

LANE TRANSIT DISTRICT BOARD OF DIRECTORS MEETING

Wednesday, August 19, 2015 5:30 p.m. LTD Board Room 3500 E. 17th Avenue, Eugene (in Glenwood)

AGENDA

Page No. CALL TO ORDER II. ROLL CALL Wildish _____ Necker ____ Grossman____ III. PRELIMINARY REMARKS BY BOARD PRESIDENT (2 minutes) IV. COMMENTS FROM THE GENERAL MANAGER (2 minutes) (2 minutes) V. ANNOUNCEMENTS AND ADDITIONS TO AGENDA 6 VI. **BOARD CALENDARS** (3 minutes) 7 VII. EMPLOYEE OF THE MONTH – SEPTEMBER (5 minutes) 8 VIII. **AUDIENCE PARTICIPATION** (10 minutes) Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat. • Citizens testifying are asked to limit testimony to three minutes. IX. ITEMS FOR ACTION AT THIS MEETING (1 minute) A. Consent Calendar 1. Minutes of the May 20, 2015, Regular Board Meeting (Page 10) 2. Minutes of the July 2, 2015, Special Board Meeting by Conference Call (Page 18) 3. Minutes of the July 15, 2015, Regular Board Meeting (Page 22)

	B.		blic Hearing and First Reading of Ordinance Nos. 50 and 51 dward McGlone]	(15 minutes)	31
		1.	Staff Presentation		
		2.	Opening of Public Hearing by Board President		
		3.	Public Testimony		
			Each speaker is limited to three (3) minutes		
		4.	Closing of Public Hearing		
		5.	Staff Comments		
	C.		ing Standards and Criteria for LTD's Next General Manager bland Hoskins]	(5 minutes)	49
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		1.	Meetings Held		
			a. LTD Board Human Relations Committee – July 27		
			b. EmX Steering Committee – August 4		
			c. Lane Area Commission on Transportation (LaneACT) – A	ugust 12	
		2.	No Meeting/No Reports		
			a. Metropolitan Policy Committee (MPC)		
			b. Accessible Transportation Committee (ATC)		
			c. LTD Pension Trusts		
			d. Lane Council of Governments (LCOG) Board of Directors		
			e. MovingAhead Oversight Committee		
			f. LTD Board Service Committee		
			g. Governor's Oregon Passenger Rail Leadership Council		
			h. Eugene Transportation Community Resource Group (TCF for the Eugene Transportation System Plan (TSP)	₹ G)	
			i. LTD Board Finance Committee		
			j. Main Street Projects Governance Team		
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	C.		tired Bus Disposal ndy Vobora]	(5 minutes)	61
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	E.	[Todd Lipkin]	(5 minutes)	64
	F.	Monthly Engagement Report (respond if questions) [Andy Vobora]		70
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	E.	Environmental and Sustainability Management System Update	(October)	
	F.	Smart Trips Program (November)		
	G.	Main-McVay Project Update (Fall)		
	Н.	Independent Audit Report and Comprehensive Annual Financia	ıl Report	
	I.	Franklin Boulevard		
	J.	Crisis Communication Plan		
	K.	General Manager Selection Process		
	L.	West Eugene EmX Extension		
XII.	OF OF	ECUTIVE (NON-PUBLIC) SESSION PURSUANT TO RS 192.660(2)(a), TO CONSIDER THE EMPLOYMENT A PUBLIC OFFICER (GENERAL MANAGER) pland Hoskins]	(90-120 minutes)	93

XIII. ADJOURNMENT

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

DATE OF MEETING: August 19, 2015

ITEM TITLE: COMMENTS FROM THE GENERAL MANAGER

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENT: None

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DATE OF MEETING: August 19, 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\8\August Board Meeting\Announce & Additions Sum AIS.docx

DATE OF MEETING: August 19, 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 and fall vacation dates.

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

Q:\Reference\Board Packet\2015\8\August Board Meeting\BD Calendars AIS.docx

DATE OF MEETING: August 19, 2015

ITEM TITLE: SEPTEMBER EMPLOYEE OF THE MONTH

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

BACKGROUND:

September Employee of the Month: Bus Operator Kevin Kenworthy is the recipient of the September 2015 Employee of the Month (EOM) award. Kevin began work for the District in 1987; and since then, has received 26 Safe Driving awards, seven Monthly Value awards, and he also received the EOM award in December 2004. In addition, Kevin earned the General Manager's Award for Excellence in 2008.

Recently, Kevin's bus was stopped at a crosswalk to allow a girl on a bicycle, with her mother walking beside her, to cross. The girl began crossing ahead of her mother when Kevin noticed in his side mirror that a car was going to proceed through the crosswalk, striking the girl on the bicycle. Kevin immediately held down his horn, which may have kept the girl from being struck by the car. The car continued through the crosswalk, barely missing the girl.

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

Kevin has been part of the LTD organization for nearly 28 years. During that time, he has been nominated for Employee of the Month 60 times. He has an outstanding driving record with 26 years of Safe Driving Awards--a nearly perfect record. Kevin represents LTD in a positive light by providing customers with a smooth and safe ride each and every day.

Kevin has a real knack for providing outstanding customer service; and he has a genuine concern about the safety and welfare of his passengers, pedestrians, and bicyclists, alike, as evidenced by this recent nomination. Because Kevin is very safety minded, he is constantly looking for ways to improve the system. He submits blue card notifications on a regular basis for safety hazard issues.

Several of the compliments Kevin has received from customers over the years mention his quirky yet loveable sense of humor. He is truly a rock star in the eyes of his customers. Kevin also is very well-liked by his coworkers and has earned their respect. He has a very witty sense of humor that makes his coworkers think outside the box.

Kevin is an exceptional employee and very deserving of this award! Congratulations, Kevin!

AWARD:

Kevin will attend the August 19, 2015, meeting to be introduced to the Board and to receive his award.

DATE OF MEETING: August 19, 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 August 19, 2015, consists of:

- 1) Approval of the Minutes of the May 20, 2015, Regular Board Meeting
- 2) Approval of the Minutes of the July 2, 2015, Special Board Meeting by Conference Call
- 3) Approval of the Minutes of the July 15, 2015, Regular Board Meeting

ATTACHMENTS: 1) Minutes of the May 20, 2015, Regular Board Meeting

2) Minutes of the July 2, 2015, Special Board Meeting by Conference Call

3) Minutes of the July 15, 2015, Regular Board Meeting

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

LTD Resolution No. 2015-032: It is hereby resolved that the Consent Calendar for August 19, 2015, is approved as presented.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, May 20, 2015

Pursuant to notice given to *The Register-Guard* for publication on May 14, 2015, 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, May 20, 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 (arrived at 5:10 p.m.)

Julie Grossman, Secretary Ed Necker, Treasurer

Gary Gillespie

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

Vacant Position 3

Absent: Angelynn Pierce

CALL TO ORDER/ROLL CALL: Mr. Wildish convened the meeting and called the roll at 4:30 p.m. Four Board members were present, and Mr. Yeh arrived at 5:14 p.m.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Wildish welcomed those present.

COMMENTS FROM THE GENERAL MANAGER: Mr. Kilcoyne stated that the LTD Budget Committee meeting would begin at 6:00 p.m., directly following this Board meeting. He acknowledged Lisa Van Winkle's work with the community on the West Eugene EmX project. He noted that her quick resolution of issues and concerns as they arose was helping the project progress smoothly.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: Ms. Grossman reminded the Board that the Business Commute Challenge would conclude on May 21, 2015. Mr. Kilcoyne said that LTD had won in its category. Mr. Gillespie added that the Eugene Public Library and its employees also won in its category.

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

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. 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, Wildish, (4)

NAYS: None

ABSTENTIONS: None EXCUSED: Yeh, Pierce (2)

The Board entered executive session at 4:38 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, Director of Operations and Customer Satisfaction Mark Johnson, Internal Auditor Cheryl Munkus, CFO Todd Lipkin, Development Planner Sasha Luftig, Project Communications Coordinator Lisa Van Winkle, and Government Relations Manager Edward McGlone. Also present were Mr. John Brown, Evans, Elder, and Brown; and Mr. Rick Satre, Schirmer Satre Group.

RETURN TO REGULAR (OPEN) SESSION: The Board returned to its regular meeting at 4:50 p.m.

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

Emma Newman, Springfield, addressed the Board on behalf of the Main-McVay Transit Study Stakeholder Advisory Committee (SAC). She said that the No. 11 route was the highest used bus in LTD's system. She stated that the study was considering how to accommodate the existing use, as well as the future increased demand as the region grew and developed. She said that the SAC had examined a range of options and developed recommendations regarding both segments of the study corridor. She said that the Springfield City Council had approved the recommendations at its May 9, 2015, meeting and the LTD Board was being asked to approve them at this meeting. She noted that once accepted by both bodies, the options recommended for further consideration would move into the next phase of the study, which would include extensive public involvement and connection to the other Main Street projects currently underway.

Joe Tokatly, Baker Road, Springfield, said that he was a business owner and an owner of multiple parcels along Main Street. He said that he had just recently heard about the project and seen materials related to it. He added that he had not been contacted during the previous two years, and he was speaking at the Board meeting to assure that his views were heard. He said that other businesses along Main Street also indicated that they had not

been contacted. He stated that he was not opposed to the project but would like to know more about it, as well as see a serious engagement of the business community and property owners along the corridor. He encouraged LTD to reach out to the business community and make sure that any design for the corridor had the least possible impact on businesses.

Brett Rowlett, Main-McVay SAC member representing Lane Community College (LCC), commended the diverse membership of the SAC and their dedication to the challenging task posed by the Main-McVay Transit Study project. He encouraged the Board to approve recommendations for corridor options to be further studied as transit improvements were needed in the area. He said that LCC staff and students hoped for enhanced service to the campus. He added that the more convenient transit use was, the higher that ridership would be.

Renee Jones, Chair of the LTD Employee Council representing administrative staff, expressed employees' interest in providing input during the general manager selection process. She stressed the importance of using employees as a resource as they were the community members who worked daily with the general manager. She said that she did not see a specific reference to obtaining employee input in the proposed recruitment timeline and hoped that the Board was open to that request. She submitted a letter to the Board signed by 32 employees.

ITEMS FOR ACTION AT THIS MEETING:

MOTION Consent Calendar: Mr. Necker moved that the Board adopt the following resolution: LTD Resolution No. 2015-016: It is hereby resolved that the Consent Calendar for May 20, 2015, is approved as presented. Ms. Grossman provided the second. The Consent Calendar consisted of the Minutes of the March 28, 2015, Regular Board Meeting/Public Hearing and Minutes of the April 6, 2015, Special Board Meeting/Public Hearing.

VOTE The resolution was approved as follows:

AYES: Gillespie, Grossman, Necker, Wildish, (4)

NAYS: None

ABSTENTIONS: None EXCUSED: Pierce, Yeh (2)

Fiscal Year 2016-2015 Capital Improvements Program (CIP): Finance Manager Todd Lipkin stated that the CIP had been previously presented to the Board, posted on LTD's website and made available for public comment for 30 days. He said that one comment was received via e-mail, submitted by Brian Weaver, and was included in the agenda packet. He said that there were no changes to the original draft CIP reviewed by the Board.

MOTION Mr. Gillespie moved the following resolution: LTD Resolution No. 2015-17: It is hereby resolved that the Fiscal Year 2016-2025 Capital Improvements Program is approved as presented. Ms. Grossman provided the second.

VOTE The resolution was approved as follows:

AYES: Gillespie, Grossman, Necker, Wildish, (4)

NAYS: None

ABSTENTIONS: None EXCUSED: Pierce, Yeh (2)

Mr. Gillespie asked if staff had responded to concerns raised by Mr. Weaver in his comments. Senior Project Manager John Evans said that those concerns had been addressed.

Mr. Wildish announced that Mr. Yeh was caught in traffic and the item related to a Finding of Economic Recovery would be postponed until his arrival. There were no objections.

Main-McVay Transit Study Recommendations: Mr. Evans summarized that the Main-McVay SAC recommendations had been reviewed in depth at a previous meeting. He said that those recommendations had been forwarded from the SAC to the Governance Team, which then forwarded them to the Springfield City Council and the LTD Board of Directors. He added that the City Council had voted 5:0 to move the recommendations to the next phase of the study and the LTD Board was being asked to make the same determination. The next phase would further winnow down the recommended transit solutions to a single most viable alternative, as preferred by the community, to take into project development. He briefly reviewed the recommendations for each of the two corridor segments, details of which were included in the agenda materials:

Main Street

- No project
- Enhanced bus project
- Bus rapid transit

McVav

- No project
- Enhanced bus project

Mr. Necker asked how thorough efforts to contact business and property owners along the Main Street-McVay corridor study area have been. Mr. Evans replied that LTD staff, in conjunction with the City of Springfield, conducted a door-to-door outreach campaign along portions of the corridor, and attempts were made to contact either the owner or employees at each location. He said that more than 500 individuals were contacted through that process and other outreach activities.

Mr. Wildish encouraged staff to make every effort to connect with all concerned parties along the corridor to address the concerns raised earlier during the public comment portion of tonight's meeting.

Ms. Grossman said that she felt that the project should include an explicit statement and affirmation that all stakeholders along the corridor would be contacted. Mr. Evans replied that was fully the intent of both the City and LTD, but welcomed the Board's recommendation for a specific statement.

Ms. Grossman said that an assurance from staff that thorough outreach was a top priority was sufficient.

Mr. Yeh arrived at 5:14 p.m.

In response to a question from Mr. Gillespie, Mr. Evans said that the initial contact area included properties and businesses fronting directly on Main Street, the portion of South A Street that was included in the project, and residences along McVay Highway. He said that the next phase would include a robust outreach, within budget constraints, that would reach beyond those properties fronting on the corridor and into the community.

Ms. Grossman volunteered to be a part of that outreach effort.

MOTION Mr. Necker moved approval of Resolution No. 2015-019, a resolution to advance for further study the Main-McVay Transit Project's Recommended Range of Most Promising Transit Solutions, as stated in the attached Resolution. Mr. Gillespie provided the second.

VOTE The resolution was approved as follows:

AYES: Gillespie, Grossman, Necker, Wildish, Yeh (5)

NAYS: None

ABSTENTIONS: None EXCUSED: Pierce (1)

Finding of Economic Recovery: Government Relations Manager Edward McGlone commented that the finding was a culmination of a lengthy discussion among staff and the LTD Board Budget Committee pertaining to investing in the community. He said that the Board's recent approval of the Long-Range Financial Plan included approximately \$3 million in community investments over the next three years. He reviewed the Board and Budget Committee's deliberations about supporting those investments through raising the payroll tax rate in either January 2016 or January 2017. He added that ECONorthwest had been contracted to refresh the economic study, which was discussed in depth at an earlier Board meeting, to determine the extent of regional economic growth. He said that the Board was being asked to make a finding of economic recovery as a preliminary step toward increasing the payroll tax rate. He explained that this step was required by statute before an increase could be approved. The ECONorthwest study considered not only the factors required by law, but also a number of other factors that the Board wanted to consider in order to obtain a broader view of the local economy. He stressed that making a finding of economic recovery was a separate action and did not obligate the Board to increase the payroll tax. Action on the payroll tax would be subjected to an extensive process that included decisions regarding timing of an increase and public hearings.

Mr. Yeh commented that based on the updated economic study, it was clear that there had been economic recovery in the region; and he would approve that finding.

Mr. Gillespie said that he was encouraged by the ongoing development since the initial economic report and would approve a finding of recovery.

Mr. Necker said that the ECONorthwest study confirmed continuing improvement in the local economy.

MOTION Mr. Necker moved approval of Resolution No. 2015-018: It is hereby resolved that having considered regional employment and income growth, the Lane Transit District Board of Directors finds that the economy has recovered sufficiently to warrant an increase in the payroll tax rate. Ms. Grossman provided the second.

VOTE

The resolution was approved as follows:

AYES: Gillespie, Grossman, Necker, Wildish, Yeh (5)

NAYS: None

ABSTENTIONS: None EXCUSED: Pierce (1)

Mr. Gillespie remarked that by taking this step, LTD was helping to lead the region in improving transit and community livability.

Ms. Grossman added that leadership also had to embrace the anecdotal and qualitative as well as the quantitative. She noted that what was displayed on graphs and charts was not the whole picture, and LTD should remain cognizant of people's actual experiences.

Selection of General Manager Recruitment Firm: Mr. Gillespie reported that the LTD Board Human Relations (HR) Committee had conducted telephone interviews with the two recruitment firms that submitted complete responses to the request for proposals. He said that the applicants were Waters & Company and KL2 Connects. He added that following the interviews, Committee members felt that both were well qualified and had comparable proposed costs, but KL2 was preferred because of its specific experience in the transit industry.

Mr. Necker asked when LTD employees would be involved in the process. Mr. Gillespie said that employee involvement in determining general manager characteristics and values was stressed during the interviews with applicant firms. Ms. Grossman and Mr. Wildish clarified that the recruitment firm would be asked to engage staff in developing a list of desirable qualities in a new general manager.

MOTION

Ms. Grossman moved the following resolution: Resolution No. 2015-020: Be it resolved that the Lane transit District Board of directors selects KL2 to conduct the search for LTD's next general manager. Mr. Yeh provided the second.

VOTE

The resolution was approved as follows:

AYES: Gillespie, Grossman, Necker, Wildish, Yeh (5)

NAYS: None

ABSTENTIONS: None EXCUSED: Pierce (1)

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: Mr. Gillespie reported that the MovingAhead community workshops were going well.

Joint Work Session with Eugene City Council: Development Planner Sasha Luftig invited feedback from Board members on the joint work session and also suggestions for ways to improve future work sessions and communication with the City Council.

Mr. Wildish said that he had received favorable feedback from a Council member, and the Council seemed appreciative of the information provided during the work session.

Mr. Gillespie said that he was encouraged that two councilors who had been ambivalent toward bus rapid transit were very interested in improving transit services in their wards.

Ms. Grossman agreed that the work session went well; councilors were very interested in keeping the dialogue with LTD going.

Ms. Luftig said that the next joint work session was tentatively scheduled for September 28, 2015. She asked for comments from Board members who had participated in the MovingAhead workshops.

Mr. Wildish said that he attended two workshops in his district and obtained good feedback from participants at both events. Feedback included information about barriers, and he also heard different perspectives from those along the corridors. He noted that there was considerable interest in the subject of a safe, accessible transportation system.

Mr. Necker said that he envisioned many problems with bus rapid transit in the River Road corridor. He noted that participants at the workshop had many alternatives, but he was not certain if any were feasible.

Ms. Luftig said that an advantage of bus rapid transit was that it was a flexible approach that could be adapted to different conditions along a corridor, and that had become part of the conversation during MovingAhead workshops. She said that the workshop discussions included how people used corridors and transportation modes.

Mr. Gillespie commented that participants in the Highway 99 workshop also were very interested in bus rapid transit.

Monthly Financial Report: Mr. Lipkin reported that all financial indicators were positive and payroll tax receipts were encouraging.

Monthly Engagement Reports: There were no questions or comments.

Monthly Performance Reports: There were no questions or comments.

Monthly Grants Report: In response to a question from Mr. Gillespie, Mr. Lipkin said that he anticipated that the West Eugene EmX grant would be executed in two or three months.

Monthly Department Reports: There were no questions or comments.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 5:45 p.m.

