,000
2017	\$0	\$1,100,000	\$1,100,000
Total Investment	(\$800,000)	\$2,600,000	\$3,100,000

Illustrative List of Possible Investments*

MID TO LONG RANGE CHANGES		
Increase frequency along River Road Corridor	Increase frequency along the River Road corridor. Achieve a combined 15 minute headway between routes: #51, #52, and #55. #51 every half hour (06:00 - 19:00 adds 6 trips). #52 every half hour (07:15 - 17:45 adds 5 trips)	\$298,263
Increase frequency along Hwy 99, Barger, and West 11th/13th Corridors	Increase frequency to 15 minutes along the Hwy 99, Barger, and West 11th/13th Street Corridors during the a.m. (6:30 - 9:00) and p.m. (15:00 - 18:00) peak travel times.	\$506,325
Increase frequency along Coburg and Goodpasture Island Rd Corridors	Increase frequency to 15 minutes along the Coburg, Crescent, and Goodpasture Island Road Corridors during the a.m. (6:30 - 9:00) and p.m. (15:00 - 18:00) peak travel times.	\$546,465
#66 Frequency	Increase frequency to 15 minutes along the Coburg, Crescent, and Goodpasture Island Road Corridors during the a.m. (6:30 - 9:00) and p.m. (15:00 - 18:00) peak travel times.	\$252,747
#67 Frequency	Increase frequency to 15 minutes along the Coburg, Crescent, and Goodpasture Island Road Corridors during the a.m. (6:30 - 9:00) and p.m. (15:00 - 18:00) peak travel times.	\$293,718
Increase frequency on EmX on Sundays	Increase frequency to 15 minutes for EmX on Sunday	\$151,768
Increase frequency on #11 on Sundays	Increase frequency to 15 minutes for route #11 Sunday service.	\$123,811
EmX and #11 (Sat p.m.)	Increase service span by one hour in the p.m. on Saturdays for the following core routes: EmX and 11	\$15,574
EmX and #11 (Sun p.m.)	Increase service span by one hour in the p.m. on Sundays for the following core routes: EmX and 11	\$18,151
Span of Service (Wkdy a.m.)	Increase service span by one hour in the a.m. on Weekdays for the following core routes: #12, 13, 24, 28, 36, 40, 41, 43, 51, 66, 67	\$237,895
Span of Service (Sat a.m.)	Increase service span by one hour in the a.m. on Saturdays for the following core routes: #12, 13, 24, 28, 36, 40, 41, 43, 51, 66, 67	\$58,080
Span of Service (Sat p.m.)	Increase service span by one hour in the p.m. on Saturdays for the following core routes: EmX, 11, 12, 13, 24, 28, 36, 40, 41, 43, 51, 66, 67	\$69,780
Span of Service (Sun a.m.)	Increase service span by one hour in the a.m. on Sundays for the following core routes: #12, 13, 24, 28, 36, 40, 41, 43, 51, 66, 67	\$53,870
Span of Service (Sun p.m.)	Increase service span by one hour in the p.m. on Sundays for the following core routes: EmX, 11, 12, 13, 24, 28, 36, 40, 41, 43, 51, 66, 67	\$74,626

*This list for illustration only. It does not reflect service priorities or actual cost.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 2015

ITEM TITLE: GENERAL MANAGER RECRUITMENT UPDATE

PREPARED BY: Roland Hoskins, Director of Administrative Services

ACTION REQUESTED: None

BACKGROUND:

On June 22, 2015, the LTD Board of Directors and community stakeholders participated in a large group work session to gather feedback on characteristics and skills that will benefit the next general manager of LTD. Celia Kupersmith and Al Schlimm of KL2 Connects facilitated this meeting. Ms. Kupersmith and Mr. Schlimm also met individually with each Board member; and on June 23, 2015, met with LTD staff to share the feedback received.

Then on July 2, 2015, the LTD Board approved the characteristics and skills that will be used in the brochure to recruit for the next general manager. KL2 posted the position on the same day.

ATTACHMENTS: None

PROPOSED MOTION: None

Q:\Reference\Board Packet\2015\7\July 15 Reg Mtg\July 15 GM Recruitment Update AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 2015

ITEM TITLE: MOVINGAHEAD UPDATE

PREPARED BY: Sasha Luftig, Development Planner

ACTION REQUESTED: None. Information and discussion only.

BACKGROUND:

This MovingAhead update is intended to provide the Board with an overview of project work to date, outreach plans for the summer, and the key milestones schedule.

LTD Board members Gary Gillespie and Angelynn Pierce serve as LTD’s representatives on the MovingAhead Oversight Committee. On June 29, 2015, the first committee meeting was held. At the meeting, the Committee discussed a draft charter and protocols for the group, making several slight modifications prior to approval. The Committee also reviewed the proposed Purpose and Need and Goals and Objectives statement for MovingAhead. The majority of the meeting was spent reviewing high-level design concepts created from input gathered at the MovingAhead workshops held in May. The next Oversight Committee meeting will be scheduled for September, prior to the next joint Eugene City Council and LTD Board work session tentatively scheduled for September 28.

The table below lists the summer events that MovingAhead project staff will be attending and hosting to share project information and gather input from community members.

Willamalane Summer Fair – Island Park, 200 W B Street, Springfield, 12:00-4:00 pm	7/11/2015
Jefferson Westside Picnic – Monroe Park, 10 th Avenue and Monroe Street, 5:00-8:00 pm	7/14/2015
Sunday Streets Downtown – Monroe Park to Kesey Plaza, 12:00-4:00 pm	7/26/2015
Echo Hollow Pool – 1655 Echo Hollow Road, Eugene, 1:15-3:45 pm	8/5/2015
Art Walk-Downtown Library – 100 W 10 th Avenue, Eugene, 5:00-6:00 pm	8/7/2015
River Road Picnic – Emerald Park, 1400 Lake Drive, Eugene, 6:00-8:00 pm	8/10/2015
Amazon Pool – 2600 Hilyard Street, Eugene, 2:00-5:00 pm	8/12/2015
Bethel Family Fun Night – Petersen Barn, 870 Berntzen Road, Eugene, 4:00-7:00 pm	8/13/2015
Concert in the Park: Make-A-Band – Cal Young Park, 2555 Gilham Rd, Eugene, 5:00-6:00 pm	8/27/2015
MovingAhead Open House – Eugene Public Library, 100 W 10th Ave, Eugene, 4:00-6:00 pm	9/14/2015
Sunday Streets Friendly – Friendly Neighborhood, from Common Ground Garden to Friendly Park 12:00-4:00 pm	9/20/2015

ATTACHMENT: None.

PROPOSED MOTION: None.

AGENDA ITEM SUMMARY

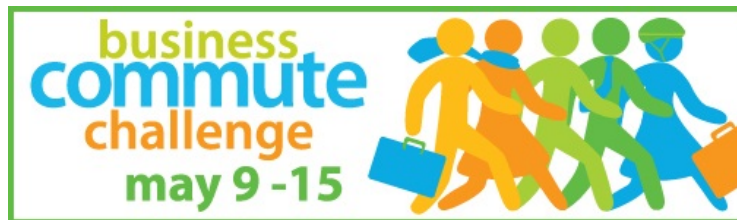
DATE OF MEETING: July 15, 2015

ITEM TITLE: 2015 BUSINESS COMMUTE CHALLENGE REPORT

PREPARED BY: Cammie Harris, Transportation Options Outreach and Events Coordinator,
and Theresa Brand, Transportation Options Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:



The Business Commute Challenge was developed in 2000 and was coordinated by the City of Eugene Transportation Options Program. At that time, the Challenge was a weeklong event for Eugene businesses only and took place every October. There was a designated “Challenge Day,” for which the total number of participants and mileage were counted.

Over the years, employees and employers from the City of Springfield expressed interest in participating. The regional Transportation Options Advisory Committee recommended that the Business Commute Challenge become a regional program. Point2point, the regional transportation options program for the central Lane County area, was selected as the lead agency. As a result, the Business Commute Challenge event transitioned from the City of Eugene’s Transportation Options Program to coordination by Point2point in 2010.

2015 Business Commute Challenge Results:

The 2015 Business Commute Challenge (BCC) was held on May 9 – 15, with 2,584 participants (1,161 first-time participants) representing 240 work teams in the region. There were 90,387 miles saved (miles not driven alone) in one week, equaling a savings in emissions of 96,121 pounds of CO₂. As compared with 2014 BCC results, these figures represent an average increase in participation of more than 30 percent and also a reduction in CO₂ emissions of more than 30 percent.

