



**LANE TRANSIT DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING**

Monday, October 12, 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 | | |
| | Necker _____ Yeh _____ Wildish _____ Pierce _____ | | |
| | Gillespie _____ Nordin _____ Grossman _____ | | |
| III. | PRELIMINARY REMARKS BY BOARD PRESIDENT | (2 minutes) | |
| IV. | COMMENTS FROM THE GENERAL MANAGER | (2 minutes) | 4 |
| V. | ANNOUNCEMENTS AND ADDITIONS TO AGENDA | (2 minutes) | 5 |
| VI. | BOARD CALENDARS | (3 minutes) | 6 |
| VII. | EMPLOYEE OF THE MONTH – NOVEMBER | (5 minutes) | 7 |
| VIII. | AUDIENCE PARTICIPATION | (10 minutes) | |
| | ♦ <i>Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.</i> | | |
| | ♦ <i>Citizens testifying are asked to limit testimony to three minutes.</i> | | |
| IX. | ITEMS FOR ACTION AT THIS MEETING | | |
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| | B. West Eugene EmX Extension Property Acquisition
[Tom Schwetz/Don Churnside] | (10 minutes) | 17 |

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1. Meetings Held		
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b. MovingAhead Oversight Committee – September 23		
c. Lane Council of Governments (LCOG) Board of Directors - September 24		
d. Metropolitan Policy Committee (MPC) – October 1		
2. No Meeting/No Reports		
a. Lane Area Commission on Transportation (LaneACT)		
b. LTD Board Human Relations Committee		
c. Accessible Transportation Committee (ATC)		
d. EmX Steering Committee		
e. LTD Board Finance Committee		
f. LTD Pension Trusts		
g. Governor’s Oregon Passenger Rail Leadership Council		
h. Eugene Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP)		
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C. Environmental and Sustainability Management System (ESMS) Audit Report [Andy Vobora]	(5 minutes)	101
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B. River Road Property Donation (November)		
C. Zero Emissions Bus Purchase Report (November)		
D. Smart <i>Trips</i> Program (November)		
E. Independent Audit Report and Comprehensive Annual Financial Report (November/December)		
F. Environmental and Sustainability Management System Certification (December)		
G. Main-McVay Project Update (Fall)		
H. Emergency Preparedness – Planning, Response, and Communications (Winter)		
I. Franklin Boulevard		
J. 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: October 12, 2015

ITEM TITLE: COMMENTS FROM THE GENERAL MANAGER

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENT: None

Q:\Reference\Board Packet\2015\10\Oct 12 Spec Bd Mtg\GM Comments AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: October 12, 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: October 12, 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 fall and winter vacation dates.

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

Q:\Reference\Board Packet\2015\10\Oct 21 Reg Mtg\BD Calendars AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: October 12, 2015

ITEM TITLE: NOVEMBER EMPLOYEE OF THE MONTH

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

BACKGROUND:

Business Intelligence Analyst Shawna Bigelow is the recipient of the November 2015 Employee of the Month (EOM) award. Shawna began work for the District in 2013, and during her short two years here, has received two Monthly Value awards. In addition, Shawna is a participant in the American Bus Benchmarking Group (ABBG) and a member of LTD's TransitStat Team.

Shawna is a well-respected member of the LTD Team who is frequently called upon to troubleshoot technical issues, find solutions, and to come up with innovative ways to meet the District's continuous improvement initiative. It was Shawna's eagerness to jump in and lend technical support when staff were in a crunch that garnered this EOM nomination.

Recently, a Finance staff person needed assistance with a technical and time-sensitive process. The division staff person most familiar with the process was out, so Shawna quickly stepped in to lend technical support. She had to learn the process rather quickly and communicate and problem solve with Special Mobility Services. Moreover, the employee later learned that Shawna had left work due to an illness and was performing this work from home. The employee also noted that during the prior week when the phones were down and Information Technology staff were involved in interviews, Shawna again was quick to assist with another time-sensitive issue that needed to be resolved in order to meet the fiscal year-end deadline. The employee notes, "Her calm and helpful demeanor in a crisis, along with her knowledge and ability to learn programs quickly, makes her a definite asset to our LTD team."

When asked to comment on Shawna's selection as Employee of the Month, Information Technology Manager James Hanna said:

Shawna was nominated for Employee of the Month because she went above and beyond in assisting a co-worker. As her supervisor, I can say that this is not unusual practice for Shawna.

Shawna tells me that her favorite thing about LTD is the staff. She says that everyone is very invested in LTD's Mission to provide a valuable service to our community. She says that value can be seen every day all around the community. Staff don't always get to see, in a very physical way, that the work we do is important and improves the quality of life for many people. She notes that everyone here seems to understand that very clearly and strives to do the right thing for our customers each and every day.

Shawna was been at LTD for just over two years and has been an instrumental member of the IT Division. She adds value by turning data into relevant information,

which ultimately allows us to serve our customers better. On a personal note, it's a true pleasure working with Shawna. She always has a positive, can-do attitude and has a great sense of humor!

Congratulations, Shawna, on receiving the Employee of the Month award. It is greatly deserved!

AWARD:

Shawna will attend the October 12, 2015, meeting to be introduced to the Board and to receive her award.

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 12, 2015

ITEM TITLE: CONSENT CALENDAR

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

ACTION REQUESTED: Approval of Consent Calendar item

BACKGROUND:

Issues that can be explained clearly in the written materials for each meeting, and that are not expected to draw public testimony or controversy, are included in the Consent Calendar for approval as a group. Board members can remove any item from the Consent Calendar for discussion before the Consent Calendar is approved each month.

The Consent Calendar for October 12, 2015, consists of:

- Approval of the Minutes of the August 19, 2015, Regular Board Meeting

ATTACHMENT: Minutes of the August 19, 2015, Regular Board Meeting

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

LTD Resolution No. 2015-037: It is hereby resolved that the Consent Calendar for October 12, 2015, is approved as presented.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, August 19, 2015

Pursuant to notice given to *The Register-Guard* for publication on August 13, 2015, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular board meeting on Wednesday, August 19, 2015, beginning at 5:30 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Gary Wildish, President
Carl Yeh, Vice President
Julie Grossman, Secretary
Ed Necker, Treasurer
Gary Gillespie
Don Nordin
Angelynn Pierce

Ron Kilcoyne, General Manager
Jeanne Schapper, Clerk of the Board

Lynn Taylor, Minutes Recorder

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

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Wildish thanked those present for attending the meeting.

COMMENTS FROM THE GENERAL MANAGER: Mr. Kilcoyne noted that September would be a busy month for the Board with regular and special meetings, and a joint meeting with the Eugene City Council. He announced that in October, LTD would host the Oregon Public Transportation Conference in Eugene.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: None.

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

EMPLOYEE OF THE MONTH — SEPTEMBER 2015: The Board recognized Bus Operator Kevin Kenworthy as the September Employee of the Month. Mr. Wildish presented Mr. Kenworthy with his award and thanked him for his outstanding service and dedication to LTD's mission. He noted that Mr. Kenworthy had prevented a potentially very serious accident that could have injured a child. Mr. Kenworthy thanked the Board for his award. He

said that he appreciated the safety training he had received over the years and was thankful that he was able to prevent the accident.

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

Rebecca Bailey, Eugene, stated she was an EmX bus operator and fully supported the EmX system. She said that she lived in the Acorn Park area of West Eugene and appreciated the expansion of the system and better access to commercial and residential areas for transit users. She said that her eight-year-old daughter was becoming a transit user, and she was grateful for safe and efficient service. She added that she believed the bus rapid transit (BRT) model was excellent and benefited both transit users and drivers. She encouraged LTD to continue to expand the system.

Tom Snyder, Eugene, said that he resided in West Eugene and complimented LTD on the transit system. He said that he had a mild disability and was a frequent transit user. He commented that he had heard claims that buses were empty; but in his experience, ridership was good, including in the evenings. He questioned if those making the claims actually were transit users. He said that he appreciated buses running later in the evening, as well as the pedestrian and bike bridges that would be built as part of the West Eugene EmX expansion. He said that some neighbors had expressed concern about more property crime with increased access to the neighborhood from the bridges, but added that there was an active Neighborhood Watch program. He commended LTD's Lisa Van Winkle for her outreach work with residents, businesses, and property owners along the corridor and said that he was pleased to see the hiring criteria for the new general manager.

Bob Macherione, Eugene, representing Our Money Our Transit (OMOT), stated that OMOT had presented ways that transit could be done better in the community and that he believed that low-income people deserved priority transit service. He said that service had not yet been restored on Brewer Lane as he had requested, yet LTD was spending money in all different ways. He said that no one in LTD was taking into account the actual cost of EmX operations. He said that service had declined by 18 to 20 percent since 2010, but the cost had risen by 30 to 40 percent. He added that the lane in front of his business on 6th Avenue had been taken during construction and had not been open. He asked why it was no longer available for traffic when the system would not open until 2017. He said that he felt the lane should be opened immediately.

ITEMS FOR ACTION AT THIS MEETING

MOTION Consent Calendar: Mr. Necker moved that the Board adopt the following resolution: LTD Resolution No. 2015-032: It is hereby resolved that the Consent Calendar for August 19, 2015, is approved as presented. Mr. Yeh provided the second. The Consent Calendar consisted of the Minutes of the May 20, 2015, Regular Board Meeting; July 2, 2015, Special Board Meeting by Conference Call; and July 15, 2015, Regular Board Meeting.

VOTE The resolution was approved as follows:
AYES: Gillespie, Grossman, Necker, Nordin, Pierce, Wildish, Yeh (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None (0)

Public Hearing and First Reading of Ordinance Nos. 50 and 51: Government Relations Manager Edward McGlone briefly reviewed the previous steps in the process, which consisted of the Board's making a finding of economic recovery and a decision to move forward with development of an ordinance with an implementation date of January 1, 2016. He said that the agenda packet contained background information on the matter and copies of the two ordinances dealing with the payroll tax. He stated that on the advice of legal counsel, the tax increase was split into two ordinances: one addressed the payroll tax and the other addressed the self-employment tax. He said that the ordinances were crafted in plain language and replaced rather than amended previous ordinances, making it easier for the public to interpret. He added that passage of the ordinances would result in a one-hundredth of one percent tax increase annually for the next decade, going from the current seven-tenths of one percent to eight-tenths of one percent after a decade. He said that a vote on the ordinances would occur at the Board's September 2015 meeting.

Mr. Gillespie clarified that the current tax rate was \$7.00 per \$1,000 of payroll and that would increase by \$0.10 over each of the next 10 years, after January 2016, until it reached \$8.00 per \$1,000.

Mr. Wildish explained the procedures for providing public testimony and opened the public hearing.

Jerry Rainey, Springfield, said that he was a small business owner and had previously been the chief financial officer of two credit unions. He acknowledged that the proposed payroll tax was only \$0.10, but he was troubled that LTD continued to raise taxes instead of operating within its own budget. He said that the Board should be able to manage the District's operations, and he was concerned that if the tax was a way to continue to fund employees' salaries and benefits, including retirees, the Board was digging itself into a hole. He encouraged the Board to challenge itself that not everything was perfect and some of its current actions, particularly salaries, had future implications. He urged the Board to consider ways to avoid a payroll tax increase, or preferably, to rescind the tax completely and work within its own budget to provide services.

Jozef Siekiel-Zdzienicki, Eugene, said that he opposed the payroll tax because the recession was not over. He said that there would not be real recovery until workers began getting raises, and that had not happened.