LANE TRANSIT DISTRICT:	ATTEST:	
Julie Grossman Board Secretary	Jeanne Schapper Clerk of the Board	
Date Approved:		

MINUTES OF DIRECTORS MEETING LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING BY CONFERENCE CALL

Thursday, July 2, 2015

Pursuant to notice given to *The Register-Guard* for publication on June 26, 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 on Thursday, July 2, 2015, beginning at 10:00 a.m., in the LTD Conference Room at 3500 East 17th Avenue, Eugene.

Present: Gary Wildish, President, presiding

Carl Yeh, Vice President Ed Necker, Treasurer Angelynn Pierce Gary Gillespie Don Nordin

Absent: Julie Grossman, Secretary

Staff: Jeanne Schapper, Clerk of the Board, Minutes Recorder

Roland Hoskins, Director of Administrative Services

David Collier, Human Relations Manager

Also present: Celia Kupersmith, KL2 Connects

Al Schlimm, KL2 Connects

CALL TO ORDER/ROLL CALL: Mr. Wildish called the meeting to order at 10:15 a.m. and called roll. Mr. Necker, Ms. Pierce, and Mr. Gillespie were present in the LTD conference room; Mr. Wildish, Mr. Nordin, and Mr. Yeh were present via telephone conference call.

APPROVAL OF KL2 CONNECTS GENERAL MANAGER LEADERSHIP PROFILE: Ms. Kupersmith reviewed a summary of feedback received from staff and also input received from community members during the June 22 special Board meeting. The goal in creating the profile was to highlight true assets of the organization, along with characteristics sought in the next general manager. The list of characteristics is lengthy because it is important that potential applicants get a real sense of the community and requirements, strengths, and characteristics of the position before they apply.

Mr. Wildish asked the Board members for their thoughts concerning the list provided by KL2.

Ms. Pierce remarked that the list looked good.

Ms. Yeh agreed with everything on the list; however, he remarked that it would be helpful to have the list categorized since the list is so lengthy. Mr. Wildish agreed that the list was long and some of the items seemed somewhat repetitive.

Mr. Gillespie said that he appreciated the organizational assets reference; however, some entries seemed a bit too "Hallmark card-ish;" for example, "be humble, yet confident; decisive and effective." That seemed to be better determined by the agency, rather than the applicant. Also, the list doesn't seem to highlight the value placed on LTD's relationships with APTA nor FTA. For example, the EmX expansions and the MovingAhead project are very much tied to LTD's relationship with FTA.

Mr. Nordin appreciated the long list provided, expressing his skepticism that such a person exists. He suggested lumping three items together; for example, "communities working together" represents MovingAhead efforts along with a progressive history of LTD's vision of the future and strategic plan, the *LTD Road Map*. He said that he would like to emphasize LTD's reputation for being progressive.

Mr. Wildish mentioned a communication from former LTD Board President Mike Eyster that discussed the importance of community involvement of the next general manager (GM). The individual needs to recognize that the LTD GM is a public official, and public officials are active in community organizations and activities, such that the individual is easily recognized within the community as a leader. Mr. Wildish concurred with Mr. Eyster's assessment, and he questioned if this was captured adequately in the list.

Ms. Kupersmith advised that she will incorporate language similar to, "As a public official, the person will be involved in community affairs and be easily recognizable throughout the community," which improves upon the intent of the current wording.

Mr. Necker mentioned that he really liked the bullet referencing to "embrace LTD's vision for the future, and commit to fulfilling it." Mr. Wildish agreed and added that the next bullet that talks about "assisting the Board of Directors in developing that vision," also was important.

Mr. Gillespie added that the District is involved in many of the strategic activities that occur within the community, and LTD's leadership being involved in those processes enhances LTD's image, profile, and respect within the community.

Mr. Necker liked the bullet, "Be flexible, open to alternative approaches, and willing to partner on decisions. It can go too far either way, but it still remains an important quality.

Mr. Gillespie asked that "process addicted" be changed to "process valued or process oriented?" The other Board members agreed.

Ms. Kupersmith agreed to make the changes as outlined above, including elaborating on the importance of bringing good relationships with APTA and FTA to work on behalf of LTD, and emphasizing that LTD is a progressive entity that is in a position to be a leader in the transit world.

Mr. Gillespie asked if the list had been shared with salaried employees and if they were provided the opportunity for feedback. Mr. Hoskins said that he has heard that employees feel comfortable with the list and liked that they were provided the opportunity to view the final product before it got to this stage. All points mentioned in this Board meeting were things that would speak to them, particularly the pieces that talk about the importance of the public official being out in the community and the District being proud of its leader. Vision

development and strength of the organization are things of which they also are proud. Most important is that the person is really engaged with the organization and the community.

Mr. Gillespie questioned if it would be prudent to share these changes with staff, but said that it sounded pretty good.

MOTION Mr. Gillespie moved the following resolution: LTD Resolution No. 2015-028: It is hereby resolved that the Lane Transit District Board of Directors approves the KL2 Connects General Manager Leadership Profile as amended. Mr. Nordin provided the second.

VOTE The resolution was approved as follows:

AYES: Pierce, Nordin, Wildish, Necker, Gillespie, Yeh (6)

NAYS: None

ABSTENTIONS: None EXCUSED: Grossman (1)

Ms. Kupersmith advised that the advertisement would go out the next day. KL2 will be focusing on the process heavily during July, including advertising, interviewing, and screening, with updates provided to staff and Mr. Wildish every couple of weeks. Her understanding is that the Board Human Relations Committee would be convening in July to discuss the interview process. KL2 would then meet with the full Board in August to review a list of finalists, which KL2 expects to be between four and seven individuals. Confidentiality at that level remains a big issue, and Mr. Kupersmith recommended working closely with counsel to accommodate this need. The larger the candidate pool, the more applicants worry about putting their current jobs at risk. As the candidate pool is reduced to two or three, the more the candidates expect that the process becomes public. KL2 is looking at the week of September 14 to begin interviewing finalists, which is prior to the APTA Annual Meeting in October. The final two or three finalists will then be interviewed by the full Board, meet with a panel of community members, and also meet with a panel of staff.

In response to Ms. Kupersmith's request for requirements for the Board to meet in executive session to proceed with the interview process, Ms. Schapper provided guidance from the Oregon State Attorney General's Public Meetings Manual:

A governing body may hold an executive session to consider the employment of a public officer, employee, staff member, or individual agent, if the body has satisfied certain prerequisites.

This provision applies to employment of the chief executive officer, other public officers, employees, and staff members of any public body only if the vacancy for the position has been advertised, regular procedures for hiring have been adopted, and, for a public officer, the public has had opportunity to comment on the employment. The standards, criteria, and policy directives to be used in hiring the chief executive officer must be adopted at a meeting open to the public at which the public has had an opportunity to comment.

ADJOURNMENT: There was no further business, and the meeting adjourned at 10:48 a.m.				
LANE TRANSIT DISTRICT:	ATTEST:			
Julie Grossman Board Secretary	Jeanne Schapper Clerk of the Board			
Date Approved:				

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, July 15, 2015

Pursuant to notice given to *The Register-Guard* for publication on June 9, 2015, 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, July 15, 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 Ed Necker, Treasurer

Gary Gillespie Don Nordin Angelynn Pierce

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

Absent: Julie Grossman, Secretary

CALL TO ORDER/ROLL CALL: Mr. Wildish convened the meeting and called the roll at 5:37 p.m.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Wildish thanked staff for the quick conversion of the Board Room following an earlier meeting in the space.

COMMENTS FROM THE GENERAL MANAGER: There were no comments.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: Mr. Nordin requested time later on the agenda to discuss an issue. There were no objections.

BOARD CALENDARS: Mr. Kilcoyne reviewed the upcoming Board meetings and other scheduled events. It was determined that the Board preferred to hold its August meeting on the regular date of August 19, 2015.

EMPLOYEE OF THE MONTH — **AUGUST 2015**: The Board recognized Bus Operator Nikki Franco as the August Employee of the Month. Mr. Wildish presented Ms. Franco with an award and thanked her for her outstanding service and dedication to LTD's mission. Ms. Franco thanked the Board for her award. She said that she appreciated her job at LTD, and she thanked the customer who had nominated her.

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

Bob Macherione, Eugene, representing Our Money Our Transit (OMOT), stated that he had been attending Board meetings for six years and was escorted out at the last meeting he attended. He said he missed the last couple of meetings because he has been very busy at work. He said that his issue was general disrespect for the public from the general manager and certain members of the LTD organization. He objected to being described in a federal court brief as "selling used sports cars in a strip mall." He stated that he felt that someone owed him an apology. He said that he has brought a lot of issues before the Board, all of them valid. He explained that he was the spokesman for OMOT because others feared being targeted as he was; he was not afraid of LTD or the City of Eugene, and he said he was well-liked in the community. He said that some of his issues include the desire for LTD to be more open and transparent, the protection of basic bus service before engaging in EmX projects, restoration of full service to low-income housing on his street, and stopping conflicts of interest on Stakeholder Advisory Committees that prevent meaningful public input early in projects. He said that the Stakeholder Advisory Committee in Springfield had the president of Wildish Lane and Development Company as a member, and the Board should object.

Jozef Siekiel-Zdzienicki, Eugene, thanked the Board for inviting him to the KL2 Connects meetings. He commented that he seemed to be the only representative of the public as most participants had a past or present connection with LTD, were government officials or University students, and so on. He noted that all of the discussion groups identified humility as a critical characteristic of the new general manager. He said that another important characteristic was the ability to listen to and understand the community, not just react to it. He urged the Board to keep those two characteristics in mind as they searched for a new general manager.

ITEMS FOR ACTION AT THIS MEETING:

MOTION

Consent Calendar: Ms. Pierce moved 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. Mr. Necker provided the second. The Consent Calendar consisted of the Minutes of the May 11, 2015, Special Joint Meeting/Work Session with Eugene City Council; Minutes of the June 17, 2015, Regular Board Meeting; and Minutes of the June 22, 2015, Special Board Meeting/Work Session.

VOTE

The resolution was approved as follows:

AYES: Gillespie, Necker, Nordin, Pierce, Wildish, Yeh (6)

NAYS: None

ABSTENTIONS: None EXCUSED: Grossman (1)

Disadvantaged Business Enterprise (DBE) Policy Update: Purchasing Manager Mary Talentinow said that the policy had been updated at the request of the Federal Transit Administration (FTA) to identify the DBE liaison officer within the organization as the Director of Administrative Services Roland Hoskins to avoid any conflict of interest.

Ms. Talentinow explained that the purpose of the DBE program was to encourage participation of minority and disadvantaged businesses in federally funded projects. She said

that LTD encouraged participation in federally and locally funded projects by DBE, Minority Business Enterprise (MBE), Women-owned Business Enterprise (WBE) and Emerging Small Businesses (ESB), although only DBE participation was officially recognized by and reported to the FTA. She said that DBE participation was reported twice a year as a percentage of LTD's contracted work during each six-month period. She added that LTD had aspirational goals; establishing a specific numeric goal required that an organization conduct a disparity study, which most organizations in Oregon had not done. LTD's goal was aspirational and gender-neutral.

Mr. Nordin asked how DBE and ESB first were defined and identified. Ms. Talentinow explained that a business had to apply to the State of Oregon's certification program, which evaluated the application to determine if it met the criteria for DBE or ESB certification.

Mr. Wildish commented that the State's certification program conducted a thorough evaluation of a business before granting certification and placing a business on the list of eligible businesses. Ms. Talentinow added that the State maintained a database of certified firms.

Ms. Pierce added that the certification process was rigorous.

MOTION Mr. Gillespie moved 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. Mr. Nordin provided the second.

VOTE The resolution was approved as follows:

AYES: Gillespie, Necker, Nordin, Pierce, Wildish, Yeh (6)

NAYS: None

ABSTENTIONS: None EXCUSED: Grossman (1)

Donation of Property for Veterans' Housing Project: Planning and Development Manager Tom Schwetz explained that the title company had requested the Board's confirmation of the general manager's decision to donate a piece of the recent River Road property purchase for veterans' housing in order to transfer the title to St. Vincent de Paul. He said that background information on the matter was included in the agenda packet, along with a letter from Mr. Kilcoyne to St. Vincent de Paul donating the property at 101 Green Lane.

Mr. Gillespie commended the donation, which was in alignment with the Board's direction to use and evaluate the property in order to benefit the entire community.

MOTION Ms. Pierce moved approval of 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. Mr. Necker provided the second.

VOTE The resolution was approved as follows:

AYES: Gillespie, Necker, Nordin, Pierce, Wildish, Yeh (6)

NAYS: None

ABSTENTIONS: None EXCUSED: Grossman (1)

Mr. Schwetz said that Board members were welcome to assist with the veterans' housing project and he would provide additional information as it became available.

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: There were no questions or additional comments.

2015 Legislative Session Report: Governments Relations Manager Edward McGlone said that the legislative session was disappointing with regards to transportation issues. He highlighted the three top LTD legislative priorities:

- 1. Transportation package The Oregon Transportation Forum (OTF), of which LTD was a member, developed a broad package of transportation investments spanning all modes. Mr. McGlone explained that the legislature took on a number of other important issues, one of which was the clean fuels standards; and consequently, there was little discussion of a transportation package until the last few weeks of the session. A group was convened by the governor to negotiate a transportation package, but major points of contention included how much to raise the gas tax and what to do about the newly enacted clean fuel standards. He said that the proposed package had a number of carbon-cutting offsets which would lead to the repeal of clean fuel standards. Environmentalists saw the package as a big loss and there were serious errors in calculating carbon reductions, at which point the package died. He said that while the outcome was not successful, the process did bring agreement on the need for a comprehensive transportation funding package, including transit funding. He stated that the OTF would develop another proposal for the February 2016 Legislative Session, or possibly the 2017 session.
- 2. Elderly and disabled funding He said that the goal was \$15 million, but no less than the current \$12 million funding level. Only \$9.2 million was approved, but that could grow somewhat during ensuing sessions and with meetings of the Emergency Board. He noted that LTD's current budget was based on a \$9 million funding level assumption, so there was little impact.
- 3. Youth transit pass He said that the goal was to have youth transit pass funding included in the "Christmas Tree" bill; however, funding for the program was not included in that bill and LTD should explore local funding options if support for the program was not provided in future sessions.

Mr. McGlone explained that the Connect *Oregon* competitive grant program, under which LTD had received \$3 million for bike and pedestrian improvements as part of the West Eugene EmX Extension, was funded at \$45 million, representing a \$3 million increase over the previous biennium. He would provide a more detailed report at a later date.

Mr. Necker commented that the February 2016 legislative session would be primarily focused on budget adjustments, and he asked if it was possible for a transportation package

to be considered. Mr. McGlone replied that a full transportation package was possible but not likely. It would be easier to achieve budget adjustments in specific areas.

Mr. Gillespie commented that he hoped that the legislature would develop some type of transportation proposal. He thanked Mr. McGlone for his efforts.

Ms. Pierce thanked Mr. McGlone for the information he provided and asked that she be kept apprised about the issue of personal payroll taxes. She said that the Springfield City Council was particularly concerned with the impact on residents, many of whom were low-income and could ill afford an additional tax.

Mr. Yeh asked why youth transit pass funding was not on the list for the "Christmas Tree" bill. Mr. McGlone said that he had been informed that funding requests in excess of \$500,000 were not included; LTD's request was for \$2 million. He said that staff had recalculated to determine if it was possible to scale down the request and still meet the intended purpose, and concluded that was not feasible. He added that the request would be put forward again in the February 2016 session.

Timing of Payroll Tax Implementation: Mr. McGlone said that LTD was funded through payroll taxes. The tax rate change under discussion was approved by the legislature in 2009 with the understanding that once the economy had recovered, the community would need better transit to continue to grow. He explained that the Board had considered in 2014 whether it was the right time to implement a rate increase; and after consultation with many community interests, had determined that it wanted to include investments in service in the Long-Range Financial Plan (LRFP). He noted that this was with an expectation that the tax rate change would be implemented in January 2017. He stated that, subsequently, local economic performance was stronger than expected and provided an opportunity to improve service at an earlier date. The Board then directed staff to research the impact of a January 2016 implementation date.

Mr. McGlone said that in Spring 2015, the Board approved a service package under the Annual Route Review. The Board also approved an LRFP with the budget calling for a January 2017 implementation date. He explained that doing so would allow the Board to invest \$800,000 in service this year, \$700,000 in the next year and approximately \$1.1 million in 2017. He added that a January 2016 implementation date would increase the investment in 2016 from \$700,000 to \$1.2 million. He noted that the proposed investments were discussed with the business community by both staff and Board members. He said a community investment work group composed of 17 members representing large and small taxpayers, key stakeholder groups, and chambers of commerce within the service area have been discussing the issue for quite some time. He said that while some were strongly opposed to paying more tax, the majority reluctantly accepted that the tax rate would increase and did not have a strong preference on whether that should occur in 2016 or 2017.

Mr. McGlone said that the next step was for staff to receive direction from the Board on whether the payroll tax implementation date should be January 2016 or January 2017 in order to develop the ordinance and conduct a public hearing at the Board's August 2015 meeting.

Mr. Gillespie said that he tended to support the earlier implementation date and did not see any major issues with the economy that would prevent that. He was excited about the increased service that the tax increase would provide.

Mr. Nordin said that he agreed with Mr. Gillespie that an earlier implementation date would allow LTD to increase its investment in service.

Ms. Pierce said that having been a small business owner, she did not favor a tax increase. She agreed that from a service perspective, the increase would be good; but from a public relations perspective, it would be difficult for the public to digest. She said that she did not feel strongly either way, but would prefer a later implementation date.

Mr. McGlone distributed a handout titled *Estimated Annual Payroll Tax Rates* that demonstrated the impact of an annual tax increase on employers based on their annual payroll. He said that an employer with a payroll of \$140,000 would experience a tax increase each year of \$14.

In response to a question from Mr. Yeh, Mr. McGlone said that even if the Board decided on a January 2017 implementation, staff advised passing the ordinance this year to give businesses time to prepare for the increase. He noted that the Board had already taken the required legal action by making a finding of economic recovery. He said that if there was a drastic or unexpected change in the local economy prior to the implementation date, the Board had the authority to modify its decision.

Ms. Pierce said that staff and the Board had been working hard to demonstrate to the community that LTD is a service organization. She commented that many people did not make the association between better service and higher taxes, and she wanted to be cautious about how the increase was handled. She said that she felt that a longer period before implementation would be better.

Mr. Yeh said that he supported a January 2016 implementation date.

Mr. Wildish observed that most people did not want to pay more taxes, and most of the employers in the community were smaller businesses who would feel a greater impact; but that should be weighed against LTD's efforts to restore services that had been cut in preceding years and service increases that would be realized from a January 2016 implementation date. He said that LTD needed more resources than it currently had, and the legislature gave the District the tool to raise the tax rate in 2009. The increase was delayed because of the poor economy and the ensuing long recovery time.

Mr. Wildish polled the Board and determined there were no objections to the January 1, 2016, implementation date.

Mr. McGlone said that an ordinance would be prepared for a public hearing to be held during the August Board meeting, with Board action planned for the September 2015 meeting.

