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**LANE TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING**

Wednesday, September 16, 2015

5:30 p.m.

LTD Board Room

3500 E. 17th Avenue, Eugene (in Glenwood)

A G E N D A

Page No.

- | | | | |
|-------|---|--------------|---|
| I. | CALL TO ORDER | | |
| II. | ROLL CALL | | |
| | Pierce _____ Gillespie _____ Yeh _____ Wildish _____ | | |
| | Necker _____ Grossman _____ Nordin _____ | | |
| III. | PRELIMINARY REMARKS BY BOARD PRESIDENT | (2 minutes) | |
| IV. | COMMENTS FROM THE GENERAL MANAGER | (2 minutes) | 4 |
| V. | ANNOUNCEMENTS AND ADDITIONS TO AGENDA | (2 minutes) | 5 |
| VI. | BOARD CALENDARS | (3 minutes) | 6 |
| VII. | EMPLOYEE OF THE MONTH – OCTOBER | (5 minutes) | 7 |
| VIII. | AUDIENCE PARTICIPATION | (10 minutes) | |
| | ♦ <i>Public Comment Note:</i> 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 | | |
| | A. Second Reading and Adoption: Payroll Tax Ordinance
Nos. 50 and 51
[Edward McGlone] | (15 minutes) | 8 |
| | <i>(Copies of Ordinance Nos. 50 and 51 are available at the Lane Transit District office in Glenwood and at LTD's Website, ltd.org.)</i> | | |

B.	Lane Transit District Title VI Compliance [Andy Vobora]	(10 minutes)	29
C.	Human Relations Committee Recommendation: Revised General Manager Retirement Agreement [Gary Gillespie]	(10 minutes)	31
X.	ITEMS FOR INFORMATION AT THIS MEETING		
A.	Board Member Reports	(5 minutes)	32
	1. Meetings Held		
	a. LTD Board Human Relations Committee – August 24 and September 14		
	b. Metropolitan Policy Committee (MPC) – September 3		
	c. Lane Area Commission on Transportation (LaneACT) – September 9		
	d. Accessible Transportation Committee (ATC) – September 15		
	e. LTD Pension Trusts – September 16		
	2. No Meeting/No Reports		
	a. LTD Board Service Committee		
	b. MovingAhead Oversight Committee		
	c. Lane Council of Governments (LCOG) Board of Directors		
	d. EmX Steering Committee – August 4		
	e. LTD Board Finance Committee		
	f. Governor’s Oregon Passenger Rail Leadership Council		
	g. Eugene Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP)		
	h. Main Street Projects Governance Team		
B.	MovingAhead Project Update [Tom Schwetz]	(20 minutes)	35
C.	Utility Consumption Update – 2 nd Quarter, 2015 [Allie Camp]	(5 minutes)	36
D.	Monthly Financial Reports – July 2015 [Todd Lipkin]	(5 minutes)	39
E.	Monthly Engagement Report (respond if questions) [Andy Vobora]		40
F.	Monthly Performance Reports (respond if questions) [Ron Kilcoyne]		41

G. Monthly Grant Report (respond if questions) [Todd Lipkin]	49
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XI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING	62
A. MovingAhead (September)	
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C. Environmental and Sustainability Management System (ESMS) Update (October)	
D. West Eugene EmX Extension (October)	
E. 2015-20 Point2point Strategic Work Plan (October/November)	
F. Smart <i>Trips</i> Program (November)	
G. Independent Audit Report and Comprehensive Annual Financial Report (November)	
H. Main-McVay Project Update	
I. Franklin Boulevard	
J. Crisis Communication Plan	
K. General Manager Selection Process	
L. Strategic Planning Work Session	
XII. ADJOURNMENT	

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

AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 2015

ITEM TITLE: COMMENTS FROM THE GENERAL MANAGER

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENT: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 2015

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

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

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENT: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 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\9\BD Calendars AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 2015

ITEM TITLE: OCTOBER EMPLOYEE OF THE MONTH

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

BACKGROUND:

Journey-level Mechanic Chris Ham is the recipient of the October 2015 Employee of the Month (EOM) award. Chris began work for the District in 2002 as a general service worker and was promoted to journey-level mechanic in 2004. During his tenure at LTD, he has received four Monthly Value awards, and he also received the EOM award in August 2006. In addition, Chris is a member of the Fleet Maintenance Uniform Committee.

On the morning of the recent annual Bus Roadeo, Chris discovered that the designated bus had not yet been prepared for the Pre-trip event for the operators' competition. Although not on duty, Chris volunteered to work on the buses and get them ready for the competition that began promptly at 8:00 a.m. Chris was nominated for the EOM award from a coworker who witnessed Chris' quick action and wanted to thank him for his considerable contribution to the event. The coworker remarked that Chris is a "valuable asset to the Fleet Maintenance Department!"

When asked to comment on Chris' selection as Employee of the Month, Maintenance Supervisor Don Swearingen said:

Chris was nominated for Employee of the month by a lead mechanic who felt that Chris went above and beyond his regular duty to help out during the day of the 2015 Bus Roadeo. Chris was here to participate in the Maintenance part of the Roadeo when he noticed that the buses that were held for the operator inspection part of the event hadn't been prepped with designated defects; so Chris proceeded to take care of it. He did this on his own time and without even being asked. The lead mechanic on duty said the buses probably wouldn't have been ready on time for the start of the Roadeo competition had Chris not helped out that day.

Chris's positive, can-do attitude is something we've always appreciated here in Maintenance and is one of the reasons the other Maintenance employees have such great respect for Chris - not only as a technician, but as a person, too. Congratulations, Chris, on receiving this special award. It is well deserved!

AWARD:

Chris will attend the September 16, 2015, meeting to be introduced to the Board and to receive his award.

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AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 2015

ITEM TITLE: SECOND READING AND ADOPTION: PAYROLL TAX ORDINANCE NOS. 50 AND 51

PREPARED BY: Edward McGlone, Government Relations Manager

ACTION REQUESTED:

- 1) Hold the second reading of Ordinance Nos. 50 and 51
- 2) Adopt Ordinance Nos. 50 and 51

BACKGROUND: At the August 19, 2015, meeting, the Lane Transit District Board of Directors held a public hearing on, and first reading of, Ordinance Nos. 50 and 51, which implement the legislatively authorized payroll and self-employment tax increases. The public hearing was a result of Board instructions to staff to prepare ordinances implementing the payroll tax rate increase, effective January 1, 2016. As has been discussed with the Board and the community extensively, the ordinances will phase 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 determined 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 ordinances.

Need for New Revenue: The LTD Board of Directors has adopted a long-range financial plan that calls for \$3.1 million for 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 Veterans 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.

Public Feedback: Consistent with the Board’s request, LTD staff have consistently engaged the public and business groups in the process to ensure voices are heard and fairly represented. In addition to the public testimony heard by the Board on August 16, LTD has received two written comments, which are attached to this summary. Government Relations Manager Edward McGlone also received a call from a citizen who requested not to be named but opposed the proposed payroll tax implementation.

ATTACHMENTS:

- 1) LTD Ordinance No. 50
- 2) LTD Ordinance No. 51
- 3) Additional public comments

Copies of the ordinances will be available at the meeting and also at the LTD Administration office in Glenwood.

PROPOSED MOTIONS:

- 1) 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

- 2) I move the following resolution:

LTD Resolution No. 2015-034: Be it resolved that the LTD Board of Directors hereby adopts Lane Transit District 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; and that the LTD Board of Directors adopts 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.

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 **Tax Imposed.** A tax is hereby imposed on every employer of individuals who perform services within the Service Area.

1.03 **Rate.** 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 Date Return Considered Filed or Payment Made. 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 Time Limit for Assessment of Deficiency.

(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 Effect of Failure to File Return or to Pay Tax; Determining and Assessing Tax; Penalties.

(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 Books and Records. 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.

(1) 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 Interest Rates. 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 Appeal from Department. 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 When Appeal Stays Collection Proceedings. 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 effective on January 1, 2016.

ADOPTED this _____ 16th _____ day of _____ September _____, 2015.

LTD Board President and Presiding Officer

ATTEST:

Secretary

Recording Secretary

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,

except for changes in IRC Section 1402 made after December 31, 1988. For purposes of this Section, the term “net earnings from self-employment” is not 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 Imposition of Tax

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 Department the Tax Agent of District. 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 Procedural Matters. 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 effective January 1, 2016.

ADOPTED this 16th day of September, 2015.

LTD Board President and Presiding Officer

ATTEST:

Secretary

Recording Secretary

LTD Board
Board Meeting August 19, 2015

Increase in Tax Base Structure

I am unable to be in attendance tonight due to prior commitments, but am very concerned about this matter. Recent articles and studies that you have spoken to do not give a clear picture of the small businesses that support our community. We cannot go to the people and ask them to pay more because we are unable to make our budgets work, but you seem to have no problem with that. It seems unjust that a board can make these decisions without a vote of the people. It is no wonder that business people won't spend time on your committees as they have experience from the past with it not making any difference. You will go ahead and put in the increase, but want to know when it should be applied. If business is so much better, your income from the tax already should be also equally better. The general public does not pay this tax, as it is payroll generated, it is the business owners again. If business is as you say, we would like to pass this on to our employees or maybe be able to hire new employees to maintain good customer service and not have to raise our prices to the clientele that has shown us their support. Do you have any idea what increases we are dealing with currently?? Utilities, costs of products, minimum wage concerns and mandated sick pay just to name a few.

LTD on the other hand is purchasing property, constructing new lines and improving streets for bus travel while necessary improvements are not being done to our streets throughout the city due to lack of funds.

Take a look around and see all the commercial property and buildings for lease. Just in our industry many businesses that have been successful are no longer operable. Some that come to mind are Marie Callenders, Chili's, El Torito, Wendys.

You spend thousands of dollars for studies but how about talking to the people of Eugene and really listening to what they are saying. You are having a search for a new general manager, but it doesn't seem to work well bringing in people from as far away as the east coast. We need people who are familiar with our city and what is trying to be done.

We have supported the system through payroll taxes without a vote to increase in the past and only once was it held at a current rate. Each year the minimum wage increases and therefore you automatically get an increase and also you hike the tax. If employment is up you should also share in that taxable amount. Please look at increasing ridership and economical changes within that will make the system sustainable not just to increasing taxes. We need small businesses to survive and thrive in our community.

Mike and Joan Corno

FCORNO@AOL.COM

2421 W. 11th Av.

Eugene, O. 97402

From: Ellen Teninty [<mailto:ellen@cogitopartners.com>]
Sent: Wednesday, August 5, 2015 8:39 PM
To: Edward McGlone <Edward.McGlone@ltd.org>
Cc: Lisa Van Winkle <Lisa.VanWinkle@ltd.org>
Subject: from the field

Hi Edward,

The owner of Viking Sewing on West 6th Ave asked me to tell LTD he was against any business tax increase. He is a small business. He did not ask for you to contact him.

Bob Diskin	bob@vikingsewingeugene.com	(541) 484-6006
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Ellen Teninty
Cogito

AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 2015

ITEM TITLE: LANE TRANSIT DISTRICT TITLE VI COMPLIANCE

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

ACTION REQUESTED: Approve LTD Title VI Compliance Plan

BACKGROUND:

Section 601 of Title VI of the Civil Rights Act of 1964 states, “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

This original legislation has been complemented by other legislative actions, including Executive Order 12898, which is commonly termed “environmental justice.” Environmental justice (EJ) addresses the issue of, “disproportionately high or adverse human health or environmental effects of our programs, policies, and activities on minority populations and/or low income populations.” In 2000, Executive Order 13166, the Limited English Proficiency (LEP) Order, was added to ensure that people who are LEP should have meaningful access to federally conducted and federally funded programs and activities.

As a requirement of using federal funds, Lane Transit District is required to conduct specific analyses, develop policy, and implement programs that are consistent with Title VI, EJ, and LEP requirements. This includes activities such as fare increases or decreases, service changes, capital project development, public outreach, communication with Limited English Proficiency (LEP) populations, and the distribution of buses and bus facilities.

Every three years the compliance plan is updated and submitted to the Federal Transit Administration (FTA) for review and approval. LTD’s plan will be submitted to the FTA’s Region 10 office in September 2015. A review of specific plan elements also is conducted during the FTA triennial review, which occurred during summer 2014. The results of the Triennial review Title VI element found no deficiencies.