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

Pre-BCC:

- April 31: BCC Kick-off event at Oakshire Brewing, estimate 175 attended
- May 5: BCC Commute Fashion Show (co-sponsored with City of Eugene Campbell Center), 25 attended

BCC Week (May 9 - 15):

- Monday: BCC Eugene Poker Walkabout, Downtown Eugene, 78 attended
- Tuesday: Breakfast at the Bridges, DeFazio Bridge (co-sponsored with the City of Eugene), estimate 50 attended
- Wednesday: Breakfast for Transit Users, Next Stop Center, estimate 60 attended
- Thursday: Drive the Big Rig (the winning team drove an LTD bus through a course at the Glenwood Campus), 11 attended
- Thursday: BCC Springfield Poker Walkabout, Downtown Springfield, 85 attended
- Friday: Wheels by the Willamette, Springfield, 24 attended

Post BCC:

- May 21: BCC Wrap-up Party, Hop Valley Brewing, estimate 150 attended

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

Lane Transit District employees participated, and “*Green Dragon*” (Team LTD) came in first place in the “300 Employees and Above” category.

A post-event survey was e-mailed to all participants, and received a 25 percent response rate. The key survey included questions related to what their typical commute prior to the BCC was and how often it was used; what new mode they tried during the BCC; how they heard about the BCC; and what their level of satisfaction was with the event.

Another follow-up survey will be sent to all participants in six months asking what their current mode choice is and its frequency in order to determine the long-term mode shift.

ATTACHMENT: None.

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2015\7\July 15 Reg Mtg\BCC AIS.doc

AGENDA ITEM SUMMARY

DATE: July 15, 2015

ITEM TITLE: MONTHLY FINANCIAL REPORTS

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: None

BACKGROUND:

Following this summary are the May 2015 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 with 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, such as 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.

General Fund

As reported last month, payroll taxes normally received in May were received in April, inflating the year-to-date percent of budget figure. Payroll taxes are 96.8 percent of budget through May. As illustrated in the chart below, payroll taxes would be ahead of budget for the year if not for the erroneous payment of \$672,000 in FY 2013-14, which inflated our estimate for the FY 2014-15 budget and then resulted in the \$672,000 take back this summer.

	Actual (with \$672,000 Error)	Without \$672,000 Error Impact
2013-14 Estimate	\$26,510,000	\$25,838,000
% Increase for FY 2014-15 Budget	5%	5%
2014-15 Budget	\$27,835,500	\$27,129,900
YTD through May	\$26,684,532	\$27,356,532
YTD as % of Annual Budget	95.9%	100.8%

State-in-lieu tax is under budget year to date. As previously reported, a major state-in-lieu taxpayer is no longer subject to the state-in-lieu tax but is subject to the payroll tax. Work continues between the Oregon Department of Revenue and this taxpayer to begin reporting and collection from July 1, 2014, forward.

Personnel services costs remain under budget. Due to turnover, the District rarely employs the total number of bus operators that were included in the budget. This translates into reduced benefit payments that help

contribute to personnel costs remaining under budget. In addition, other positions, including an Information Technology position, have been vacant for different periods of the fiscal year. The IT position is in the process of being filled.

The average price for fuel through the end of June was \$2.32 per gallon, which is more than \$1 million in savings when compared to the budgeted amount at \$3.75 per gallon. LTD paid \$1.629 per gallon on January 22, 2015, which is the lowest price paid since July 2009.

Materials and Services for all departments remain under budget. Comparability of current-year and prior-year materials and services is hampered by the reorganization implemented during 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 General Fund transfer to the Accessible Services 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.

Accessible Services Fund

The Accessible Services Fund costs are under budget for the year. South Lane Wheels costs are 12.4 percent over budget. This is due to a change in accounting methodology for their local match, not because the cost of their program increased. The grant funds that LTD manages for South Lane Wheels has a local matching requirement. Since LTD administers these grants, it needs to record the local match they provide in our system. The expenditure budget only reflected the grant funding and not the total cost including match.

Medicaid Fund

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. More than 90 percent of this budget is fully funded by Medicaid funds having no impact on the District's funds available for investment in the community. The transfer from the General Fund that supports the Waivered Transportation Program is over budget for the year due to increased demand for that program. A supplemental budget was approved at the June meeting to address this issue.

Capital Projects Fund

The Capital Projects Fund expenditures year to date have included the purchase of three articulated, hybrid-electric buses and West Eugene EmX Extension design and utility relocation activity. Construction on the West Eugene EmX Extension started in March 2015. All funding for the project has now been appropriated and is currently being processed into active grants. Additional details can be found in the Monthly Grant Report.

ATTACHMENTS: May 2015 Financial Reports

PROPOSED MOTION: None

Q:\Reference\Board Packet\2015\7\July 15 Reg Mtg\Financial Report AIS.docx



Lane Transit District

Lane Transit District
General Fund
 Schedule of Revenues and Expenditures
May 31, 2015
 Unaudited

May 01 - 31					Revenues & Other Sources		Year to Date Through May 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
355,382	361,299	101.7%	358,410	100.8%	Passenger Fares	4,456,700	4,082,552	4,274,947	104.7%	4,098,510	104.3%
276,059	233,375	84.5%	244,500	95.4%	Group Pass	2,667,000	2,484,482	2,410,164	97.0%	2,422,500	99.5%
-	950	N/A	5,000	19.0%	Advertising	310,000	310,000	437,950	141.3%	305,000	143.6%
-	2,754	N/A	-	N/A	Special Service	161,300	204,191	172,997	84.7%	161,300	107.3%
631,441	598,378	94.8%	607,910	98.4%	Total Operating	7,595,000	7,081,225	7,296,058	103.0%	6,987,310	104.4%
5,515,095	5,230,282	94.8%	6,023,300	86.8%	Payroll Tax	27,835,500	26,023,195	26,684,532	102.5%	27,553,300	96.8%
658,601	712,297	108.2%	640,000	111.3%	Self-employment Tax	1,600,000	1,624,017	1,646,872	101.4%	1,584,000	104.0%
-	-	N/A	-	N/A	State-in-Lieu	2,040,000	1,523,458	522,274	34.3%	1,595,000	32.7%
426,364	210,234	49.3%	412,680	50.9%	Operating Grants	4,952,100	5,204,227	4,733,117	90.9%	4,539,480	104.3%
34,885	24,567	70.4%	9,620	255.4%	Miscellaneous	115,700	309,248	371,806	120.2%	106,120	350.4%
8,409	3,531	42.0%	7,500	47.1%	Interest Income	90,000	79,255	50,312	63.5%	82,500	61.0%
6,643,354	6,180,911	93.0%	7,093,100	87.1%	Total Nonoperating	36,633,300	34,763,400	34,008,913	97.8%	35,460,400	95.9%
7,274,795	6,779,289	93.2%	7,701,010	88.0%	Total Revenues & Other Sources	44,228,300	41,844,625	41,304,971	98.7%	42,447,710	97.3%

May 01 - 31					Expenditures & Other Uses		Year to Date Through May 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
893,339	814,386	91.2%	866,770	94.0%	Administration	10,405,200	8,894,494	9,051,839	101.8%	9,539,570	94.9%
1,504,057	1,592,517	105.9%	1,673,350	95.2%	Amalgamated Transit Union	20,522,900	17,226,293	17,837,479	103.5%	18,869,450	94.5%
(67,174)	(94,633)	140.9%	(69,740)	135.7%	Less Grant-Funded Expenditures	(836,800)	(734,126)	(793,394)	108.1%	(767,140)	103.4%
2,330,222	2,312,270	99.2%	2,470,380	93.6%	Total Personnel Services	30,091,300	25,386,661	26,095,924	102.8%	27,641,880	94.4%
14,286	15,040	105.3%	19,519	77.1%	Executive Office	314,500	228,721	272,730	119.2%	281,231	97.0%
168,283	107,368	63.8%	165,670	64.8%	Administrative Services	2,050,400	2,016,000	1,581,308	78.4%	1,879,420	84.1%
136,571	200,739	147.0%	205,635	97.6%	Customer Services & Planning	2,561,300	1,909,206	1,879,304	98.4%	2,337,970	80.4%
376,723	352,190	93.5%	493,402	71.4%	Operations & Customer Satisfaction	5,860,900	4,021,511	4,117,760	102.4%	5,402,297	76.2%
695,863	675,337	97.1%	884,226	76.4%	Total Materials & Services	10,787,100	8,175,438	7,851,102	96.0%	9,900,918	79.3%
6,704	57,514	857.9%	164,980	34.9%	Transfer to Accessible Services Fund	1,979,700	1,728,987	1,041,202	60.2%	1,814,780	57.4%
-	1,057	N/A	14,330	7.4%	Transfer to Medicaid Fund	172,000	75,082	187,755	250.1%	157,630	119.1%
-	-	N/A	-	N/A	Transfer to Capital Projects Fund	3,351,500	1,792,700	3,351,100	186.9%	3,351,500	100.0%
6,704	58,571	873.7%	179,310	32.7%	Total Other Uses	5,503,200	3,596,769	4,580,057	127.3%	5,323,910	86.0%
3,032,789	3,046,178	100.4%	3,533,916	86.2%	Total Expenditures & Other Uses	46,381,600	37,158,868	38,527,083	103.7%	42,866,708	89.9%

4,242,006	3,733,111	88.0%	4,167,094	89.6%	Revenues less Expenditures	(2,153,300)	4,685,757	2,777,888	59.3%	(418,998)	-663.0%
------------------	------------------	--------------	------------------	--------------	-----------------------------------	--------------------	------------------	------------------	--------------	------------------	----------------