Bob Macherione, Eugene, representing Our Money Our Transit (OMOT), said that OMOT business members experienced many financial pressures. Over the years, OMOT has asked LTD for certain things and received nothing. He said that those included asking for basic bus service before EmX, restoring business service for low-income residents, considering other methods of transporting people in a highly efficient manner other than EmX, and using real numbers for EmX ridership. He said that OMOT had commissioned a study of EmX ridership and the preliminary Gateway numbers were dismal. He said that OMOT would not support

the payroll tax increase. He added that LTD was disliked by the general public, and he reiterated his concern about conflicts of interest that he did not feel the Board had addressed.

There were no other speakers, and Mr. Wildish closed the public hearing.

MOTION Mr. Necker moved that Ordinance Nos. 50 and 51 be read by title only. Mr. Gillespie provided the second.

VOTE The motion was approved as follows:
AYES: Gillespie, Grossman, Necker, Nordin, Pierce, Wildish, Yeh (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None (0)

Mr. Wildish read the ordinances by title only:

"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."

Hiring Standards and Criteria for LTD's Next General Manager: Director of Administrative Services Roland Hoskins said that the hiring standards and criteria had been developed through a process of obtaining input from Board members, employees, and a wide range of community interests. He asked the Board to formally adopt the standards and criteria as proposed in the attached Amended Leadership Profile.

MOTION Mr. Gillespie moved the following resolution: LTD Resolution No. 2015-033: It is hereby resolved that the Lane Transit District Board of Directors approves the hiring standards and criteria for the next general manager. Mr. Necker provided the second.

VOTE The resolution was approved as follows:
AYES: Gillespie, Grossman, Necker, Nordin, Pierce, Wildish, Yeh (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None (0)

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: Mr. Yeh reported that the EmX Steering Committee was working on a Vision Zero policy that would be recommended to the LTD Board for consideration in the future.

Mr. Gillespie reported that he had received an e-mail from an EmX construction area resident who had complained about losing a week of sleep due to roadwork. He said that he had replied to the resident and also notified LTD's Lisa Van Winkle and Chris Watchie of Cogito. He added that the groundbreaking activity was completed and the next phase would be paving, which was less noisy.

ATU Presentation: Carl Faddis, Amalgamated Transit Union (ATU) executive board representative, thanked the Board for the opportunity to speak to them on behalf of LTD's ATU employees. He said that it was a profound truth that the interests of both the District and the union were valid. He said that he was constantly looking for points of mutual interest. He encouraged the involvement of ATU employees in community outreach activities to demonstrate agreement between the union and the District. He said that labor relations had improved greatly over the past four years.

Mr. Faddis said that a disconnect remained because of the different realities of the District, employees, and various community groups; a win could only be achieved when there was a willingness to recognize the validity of the other's interests. He said that there was a disconnect with bus operators and their experiences. Operators were willing to find their own voice but would rather go out into the community in concert with the Board and executive staff to advocate for issues. He added that he felt that involving operators in public outreach would have a powerful impact as people would be very interested in talking to bus drivers. He said that ATU was looking for opportunities to work with the District to better serve the community.

Ms. Pierce thanked Mr. Faddis for his remarks and agreed that perceptions were extremely important. She added that she liked the suggestions for involving ATU members and encouraged more input at future meetings.

Ms. Grossman asked for examples of how to better involve ATU in outreach activities. Mr. Faddis replied that he hoped to accompany Mr. McGlone to Salem to lobby on behalf of LTD's interests. He said that other options included making operators available to answer questions at public events and meetings about their experiences providing transit services to the community. He said that employees wanted the opportunity to get out in the community, engage people, and understand their concerns and issues; that would mean integrating them into the District's outreach activities. He pointed out that when LTD received the American Public Transportation Association's award as the best transit district of its size, no ATU employees were invited to speak at the party celebrating the achievement.

Mr. Wildish thanked Mr. Faddis for his comments. He said that he agreed that the relationship between operators and those riding the bus could be helpful to the District's efforts to engage the community.

Mr. Gillespie shared that when he joined the Board six years ago, the relationship between the District and ATU was very poor. He said that he was pleased with the improved labor relations and thanked ATU and its members for their willing collaboration, particularly on efforts to stabilize the pension trust fund.

Retired Bus Disposal: Customer Services and Planning Director Andy Vobora reported that typically a bus was sent to auction when it was past its useful life (minimum 12 years), but recently LTD had exercised another option for disposing of buses by donating five retired buses to local agencies. Those agencies were Lane Community College, River Road Parks District, and the Boys and Girls Club of Emerald Valley. He said that the agencies were very pleased to receive the buses and retain those assets in the community.

Board Member Committee Assignments: Mr. Wildish reviewed the list of committee assignments, and assignments were finalized.

Monthly Financial Report: Mr. Lipkin said that the financial report contained in the agenda packet included preliminary data, as was required to be provided within 30 days of the end of the fiscal year. He said that the data was still being posted and a final report would be provided once the annual audit was completed.

Monthly Engagement Reports: There were no questions or comments.

Monthly Performance Reports: There were no questions or comments.

Monthly Grants Report: There were no questions or comments.

Monthly Department Reports: There were no questions or comments.

EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(a) TO CONSIDER THE EMPLOYMENT OF A PUBLIC OFFICER (GENERAL MANAGER): Mr. Wildish announced that the Board would now meet in executive session pursuant to ORS 192.660(2)(a), to consider the employment of the general manager of LTD.

MOTION Mr. Nordin moved that the LTD Board of Directors meet in Executive Session pursuant to ORS 192.660(2)(a), to consider the employment of a public officer (general manager); Ms. Pierce provided the second.

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

The Board entered executive session at 6:36 p.m. LTD staff also present for the executive session were Director of Administrative Services Roland Hoskins and Human Relations Manager David Collier. Also present was Celia Kupersmith with KL2 Connects.

RETURN TO REGULAR (PUBLIC) SESSION: The Board returned to open session at 8:50 p.m.

Ms. Pierce asked about a new ad campaign she had heard on the radio that begins with the phrase, "LTD knows," and asked staff to look into it. She was concerned that it made LTD sound arrogant, and she asked staff to look into it and get back to her.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 8:50 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Julie Grossman
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: _____

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 12, 2015

ITEM TITLE: WEST EUGENE EmX EXTENSION PROPERTY ACQUISITION

PREPARED BY: John Evans, Senior Project Manager

ACTION REQUESTED: Approval of Supplemental Resolution for Refinements to Board Authorization for the Purchase of Property for West Eugene EmX Extension

BACKGROUND:

On December 18, 2013, the Board adopted Resolution No. 2013-033, authorizing LTD to acquire by purchase or by the exercise of the power of eminent domain, certain real properties or property interests as required for the West Eugene EmX Extension Project (WEEE).

Since this original authorization date, LTD has refined and developed detailed property descriptions for each of the specific properties and interests necessary for the completion of the project. The detailed legal descriptions and final engineering designs related to all affected properties are contained in the LTD files, reports, and appraisals. Due to the number of properties and the need for confidentiality, they are not specifically attached to this summary or the resolution.

The property will continue to be purchased according to federal regulations that ensure fair and just compensation for the property owners. This resolution provides the supplemental clarification that the full property descriptions are detailed, complete, and included in the LTD files. This authorization is standard for public agency purchases.

RESULTS OF RECOMMENDED ACTION:

Staff will authorize Universal Field Services to proceed with the acquisition process, which includes survey and appraisal of the property, negotiations with the property owner, and final acquisition of the property.

ATTACHMENTS: Resolution No. 2015-038

PROPOSED MOTION: I move approval of Resolution No. 2015-038:

I move approval of Supplemental Resolution No. 2015-038 that refines and further specifies the property and property interests to be acquired under LTD Resolution 2013-033, dated December 18, 2013.

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LANE TRANSIT DISTRICT

RESOLUTION No. 2015-038

**SUPPLEMENTAL RESOLUTION
REFINING, AUTHORIZING, AND APPROVING
THE ACQUISITION OF CERTAIN PROPERTIES
OR INTERESTS THEREIN IN FURTHERANCE
OF THE WEST EUGENE EmX EXTENSION PROJECT**

WHEREAS, on December 18, 2013, this Board duly adopted its Resolution No. 2013-033, authorizing Lane Transit District ("LTD") to acquire by purchase or by the exercise of the power of eminent domain certain real properties or interests therein necessary for the West Eugene EmX Extension ("WEEE") Project.

WHEREAS, since that date, LTD has refined and described the specific properties and interests therein necessary for the completion of such Project.

WHEREAS, further delineation and specificity of such property and property interests is contained in the LTD files, reports, and appraisals. Such specific properties and interests therein as contained in the final project designs are reviewed and approved by the Board. Due to the number of properties and the need for confidentiality, they are not specifically attached to this resolution.

NOW, THEREFORE, based upon the above findings and recitals, which are incorporated by this reference and hereby adopted, LTD does hereby find, declare, adopt, and resolve as follows:

1. That the prior Resolution dated December 18, 2013, is hereby ratified, approved, and adopted;
2. That the further refinement and specificity for the property and property interests to be acquired, and the specific property and property interests, are hereby ratified and approved;
3. That the specific routes and the specific properties to be acquired to complete such routes are necessary for the completion of the Project and are required to fulfill the purpose of expanding the LTD WEEE Project;
4. That this Resolution supplements the prior Resolution dated December 18, 2013, which by this reference is incorporated herein as if set forth in full.

Adopted by the Lane Transit District Board of Directors on this 12th day of October, 2015.

Date

LTD Board President

AGENDA ITEM SUMMARY

DATE OF MEETING: October 12, 2015

ITEM TITLE: MOVINGAHEAD - LEVEL 1 DECISION

PREPARED BY: Sasha Luftig, Development Planner

ACTION REQUESTED: The Board is asked to advance the following MovingAhead corridors for further study in order to evaluate an EmX alternative, an Enhanced Corridor alternative, and a no-build alternative during the Level 2 Alternatives Analysis:

- Highway 99 Corridor
- River Road Corridor
- Coburg Road Corridor
- 30th Avenue-Lane Community College Corridor

And the Board is asked to advance the Martin Luther King, Jr. Boulevard Corridor for further study in order to evaluate an Enhanced Corridor alternative during the Level 2 Alternatives Analysis.

BACKGROUND:

MovingAhead is a cooperative effort to make the main streets in the community's transportation system safer and more accessible for people traveling by foot, bicycle, mobility device, bus, or car, while supporting great neighborhoods. The purpose of this agenda item is to provide the LTD Board of Directors with the opportunity to ask questions, provide feedback, and take action on the proposed recommendation from the MovingAhead Oversight Committee about which corridors to advance for further study to the Level 2 Alternatives Analysis.

ATTACHMENT:

- 1) Level 1 Screening Evaluation Summary
- 2) Letter from League of Women Voters Dated October 8, 2015

PROPOSED MOTION: I move approval of LTD Resolution No. 2015-039:

Be it resolved that the LTD Board of Directors directs advancement of the following MovingAhead corridors for further study in order to evaluate an EmX alternative, an Enhanced Corridor alternative, and a no-build alternative during the Level 2 Alternatives Analysis:

- Highway 99 Corridor
- River Road Corridor
- Coburg Road Corridor
- 30th Avenue-Lane Community College Corridor

And the Board is asked to advance the Martin Luther King, Jr. Boulevard Corridor for further study in order to evaluate an Enhanced Corridor alternative during the Level 2 Alternatives Analysis.