Staff will present a summary review of the Title VI Compliance Plan to the Board at the September 16, 2015, Board meeting.

ATTACHMENTS: None.

The Memorandum to FTA that summarizes the Compliance Plan is being e-mailed to LTD Board members separately. Copies of the Memorandum are available at LTD’s Administration offices in Glenwood.

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2015-035: It is hereby resolved that the LTD Board of Directors approves the 2015 Lane Transit District Title VI Compliance Plan and directs LTD staff to submit the Plan to the Federal Transit Administration for review and acceptance.

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AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 2015

ITEM TITLE: HUMAN RELATIONS COMMITTEE RECOMMENDATION: REVISED GENERAL MANAGER RETIREMENT AGREEMENT

PREPARED BY: Gary Gillespie, Human Relations Committee Chair

ACTION REQUESTED: Approval of the Board of Directors Human Relations Committee Recommendation

BACKGROUND:

General Manager Ron Kilcoyne's Retirement Agreement states that his date of retirement is September 30, 2015. Finalist interviews for the general manager position are scheduled for September 29 and 30, which indicates that LTD's next general manager will not be on board by the end of September. On August 24, the Board Human Relations Committee met and reviewed Mr. Kilcoyne's Retirement Agreement. The Committee recommends that the LTD Board of Directors ask Mr. Kilcoyne to extend his role as general manager through October 31.

ATTACHMENT: None

PROPOSED MOTION: I move approval of the following resolution:

LTD Resolution No. 2015-036: It is hereby resolved that the LTD Board of Directors approves the revision to the General Manager Retirement Agreement as recommended by the LTD Board Human Relations Committee.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 2015

ITEM TITLE: BOARD MEMBER REPORTS

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

ACTION REQUESTED: None

BACKGROUND:

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

MEETINGS HELD:

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

1. **LTD Board Human Relations Committee:** The Board Human Relations Committee is composed of Chair Gary Gillespie and Board members Julie Grossman and Gary Wildish, and generally meets on the second Tuesday of the month. At the August 24 and September 14 meetings, the Committee discussed the next steps in the recruitment and hiring process for the next general manager.
2. **Metropolitan Policy Committee (MPC):** Board Member Gary Wildish and Board Member Gary Gillespie are LTD's MPC representatives, with Board Member Julie Grossman serving as an alternate. MPC meetings are held on the first Thursday of each month. At the September 3 meeting, the Committee conducted a public hearing on the FY 2016-18 Metropolitan Planning Organization (MPO) Discretionary Surface Transportation Program-Urban funding recommendation; received information on Transportation for America's policy positions and agreed to sign on to a letter to Congressman Peter DeFazio; learned about Oregon Department of Transportation's (ODOT) local consultation survey currently taking place; learned about the Statewide Transportation Improvement Program (STIP) timeline; and discussed the draft Oregon MPO Consortium (OMPOC) work program.
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 Member Don Nordin serves as LTD's representative on this Commission. At the September 9 meeting, the Committee received an update on the STIP process and discussed how the ACT will receive pre-proposal project ideas in October; had a presentation from ODOT on Vision Zero and the Oregon Transportation Safety and Action Plan; and learned about the coming *ConnectOregon* cycle.

4. **Accessible Transportation Committee (ATC):** The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex officio position representing the LTD Board on this committee. At the September 15 meeting, the Committee reviewed its membership and bylaws, and received updates on LTD activities.
5. **LTD Pension Trusts:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The Pension Trustees generally meet three times a year. The next meeting is scheduled to be held on September 16.

NO MEETINGS HELD:

1. **LTD Board Service Committee:** The Board Service Committee is composed of Chair Ed Necker and Board Members Gary Gillespie and Angelynn Pierce. Meetings are scheduled on an as-needed basis. The next meeting is scheduled to be held on September 21.
2. **MovingAhead Oversight Committee:** This committee is composed of representatives from the City of Eugene, LTD, and regional partners with the goal of a system-level approach to corridor improvements. LTD Board members Gary Gillespie and Angelynn Pierce serve as LTD's representatives on this committee. The next Committee meeting will be held on September 23, prior to the next joint Eugene City Council and LTD Board work session that will be held on September 28.
3. **Lane Council of Governments (LCOG) Board of Directors:** LTD Board Member Carl Yeh represents LTD on the LCOG Board of Directors as a non-voting member, with Board Member Don Nordin as alternate. 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.
4. **EmX Steering Committee:** The EmX Steering Committee generally meets every two months and is composed of Chair Carl Yeh, Board Members Julie Grossman and Gary Gillespie, members of local units of government, and community representatives. The next meeting is scheduled for October 6.
5. **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 will be scheduled in October or November.
6. **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.
7. **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.

8. **Main Street Projects Governance Team:** This committee was formed to provide informed direction and collaborative decision making to support the Main Street-McVay Transit Study and four other concurrent projects along Main Street in Springfield. Board Members Don Nordin and Angelynn Pierce serve as LTD's representatives on this committee. The next meeting has not been scheduled.

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AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 2015

ITEM TITLE: MOVINGAHEAD PROJECT UPDATE

PREPARED BY: Sasha Luftig, Development Planner

ACTION REQUESTED: None. Information and discussion only.

BACKGROUND:

This MovingAhead project update is intended to provide the Lane Transit District Board of Directors with an overview of project work to date and discuss the joint work session with the Eugene City Council that will be held on September 28.

Throughout the summer, MovingAhead project staff attended more than 20 community events and meetings to share project details and collect input on high-level corridor concepts. On Monday, September 14, project staff hosted an open house at the Eugene Public Library to gather additional input about the corridor concepts. This feedback, along with the input received from the MovingAhead online survey and the corridor screening results, will help to inform what corridors and transit choices should be studied further in the Level 2 evaluation.

On Wednesday, September 23, LTD Board members Gary Gillespie and Angelynn Pierce will attend the second Oversight Committee meeting. The objective of the Oversight Committee meeting is to come to a consensus on a recommendation of which MovingAhead corridors to advance for further study in the Level 2 evaluation. At the September 28 joint work session, project staff will share the Oversight Committee's recommendation and results from the Level 1 corridor screening. This work session will provide an opportunity for City councilors and Board members to ask questions prior to taking their respective actions on the selection of corridors for further study. These meetings are scheduled for October 12 (Eugene City Council) and October 21 (LTD Board).

ATTACHMENT: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 2015

ITEM TITLE: UTILITY CONSUMPTION UPDATE – 2nd QUARTER, 2015

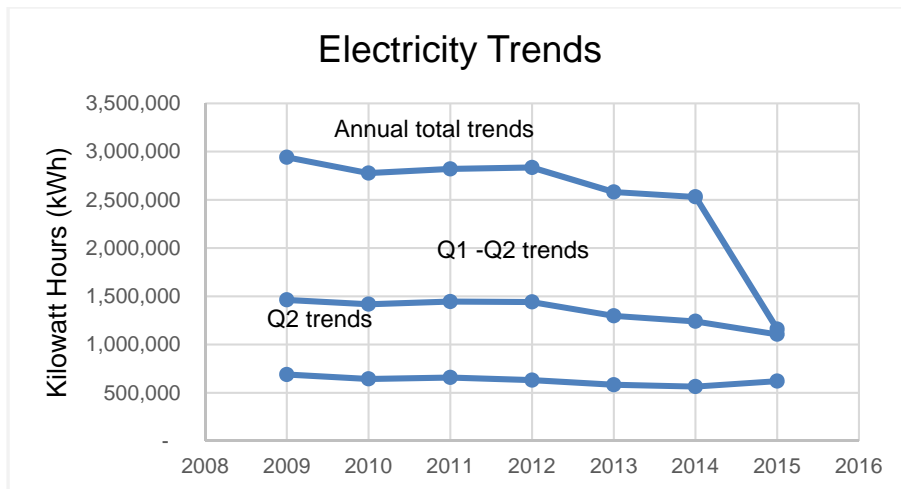
PREPARED BY: Allie Camp, Facilities Management Project Coordinator

ACTION REQUESTED: None

BACKGROUND:

This agenda item will serve to inform the Board of Directors of progress with utility savings and return on investment on past facility improvements. This will become a regular quarterly update. This report will address the second quarter (Q2), April through June, 2015.

Electricity:



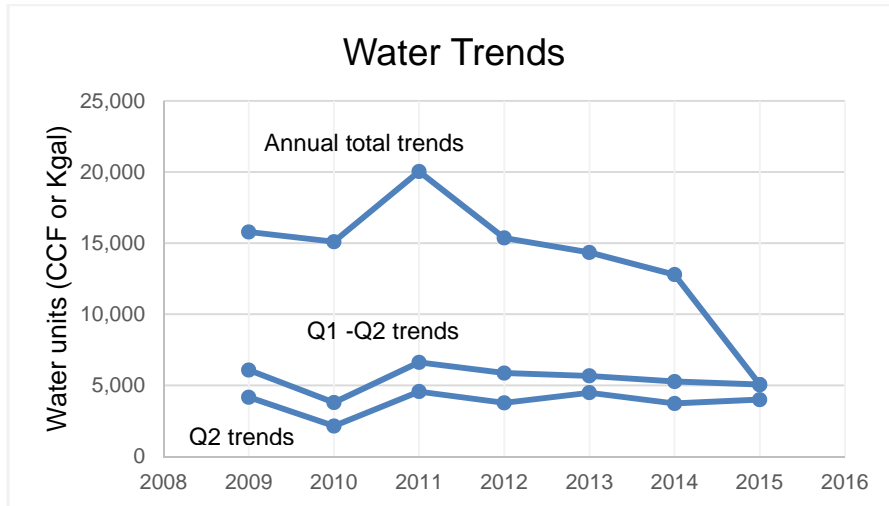
Electricity consumption across all LTD facilities has increased 10 percent from Q2 2014 to Q2 2015. The Glenwood facility experienced a 7 percent increase in electricity consumption, which can be attributed to the unseasonably high temperatures from April through June 2015. The Glenwood facility traditionally accounts for two thirds of all LTD facilities consumption in Q2; this trend is on point with consumption since 2009. LTD can expect changes in electricity consumption as weather continues to be more severe than expected.

To influence this trend, the Environmental and Sustainability Management System (ESMS) is focusing on cooling the server room independently of the Glenwood Administration Building. The ESMS also will begin adjusting expectations about employee comfort and shifts in weather.

Oregon saw a mild winter, making the shift from the first quarter, Q1 (January through March 2015), to Q2 even more dramatic as the heat increased. Consumption of kilowatt hours (kWh) increased by 28

percent from Q1 to Q2 2015. This is the only year since the utility assessment began in 2009 where Q2 totals were higher than Q1 totals for electricity consumption.

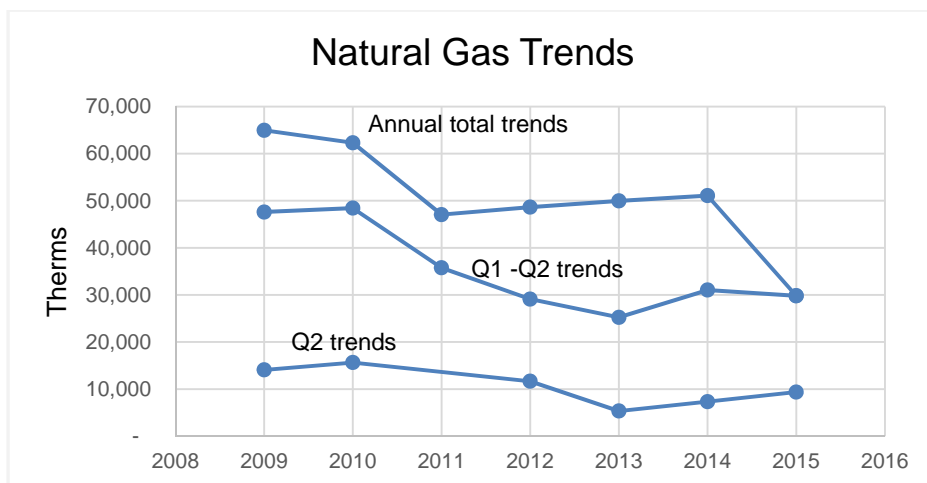
Water:



LTD experienced higher than average water use in Q2 2015, representing an increase of 7 percent over Q2 2014. This comes as a surprise after a dramatic 31 percent overall decrease in water consumption from Q1 2015. The decrease was attributed to a change in bus washing procedures at Glenwood. Additionally, LTD changed its irrigation frequency in recognition of Governor Kate Brown’s declaration of Lane County’s drought status. Overall, this strange increase has not totally negated the reduction from adjusting bus washing and irrigation procedures: LTD is experiencing a 4 percent overall decrease for the first six months of 2015 as compared with the first six months of the 2014 calendar year.