Lane Transit District

Lane Transit District
Accessible Services Fund
 Schedule of Revenues and Expenditures
May 31, 2015
 Unaudited

May 01 - 31					Revenues & Other Sources		Year to Date Through May 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
29,835	30,384	101.8%	28,120	108.1%	Passenger Fares	337,500	305,769	318,920	104.3%	309,320	103.1%
20,307	229,903	1132.1%	244,110	94.2%	Federal Assistance	2,929,200	1,919,679	2,635,577	137.3%	2,685,210	98.2%
-	112,493	N/A	105,620	106.5%	State Assistance	1,267,460	476,852	1,213,358	254.5%	1,162,020	104.4%
10,375	670	6.5%	8,160	8.2%	Local Assistance	97,900	86,607	109,104	126.0%	89,760	121.6%
60,517	373,450	617.1%	386,010	96.7%	Total Revenues	4,632,060	2,788,907	4,276,959	153.4%	4,246,310	100.7%
6,704	57,514	857.9%	164,600	34.9%	Transfer from General Fund	1,975,240	1,682,988	1,041,202	61.9%	1,810,600	57.5%
6,704	57,514	857.9%	164,600	34.9%	Total Other Sources	1,975,240	1,682,988	1,041,202	61.9%	1,810,600	57.5%
67,221	430,964	641.1%	550,610	78.3%	Total Revenues & Other Sources	6,607,300	4,471,895	5,318,161	118.9%	6,056,910	87.8%

May 01 - 31					Expenditures & Other Uses		Year to Date Through May 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
385,003	352,426	91.5%	439,060	80.3%	ADA RideSource	5,268,900	4,434,563	4,433,219	100.0%	4,829,860	91.8%
9,028	9,428	104.4%	12,560	75.1%	Transit Training & Hosts	150,600	112,718	102,260	90.7%	138,160	74.0%
6,359	7,900	124.2%	9,010	87.7%	Special Transport	108,100	87,623	90,071	102.8%	99,110	90.9%
400,390	369,754	92.3%	460,630	80.3%	Total Eugene/Springfield Services	5,527,600	4,634,904	4,625,550	99.8%	5,067,130	91.3%
14,916	7,300	48.9%	9,580	76.2%	South Lane	115,000	96,503	118,442	122.7%	105,380	112.4%
14,229	14,945	105.0%	15,680	95.3%	Florence	188,100	162,248	168,865	104.1%	172,480	97.9%
15,661	14,272	91.1%	20,260	70.4%	Oakridge	243,200	198,978	186,542	93.8%	222,860	83.7%
44,806	36,517	81.5%	45,520	80.2%	Total Rural Lane County Services	546,300	457,729	473,849	103.5%	500,720	94.6%
16,356	13,209	80.8%	21,670	61.0%	Mobility Management	260,000	146,169	111,562	76.3%	238,370	46.8%
-	258	N/A	780	33.1%	Crucial Connections	9,300	1,101	3,298	299.5%	8,580	38.4%
1,426	3,167	222.1%	2,670	118.6%	Veterans Transportation	32,000	13,101	17,932	136.9%	29,370	61.1%
7,941	7,246	91.2%	9,330	77.7%	Lane County Coordination	112,000	49,204	72,130	146.6%	102,630	70.3%
25,723	23,880	92.8%	34,450	69.3%	Total Other Services	413,300	209,575	204,922	97.8%	378,950	54.1%
-	-	N/A	14,000	0.0%	Transfer to Capital Projects Fund	168,000	-	-	N/A	154,000	0.0%
-	-	N/A	14,000	0.0%	Total Other Uses	168,000	-	-	N/A	154,000	0.0%
470,919	430,151	91.3%	554,600	77.6%	Total Expenditures & Other Uses	6,655,200	5,302,208	5,304,321	100.0%	6,100,800	86.9%

(403,698)	813	-0.2%	(3,990)	-20.4%	Revenues less Expenditures	(47,900)	(830,313)	13,840	-1.7%	(43,890)	-31.5%
------------------	------------	--------------	----------------	---------------	-----------------------------------	-----------------	------------------	---------------	--------------	-----------------	---------------



Lane Transit District

Lane Transit District
Medicaid Fund
 Schedule of Revenues and Expenditures
May 31, 2015
 Unaudited

May 01 - 31					Revenues & Other Sources		Year to Date Through May 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
544,033	624,644	114.8%	552,400	113.1%	Medicaid Nonemergency Medical Transportation	6,628,800	5,177,158	7,203,278	139.1%	6,076,400	118.5%
38,638	55,274	143.1%	39,840	138.7%	Medicaid Waivered Transportation	478,100	422,133	567,271	134.4%	438,240	129.4%
582,671	679,918	116.7%	592,240	114.8%	Total Revenues	7,106,900	5,599,291	7,770,549	138.8%	6,514,640	119.3%
-	1,057	N/A	14,330	7.4%	Transfer from General Fund	172,000	121,082	187,755	155.1%	157,630	119.1%
-	1,057	N/A	14,330	7.4%	Total Other Sources	172,000	121,082	187,755	155.1%	157,630	119.1%
582,671	680,975	116.9%	606,570	112.3%	Total Revenues & Other Sources	7,278,900	5,720,373	7,958,304	139.1%	6,672,270	119.3%

May 01 - 31					Expenditures & Other Uses		Year to Date Through May 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
449,007	528,576	117.7%	447,150	118.2%	Services	5,365,700	4,153,998	5,929,817	142.7%	4,918,650	120.6%
6,109	7,253	118.7%	13,880	52.3%	Mobility Management	166,600	58,716	102,511	174.6%	152,680	67.1%
88,918	88,814	99.9%	91,370	97.2%	Program Administration	1,096,500	964,898	1,066,668	110.5%	1,005,070	106.1%
544,034	624,643	114.8%	552,400	113.1%	Total Medicaid NEMT (Medical)	6,628,800	5,177,612	7,098,996	137.1%	6,076,400	116.8%
32,312	49,818	154.2%	36,660	135.9%	Services	439,900	361,825	536,923	148.4%	403,260	133.1%
2,168	3,278	151.2%	1,740	188.4%	Mobility Management	20,900	20,376	35,573	174.6%	19,140	185.9%
164	256	156.1%	490	52.2%	Program Administration	5,900	4,984	3,429	68.8%	5,390	63.6%
17,006	17,894	105.2%	15,280	117.1%	Grant Program Match Requirements	183,400	181,679	173,281	95.4%	168,080	103.1%
51,650	71,246	137.9%	54,170	131.5%	Total Medicaid Waivered (Non-Medical)	650,100	568,864	749,206	131.7%	595,870	125.7%
595,684	695,889	116.8%	606,570	114.7%	Total Expenditures & Other Uses	7,278,900	5,746,476	7,848,202	136.6%	6,672,270	117.6%

(13,013)	(14,914)	114.6%	-	N/A	Revenues less Expenditures	-	(26,103)	110,102	-421.8%	-	N/A
-----------------	-----------------	---------------	----------	------------	-----------------------------------	----------	-----------------	----------------	----------------	----------	------------



Lane Transit District

Lane Transit District
Capital Projects Fund
 Schedule of Revenues and Expenditures
May 31, 2015
 Unaudited

May 01 - 31					Revenues & Other Sources		Year to Date Through May 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
1,013,118	549,689	54.3%	7,159,500	7.7%	Federal Assistance	85,913,900	7,522,493	13,141,307	174.7%	78,754,500	16.7%
-	-	N/A	1,100,000	0.0%	State Assistance	13,200,000	-	-	N/A	12,100,000	0.0%
1,013,118	549,689	54.3%	8,259,500	6.7%	Total Revenues	99,113,900	7,524,043	13,141,307	174.7%	90,854,500	14.5%
-	-	N/A	-	N/A	Transfer from General Fund	3,351,120	1,792,700	3,351,100	186.9%	3,351,120	100.0%
-	-	N/A	14,000	0.0%	Transfer from Accessible Services Fund	168,000	-	-	N/A	154,000	0.0%
-	-	N/A	14,000	0.0%	Total Other Sources	3,519,120	1,792,700	3,351,100	186.9%	3,505,120	95.6%
1,013,118	549,689	54.3%	8,273,500	6.6%	Total Revenues & Other Sources	102,633,020	9,316,743	16,492,407	177.0%	94,359,620	17.5%