Q:\Reference\Board Packet\2015\10\Oct 12 Spec Bd Mtg\MovingAhead Update AIS.docx

October 5, 2015

Level 1 Screening Evaluation Summary

This memorandum summarizes the results of the MovingAhead Level 1 screening evaluation. The Level 1 screening process evaluated six transportation corridors (Figure 1) in Eugene for potential improvements for people walking, biking, rolling with mobility devices, and riding the bus. The project team looked at EmX and Enhanced Corridor options, as well as bicycle and pedestrian improvements, in the six corridors. The team evaluated each corridor based on a number of criteria, including public support, cost effectiveness, and potential to increase ridership in the corridor.

Study process

In early 2015, the project team conducted a fatal-flaw screening to identify which of 10 corridors should move forward to the Level 1 screening evaluation. The fatal flaw screening was conducted with local, regional, and state agency staff who evaluated and ranked the corridors based on MovingAhead's purpose and need, goals, and objectives (PNGO). The project team then evaluated the seven corridors that advanced from the fatal flaw screening in the Level 1 screening evaluation. The Randy Papé Beltline Highway Corridor was initially advanced, but later was set aside and will only be considered for east-west connecting bus service separate from MovingAhead. The project team also considered options for the Martin Luther King, Jr. Boulevard Corridor that would continue on Centennial Boulevard to serve Springfield. As the City of Springfield does not have the resources available to consider transit enhancements on Centennial Boulevard at this time, MovingAhead will only consider options within the City of Eugene.

Corridors and transit concepts advanced from Level 1 will be evaluated and refined further during the Level 2 alternatives analysis.

Public outreach

The project team conducted outreach during summer 2015 to solicit feedback on which corridors and transit options should move forward for further study in the next phase of the project. The project team participated in eleven events throughout the summer; engaged the Latino community through a Latino leaders' focus group and other events; engaged the business community through meetings coordinated by the Eugene Chamber of Commerce; presented to several community groups; held an in-person open house in September; and solicited feedback via a virtual open house. The team spoke with an estimated 590 people about the project over the summer. This number does not include the people who serve on existing City and LTD committees and commissions that received project information through their representation on the MovingAhead Sounding Board. In addition, 372 responses were received at the virtual open house. Figure 2 below shows results of the summer public outreach.

Corridors and transit options evaluated

Figure 1 shows the corridors considered during the Level 1 screening evaluation. The project team evaluated three transit concepts for all corridors: a "No-Build option," "Enhanced Corridor option," and "EmX option." Community support (as determined through public outreach in spring 2015) was low for EmX on the Valley River Center Corridor; as a result, only Enhanced Corridor and No-Build options were

evaluated for this corridor. Highway 99, River Road, and Martin Luther King, Jr. Boulevard Corridors each had two EmX options that were considered.

No-Build options provide a basis for comparing EmX and Enhanced Corridor options. No-Build options assume that transit service in each corridor would be the same in the future.

Enhanced Corridor options include features like intersection queue jumps that allow buses to bypass traffic at congested intersections. Enhanced Corridor options also include frequent bus service like EmX as well as improved amenities like shelters. In general, buses still operate in lanes shared with other cars and trucks.

EmX options vary depending on the corridor, and include features like exclusive lanes for buses, lanes shared by transit vehicles and turning cars, and intersection queue jumps. All EmX options include branded buses, shelters, and real-time travel information. EmX designs will include a variety of transit treatments such as separate transit lanes, business access and transit (BAT) lanes, and shared lanes.

All corridor options included improvements for people walking, biking, and rolling with a mobility device.

Level 1 Corridors

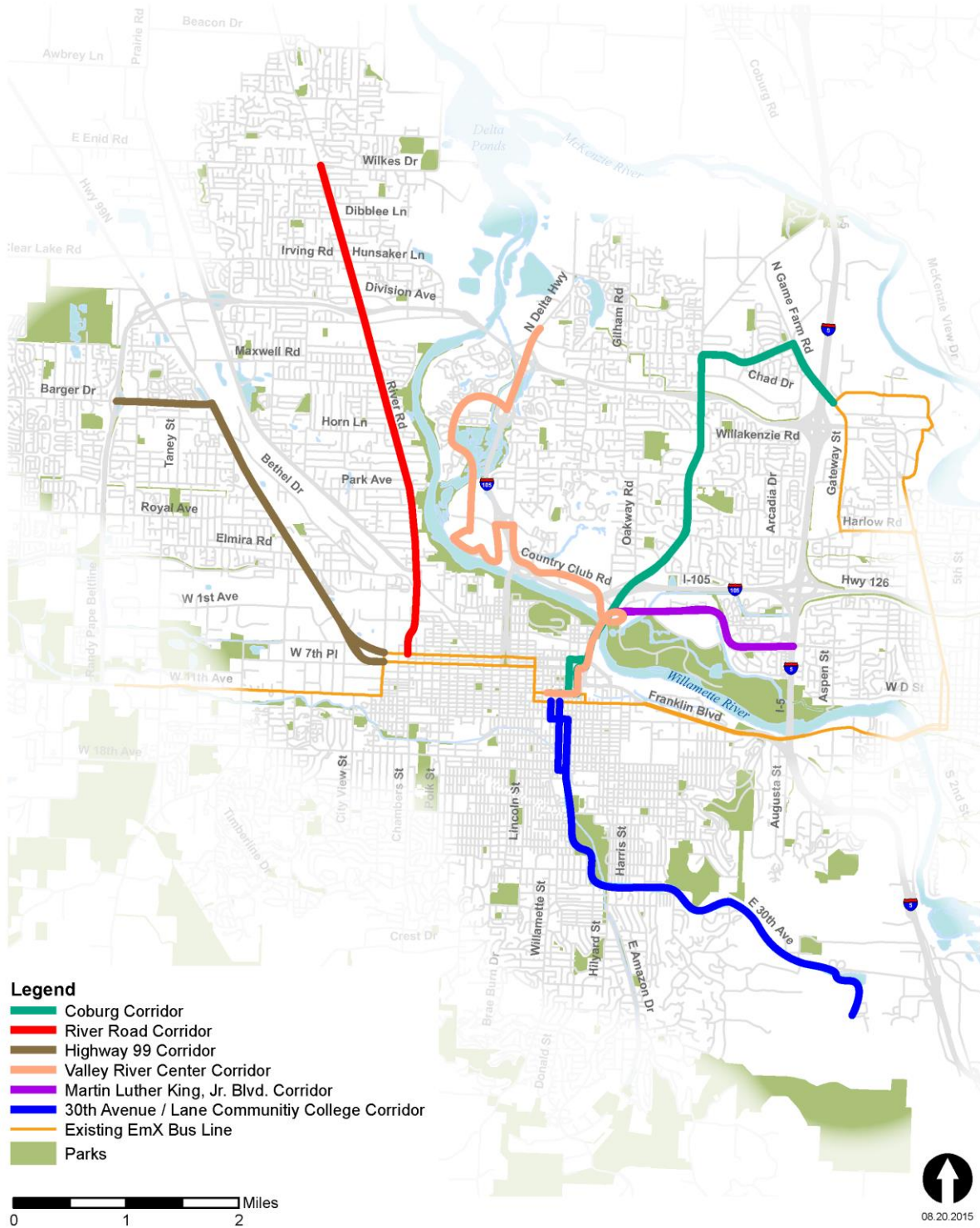


Figure 1. Level 1 corridors

Screening results

Figure 2 (below) shows the results of the screening evaluation. EmX options are likely to have the greatest potential to improve transit travel times in the River Road and Coburg Road Corridors due to existing or projected traffic congestion. EmX options would likely result in large increases in bus ridership in the Highway 99, River Road, Coburg Road, and 30th/LCC Corridors. With the Enhanced Corridor option, ridership in the Martin Luther King, Jr. Boulevard Corridor would likely increase substantially. The Valley River Center Corridor would also likely experience a large ridership increase with the Enhanced Corridor option. All options would result in increased operating costs for LTD, but operating costs *per boarding* are expected to be about the same as today.

Total project capital costs for all options are expected to vary between about \$10 and \$40 million for Enhanced Corridor options, and between \$50 and \$90 million for EmX options. Capital costs will be refined during the Level 2 alternatives analysis. All EmX options would meet federal Small Starts (a major transit capital grant program) funding requirements, while all Enhanced Corridor options could possibly meet funding requirements, depending on design decisions.

All corridors would result in enhanced facilities for people walking, biking, and rolling with mobility devices; all corridors would also coordinate with existing pedestrian and bicycle plans, with the exception of the Valley River Center Corridor as current plans do not include as many improvements in that area.

Corridor screening results

October 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

Estimated capital cost (millions of \$) for improvements*

Estimated 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 interest***

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)	○	○	○	○	○	○	○	○	○	○	○
Estimated 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
Estimated 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 interest***	○	○	○	○	○	○	○	○	○	○	○
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

***Based on results of outreach conducted during summer 2015

Figure 2. Corridor screening results

Recommendation

The project team and Oversight Committee recommend advancing four corridors for further evaluation of EmX in the Level 2 alternatives analysis. The four corridors are:

- Highway 99 Corridor
- River Road Corridor
- Coburg Road Corridor
- 30th Avenue-Lane Community College Corridor

For each of these corridors, MovingAhead will evaluate an EmX alternative, an Enhanced Corridor alternative, and a no-build alternative during the Level 2 alternatives analysis. In some cases, the EmX alternatives may include different design options.

These corridors received the broadest community support for further study of EmX. From a technical perspective, they each offer significant growth in transit ridership with only modest effects on LTD's system operating costs, and provide investments in Envision Eugene's key transportation corridors.

The project team and Oversight Committee recommend that the Martin Luther King, Jr. Boulevard Corridor advance as an Enhanced Corridor as part of the Level 2 alternatives analysis. This corridor offers strong transit ridership with an Enhanced Corridor treatment and could benefit from transit improvements associated with Coburg Road.

The project team and Oversight Committee recommend not advancing the Valley River Center Corridor as part of MovingAhead at this time. Community members suggested that EmX was not needed in the short-term during outreach conducted in spring 2015. Again, in summer 2015, Valley River Center had the weakest support of any corridor. LTD and the City of Eugene may consider improvements to this corridor through their existing capital improvement programs. There may also be a need for additional transportation and land use planning in the Valley River Center area that will be identified on future City of Eugene work plans.

The MovingAhead project team will refine the alternatives identified in Table 1 before beginning the Level 2 alternatives analysis. Refinement will include concepts for transit operations, identification of general station locations, crossing improvements for people walking, biking, and rolling with mobility devices, and linear facilities along the corridors for these vulnerable users.

Table 1. Corridors and transit alternatives recommended for study in Level 2 alternatives analysis

Corridor	EmX	Enhanced Corridor	No-Build
Highway 99	✓	✓	✓
River Road	✓	✓	✓
Coburg Road	✓	✓	✓
30th Avenue-Lane Community College	✓	✓	✓
Martin Luther King, Jr. Boulevard		✓	✓



**LEAGUE OF WOMEN VOTERS®
OF LANE COUNTY**

October 8, 2015

Mayor and Eugene City Council
Lane Transit District Board of Directors

The League of Women Voters of Lane County supports the Moving Ahead initiative in which the City of Eugene and Lane Transit District are engaged. We also support the recommendation to advance four corridors (River Road, Coburg Road, Highway 99, and 30th/LCC corridors) for further study as an EmX or Enhanced Corridor and to advance the Martin Luther King Jr Blvd corridor for study as an Enhanced Corridor.