Facilities Management staff are currently investigating the cause of this increase. Trends since 2009 indicate that water use increases as the summer months begin. Glenwood facilities have the highest consumption levels due to Operations. However, with the steps being taken to lessen water consumption at Glenwood, LTD should be seeing a break in these trends.

Natural Gas:



Natural gas is utilized at the Eugene Station, RideSource, and select buildings at Glenwood, with the consistently highest use occurring at the Glenwood fueling and maintenance buildings. Compared with Q2 2014, the 28 percent higher use of therms in Q2 2015 can be attributed to a 43 percent increase in usage in April and a 32 percent increase in May across all facilities. However, overall consumption of natural gas is down for the calendar year through Q2 as compared with the same period in 2014.

Natural gas consumption has naturally decreased since Q1 2015 due to the shift in temperatures, with a 53 percent decrease in therm usage from Q1 to Q2. Q2 therm usage has proven traditionally lower than Q1 since 2009.

Waste:

LTD's waste quantities remain fairly consistent across each facility. Most of LTD's waste is measured just as residential waste is measured: by the size of the container provided and the frequency of disposal. The size of the waste containers and frequency of pickup at each facility have remained consistent over the past three months and have experienced very little increase since utility analysis began in 2009. Nonetheless, the price charged by LTD's provider, Sanipac, has increased.

The Glenwood facility has a slightly different means of measuring its waste. The 20-yard dumpster is visually assessed for fullness before each weekly pickup. The estimated fullness is included on LTD's monthly bill, and prices follow accordingly. The waste at the Glenwood facility includes all of the waste removed from the buses daily. Waste at Glenwood increased by 7 percent in Q2 2015 as compared with Q2 2014. Overall, waste at Glenwood for Calendar Year 2015 is less than 2014.

Waste at Glenwood has increased 3 percent in Q2 over Q1. Usually in warmer temperatures, and as community events begin for the summer, waste at stops, shelters, and on buses increases. This then affects the waste quantities at LTD's Glenwood facilities. Waste data collected since 2009 shows a trend of higher Q2 totals over Q1 at Glenwood.

Conclusion:

This is a small piece of the larger utility budget and is to serve as a snapshot in time. With quarterly updates, Facilities Management will begin to paint the picture of consumption, return on investment, and savings for the members of the LTD Board of Directors. For more specific information, additions to this quarterly report moving forward, or questions on specific project returns or calculations, please contact Allie Camp, Facilities Management project coordinator, at allison.camp@ltd.org.

ATTACHMENTS: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE: September 16, 2015

ITEM TITLE: MONTHLY FINANCIAL REPORTS

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: None

BACKGROUND:

LTD staff have been processing FY 2014-15 year-end transactions and developing grant and other tracking mechanisms for the new fiscal year, so there will be no July 2015 reports for the September meeting. When the August 2015 reports are prepared for the October Board meeting, the July report will be submitted as well.

There are a few highlights, however, that can be reported for July 2015 activity. Payroll tax receipts for the month are well in excess of prior-year receipts. In July 2014, LTD received more than \$902,000 in payroll taxes. If the take-back of \$672,000 was added back, the receipts would have totaled more than \$1.5 million. In July 2015, we received more than \$4.1 million. Much of this increase is due to the receipt of taxes in July 2015 that were owed for prior periods. A more detailed accounting of our year-to-date payroll tax receipts will be included with the August 2015 financial reports.

General Fund operating expenses are under budget through the first month of the year. July represents approximately 9 percent of the year while General Fund operating expenses for July totaled approximately 8 percent of the budget.

Expenditure postings to the Accessible Services and Medicaid Funds are both well below the 9 percent level as well.

Of the \$2.9 million in Capital Projects Fund expenditures, more than \$2 million funded West Eugene EmX Extension costs, including construction and right-of-way acquisition. Other projects included the purchase of new security cameras for buses and remodel costs at the RideSource facility to provide space for their increase in customer service representatives.

ATTACHMENTS: None

PROPOSED MOTION: None

Q:\Reference\Board Packet\2015\9\Financial Report AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 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 bi-weekly weather page ads. All five large bus ads have now been installed and feature the *Go West* theme of the West Eugene EmX advertising. Radio ads for the West Eugene campaign are now running across a number of area stations. Product ads featuring LTD's service for Duck Downtown events, UO football service, and fall service changes began running in late August and will continue into September.

Earned Media – Earned media this month included stories that appeared on the West Eugene EmX project, coverage of the Board's payroll tax discussion, the MovingAhead project, and the general manager selection process.

Sponsorships – Partnerships have been finalized with the Eugene Symphony and the McKenzie Cider and Craft Beer Festival. The second installment of Sunday Streets is set and LTD will again be a sponsor. Miller-Coors Beer is again sponsoring free rides to an Oregon football game. They've selected November 21, which is the weekend that the University of Oregon (UO) hosts the University of Southern California. LTD participated in the Springfield Chamber of Commerce Tailgate Auction on September 3. An additional Springfield Chamber connection is the sponsorship of the Chamber's annual Leadership program.

Outreach Meetings – The kick-off of the Oregon Drive Less Challenge occurred on September 4 with another robust and enthusiastic crowd attending the event at Oakshire Brewing in the Whiteaker neighborhood. MovingAhead and Point2point staff continue to participate in community events, including extensive outreach efforts through the *SmartTrips* Springfield Main Street Program. A number of transportation fairs are scheduled in the coming weeks, and LTD will have a presence on the UO campus as part of a transportation day that is being held on October 14. Also in October, the District will have a booth at the Eugene Chamber of Commerce Business-to-Business Expo.

ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 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) August 2015 Performance Report
- 2) July 2015 RideSource Activity and Productivity reports

PROPOSED MOTION: None

Q:\Reference\Board Packet\2015\9\Sept 16 Reg Mtg\24 Performance Summary AIS.docx

LANE TRANSIT DISTRICT
August 2015 Performance Report
 11-September-2015

Performance Measure	Prior			Current			Previous		
	Current Month	Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	680,189	752,582	-9.6%	1,433,837	1,577,203	-9.1%	10,501,352	11,212,553	-6.3%
Mobility Assisted Riders	13,377	14,660	-8.8%	28,178	29,239	-3.6%	157,417	144,768	+8.7%
Average Passenger Boardings:									
Weekday	26,528	28,945	-8.4%	27,179	30,002	-9.4%	35,126	37,529	-6.4%
Saturday	15,886	19,586	-18.9%	17,485	20,179	-13.4%	19,273	20,866	-7.6%
Sunday	8,735	9,362	-6.7%	9,998	10,506	-4.8%	9,750	10,377	-6.0%
Monthly Revenue Hours	20,252	20,350	-0.5%	41,801	41,184	+1.5%	255,396	248,699	+2.7%
Boardings Per Revenue Hour	33.6	37.0	-9.2%	34.30	38.30	-10.4%	41.12	45.08	-8.8%
Weekly Revenue Hours	4,684	4,621	+1.4%	4,680	4,623	+1.2%	4,922	4,855	+1.4%
Weekdays	21	21		44	43		256	254	
Saturdays	5	5		8	9		51	52	
Sundays	5	5		10	10		56	54	

Passenger Revenues & Sales

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

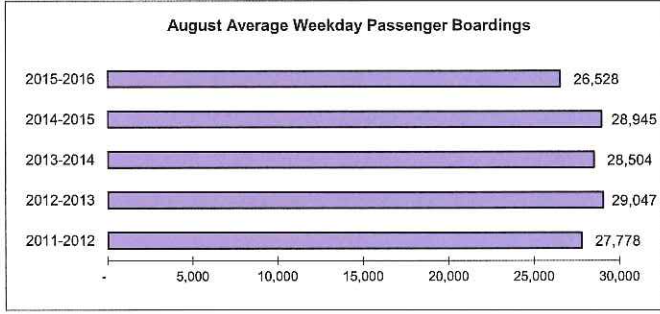
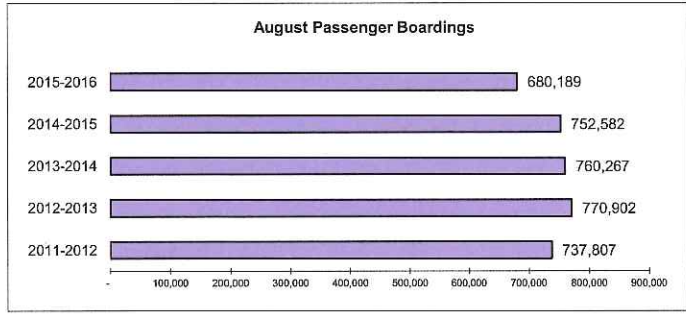
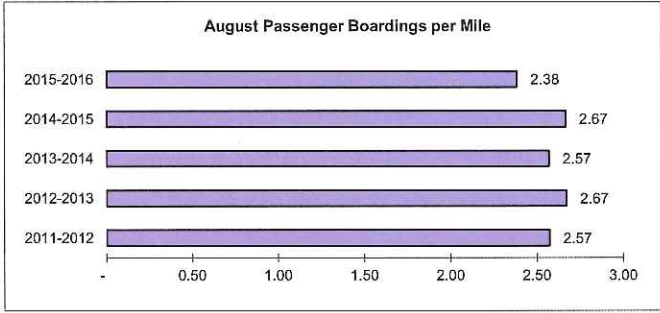
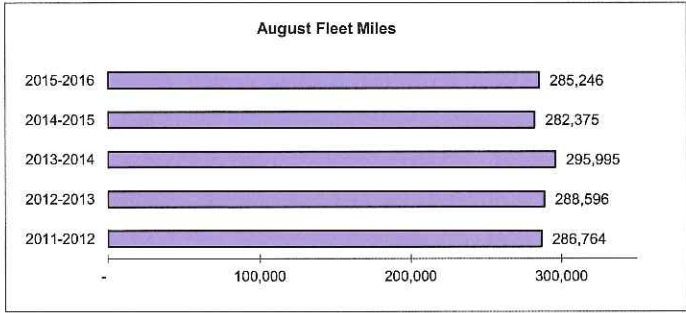
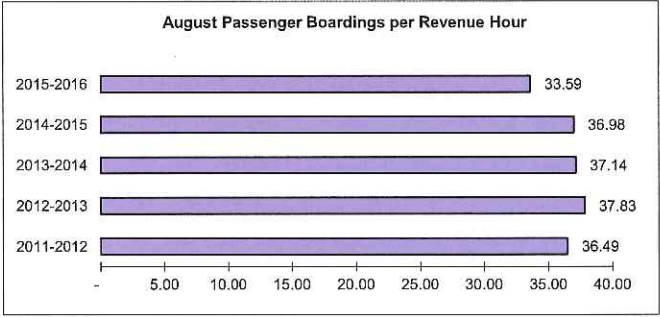
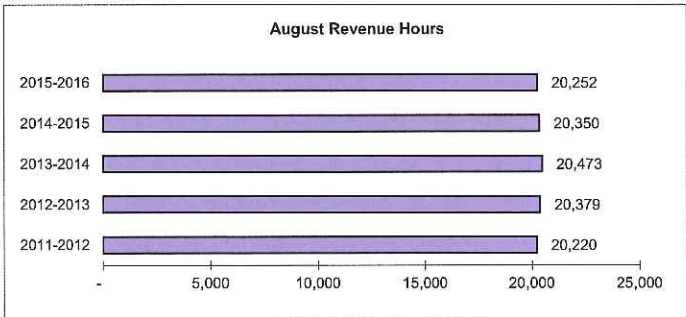
Go to <https://www.ltd.org/monthly-performance-reports/> to access the updated report at that time.