General Manager Recruitment Update: Director of Administrative Services Roland Hoskins reported that there had been good participation and feedback from the community on the characteristics and skills desired in the new general manager. He said that recruiting firm, KL2 Connects, was now moving forward with the recruitment process. The position was

posted on July 2, 2015, with the goal of conducting interviews with finalists in early September. He said that the Board's Human Relations Committee would meet on July 27, 2015, to determine the next steps in the process. He believed there had been approximately 20 applications submitted to date, with most of those from viable candidates.

Mr. Necker asked if KL2 would be responsible for screening and reducing the pool of applicants. Mr. Hoskins said that would be decided at the Human Relations Committee meeting.

Mr. Gillespie commented that at least two of the community panels had mentioned humility and integrity as important characteristics that should be noted.

MovingAhead Update: Transit Development Planner Sasha Luftig said that there is currently background technical work and meetings being conducted in preparation for the next major public outreach campaign. Presentations were being made to any interested community organizations, and staff would be present at many community events and activities over the summer to introduce people to the MovingAhead project. She said that by the end of August, high level design concepts based on feedback from community workshops would be completed for each alternative and would be presented to the public at a September 14, 2015, open house. She said that feedback would then be collected on which transit investment made sense. She explained that a joint work session between the Eugene City Council and LTD Board was scheduled for September 28, after which the City Council would identify which corridors to study further, followed by a recommendation by the LTD Board. She noted that an online tool for providing input would again be available to people who were unable to attend one of the workshops.

2015 Business Commute Challenge Report: Transportation Options Outreach and Events Coordinator Cammie Harris presented a summary of the 2015 Business Commute Challenge (BCC). She explained that the BCC is a week-long event in which businesses competed against each other to see which pool of employees used bikes, buses, carpooling, and walking most often to get to work during that particular week. She said that marketing efforts began in April to allow businesses to prepare for the May 9-15 competition. She listed the various strategies used to disseminate information throughout the community. She said that new features of the event included prize tiers based on the number of days of participation, and revamped kick-off/wrap-up parties. She noted that prizes were donated by local businesses.

Ms. Harris stated that there were 2,584 participants, which represented an increase of 34 percent over the previous year. She used a chart to illustrate the number of miles traveled in new modes by participants. She thanked two new championship sponsors that contributed cash awards and assisted with marketing: Pacific Source Health Plans and Umpqua Bank. She added that a six-month follow-up survey would be conducted to determine the duration and frequency of mode shifts among participants as a result of the Challenge.

Even though Ms. Grossman was not present, Mr. Gillespie commended her for her challenge to Board members to participate in the Business Commute Challenge.

ADDITION TO THE AGENDA: Mr. Nordin stated that he received correspondence from an LTD customer in Creswell complaining about service. He said that he had responded to the

customer, who then followed up with a number of questions and comments. The follow-up questions posed by the customer prompted Mr. Nordin to suggest to other Board members that a discussion may be due about the possibility of replacing the payroll tax with a comprehensive carbon tax. He sought advice from the Board on how to handle these types of inquiries from the community in a way that would stimulate productive conversations about transit service and funding, similar to the discussions being held as part of the MovingAhead project, including a broader conversation about transportation funding as a whole.

Mr. Gillespie said that he had experienced similar situations and relied on the expertise of LTD staff on how to communicate on LTD issues. He said that he agreed that the concept of carbon exchange was interesting and worthy of discussion as it had different implications in other regions of the country.

Mr. Nordin said that it was important to make policy decisions at the local and state levels to pursue options for reducing the use of petroleum and releasing of carbons into the atmosphere. He said that LTD was a wonderful, well-managed community resource for achieving those goals.

Mr. Yeh said that he agreed it was important to discuss all options for funding transit beyond reliance on the payroll tax.

In response to a question from Ms. Pierce, Mr. Nordin said that his intent was to seek advice on how to respond to these types of inquiries from the public.

Mr. Kilcoyne clarified that all correspondence should go through staff to assure that LTD was delivering a consistent message. He said that increasing the payroll tax was a down payment on investing in the desired level of service, but there was more that needed to be done because the tax was not sufficient to achieve the community's vision for transit services.

Monthly Financial Report: Mr. Lipkin pointed out that the agenda packet contained a final analysis of payroll taxes for the year. A chart demonstrated what would have happened if \$672,000 had not been erroneously paid by an employer. He reminded the Board that the overpayment impacted several aspects of budgeting, and he expected to be at 95.9 percent of budget at the end of the year. Without the payment mistake, the District would be ahead of budget for the year.

Mr. Lipkin said that the external auditors were onsite conducting initial field work and would return in September. He explained that there would not be a June financial report in the August Board meeting packet, but the Board would receive by the end of July a June financial report that met the 30-day statutory requirement. Nevertheless, he added, the June report would not contain complete information as end-of-the-year invoices were still being processed.

Monthly Engagement Report: There were no questions or comments.

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.

Mr. Wildish announced that he would make committee assignments at the August Board meeting.

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

LANE TRANSIT DISTRICT:

ATTEST:

Julie Grossman
Board Secretary

Date Approved:

DATE OF MEETING: August 19, 2015

ITEM TITLE: PUBLIC HEARING & FIRST READING, ORDINANCE NOS. 50 and 51

PREPARED BY: Edward McGlone, Government Relations Manager

ACTION REQUESTED: 1) Hold a public hearing on Ordinance Nos. 50 and 51, ordinances regarding

the payroll and self-employment taxes

2) Hold the first reading of Ordinance Nos. 50 and 51

BACKGROUND:

At the July 15 meeting, the Lane Transit District (LTD) Board of Directors instructed staff to prepare an ordinance implementing the legislatively adopted payroll tax rate increase, effective January 1, 2016. As has been discussed with the Board and community extensively, the proposed ordinance phases in the tax rate increase over a ten-year period by raising the rate by one-hundredth of one percent (0.0001 or 10 cents per \$1,000 in payroll) per year.

Legislative Authority: During the 2009 Legislative Session, the Oregon Legislature approved the Jobs and Transportation Act, a multi-million dollar transportation package investing in all modes of transportation statewide. Included in the package was an authorization for payroll tax collecting transit agencies to increase the rate of payroll and self-employment taxes by .001 (one-tenth of one percent). Both the Eugene and Springfield chambers of commerce remained neutral on the proposal.

Implementation Requirements: The legislature instituted two requirements prior to implementation of the rate change. First, the LTD Board of Directors must make a finding that the regional economy has recovered "to an extent sufficient to warrant the increase in tax" by looking at employment and income growth. Second, any increase in the tax must be phased in over a ten-year period and may not grow by more than two one-hundredths of one percent (.0002) in consecutive years.

Finding of Economic Recovery: In January 2014 LTD began a process of business outreach and economic study to determine if the region's economy had sufficiently recovered. An economic study conducted by ECONorthwest displayed moderate growth but insufficient economic recovery. Further, feedback from the business community led the Board of Directors to conclude in June 2014 that the economy had not sufficiently recovered to move forward with implementing the tax.

In May 2015 the LTD Board of Directors received a refreshed economic study provided by ECONorthwest. The study found that the region's unemployment rate had recovered most of the recessionary loss and sat above the 25-year rolling average of 7.6 percent. Using data from 2013 (the most recent data available), ECONorthwest concluded that real per capita place-of-residence personal income had recovered 47 percent of the recessionary decline, and economists continue to predict that declining unemployment rates will create pressure on wages, leading to further wage growth.

On June 17, 2015, the LTD Board of Directors made a finding of economic recovery, clearing the way for the Board to consider the payroll tax ordinance.

Need for New Revenue: The LTD Board of Directors has adopted a long-range financial plan that calls for \$3.1 million of investment in new transit service over the next three years. The first phase of that investment plan was adopted during the 2015 Annual Route Review, which directed investment to expand service along 13 core routes by one hour on weeknights, improve service frequency along heavily-used corridors, develop an airport service connector pilot project, and provide new service to the Veteran's Administration Clinic and other new employment centers along Chad Drive in Eugene.

Future service investments will include deployment of improved frequency in West Eugene as part of the West Eugene EmX service in 2017. Additional investments that will be considered include greater frequency on core routes, expanded and improved passenger amenities, and other service adjustments to meet growing employment and development pressures.

The payroll tax increase included in Ordinance Nos. 50 and 51 will provide funds to meet the District's adopted investment plan.

RESULTS OF RECOMMENDED ACTION:

Staff recommend that the ordinance be read by title only. The second reading and adoption of the ordinance will be scheduled for the September 16, 2015, Board meeting. After adoption, LTD will inform the Oregon Department of Revenue to proceed with the proper procedures and paperwork to implement this ordinance change.

ATTACHMENTS: 1) LTD Ordinance No. 50

2) LTD Ordinance No. 51

Copies of the ordinances will be available at the meeting and also at the LTD

Administration office in Glenwood.

PROPOSED MOTION: I move that Ordinance Nos. 50 and 51 be read by title only.

Following an affirmative vote, the ordinance titles should be read:

ORDINANCE NO. 50, AN ORDINANCE REGARDING THE EXCISE TAX ON EMPLOYERS, AND AMENDING AND RESTATING ORDINANCE NO. 34, ORDINANCE NO. 39, ORDINANCE NO. 40, AND ORDINANCE NO. 47

ORDINANCE NO. 51, AN ORDINANCE REGARDING THE EXCISE TAX ON SELF-EMPLOYED PERSONS, AND AMENDING AND RESTATING ORDINANCE NO. 38, ORDINANCE NO. 39, ORDINANCE NO. 40, ORDINANCE NO. 41, AND ORDINANCE NO. 46

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ORDINANCE NO. 50

AN ORDINANCE REGARDING THE EXCISE TAX ON EMPLOYERS, AND AMENDING AND RESTATING ORDINANCE NO. 34, ORDINANCE NO. 39, ORDINANCE NO. 40, AND ORDINANCE NO. 47

WHEREAS following a recent review of its ordinances, Lane Transit District determined that its ordinances should be better organized so as to make them more accessible to the public;

WHEREAS the District wishes to better organize and streamline its ordinances without making any substantive changes to the ordinances; and

WHEREAS the District's Board has considered information relating to regional employment and income growth, and has found that the economy in the District has recovered sufficiently to warrant the increase in tax:

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. 34, Ordinance No. 39, Ordinance No. 40, are Ordinance No. 47 are amended and restated in their entirety to read as follows:

An ordinance imposing an excise tax on employers and providing for administration, enforcement and collection of the tax, terminating the application of tax.

The Board of Directors of the Lane County Mass Transit District under the authority of ORS 267.010 to 267.990, both inclusive, does hereby ordain and decree as follows:

- 1.01 Definitions. As used in this ordinance, unless the context requires otherwise:
 - (1) "District" means the Lane County Mass Transit District.
 - (2) "Department" means the Department of Revenue, State of Oregon.
 - (3) "Employer" has the meaning prescribed by ORS 267.380.
- (4) "Service Area" means the area designated in Lane Transit District Ordinance No. 42, as such area is now constituted and as it may be altered from time to time hereafter by ordinance of this District.
 - (5) "Taxpayer" means an employer subject to tax under this ordinance.
- (6) "Wages" means remuneration for services performed by an employee for an employer, including the cash value of all remuneration paid in any medium other than cash. "Wages" includes remuneration for services performed partly within the Service Area. "Wages" does not include remuneration paid:

- (A) For services performed in the employ of the United States of America and institutions (excluding hospitals) exempt from taxation under Section 501 (c) (3) of the Internal Revenue Code, as amended and in effect on December 31, 1988.
- (B) For domestic service in a private home if the total amount paid to such employee is less than \$1,000 a year.
 - (C) For casual labor not in the course of the employer's trade or business.
 - (D) For services performed wholly outside of the district.
- (E) To an employee whose services to the employer consist solely of seasonal labor in connection with planting, cultivating or harvesting of agricultural crops.
- (F) To seamen who are exempt from garnishment, attachment or execution under Sections 596, 597, 598, and 601 of Title 46, United States Code.
 - (G) To individuals temporarily employed as emergency fire fighters.
- (H) If the remuneration is not subject to withholding under ORS Chapter 316.
- (I) To employees' trusts exempt from taxation under Section 401 of the Internal Revenue Code, as defined by ORS 316.012.
- 1.02 <u>Tax Imposed</u>. A tax is hereby imposed on every employer of individuals who perform services within the Service Area.
- 1.03 <u>Rate</u>. Every employer subject to tax shall pay an amount equal to the product of (i) the payroll tax rate as set forth in the following table, and (ii) the amount of wages paid by such employer with respect to services performed within the District in the corresponding calendar year. With respect to tax periods before 2016, the payroll tax rate shall remain as established by the ordinances in effect during such periods.

Tax Period	Rate
Calendar Year 2016	0.0071
Calendar Year 2017	0.0072
Calendar Year 2018	0.0073
Calendar Year 2019	0.0074
Calendar Year 2020	0.0075
Calendar Year 2021	0.0076
Calendar Year 2022	0.0077
Calendar Year 2023	0.0078
Calendar Year 2024	0.0079
Calendar Year 2025 and Thereafter	0.0080

- 1.04 Tax Period; Department the Tax Agent for District; Powers. The tax imposed by this ordinance shall be paid quarterly or less frequently than quarterly if directed by the Department, but not less frequently than annually, to the Department of Revenue, State of Oregon, as agent for the District. The Department is hereby designated the agent of the District for purposes of administering the tax imposed by this ordinance and is authorized to exercise all supervisory and administrative powers with regard to the enforcement, collection and administration of this tax as it is authorized to exercise pursuant to ORS 305.620; including, but not limited to entering closing agreements, waiving of interest and penalties, releasing liens, issuance of subpoenas, and the making of refunds.
- 1.05 Tax and Reports Due Dates. Every employer, quarterly, on or before the last day of April, July, October and January each year, or less frequently than quarterly if directed by the Department but not less frequently than annually, shall pay over to the Department the amount imposed by this ordinance as an excise tax and determined according to Wages paid by the employer with respect to the employment of individuals during the preceding calendar period. Every Taxpayer shall, with each payment made by the Taxpayer to the Department, deliver to the Department on a return prescribed by the Department a statement of the total amount of Wages paid to employees during the tax period upon which the tax is required to be computed, and such other information as the Department requires. Every deficiency shall bear interest at the rate provided in Section 5.01 for each month or fraction of a month computed from the due date of the return to date of payment.
- 1.06 <u>Date Return Considered Filed or Payment Made</u>. A return filed before the last day prescribed by law for the filing thereof shall be considered as filed on the last day. An advance payment of any portion of the tax made at the time the return was filed shall be considered as made on the last day prescribed by law for the payment of the tax. The last day prescribed by law for filing the return or paying the tax shall be determined without regard to any extension of time granted the Taxpayer by the Department.

2.01 Assessment of Deficiency; Penalties and Interest on Deficiencies.

- (1) As soon as practicable after the return is filed, the Department shall audit it, if the Department deems such audit practicable. If the Department discovers from the audit of a return or otherwise that a deficiency exists, it shall compute the tax and give notice to the Taxpayer of its proposal to assess the deficiency, plus interest and penalty for fraud or negligence, if any attaches. The notice shall state the reason for each proposed adjustment to the return and a reference to the ordinance, statute, regulation or Department ruling upon which the proposed adjustment is based. Each notice of deficiency and proposed assessment shall be certified by the auditor who audited the return that he has audited the return and that the proposed adjustments to the return are made in good faith and not for the purposes of extending the period of assessment.
- (2) Within 30 days from the date of mailing of notice of proposed assessment, the Taxpayer shall pay the proposed deficiency with interest computed to the date of payment and any penalty proposed, or within that time shall advise the Department in

writing wherein its determination of deficiency as to the proposed assessment at any time prior to the date such assessment is made.

- (3) If neither payment nor written objection is received by the Department within 30 days after notice of proposed assessment has been mailed, the Department shall assess the deficiency, plus interest and fraud or negligence penalty, if any, and shall give notice of the amount so assessed.
- (4) Every deficiency shall bear interest at the rate provided in Section 5.01 for each month or fraction of a month, computed from the due date of the return to date of payment.
- (5) Penalties shall be imposed as follows: If the return was falsely prepared and filed with intent to evade the tax, a penalty equal to 100 percent of the deficiency.
- (6) All payments received must be credited first to penalty, then to interest accrued, and then to tax due.
- (7) Mailing of notice to the Taxpayer at Taxpayer's last known address shall constitute the giving of notice of proposed assessment as prescribed in subsection (1) of this section or of notice of assessment as prescribed in subsection (3) of this section. The provisions of this ordinance with respect to revision and appeal shall apply to the assessed deficiency, penalties, and interest.
- (8) Additional assessments and deficiency assessments with respect to any tax return shall be made pursuant to this section, and not otherwise, within the time limits prescribed by Section 2.02, including, but not limited to, the assertion of additional tax arising from:
 - (a) The failure to report properly all Wages which are the measure of the tax;
 - (b) The deduction of Wages not permitted by law;
 - (c) Mathematical errors in the return or the amount of tax shown due in the records of the Department;
 - (d) Improper credits or offsets against the tax claimed in the return.

2.02 <u>Time Limit for Assessment of Deficiency.</u>

(1) At any time within three years after the return was filed, the Department may give notice of proposed assessment as prescribed in Section 2.01.

- (2) The limitation to the giving of notice of proposed assessment of a deficiency provided in this section, shall not apply to a deficiency resulting from false or fraudulent returns, or in cases where no return has been filed.
- (3) After the first day of January, 1975, the tax deficiency must be assessed and notice of tax assessment mailed to the Taxpayer within one year from the date of the notice of proposed assessment unless an extension of time is agreed upon. If, prior to the expiration of any period of time prescribed in this section for giving of notice of proposed assessment or of assessment, the Department and the Taxpayer consent in writing to the deficiency being proposed or assessed after the expiration of such prescribed period, such deficiency may be proposed or assessed at any time prior to the expiration of the period agreed upon.

2.03 <u>Effect of Failure to File Return or to Pay Tax; Determining and Assessing Tax; Penalties.</u>

- (1) If a Taxpayer failed to file a return within the time required by this ordinance, the Department shall determine the Wages paid by the Taxpayer for services rendered within the District according to the best of its information and belief, assess the tax accordingly, and notify the Taxpayer of the termination and assessment. In addition to the tax, the Department shall also assess and collect (a) interest on such tax at the rate provided in Section 5.01 per month or a fraction of a month computed from the original due date of the return until paid, and (b) a penalty as provided for in subsection (2) of this section.
- (2) If a Taxpayer (a) fails to file a return at the time required by this ordinance or (b) fails to pay a tax at the time the tax comes due, unless it is shown that such failure is due to reasonable cause and not due to willful neglect, there shall be added to the amount of the tax required to be shown on the return, or to the amount of tax as determined by the Department, a penalty of 5 percent of the amount of such tax. If the failure to file continues for a period in excess of three months after the due date, there shall be added to the amount of the tax required to be shown on the return a failure to file penalty of 20 percent of the amount of such tax. This penalty is in addition to the 5 percent delinquency penalty imposed in this section.
- (3) Interest shall be collected on any unpaid tax as provided in subsection (4) of Section 2.01 of this ordinance.
- (4) For purposes of subsection (2) of this section, the amount of tax required to be shown on the return shall be reduced by the amount of any part of the tax that is paid on or before the date prescribed for payment of the tax and by the amount of any credit against tax which may be properly claimed upon the return.
- 2.04 <u>Books and Records</u>. Every employer shall maintain records adequate to determine the total Wages by which the excise tax imposed by this ordinance is measured. The Department, for the purpose of ascertaining the correctness of any return or for the purpose of

making an estimate of the Wages paid by any Taxpayer, may examine or cause to be examined by an agent or representative designated by it for the purpose, any books, papers, records or memoranda bearing upon the matter required to be included in the return, and may require the attendance of the Taxpayer or officer or agent or any other person having knowledge in the premises, and may take testimony and require proof material for the information, with power to administer oaths to such persons. The Department shall have authority, by order or subpoena to be served with the same force and effect and in the same manner that a subpoena is served in a civil action in the circuit court, to require the production at any time and place it may designate of any books, papers, accounts or other information necessary to the carrying out of the provisions of this ordinance and the laws under which it is enacted.