May 01 - 31					Expenditures & Other Uses		Year to Date Through May 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
975,621	1,900,087	194.8%	7,266,490	26.1%	West Eugene EmX Extension	87,197,800	6,544,007	12,387,292	189.3%	79,931,390	15.5%
112,187	-	0.0%	50,000	0.0%	Gateway EmX Extension	600,000	795,152	10,371	1.3%	550,000	1.9%
49,750	20,295	40.8%	59,680	34.0%	Main Street/McVay Transit Study	716,100	133,609	523,841	392.1%	656,480	79.8%
86	24,868	28916.3%	53,170	46.8%	MovingAhead	638,000	5,533	214,112	3869.7%	584,870	36.6%
1,137,644	1,945,250	171.0%	7,429,340	26.2%	Total Frequent Transit Network	89,151,900	7,478,301	13,135,616	175.6%	81,722,740	16.1%
19,310	-	0.0%	1,066,660	0.0%	Revenue Vehicles - Fixed Route	12,799,900	35,719	2,864,566	8019.7%	11,733,260	24.4%
196	459	234.2%	70,000	0.7%	Revenue Vehicles - Accessible Services	840,000	138,394	111,318	80.4%	770,000	14.5%
-	2,125	N/A	8,330	25.5%	Support Vehicles	100,000	102,075	74,710	73.2%	91,630	81.5%
34,862	33,882	97.2%	61,820	54.8%	Stations, Shelters & Facilities	741,800	1,049,888	684,092	65.2%	680,020	100.6%
106,062	121,999	115.0%	215,820	56.5%	Computer Hardware & Software	2,589,900	770,775	1,246,240	161.7%	2,374,020	52.5%
102	1,221	1197.1%	31,290	3.9%	Intelligent Transportation Systems	375,500	10,862	6,177	56.9%	344,190	1.8%
5,220	2,872	55.0%	60,300	4.8%	Transit Security Projects	723,600	32,222	9,939	30.8%	663,300	1.5%
-	441	N/A	54,480	0.8%	Communications Equipment	653,800	-	41,723	N/A	599,280	7.0%
-	31,694	N/A	2,500	1267.8%	Shop Equipment	30,000	15,953	107,134	671.6%	27,500	389.6%
-	-	N/A	11,670	0.0%	Miscellaneous Equipment	140,000	7,572	5,103	67.4%	128,370	4.0%
165,752	194,693	117.5%	1,582,870	12.3%	Total Other Capital Outlay	18,994,500	2,163,460	5,151,002	238.1%	17,411,570	29.6%
1,303,396	2,139,943	164.2%	9,012,210	23.7%	Total Expenditures & Other Uses	108,146,400	9,641,761	18,286,618	189.7%	99,134,310	18.4%

(290,278)	(1,590,254)	547.8%	(738,710)	215.3%	Revenues less Expenditures	(5,513,380)	(325,018)	(1,794,211)	552.0%	(4,774,690)	37.6%
------------------	--------------------	---------------	------------------	---------------	-----------------------------------	--------------------	------------------	--------------------	---------------	--------------------	--------------

AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 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, general community and civic events, and a variety of other opportunities. Additionally, earned media and paid media play an important role in communicating projects, services, and significant activities taking place within the District and in the broader community. To keep the Board informed of the key activities during the past month, and to highlight opportunities in the coming month, staff have prepared the following summary and will respond to questions from the Board.

Paid Media – Paid media this month included West Eugene EmX, the *Believe* campaign, Butte to Butte event service, and Oregon Country Fair service advertising. Five large bus ads will be installed in July featuring the *Go West* theme of the West Eugene EmX advertising. Radio ads have been produced for the West Eugene campaign and those, too, will begin running in July. University of Oregon (UO) football service flyers, including Duck Downtown and Amtrak Game Train messaging, were printed and sent to the UO for inclusion in the season ticket mailing that goes out in the fall. Continuing to appear in a variety of publications is 1 Pass advertising.

Earned Media – Stories appearing included a piece on the general manager selection process, the purchase of the Santa Clara Elementary School site for a new River Road Station, and the MovingAhead project in *The Register-Guard*. This topic also was covered by KEZI and KVAL. The Business Commute Challenge garnered coverage with the program boasting the highest participation rate in its history. The general manager retirement announcement and hiring process was covered in print.

A meeting with General Manager Ron Kilcoyne, LTD Board President Gary Wildish, *Register-Guard* Corporate Director Bridget Baker, and the new *Register-Guard* editor, N. Christian Anderson III, took place on July 10. This was an opportunity for Mr. Anderson to learn more about the key initiatives coming about at LTD.

Sponsorships – LTD's sponsorship season is in full swing. Partnerships include the Oregon Bach Festival, the Eugene Symphony, the Pacific International Children's Choir Festival, the UO's hosting of the 2015 Overseas Association for College Admission Counseling (OACAC) Conference, the National Collegiate Athletic Association (NCAA) Track and Field Championships, the U.S.A. Track and Field Championships, Touch-a-Truck, Sunday Streets, and Relay for Life. More to come later this summer!

Outreach Meetings – Staff met with the Springfield Chamber of Commerce's Government Issues Committee to discuss the LTD Board's consideration of a payroll tax rate increase. Staff presented to the Santa Clara Neighborhood organization regarding the River Road Station project and bus service along Hunsaker Road to serve a new low-income housing project that Cornerstone Community Housing is undertaking.

ATTACHMENTS: None

PROPOSED MOTION: None

Q:\Reference\Board Packet\2015\7\July 15 Reg Mtg\Engagement Report AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 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) June 2015 Performance Report
- 2) May 2015 RideSource Activity and Productivity reports

PROPOSED MOTION: None

Q:\Reference\Board Packet\2015\7\July 15 Reg Mtg\37 Performance Summary AIS.docx

LANE TRANSIT DISTRICT
June 2015 Performance Report
09-July-2015

Performance Measure	Prior			Current			Previous		
	Current Month	Year's Month	% Change	Current Y-T-D	Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	773,053	839,437	- 7.9%	10,644,718	11,192,854	- 4.9%	10,644,718	11,192,854	- 4.9%
Mobility Assisted Riders	13,087	13,303	- 1.6%	158,478	140,020	+ 13.2%	158,478	140,020	+ 13.2%
<u>Average Passenger Boardings:</u>									
Weekday	30,586	34,045	- 10.2%	35,597	37,443	- 4.9%	35,597	37,443	- 4.9%
Saturday	17,041	18,821	- 9.5%	19,722	20,803	- 5.2%	19,722	20,803	- 5.2%
Sunday	8,001	9,843	- 18.7%	9,834	10,339	- 4.9%	9,834	10,339	- 4.9%
Monthly Revenue Hours	20,997	20,287	+ 3.5%	254,779	248,172	+ 2.7%	254,779	248,172	+ 2.7%
Boardings Per Revenue Hour	36.8	41.4	- 11.0%	41.78	45.10	- 7.4%	41.78	45.10	- 7.4%
Weekly Revenue Hours	4,829	4,803	+ 0.5%	4,912	4,840	+ 1.5%	4,912	4,840	+ 1.5%
Weekdays	22	21		255	255		255	255	
Saturdays	4	4		52	52		52	52	
Sundays	4	5		56	52		56	52	

Passenger Revenues & Sales

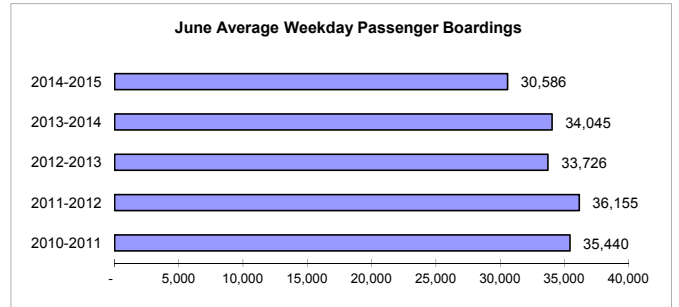
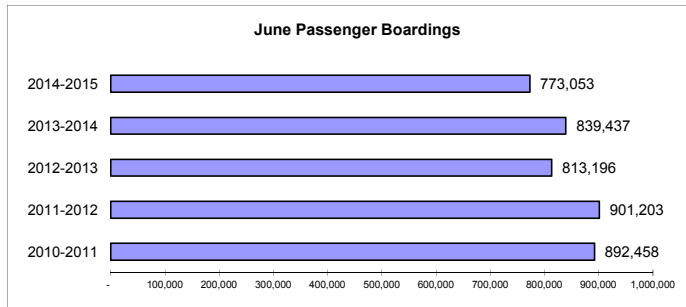
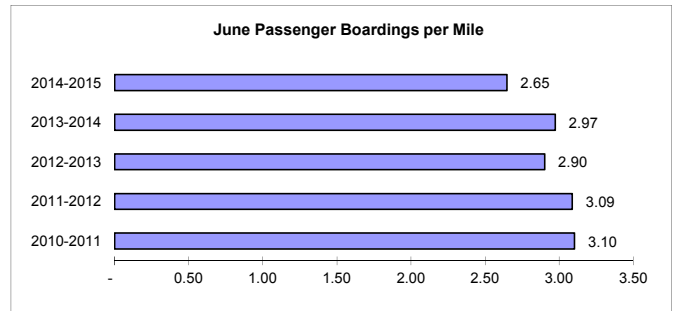
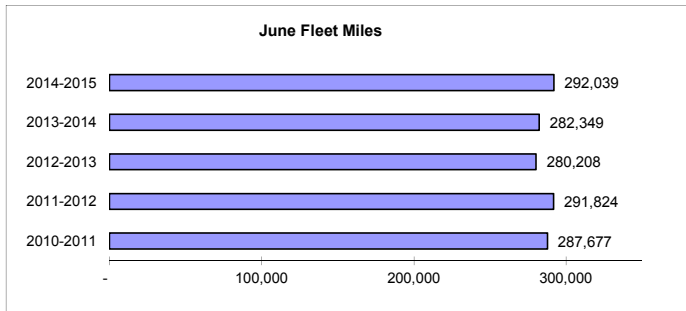
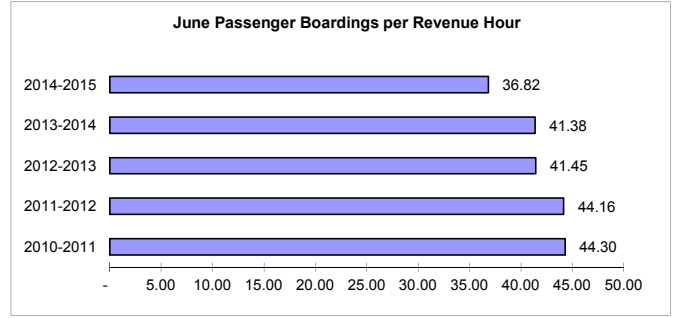
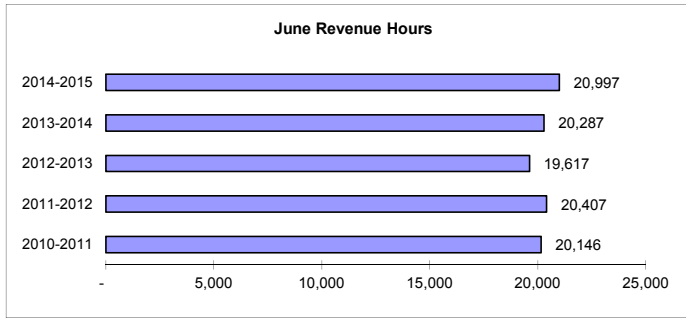
Passenger revenues and sales information will be updated when the June 2015 financial reports are presented to the Board of Directors prior to July 31.