Fleet Services

Fleet Miles	285,246	282,375	+1.0%	590,617	579,791	+1.9%	3,565,585	3,525,855	+1.1%
Average Passenger Boardings/Mile	2.38	2.67	-10.5%	2.43	2.72	-10.8%	2.95	3.18	-7.4%
Fuel Cost	\$141,497	\$248,328	-43.0%	\$323,499	\$529,297	-38.9%	\$2,184,893	\$3,051,499	-28.4%
Fuel Cost Per Mile	\$0.496	\$0.879	-43.6%	\$0.548	\$0.913	-40.0%	\$0.613	\$0.865	-29.2%
Repair Costs	\$221,889	\$210,672	+5.3%	\$437,867	\$446,114	-1.8%	\$2,683,925	\$2,556,703	+5.0%
Total Repair Cost Per Mile	\$0.778	\$0.746	+4.3%	\$0.741	\$0.769	-3.6%	\$0.753	\$0.725	+3.8%
Preventive Maintenance Costs	\$27,073	\$28,907	-6.3%	\$55,534	\$59,999	-7.4%	\$394,899	\$425,794	-7.3%
Total PM Cost Per Mile	\$0.095	\$0.102	-7.3%	\$0.094	\$0.103	-9.1%	\$0.111	\$0.121	-8.3%
Mechanical Road Calls	31	59	-47.5%	79	117	-32.5%	503	663	-24.1%
Miles/Mech. Road Call	9,201	4,786	+92.3%	7,476	4,955	+50.9%	7,089	5,318	+33.3%

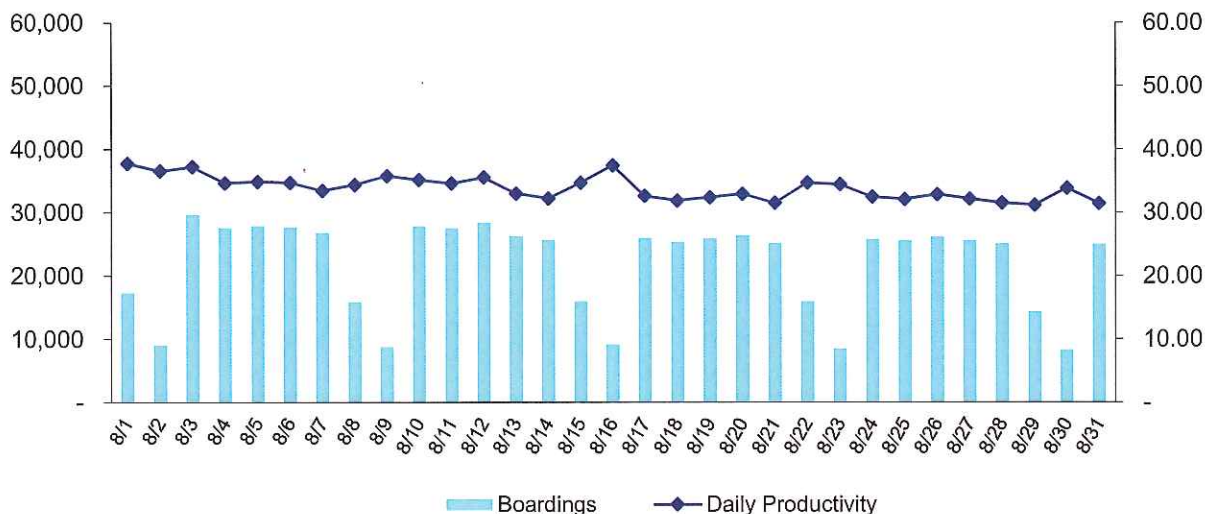
Special Mobility Service

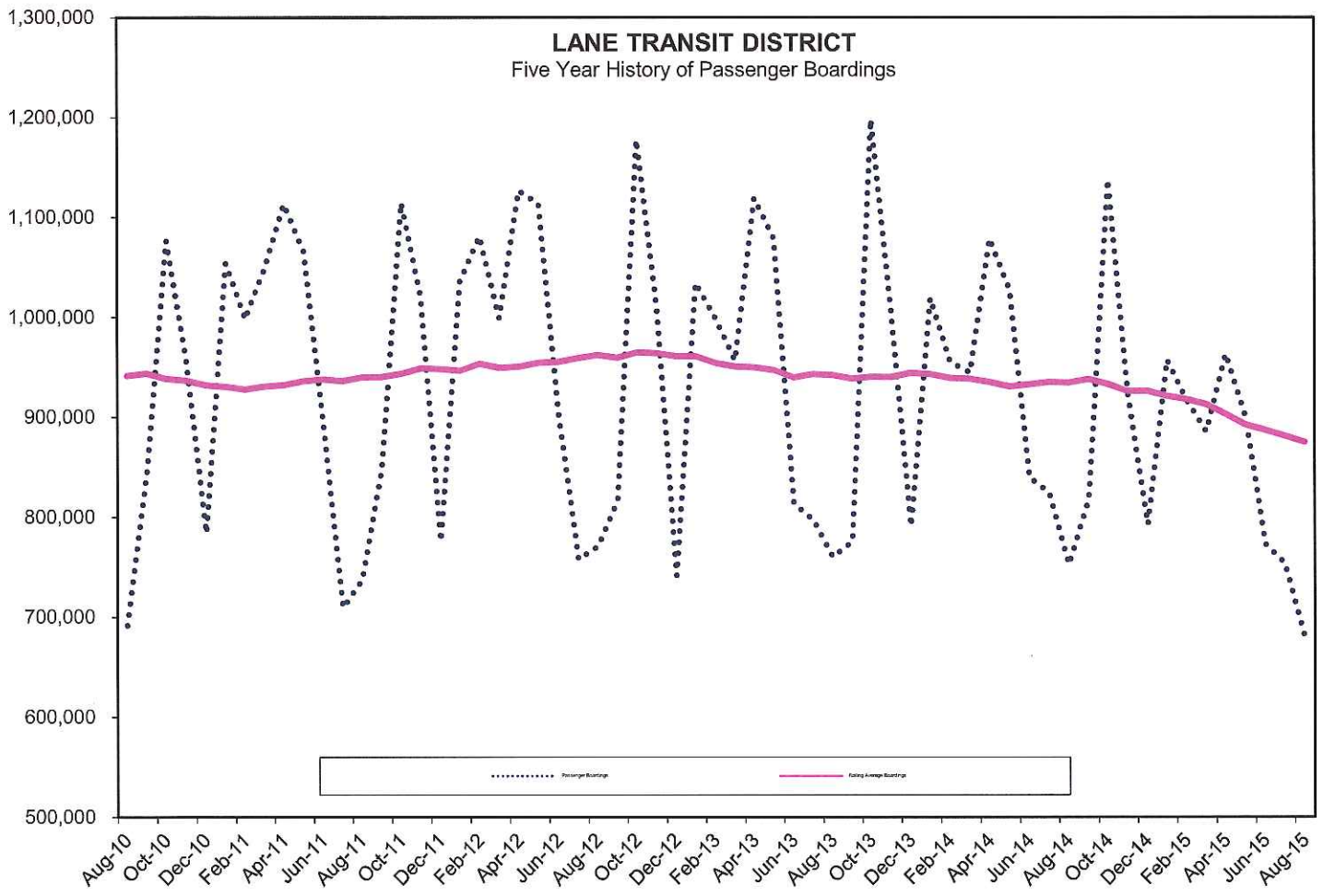
SMS Rides	15,978	16,576	-3.6%	33,125	32,957	+0.5%	194,487	195,823	-0.7%
SMS Ride Refusals	-	-	+0.0%	-	-	+0.0%	2	-	+0.0%
RideSource	7,740	6,996	+10.6%	15,637	13,860	+12.8%	89,965	83,186	+8.1%
RideSource Refusals	-	-	+0.0%	-	-	+0.0%	2	-	+0.0%



Daily Ridership Recap August 2015

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
8/1/2015	Saturday	Saturday	17,336	361	459.00	37.77
8/2/2015	Sunday	Sunday	8,995	187	246.00	36.57
8/3/2015	Monday	Weekday	29,670	620	797.00	37.23
8/4/2015	Tuesday	Weekday	27,568	464	795.00	34.68
8/5/2015	Wednesday	Weekday	27,896	612	800.00	34.87
8/6/2015	Thursday	Weekday	27,646	523	796.00	34.73
8/7/2015	Friday	Weekday	26,758	487	800.00	33.45
8/8/2015	Saturday	Saturday	15,845	448	461.00	34.37
8/9/2015	Sunday	Sunday	8,770	205	245.00	35.80
8/10/2015	Monday	Weekday	27,846	525	792.00	35.16
8/11/2015	Tuesday	Weekday	27,541	473	796.00	34.60
8/12/2015	Wednesday	Weekday	28,409	471	799.00	35.56
8/13/2015	Thursday	Weekday	26,245	457	795.00	33.01
8/14/2015	Friday	Weekday	25,645	453	795.00	32.26
8/15/2015	Saturday	Saturday	15,976	340	460.00	34.73
8/16/2015	Sunday	Sunday	9,137	162	244.00	37.45
8/17/2015	Monday	Weekday	25,965	492	796.00	32.62
8/18/2015	Tuesday	Weekday	25,377	431	796.00	31.88
8/19/2015	Wednesday	Weekday	25,855	551	798.00	32.40
8/20/2015	Thursday	Weekday	26,393	517	801.00	32.95
8/21/2015	Friday	Weekday	25,148	516	798.00	31.51
8/22/2015	Saturday	Saturday	15,959	312	460.00	34.69
8/23/2015	Sunday	Sunday	8,473	178	246.00	34.44
8/24/2015	Monday	Weekday	25,781	499	794.00	32.47
8/25/2015	Tuesday	Weekday	25,556	515	796.00	32.11
8/26/2015	Wednesday	Weekday	26,142	621	796.00	32.84
8/27/2015	Thursday	Weekday	25,543	563	795.00	32.13
8/28/2015	Friday	Weekday	25,076	553	796.00	31.50
8/29/2015	Saturday	Saturday	14,315	288	459.00	31.19
8/30/2015	Sunday	Sunday	8,299	112	245.00	33.87
8/31/2015	Monday	Weekday	25,024	441	796.00	31.44
Totals			680,189	13,377	20,252	33.59





Special Mobility Services: RideSource Activity and Productivity Information

July-15	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	17,189	16,383	4.9%	17,189	16,383	4.9%	198,598	190,933	4.0%
RideSource(All Modes)	14,543	14,348	1.4%	14,543	14,348	1.4%	167,221	163,945	2.0%
Shopper	636	589	8.0%	636	589	8.0%	7,329	6,546	12.0%
Escort Volunteers-Metro	1,271	964	31.8%	1,271	964	31.8%	14,881	12,659	17.6%
Escort Volunteers-Rural	739	482	53.3%	739	482	53.3%	9,167	7,783	17.8%
RideSource Cost per Ride	\$ 22.44	\$ 25.33	-11.4%	\$ 22.44	\$ 25.33	-11.4%	\$ 23.13	\$ 24.15	-4.2%
RideSource(All Modes)	\$ 25.38	\$ 27.93	-9.1%	\$ 25.38	\$ 27.93	-9.1%	\$ 26.33	\$ 27.04	-2.6%
RideSource Shopper	\$ 11.44	\$ 13.55	-15.6%	\$ 11.44	\$ 13.55	-15.6%	\$ 12.36	\$ 13.91	-11.1%
RideSource Escort	\$ 4.64	\$ 4.33	7.3%	\$ 4.64	\$ 4.33	7.3%	\$ 4.20	\$ 4.32	-2.8%
Ride Reservations	16,327	16,098	1.4%	16,327	16,098	1.4%	184,956	182,715	1.2%
Cancelled Number	1,605	1,501	6.9%	1,605	1,501	6.9%	17,897	18,651	-4.0%
Cancelled % of Total	9.83%	9.32%		9.83%	9.32%		9.68%	10.21%	
No-Show Number	141	122	15.6%	141	122	15.6%	1,621	1,391	16.5%
No-Show % of Total	0.86%	0.76%		0.86%	0.76%		0.88%	0.76%	
Ride Refusals Number	0	0	#DIV/0!	0	0	#DIV/0!	4	2	100.0%
Ride Refusals % of Total	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	
Service Hours	8,374	8,398	-0.3%	8,374	8,398	-0.3%	95,506	97,428	-2.0%
Agency Staff	8,269	8,293	-0.3%	8,269	8,293	-0.3%	93,979	95,910	-2.0%
Agency SMS Volunteer	105	105	0.0%	105	105	0.0%	1,527	1,518	0.6%
Avg. Trips/Service Hr.	1.81	1.78	1.7%	1.81	1.78	1.7%	1.83	1.75	4.6%
RideSource System Miles	105,617	105,340	0.3%	105,617	105,340	0.3%	1,209,346	1,207,108	0.2%
Avg. Miles/Trip	6.96	7.05	-1.3%	6.96	7.05	-1.3%	6.93	7.08	-2.1%
Miles/Vehicle Hour	12.61	12.54	0.6%	12.61	12.54	0.6%	12.66	12.39	2.2%

Special Mobility Services: RideSource Activity and Productivity Information

July-15	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
On-Time Performance %	86.2%	86.8%	-0.6%	86.2%	86.8%	-0.6%	83.9%	88.3%	-5.0%
Sample	13,292	12,987		13,292	12,987		152,374	146,720	
On-Time	11,462	11,271		11,462	11,271		127,847	129,605	

- RideSource (All Modes) includes rides done by SMS volunteers.
- Escort Volunteers-Metro includes in-district volunteer rides and SMS volunteer escort rides.
- Escort Volunteers-Rural is out of district volunteer rides.