2.05 Department Requiring Return or Supplementary Return. If the Department is of the opinion that a Taxpayer has failed to file a return, or to include in a return filed, either intentionally or through error, all Wages paid, it may require from the Taxpayer a return or supplementary return, under oath, in such form as it shall prescribe, of all the Wages which the Taxpayer paid during the quarter for which the return is made, whether or not paid with respect to services performed within the Service Area. If from a supplementary return, or otherwise, the Department finds that any Wages by which the tax is measured have been omitted from the original return, it may require the Wages so omitted to be disclosed under oath of the Taxpayer, and to be added to the original return. Such supplementary return and the correction of the original return shall not relieve the Taxpayer from any of the penalties to which he may be liable under any provisions of law, whether or not the Department required a return or a supplementary return under this section.

2.06 Tax as Debt; Termination of Taxable Period and Immediate Assessment of Tax.

- (1) Every tax imposed upon employers measured by Wages paid to employees, and all increases, interest and penalties thereon shall become, from the time such liability is incurred, a personal debt, due the District, from the person or persons liable therefor.
- (2) If the Department finds that a Taxpayer designs to depart quickly from the state or to remove property therefrom, or to do any other act tending to prejudice or to render wholly or partially ineffectual proceedings to collect the tax for any past quarter or the tax quarter then current, unless such proceedings be brought without delay, the Department shall declare the current taxable period for such Taxpayer immediately terminated and shall cause notice of such finding and declaration to be given the Taxpayer. Simultaneously, the Department, on the basis of the best information available to it, shall assess a tax for such terminated period and for the preceding tax quarter (if no return has been filed therefor, whether or not the time otherwise allowed by law for filing such return and paying the tax has expired), and shall assess additional tax for any quarters open to assessment under the provisions of the applicable law. The Department shall give notice to the Taxpayer of all taxes so assessed. Such taxes shall thereupon become immediately due and payable as soon as the notice and findings are issued to the Taxpayer or mailed to Taxpayer's last known address. In any proceeding in court brought to enforce payment of taxes made due and payable by virtue of the provisions of this

section, the findings of the Department, made as provided in this section, whether made after notice to the Taxpayer or not, shall be for all purposes presumptive evidence of the Taxpayer's design, and the certificate of the Department of the mailing or issuing of the notice and findings specified in this section is presumptive.

2.07 Waiver, Cancellation or Compromise of Tax, Penalties and Interest.

- (1) The Department may, in its discretion, upon good and sufficient cause, according to and consistent with its rules and regulations, upon making a record of its reason therefor, waive, reduce or compromise any tax balance of \$10 or less or any part or all of the penalties and interest provided for in this ordinance.
- (2) The Department may cancel any tax imposed by this ordinance or any portion thereof, including penalty and interest, which has not been collected, if the Department determines that the administration and collection costs involved would not warrant collection of the amount that can reasonably be expected to be recovered. Each such cancellation shall be evidenced by a written record in the files of the Department, a copy of which shall be sent to the District. Upon canceling the tax, the Department shall also cause to be canceled or released any lien which it may have for the tax so canceled.

3.01 Warrant for Collection of Taxes.

(1) If any tax imposed upon employers by Wages paid to employees or any portion of such tax is not paid within 30 days after it becomes due (or within five days, in the case of the termination of the tax quarter by the Department under the provisions of Section 2.06 of this ordinance) and no provision is made to secure the payment of this by bond, deposit, or otherwise pursuant to regulations promulgated by the Department, the Department, pursuant to ORS 267.385, shall:

Issue a warrant under its hand and official seal directed to the sheriff of any court of the state commanding him to levy upon and sell the real and personal property of the Taxpayer found within the county, for the payment of the amount of the tax, with the added penalties, interest, and the sheriff's cost of executing the warrant, and to return such warrant to the Department and pay to it the money collected by virtue thereof by a time to be therein specified, not less than 60 days from the date of the warrant.

(2) The sheriff shall, within five days after the receipt of the warrant, file with the clerk of the county a copy thereof, and thereupon the clerk shall enter in the judgment docket, in the column for judgment debtors, the name of the Taxpayer mentioned in the warrant, and in appropriate columns the amount of the tax or portion thereof and penalties for which the warrant is issued and the date when such copy is filed. Thereupon the amount of the warrant so docketed shall become a lien upon the title to and interest in property of the Taxpayer against whom it is issued in the same manner as a judgment duly docketed in the office of such clerk. The sheriff thereupon shall proceed upon the same in all respects, with like effect and in the same manner prescribed by law in respect to executions issued against property upon judgment of a court of record, and shall be

entitled to the same fees for his services in executing the warrant, to be added to and collected as a part of the warrant liability.

- (3) In the discretion of the Department, a warrant of like terms, force and effect may be issued and directed to any agent authorized to collect excise taxes, and in the execution thereof the agent shall have all the powers conferred by law upon sheriffs, but is entitled to no fee or compensation in excess of actual expenses paid in the performance of such duty.
- (4) If a warrant is returned not satisfied in full, the Department shall have the same remedies to enforce the claim for taxes against the Taxpayer as if the people of the state had recovered judgment against the Taxpayer for the amount of the tax, and shall balance Taxpayer's assessment record by transferring the unpaid deficiency to Taxpayer's delinquent record.

3.02 Liability of Transferee of Property of Taxpayer for Taxes Imposed on Taxpayer.

- When a Taxpayer ceases to exist or is no longer subject to the jurisdiction of this District (although subject to the courts of a state having comity with the State of Oregon), being indebted for excise taxes levied upon employers, the transferee of the money or property of the Taxpayer shall be liable for any such tax or deficiency in tax, including penalties and interest, imposed by law on the Taxpayer and accruing or accrued upon the date of transfer, to the extent of the amount of money or value of the property received by the transferee, Property received by the transferee shall be valued at the fair market value of said property at the time of transfer to the initial transferee by the Taxpayer. However, no heir, legatee, devisee or distributee of an estate of a deceased person shall be liable as a transferee of the decedent or of the decedent's estate (a) after the Department of Revenue's certificate of release with respect to such decedent's estate has been filed with the clerk of the probate court, or (b) where no release has been filed but 90 days have elapsed following a request to the Department by the decedent's representative for such release, unless within that time the probate court, upon application by the Department, finds reasonable grounds for extending the period and allows the Department additional time in which to issue a release.
- (2) The amount for which a transferee of the property of a Taxpayer is liable in respect of any such tax or deficiency in tax, including penalties and interest, whether shown on the return of the Taxpayer or determined as a deficiency in the tax, shall be assessed against such transferee and collected and paid in the same manner and subject to the same provisions and limitations as would apply to the Taxpayer had he or it continued subject to the jurisdiction of this District, except as provided in this section.
- (3) As used in this section, the term "Transferee" means one not a bona fide purchaser for value and includes an heir, legatee, devisee, distributee of an estate of a deceased person, the shareholder of a dissolved corporation, the assignee or donee of an insolvent person, the successor of a corporation which is a party to a corporate reorganization, and persons acting on behalf of such transferees in a fiduciary capacity.

- (4) The period of limitation for assessment of any such liability of a transferee shall be as follows:
 - (a) In the case of the liability of an initial transferee of the property of the Taxpayer, within one year after the expiration of the period of limitation for assessment against the Taxpayer;
 - (b) In the case of the liability of a transferee of a transferee of the property of the Taxpayer, within one year after the expiration of the period of limitation for assessment against the preceding transferee, but not more than three years after the expiration of the period of limitation for assessment against the Taxpayer;
 - (c) If, before the expiration of the period of limitation for the assessment of the liability of the transferee, as set forth in paragraph (a) or (b) of this subsection, a court proceeding for the collection of the tax or liability in respect thereof has been begun against the Taxpayer or last preceding transferee, then the period of limitation for assessment of the liability of the transferee shall expire one year after final judgment has been rendered in the court proceedings;
 - (d) If, before the expiration of the time prescribed in paragraphs (a), (b) or (c) of this subsection for the assessment of the liability, both the Department of Revenue and the transferee have consented in writing to its assessment after such time, the liability may be assessed at any time prior to the expiration of the period of extension agreed upon. The period so agreed upon may be further extended by subsequent agreements in writing made before the expiration of the period of extension previously agreed upon.
- (5) For the purposes of this section, if the Taxpayer is deceased, or in the case of a corporation, has terminated its existence, the period of limitation for assessment against the Taxpayer shall be the period which would be in effect had death or termination of existence not occurred.
- (6) In the absence of notice to the Department of Revenue of the existence of a fiduciary relationship, notice of liability enforceable under this section in respect to a tax or deficiency in tax, including penalties and interest thereon, imposed by this ordinance, if mailed to the person subject to the liability at the last known address, shall be sufficient for the purposes of this section even if such person is deceased, or is under a legal disability, or, in the case of a corporation, has terminated its existence.

4.01 Refunds.

(1) If the amount of the tax found due as computed is less than the amount theretofore paid, the excess shall be refunded by the Department with interest at the rate provided in Section 5.01 for each month or fraction of a month from the time the tax was paid to the time the refund is made. No refund shall be allowed or made after three years

from the time the return was filed, or two years from the time the tax or a portion thereof was paid, whichever period expires the later, unless before the expiration of such period a claim for refund is filed by the Taxpayer in compliance with the manner prescribed by the Department. The amount of the refund, exclusive of interest thereon, shall not exceed the portion of the tax paid during such period preceding the filing of the claim, or, if no claim is filed, then during the period preceding the allowance of the refund during which a claim might have been filed. Where there has been an overpayment of any tax imposed, the amount of the overpayment and the interest thereon shall be credited against any tax, penalty, or interest then due from the Taxpayer, and only the balance shall be refunded.

- (2) Notwithstanding any provision to the contrary in subsection (1) of this section, if, prior to the expiration of the period prescribed in subsection (1) of this section, the Department and the Taxpayer consent in writing to the refund of tax after the expiration of the period prescribed, the refund shall be made at any time prior to the expiration of the period agreed upon and no refund shall be made or allowed after the expiration of the period agreed upon unless a claim for refund is filed by the Taxpayer before the expiration of the period agreed upon in compliance with the manner prescribed by the Department. The Department shall have the power to consent to such refund only where the Taxpayer has consented to assessment of additional tax, if such be determined upon audit, a after the expiration of the applicable three-year period prescribed.
- 5.01 <u>Interest Rates</u>. Interest rates on all delinquencies, deficiencies and refunds for all interest periods beginning on or after June 1, 1982, shall be as provided in the applicable provisions of ORS Chapters 305 and 314 as now constituted or hereafter amended.

6.01 Appeal to Department.

- (1) A Taxpayer may appeal to the Department for the refund or revision, or both, of any excise tax within the time stated below:
 - (a) In the case of an appeal for a refund of taxes shown on the return filed by the Taxpayer, within three years from the time the return was filed, or two years from the time the tax, or a part or installment thereof, was paid, whichever period expires the later.
 - (b) In the case of an appeal from additional taxes assessed, taxes assessed where no return was filed, or a refund denial issued by the Department, within six months from the date of notice of assessment. Assessments shall be final after the expiration of the period specified in this paragraph and payment of the tax shall not give the Taxpayer any extension of the period within which an appeal may be taken.
- (2) The appeal shall be by way of written petition which states the grounds upon which the Taxpayer contends that the assessment is erroneous. The Department shall grant a hearing upon the appeal and shall examine the determination of the amount of tax due, including penalty and interest thereon, and shall redetermine such amount if it

is necessary upon the law and the facts to do so. The Department shall notify the Taxpayer of its determination of the amount of tax due with penalty and interest, either as originally assessed or as redetermined and shall refund to the Taxpayer the amount, if any, paid in excess of the tax found to be due, with interest thereon as provided in this ordinance. Where there has been an overpayment of any tax, the amount of such overpayment and the interest thereon shall be credited against any tax, or penalty or interest then due from the Taxpayer, and only the balance shall be refunded. If the Taxpayer has failed prior to the time of the appeal, without good cause, to file any return required by law, within the time prescribed by law, or has filed a fraudulent return, or, having filed an incorrect return, has failed, after notice, to file a proper return, the Department shall not reduce or refund so much of the amount of the tax involved in the hearing as it may be found that the Taxpayer owes for any other year or years.

- 6.02 <u>Appeal from Department</u>. Until the effective date of legislation making other provision therefor, an appeal from the determination of the Department upon the application made by the Taxpayer for refund or revision of any tax, as provided for in this ordinance, may be taken by the Taxpayer to the Circuit Court located in Lane County or Marion County. Any such appeal must be within 60 days after notice of the Department's determination has been received by the Taxpayer, given as provided in this ordinance. If the Department fails to notify the Taxpayer within 12 months after the claim was filed of its determination of the claim for refund or revision of the tax, the Taxpayer may then appeal to the Circuit Court.
- 6.03 <u>When Appeal Stays Collection Proceedings</u>. Unless otherwise ordered by the Circuit Court, an appeal to the Department or to the court from an assessment of taxes or additional taxes shall not stay proceedings to collect any unpaid tax if the Department believes that collection of the tax will be jeopardized by delay.

7.01	Effective Date.	This ordinance shall be effe	ective on January 1, 2016.
ADOP	TED this	day of	, 2015.

1 2016

ORDINANCE NO. 51

AN ORDINANCE REGARDING THE EXCISE TAX ON SELF-EMPLOYED PERSONS, AND AMENDING AND RESTATING ORDINANCE NO. 38, ORDINANCE NO. 39, ORDINANCE NO. 40, ORDINANCE NO. 41, AND ORDINANCE NO. 46

WHEREAS following a recent review of its ordinances, Lane Transit District determined that its ordinances should be better organized so as to make them more accessible to the public;

WHEREAS the District wishes to better organize and streamline its ordinances without making any substantive changes to the ordinances; and

WHEREAS the District's Board has considered information relating to regional employment and income growth, and has found that the economy in the District has recovered sufficiently to warrant the increase in tax:

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. 38, Ordinance No. 39, Ordinance No. 40, Ordinance No. 41, and Ordinance No. 46 are amended and restated in their entirety to read as follows:

THE BOARD OF DIRECTORS OF LANE TRANSIT DISTRICT OF OREGON, pursuant to ORS 267.380 and 267.385, does hereby ordain and decree the following ordinance:

Section 1 – Adoption of Self-Employment Tax

- 1.01 Definitions. As used in this Chapter, unless the context requires otherwise:
 - A. "Department" means the Department of Revenue, State of Oregon.
- B. "District" means the Lane Transit District of Oregon, encompassing all of the territory described in Lane Transit District Ordinance No. 42.
- C. "Net Earnings from Self-Employment" has the same meaning as the term "net earnings from self-employment" in Section 1402 of the Internal Revenue Code of 1986 (the "IRC"), as that section was in effect and operative on December 31, 1988. In applying IRC Section 1402 for purposes of this Ordinance, the words "gross income," "deductions," and "distributive share," and any other words used in IRC Section 1402 to define "net earnings from self-employment," shall have the same meaning that those words had for purposes of IRC Section 1402 under federal income tax laws in effect and operative on October 8, 2010, provided, however, that the phrase "deductions allowed by [the] subtitle which are attributable to such trade or business" shall not include the deduction contained in IRC Section 199 (allowing a deduction for income attributable to domestic production activities). The purpose of these definitions is to incorporate any relevant changes in the IRC of 1986 made and in effect on or before October 8, 2010,

<u>except</u> for changes in IRC Section 1402 made after December 31, 1988. For purposes of this Section, the term "net earnings from self-employment" is <u>not</u> limited in any way by IRC Section 1402(b).

Notwithstanding the foregoing, "Net Earnings from Self-Employment" does not include income which would be wages under IRC Section 3121, as amended and in effect on December 31, 1990, but for the provisions of IRC Section 3121(b)(8)(A).

- D. "Taxable Year" means the period corresponding to the Taxpayer's taxable year for federal income tax purposes.
 - E. "Taxpayer" means a natural person subject to tax under this ordinance.

1.02 <u>Imposition of Tax</u>

- A. Tax Imposed. A tax is hereby imposed on every natural person in the amount set forth in Section B, below.
- B. Rate. For Taxable Years which start on or after January 1, 2016, the rate on such person's Net Earnings from Self-Employment during the Taxable Year in excess of \$400 from activities within the District shall increase to the rate specified opposite each such Tax Year in the table below:

Tax Period	Rate
Calendar Year 2016	0.0071
Calendar Year 2017	0.0072
Calendar Year 2018	0.0073
Calendar Year 2019	0.0074
Calendar Year 2020	0.0075
Calendar Year 2021	0.0076
Calendar Year 2022	0.0077
Calendar Year 2023	0.0078
Calendar Year 2024	0.0079
Calendar Year 2025 and Thereafter	0.0080

By way of example, during the Taxable Year 2016, the rate on Net Earnings from Self-Employment in excess of \$400 shall be seventy-one hundredths of one percent (.0071).

- C. Tax Periods Prior to 2016. With respect to tax periods before 2016, the self-employment tax rate shall remain as established by the ordinances in effect during such periods.
- D. Apportionment. Any Taxpayer having Net Earnings from Self-Employment from an activity both within and without the District shall allocate and apportion such Net Earnings in a manner consistent with that required for allocation and

apportionment of income under ORS 314.280 and 314.605 to 314.695 and the Department's regulations adopted pursuant thereto. Regarding such allocation and apportionment, the Taxpayer shall follow the instructions and forms published by the Department.

Any Taxpayer may elect to apportion Net Earnings from Self-Employment, to the extent that apportionment rather than allocation is appropriate, based upon a single factor. In the case of an activity conducted by a partnership, the partnership may elect to have each of its partners use a single factor for the apportionment of its earnings. The single factor for apportionment shall be a sales factor, computed in a manner consistent with ORS 314.665 and the Department's Regulations adopted pursuant thereto. Regarding such apportionment, the Taxpayer (or the partnership of which the Taxpayer is a member) shall follow the forms and instructions published by the Department. The election by a Taxpayer (or by a partnership of which the Taxpayer is a member) to use single-factor apportionment shall be made on a form furnished by the Department. An election shall be binding for both the current and all future years, unless revoked with the written consent of the Department.

1.03 <u>Department the Tax Agent of District</u>. The tax imposed by this Ordinance shall be paid to the Department, as agent for the District. The Department is hereby designated the agent of the District for purposes of administering the tax imposed by this Section. The Department may exercise all supervisory and administrative powers with regard to the enforcement, collection and administration of this tax as the Department is authorized to exercise pursuant to ORS 305.620 (as amended from time to time), including, but not limited to, entering closing agreements and waiving interest and penalties.