Moving Ahead's system-level approach focused on major corridors is sound, as is the goal of prioritizing transit, bike and pedestrian projects so they can be expeditiously designed and built as funding becomes available. Shortening the time from initial planning to EmX construction will help ensure that the full benefits of EmX will be realized as more corridors are fully developed. Implementing non-EmX strategies to enhance transit operations also has the potential to deliver faster, more frequent service in some locations. In addition, many improvements are needed on major thoroughfares to make travel safer for those not using motor vehicles.

The League is pleased that the Moving Ahead process has included significant opportunities for citizens to learn about and provide input regarding the corridors and options both at public meetings and electronically. We encourage you to make such opportunities available to review the more detailed technical, environmental, and financial work that will be performed for the corridors that advance to the Level 2 alternatives analysis. We look forward to seeing these results in early 2016.

In conclusion, the Moving Ahead effort furthers the goals of Envision Eugene as well as the development of a balanced, well-functioning transportation system that supports economic development and allows people to get to the places they need to go. The League believes it is time for moving ahead in the recommended direction.

Sincerely,

Linda Lynch
President

The League promotes political responsibility through informed and active participation in government and acts on member selected and researched governmental issues. The League does not support or oppose any political party or any candidate.

AGENDA ITEM SUMMARY

DATE OF MEETING: October 12, 2015

ITEM TITLE: AMALGAMATED TRANSIT UNION PENSION TRUSTEE AGREEMENT

PREPARED BY: Roland Hoskins, Director of Administrative Services

ACTION REQUESTED: Approval of change in the number of trustees for the ATU Pension Plan and in the manner in which motions are passed

BACKGROUND:

At previous meetings, the Pension Trustees discussed adding two additional trustees to the Amalgamated Transit Union (ATU) Pension Trust: one appointed by ATU and one appointed by the LTD Board of Directors. This discussion arose to help alleviate scheduling issues with current trustees and allow Trust meetings to continue to occur. Plan attorney, Jeff Kirtner with Hershner Hunter, has prepared memorandums adding the two Trustees and explaining how the voting should take place going forward. Currently there are four trustees: two appointed by the LTD Board and two appointed by ATU. For a motion to pass, it takes an affirmative vote of three trustees. In the future, there will be six trustees (three appointed by the LTD Board of Directors and three appointed by the ATU). For a motion to pass, it will require two affirmative votes from the ATU-appointed trustees and two affirmative votes from the LTD Board-appointed trustees. At the October 12 meeting, the Board will be asked to approve this change.

ATTACHMENTS:

- 1) LTD Resolution No. 2015-040
- 2) Memorandum from Jeff Kirtner, Hershner Hunter, dated October 8, 2015, to Union Plan Trustees
- 3) First Amendment to the Second Restated Trust Agreement for LTD and ATU
- 4) Second Restated Trust Agreement, LTD and ATU

PROPOSED MOTION: I move approval of LTD Resolution No. 2015-040:

Be it resolved that the LTD Board of Directors hereby approves the addition of two trustees to the Lane Transit District and Amalgamated Transit Union (ATU), Local No. 757 Pension Trust: one trustee to be appointed by the ATU and one trustee to be appointed by the LTD Board of Directors. For a motion to pass, it will require two affirmative votes from the ATU-appointed trustees and two affirmative votes from the LTD Board-appointed trustees.

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LTD Resolution No. 2015-040

RESOLUTION PROPOSED FOR ADOPTION BY THE
BOARD OF DIRECTORS OF LANE TRANSIT DISTRICT
AT THE OCTOBER 12, 2015, MEETING

By adopting the following resolutions, the LTD Board would:

Adopt a First Amendment to the Second Restated Trust Agreement for the Lane Transit District and Amalgamated Transit Union, Local No. 757, Pension Trust, dated December 18, 1979 (the "ATU Trust Agreement"), which is the Trust Agreement for the Lane Transit District and Amalgamated Transit Union, Local No. 757, Pension Trust (the "ATU Plan").

The effect of the First Amendment would be to: (a) add two new trustees for the ATU Plan: one appointed by Lane Transit District and one appointed by Amalgamated Transit Union, Local No. 757, thus increasing the total number of Trustees for the ATU Plan from four to six; (b) make associated changes to the quorum and voting requirements for the Trustees of the ATU Plan to take action; and (c) clarify that the Trustees of the ATU Plan may allow participants to direct the investment of one or more accounts under the Plan in light of changes to the ATU Plan providing for contributions to individual participant accounts.

Effective immediately:

The LTD Board approves the First Amendment to the Second Restated Trust Agreement for the Lane Transit District and Amalgamated Transit Union, Local No. 757, Pension Trust, dated December 18, 1979 (the "ATU Trust Agreement"), in the form presented at the meeting.

The LTD General Manager is authorized and instructed to execute the First Amendment on behalf of Lane Transit District.

Adopted by the Lane Transit District Board of Directors on this 12th day of October, 2015.

LTD Board President

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MEMORANDUM

TO: ATU, LTD Board, and Trustees of the ATU Plan

FROM: Jeff Kirtner

DATE: October 8, 2015

RE: Explanation of First Amendment Changing Various Trust Provisions
Our File No. 12374.80A

At the Trustee meetings on July 15, 2015, and September 16, 2015, the ATU Plan Trustees discussed and approved in concept increasing the number of Trustees from four to six and making associated changes to the quorum and voting requirements for the Lane Transit District and Amalgamated Transit Union, Local No. 757 Pension Trust (the “Plan”). Those changes, plus some others explained below, are contained in a proposed First Amendment, a copy of which is attached, and which is being submitted to the Union and LTD board for possible adoption. The Union and LTD board, not the Trustees, have the power to adopt the First Amendment.

As background, the Plan is contained in a written plan document, most recently restated on July 15, 2015. Funds for the Plan are held by the Trustees in a Trust created by the Second Restated Trust Agreement dated December 18, 1979 (the “Trust Agreement”). The Trust Agreement was entered into between Lane Transit District and the Amalgamated Transit Union, Local NO. 757 (known as “Trustors”) and the then current Trustees. The Plan and the Trust Agreement govern the operation and actions of the Plan and Trustees.

1. *How are Trustees Currently Selected, and What are the Current Quorum and Voting Requirements?*

Selection: Each Trustor (LTD and the Union) appoints two Trustees and their respective successors, so that at all times there are four Trustees. Paragraph 1.3 of the Trust Agreement.

Three is a Quorum: A quorum is three Trustees. Paragraph 1.4 of the Trust Agreement.

Three Votes to Act: The Trustees may act only on the affirmative vote of three Trustees at a meeting. Paragraph 1.4 of the Trust Agreement.

Unanimous Consent: The Trustees may act without a meeting if all Trustees sign a consent. Paragraph 1.5 of the Trust Agreement.

2. *What Will the Selection, Quorum, and Voting Provisions be if the First Amendment is Adopted?*

Selection: Each Trustor (LTD and the Union) will appoint three Trustees and their respective successors, so that at all times there will be six Trustees. See Section 1 of the First Amendment (changing Paragraph 1.3 of the Trust Agreement).

Quorum: A quorum will be two Trustees from each side.

Voting—Approval by Majority of Both Union-Appointed Trustees and LTD-Appointed Trustees: Both the Union-appointed Trustees and the LTD-appointed Trustees must approve an act by majority vote from each side (i.e., at least two votes in favor from the Union-appointed Trustees and at least two votes in favor from the LTD-appointed Trustees).

Unanimous Consent: The First Amendment does not change the current unanimous consent requirement for actions taken without a meeting. The First Amendment also does not change the unanimous consent currently required for the Trustees to adopt COLAs or other Plan amendments.

3. *What is Needed to Adopt the First Amendment?*

Normally under Paragraph 8.1 of the Trust Agreement, incorporating the requirements of Article 18 of the Plan, the following steps must be taken to amend the Trust Agreement:

3.1 LTD or the Union should give notice to the other to meet to discuss the change.

3.2 The meeting should be held promptly after the giving of notice.

3.3 Any amendment should be reduced to writing signed by both Trustors.

3.4 The writing should be delivered to the Trustees, who should also sign them.

However, in Section 4 of the First Amendment, the Union and Board waive the notice and meeting requirements of 3.1 and 3.2 above. Accordingly, to adopt the First Amendment, it should be signed by the Union, LTD and the Trustees.

4. *What Other Changes Does the First Amendment Make?*

The First Amendment allows Trustees to receive notice by email if they authorize it. See Section 2 of the First Amendment (changing Paragraph 1.4 of the Trust Agreement). The First Amendment also gives the Trustees the express authority to allow participants to direct the investment of certain contributions made to participants' individual accounts. This change is being made in light of previous Plan changes providing for individual contributions to individual accounts.

FIRST AMENDMENT TO THE SECOND RESTATED TRUST AGREEMENT
FOR THE
LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION, LOCAL NO.
757 PENSION TRUST

Effective October 21, 2015, the Second Restated Trust Agreement dated December 18, 1979 (the "Trust Agreement"), which was entered into between Lane Transit District and Amalgamated Transit Union, Local No. 757 as "Trustors," and which relates to the Lane Transit District and Amalgamated Transit Union, Local No. 757 Pension Trust, is amended as follows:

1. Paragraph 1.3 of the Trust Agreement is replaced by the following:

1.3 Each of the Trustors shall appoint three (3) Trustees and their respective successors so that at all times there shall be six (6) Trustees, three (3) of which shall have been appointed by each Trustor. The Trustees appointed by Lane Transit District are referred to as the "LTD-Appointed Trustees" and the Trustees appointed by Amalgamated Transit Union, Local No. 757 are referred to as the "Union-Appointed Trustees."

2. Paragraph 1.4 of the Trust Agreement is replaced by the following:

1.4 The Trustees, when acting under the terms of this agreement (except as provided in Paragraph 1.5), shall act only on an affirmative vote of at least two (2) of the LTD-Appointed Trustees and at least two (2) of the Union-Appointed Trustees at a meeting. Any Trustee may call a meeting of the Trustees by giving written notice of the time and place of such meeting to the other Trustees.

Such notices shall be deemed given when delivered personally; when sent, if sent by electronic transmission (including without limitation electronic mail or telephone facsimile) in a manner authorized in writing by the Trustee; or when deposited in the United States mail, with postage prepaid addressed to the Trustee at the address for the Trustee maintained in the Trust records. The meeting shall not be scheduled prior to ninety-six (96) hours after the notice is given.

Attendance at any meeting shall be deemed a waiver of the defect in any notice given of the meeting. The presence of at least two (2) of the LTD-Appointed Trustees and at least two (2) of the Union-Appointed Trustees is necessary to constitute a quorum.

3. The following paragraphs are added at the end of Paragraph 2.1 of the Trust Agreement:

Notwithstanding 2.1(A) and (B) above, the Trustee may allow one or more Participants and beneficiaries in the Lane Transit District and Amalgamated Transit Union, Local No. 757 Defined Contribution Program ("Account Holder") to direct the investment of one or more of the Account Holder's accounts in such Defined Contribution Program, under procedures established or approved by the Trustee, among the investment alternatives made available to the Account Holder for such accounts. The Trustee shall not be liable for any loss resulting from investments made as so directed.

An Account Holder's investment direction continues to apply to the Account Holder's accounts after the Account Holder's death and until the successor Account Holder directs the investment of the accounts and continues to apply to any portion of the Account Holder's accounts assigned to an alternate payee until the alternate payee or the alternate payee's beneficiary directs the investment of the assigned portion. The Trustee or the investment manager, as the case may be, shall invest, in accordance with the terms of this agreement, any of such accounts not invested at the direction of an Account Holder. Capitalized terms in this and the two preceding paragraphs have the same meanings as in the Plan.