- RideSource cost per Ride (All Modes) is from the current cost model less Brokerage, Oakridge, volunteer escort, and Shopper
- Shopper cost per ride is from the current cost model
- Escort cost per ride is from the current cost model

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

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

**Productivity Cost Model
FY 2016**

7/31/2015

	Current Month	Last Yr Curr Month	Curr YTD	Last Yr YTD	Curr 12 Mo	Last Yr 12 months
Current Cost per Model	509,586	503,260	509,586	503,260	5,717,179	5,525,250
Less Brokerage	123,340	87,460	123,340	87,460	1,114,482	905,782
Less Oakridge	509	839	509	839	8,533	7,785
RS Total	385,737	414,961	385,737	414,961	4,594,164	4,611,683
Less Shopper	7,276	7,983	7,276	7,983	90,586	91,053
Less Vol Escort	9,330	6,254	9,330	6,254	100,915	88,242
RS All Modes	369,131	400,724	369,131	400,724	4,402,663	4,432,388

AGENDA ITEM SUMMARY

DATE: September 16, 2015

ITEM TITLE: MONTHLY GRANT REPORT

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: None. Information Only.

BACKGROUND:

The July 2015 Grant Report following this summary 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

Six grant applications/amendments have been drafted for FTA review. The life of an FTA grant includes drafting the application for FTA Region X review, submittal of the grant for Department of Labor and FTA Headquarters review, award of the grant by the FTA, and execution of the grant by LTD. Once a grant is executed, LTD can submit reimbursement requests for all costs previously incurred and as costs are incurred in the future. 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: This grant was executed on 9/1/2015.

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

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

Amendment Status: This amendment was executed on August 17, 2015.

- West Eugene EmX Extension Grants: The \$74,999,999 in “Small Starts” funding that LTD was apportioned for the project was split between numerous funding sources. While only one grant application (OR-03-0127) was previously submitted to access these funds, FTA determined that three additional grant applications were needed to access the different funding sources:

Project	Federal	Total
OR-03-0127 – 5309 Small Starts	\$51,397,774	\$64,247,219
OR-03-0128 – 5309 Bus & Bus Facility	\$1,546,565	\$1,933,206
OR-04-0048 – 5309 Bus & Bus Facility	\$5,221,660	\$6,527,075
OR-39-0008 – 5339 Alternatives Analysis	\$16,834,000	\$21,042,500
Total Funds	\$74,999,999	\$93,750,000

Application Status: These grant applications were awarded and executed on September 10, 2015.

ATTACHMENT: July 2015 Grant Report

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2015\9\Sept 16 Reg Mtg\Grant report summary AIS.docx



30136 ODOT - ODOT ConnectOregon	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
City of Eugene Pedestrian Bridge	-	1,543,306.00	25,800.82	1,517,505.18
WEEE Pedestrian Bridges	-	2,040,000.00	-	2,040,000.00
	-	3,583,306.00	25,800.82	3,557,505.18

30139 ODOT - ODOT ConnectOregon	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
Franklin Transit Stations	-	648,000.00	1,725.93	646,274.07

OR-03-0122 - FTA 5309 Small Starts	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
13.13.06 EmX Vehicles	-	1,555,073.75	1,555,073.75	-
14.01.10 Guideway	-	4,300,805.32	3,398,470.97	902,334.35
14.02.20 Stations & Stops	-	743,703.39	855,285.99	(111,582.60)
14.04.40 Sitework & Special Conditions	-	11,241,013.34	11,423,217.42	(182,204.08)
14.05.50 Systems	-	2,229,930.78	1,909,072.09	320,858.69
14.06.60 ROW, Land, Existing Improvements	-	1,929,027.42	1,503,670.42	425,357.00
14.08.80 Professional Services	-	7,721,200.00	8,467,868.82	(746,668.82)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	-	30,808,867.00	29,112,659.46	1,696,207.54

OR-03-0127 - FTA 5309 Small Starts	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
14.01.10 Guideway	-	7,447,094.00	-	7,447,094.00
14.02.20 Stations & Stops	-	7,978,019.00	-	7,978,019.00
14.03.30 Support Facilities	-	50,000.00	-	50,000.00
14.04.40 Sitework & Special Conditions	-	39,280,734.00	9,567,021.47	29,713,712.53
14.05.50 Systems	-	4,910,219.00	-	4,910,219.00
14.06.60 ROW, Land, Existing Improvements	-	3,208,620.00	-	3,208,620.00
14.09.90 Unallocated Contingency	-	1,372,533.00	-	1,372,533.00
	-	64,247,219.00	9,567,021.47	54,680,197.53

OR-03-0128 - FTA 5309 Bus & Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
13.13.06 EmX Vehicles	-	1,672,925.00	-	1,672,925.00
14.05.50 Systems	-	260,281.00	-	260,281.00
	-	1,933,206.00	-	

OR-04-0030 - FTA 5309 Bus and Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.04 Paratransit replacement vehicles	-	700,000.00	700,000.00	-
11.13.04 Paratransit expansion vehicles	-	140,000.00	140,000.00	-
11.32.20 Misc Passenger Boarding Improvements	-	410,000.00	410,000.00	-
	-	1,250,000.00	1,250,000.00	-



OR-04-0038 - FTA 5309 Bus and Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 Hybrid Electric 40' Buses	231.00	3,875,000.00	5,790.72	3,869,209.28
11.12.06 Hybrid Electric Articulated Buses	-	3,000,000.00	2,935,772.27	64,227.73
	<u>231.00</u>	<u>6,875,000.00</u>	<u>2,941,562.99</u>	<u>3,933,437.01</u>

OR-04-0041 - FTA 5309 VTCLI	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Call Center Software	2,705.00	1,062,000.00	530,315.59	531,684.41
11.62.02 Call Center Telephone System	488.00	298,000.00	298,000.00	-
	<u>3,193.00</u>	<u>1,360,000.00</u>	<u>828,315.59</u>	<u>531,684.41</u>

OR-04-0048 - FTA 5309 Bus & Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
13.13.06 EmX Vehicles	21,691.00	6,527,075.00	65,451.10	6,461,623.90

OR-16-X045 - FTA 5310 Elderly & Disabled	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.04 Accessible Services Vehicles	-	558,068.00	125,765.86	432,302.14

OR-37-X024 - FTA 5316 Job Access/Reverse Commute	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.7L.00 Mobility Management	40.00	214,774.00	137,611.33	77,162.67

OR-39-0007 - FTA 5339 Alternatives Analysis Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
44.23.02 Main St/McVay Planning Study	1,468.00	937,500.00	766,586.49	170,913.51

OR-39-0008 - FTA 5339 Alternatives Analysis	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
14.06.60 ROW, Land, Existing Improvements	222,662.00	2,291,966.00	1,221,699.16	1,070,266.84
14.08.80 Professional Services	35,708.00	18,750,534.00	12,677,191.96	6,073,342.04
	<u>258,370.00</u>	<u>21,042,500.00</u>	<u>13,898,891.12</u>	<u>7,143,608.88</u>

OR-57-X012 - FTA 5317 New Freedom	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.7L.00 Mobility Management-Assessments	-	97,026.00	-	97,026.00
11.7L.00 Transportation Assessments	-	96,528.00	96,528.00	-
	<u>-</u>	<u>193,554.00</u>	<u>96,528.00</u>	<u>97,026.00</u>

OR-57-X014 - FTA 5317 New Freedom	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.7L.00 Mobility Management	-	98,155.00	-	98,155.00



OR-90-X152 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 40' Gillig Low Floor Bus	-	2,787,360.00	2,787,360.00	-
11.12.01 Finance & Int. Costs Gillig Bus Purch	-	186,499.00	186,498.55	0.45
11.13.01 40' Gillig Low Floor Bus	-	1,000,850.00	1,000,849.78	0.22
11.23.01 Extend EmX Lanes	-	201,520.00	201,520.52	(0.52)
11.32.02 River Road Station Land	-	2,261,504.00	2,261,504.46	(0.46)
11.32.06 Franklin EmX Fare Machines	-	350,000.00	350,000.00	-
11.42.07 Hardware	-	1,460,900.00	1,460,900.00	-
11.42.08 Software	-	480,000.00	480,000.00	-
11.42.09 Bus Security Cameras	-	60,224.00	60,224.59	(0.59)
11.42.09 Security Improvements	-	300,000.00	300,000.00	-
11.42.20 Miscellaneous equipment	-	175,000.00	175,000.00	-
11.43.03 Improvements	-	400,000.00	400,000.00	-
11.43.03 Maintenance Facility Remodel	-	1,475,289.00	1,475,288.81	0.19
11.62.20 Communications Equipment	-	50,000.00	50,000.00	-
11.71.12 Vanpools	-	166,302.00	166,302.00	-
11.7A.00 FY 12 Preventive Maintenance	-	1,281,250.00	1,281,250.00	-
11.7A.00 Preventive Maintenance	-	5,718,750.00	5,718,750.00	-
11.93.02 Shelters	-	56,080.00	56,080.00	-
11.93.02 Pavilion Station	-	122,411.00	122,411.00	-
	-	18,533,939.00	18,533,939.71	(0.71)

OR-90-X179 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.33.02 Pavilion Station	-	196,800.00	196,800.00	-
11.42.07 Hardware	36,424.00	300,000.00	187,923.28	112,076.72
11.42.08 Computer Software_01	14,245.00	150,000.00	158,448.28	(8,448.28)
11.42.08 Software	-	289,200.00	289,200.00	-
11.42.09 Security Improvements	414,283.00	431,600.00	420,884.44	10,715.56
11.42.09 Security_01	-	73,375.00	-	73,375.00
11.42.11 Support Vehicles	-	144,500.00	144,500.00	-
11.42.20 Miscellaneous equipment	-	105,100.00	33,724.75	71,375.25
11.42.20 Support_Vehicles_01	-	100,000.00	83,075.90	16,924.10
11.43.03 Improvements	-	230,200.00	230,200.00	-
11.44.03 Facilities Improvements_01	9,728.00	184,000.00	196,725.16	(12,725.16)
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	257.00	4,080,650.00	4,080,906.85	(256.85)
11.7A.00 Preventive Maintenance_15-16_01	11,952.00	2,696,975.00	29,980.79	2,666,994.21
11.92.02 Shelters	102.00	74,818.00	3,259.96	71,558.04
	486,991.00	12,168,801.00	9,167,212.41	3,001,588.59

OR-95-X030 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.33.02 U of O Station Construction	-	2,340,354.00	2,018,092.32	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



OR-95-X035 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.72.11 Rideshare	-	358,633.71	358,633.71	-
11.72.11 Safe Routes to School	730.00	83,584.00	37,929.06	45,654.94
11.72.11_Rideshare_Bike_Sharing	-	3,596.95	3,596.95	-
11.72.11_Rideshare_Carpool	-	922.03	1,426.25	(504.22)
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	-
	730.00	1,047,911.00	1,002,760.28	45,150.72

OR-95-X055 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 Hybrid 40' Bus Replacement_01	-	1,878,998.00	-	1,878,998.00
11.33.02 Pavilion Station Construction_01	-	445,782.00	445,782.00	-
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
11.7L.00 Rideshare_00	-	441,436.00	441,436.00	-
11.7L.00 Rideshare_01	-	453,694.00	453,694.00	-
11.7L.00 Safe Routes-School Districts_00	-	129,834.00	129,834.00	-
11.7L.00 Safe Routes-School Districts_01	-	135,421.00	121,791.72	13,629.28
11.7L.00 SmartTrips 2	-	384,487.00	383,635.21	851.79
44.23.02 Bike Parking Study	-	100,301.00	100,301.00	-
44.23.02 Bike Share Study_01	-	111,445.00	95,046.37	16,398.63
44.23.02 NW Eugene-LCC Transit Corridor Plan_01	8,012.00	651,711.00	393,872.96	257,838.04
	8,012.00	5,290,336.00	3,122,620.26	2,167,715.74

AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 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, September 2015

Q:\Reference\Board Packet\2015\9\Dept Report AIS.docx



MONTHLY DEPARTMENT REPORTS

September 16, 2015

Government Relations

Edward McGlone, Government Relations Manager

Edward McGlone joined Aaron Deas of TriMet for a presentation to Governor Kate Brown's Transportation Vision Panel Subcommittee on Bikes, Pedestrians, and Transit to discuss the legislature's proposed transportation package. Government Relations staff and LTD Lobbyist Doug Barber also participated in a student transportation workgroup organized by Representative Caddy McKeown, chair of the House Transportation Committee. Markup of the House of Representative's long-term transportation authorization bill is anticipated to be held in the third or fourth week of September.