1.04 Tax and Return Due Dates.

A. General. Every Taxpayer annually, on or before the 15th day of the fourth month after the end of the Taxpayer's Taxable Year, shall pay over to the Department the amount imposed by this Ordinance. Every Taxpayer shall, with each payment made to the Department, deliver to the Department on a return prescribed by the Department a statement of the total amount of Net Earnings from Self-Employment during the Taxable Year and such other information as the Department requires.

B. Optional Rule for Partnerships.

(1) A partnership is not a Taxpayer under this Chapter. However, a partnership may choose to pay taxes due under this Chapter from its partners with respect to the partnership's earnings. If a partnership so chooses, the partnership shall pay the taxes due and shall file a return and all information prescribed by the Department. In such a case, individual partners need not file any returns under this Chapter, unless they have Net Earnings from Self-Employment from sources other than such partnership. Any partner who files a personal return shall not be entitled to exclude from tax \$400 of Net Earnings from Self-Employment (as otherwise specified in Section 1.10 A) to the extent that such amount is excluded

by a partnership. Any partner who is a member of more than one partnership shall ensure that no more than \$400 of Net Earnings from Self-Employment in the aggregate for any Taxable Year is excluded on account of such partner.

- (2) If a partnership chooses to pay the taxes due from its partners, the partnership must file a return and pay the taxes due on or before the 15th day of the fourth month following the end of the calendar year. The partnership's return and payment shall be based upon the Net Earnings from Self-Employment of the individual partners from the partnership for their Taxable Years ending with or within the calendar year immediately after which the return is due.
- Example 1: If a partnership has a taxable year ending December 31, 1993, and its partners use calendar Taxable Years, the partnership must pay, on or before April 16, 1994, the amount due from the partners with respect to their Net Earnings from Self-Employment from the partnership for its taxable year ending December 31, 1993.
- Example 2: Assume the same facts as in Example 1, except that one partner uses a Taxable Year ending on September 30, 1993. The partnership must pay on or before April 16, 1994 (a) the amount due from the calendar year partners with respect to their Net Earnings from Self-Employment from the partnership for its taxable year ending December 31, 1993, and (b) the amount due from the fiscal year partner with respect to his or her Net Earnings from Self-Employment from the partnership for its taxable year ending December 31, 1992.
- Example 3: If a partnership has a taxable year ending August 31, 1993, and its partners use calendar Taxable Years, the partnership must pay, on or before April 16, 1994, the amount due from the partners with respect to their Net Earnings from Self-Employment from the partnership for its taxable year ending August 31, 1993.
 - Example 4: Assume the same facts as in Example 3, except that one partner uses a Taxable Year ending on June 30, 1993. The partnership must pay on or before April 16, 1994 (a) the amount due from the calendar year partners with respect to their Net Earnings from Self-Employment from the partnership for its taxable year ending August 31, 1993, and (b) the amount due from the fiscal year partner with respect to his or her Net Earnings from Self-Employment from the partnership for its taxable year ending August 31, 1992.
- (3) In no event shall the filing of a return by a partnership under this Section 1.04 B reduce the tax due from a Taxpayer under this Section.
- 1.05 <u>Procedural Matters</u>. The provisions of ORS chapters 305 and 314 (as amended from time to time), as to the audit and examination of reports and returns, determination of deficiencies, interest, penalties, assessments, claims for refund, conferences, appeals to

the Director of the Department and the appeals to the Oregon Tax Court, and the procedures relating thereto, shall apply to the determination of taxes, penalties and interest under this Section, except where the context requires otherwise. A Taxpayer may utilize the procedure respecting appeals to the Magistrate Division of the Oregon Tax Court as provided in ORS 305.501 to 305.525.

1.06	Effective Date.	This ordinance shall be eff	fective January 1, 2016.	
ADOP	TED this	day of	, 2015.	

DATE OF MEETING: August 19, 2015

ITEM TITLE: HIRING STANDARDS AND CRITERIA FOR LTD'S NEXT GENERAL

MANAGER

PREPARED BY: Roland Hoskins

ACTION REQUESTED: Approval of the hiring standards and criteria for LTD's next general manager

BACKGROUND:

According to Oregon Public Meeting Law, to hold an executive session to consider the employment of LTD's general manager, LTD's Board needs to adopt "hiring standards, criteria and policy directives in [a] meeting open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives."

During a meeting by telephone conference call held on July 2, the Board reviewed and approved a draft leadership profile. At the August 19 meeting, the Lane Transit District Board of Directors will take action regarding the hiring standards and criteria for the next general manager.

ATTACHMENT: Amended Leadership Profile

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2015-033: It is hereby resolved that the Lane Transit District Board of Directors approves the hiring standards and criteria for the next general manager.

Q:\Reference\Board Packet\2015\8\August Board Meeting\GM Standards and Criteria AIS.doc

KL Executive Search, LLC



General Manager (CEO)Lane Transit District (Eugene, Oregon)

The recipient of APTA's *Best Mid-Sized System Award* for 2014 is looking for its next General Manager. Would you like to further the growth and success of this innovative public transit authority? Would you like to manage an organization that offers a committed Board of Directors, a talented and invested staff, a vibrant and engaged community, a positive labor relationship, and a dedicated funding source? Would you like to live and work in the beautiful and temperate U.S. Northwest?

The Organization

Lane Transit District (LTD) is an agency that provides public transportation to the citizens of Lane County, Oregon. It began service in 1970 with 20 vehicles — today it moves roughly 11.5 million customers annually with a fleet of 104 buses. LTD serves the Eugene and Springfield metropolitan areas, including the neighboring cities of Coburg, Junction City, Creswell, Cottage Grove, Veneta, and Lowell.





In 2014 Lane Transit District was the winner of APTA's *Best Mid-Sized System Award*. The agency has over 300 employees and ranks 30 out of 555 systems nationwide in rides per hour of systems serving populations between 200,000 and 1,000,000.

LTD is funded by a combination of passenger fares, payroll taxes, and state and federal monies and is governed by a Board of Directors whose members are appointed by the Governor of Oregon.

LTD's fleet, all of which is wheelchair accessible, includes low-floor buses in lengths of 30, 40, and 60 feet (articulated). Eleven of those buses are the 60-foot BRT vehicles used for LTD's EmX service. Forty-five (45) are hybrid-electric vehicles.

- Service types include bus service, bus rapid transit, and paratransit
- Routes include 35 Regular bus routes and one BRT line
- LTD has 10 stations
- Daily ridership is 30,000 to 45,000

- All buses are diesel/hybrid
- LTD can be found online at www.LTD.org

Many of LTD's riders are students. University of Oregon and Lane Community College students ride by simply showing their student I.D. Student fees subsidize both programs as well as limited latenight service until about 2 a.m.

EmX — Bus Rapid Transit in Eugene

In addition to its fixed bus routes LTD operates a bus rapid transit line from downtown Eugene to the Gateway area in north Springfield, via downtown Springfield. LTD chose bus rapid transit after a review process during which several transportation options, including light rail, were considered. It concluded that this was the best option for Eugene-Springfield's size and current needs.



The BRT line, named the Emerald Express (EmX), began operations in January 2007. The first corridor connects downtown Eugene to downtown Springfield and runs primarily along Franklin Boulevard. A second EmX corridor, the Gateway EmX extension, began service in January 2011. The Gateway EmX extension connects downtown Springfield and the Gateway area in north Springfield. LTD is currently in the process of expanding EmX to the West Eugene area. That addition will add 4.4 miles to EmX's current line, while also adding a new bike lane, two new bike and pedestrian bridges, and 4.7 miles of new and wider sidewalks along West 6th, 7th, and 11th Avenues.

LTD's Why Statement

LTD believes in providing people the independence to achieve their goals, creating a more vibrant, sustainable, and equitable community. The agency does it by:

- Serving the community with respect
- Continuously questioning if there's a better way
- Collaborating internally and externally
- Caring for its employees, customers, and business partners
- Planning for a sustainable future
- Providing reliable transit services that address the needs of the community
- Providing leadership in the development of the region's transportation system
- Practicing safety and maintaining safe and accessible vehicles, services, and facilities
- Practicing sound fiscal and sustainability management
- Providing a viable alternative to the automobile through high-quality transportation options, programs, and services.

The Position

Lane Transit District is seeking a new General Manager (CEO) due to the upcoming retirement of Ron Kilcoyne, LTD's current General Manager. As the Chief Executive Officer the GM is responsible for all aspects of LTD's business and governmental, public, and corporate activities. The winning candidate will report to a seven-person Board of Directors.

Leadership Profile

KL2 Connects LLC is pleased to present the following Board-approved Organizational Assets and GM Leadership Profile, which was derived from input received in numerous meetings with LTD Board members, LTD staff, and key community stakeholders. This Profile emphasizes LTD's key assets and further outlines the skill set, personal and professional attributes, and transit industry experience the incoming GM will need in order to be the best fit for this organization.



Organizational Assets

- Winner of APTA's Best Mid-Sized System Award for 2014
- Healthy transit organization with dedicated funding
- History of developing and providing progressive transit services
- Transit services integral to long-term community vision
- Talented, committed staff that are highly invested in LTD's mission
- Positive labor/management relationship providing strong base to build upon
- Committed Board of Directors wanting to work in partnership with General Manager
- Vibrant and highly engaged communities
- Strong education system (University of Oregon and Lane Community College)
- Temperate climate, beautiful setting with easy access to rivers, ocean, and mountains.

LTD's Ideal General Manager must...

- Be passionate about public transportation and its value to the community
- View the LTD General Manager position as "the best job in town!"
- Bring positive energy and a palpable and infectious enthusiasm to the role
- Work to further develop, achieve, and sustain LTD's mission and core activities
- Build upon LTD staff's existing commitment to that mission
- Be a dynamic leader with the ability to inspire and motivate
- Be humble, yet confident, decisive, and effective
- Be a strong communicator in all forms
- Foster a culture that supports internal and external communication and engagement
- Value honesty and openness with the Board, staff, communities, and LTD's working partners
- Be a good listener who approaches conversations with a collaborative and open attitude
- Ask the right questions in order to achieve greater understanding
- Understand the people, situations, and political realities that comprise LTD's environment
- Value LTD's constituent communities at a personal as well as a professional level
- Develop strong collaborative relationships within LTD and with those communities
- Actively engage the community, the Board, and staff in supporting LTD's vision and work
- Be comfortable and effective working amidst complex, politicized community dynamics
- Understand and value that the region is process-oriented
- Be patient with those processes and strive to achieve their greatest value
- Be flexible, open to alternative approaches, and willing to partner on decisions
- Improve the perception of LTD as a collaborative partner

- Be willing to share credit for LTD's successes with staff and working partners
- Recognize that LTD is a valuable asset that needs to be to shared and promoted
- Consistently and successfully promote the agency's message across all audiences
- Be aware, mindful, and respectful of LTD's history
- Embrace LTD's vision for the future and commit to fulfilling it
- Assist the Board of Directors in developing that vision
- Partner with the Board to develop and achieve the agency's goals
- Support the development of a cohesive Board that employs the strengths of each member
- Keep Board members well informed
- Passionately support staff growth and development and value their contributions
- Effectively build a team comprised of both long-tenured employees and newly-hired staff
- Develop and build upon the good relationship between labor and management
- Bring to LTD strong negotiation, facilitation, and problem-solving skills
- Be a strong manager of budgets and financial resources
- Be able to work successfully with federal, state, and local agencies
- Support LTD's efforts to move forward with leading edge public transit ventures that benefit the entire region.
- Bring to LTD a history of successful collaboration with the FTA, APTA, and other organizations critical to the agency's mission.
- Recognize and meet the community's expectations of public officials in a manner that reflects the professional values of Lane Transit District.

The Eugene/Springfield Area

Eugene, home to the University of Oregon, is the state's second largest city (after Portland) and the seat of Lane County. It is located at the south end of the Willamette Valley near the confluence of the McKenzie and Willamette rivers, about 50 miles east of the Oregon Coast. As of the 2010 census Eugene's population was 156,185 and Springfield's was 59,403. Lane County (co-located with the Eugene-Springfield MSA) had a population of 351,715.



Eugene, often referred to as the "Emerald City," is noted for its natural beauty and recreational opportunities, as well as its focus on the arts. Eugene's slogan is *A Great City for the Arts and Outdoors!* The majestic Cascade Mountain range lies 50 miles to the east — equally attractive is the nearby Pacific Coast. Together they offer abundant opportunities for hiking, running, exploring, fishing, boating, kayaking, rafting, bicycling, mountain biking, and skiing.

Eugene is noted for its "community inventiveness," and many U.S. trends in community development originated there. The University of Oregon's participatory planning process, known as The Oregon Experiment, was the result of student protests in the early 1970s. The book of the same name is a major document in modern enlightenment thinking in planning and architectural circles.



Author Ken Kesey was a vibrant member of the Springfield community until his passing in 2001 and the "Electric Kool Aid" energy he brought to the region remains a part of the local culture.

Eugene's equally dynamic and attractive partner community of Springfield has a strong timber resource history, but has recently diversified its economy. Today it boasts historic districts, boutique shopping, a vibrant performing arts scene, and numerous beautiful parks. Springfield is proud of its heritage as a city founded by early pioneers who crossed westward via the Southern Route which took them by Klamath Lake, over the Cascades, down the Rogue River Valley, and north to the Willamette Valley. Springfield takes pride in its beauty, its down-to-earth attitude, and its reputation as city "that gets things done."

Cultural Assets and Events

Among others, Eugene/Springfield's cultural assets and events include:

- The Asian Celebration
- The KLCC Microbrew Festival
- Mount Pisgah Arboretum's Wildflower Festival
- Mount Pisgah Arboretum's Mushroom Festival
- The Oregon Festival of American Music
- The Art and Vineyard Festival
- The Oregon Bach Festival
- The Oregon Country Fair
- The Lane County Fair
- The Eugene/Springfield Pride Festival
- The Eugene Celebration
- Wildish Theatre (Springfield)
- Willamalane Parks & Recreation District (Springfield)

Area museums include the University of Oregon's Jordan Schnitzer Museum of Art and Museum of Natural and Cultural History, the Oregon Air and Space Museum, the Conger Street Clock Museum, the Lane County Historical Museum, the Maude Kerns Art Center, the Shelton McMurphey Johnson House, and the Science Factory Children's Museum & Planetarium.

The region is home to numerous cultural organizations, including the Eugene Symphony, the Eugene Ballet, the Eugene Opera, the Eugene Concert Choir, the Northwest Christian University Community Choir, the Oregon Mozart Players, the Oregon Bach Festival, the Oregon Children's Choir, the Eugene Youth Symphony, Ballet Fantastique and Oregon Festival of American Music.





Performing arts venues include the Hult Center for the Performing Arts, The John G. Shedd Institute for the Arts ("The Shedd"), Matthew Knight Arena, Beall Concert Hall and the Erb Memorial Union ballroom on the University of Oregon campus, the McDonald Theatre, and W.O.W. Hall. A number of live theater groups are based here, including Free Shakespeare in the Park, Oregon Contemporary Theatre, The Very Little

Theatre, Actors Cabaret, LCC Theatre, and University Theatre

Sports

The University of Oregon's Ducks are part of the Pacific-12 Conference. American football is especially popular, with intense rivalries between the Ducks and both the Oregon State University Beavers and the University of Washington Huskies. Autzen Stadium is home to Duck football, with a seating capacity of 54,000 but has had over 60,000 with standing room only. The basketball arena, McArthur Court, was built in 1926 and replaced by the Matthew Knight Arena in late 2010.



Eugene is also home to the Eugene Emeralds, a short-season Class A minor-league baseball team. The "Ems" play their home games in PK Park, also the home of the University of Oregon baseball team. Lane United Football Club

For nearly 40 years Eugene/Springfield has been the "Track and Field Capital of the World." Jogging trails include Pre's Trail in Alton Baker Park, Rexius Trail, the Adidas Oregon Trail, and the Ridgeline Trail. Jogging was introduced to the U.S. through Eugene, brought from New Zealand by Bill Bowerman, who wrote the best-selling book "Jogging" and coached the champion University of Oregon track and cross country teams.

The Nationwide Tour's golfing event Oregon Classic takes place at Shadow Hills Country Club, just north of Eugene. The event has been played nearly every year since 1998. The top 20 players from the Nationwide Tour are promoted to the PGA Tour for the following year.

The Eugene Jr. Generals, a Tier III Junior "A" hockey team belonging to the Northern Pacific Hockey League (NPHL) consisting of eight teams throughout Oregon and Washington, plays at the Lane County Ice Center.

Employers

Eugene's top employers include the University of Oregon (4,847 employees), PeaceHealth Medical Group (4,212), Lane County (2,000), Eugene School District (1,900), the U.S. Government (1,625), Springfield School District (1,500), the City of Eugene (1,347), Lane Community College (1,151), the State of Oregon (1,100), and Walmart (1,050).

Climate

Like the rest of the Willamette Valley, Eugene/Springfield lies in the Marine West Coast climate zone, an area with Mediterranean characteristics. The region enjoys a subtropical dry summer climate. Temperatures can vary from cool to warm, with warm, dry summers and cool, wet winters. Spring and fall are also moist seasons, with light rain falling for long periods. Winter snowfall does occur, but it is sporadic and rarely accumulates in large amounts.



The warmest months are July and August, with average highs of around 82°F, with an average of 15 days per year above 90°F. The coolest month is December, with the average daytime high in the mid-40s°F and nights averaging just above freezing.

Travel

Air travel is served by the Eugene Airport, also known as Mahlon Sweet Field, which is the fifth largest airport in the Northwest and second largest airport in Oregon. Amtrak's Coastal route serves the region as well.

To Apply

This is an excellent executive career opportunity with a progressive and innovative transit organization that offers an attractive starting salary, a relocation allowance, an excellent benefit package, and equal opportunity. Lane Transit values diversity at all levels of its workforce — women and minority candidates are encouraged to apply.

If you would like to be considered and you have a Bachelor's in a related field plus ten years of progressively responsible executive level public transportation experience, please email a cover letter and resume to Celia Kupersmith, a Principal with KL2 Connects LLC, at your earliest opportunity. Thank you for your interest and consideration.

Celia Kupersmith Principal KL2 Connects LLC (775) 870-6076 celia@kl2connects.com

DATE OF MEETING: August 19, 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.

- 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. At the July 27 meeting, the Committee discussed the next steps in the selection process for LTD's next general manager. The next meeting will be held on August 24.
- 2. <u>EmX Steering Committee:</u> 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. At the August 4 meeting, the group received information about the Franklin Boulevard improvements plan, MovingAhead design concepts, and business outreach for the West Eugene EmX project; and the Committee discussed Vision Zero.
- 3. 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. At the August 12 meeting, Rob Zako and Scott Parkinson were selected as the new stakeholders to join the ACT. Information was provided about the Oregon Transportation Infrastructure Bank, stakeholder engagement regarding Florence/Yachats transit service, the Governor's Transportation Vision Panel, Beltline ramp metering, and the 2019-2021 Special Transportation Improvement Program (STIP) application process.