4. The Trustors waive any notice and meeting provisions related to amending the Trust. This amendment will be effective when executed by the Trustors and delivered to the Trustees. By signing below, the Trustees acknowledge receipt of prior notice of, and delivery of, the amendment. This amendment may be executed in several counterparts, each of which is deemed to be an original, and all of which form a single document.

TRUSTORS:

TRUSTEES:

LANE TRANSIT DISTRICT

By: _____
General Manager

Gary Gillespie

Date: _____

Date: _____

AMALGAMATED TRANSIT UNION,
LOCAL NO. 757

Ron Kilcoyne

By: _____

Date: _____

Title: _____

Date: _____

Jon Hunt

Date: _____

Carl Faddis

Date: _____

SECOND RESTATED TRUST AGREEMENT

Lane Transit District and
Amalgamated Transit Union, Local No. 757
(Trustors)

and

Kenneth H. Kohnen, Phyllis P. Loobey,
Henry A. Perry and Peter McCabe
(Trustees)

SECOND RESTATED TRUST AGREEMENT

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LANE TRANSIT DISTRICT AND
AMALGAMATED TRANSIT UNION, LOCAL NO. 757

PENSION TRUST

SECOND RESTATED TRUST AGREEMENT

PARTIES:

LANE TRANSIT DISTRICT (formerly known as Lane County Mass Transit District) and
AMALGAMATED TRANSIT UNION, LOCAL NO. 757 (herein referred collectively to as the "Trustors") and
KENNETH H. KOHNEN, PHYLLIS P. LOOBEY, HENRY A. PERRY and
PETER McCABE (herein referred to as "Trustees")

RECITALS:

A. Effective March 1, 1978 the Trustors and Trustees entered into an Amended and Restated Trust Agreement. Because the use of a Joint Committee for the administration of the Plan and Trust has been merged into the function of the Trustee, it is the intent of the parties hereto to amend said Trust Agreement in certain respects.

B. This Second Restated Trust Agreement shall be effective July 1, 1979 and shall supercede and be a continuation of the trust agreement which was effective March 1, 1978.

ARTICLE I
PRELIMINARY PROVISIONS

1.1 The definition of certain words in Article I of the Lane Transit District and Amalgamated Transit Union, Local No. 757 Restated Retirement Plan ("Plan") shall apply to this agreement wherever applicable, however, the term Member as used herein shall be an Employee who participates in the Plan pursuant to Article II thereof.

1.2 The Fund shall be held and managed by the Trustees for the exclusive benefit of Members, Inactive Members, retired Members and their joint annuitants in accordance with the Plan as now in effect or as it may be hereafter amended.

1.3 Each of the Trustors shall appoint two (2) Trustees and their respective successors so that at all times there shall be four (4) Trustees, two (2) of which shall have been appointed by each Trustor.

1.4 The Trustees, when acting under the terms of this agreement (except as provided in Paragraph 1.5), shall act only on an affirmative vote of three (3) Trustees at a meeting. Any Trustee may call a meeting of the Trustees by giving written notice of the time and place of such meeting to the other Trustees. Such notice shall be deemed given when delivered personally or when deposited in the United States mail, with postage prepaid addressed to the Trustee at the address for the Trustee maintained

in the Trust records. The meeting shall not be scheduled prior to ninety-six (96) hours after delivery or mailing of the notice. Attendance at any meeting shall be deemed a waiver of the defect in any notice given of the meeting. The presence of three (3) Trustees is necessary to constitute a quorum.

1.5 Any action which may be taken at a meeting may also be taken by written consent which shall be signed by all Trustees.

1.6 In the event of a deadlock of the Trustees in regard to any matter relating to their administration of the Plan as opposed to their fiduciary obligations under this Trust, the matter may be referred to arbitration as provided for in Article XXII of the Plan.

ARTICLE II

AUTHORITY AND DUTIES OF THE TRUSTEES

2.1 Except as otherwise provided by law, the Trustees shall in their discretion invest and reinvest the assets of the Fund as follows:

(A) In acquiring, investing, reinvesting, exchanging, retaining, selling, loaning and managing said funds or property, the Trustees shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a prudent man acting in like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims. Within the limitations of the foregoing standard, the Trustees are authorized to acquire and retain every kind of property, real, personal or mixed, and every kind of investment specifically including, but not by way of limitation, bonds, debentures and other corporate obligations, and stocks, preferred or common, which persons of prudence, discretion and intelligence acquire or retain for their own account.

(B) In combining the money and other assets of the Fund for investment purposes with the fund created and maintained under the Lane Transit District Salaried Employees Retirement Plan, Trust Agreement, the Trustees shall maintain a record of the percentage interest of each such fund in the pooled fund. Upon the termination of all or a

part of such pooled fund, the division of interest in any such pooled fund in cash or in kind shall be in the sole discretion of the Trustees. However, any such division shall be based on the fair market value of the property in such pooled fund at the time of the division.

Notwithstanding subparagraphs 2.1(A) and (B) above, in carrying out their investment responsibilities as set forth above, the Trustees may appoint an investment manager or managers, as provided in the Employee Retirement Income Security Act of 1974, to manage the assets of the Fund or any portion thereof. As used herein, the term investment manager shall mean any fiduciary other than the Trustees who has the power to manage, acquire or dispose of any portion of the Fund; who is a registered investment adviser under the Investment Advisers Act of 1940, a bank as defined in that Act or an insurance company qualified to perform trust asset management services under the laws of more than one (1) state; and has acknowledged such fiduciary status with respect to the Plan. Upon acceptance of appointment and written acknowledgment of fiduciary status with respect to the Plan and the Trust Agreement, such investment manager shall have the authority to manage, acquire or dispose of those assets of the Fund with respect to which such authority is delegated and, in accordance with said Act, no Trustee shall be liable for the acts or omissions of such investment manager or be under an obligation to invest or otherwise manage any asset of the Fund which is subject to the management of such investment manager.

2.2 The Trustees shall retain in cash and keep unproductive of income such amount of the assets of the Fund as the Trustees shall find necessary or advisable to meet the cash disbursements required under the Plan.

2.3 Subject to the provisions of Paragraphs 2.1 and 2.2 above, the Trustees consistent with applicable law are and shall be authorized and empowered in their discretion but not by way of limitation:

(A) To sell, exchange, convey, transfer or dispose of, and to grant options with respect to any property, real or personal, at any time held by them in the Fund. Any sale may be made by the Trustees by private contract or by public auction, and for cash or upon credit, or partly for cash and partly for credit, as the Trustees may deem prudent; and no person dealing with the Trustees shall be bound to see to the application of the proceeds of any such transaction or to inquire into the validity, expediency or propriety of such transaction.

(B) To retain, manage, operate, repair and improve, and to mortgage or lease for any period, any real or personal property held by them, and to purchase and carry insurance in such amount and against such hazards as the Trustees may deem advisable.

(C) To compromise, compound and settle any debt or obligation due to or from them as the Trustees hereunder, and to reduce the rate of interest on, to extend or otherwise

modify, and to foreclose upon default or otherwise to enforce any such obligation.

(D) To vote in person or by proxy with respect to any bonds, stocks or other securities held by them, to exercise any options applicable to any such bonds, stocks or other securities for the conversion thereof into other securities, to exercise any rights to subscribe for additional bonds, stocks or other securities, and to make any and all necessary payments therefor, to join in, or to dissent from or oppose the reorganization, recapitalization, consolidation, liquidation, sale or merger of corporations or properties in which they may be interested as the Trustees, upon such terms and conditions as they may deem prudent.

(E) To accept and hold any securities or other property received by them under the provisions of any of the subdivisions of this Paragraph 2.3 whether or not the Trustees would be authorized hereunder then to invest in such securities.

(F) To make, execute, acknowledge and deliver any and all appropriate deeds, leases, assignments and other instruments.

(G) To borrow or raise moneys for the purposes of this Trust to the extent and upon such terms and conditions as the Trustees in their discretion may deem desirable or proper, and for any sum so borrowed to issue their promissory note as the Trustees and to secure the repayment thereof by pledging all or any part of the Fund, and no person lending money to the Trustees shall be bound to see to the application

of the money borrowed, or to inquire into the validity, expediency or propriety of any such borrowing.

(H) To loan moneys of the Trust upon the receipt of adequate security and a reasonable rate of interest.

(I) To cause any investments from time to time held by them to be registered in or transferred into their name as the Trustees, or the name of their nominee or nominees, or the name or nominee of their agent or custodian, or to retain them unregistered or in form permitting transfer thereof by delivery only, but the books and records of the Trustees shall at all times show that all such investments are part of the Fund.

(J) To sue, defend, compromise, arbitrate or settle any suit or other legal proceeding brought by or against this Trust and, generally, to exercise any of the powers of an owner with respect to the assets of the Fund.

(K) To pay or to cause to be paid all or part of the benefits provided in the Plan to the persons entitled thereto under the Plan and in accordance with the terms and provisions of the Plan.

(L) To prepare or cause to be prepared such periodic reports concerning the affairs of the Fund and the Plan, and to furnish such reports to such persons both as the Trustees may deem advisable and as may be required by law.

2.4 The Trustees shall have no duty to collect or enforce payment of the contributions to the Plan and Fund required

by any collective bargaining agreement or other agreement and shall be charged only with the contributions actually received by it.

2.5 The Trustees shall not be required to determine the accuracy of the computations of the Trustors or any person used in determining the amount of any contribution to the Fund, but may receive all contributions in the amount tendered to them.

2.6 The Trustees shall keep accurate and detailed accounts of all investments, receipts and disbursements and other transactions hereunder, and all accounts, books and records relating thereto shall be open to inspection as provided in the Plan.

(A) Within ninety (90) days after each July 1 or at such other times as required by law, the Trustees shall report all purchases, sales, receipts, disbursements and other transactions effected by the Trustees during the period for which the report is filed. It shall contain an exact description, the cost as shown on the Trustees' books and the market value as of the end of such period of every item then held in the Fund. Except as otherwise provided by law, the Trustees shall be forever relieved from all liability for all acts set forth in such report. The foregoing provision, however, shall not preclude the Trustees from having their account settled by a court of competent jurisdiction. In any such proceeding, only the Trustees and the Trustor shall be parties, and the results thereof shall be binding on all persons whomsoever.

(B) No person other than the Trustor may require an accounting or bring an action against the Trustees with respect to the Trust or their actions as the Trustees.

(C) The Trustees may from time to time obtain an audit of the Fund by a firm of certified public accountants. The expense of any such audit shall be paid from the fund on direction of the Trustees.

2.7 The Trustees shall make payments from the Fund as provided in the Plan.

2.8 The Trustees may employ suitable counsel who may be counsel for the Plan.

2.9 If any tax or assessment is levied upon the Fund or any portion thereof or against the Trustees by reason of the existence of the Trust, the Trustees shall have the power to pay such tax or assessment and charge the same against the Fund, notwithstanding any other provisions of this agreement.

2.10 The Trustees may procure fidelity bonds for persons authorized to receive, handle, deal with or draw upon the moneys in the Fund for any purpose whatsoever in such amounts as the Trustees shall deem proper and as shall be required by law. Said bonds shall be obtained from such duly authorized surety company as the Trustees shall determine. The cost of the premiums on such bonds and insurance shall be paid out of the Fund.

2.11 In addition to payments authorized by Paragraph 2.7 above, the Trustees may transfer, in cash or in kind, a

portion of the Fund's assets determined by the Trustors to the trustee of a trust established for the purpose of funding the benefits of a retirement plan which is adopted for all or a portion of the Plan's active and retired Members so long as such transfer does not result in a termination or partial termination of the Plan. If such transfer results in a termination or partial termination of the Plan, it shall not be effected until all notification required by law have been made and all approval required by law have been obtained.