Fleet Services

Fleet Miles	292,039	282,349	+ 3.4%	3,554,759	3,534,864	+ 0.6%	3,554,759	3,534,864	+ 0.6%
Average Passenger Boardings/Mile	2.65	2.97	- 11.0%	2.99	3.17	- 5.4%	2.99	3.17	- 5.4%
Fuel Cost	\$185,485	\$250,086	- 25.8%	\$2,390,691	\$3,029,317	- 21.1%	\$2,390,691	\$3,029,317	- 21.1%
Fuel Cost Per Mile	\$0.635	\$0.886	- 28.3%	\$0.673	\$0.857	- 21.5%	\$0.673	\$0.857	- 21.5%
Repair Costs	\$207,238	\$199,556	+ 3.8%	\$2,692,172	\$2,471,154	+ 8.9%	\$2,692,172	\$2,471,154	+ 8.9%
Total Repair Cost Per Mile	\$0.710	\$0.707	+ 0.4%	\$0.757	\$0.699	+ 8.3%	\$0.757	\$0.699	+ 8.3%
Preventive Maintenance Costs	\$31,167	\$33,689	- 7.5%	\$399,364	\$430,352	- 7.2%	\$399,364	\$430,352	- 7.2%
Total PM Cost Per Mile	\$0.107	\$0.119	- 10.6%	\$0.112	\$0.122	- 7.7%	\$0.112	\$0.122	- 7.7%
Mechanical Road Calls	49	52	- 5.8%	541	637	- 15.1%	541	637	- 15.1%
Miles/Mech. Road Call	5,960	5,430	+ 9.8%	6,571	5,549	+ 18.4%	6,571	5,549	+ 18.4%

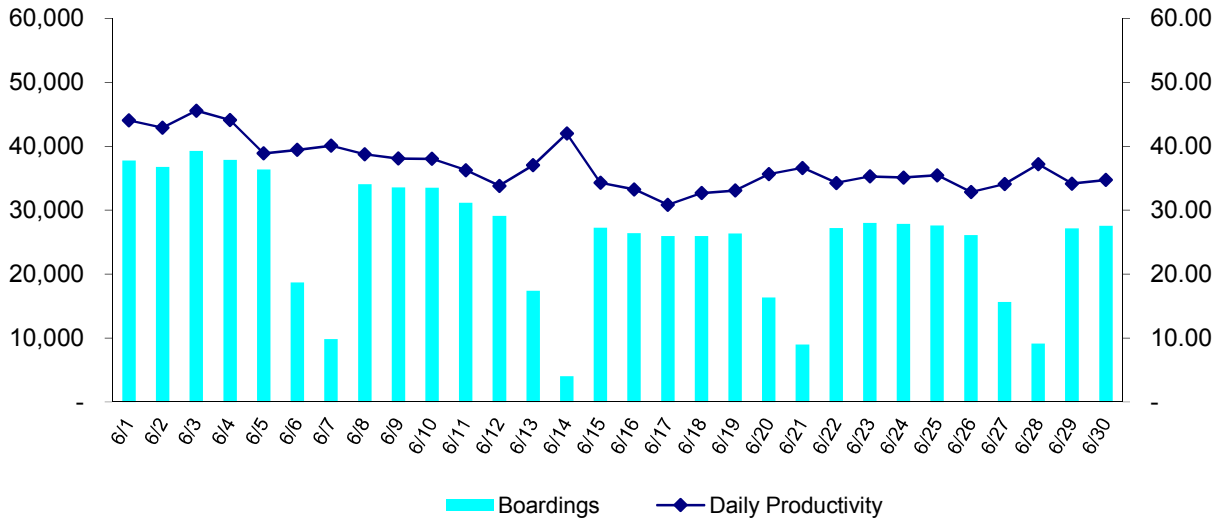
Special Mobility Service

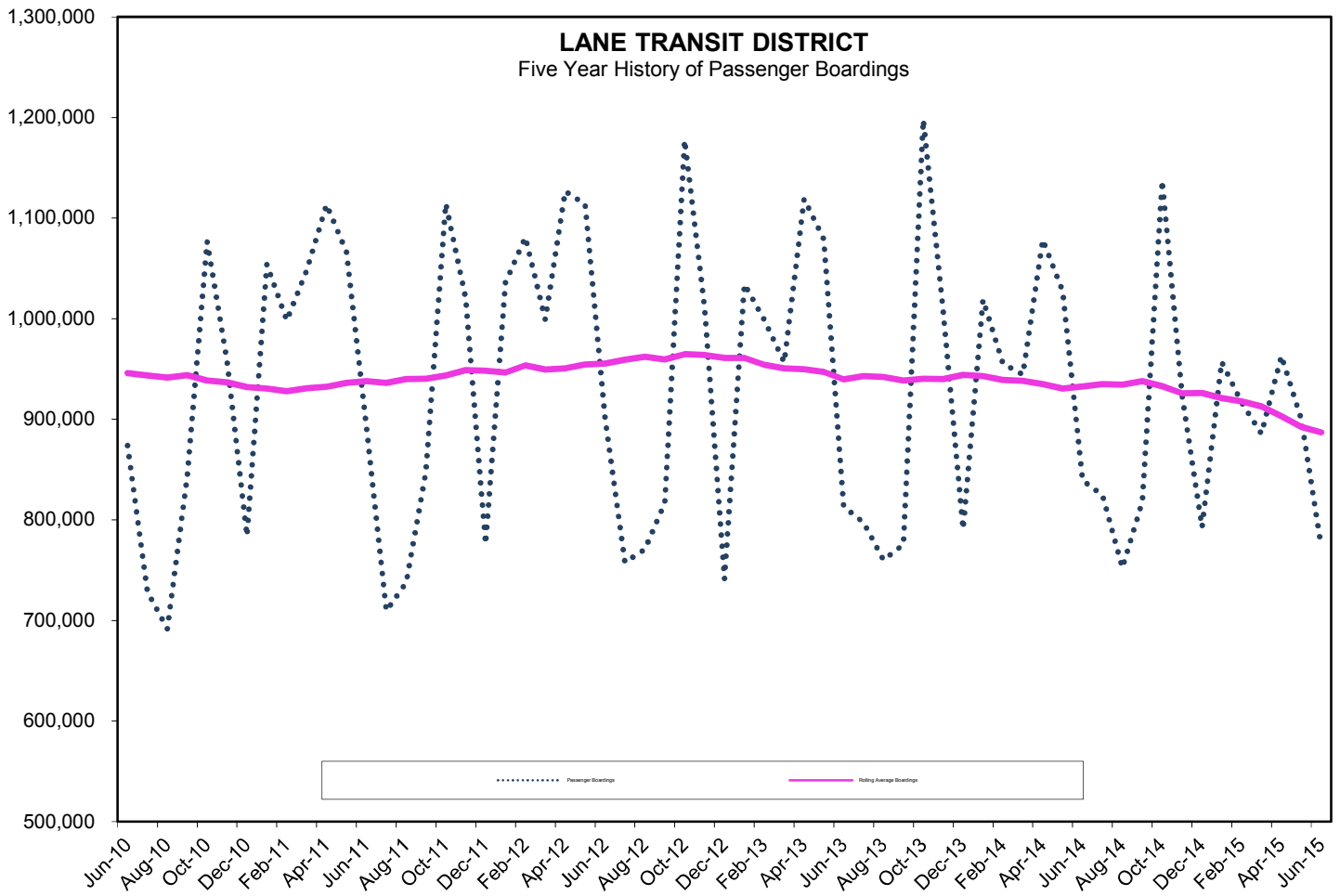
SMS Rides	16,658	18,282	- 8.9%	194,319	194,005	+ 0.2%	194,319	194,005	+ 0.2%
SMS Ride Refusals	-	-	+ 0.0%	2	-	+ 0.0%	2	-	+ 0.0%
RideSource	7,774	7,281	+ 6.8%	88,188	84,640	+ 4.2%	88,188	84,640	+ 4.2%
RideSource Refusals	-	-	+ 0.0%	2	-	+ 0.0%	2	-	+ 0.0%