NO MEETINGS HELD:

- 1. <u>Metropolitan Policy Committee (MPC):</u> Board Member Gary Wildish and Board Member Gary Gillespie are LTD's MPC representatives, with Board Member Julie Grossman serving as an alternate. MPC meetings are held on the first Thursday of each month. The August meeting was canceled; the next meeting is scheduled to be held on September 3.
- 2. <u>Accessible Transportation Committee (ATC):</u> 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 Accessible Transportation Committee is on summer hiatus and will not meet again until September 15, 2015.
- 3. <u>LTD Pension Trusts:</u> 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. The Committee last met on July 15; the next meeting is scheduled to be held on September 16.
- 4. <u>Lane Council of Governments (LCOG) Board of Directors:</u> 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. The next meeting will be held on September 24.
- 5. <u>MovingAhead Oversight Committee</u>: 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.
- 6. <u>LTD Board Service Committee:</u> 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 is being scheduled for some time in September.
- 7. 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.
- 8. 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.
- 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.

10. 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.

Q:\Reference\Board Packet\2015\8\August Board Meeting\BD Member Rprt Summary AIS.docx

DATE OF MEETING: August 19, 2015

ITEM TITLE: ATU PRESENTATION

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

ACTION REQUESTED: None

BACKGROUND:

Recently reelected Amalgamated Transit Union Local 757 Executive Board Officer Carl Faddis will address the LTD Board of Directors. He would like to talk about his sense of the relationship between the Union and the District and how it may be improved looking to the future.

ATTACHMENTS: None

PROPOSED MOTION: None

Q:\Reference\Board Packet\2015\8\August Board Meeting\Carl Faddis AIS.docx

DATE OF MEETING: August 19, 2015

ITEM TITLE: RETIRED BUS DISPOSAL

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

ACTION REQUESTED: None. Information Only.

BACKGROUND:

Lane Transit District has traditionally purchased buses using federal grant funding. A requirement for buses purchased with federal funds is that the buses be used in service for a minimum of 12 years. Typically, LTD will operate buses beyond 12 years and has, at times, operated buses for 18 years or more.

At the point that a bus is past its useful life, LTD will either sell used buses to another transit agency that could use the bus, or the bus will go to auction. The oldest buses are not generally desired by transit agencies; therefore these buses head to the County auction. At auction a bus may garner between \$1,000 and \$2,000.

An additional path for disposal of retired buses is donation to non-profits. Past recipients include the City of Eugene's adaptive recreation program and Lane Community College's diesel training program.

Recently, LTD donated five retired buses to local agencies. Three buses went to Lane Community College, one bus is going to be used by the River Road Parks District as a mobile art bus, and the third bus is going to be used by the Boys and Girls Club of Emerald Valley. Each of these organizations was very excited to receive these buses, and the District is very pleased that these assets can continue to provide service in our community.

ATTACHMENTS: None.

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2015\8\August Board Meeting\Bus Donations AIS.docx

DATE OF MEETING: August 19, 2015

ITEM TITLE: BOARD COMMITTEE ASSIGNMENTS

PREPARED BY: Gary Wildish, Board President

ACTION REQUESTED: Committee assignments will be finalized.

BACKGROUND:

The Board president, or the directors by resolution, may appoint committees to make investigations, to study problems, and to make recommendations to the LTD Board of Directors. Advisory committees may include persons who are not directors. Each year Board members review their current committee assignments, and committee assignments may be revised depending on Board members' preferences. With Don Nordin joining the Board in late May, the committee assignments were reviewed. The list of LTD Board committee assignments was e-mailed to Board members, and assignments were revised based on input received. Committee assignments will be finalized at the August 19 Board meeting.

ATTACHMENT: LTD Board of Directors Committees and Special Assignments

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2015\8\August Board Meeting\BD Committee Assignmts AIS.docx

LTD BOARD OF DIRECTORS COMMITTEES AND SPECIAL ASSIGNMENTS

August 19, 2015

BOARD OFFICERS

(Terms expire 6/30/16)

President – Gary Wildish Vice President – Carl Yeh Secretary – Julie Grossman Treasurer – Ed Necker

HUMAN RELATIONS COMMITTEE

(meets 2nd Tuesday of the month)

*Gary Gillespie
Julie Grossman
Gary Wildish

SERVICE COMMITTEE

(meetings scheduled as needed)
Gary Gillespie
*Ed Necker
Angelynn Pierce

FINANCE COMMITTEE

(meetings scheduled as needed)

*Gary Wildish
Carl Yeh
Ed Necker

EmX STEERING COMMITTEE

(meets quarterly on 1st Tuesday)

*Carl Yeh
Gary Gillespie
Julie Grossman

PENSION TRUSTS

(meetings scheduled quarterly or as needed)
Gary Gillespie

MAIN STREET-MCVAY GOVERNANCE COMMITTEE

(Meets every month)
Don Nordin
Angelynn Pierce

*Denotes Current Committee Chair

METROPOLITAN POLICY COMMITTEE (MPC)

(meets 1st Thursday of the month)
Gary Wildish
Gary Gillespie
Alternate: Julie Grossman
Ron Kilcoyne, ex officio

LANE COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS

(meets 4th Thursday, Feb., April, June, and Sept.)

Carl Yeh

Alternate: Don Nordin

ACCESSIBLE TRANSPORTATION COMMITTEE

(meets on the 3rd Tuesday of each month) Ed Necker

GOVERNOR'S OREGON PASSENGER RAIL LEADERSHIP COUNCIL

(Meetings scheduled as needed)
Gary Gillespie

LANE AREA COMMISSION ON TRANSPORTATION

(meets on the 2nd Wednesday of each month)

Don Nordin

Alternate: Ron Kilcoyne

MOVINGAHEAD OVERSIGHT COMMITTEE

(Meetings scheduled as needed) Angelynn Pierce Gary Gillespie

Q:\ATEAM\BOARD\Board Committees\Bd Committees 2014\BDCommittee Pref 07-2014.docx

Updated: 8/3/2015

DATE: August 19, 2015

ITEM TITLE: MONTHLY FINANCIAL REPORTS

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: None

BACKGROUND:

LTD is required by statute to make a financial report available to its Board on or before July 30 for the previous fiscal year. The intent of this statute appears to ensure that boards get at least one financial report per year. However, LTD provides monthly financial reports to keep the Board informed throughout the year on the finances of the District. Given the short time between the end of our fiscal year and the due date for this required report, it is impossible for even the smallest of properties to provide audited or even final results. Therefore, LTD provided the attached financial reports to the board by the required deadline. We will follow up with audited reports when the independent audit work has been completed. Customarily, that report is available for the Board's review in December.

Remaining transactions and adjustments include depreciation of assets, year-end accruals for vacation and sick leave, year-end revenue accruals, and various expense adjustments. In addition, all invoices for the fiscal year that ended June 30, 2015, have not been received and/or paid yet.

While the information, when final, will be covered with the Board in detail, some preliminary observations are offered at this time.

General Fund

General Fund revenue was impacted by the take back last summer of \$672,000 in payroll taxes that were erroneously paid to LTD. As illustrated in the chart below, payroll taxes would be ahead of budget for the year if not for this erroneous payment that occurred in FY 2013-14; it 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
FY 2013-14 Estimate	\$26,510,000	\$25,838,000
% Increase for FY 2014-15 Budget	5%	5%
FY 2014-15 Budget	\$27,835,500	\$27,129,900
YTD through June 2015	\$26,853,354	\$27,525,354
YTD as % of Annual Budget	96.5%	101.4%

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. Collection of these taxes has begun.

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, which has been open since January 2015, was recently filled, and the new employee will begin work on August 19.

The average price for fuel through the end of June 2015 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 prioryear 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 23.2 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, staff 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 supplemental budget passed at the June 15, 2015, Board of Directors meeting has brought the Medicaid Fund under budget. Final processing of the General Fund transfer needs to be completed, but the expenditures are still projected to remain under budget.

Capital Projects Fund

The Capital Projects Fund expenditures year to date have included the purchase of three articulated, hybridelectric 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 an active grant with the Federal Transit Administration. The grant has been submitted and should be executed in August 2015.

ATTACHMENTS: June 2015 Financial Reports

PROPOSED MOTION: None

Q:\Reference\Board Packet\2015\8\August Board Meeting\Financial Report AIS.docx



Lane Transit District General Fund Schedule of Revenues and Expenditures June 30, 2015 Unaudited

	J	une 01 - 30			Revenues & Other Sources			Year to Date Through June 30					
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget		
356,077	379,543	106.6%	358,190	106.0%	Passenger Fares	4,456,700	4,438,629	4,654,490	104.9%	4,456,700	104.4%		
145,837	233,375	160.0%	244,500	95.4%	Group Pass	2,667,000	2,630,319	2,643,538	100.5%	2,667,000	99.1%		
150,000	-	0.0%	5,000	0.0%	Advertising	310,000	460,000	437,950	95.2%	310,000	141.3%		
-	-	N/A	-	N/A	Special Service	161,300	204,191	172,997	84.7%	161,300	107.3%		
651,914	612,918	94.0%	607,690	100.9%	Total Operating	7,595,000	7,733,139	7,908,975	102.3%	7,595,000	104.1%		
143,112	168,823	118.0%	282,200	59.8%	Payroll Tax	27,835,500	26,166,307	26,853,354	102.6%	27,835,500	96.5%		
10,544	5,599	53.1%	16,000	35.0%	Self-employment Tax	1,600,000	1,634,561	1,652,471	101.1%	1,600,000	103.3%		
391,208	-	0.0%	445,000	0.0%	State-in-Lieu	2,040,000	1,914,665	522,274	27.3%	2,040,000	25.6%		
631,876	35,093	5.6%	412,620	8.5%	Operating Grants	4,952,100	5,836,102	4,768,210	81.7%	4,952,100	96.3%		
20,280	10,861	53.6%	9,580	113.4%	Miscellaneous	115,700	329,528	382,667	116.1%	115,700	330.7%		
6,364	2,047	32.2%	7,500	27.3%	Interest Income	90,000	85,619	52,359	61.2%	90,000	58.2%		
1,203,384	222,423	18.5%	1,172,900	19.0%	Total Nonoperating	36,633,300	35,966,782	34,231,335	95.2%	36,633,300	93.4%		
1,855,298	835,341	45.0%	1,780,590	46.9%	Total Revenues & Other Sources	44,228,300	43,699,921	42,140,310	96.4%	44,228,300	95.3%		

	Ji	une 01 - 30			Expenditures & Other Uses			Year to Da	te Through J	June 30	
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
879,930	798,969	90.8%	865,630	92.3%	Administration	10,405,200	9,774,425	9,850,809	100.8%	10,405,200	94.7%
1,476,113	1,584,769	107.4%	1,653,450	95.8%	Amalgamated Transit Union	20,522,900	18,702,404	19,422,247	103.8%	20,522,900	94.6%
(79,621)	(77,688)	97.6%	(69,660)	111.5%	Less Grant-Funded Expenditures	(836,800)	(813,747)	(871,083)	107.0%	(836,800)	104.1%
2,276,422	2,306,050	101.3%	2,449,420	94.1%	Total Personnel Services	30,091,300	27,663,082	28,401,973	102.7%	30,091,300	94.4%
16,285	15,586	95.7%	33,269	46.8%	Executive Office	314,500	245,007	288,317	117.7%	314,500	91.7%
175,802	158,010	89.9%	170,980	92.4%	Administrative Services	2,050,400	2,191,801	1,739,590	79.4%	2,050,400	84.8%
310,879	263,755	84.8%	223,330	118.1%	Customer Services & Planning	2,561,300	2,220,085	2,143,167	96.5%	2,561,300	83.7%
357,817	296,955	83.0%	458,603	64.8%	Operations & Customer Satisfaction	5,860,900	4,379,328	4,414,714	100.8%	5,860,900	75.3%
860,783	734,306	85.3%	886,182	82.9%	Total Materials & Services	10,787,100	9,036,221	8,585,788	95.0%	10,787,100	79.6%
611,278	5,815	1.0%	164,920	3.5%	Transfer to Accessible Services Fund	1,979,700	2,340,265	1,047,017	44.7%	1,979,700	52.9%
-	-	N/A	114,370	0.0%	Transfer to Medicaid Fund	272,000	75,082	187,755	250.1%	272,000	69.0%
-	-	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%
611,278	5,815	1.0%	279,290	2.1%	Total Other Uses	5,603,200	4,208,047	4,585,872	109.0%	5,603,200	81.8%
3,748,483	3,046,171	81.3%	3,614,892	84.3%	Total Expenditures & Other Uses	46,481,600	40,907,350	41,573,633	101.6%	46,481,600	89.4%

(1,893,185) (2,210,830) 116.8% (1,834,302)	120.5% Revenues less Expenditures	(2,253,300) 2,792,571	566,677	20.3% (2,253,300)	-25.1%
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Lane Transit District Accessible Services Fund Schedule of Revenues and Expenditures June 30, 2015 Unaudited

	J	une 01 - 30			Revenues & Other Sources			Year to Da	te Through J	une 30	
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
29,598	37,095	125.3%	28,180	131.6%	Passenger Fares	337,500	335,367	355,814	106.1%	337,500	105.4%
640,419	8,248	1.3%	243,990	3.4%	Federal Assistance	2,929,200	2,560,098	2,643,825	103.3%	2,929,200	90.3%
120,418	-	0.0%	105,440	0.0%	State Assistance	1,267,460	597,270	1,213,358	203.2%	1,267,460	95.7%
16,613	204	1.2%	8,140	2.5%	Local Assistance	97,900	103,220	109,474	106.1%	97,900	111.8%
807,048	45,547	5.6%	385,750	11.8%	Total Revenues	4,632,060	3,595,955	4,322,471	120.2%	4,632,060	93.3%
569,924	5,815	1.0%	164,640	3.5%	Transfer from General Fund	1,975,240	2,252,912	1,047,017	46.5%	1,975,240	53.0%
569,924	5,815	1.0%	164,640	3.5%	Total Other Sources	1,975,240	2,252,912	1,047,017	46.5%	1,975,240	53.0%
1,376,972	51,362	3.7%	550,390	9.3%	Total Revenues & Other Sources	6,607,300	5,848,867	5,369,488	91.8%	6,607,300	81.3%
	J	une 01 - 30			Expenditures & Other Uses			Year to Da	te Through J	une 30	
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
497,807	462,967	93.0%	439,040	105.4%	ADA RideSource	5,268,900	4,932,371	4,896,185	99.3%	5,268,900	92.9%
9,799	9,787	99.9%	12,440	78.7%	Transit Training & Hosts	150,600	122,517	112,047	91.5%	150,600	74.4%
5,116	9,722	190.0%	8,990	108.1%	Special Transport	108,100	92,739	99,792	107.6%	108,100	92.3%
512,722		94.1%	460,470	104.8%	Total Eugene/Springfield Services	5,527,600	5,147,627	5,108,024	99.2%	5,527,600	92.4%
26,932	21,578	80.1%	9,620	224.3%	South Lane	115,000	123,435	141,642	114.8%	115,000	123.2%
3,131	14,264	455.6%	15,620	91.3%	Florence	188,100	165,379	183,130	110.7%	188,100	97.4%
18,647	16,206	86.9%	20,340	79.7%	Oakridge	243,200	217,626	202,748	93.2%	243,200	83.4%
48,710	52,048	106.9%	45,580	114.2%	Total Rural Lane County Services	546,300	506,440	527,520	104.2%	546,300	96.6%
19,616	970	4.9%	21,630	4.5%	Mobility Management	260,000	165,785	112,532	67.9%	260,000	43.3%
92	20	21.7%	720	2.8%	Crucial Connections	9,300	1,193	3,318	278.1%	9,300	35.7%
718	2,959	412.1%	2,630	112.5%	•	32,000	13,819	20,891	151.2%	32,000	65.3%
5,335		91.8%	9,370	52.3%		112,000			141.2%	112,000	68.8%
25,761	8,847	34.3%	34,350	25.8%	Total Other Services	413,300	235,337	213,769	90.8%	413,300	51.7%
-	-	N/A	14,000	0.0%	Transfer to Capital Projects Fund	168,000	-	-	N/A	168,000	0.0%
-		N/A	14,000	0.0%	Total Other Uses	168,000			N/A	168,000	0.0%
587,193	543,371	92.5%	554,400	98.0%	Total Expenditures & Other Uses	6,655,200	5,889,404	5,849,313	99.3%	6,655,200	87.9%
789,779	(492,009)	-62.3%	(4,010)	12269.6%	Revenues less Expenditures	(47,900)	(40,537)	(479,825)	1183.7%	(47,900)	1001.7%



Lane Transit District Medicaid Fund Schedule of Revenues and Expenditures June 30, 2015

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	J	une 01 - 30			Revenues & Other Sources			Year to Da	te Through J	une 30		
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget	
619,050	784,966	126.8%	2,452,400	32.0%	Medicaid Nonemergency Medical Transportation	8,528,800	5,796,208	7,988,245	137.8%	8,528,800	93.7%	
43,484	-	0.0%	39,860	0.0%	Medicaid Waivered Transportation	478,100	465,617	567,271	121.8%	478,100	118.7%	
662,534	784,966	118.5%	2,492,260	31.5%	Total Revenues	9,006,900	6,261,825	8,555,516	136.6%	9,006,900	95.0%	
41,354	-	0.0%	114,370	0.0%	Transfer from General Fund	272,000	162,436	187,755	115.6%	272,000	69.0%	
41,354	-	0.0%	114,370	0.0%	Total Other Sources	272,000	162,436	187,755	115.6%	272,000	69.0%	
703,888	784,966	111.5%	2,606,630	30.1%	· ·		6,424,261	8,743,271	136.1%	9,278,900	94.2%	
June 01 - 30					Expenditures & Other Uses		Year to Date Through June 30					
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget	
521,696	683,359	131.0%	2,447,050	27.9%	Services	7,365,700	4,675,695	6,613,176	141.4%	7,365,700	89.8%	
7,326	507	6.9%	13,920	3.6%	Mobility Management	166,600	66,042	103,018	156.0%	166,600	61.8%	
90,027	108,037	120.0%	91,430	118.2%	Program Administration	1,096,500	1,054,926	1,174,704	111.4%	1,096,500	107.1%	
619,049	791,903	127.9%	2,552,400	31.0%	Total Medicaid NEMT (Medical)	8,628,800	5,796,663	7,890,898	136.1%	8,628,800	91.4%	
(30,121)	55,145	-183.1%	36,640	150.5%	Services	439,900	331,704	592,069	178.5%	439,900	134.6%	
2,600	313	12.0%	1,760	17.8%	Mobility Management	20,900	22,975	35,886	156.2%	20,900	171.7%	
69,334	-	0.0%	510	0.0%	Program Administration	5,900	74,318	3,429	4.6%	5,900	58.1%	
17,376	-	0.0%	15,320	0.0%	Grant Program Match Requirements	183,400	199,055	173,281	87.1%	183,400	94.5%	
59,189	55,458	93.7%	54,230	102.3%	Total Medicaid Waivered (Non-Medical)	650,100	628,052	804,665	128.1%	650,100	123.8%	
678,238	847,361	124.9%	2,606,630	32.5%	Total Expenditures & Other Uses 9,278,900		6,424,715	8,695,563	135.3%	9,278,900	93.7%	
25,650	(62,395)	-243.3%		N/A	Revenues less Expenditures		(454)	47,708	-10508.4%		N/A	



Lane Transit District Capital Projects Fund Schedule of Revenues and Expenditures June 30, 2015 Unaudited