ARTICLE III
ADMINISTRATION

3.1 The Plan and Fund shall be administered by the Trustees pursuant to the Plan and the Trust.

ARTICLE IV
TRUSTEES' COMPENSATION

4.1 The Trustees shall only be entitled to reasonable compensation for their services only if they qualify as an investment manager pursuant to subparagraph 2.1(B). In addition, the Trustees shall be reimbursed out of the Fund for expenses incurred in the performance of this Trust.

ARTICLE V
GENERAL PROVISIONS

5.1 The Trustees shall not have the authority to pay out funds for the benefit of the Trustors or for any other purpose not in accordance with the Plan.

5.2 The Trustees shall not be obligated to commence or maintain any legal or arbitration proceedings with respect to the Fund, unless they shall have been indemnified to their satisfaction against all expenses and liabilities which may be incurred thereby, including reasonable attorneys' fees.

5.3 The Trustees shall not be liable for any expense nor shall they have any liability hereunder, unless due to or arising from their fraud, dishonesty or willful and gross negligence or misconduct. No one of the Trustees shall be liable for any act or omission of any other Trustee unless in connection therewith said first Trustee is guilty of fraud, dishonesty or willful and gross negligence or misconduct. Except as thus provided, the Trustees shall not be liable for the making, retention or sale of any investment or reinvestment made by them as herein provided, nor for any loss to or diminution of the Fund. This Paragraph 5.3 shall only apply to the extent permitted by law.

5.4 The Trustees shall not be liable for interest on any portion of the Fund which is held uninvested.

5.5 This agreement shall be interpreted and construed under applicable federal law and the laws of the state of Oregon.

5.6 Third parties dealing with the Trustees shall not be required to make inquiry as to whether the Trustees are authorized to take or omit any action.

5.7 No part of the corpus or income of the Fund shall at any time be used for, or diverted to, purposes other than for the exclusive benefit of Members, retired Members and their joint annuitants, or for defraying reasonable expenses of administering the Plan.

5.8 This agreement is based upon the condition precedent that it shall be approved as qualified by the Internal Revenue Service as meeting the requirements of the Internal Revenue Code and regulations issued thereunder so that such contributions will not be taxable to the employees as income and so that the Trust shall be exempt from income taxation and excise taxes or penalties which may be imposed pursuant to law.

5.9 The feminine or masculine pronoun wherever used in this agreement shall include the other.

5.10 The Trustees may delegate ministerial powers or duties to regularly chosen agents, custodians or employees.

ARTICLE VI
RESIGNATION, REMOVAL AND SUBSTITUTION

6.1 The Trustees shall be appointed by the Trustors annually for terms commencing on July 1 of each year. Should the Trustor fail to make any such annual appointment by July 1 of any year, then the previously designated Trustee or Trustees shall continue to so serve, subject to the following paragraphs of this article.

6.2 A Trustee may resign at any time upon sixty (60) days' written notice to the Trustors and the other Trustees. A Trustee may be removed at any time by the Trustors upon sixty (60) days' written notice to the other Trustees. Upon the resignation or removal of a Trustee, the Trustors shall appoint a successor Trustee, who shall have the same powers and duties as are conferred hereunder upon the successor Trustee's predecessor. However, no such designation or removal shall become effective until the successor Trustee or Trustees shall have been appointed; provided that, if Trustors have not selected a successor Trustee or Trustees before the effective date of any such removal or resignation, a Trustee or the Trustees may apply to the Circuit Court of the State of Oregon for the County of Lane for an order appointing a successor Trustee or Trustees and for such other relief as the court may deem proper, and in any such proceeding service of process on each of the Trustors shall be service sufficient to bind all persons, including, without limiting the

generality of the foregoing, the Trustors, all employees and all persons dealing with or concerning this Trust.

6.3 Upon resignation or removal of a Trustee, such Trustee shall assign, transfer and pay over to the Trustees all moneys, securities and other property of the Fund which is in the Trustee's custody, together with such records or copies thereof as may be necessary.

6.4 Upon a resignation or removal, the Trustees shall have the rights and obligations provided in subparagraph 2.6(A) hereof.

ARTICLE VII

SUCCESSORS

7.1 A successor or assign of either Trustors shall become a Trustor hereunder. Any successor of the Trustees hereunder shall be the successor Trustee or Trustees with the same rights, powers and duties.

ARTICLE VIII

AMENDMENT

8.1 This Trust is declared to be irrevocable. The Trustors shall have the right to amend this agreement in whole or in part in accordance with the express provisions of the Plan as the same may exist from time to time, and it shall be amended in the same manner as the Plan. No such amendment shall (A) cause any part of the Fund to revert to or be recoverable by the Trustors or either of them or be used for or diverted to purposes other than for the exclusive benefit of Members, retired Members and their joint annuitants, or (B) alter the duties, powers or liabilities of the Trustees hereunder without their written consent. Any such amendment may be made at any time by a written instrument signed by the Trustors and delivered to the Trustees.

8.2 Notwithstanding any other provisions of this agreement, the parties hereto, and their successors, agree to amend this agreement at any time during its existence so as to enable the Plan and Trust to remain exempt from federal and state income taxes and so that the contributions to the Trust will not be taxable to the Employees as income. The failure of any party to agree to such amendment shall cause this agreement to terminate upon thirty (30) days' written notice.

ARTICLE IX
TERMINATION

9.1 This Trust shall terminate on termination of the Plan, except:

(A) In the event of termination of the Trust, the remaining funds available, after providing for all known obligations, shall be used in such manner as will in the opinion of the Trustees best effectuate the purposes of this Trust in accordance with the Plan, but shall not revert to or be recoverable by the Trustor, except that, if, after satisfaction of all liabilities of the Plan with respect to expenses and to Members, retired Members and joint annuitants, there is an actuarial surplus remaining in the Fund, the Trustees shall return such balance to the Trustor.

(B) Upon termination of the Trust, the powers of the Trustees shall nevertheless continue for the purpose of winding up and dissolution and for the execution of any and all instruments which may be required.

9.2 Upon request, the Trustors agree to furnish the Trustees with evidence that the termination has been reported to the Internal Revenue Service, Department of Labor and Pension Benefit Guaranty Corporation. The Trustees may decline to distribute until such information is furnished or the Trustors have agreed to indemnify the Trustees for taxes or penalties which may be assessed as a result of the termination. Transfer of

Trust assets to successor Trustees or funding agent shall not be a "termination" within the meaning of this paragraph.

9.3 If a Trustor shall cease to be covered and bound by the Plan pursuant to the terms thereof, it shall thereupon forthwith cease to be a Trustor hereunder.

DATED this 18th day of December, 1979.

TRUSTEES:

Kenneth H. Kohnen
Kenneth H. Kohnen, Trustee

Phyllis P. Loobey
Phyllis P. Loobey, Trustee

Henry A. Perry
Henry A. Perry, Trustee

Peter J. McCabe
Peter McCabe, Trustee

TRUSTORS:

LANE TRANSIT DISTRICT

By: Kenneth H. Kohnen

AMALGAMATED TRANSIT UNION
LOCAL NO. 757

By: Peter J. McCabe

AGENDA ITEM SUMMARY

DATE OF MEETING: October 12, 2015

ITEM TITLE: PENSION PLANS TRUSTEE APPOINTMENTS

PREPARED BY: Roland Hoskins, Director of Administrative Services

ACTION REQUESTED: Adopt Resolution Appointing Roland Hoskins and Todd Lipkin as Trustees for LTD Pension Plans

BACKGROUND:

With the retirement of Lane Transit District General Manager Ron Kilcoyne and subsequent resignation as a trustee, there is a need to appoint a new trustee to the Lane Transit District Salaried Employees' Retirement Plan and the Lane Transit District and Amalgamated Transit Union (ATU), Local No. 757 Pension Trust. At the July 15, 2015, and the September 16, 2015, Trustee meetings, it was suggested that Director of Administrative Services Roland Hoskins and also Finance Manager/CFO Todd Lipkin be appointed as trustees.

ATTACHMENTS:

- 1) LTD Resolution No. 2015-041
- 2) Ron Kilcoyne Resignation as Trustee: ATU Local No. 757
- 3) Ron Kilcoyne Resignation as Trustee: LTD Salaried Plan

PROPOSED MOTION:

I move approval of Resolution No. 2015-041, a Resolution Appointing Roland Hoskins and Todd Lipkin as Trustees of the Lane Transit District and Amalgamated Transit Union (ATU), Local No. 757 Pension Trust, and Todd Lipkin to the Lane Transit District Salaried Employees' Retirement Plan, to succeed Ron Kilcoyne as Trustee, and reappointing the other Trustees appointed by LTD [Gary Gillespie for the Pension Trust; Gary Gillespie and Roland Hoskins for the Salaried Retirement Plan], as stated in the attached Resolution.

Q:\Reference\Board Packet\2015\10\Oct 12 Spec Bd Mtg\LTD Pension Trustee Appointment AgenSum.docx

LTD Resolution No. 2015-041

RESOLUTION PROPOSED FOR ADOPTION BY THE
BOARD OF DIRECTORS OF LANE TRANSIT DISTRICT
AT THE OCTOBER 12, 2015, MEETING

By adopting the following resolution, the LTD Board would appoint Roland Hoskins and Todd Lipkin as Trustees of the Lane Transit District and Amalgamated Transit Union (ATU), Local No. 757 Pension Trust, and Todd Lipkin to the Lane Transit District Salaried Employees' Retirement Plan, to succeed Ron Kilcoyne as Trustee, and would reappoint the other Trustees appointed by LTD [Gary Gillespie for the Pension Trust; Gary Gillespie and Roland Hoskins for the Retirement Plan]:

Effective immediately:

1. Roland Hoskins and Todd Lipkin are appointed as Trustees under the Trust Agreement dated December 18, 1979, for the Lane Transit District and Amalgamated Transit Union, Local No. 757 Restated Retirement Plan (which Plan is now known as the Lane Transit District and Amalgamated Transit Union, Local No. 757 Pension Trust), as successor Trustee of Ron Kilcoyne, who has resigned as a Trustee. Gary Gillespie is reappointed as a Trustee under the Trust Agreement for the Pension Trust. After these appointments, the Trustees under the Trust Agreement for the Pension Trust appointed by Lane Transit District are Gary Gillespie, Roland Hoskins, and Todd Lipkin.

2. Todd Lipkin is appointed as a Trustee under the Trust Agreement dated August 18, 1999, for the Lane Transit District Salaried Employees' Retirement Plan, as successor Trustee of Ron Kilcoyne, who has resigned as a Trustee. Gary Gillespie and Roland Hoskins are reappointed as Trustees under the Trust Agreement for the Retirement Plan. After these appointments, the Trustees under the Trust Agreement for the Retirement Plan are Gary Gillespie, Roland Hoskins, and Todd Lipkin.

Adopted by the Lane Transit District Board of Directors on this 12th day of October, 2015.

LTD Board President

RESIGNATION AS TRUSTEE

To: Lane Transit District
Amalgamated Transit Union, Local No. 757
Gary Gillespie
Jonathan Hunt
Carl Faddis

I resign as a Trustee under the Trust Agreement dated December 18, 1979, for the Lane Transit District and Amalgamated Transit Union, Local No. 757 Restated Retirement Plan (which Plan is now known as the Lane Transit District and Amalgamated Transit Union, Local No. 757 Pension Trust). I assign to the other Trustees under the Trust Agreement all moneys, securities, and other property of the Fund under the Trust Agreement that are in my custody. This resignation and this assignment are effective on the earlier of the appointment of my successor as Trustee under the Trust Agreement or the close of business on October 31, 2015.