Daily Ridership Recap June 2015

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
6/1/2015	Monday	Weekday	37,774	523	858.00	44.03
6/2/2015	Tuesday	Weekday	36,755	490	857.00	42.89
6/3/2015	Wednesday	Weekday	39,272	673	862.00	45.56
6/4/2015	Thursday	Weekday	37,859	576	859.00	44.07
6/5/2015	Friday	Weekday	36,359	604	935.00	38.89
6/6/2015	Saturday	Saturday	18,727	414	475.00	39.43
6/7/2015	Sunday	Sunday	9,825	250	245.00	40.10
6/8/2015	Monday	Weekday	34,054	504	879.00	38.74
6/9/2015	Tuesday	Weekday	33,558	516	881.00	38.09
6/10/2015	Wednesday	Weekday	33,516	507	881.00	38.04
6/11/2015	Thursday	Weekday	31,147	513	859.00	36.26
6/12/2015	Friday	Weekday	29,134	474	862.00	33.80
6/13/2015	Saturday	Saturday	17,413	383	470.00	37.05
6/14/2015	Sunday	Sunday	4,030	104	96.00	41.98
6/15/2015	Monday	Weekday	27,252	427	795.00	34.28
6/16/2015	Tuesday	Weekday	26,398	466	794.00	33.25
6/17/2015	Wednesday	Weekday	25,967	488	842.00	30.84
6/18/2015	Thursday	Weekday	25,986	430	795.00	32.69
6/19/2015	Friday	Weekday	26,343	449	796.00	33.09
6/20/2015	Saturday	Saturday	16,352	360	459.00	35.63
6/21/2015	Sunday	Sunday	9,005	169	246.00	36.61
6/22/2015	Monday	Weekday	27,193	488	794.00	34.25
6/23/2015	Tuesday	Weekday	27,997	481	794.00	35.26
6/24/2015	Wednesday	Weekday	27,870	498	794.00	35.10
6/25/2015	Thursday	Weekday	27,619	486	779.00	35.45
6/26/2015	Friday	Weekday	26,094	433	795.00	32.82
6/27/2015	Saturday	Saturday	15,670	295	460.00	34.07
6/28/2015	Sunday	Sunday	9,145	154	246.00	37.17
6/29/2015	Monday	Weekday	27,154	501	795.00	34.16
6/30/2015	Tuesday	Weekday	27,585	431	794.00	34.74
Totals			773,053	13,087	20,997	36.82





Special Mobility Services: RideSource Activity and Productivity Information

<u>May-15</u>	<u>Current Month</u>	<u>Current Month</u>	<u>% Change</u>	<u>Current YTD</u>	<u>Current YTD</u>	<u>% Change</u>	<u>Current 12 Month</u>	<u>Current 12 Month</u>	<u>% Change</u>
RideSource Ridership	15,879	17,271	-8.1%	181,101	173,365	4.5%	197,712	188,766	4.7%
RideSource(All Modes)	13,541	14,485	-6.5%	152,863	149,065	2.5%	167,055	161,929	3.2%
Shopper	602	566	6.4%	6,584	5,986	10.0%	7,115	6,518	9.2%
Escort Volunteers-Metro	1,138	1,507	-24.5%	13,313	11,087	20.1%	14,654	12,090	21.2%
Escort Volunteers-Rural	598	713	-16.1%	8,341	7,227	15.4%	8,888	8,229	8.0%
RideSource Cost per Ride	\$ 24.44	\$ 22.63	8.0%	\$ 23.35	\$ 24.28	-3.8%	\$ 23.35	\$ 24.29	-3.9%
RideSource(All Modes)	\$ 27.53	\$ 25.88	6.3%	\$ 26.53	\$ 27.14	-2.2%	\$ 26.51	\$ 27.21	-2.6%
RideSource Shopper	\$ 12.44	\$ 13.04	-4.6%	\$ 12.69	\$ 14.02	-9.5%	\$ 12.79	\$ 14.04	-8.9%
RideSource Escort	\$ 4.52	\$ 3.85	17.4%	\$ 4.16	\$ 4.41	-5.5%	\$ 4.18	\$ 4.36	-4.2%
Ride Reservations	15,105	16,065	-6.0%	168,969	166,105	1.7%	184,306	179,843	2.5%
Cancelled Number	1,448	1,456	-0.5%	16,315	17,141	-4.8%	17,618	18,244	-3.4%
Cancelled % of Total	9.59%	9.06%		9.66%	10.32%		9.56%	10.14%	
No-Show Number	133	116	14.7%	1451	1350	7.5%	1,572	1,470	6.9%
No-Show % of Total	0.88%	0.72%		0.86%	0.81%		0.85%	0.82%	
Ride Refusals Number	2	-	0.0%	4	2	100.0%	4	2	100.0%
Ride Refusals % of Total	0.01%	0.00%		0.00%	0.00%		0.00%	0.00%	
Service Hours	7,842	8,438	-7.1%	87,267	89,029	-2.0%	95,409	96,615	-1.2%
Agency Staff	7,733	8,318	-7.0%	85,868	87,605	-2.0%	93,871	95,037	-1.2%
Agency SMS Volunteer	109	120	-9.2%	1,399	1,424	-1.8%	1,538	1,578	-2.5%
Avg. Trips/Service Hr.	1.80	1.78	1.1%	1.83	1.74	5.2%	1.83	1.74	5.2%
RideSource System Miles	99,817	105,477	-5.4%	1,103,799	1,100,773	0.3%	1,205,583	1,195,963	0.8%
Avg. Miles/Trip	7.06	7.01	0.7%	6.92	7.10	-2.5%	6.92	7.10	-2.5%
Miles/Vehicle Hour	12.73	12.50	1.8%	12.65	12.36	2.3%	12.64	12.38	2.1%
On-Time Performance %	85.5%	88.1%	-2.9%	83.9%	88.6%	-5.3%	84.3%	88.5%	-4.8%
Sample	12,415	13,058		139,125	133,188		151,734	144,609	
On-Time	10,612	11,499		116,683	117,968		127,849	128,009	

Special Mobility Services: RideSource Activity and Productivity Information

<u>May-15</u>	<u>Current Month</u>	<u>Current Month</u>	<u>% Change</u>	<u>Current YTD</u>	<u>Current YTD</u>	<u>% Change</u>	<u>Current 12 Month</u>	<u>Current 12 Month</u>	<u>% Change</u>
---------------	--------------------------	--------------------------	---------------------	------------------------	------------------------	---------------------	-----------------------------	-----------------------------	---------------------

- 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

May-15

	Current Month	Last Yr Curr Month	Curr YTD	Last Yr YTD	Curr 12 Months	Last Yr 12 months
Total Cost per Cost Model	470,236	472,325	5,210,312	5,022,220	5,681,863	5,452,195
Less Brokerage	82,163	80,814	972,705	805,409	1,055,415	859,020
Less Oakridge	-	667	8,783	7,011	9,044	7,154
RS Total	388,073	390,844	4,228,824	4,209,800	4,617,404	4,586,021
Less Shopper	7,489	7,381	83,568	83,942	90,984	91,509
Less Vol Escort	7,849	8,550	90,150	80,675	98,393	88,654
RS All Modes	372,735	374,913	4,055,106	4,045,183	4,428,027	4,405,858
Inc/(Dec)		(2,178)		9,923		22,169

AGENDA ITEM SUMMARY

DATE: July 15, 2015

ITEM TITLE: MONTHLY GRANT REPORT

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: None. Information Only.

BACKGROUND:

To align with the financial reporting program, the May 2015 grant report follows this summary. The report 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: The Project Management Plan (PMP) has gone through a couple of revisions. Staff are currently making changes based on the latest comments, and the PMP should be completed and the grant submitted in July.

- OR-95-X055-02 (second amendment) – 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: This amendment to the original application was executed on June 29, 2015.