	J	une 01 - 30			Revenues & Other Sources			Year to Da	te Through .	June 30	
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
1,876,613	182,333	9.7%	7,159,400	2.5%	Federal Assistance	85,913,900	9,399,106	13,323,640	141.8%	85,913,900	15.5%
23,154	2,132,354	9209.4%	1,100,000	193.9%	State Assistance	13,200,000	23,154	2,132,354	9209.4%	13,200,000	16.2%
1,971,979	2,314,687	117.4%	8,259,400	28.0%	Total Revenues	99,113,900	9,496,022	15,455,994	162.8%	99,113,900	15.6%
-	-	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	168,000	0.0%
-		N/A	14,000	0.0%	Total Other Sources	3,519,120	1,792,700	3,351,100	186.9%	3,519,120	95.2%
1,971,979	2,314,687	117.4%	8,273,400	28.0%	Total Revenues & Other Sources	102,633,020	11,288,722	18,807,094	166.6%	102,633,020	18.3%
	J	une 01 - 30			Expenditures & Other Uses			Year to Da	te Through 、	June 30	
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
902,133	266,212	29.5%	7,266,410	3.7%	West Eugene EmX Extension	87,197,800	7,446,141	12,707,437	170.7%	87,197,800	14.6%
58,272	-	0.0%	50,000	0.0%	Gateway EmX Extension	600,000	853,424	10,371	1.2%	600,000	1.7%
54,256	4,567	8.4%	59,620	7.7%	Main Street/McVay Transit Study	716,100	187,865	528,408	281.3%	716,100	73.8%
2,514	153,279	6097.0%	53,130	288.5%	MovingAhead	638,000	8,047	367,391	4565.6%	638,000	57.6%
1,017,175	424,058	41.7%	7,429,160	5.7%	Total Frequent Transit Network	89,151,900	8,495,477	13,613,607	160.2%	89,151,900	15.3%
38,598	959	2.5%	1,066,640	0.1%	Revenue Vehicles - Fixed Route	12,799,900	74,317	2,865,526	3855.8%	12,799,900	22.4%
421	4,192	995.7%	70,000	6.0%	Revenue Vehicles - Accessible Services	840,000	138,815	126,500	91.1%	840,000	15.1%
-	3,661	N/A	8,370	43.7%	Support Vehicles	100,000	102,075	78,371	76.8%	100,000	78.4%
190,293	3,438,762	1807.1%	61,780	5566.1%	Stations, Shelters & Facilities	741,800	1,240,181	4,122,855	332.4%	741,800	555.8%
162,731	81,485	50.1%	215,880	37.7%	Computer Hardware & Software	2,589,900	933,505	1,327,726	142.2%	2,589,900	51.3%
-	-	N/A	31,310	0.0%	Intelligent Transportation Systems	375,500	10,862	6,177	56.9%	375,500	1.6%
-	-	N/A	60,300	0.0%	Transit Security Projects	723,600	32,222	9,939	30.8%	723,600	1.4%
-	-	N/A	54,520	0.0%	Communications Equipment	653,800	-	41,723	N/A	653,800	6.4%
11,892	-	0.0%	2,500	0.0%	Shop Equipment	30,000	27,845	107,134	384.8%	30,000	357.1%
70,675		0.0%	11,630	0.0%		140,000	78,246	5,103	6.5%	140,000	3.6%
474,610		743.6%	1,582,930	222.9%	Total Other Capital Outlay	18,994,500	2,638,068	8,691,054	329.4%	18,994,500	45.8%
1,491,785	3,953,117	265.0%	9,012,090	43.9%	Total Expenditures & Other Uses	108,146,400	11,133,545	22,304,661	200.3%	108,146,400	20.6%
480,194	(1,638,430)	-341.2%	(738,690)	221.8%	Revenues less Expenditures	(5,513,380)	155,177	(3,497,567)	-2253.9%	(5,513,380)	63.4%

DATE OF MEETING: August 19, 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 LTD projects, general community and civic events, and a variety of other opportunities. Additionally, earned media and paid media play an important role in communicating LTD projects, services, and significant activities that are taking place within the District and in the broader community. To keep the LTD Board informed of 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, and our bi-weekly weather page ads. Three of the five large bus ads were installed in July featuring the *Go West* theme of the West Eugene EmX advertising. The remaining two *Go West* bus ads will be installed in mid-August. Radio ads for the West Eugene campaign are now running across a number of area stations.

Earned Media – Stories that appeared in *The Register-Guard* included a piece on the West Eugene EmX bridge project and one on the payroll tax. The payroll tax topic also was covered by TV stations KEZI, KVAL, and KUGN. The introduction of the Springfield Walmart Park & Ride was covered by KEZI.

Sponsorships – July was a busy month for LTD's sponsorships, and August is shaping up to be very active as well. Partnerships are being finalized with the Eugene Symphony, Komen Race for the Cure, and the McKenzie Cider and Craft Beer Festival. The second installment of Sunday Streets is in the works and LTD will again be a sponsor. Discussions are underway with the Neighborhood Economic Development Corporation (NEDCO) to sponsor their Sprout! festival in October. Miller-Coors Beer is again sponsoring free rides to an Oregon football game. They've selected November 21, which should be exciting as the Ducks host the University of Southern California that weekend. LTD is assisting with the Springfield Chamber of Commerce Tailgate Auction and will be a table sponsor at the September 3, 2015, event. Another Springfield Chamber connection is the sponsorship of the Chamber's annual Leadership program.

Outreach Meetings – MovingAhead and Point2point staff are actively participating in community events, including extensive outreach efforts through the SmartTrips Springfield Main Street Program. Recently, this included the Whiteaker Block Party where Service Planning staff also participated in an effort to begin discussing the Annual Route Review. Presentations were made at the Santa Clara Neighborhood Association and the Downtown Neighborhood Association.

ATTACHMENTS: None

PROPOSED MOTION: None

DATE OF MEETING: August 19, 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) July 2015 Performance Report

2) June 2015 Ride Source Activity and Productivity reports

PROPOSED MOTION: None

Q:\Reference\Board Packet\2015\8\August Board Meeting\Performance Summary AIS.docx

LANE TRANSIT DISTRICT

July 2015 Performance Report

13-August-2015

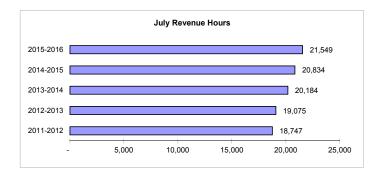
		Prior							
Performance	Current	Year's	%	Current	Previous	%	Current	Prior	%
Measure	Month	Month	Change	Y-T-D	Y-T-D	Change	12 Month	12 Month	Change
Fixed Route Service									
Passenger Boardings	753,648	824,621	- 8.6%	753,648	824,621	- 8.6%	10,573,745	11,220,238	- 5.8%
Mobility Assisted Riders	14,801	14,579	+ 1.5%	14,801	14,579	+ 1.5%	158,700	142,070	+ 11.7%
Average Passenger Boardings:									
Weekday	27,830	31,059	- 10.4%	27,830	31,059	- 10.4%	35,327	37,492	- 5.8%
Saturday	19,084	20,772	- 8.1%	19,084	20,772	- 8.1%	19,581	20,867	- 6.2%
Sunday	11,260	11,649	- 3.3%	11,260	11,649	- 3.3%	9,802	10,330	- 5.1%
Monthly Revenue Hours	21,549	20,834	+ 3.4%	21,549	20,834	+ 3.4%	255,494	248,822	+ 2.7%
Boardings Per Revenue Hour	35.0	39.6	- 11.6%	34.97	39.58	- 11.6%	41.39	45.09	- 8.2%
Weekly Revenue Hours	4,676	4,624	+ 1.1%	4,676	4,624	+ 1.1%	4,917	4,847	+ 1.4%
Weekdays	23	22		23	22		256	255	
Saturdays	3	4		3	4		51	52	
Sundays	5	5		5	5		56	53	

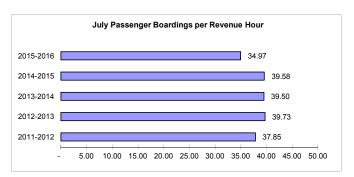
Passenger Revenues & Sales

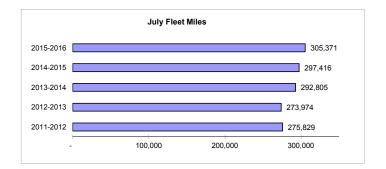
Passenger revenues and sales information will be updated in the online version of the performance report when the July 2015 financial reports are presented to the Board of Directors in the September 2015 board packet.

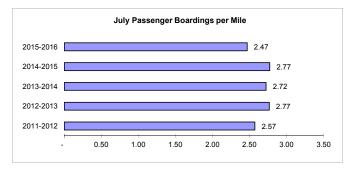
Go to https://www.ltd.org/monthly-performance-reports/ to access the updated report at that time.

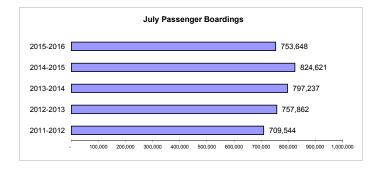
Fleet Services										
Fleet Miles	305,371	297,416	+ 2.7%	305,371	297,416	+ 2.7%	3,562,714	3,539,475	+ 0.7%	
Average Passenger Boardings/Mile	2.47	2.77	- 11.0%	2.47	2.77	- 11.0%	2.97	3.17	- 6.4%	
Fuel Cost	\$182,002	\$280,969	- 35.2%	\$182,002	\$280,969	- 35.2%	\$2,291,724	\$3,059,794	- 25.1%	
Fuel Cost Per Mile	\$0.596	\$0.945	- 36.9%	\$0.596	\$0.945	- 36.9%	\$0.643	\$0.864	- 25.6%	
Repair Costs	\$215,978	\$235,442	- 8.3%	\$215,978	\$235,442	- 8.3%	\$2,672,708	\$2,545,500	+ 5.0%	
Total Repair Cost Per Mile	\$0.707	\$0.792	- 10.7%	\$0.707	\$0.792	- 10.7%	\$0.750	\$0.719	+ 4.3%	
Preventive Maintenance Costs	\$28,461	\$31,092	- 8.5%	\$28,461	\$31,092	- 8.5%	\$396,733	\$433,248	- 8.4%	
Total PM Cost Per Mile	\$0.093	\$0.105	- 10.8%	\$0.093	\$0.105	- 10.8%	\$0.111	\$0.122	- 9.0%	
Mechanical Road Calls	48	58	- 17.2%	48	58	- 17.2%	531	647	- 17.9%	
Miles/Mech. Road Call	6,362	5,128	+ 24.1%	6,362	5,128	+ 24.1%	6,709	5,471	+ 22.6%	
Special Mobility Service										
SMS Rides	17,147	16,381	+ 4.7%	17,147	16,381	+ 4.7%	195,085	194,949	+ 0.1%	
SMS Ride Refusals	-	-	+ 0.0%	-	-	+ 0.0%	2	-	+ 0.0%	
RideSource	7,897	6,864	+ 15.0%	7,897	6,864	+ 15.0%	89,221	83,889	+ 6.4%	
RideSource Refusals	-	-	+ 0.0%	-	-	+ 0.0%	2	-	+ 0.0%	

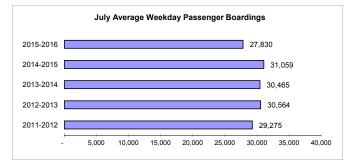






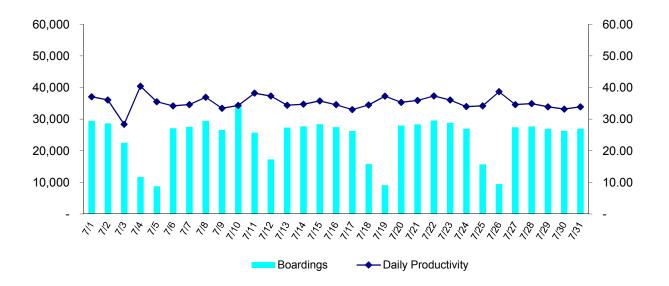


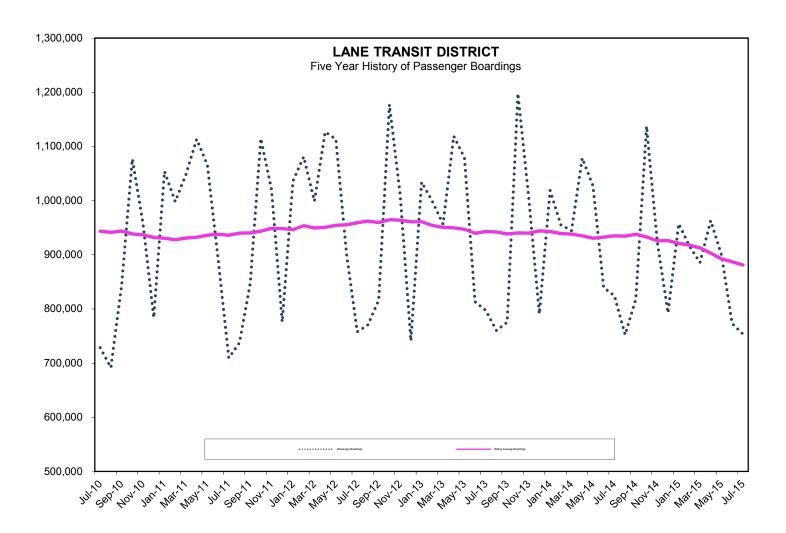




Daily Ridership Recap July 2015

			,			
				Mobility		
				Assisted	Revenue	Daily
Date	Day	Service	Boardings	Boardings	Hours	Productivity
7/1/2015 V	Vednesday	Weekday	29,488	618	795.00	37.09
7/2/2015 T	Thursday	Weekday	28,649	531	794.00	36.08
7/3/2015 F	riday	Weekday	22,518	606	793.00	28.40
7/4/2015 S	Saturday	Sunday	11,692	196	289.00	40.46
7/5/2015 S	Sunday	Sunday	8,744	240	246.00	35.54
7/6/2015 N	Monday	Weekday	27,154	610	794.00	34.20
7/7/2015 T	Γuesday	Weekday	27,585	547	797.00	34.61
7/8/2015 V	Vednesday	Weekday	29,488	588	798.00	36.95
7/9/2015 T	Γhursday	Weekday	26,634	504	796.00	33.46
7/10/2015 F	riday	Weekday	34,207	455	996.00	34.34
7/11/2015 S	Saturday	Saturday	25,737	250	673.00	38.24
7/12/2015 S	Sunday	Sunday	17,284	557	463.00	37.33
7/13/2015 N	Monday	Weekday	27,350	545	795.00	34.40
7/14/2015 T	Γuesday	Weekday	27,731	525	798.00	34.75
7/15/2015 V	Vednesday	Weekday	28,388	537	793.00	35.80
7/16/2015 T	Γhursday	Weekday	27,501	545	795.00	34.59
7/17/2015 F	riday	Weekday	26,253	372	794.00	33.06
7/18/2015 S	Saturday	Saturday	15,809	196	458.00	34.52
7/19/2015 S	Sunday	Sunday	9,101	477	244.00	37.30
7/20/2015 N	Monday	Weekday	28,006	535	793.00	35.32
7/21/2015 T	Γuesday	Weekday	28,350	572	789.00	35.93
7/22/2015 V	Vednesday	Weekday	29,584	572	792.00	37.35
7/23/2015 T		Weekday	28,878	539	800.00	36.10
7/24/2015 F	-riday	Weekday	26,958	372	793.00	33.99
7/25/2015	Saturday	Saturday	15,707	261	459.00	34.22
7/26/2015 S	Sunday	Sunday	9,480	517	245.00	38.69
7/27/2015 N	Monday	Weekday	27,426	569	792.00	34.63
7/28/2015 T		Weekday	27,705	488	793.00	34.94
7/29/2015 V		Weekday	26,932	442	794.00	33.92
7/30/2015 T		Weekday	26,311	495	792.00	33.22
7/31/2015 F	riday	Weekday	26,998	540	796.00	33.92
Totals			753,648	14,801	21,549	34.97





Special Mobility Services: RideSource Activity and Productivity Information

June-15	Current Month		Prior Year's Month	% Change	Current YTD	t		revious YTD	% Change		Current 2 Month	12	Prior 2 Month	% Change
RideSource Ridership	16,69	1	16,611	0.5%	197,79	92		189,976	4.1%		197,792		189,976	4.1%
RideSource(All Modes) Shopper Escort Volunteers-Metro Escort Volunteers-Rural	14,16 69 1,26 56	3 1	14,192 531 1,341 547	-0.2% 31.5% -6.0% 4.0%	167,02 7,28 14,57 8,91	32 74	•	163,257 6,517 12,428 7,774	2.3% 11.7% 17.3% 14.6%		167,026 7,282 14,574 8,910	,	163,257 6,517 12,428 7,774	2.3% 11.7% 17.3% 14.6%
RideSource Cost per Ride	\$ 23.6	4 \$	23.39	1.1%	\$ 23.3	37	\$	24.21	-3.4%	\$	23.37	\$	24.21	-3.4%
RideSource(All Modes) RideSource Shopper RideSource Escort	\$ 26.7 \$ 11.0 \$ 4.2	7 \$	13.97	1.9% -20.7% -3.8%	\$ 26.5 \$ 12.5 \$ 4.1	54	\$ \$ \$	27.06 14.02 4.40	-1.9% -10.6% -5.3%	\$ \$ \$	26.55 12.54 4.17	\$ \$ \$	27.06 14.02 4.40	-1.9% -10.6% -5.3%
Ride Reservations	15,75	3	15,337	2.7%	184,72	27	,	181,442	1.8%		184,727		181,442	1.8%
Cancelled Number Cancelled % of Total	1,47 9.38		1,303 8.50%	13.4%	17,79 9.63			18,444 10.17%	-3.5%		17,793 9.63%		18,444 10. 17 %	-3.5%
No-Show Number No-Show % of Total	15 0.96		121 0.79%	24.8%	1,60 0.87			1,471 0.81%	8.9%		1,602 0.87%		1,471 0.81%	8.9%
Ride Refusals Number Ride Refusals % of Total	0.00	0 %	0.00%	#DIV/0!	0.00	4)%		2 0.00%	100.0%		4 0.00%		2 0.00%	100.0%
Service Hours	8,26	3	8,142	1.5%	95,53	30		97,171	-1.7%		95,530		97,171	-1.7%
Agency Staff Agency SMS Volunteer	8,13 12		8,003 139	1.6% -7.9%	94,00 1,52			95,608 1,563	-1.7% -2.3%		94,003 1,527		95,608 1,563	-1.7% -2.3%
Avg. Trips/Service Hr.	1.8)	1.81	-0.6%	1.8	32		1.75	4.0%		1.82		1.75	4.0%
RideSource System Miles	105,27)	101,784	3.4%	1,209,06	69	1,2	202,557	0.5%	1,:	209,069	1,:	202,557	0.5%
Avg. Miles/Trip Miles/Vehicle Hour	7.0 12.7		6.91 12.50	2.5% 1.9%	6.9 12.6			7.08 12.38	-2.1% 2.3%		6.94 12.66		7.08 12.38	-2.1% 2.3%

Special Mobility Services: RideSource Activity and Productivity Information

	Current	Prior Year's	%	Current	Previous	%	Current	Prior	%
June-15	Month	Month	Change	YTD	YTD	Change	12 Month	12 Month	Change
On-Time Performance %	84.8%	88.6%	-4.3%	83.9%	88.6%	-5.2%	83.9%	88.6%	-5.2%
Sample	12,944	12,609		152,069	145,797		152,069	145,797	
On-Time	10,973	11,166		127,656	129,134		127,656	129,134	

- 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.