Customer Services and Planning

Andy Vobora, Director of Customer Services and Planning

MARKETING AND COMMUNICATIONS

Meg Kester, Marketing Manager

Staffing

Filling vacant positions has been the priority within Marketing; and at this time, all positions are filled. This will allow the team to begin evaluating current assignments and prioritizing projects as we move into the fall.

Bid Implementation

All communication pieces related to the fall service change have been implemented, and the process went very well. The response to the information about increased service has been positive, and redesigned station communication pieces also have drawn good reviews. Automated updates of information on LTD's new website worked well, and more customers are finding value in the new web tools. Staff will provide the Board with an update of web use in December, six months post implementation.

ACCESSIBLE AND CUSTOMER SERVICES

Cosette Rees, Accessible and Customer Services Manager

Customer Service

Staff are in the second month of using the new point of sale system. The system was an integrated project custom designed as part of the new website project. The new system is user friendly and

makes processing transactions more intuitive and efficient for LTD's customer service representatives.

Medicaid Transportation Service – Oakridge/Westfir Community

The Provision of Medicaid transportation services between the Oakridge/Westfir community and the metro area has been fully transitioned to private providers. Up until September 1, Medicaid transportation services had been provided through RideSource, using vehicles that had been purchased by LTD. Due to funding regulations, these vehicles could no longer be used to provide Medicaid service as their primary function. The service is now published to eligible private providers who bid on each trip, with the lowest bidder providing the transportation. This process is consistent with other non-metro based transportation services being provided in Lane County.

FACILITIES

Joe McCormack, Facilities Manager

West Eugene EmX Extension

Construction efforts continue in multiple work zones on 6th and 7th avenues. Final striping in some work zones will begin the week of September 7, including new Business Access and Transit (BAT) lanes on much of 6th and 7th avenues. Property acquisition and utility relocation work continues in earnest to clear areas for roadway construction. Beginning in September, tree removal and utility relocation work will take place on West 11th Avenue in preparation for additional roadway work next summer.

Station shelter structures will begin to be installed in September where concrete platforms have been completed. Railings and electrical work will follow shortly after. Artwork, furniture, and ticket vending machines at all stations will be installed during Summer 2017, a few months prior to the opening of service.

Lobby Remodel

Modifications to LTD's Administration lobby in Glenwood will commence in early October. Construction activities are likely to wrap up by Thanksgiving. When complete, the remodel will provide formal access control to LTD's back office areas and a more effective functional space for reception activities.

Franklin Boulevard Project

The City of Springfield has reached an approximate 30-percent final design level for improvements on Franklin Boulevard from Lexington Avenue to McVay Highway. LTD has provided feedback on the City's design, and staff are working through some of the details as it relates to EmX operations through the planned roundabouts. Construction drawings are scheduled to be completed later this year, and construction is projected to occur over the 2016 and 2017 construction seasons.

LED Lights at Eugene Station

Facilities Management staff have begun replacing 75 metal halide lamps with new LED lamps on the passenger platform. The old lamps frequently burned out and have been costly to replace. Staff anticipate a significant savings in material and time associated with keeping the lights on.

Summer Painting

It has been LTD's practice for the last six years to hire a temporary painter for the warm/dry months to help keep the LTD infrastructure looking sharp and protected from the elements. This summer season included repainting or touching up exterior paint at several passenger boarding and support facilities,

including Thurston Station, Eugene Station, EmX, Springfield Station, fixed-route bus shelters, and light poles in the Glenwood bus yard.

Signage Contractor

LTD is, for the first time, going to have a signage vendor on contract for needs ranging from large passenger boarding improvement projects to minor way finding, safety, or branding-type signs. Having an on-call relationship with a contractor will save staff time and expedite installation of new and refurbished signs for operational and public use.

POINT2POINT

Theresa Brand, Transportation Options Manager

The final draft of the 2015-2020 Point2point Strategic Work Plan will be presented to the LTD Board for review and comments in October. Once this process is completed, staff will begin the implementation of the strategies identified.

Staff will meet with ODOT's new Region 2 transit coordinator for orientation on Point2point services and also discussion of current agreements and future strategies as outlined in the 2015-2020 Work Plan.

Ms. Brand, in collaboration with Salem-Kaiser Transit staff and Alta Planning and Design, conducted a presentation on the process of developing a transportation options-specific strategic plan at the Oregon Department of Transportation Statewide Transportation Options Meeting in Bend on August 31.

Rideshare Specialist Tracy Ellis has been selected to sit on the Performance Measures Working Group in preparation for the implementation of the Oregon Transportation Options Plan.

Outreach and Education Efforts:

- Staff conducted outreach at three parks in the Springfield area for the National Night Out on August 4. Safety items and transportation information was provided to community members. This event was coordinated by the Springfield Police Department to promote community and personal safety.
- Staff conducted outreach at the *Concert in the Park* at Churchill Park in Eugene on August 13. Information was shared with community members on the available options for their neighborhood.
- Staff attended the Campbell Senior Center Ice Cream Social on August 27 and provided customized transportation maps for the area that included transit stops, route schedules, carshare locations, bike paths, recreation areas, and fresh food locations.
- Initial discussions are underway with the City of Coburg, Serenity Lane, and the owner of Coburg North Industrial Park to promote transit and carpooling options. Discussions will continue in an effort to select the most effective outreach strategies for the employees working in that area.
- Staff attended an event at the FirstSource Call Center on Chad Drive and spoke with more than 50 employees about their transportation options. Employees were very excited to learn about the expansion of LTD Route No. 12 and the added frequency to other routes.

- Ms. Ellis delivered a presentation to the Gateway Development Committee on Point2point programs and services available to employers.

Schools Program:

The new Springfield Safe Routes to School (SRTS) coordinator began work in August. The regional SRTS team is beginning coordination efforts for International Walk + Bike to School day on October 7. Due to an increase in license fees, the SchoolPool program will be using the Drive Less Connect platform for matching purposes rather than Trapeze's Ridepro software. Staff are working on developing materials for promotion of the new SchoolPool program that is being implemented in September.

Drive Less Connect (DLC)

Staff are busy with preparations for the third annual Oregon Drive Less Challenge, to be held October 5 – 18. Several local sponsors have been secured and prize donations are coming in. A kickoff party will be held at Oakshire Brewing on Sunday, October 4, from 2:00 p.m. to 4:00 p.m.

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

- 30 new users enrolled in DLC
- 2,825 non-drive-alone trips reported
- 30,387 non-drive-alone miles reported
- 59 Ridematch trips created to find a carpool match, with a 27 percent success rate
- 16 Ridematch requests were sent through the DLC database

Vanpool Program

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

- 17 vanpools traveling to/from Eugene-Springfield
- 3,856 passenger boardings
- 213,553 passenger miles
- 129,840 pounds CO₂ reduced

Carshare Program

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

- 9 new members
- 115 reservations
- 682 hours used

SmartTrips Main Street:

The SmartTrips Main Street program officially ended on August 31. A last-chance order form was sent to all residents who had not yet placed an order. Staff will continue travel kit deliveries until September 11. To date, 433 kits, representing a 10.2 percent participation rate, have been delivered.

The post program travel survey will be mailed out to 4,219 residents on September 11, with a return date of October 1. Participants will have the option to fill out the survey online or mail back a hard copy.

Staff hosted a total of seven outreach events during the month of August. The August 1 event was canceled due to safety concerns from the extreme temperatures. See the table below for participation numbers.

Pedal for Pizza	1-Aug	Quartz Park	canceled
Rockin' Ride to Concert	5-Aug	Dorris Ranch	4
Tune-up Tuesday	11-Aug	Jasper Meadows Park	30
Another Hole in One	15-Aug	Camp Putt Adventure Golf Park	8
Helmet Giveaway	17-Aug	Springfield Public Library	50
Waggin' and Walkin'	19-Aug	Lively Park	6
SmartTrips Celebration	29-Aug	Splash! at Lively Park	175

Transit Operations and Customer Satisfaction

Mark Johnson, Director of Transit Operations and Customer Satisfaction

The First UO Football Game is Behind Us

The first UO football game is in our rear view mirror. Fortunately, the weather was good and the service went off with only a couple of minor glitches that only staff noticed. LTD transported approximately 10,000 people to the first game and are looking forward to another successful year transporting Duck fans.

Fall Bid

The fall bid and corresponding service changes have begun. LTD customers are seeing expanded service in the evening as well as more frequent service on some additional routes. With the fall bid, there are two classes of new bus operators that have made it through training and are ready to help provide the expanded service.

FLEET MAINTENANCE

Ernie Turner, Fleet Maintenance Manager

Two additional new BRT vehicles from New Flyer Industries are scheduled to be delivered to the Glenwood facility by September 11, with the remaining five vehicles to be delivered within the next two weeks. The video surveillance systems upgrade in the transit bus fleet is scheduled to be completed by September 11. The video surveillance systems upgrade in the RideSource vehicles will begin the week of September 14.

Administrative Services

Roland Hoskins, Director of Administrative Services

HUMAN RELATIONS

David Collier, Human Relations Manager

Recruitment

- The Transit Operations Division has conducted interviews for the open transit administrative assistant position; the position should be filled by the end of the month.
- Meg Kester officially started on August 24, filling the vacant marketing manager position. The Marketing Division is back to being fully staffed.
- The Fleet Maintenance Division conducted interviews on August 21 for the two open journeyman mechanic positions. One of the positions has been filled with an internal employee, Darren Guile, who was hired in November of 2014 as a general service worker. The remaining position is still going through the post-interview phase.
- The Fleet Maintenance Division is recruiting for a general service worker; the position posting closed on September 14.

FINANCE

Todd Lipkin, Finance Manager/Chief Financial Officer

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

Q:\Reference\Board Packet\2015\9\Dept Report2.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 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. **Moving Ahead**: A special work session/joint meeting with the Eugene City Council is scheduled to be held on 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.
- B. **Fixed-route, Paratransit, and Rural Service Update**: A meeting of the Board Service Committee will be held on September 21. A review of the topics discussed will be shared with the Board at its October meeting.
- C. **Environmental and Sustainability Management System (ESMS) Update**: 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, and a report will be provided to the Board at its October meeting.
- D. **West Eugene EmX Extension**: An update on this project will be presented to the Board at its October meeting.
- E. **2015-20 Point2point Strategic Work Plan**: At its October meeting, the Board will review the draft five-year work plan. The Board will be asked to adopt the plan at its November meeting.
- F. **SmartTrips Program**: An update on the SmartTrips program will be presented to the Board during the November Board meeting.
- G. **Independent Audit Report and Comprehensive Annual Financial Report (CAFR)**: The annual audit findings and the CAFR will be presented to the Board in November.
- H. **Main-McVay Project Update**: This fall staff will update the Board on the progress of the Main-McVay project.
- I. **Franklin Boulevard**: The City of Springfield is working on a new road design for Franklin Boulevard in the Glenwood area. Staff have been working closely with the City on design development and at a future meeting, will share with the Board the current design and impact to

the existing EmX stations. LTD has secured a *ConnectOregon* grant for relocation of the impacted stations.