- OR-90-X179-01 (first amendment) – Urbanized Area Formula Funds (5307) – \$5,828,000 (\$7,285,000 total project)

Project	Federal	Total
Computer Software	\$120,000	\$150,000
Facilities Improvements	\$147,200	\$184,000
Security Cameras/Improvements	\$58,700	\$73,375
Support Vehicles	\$80,000	\$100,000
Preventive Maintenance	\$5,422,100	\$6,777,625

Amendment Status: LTD has increased the funding being applied for in this amendment. FTA is currently reviewing the new amendment, and we hope to submit the grant before the end of July.

- OR-03-0127 – Small Starts (5309) – \$74,999,999 (\$93,750,000 total project)

Project	Federal	Total
West Eugene EmX Extension	\$74,999,999	\$93,750,000

Application Status: The grant application was submitted to FTA on July 1, 2015. The grant should then be executed within 60 days of submittal.

ATTACHMENT: May 2015 Grant Report

PROPOSED MOTION: None

Q:\Reference\Board Packet\2015\7\July 15 Reg Mtg\Grant report summary AIS.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	1,725.93	646,274.07

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	10,624.00	410,000.00	407,764.15	2,235.85
	10,624.00	1,250,000.00	1,247,764.15	2,235.85

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	1,453.82	3,873,546.18
11.12.06 Hybrid Electric Articulated Buses	-	3,000,000.00	2,935,772.27	64,227.73
	-	6,875,000.00	2,937,226.09	3,937,773.91

OR-04-0041 - FTA 5309 VTCLI	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Call Center Software	75,192.00	1,062,000.00	505,878.32	556,121.68
11.62.02 Call Center Telephone System	13,023.00	298,000.00	291,558.17	6,441.83
	88,215.00	1,360,000.00	797,436.49	562,563.51

OR-37-X024 - FTA 5316 Job Access/Reverse Commute	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.7L.00 Mobility Management	21,651.00	214,774.00	137,211.88	77,562.12



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	20,296.00	937,500.00	759,941.08	177,558.92
---------------------------------------	-----------	------------	------------	------------

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
------------------------------	---	-----------	---	-----------

OR-90-X152 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.01 40' Gillig Low Floor Bus	-	2,787,360.00	2,787,360.00	-
11.12.01 Finance & Int. Costs Gillig Bus Purch	-	186,499.00	186,498.55	0.45
11.13.01 40' Gillig Low Floor Bus	-	1,000,850.00	1,000,849.78	0.22
11.23.01 Extend EmX Lanes	-	201,520.00	201,520.52	(0.52)
11.32.02 River Road Station Land	-	2,261,504.00	2,261,504.46	(0.46)
11.32.06 Franklin EmX Fare Machines	-	350,000.00	350,000.00	-
11.42.07 Hardware	-	1,460,900.00	1,460,900.00	-
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	-
	-	18,533,939.00	18,533,939.71	(0.71)

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	150,000.00	-
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	13,864,189.00	-



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	9,338.00	300,000.00	110,967.77	189,032.23
11.42.08 Software	-	289,200.00	289,200.00	-
11.42.08 Software_01	-	150,000.00	-	150,000.00
11.42.09 Security Improvements	2,872.00	431,600.00	6,601.00	424,999.00
11.42.09 Security_01	-	431,600.00	-	431,600.00
11.42.11 Support Vehicles	-	144,500.00	144,500.00	-
11.42.20 Miscellaneous equipment	-	105,100.00	32,094.76	73,005.24
11.43.03 Improvements	-	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	181,399.00	5,861,300.00	4,080,650.00	1,780,650.00
11.92.02 Shelters	-	74,818.00	1,868.50	72,949.50
	193,609.00	11,460,701.00	8,204,465.03	3,256,235.97

OR-95-X030 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.33.02 U of O Station Construction	1,036.00	2,340,354.00	2,018,092.32	322,261.68
11.7F.00 Gateway SmartTrips	-	100,301.00	100,301.00	-
	1,036.00	2,440,655.00	2,118,393.32	322,261.68

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	377.00	83,584.00	35,609.73	47,974.27
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	-
	377.00	1,047,911.00	999,936.73	47,974.27

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	-	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	17,036.00	135,421.00	89,649.97	45,771.03
11.7L.00 SmartTrips 2	3,695.00	384,487.00	382,233.82	2,253.18
44.23.02 Bike Parking Study	-	100,301.00	100,301.00	-
44.23.02 Bike Share Study_01	131.00	111,445.00	91,401.30	20,043.70
44.23.02 NW Eugene-LCC Transit Corridor Plan_01	24,869.00	651,711.00	230,407.25	421,303.75
	45,731.00	5,290,336.00	2,921,966.34	2,368,369.66

AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 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, July 2015

Q:\Reference\Board Packet\2015\7\July 15 Reg Mtg\42 Dept Report AIS.docx



MONTHLY DEPARTMENT REPORTS

July 15, 2015

Government Relations

Edward McGlone, Government Relations Manager

This information will be covered during the 2015 Legislative Session presentation to the Board of Directors at this meeting.

Customer Services and Planning

Andy Vobora, Director of Customer Services and Planning

ACCESSIBLE AND CUSTOMER SERVICES

Cosette Rees, Accessible and Customer Services Manager

Facility Redesign

- The RideSource Call Center is undergoing an interior redesign. This redesign allows for reconfiguring of the layout to accommodate additional staff who have been added and who are anticipated to be added over the next five years. Demands, especially for Oregon Health Plan participants, has increased dramatically during the past year, necessitating additional staff. With the current design, space had become constraining and inefficient; therefore, a redesign was initiated to ensure that the space efficiently meets current space needs and adequately provides for the next five years. During construction, staff are working out of a modular trailer that has been placed onsite.
- The CSC interior construction is scheduled to be completed, and staff plan to move back into the building in late July.

Oregon Health Plan Service Area Expansion

Effective May 1, RideSource expanded service coordination for Oregon Health Plan rides to include residents in Reedsport. Prior to May 1, RideSource served only Lane County. This expansion was a result of the Coordinated Care Organization, Trillium, expanding their service area.

Software

The design and implementation of Trapeze's Novus software for operation at the RideSource Call Center is continuing to progress. This is a major undertaking as it is a partnership between LTD and Trapeze as they develop their product. LTD benefits through the features of the new software and inclusion in the development for the complex program; Trapeze benefits by the real-world model as they develop the new product. Implementation is currently scheduled for late fall.

Florence/Yachats Service Gap

LTD continues to participate in the conversation about potential ways to close the transit gap between Florence and Yachats. This gap is the only thing that stands in the way of someone traveling from Washington to California along the coast using public transportation. The discussion group, which includes community stakeholders, public officials, ODOT representatives, transit representatives, private providers, and tribal representatives, has applied for a Transportation Growth Management grant to study the need and identify potential methods to fill the gap.

Customer Service Center

Customer Service Center (CSC) is preparing to implement a new point of sale (POS) system. The new system is a web-based customized system. The new POS will be used at CSC, effective July 15.

FACILITIES

Joe McCormack, Facilities Manager

West Eugene EmX Extension

Construction activities continue on the third work zone, 7th Avenue near Blair Boulevard, to widen the roadway. Work will transition soon to the south side of 7th to complete this zone. Two major work zones remain between downtown and Garfield Street; 6th Avenue near Blair and 6th near Chambers Street. Eugene Water and Electric Board utility relocation efforts have moved to Garfield for July and will move to West 11th beginning in August.

POINT2POINT

Theresa Brand, Transportation Options Manager

- The Point2point Team has been busy wrapping up the details on this year's Business Commute Challenge, running a new program of SmartTrips along Main Street in Springfield, and preparing for this fall's Drive Less Challenge.
- The Point2point Five-year Strategic Plan should be wrapped up later this month after a final round of review by the Advisory Team.
- Staff are working with Cornerstone Housing to develop transportation maps specific to the housing areas. Items include locations for groceries, recreation, bike paths, transit stops/routes, schools, parks, and medical/dental services. The first map is complete for Cornerstone's new location on Hunsaker Road. Additional discussion is ongoing about hosting transportation events at various housing locations to help residents learn about their options, along with Cornerstone creating kiosks within their main areas that will contain transportation information.
- Staff will be hosting tables at various community events during the summer, including concerts in the park, movies in the park, Cottage Grove Farmer's Market, and one day at the Lane County Fair.

Smart Trips

The Smart *Trips* Main Street program launched on June 1. To date, staff have received 188 travel kit orders.

Staff hosted three outreach events during the month: 1) Waggin' and Walkin', which is; 2) Tune-up Tuesday; and 3) Explore the Natural World. A total of 25 people attended these outreach events. Staff also hosted a table at Sprout! Marketplace on Friday, June 26. More than 60 patrons stopped by the booth to talk about travel safety. Staff have four outreach events planned for the month of July. Staff also will be attending various other community events like concerts in the park, movies in the park, and Sprout Marketplace.

Business Commute Challenge

A post event survey addressing the effectiveness and satisfaction of this years' event was distributed to all 2015 Business Commute Challenge participants. The survey closed on June 30. An additional survey will be distributed in six months to determine mode shift. A report will be presented to the LTD Board at the July 15 meeting.