Special Mobility Services: RideSource Activity and Productivity Information

Productivity Cost Model FY 2015

June-15

	Current Month	Last Yr Curr Month	Curr YTD	Last Yr YTD	Curr 12 Months	Last Yr 12 months
Total Cost per Cost Model	500,541	471,551	5.710.853	5.493.771	5,710,853	5,493,771
Less Brokerage	105,898	82,710	1,078,603	888.119	1,078,603	888,119
Less Oakridge	79	261	8,863	7,271	8,863	7,271
RS Total	394,564	388,580	4,623,387	4,598,381	4,623,387	4,598,381
Less Shopper	7.726	7.416	91.294	91,358	91,294	91,358
Less Vol Escort	7,689	8,243	97,838	88,919	97,838	88,919
RS All Modes	379,149	372,921	4,434,255	4,418,104	4,434,255	4,418,104
Inc/(Dec)		6,228		16,151		16,151

DATE: August 19, 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 June 2015 grant report follows this summary. The report contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) *Connect*Oregon 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

Three 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 been approved by the FTA. The grant was submitted on August 7, 2015. It is expected that the grant should be executed by the end of August or early September.

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: This grant was submitted on July 23, 2015, and received Department of Labor certification on August 11, 2015. It is expected that this grant will be executed by the end of August.

• 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 be executed by the end of August.

ATTACHMENT: June 2015 Grant Report

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2015\8\August Board Meeting\Grant report summary AIS.docx



30136 ODOT - ODOT ConnectOregon	Current Month	Grant ⁻	Totals (Including N	flatch)	
30130 ODO1 - ODO1 Connectoregon	Expenditures	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	
WELL I Cocstian Bridges		3,583,306.00		_,0 .0,000.00	
		Consust 1	Fatala (Including B	Antoh)	
30139 ODOT - ODOT ConnectOregon	Current Month Expenditures		Totals (Including N	<u> </u>	
	Experiences	Budget	Expenditures	Balance	
Franklin Transit Stations	-	648,000.00	1,725.93	646,274.07	
OR 02 0422 FTA F200 Small Starts	Current Month	Grant ⁻	Totals (Including N	flatch)	
OR-03-0122 - FTA 5309 Small Starts	Expenditures	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	
G ,	-	30,808,867.00	28,583,677.65	2,225,189.35	
OR 04 0000 FTA 5000 Pure and Pure Facilities	Current Month	Grant ⁻	Totals (Including N	flatch)	
OR-04-0030 - FTA 5309 Bus and Bus Facilities	Expenditures	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	4,029.00	410,000.00	410,000.00	-	
, , , , , , , , , , , , , , , , , , ,	4,029.00	1,250,000.00	1,250,000.00	-	
	Current Month	Grant ⁻	Totals (Including N	Match)	
OR-04-0038 - FTA 5309 Bus and Bus Facilities	Expenditures	Budget	Expenditures	Balance	
11.12.01 Hybrid Electric 40' Buses	1,034.00	3,875,000.00	1,529.17	3,873,470.83	
11.12.06 Hybrid Electric 40 Buses	1,004.00	3,000,000.00	2,935,772.27	64,227.73	
11.12.00 Hybrid Electric Atticulated buses	1,034.00	6,875,000.00	2,937,301.44	3,937,698.56	
OR-04-0041 - FTA 5309 VTCLI	Current Month Expenditures		Totals (Including N		
	Experiultures	Budget	Expenditures	Balance	
11.42.08 Call Center Software	22,461.00	1,062,000.00	527,085.66	534,914.34	
11.62.02 Call Center Telephone System	13,615.00	298,000.00	298,000.00	-	
	36,076.00	1,360,000.00	825,085.66	534,914.34	
OR OT YOUR ETA FORD Lib ()	Current Month	Grant ⁻	Totals (Including N	flatch)	
OR-37-X024 - FTA 5316 Job Access/Reverse Commute	Expenditures	Budget	Expenditures	Balance	
11.7L.00 Mobility Management	9,620.00	214,774.00	137,291.52	77,482.48	
• •					



OR 20 0007 FTA 5220 Alternatives Analysis Program	Current Month	Grant Totals (Including Match)				
OR-39-0007 - FTA 5339 Alternatives Analysis Program	Expenditures	Budget	Expenditures	Balance		
44.23.02 Main St/McVay Planning Study	6,314.00	937,500.00	764,479.45	173,020.55		
OD 57 V042 STA 5247 New Freedom	Current Month	Grant 1	Totals (Including Ma	atch)		
OR-57-X012 - FTA 5317 New Freedom	Expenditures	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		
OD 57 VOA4 STA 5047 Novi Superdays	Current Month	Grant Totals (Including Match)				
OR-57-X014 - FTA 5317 New Freedom	Expenditures	Budget	Expenditures	Balance		
11.7L.00 Mobility Management	-	98,155.00	-	98,155.00		
OD 00 V450. ETA 5007 Usbanisad Avas Formula Funda	Current Month	Grant 1	Totals (Including Ma	atch)		
OR-90-X152 - FTA 5307 Urbanized Area Formula Funds	Expenditures					

OR-90-X152 - FTA 5307 Urbanized Area Formula Funds	Current Month	Grant Totals (Including Match)				
OR-90-A152 - FTA 5507 Orbanized Area Formula Funds	Expenditures	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	Grant Totals (Including Match)			
OR-90-X161 - FTA 5307 Orbanized Area Formula Funds	Expenditures	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	Grant Totals (Including Match)			
OK-50-X175 - FTA 5507 Orbanized Area Formula Funds	Expenditures	Budget	Expenditures	Balance	
11.33.02 Pavilion Station	-	196,800.00	196,800.00	-	
11.42.07 Hardware	25,254.00	300,000.00	155,826.08	144,173.92	
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	-	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	1,630.00	105,100.00	33,724.75	71,375.25	
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	17,182.00	5,861,300.00	4,080,650.00	1,780,650.00	
11.92.02 Shelters	110.00	74,818.00	2,225.26	72,592.74	
	44,176.00	11,460,701.00	8,251,310.09	3,209,390.91	

OR-95-X030 - Federal Surface Transportation Program	Current Month	Grant Totals (Including Match)		
ON-95-A050 - Tederal Surface Transportation Program	Expenditures	Budget Expenditures		Balance
11.33.02 U of O Station Construction	-	2,340,354.00	2,018,092.32	322,261.68
11.7F.00 Gateway SmartTrips		100,301.00	100,301.00	-
	-	2,440,655.00	2,118,393.32	322,261.68

R-95-X035 - Federal Surface Transportation Program		Grant 1	Grant Totals (Including Match)		
OK-95-X035 - Federal Surface Transportation Program	Expenditures	Budget Ex	Expenditures	Balance	
11.72.11 Rideshare	-	358,633.71	358,633.71	_	
11.72.11 Safe Routes to School	203.00	83,584.00	35,817.60	47,766.40	
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	-	
	203.00	1,047,911.00	1,000,144.60	47,766.40	

OR-95-X055 - Federal Surface Transportation Program	Current Month	Grant Totals (Including Match)		
OK-95-A055 - Federal Surface Transportation Program	Expenditures	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	32,142.00	135,421.00	121,791.72	13,629.28
11.7L.00 SmartTrips 2	1,901.00	384,487.00	383,407.10	1,079.90
44.23.02 Bike Parking Study	-	100,301.00	100,301.00	-
44.23.02 Bike Share Study_01	691.00	111,445.00	91,603.08	19,841.92
44.23.02 NW Eugene-LCC Transit Corridor Plan_01	156,198.00	651,711.00	378,661.18	273,049.82
	190,932.00	5,290,336.00	3,103,737.08	2,186,598.92

DATE OF MEETING: August 19, 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, August 2015

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MONTHLY DEPARTMENT REPORTS

August 19, 2015

Government Relations

Edward McGlone, Government Relations Manager

In July the Eugene City Council adopted a revised Multi-Unit Property Tax Exemption (MUPTE) for the downtown area, restoring a critical development tool that has been on hold for more than a year. LTD worked closely with the Eugene Area Chamber of Commerce, a separate coalition of downtown merchants, and the Downtown Neighborhood Association to advocate for the restoration of this program.

Hours before a July 31 expiration of funding, Congress adopted a two-month funding patch for the Highway Trust Fund. At the same time, the United States Senate passed a six-year transportation authorization titled the DRIVE Act. The DRIVE Act, which will be revised in a joint conference committee of House and Senate members, acted on a number of LTD's top federal priorities. The legislation created a \$180 million competitive grant program for bus and bus facilities, increased funding for the Section 5307 formula program, increased the size of projects and amount of federal funding available under the Small Starts program, and adopted language proposed by LTD to allow Interrelated Projects to qualify for Small Starts funding. Interrelated Projects is a category of projects that allows for an applicant to apply for funding to build multiple, related, corridors all at once.

Customer Services and Planning

Andy Vobora, Director of Customer Services and Planning

MARKETING AND COMMUNICATIONS

Staffing

The District is excited to announce the hiring of three new staff in Marketing. Joining the District on August 3, 2015, were Marketing Representative Lauren Albert and Distribution Coordinator Robert Mason. Staff formerly in these positions were selected for open positions in LTD's Facilities <u>D</u>ivision. Lauren comes to LTD from Indiana where she has been working in transit as the marketing manager with IndyGo. Robert recently completed a two-year environmental sciences program at Lane Community College. On or before September 1, 2015, LTD will welcome Meg Kester to the team as the marketing manager. Meg recently left Intercity Transit in Olympia, Washington, where she spent the last 20 years as a marketing representative and marketing manager.

Fall Bid

The *Rider's Digest* will return from the printer and will be distributed on buses and throughout the community beginning August 23, 2015. Staff are now concentrating on bus stop and station graphic updates that will be posted prior to bid implementation on September 6.

Website

Customers continue to learn more about using the new website, and staff continue to work on enhancements to features such as forms. The site offers many more options for people to keep upto-date on changes. The fall bid changes will appear in the weeks leading up to the September 6 implementation. Staff believe that customers will find it very easy and convenient to learn about these changes as alerts show up on the pages that they frequently visit.

VOIP Phone System

Staff continue to work with Information Technology staff to finalize recordings and processes for the new phone system. With implementation pushed back to early September, there should be ample time to complete the necessary work.

Event Service

Football signage is being updated, and all contracts are in place for the park and rides. Training of the fare collection staff will occur in mid-August. The District chose not to offer a season shuttle pass this coming season. With sales lagging and no discount associated with the pass, staff felt that the time and cost associated with offering a pass was unwarranted. Signage for Duck Downtown Friday events is up in the West 11th Avenue display windows, and web promotion has begun. LTD will offer free service after 5:00 p.m. to promote community participation in activities occurring in the Eugene and Springfield downtowns.

ACCESSIBLE AND CUSTOMER SERVICES

Cosette Rees, Accessible and Customer Services Manager

There is no Accessible and Customer Services report this month.

FACILITIES

Joe McCormack, Facilities Manager

RideSource Remodel

The Ride Source remodel effort is substantially complete. All staff have been moved into their final locations and the brokerage operation is running smoothly. Final punch list items will be addressed over the next couple of weeks. The interior remodel resulted in a net increase of nine workstations, which should allow for growth over the next six to ten years.

Glenwood Administrative Office Lobby Remodel

Design effort is complete for the remodel of the administration building's front visitor lobby. The major goal of the remodel is to provide better access control to the interior of the building. This will require rebuilding the reception desk to be more accessible to those in mobility devices. Other work to be done to the lobby includes installing a barrier wall and doors to control access beyond the lobby, new flooring, new LED lighting, new dynamic signage, and updated furnishings. Construction efforts may begin as early as September.

Bus Lot Expansion

Conceptual designs were recently completed to increase the bus parking lot by 34 stalls for 40-foot buses, and create a new crew building for the Facilities group. Staff are currently working on the environmental documentation for submission to the Federal Transit Administration (FTA) to comply with the National Environmental Policy Act (NEPA). With concurrence from FTA, staff anticipate completing design efforts this winter and proceeding with construction during the summer of 2016.

POINT2POINT

Theresa Brand, Transportation Options Manager

Point2point staff have been conducting outreach at a variety of events this past month. Staff have been attending events within the community, including the Lane County Fair and the Sunday Streets event. Additionally, the Springfield Smart*Trips* program is well underway with staff hosting and attending events as outlined in the Smart*Trips* section below.

Staff have been working with Cornerstone Housing to develop a transportation map for their proposed housing development on Hunsaker Avenue for presentation to the City of Eugene and the Neighborhood Association. Staff will continue to coordinate events at their housing developments to promote transportation options.

Rideshare Specialist Tracy Ellis and Smart *Trips* Coordinator Cody Franz, representing the Transportation Options Group of Oregon (ToGo), sit on the Oregon Public Transportation Conference (OPTC) Planning Committee. The annual OPTC will be held in Eugene on October 18 – 21.

Employer Programs and Outreach

The Mini Pet Mart on West 6th Avenue enrolled in the WEE Group Bus Pass Program and the Emergency Ride Home Program.

Drive Less Connect

Lane County Drive Less Connect (DLC) statistics for July are:

- 30 new users enrolled in DLC
- 2,042 non-drive-alone trips reported
- 35,942 non-drive-alone miles reported

Vanpool Program

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

- 17 vanpools traveling to/from Eugene-Springfield
- 2,919 passenger boarding's
- 222,112 passenger miles
- 135,045 pounds CO₂ reduced

Carshare Program

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

- 5 new members
- 155 reservations
- 792 hours used

Schools Programs

- The Springfield School District is in the process of hiring a new Safe Routes to School coordinator who is scheduled to start sometime in August.
- The Regional Safe Routes to School Team is currently planning for the Fall Walk + Bike to School Encouragement events.
- The School Bike Parking Assessment is published and has been mailed to sponsors who provided bike parking to the region.
- The Regional Safe Routes to School team conducted a successful Learn to Ride event and also a Traffic Garden event at Sunday Streets in July.

Smart Trips Springfield

Staff have continued to deliver Smart *Trips* travel kits to residents in the targeted area. To date, staff have delivered 300 kits.

Staff hosted or had a table at eight events during the month of July, as noted in the table below.

Tune-up Tuesday	14-Jul	BlueBelle Park	15
Bike in Shapes	16-Jul	Round Table	12
Movie in Park tabling	17-Jul	Douglas Gardens Park	10
Concert in Park tabling	22-Jul	Lively Park	25
Tabling	24-Jul	Sprout! Marketplace	55
Bus Ride to Camp Putt	25-Jul	Camp Putt Adventure Golf Park	37
Movie in Park tabling	31-Jul	Ruff Park	150+

Transit Operations and Customer Satisfaction

Mark Johnson, Director of Transit Operations and Customer Satisfaction

LTD Bus Roadeo a Success

The LTD Bus Roadeo was held on July 19 and was a huge success. Nearly 40 volunteers and more than 60 participants took part in the event. This was the first year that the maintenance roadeo and bus operator roadeo were held at the same time. Both the winning maintenance team and the winning bus operator will compete in the Washington State Roadeo later this month. In May they will participate in the international Roadeo in Charlotte, North Carolina.

New Bus Operators

LTD has hired 15 new bus operators to prepare for the service expansion in September and to replace bus operators who have left the District. The operators will be ready to go for the fall bid.

FLEET MAINTENANCE

Ernie Turner, Fleet Maintenance Manager

- The Maintenance Department is in the process of recruiting for two open mechanic positions.
- LTD is in the middle of a new EmX bus build, with the first bus having left the New Flyer plant for Eugene on Wednesday, August 5. We will be sending inspectors back to the New Flyer plant for final inspections on the remaining six buses during the week of August 24.

Administrative Services

Roland Hoskins, Director of Administrative Services

HUMAN RELATIONS

David Collier, Human Relations Manager

Employee Training

LTD has developed a fresh orientation model for new employees that is broken into six modules; these modules will be taught twice a year. Each month a different module is offered, which existing employees may attend to refresh their knowledge on a topic if they feel that they need it.

Insurance

The Joint Insurance Committee will be meeting on August 17 with Wilson-Heirgood Insurance to discuss LTD's insurance renewals. With staff's current experience, it appears that the District is in a good position to keep next year's premiums within budget.

Recruitment

- The Transit Operations Division is recruiting for a transit administrative assistant; the job posting closed on August 14.
- The Marketing Division is happy to announce that Robert Mason was hired as the distribution coordinator and Lauren Albert was hired as the marketing representative. Both started on August 3.
- The Marketing Division held the marketing manager interviews on July 22. Meg Kester, the former marketing and communications manager for Intercity Transit in Washington, has accepted the offer and will begin work at LTD on August 24.
- The IT Division is happy to announce, after eight months of recruiting, that the ever-changing
 applications administrator position has finally been filled. Neil Blickfeldt has accepted the
 position and is scheduled to start on August 19.
- The Fleet Maintenance Division posting for two journeyman mechanic positions closed on July 17; interviews have been scheduled for August 21.

FINANCE

Todd Lipkin, Finance Manager/Chief Financial Officer

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

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DATE OF MEETING: August 19, 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. 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 September16 regular Board meeting.
- B. <u>MovingAhead</u>: 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.
- C. <u>2015-20 Point2point Strategic Work Plan</u>: At the September 16 regular meeting, the Board will review the draft five-year work plan. The Board will be asked to adopt the plan at the October Board meeting.
- D. <u>Fixed-route</u>, <u>Paratransit</u>, <u>and Rural Service Update</u>: A meeting of the Board Service Committee is being scheduled for September. A review of the topics discussed will be shared with the Board in October.
- E. <u>Environmental and Sustainability Management System (ESMS) Update:</u> LTD completed its Stage One ESMS audit the end of July. Six program elements were identified as "partially met," and these elements will be the focus of the District's efforts leading up to the Stage Two audit. The Stage Two audit is scheduled for September 28 through October 2, 2015.
- F. <u>Smart Trips Program</u>: An update on the Smart Trips program will be presented to the Board during the November regular Board meeting.
- G. <u>Main-McVay Project Update</u>: This fall staff will update the Board on the progress of the Main-McVay project.
- H. <u>Independent Audit Report and Comprehensive Annual Financial Report (CAFR):</u> The annual audit findings and the CAFR will be presented to the Board in the fall.

- I. <u>Franklin Boulevard</u>: 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 *Connect*Oregon grant for relocation of the impacted stations.
- J. <u>Crisis Communication Plan</u>: The District's crisis communication plan will be shared with the Board at a future meeting.
- K. <u>General Manager Selection Process</u>: Over the next few months, the Board will meet to discuss the recruitment and selection process for LTD's next general manager.
- L. <u>West Eugene EmX Extension</u>: Periodic updates on this project will be presented to the Board throughout the various stages of the project.

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DATE OF MEETING: August 19, 2015

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

192.660(2)(a)

PREPARED BY: Roland Hoskins, Director of Administrative Services

ACTION REQUESTED: That the Board move into Executive (non-public) Session pursuant to ORS

192.660(2)(a), to consider the employment of a public officer (general

manager).

ATTACHMENT: None

PROPOSED MOTION: I move that the LTD Board of Directors meet in Executive Session pursuant

to ORS 192.660 (2)(a), to consider the employment of a public officer

(general manager).

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