- J. **Crisis Communication Plan**: The District's crisis communication plan will be shared with the Board at a future meeting.
- K. **General Manager Selection Process**: The Board will be guiding the selection process for LTD's next general manager until the new general manager is hired.
- L. **Strategic Planning Work Session**: After the new general manager is on board, a strategic planning session will be scheduled.

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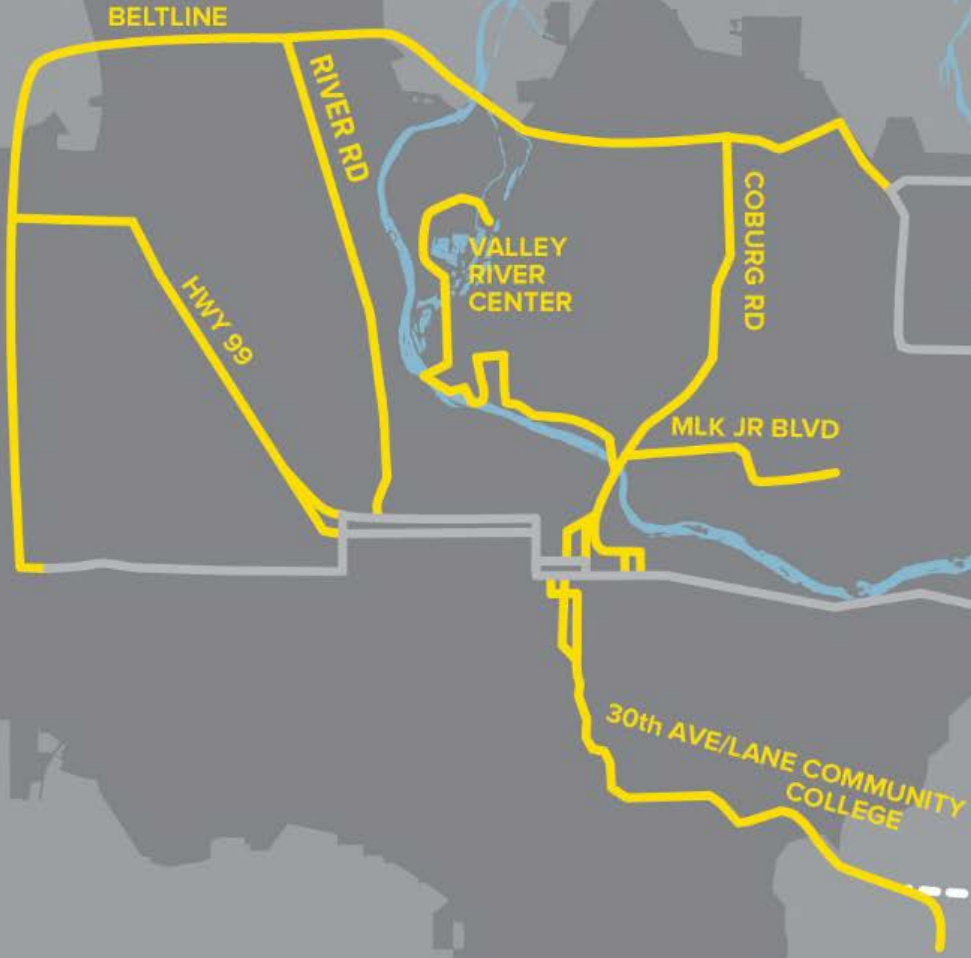


MovingAhead

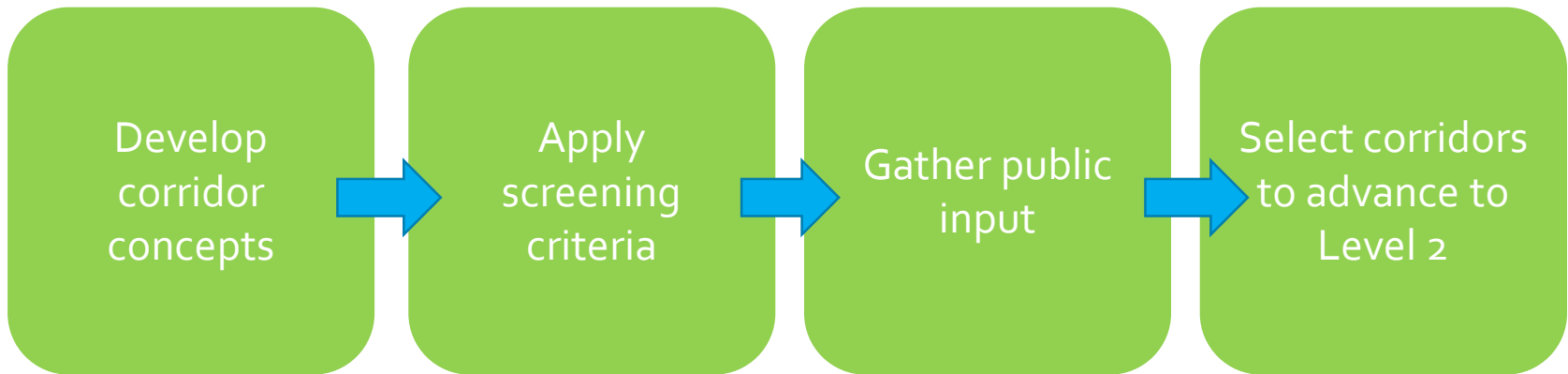
STREETS AND PLACES REIMAGINED

-  MovingAhead corridors
-  EmX corridors, existing and under construction
-  Main-McVay Transit Study

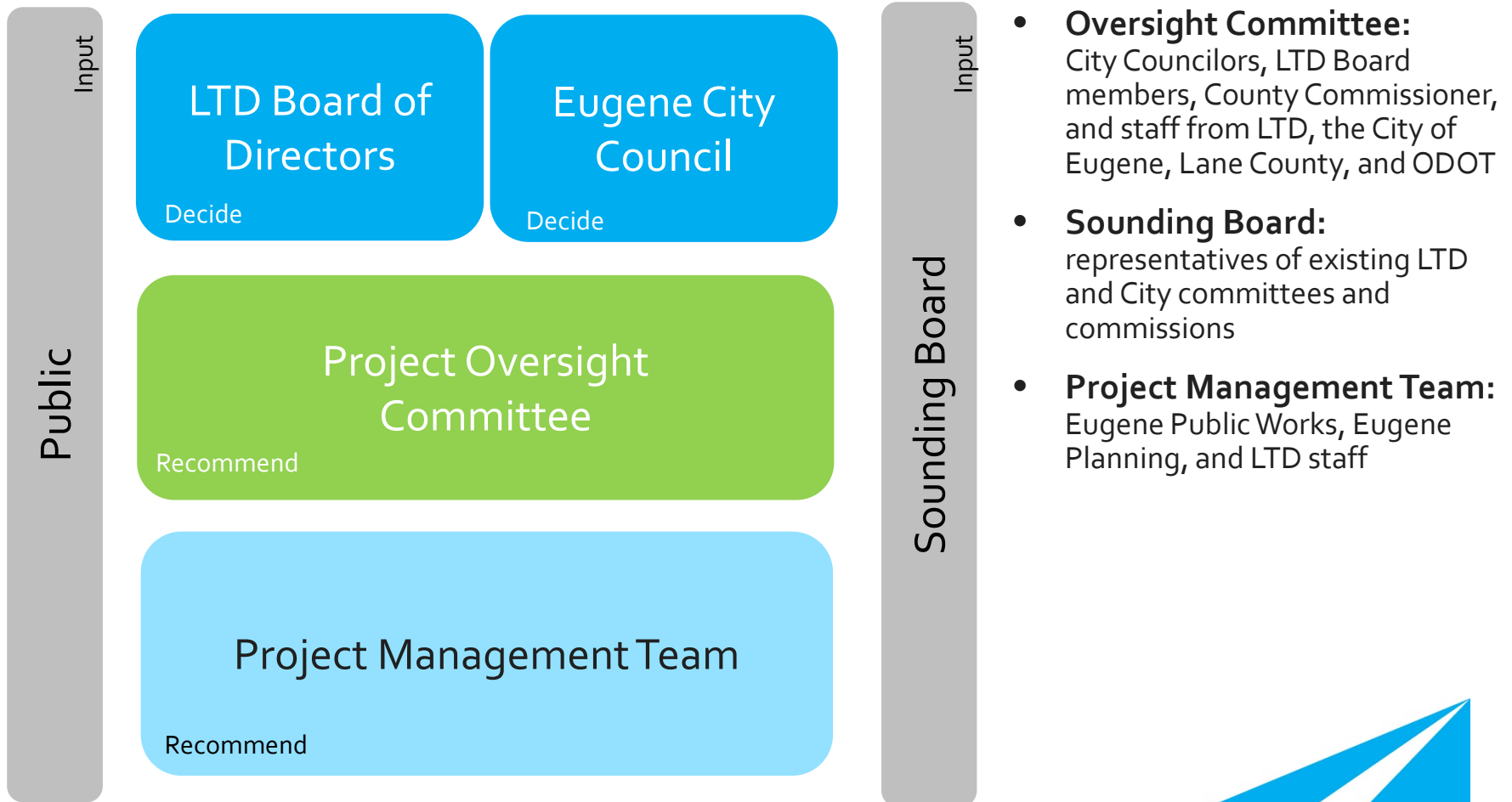
For information on the Main-McVay Transit Study
go to ourmainstreetspringfield.org