Drive Less Connect

Lane County Drive Less Connect statistics for May are:

- 18 new users registered in Drive Less Connect
- 1,556 Non-single-occupancy vehicle trips reported, for a total of 85,021 miles
- Trips reported represent a savings of 26,700 pounds of CO₂ over driving alone
- 54 Ridematch searches were performed with a 16 percent match success rate
- 16 Ridematch requests were sent through the system

Planning continues for the third annual Oregon Drive Less Challenge to be held on October 5 –18, 2015.

Vanpool Program

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

- 17 vanpools traveling to/from Eugene-Springfield
- 3,947 passenger boarding's
- 172,895 passenger miles
- 105,120 pounds CO₂ saved

Carshare Program

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

- 5 new members
- 187 reservations
- 1438 hours used
- 25 percent utilization

Point2point is working with Enterprise Carshare on the placement of two cars in the Friendly Street Area.

Car2go has decided to close its Eugene-Springfield carshare program and relocate all 50 cars back to the Portland area due to lower than anticipated usage. Point2point has worked with Enterprise Carshare to offer promotional rates to Car2go members who join the Enterprise Carshare program.

Schools Program

The Safe Routes to School (SRTS) programs are wrapping up for the year with finalizing action plans in the Springfield and 4J school districts. The Springfield SRTS coordinator has transitioned to a new job, and the Springfield School District is currently recruiting for a replacement.

Transit Operations and Customer Satisfaction

Mark Johnson, Director of Transit Operations and Customer Satisfaction

Special Events Service

Summer has kicked off in earnest with LTD providing service to the Butte to Butte shuttles as the first special event of the summer. The Oregon Country Fair is next up with LTD providing service for all three days. August is quiet for events in which LTD provides service, so staff will be preparing for football service to three home UO games in September and the fall bid.

Bus Roadeo

The LTD Bus Roadeo is on July 19. There are 60 bus operators signed up to drive this year and three teams signed up for the Mechanics Roadeo. The mechanics teams will test their expertise in troubleshooting and fixing various bus modules. The Roadeo is always very exciting, and it's expected that the event will be well attended.

FLEET MAINTENANCE

Ernie Turner, Fleet Maintenance Manager

New Flyer EmX Bus

LTD's newest bus fleet will be composed of 60-foot, articulated, New Flyer buses for the West Eugene EmX service. The buses are in production now and the first one should be on site by mid-July. These buses have a new hybrid-electric propulsion system and a slightly different look than the older EmX buses. It is anticipated that they will be on the road in September.

Administrative Services

Roland Hoskins, Director of Administrative Services

HUMAN RELATIONS

David Collier, Human Relations Manager

Health Management Team (HMT)

At the June HMT meeting, the team discussed the roll out of the Neighborhood Economic Development Corporation (NEDCO) program. NEDCO is offering a free, eight-week, on-site class series at LTD. Discussion topics will include:

- Savings
- Debt
- Credit
- Budgeting
- Planning for your financial future

The program also will provide employees with tips, tricks, and ideas for long-term financial stability.

Recruitment

- The Transit Operations Division is preparing for the first class of nine bus operators to start on July 13. A second class of six is set to start on August 10.
- The Marketing Division is happy to announce that a marketing representative has been hired. Lauren Albert is scheduled to start on August 3. She comes to LTD with a transit background working for IndyGo (Indianapolis Public Transportation Corporation) for the last three years in marketing.
- The Facilities Division has hired Tym Pearson to fill the facilities maintenance generalist I position. Tym was previously Marketing's distribution coordinator.
- Marketing is recruiting for the open distribution coordinator position as well as the marketing manager position, which was vacated due to Russ Arnold's recent resignation. Russ left LTD to take a position in Ohio to be closer to family.
- The IT Division has modified the job description for the applications administrator open position; the posting will close on July 17.
- The Fleet Maintenance Division is recruiting for two journeyman mechanics; the positions close on July 17.

FINANCE

Todd Lipkin, Finance Manager/Chief Financial Officer

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

Q:\Reference\Board Packet\2015\7\July 15 Reg Mtg\42 Dept Report.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: July 15, 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. **Board Member Committee Assignments**: Due to the recent addition of a new Board member, the Board president is reviewing committee assignments. Revised assignments will be shared with the Board at the August meeting.
- B. **2015-20 Point2point Strategic Work Plan**: At the August meeting, the Board will review the draft five-year work plan. The Board will be asked to adopt the plan at the September Board meeting.
- C. **Payroll Tax**: In 2009 the Oregon Legislature gave the LTD Board the authority to raise the payroll tax rate to .008 over a ten-year period if the Board determined that the economy had recovered sufficiently to justify the tax. Based on Board guidance received at the July meeting, staff will prepare a draft ordinance for public hearing and a first reading of the ordinance at the August Board meeting, with a second reading and Board action on the ordinance scheduled for the September Board meeting.
- D. **Moving Ahead**: A special work session/joint meeting with the Eugene City Council is tentatively scheduled for September 28 to further review the corridors being considered. The Eugene City Council and LTD Board will be asked to make a formal corridor selection later in the fall.
- E. **SmartTrips Program**: An update on the SmartTrips program will be presented to the Board during the November regular Board meeting.
- F. **Main-McVay Project Update**: This fall staff will update the Board on the progress of the Main-McVay project.
- G. **Franklin Boulevard**: The City of Springfield is working on a new road design for Franklin Boulevard in the Glenwood area. Staff have been working closely with the City on design development and at a future meeting, will share with the Board the current design and impact to the existing EmX stations. LTD has secured a *ConnectOregon* grant for relocation of the impacted stations.

- H. **Crisis Communication Plan**: The District's crisis communication plan will be shared with the Board at a future meeting.
- I. **General Manager Selection Process**: Over the next several months, the Board will meet to discuss the recruitment and selection process for LTD's next general manager.
- J. **West Eugene EmX Extension**: Periodic updates on this project will be presented to the Board throughout the various stages of the project.

Q:\Reference\Board Packet\2015\7\July 15 Reg Mtg\43 Future Sum AIS.docx



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

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

LTD RESOLUTION NO. 2015-031

A RESOLUTION CONFIRMING THE GENERAL MANAGER'S DECISION TO DONATE
PROPERTY AT 101 GREEN LANE, EUGENE, OREGON

WHEREAS, at its June 17, 2015, meeting, the Lane Transit District Board of Directors gave the LTD General Manager the authority to purchase property along River Road, Eugene, Oregon, including property at 101 Green Lane; and

WHEREAS, the property at 101 Green Lane is not needed for LTD's purposes;
and

WHEREAS, the Veterans' Housing Project would benefit from taking ownership of said property; and

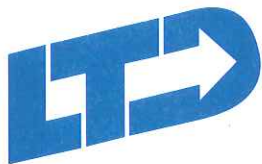
WHEREAS, the LTD General Manager has made a decision to donate the property at 101 Green Lane to the Veterans' Housing Project per the attached letter.

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

Confirming the General Manager's decision to donate property at 101 Green Lane, Eugene, Oregon, to the Veterans' Housing Project.

Date

President, LTD Board of Directors



Lane Transit District

July 15, 2015

Terry McDonald, Executive Director
St. Vincent de Paul Society of Lane County
P.O. Box 24608
Eugene, OR 97402

Dear Mr. McDonald:

As part of Lane Transit District's purchase of the River Road property, a residential parcel at 101 Green Lane was acquired. This parcel was included by Umpqua Bank in the sale, although it is not needed for LTD's purposes. Both LTD staff and Broker John Brown were aware of the Veterans' Housing Project and suggested donation of the Green Lane property to that effort.

The opportunity to participate in the Veterans' Housing Project directly supports creation of a more vibrant, equitable, and sustainable community. It is this commitment to community that inspires LTD employees to come to work every day, and why LTD's Board of Directors contribute their time to ensure that individuals are provided with the services they need to succeed.

On behalf of LTD, it is my pleasure to approve donation of the property at 101 Green Lane to the Veterans' Housing Project. We look forward to the opportunity to assist you in preparing this house and property for a veteran's family in need of housing.

Sincerely,



Ronald J. Kilcoyne
General Manager

RK:TS:jms



The Best
Way to
Connect

**Estimated Annual Payroll Tax Rates
Based on Data Reported for Quarter Ending September 30, 2013**

Percentage of Employers	Max. Annual Payroll	Current 0.7%	Year 1 +0.01%	Year 2 +0.02%	Year 3 +0.03%	Year 4 +0.04%	Year 5 +0.05%
50%	\$100,000.00	700	10	20	30	40	50
Median	\$140,000.00	980	14	28	42	56	70
30%	\$500,000.00	3500	50	100	150	200	250
7%	\$1,000,000.00	7000	100	200	300	400	500
7%	\$5,000,000.00	35000	500	1000	1500	2000	2500

Year 6 +0.06%	Year 7 +0.07%	Year 8 +0.08%	Year 9 +0.09%	Year 10 +0.1%
60	70	80	90	100
84	98	112	126	140
300	350	400	450	500
600	700	800	900	1000
3000	3500	4000	4500	5000