DATED: October 12, 2015

Ronald J. Kilcoyne

RESIGNATION AS TRUSTEE

To: Lane Transit District

Gary Gillespie

Roland Hoskins

I resign as a Trustee under the Trust Agreement dated August 18, 1999, for the Lane Transit District Salaried Employees' Retirement Plan. I assign to the other Trustees under the Trust Agreement all moneys, securities, and other property of the Fund under the Trust Agreement that are in my custody. This resignation and this assignment are effective on the earlier of the appointment of my successor as Trustee under the Trust Agreement or the close of business on October 31, 2015.

DATED: October 12, 2015

Ronald J. Kilcoyne

AGENDA ITEM SUMMARY

DATE OF MEETING: October 12, 2015

ITEM TITLE: NEW GENERAL MANAGER HIRE

PREPARED BY: Gary Wildish, LTD Board President

ACTION REQUESTED: Approval of contract for new general manager

BACKGROUND:

LTD General Manager Ron Kilcoyne is retiring from the District. As the hiring body, the Lane Transit District Board of Directors has conducted a search for a new general manager. A thorough interview process has been conducted, and the Board of Directors has come to consensus to offer the position to Ms. Aurora Jackson.

ATTACHMENT: None

PROPOSED MOTION: I move approval of LTD Resolution No. 2015-042:

Be it resolved that the LTD Board of Directors approves an offer of employment to Ms. Aurora Jackson to be the next general manager of Lane Transit District.

Q:\Reference\Board Packet\2015\10\Oct 12 Spec Bd Mtg\GM Contract Agreement AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: October 12, 2015

ITEM TITLE: REVISED GENERAL MANAGER RETIREMENT AGREEMENT

PREPARED BY: Gary Wildish, LTD Board President

ACTION REQUESTED: Approval of revised general manager's retirement agreement

BACKGROUND:

General Manager Ron Kilcoyne's Retirement Agreement states that his date of retirement is October 31, 2015. Finalist interviews for the general manager position were held and a tentative offer of employment has been accepted by Ms. Aurora (A.J.) Jackson. Ms. Jackson is tentatively scheduled to begin work at LTD on Monday, November 30.

The Board is asked to decide a course of action regarding LTD leadership for the period between November 1, 2015, and November 30, 2015.

ATTACHMENT: None

PROPOSED MOTION: I move approval of the following resolution:

LTD Resolution No. 2015-043: It is hereby resolved that the LTD Board of Directors _____.

Q:\Reference\Board Packet\2015\10\Oct 12 Spec Bd Mtg\GM Retirement Agreement Recommendation AIS.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: October 12, 2015

ITEM TITLE: DESIGNATION OF REGISTERED AGENT

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

ACTION REQUESTED: That the LTD Board approves the designation of Registered Agent

BACKGROUND:

As a special district, LTD is required to file with the Oregon Secretary of State's Office a notice of the registered agent. Per ORS 198.340, "The registered agent shall be an agent of the district upon whom any process, notice or demand required or permitted by law to be served upon the district may be served." In other words, a registered agent is an individual whose responsibility is to accept legal documents (service of process, lawsuits, liens, subpoenas, etc.) on behalf of the district. As general manager, Ron Kilcoyne is currently designated LTD's registered agent. With Mr. Kilcoyne's coming retirement, the Board is obligated to designate a new registered agent.

ATTACHMENTS: None

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

LTD Resolution No. 2015-044: It is hereby resolved that the LTD Board of Directors designates name as the registered agent for Lane Transit District, effective date, and is directed to give notice of said change to the secretary of state of the State of Oregon and to the county clerk of Lane County, Oregon.

Q:\Reference\Board Packet\2015\10\Oct 12 Spec Bd Mtg\Registered Agent Action AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: October 12, 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 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. At the September 21 meeting, the Committee discussed rural (Oakridge) and connection service (Yachats to Florence), the coming Origin and Destination Survey, and West Eugene EmX service redesign. The Committee also received an update on the Bike Share status and reviewed the 2016 Annual Route Review Scope.
2. **Moving Ahead 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. At the September 23 meeting, the Committee received an overview of the public outreach to date and the Level 1 screening results. The Committee also approved the recommendation of which corridors to advance to the Level 2 alternatives analysis.
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 September 24 meeting, the Board reviewed the FY 2015 Fourth Quarter Financial Summary and discussed the proposed Lane Council of Governments Visioning work plan. In addition, the Board selected a chair and vice chair to serve during 2016-2018.
4. **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 October 1 meeting, the Committee approved FY 2016-18 Surface Transportation Program-Urban and Transportation Alternatives Program funding, and also approved the Public Participation Plan. They also received

information and updates on the Beltline ramp metering and Delta Highway queue warning system, the regional Safe Routes to School Program, the Metropolitan Planning Organization Regional Transportation Plan, and the Statewide Transportation Improvement Program.

NO MEETINGS HELD:

1. **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. The next meeting will be held on October 14.
2. **LTD Board Human Relations Committee:** The Board Human Relations Committee is composed of Chair Gary Gillespie and Board members Julie Grossman and Gary Wildish, and generally meets on the third Monday of the month. The next meeting is tentatively scheduled to be held on October 19.
3. **Accessible Transportation Committee (ATC):** The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex officio position representing the LTD Board on this committee. The next meeting will be held on October 20.
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 October 6 meeting was canceled; the next meeting is being scheduled for early November.
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 November.
6. **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 last meeting was held on September 16. The next meeting has not yet been scheduled.
7. **Governor's Oregon Passenger Rail Leadership Council:** Governor Kitzhaber created a leadership council of officials from the Willamette Valley to advise the governor and the Oregon Transportation Commission on a preferred alignment for intercity passenger rail improvements. LTD Board Member Gary Gillespie represents LTD on the Leadership Council, with LTD General Manager Ron Kilcoyne serving as alternate. The next meeting will be held later this year with a goal of identifying an agreed upon preferred alternative.
8. **Eugene Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP):** The TCRG includes community members who have an interest in transportation issues in the City of Eugene. Board Member Ed Necker represents LTD on the TCRG. The next meeting has not been scheduled.

9. **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.

Q:\Reference\Board Packet\2015\10\Oct 21 Reg Mtg\BD Member Rprt Summary AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: October 12, 2015

ITEM TITLE: POINT2POINT 2015-2020 STRATEGIC WORK PLAN

PREPARED BY: Theresa Brand, Transportation Options Manager, Point2point

ACTION REQUESTED: Review Document and Provide Input

BACKGROUND:

Point2point entered into a strategic planning process in early Fall 2014 to develop a five-year work plan that would span from 2015 through 2020. This was the third five-year strategic plan (2000-2005 and 2005–2010) that Point2point has developed since its formation, with the overarching goal of reducing single occupancy vehicle (SOV) miles traveled within the central Lane Metropolitan Planning Organization.

To initiate this process, Point2point formed a strategic plan advisory team consisting of regional partner agency transportation staff through a series of four work sessions to assess current services and seek direction and recommendations on future programs and services. This process followed the completion of the Regional Transportation Options Plan by the Lane Council of Governments (LCOG), and was coordinated with the development of the State of Oregon's first Transportation Options Plan.

As part of this process, a *Collective Ambition* was developed that outlined a strategic direction for Point2point that focused on the following five key goals:

1. To support the needs of individuals of all ages
2. To accomplish the region's vision for transportation through partnerships
3. To apply innovative technologies to enhance regional transportation options services
4. To seek and secure stable funding for regional transportation options
5. To commit to ongoing monitoring and measuring of services to meet the regional needs and goals

From these goals, key high priority program and service areas of focus were identified:

1. Expand regional transportation options outreach
2. Strengthen all employer programs
3. Strengthen all metrics
4. Develop new, and maximize existing, partnerships

From the above direction, a series of action strategies were developed that will be initiated then led by the Point2point staff. These action strategies can be found on pages 14–21 in the 2015-2020 Strategic Work Plan document. Staff will work with other LTD and partner agency staff, where appropriate, to assist in carrying out the strategies over the next five-year period.

Each year, there will be an assessment and review of these efforts with partner agencies that serve on the Transportation Planning Committee.

In late 2019, there will be a more formal updating process in order to develop and complete the next five-year strategic plan, which will be for the 2020–2025 time period.

ATTACHMENT: Point2point 2015-2020 Strategic Work Plan

PROPOSED MOTION: None

Q:\Reference\Board Packet\2015\10\Oct 12 Spec Bd Mtg\AIS Point2point Strategic 2015-2020 Work Plan Document - 09.16.15 Board Meeting.docx

Point2point

2015–2020 Strategic Work Plan



Point2point

Helping to Reduce Single Occupancy Vehicle Miles Traveled in the Region





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Acknowledgements

The following staff from Point2point/LTD and our partner agencies have provided input, direction, and support for the development of this 5-Year Strategic Work Plan.

Rob Inerfeld, Transportation Manager	City of Eugene
Lindsay Selser, Transportation Options Coordinator	City of Eugene
Petra Schuetz, City Administrator/Planner	City of Coburg
Mary McGowan, Transportation Planner	Lane Council of Governments
Paul Thompson, Transportation Manager	Lane Council of Governments
Lydia McKinney, Transportation Manager	Lane County
Becky Taylor, Transportation Planner	Lane County
Sasha Luftig, Development Planner	Lane Transit District
Tom Schwetz, Planning Manager	Lane Transit District
Andy Vobora, Director Customer Services & Planning	Lane Transit District
Frannie Brindle, Area 5 Manager	ODOT
Jean Palmateer, Region 2 Transit Coordinator	ODOT
David Reesor, Transportation Planner, Area 5	ODOT
Cammie Harris, Transportation Options Coordinator	Point2point
Cody Franz, SmartTrips Coordinator	Point2point
Tracy Ellis, Rideshare Program Specialist	Point2point
Ellen Currier, Schools Program Leader	Point2point
Theresa Brand, Transportation Options Manager	Point2point
Gwen Bolden, Director of Parking & Transportation	University of Oregon
Project Consultants:	
Brenda Martin, Transportation & Public Involvement	Ch2M Hill
David Ponder, Metrics Research Analyst	D. Ponder





Program Purpose

Point2point programs and services contribute to the Central Lane Metropolitan area system and supports the mobility of the region's travelers. These efforts are more important than ever. There is direction at the regional level on existing and emerging transportation options, programs and services coupled with the

policy guidance at the State level, through the State Transportation Options Plan. How transportation options programs adopt and adapt to the proposed direction requires thoughtful consideration of both the opportunities and challenges.

The recent adoption of the Central Lane Metropolitan Planning Organization's Regional

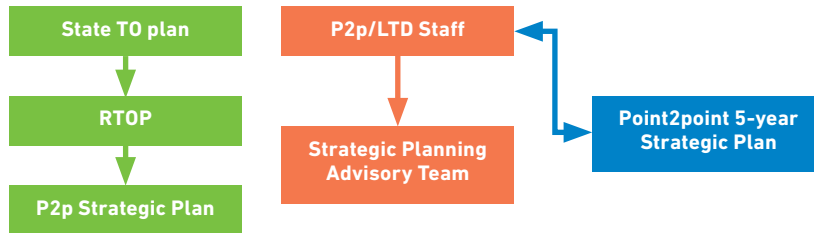
Transportation Options Plan (RTOP) and the Oregon Transportation Options Plan (ODOT) provide regional and state strategic guidance for effective development and delivery of transportation options.