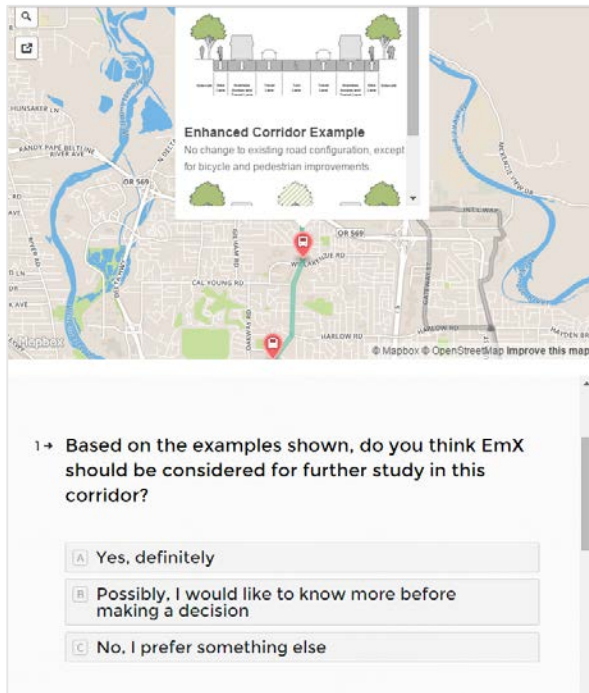
Level 1 Screening Process



Decision-Making Process



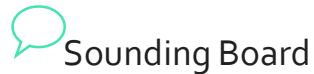
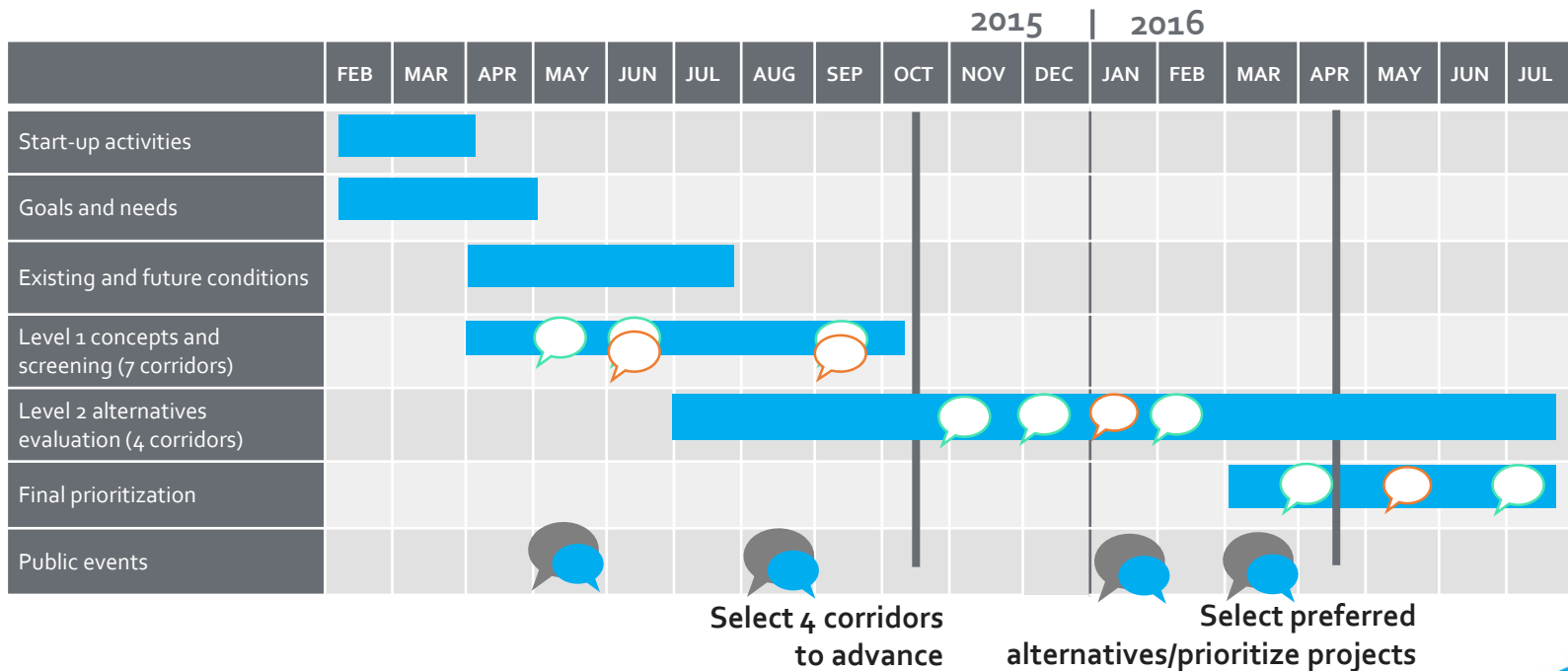
Public Outreach



Online tool illustrates concepts and offers opportunity to provide input

- Project team has attended more than **20** events this summer
- To date, nearly **327** responses have been collected for the online survey
- Open house had **41** attendees
- Input will be accepted through September 21

MovingAhead Schedule



Upcoming Meetings

- Oversight Committee Meeting
September 23, 2:00-4:00
- Joint Work Session
September 28, 5:30-6:30
- Eugene City Council meeting
October 12
- LTD Board Meeting
October 21



Questions and Discussion



Additional Information



Corridor screening results

August 2015



Legend
 ● Best ○ Worst

Connectivity & travel time

Improve transit travel time (compared to existing transit service)

Connect planned bike, pedestrian and roadway projects

Safety

Improve pedestrian and bicycle safety (compared to existing conditions)

Cost & funding

Capital cost (millions of \$) for improvements*

Operating cost per transit boarding

Likelihood to obtain federal capital improvement grants

2035 ridership

Average weekday ridership (number of boardings)

Increase in weekday ridership (compared to regular bus service)

Community

Service to areas with greatest short-term redevelopment potential

Consistency with community vision

Service to areas with historically underserved populations

	30th/LCC		Martin Luther King, Jr. Blvd.		Coburg Road		Valley River Center		River Road		Highway 99	
	Enhanced Corridor	EmX	Enhanced Corridor	EmX	Enhanced Corridor	EmX	Enhanced Corridor	Enhanced Corridor	EmX	Enhanced Corridor	EmX	
Improve transit travel time (compared to existing transit service)	●	●	●	●	●	●	●	●	●	●	●	
Connect planned bike, pedestrian and roadway projects		●		●		●		●		●		●
Improve pedestrian and bicycle safety (compared to existing conditions)	●	●	●	●	●	●	●	●	●	●	●	
Capital cost (millions of \$) for improvements*	\$10-20	\$50-70	\$20-40	\$60-90	\$10-30	\$50-90	\$10-30	\$10-30	\$70-90	\$10-30	\$60-90	
Operating cost per transit boarding	While the system will cost more to operate with more service, the operating cost per boarding will stay the same as today.											
Likelihood to obtain federal capital improvement grants	●	●	●	●	●	●	●	●	●	●	●	
Average weekday ridership (number of boardings)	3,800	5,500	6,200**	N/A	4,200	5,200	3,000	3,600	4,600	3,000	4,000	
Increase in weekday ridership (compared to regular bus service)	300 /10%	2,000 /57%	2,300 /62%	N/A	1,600 /61%	2,600 /98%	900/48%	400 /11%	1,400 /43%	500 /18%	1,400 /55%	
Service to areas with greatest short-term redevelopment potential	●		●		●		●		●		●	
Consistency with community vision	To be determined by community input											
Service to areas with historically underserved populations	●		●		●		●		●		●	

*Improvements include: transit and biking/walking/mobility device improvements (\$2015)

**This figure includes riders on Centennial Blvd. that would benefit from more frequent service

Oversight Committee Members

- Eugene City Council
Greg Evans and Alan Zelenka
- Lane Transit District Board
Gary Gillespie and Angelynn Pierce
- City of Eugene Staff
Kurt Corey and Sarah Medary
- Lane Transit District Staff
Ron Kilcoyne
- ODOT Staff
Frannie Brindle



Sounding Board Members

- **EmX Steering Committee**
Alexis Biddle and Rick Satre
- **Planning Commission**
Bill Randall and Jeffery Mills
- **Sustainability Commission**
Carolyn Stein and Sue Wolling
- **Human Rights Commission**
Edward Goehring and Philip Carrasco
- **Eugene Bicycle and Pedestrian Advisory Committee (BPAC)**
Eliza Kashinsky and Seth Sadofsky
- **LTD Accessible Transportation Committee**
Pete Barron and Tim Shearer
- **Lane County Public Health**
Renee Mulligan





Lane Transit District

TITLE VI COMPLIANCE

Submitted to:
Federal Transit Administration
October 1, 2015

P.O. Box 7070, Springfield, Oregon 97475-0470



LTD.org

Title VI of the Civil Rights Act



1964: President Johnson signs Civil Rights Act

“No person in the United States shall on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Environmental Justice Order



1994: President Clinton signs Executive Order 12898

“Each federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations in the United States.”

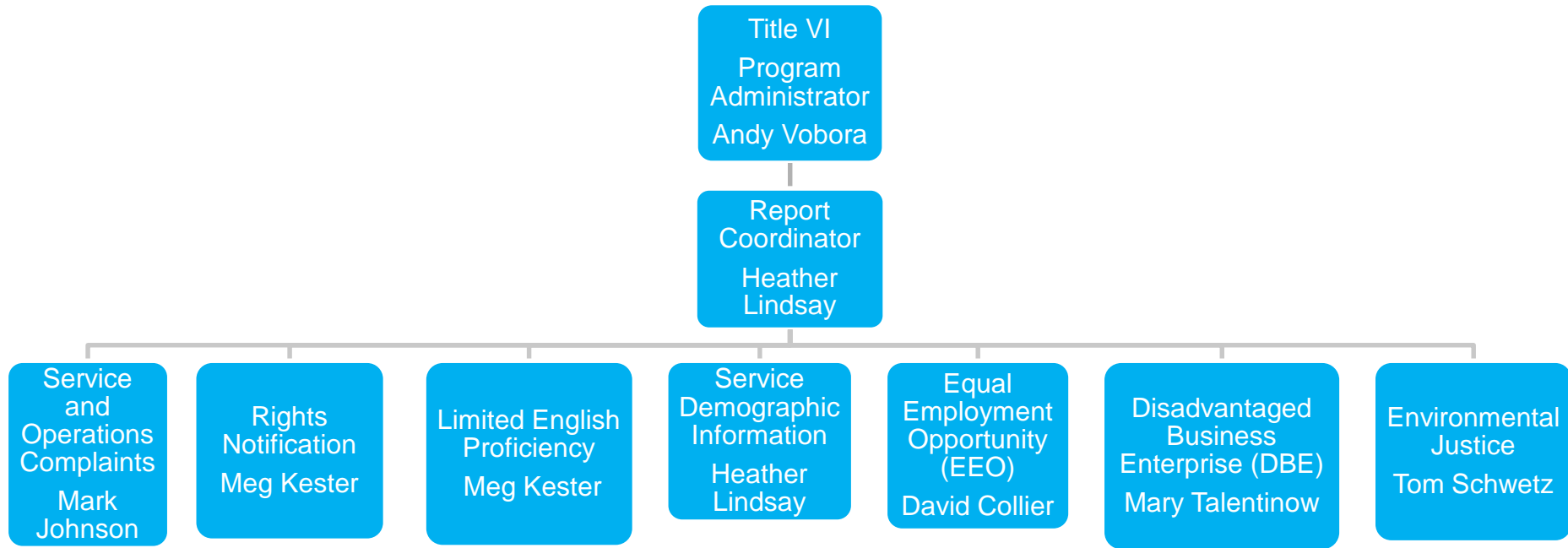
Limited English Proficiency Order



**2000: President Clinton signs
Executive Order 13166**

“People who are LEP should have meaningful access to federally conducted and federally funded programs and activities.”

Organizational Chart



Plan Overview

- General reporting requirements
 - Complaint procedure
 - Investigations, complaints, and lawsuits
 - Limited English Proficiency
 - Language assistance plan
 - Public outreach
 - Construction projects
 - Service and fare changes





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

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

LTD RESOLUTION NO. 2015-035

A RESOLUTION APPROVING THE 2015 TITLE VI COMPLIANCE PLAN

WHEREAS, Section 601 of Title VI of the Civil Rights Act of 1964 states, "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance;"

WHEREAS, LTD (Lane Transit District) updates the Title VI compliance plan every three years and submits it to the Federal Transit Administration (FTA) for review and approval;

WHEREAS, LTD desires to have the LTD Board of Directors approve the 2015 Title VI Compliance Plan and directs LTD staff to submit the Plan to the FTA; and

WHEREAS, the Title VI report memorandum has been provided prior to the adoption of this Resolution;

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

Approving the 2015 Lane Transit District Title VI Compliance Plan as summarized in the October 1, 2015, Memorandum to Federal Transportation Administration, which is attached hereto and is incorporated herein by this reference.

Date

President, LTD Board of Directors

AGENDA ITEM SUMMARY

DATE OF MEETING: September 16, 2015

ITEM TITLE: LANE TRANSIT DISTRICT TITLE VI COMPLIANCE

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

ACTION REQUESTED: Approve LTD Title VI Compliance Plan

BACKGROUND:

Section 601 of Title VI of the Civil Rights Act of 1964 states, "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

This original legislation has been complemented by other legislative actions, including Executive Order 12898, which is commonly termed "environmental justice." Environmental justice (EJ) addresses the issue of, "disproportionately high or adverse human health or environmental effects of our programs, policies, and activities on minority populations and/or low income populations." In 2000, Executive Order 13166, the Limited English Proficiency (LEP) Order, was added to ensure that people who are LEP should have meaningful access to federally conducted and federally funded programs and activities.

As a requirement of using federal funds, Lane Transit District is required to conduct specific analyses, develop policy, and implement programs that are consistent with Title VI, EJ, and LEP requirements. This includes activities such as fare increases or decreases, service changes, capital project development, public outreach, communication with Limited English Proficiency (LEP) populations, and the distribution of buses and bus facilities.

Every three years the compliance plan is updated and submitted to the Federal Transit Administration (FTA) for review and approval. LTD's plan will be submitted to the FTA's Region 10 office in September 2015. A review of specific plan elements also is conducted during the FTA triennial review, which occurred during summer 2014. The results of the Triennial review Title VI element found no deficiencies.

Staff will present a summary review of the Title VI Compliance Plan to the Board at the September 16, 2015, Board meeting.

ATTACHMENTS: None.

The Memorandum to FTA that summarizes the Compliance Plan is being e-mailed to LTD Board members separately. Copies of the Memorandum are available at LTD's Administration offices in Glenwood.

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2015-035: It is hereby resolved that the LTD Board of Directors approves the 2015 Lane Transit District Title VI Compliance Plan and directs LTD staff to submit the Plan to the Federal Transit Administration for review and acceptance.

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