The RTOP identifies strategic recommendations for the most effective application of transportation options (TO) programs, strategies, and services. These recommendations serve to address the changing demands for transportation in the Central Lane region over the next ten years.

The Oregon Transportation Options Plan provides policy guidance for state and local partners to enhance and expand transportation access for all Oregonians, while ensuring that transportation investments are efficient and support broader community goals such as growing the economy and improving personal and environmental health.

Adapting to this new direction and policies requires a fresh look and close analysis of the proposed programs and services best suited for Point2point to offer over the next five-year horizon. To that end, Point2point staff engaged the regional partner agencies in a planning process with the goal of developing a five-year strategic plan to guide Point2point's implementation of effective programs and services. This new plan outlines how best to expand Point2point's capacities to meet the current and growing transportation needs in the region, help build off of existing strengths, test new strategies, adapt new technologies, and nurture new collaborations.

Point2point Strategic Planning Process





What does Point2point Do?

The Point2point program serves as the Central Lane Metropolitan Planning Organization's (MPO) comprehensive regional transportation options program. This program, started by Lane Transit District (LTD) in 1995, is funded annually with regional partners' approval through the Surface Transportation Local Urban (STP-U) funds and the Oregon Department of Transportation (ODOT) various funds.

Mission:

Point2point's mission is to reduce single occupancy vehicle (SOV) miles with transportation options programs and services.

Point2point's regional role is to ensure that transportation options reflect and help to further the Central Lane Regional Transportation Plan's goals and policies, and support local and regional jurisdictions land use, transportation, safety, and environmental planning.

Accomplishments

Over the last 18 years, Point2point has been recognized by Oregon Transportation Options professionals as one of the premier transportation options programs in the State of Oregon, receiving a number of program awards.



Key Recent Program Accomplishments

Some of the Point2point program accomplishments over the past five years include the following:

- Expanding the regional vanpool program to 17 vanpools. Together they reduce over 1.5 million vehicle miles traveled annually in the Willamette Valley.
- Partnering with the private sector to bring car-sharing to the Eugene/Springfield area.
- Implementing the Driveless Connect ridesharing database in the region and signing up over 500 commuters in the first year.
- Developing and implementing three new *SmartTrips* programs in Springfield and partnering to secure funding for Eugene *SmartTrips* programs (through joint grant writing efforts).
- Growing the Regional Business Commute Challenge to serve a regional audience and more than 2,000 employees.
- Expanding the Regional Safe Routes to Schools (SRTS) program to the Springfield School District, which now serves all three public school districts in the region.
- Mapping nearly all of the region’s elementary and middle schools for school walking maps (slated for completion in early 2016).
- Enhancing the Emergency Ride Home (ERH) program to serve 134 regional businesses.
- Serving on the planning team to develop and finalize the Regional Transportation Options Plan (RTOP), in addition to providing input to ODOT on the first Transportation Options Plan for the State of Oregon.

Despite the many successes of Point2point, it was recognized by regional partners that it is critical for Point2point to adapt programs and services to meet the changing realities of the community we serve; including stronger partnership linkages, new technology options, enhanced performance measures, and a dedicated funding base.

Transportation Options – Why It’s Important To The Region

Transportation Options are the number of accessible travel options available for a trip, taking into account the traveler’s specific needs and abilities.

A Transportation Options Program is designed to support and promote travel choices as well as advocate and innovate for new service options.

There are a number of community benefits that come from a robust Transportation Options Program including:

- More efficient use of existing transportation infrastructure.
- Enhanced mobility options for all ages.
- The reduction of vehicle miles traveled and greenhouse gas emissions.
- Increased physical activity.
- Lower personal transportation expenses and the potential to impact the local economy.
- More equity and accessibility.
- Reduction in traffic congestion and the potential to enhance freight movement.

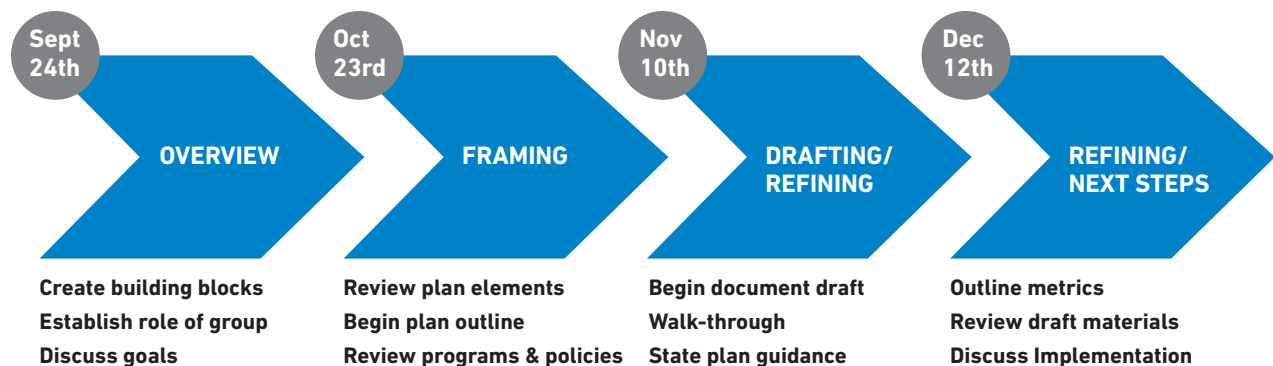
The Strategic Planning Process

Point2point established a Strategic Plan Advisory Team in the fall of 2014 to assist with the development of a five-year strategic plan. The group included transportation representatives from the following partner agencies and organizations:

- Oregon Department of Transportation
- Lane County
- City of Coburg
- City of Eugene
- City of Springfield
- Lane Transit District
- Lane Council of Governments
- University of Oregon

Point2point Strategic Planning

Technical Advisory Team



The four-step process included several meetings with the Strategic Planning Advisory Team (SPAT) to assess the program, define key challenges and opportunities over the next five years, outline key goals for the programs and services, and develop a more detailed action plan for future service offerings. The following provides an overview of the outcomes.

Challenges & Opportunities

The focus of the transportation options, trip reduction, and associated policies in the Central Lane area are continually being shaped by a wide variety of factors. Some of the issues that the region is grappling with today include new trends in mobility, climate change, demographic shifts, and a renewed focus on regional transportation equity and fairness. All of these issues offer compelling opportunities and pose challenges.

The challenges are complex, as are the opportunities. A summary of those issues identified by LTD and partners include the following:

- Fewer resources in terms of money and time, yet an increased need for outreach and options.
- Mobility Services are constantly evolving and expanding. As such, the opportunities for new technologies and data solutions to best support transportation choices are increasing.
- Partnerships have played a strong role in the past. Point2point has a strong history of engaging the community and providing outreach to businesses, schools, and the general public. Despite this, regional partners still have high expectations for their investment and need enhanced efforts to engage new partnerships.

Vision

The Point2point Strategic Plan aligns with the both the regional and state visions for the role of transportation options:

Regional Transportation Options Plan:

Promote and provide for safe, efficient, and equitable transportation options throughout the region that support economically vibrant and livable communities, improve public health through active transportation, and enhance environmental sustainability.

State Transportation Options Plan:

Oregon's state, regional, and local transportation systems provide travelers of all ages and abilities with transportation options to access goods, services, and opportunities needed across the state. Public and private investments in a range of transportation options strategies, programs, and services provide travel choices for Oregonians and improve the efficiency with which people and goods move through the transportation system. People in Oregon have better options to travel and can readily access information to choose the options that best meet their transportation needs, budget, and preferences. By using efficient transportation options, people improve the economic, human, community, and environmental health in their communities.

Point2Point's Strategic Direction

Point2point is committed to ensuring that the region's traveling public has access to transportation options information and resources in order to assist in daily travel choices and reduce mobility barriers. The Strategic Plan Advisory Team (SPAT) has collectively outlined five key strategic goals, or the collective ambition by the region, for the Point2point program to serve as a guide for all future program and service efforts:

GOAL 1	Support the needs of individuals of all ages in the Eugene/Springfield area;
GOAL 2	Accomplish the region's vision for transportation options through partnerships;
GOAL 3	Apply innovative technologies to enhance the regional transportation options services;
GOAL 4	Seek and secure stable funding for regional transportation options;
GOAL 5	Commit to ongoing monitoring and measuring of services in order to meet the regional needs and goals.

Action Plan

Using these goals as a guide, the Strategic Plan Advisory Team (SPAT) went through a process to review a comprehensive list of Point2point's current programs and services. The team identified which programs should continue and/or expand, and which programs should be reduced or even eliminated in the future. In addition, the SPAT recommended a number of new areas in which Point2point should prioritize over the next five-year planning period. These recommendations are identified in the chart on the next page.

A slate of recommended programs, existing and new, were outlined by the Strategic Plan Advisory Team. These are identified below in the **Key Priorities** and **Strategic Action Plan Strategies** section below. In addition, these strategies are identified in more detail in the **Point2point Strategic Plan Action Plan Detail Chart**. This lists recommended action, impact, ease of implementation, implementation strategy, estimated costs, including additional costs beyond the current level of allocated funding, time frame for initiation, and the partnerships that may be involved.

Key High Priority Areas of Focus:

These are the highest priorities for the five-year workplan horizon.

1. Expand regional TO outreach
2. Strengthen all employer programs
3. Strengthen all metrics
4. Develop new and maximize existing partnerships

Strategic Action Plan Strategies:

- Expand outreach programs including *SmartTrips* to new markets such as new residents and low-income housing.
- Development of a plan and pilot program on how to revisit a *SmartTrips* area already served.
- Expand general and brand awareness of Point2point and TO in region.
- Expand outreach efforts by using a Train-the-Trainer approach.
- Expand outreach to new markets beyond the regular users of alternative transportation options.
- Expand outreach to rural satellite cities that flow into the MPO.

- Pilot test the mobility hub concept.
- Increase awareness of TO for families of school age children and school staff.
- Coordinate efforts to support the Regional Safe Rides to School Strategy.
- Expand and enhance the Employer Transportation Coordinator (ETC) Program.
- Strengthen all employer services.
- Market increased awareness and use of new options such as carsharing and bikesharing.
- Develop new partnerships with health, social services, and businesses.
- Test ridesharing tools to ensure effectiveness.
- Stay abreast of new technologies and share with the regional partners.
- Support the centralization of data.
- Seek ongoing base funding and funding for new projects, special service offerings or pilot tests.
- Measure travel impacts of customers.
- Measure participation and satisfaction.
- Measure program or campaign awareness.
- Measure behavior change.
- Measure ETC and school pool program awareness and effectiveness.

Please note the following:

- * Identifies costs that can be covered by the Point2point Base Funds.
- ** Identifies when additional funds need to be secured for this effort.



Point2point Strategic Plan Action Plan Detail

Goal 1: Support the Needs of Individuals 8 – 80

ACTION	IMPACT	EASE OF IMPLEMENTATION	IMPLEMENTATION
Expand Outreach and Education to new markets such as new residents, and low income housing using a <i>SmartTrips</i> model.	Can increase mode shift and use of options in the target population up to 13%.	Moderate effort. Point2point has experience running the program but each new area requires a fair amount of unique preparation and development of new materials.	To be determined by the regional partners. Point2point staff suggest including new resident in partnership with all 3 cities and low income housing pilot.
Develop a plan and do a test pilot on how to revisit a <i>SmartTrips</i> area already served.	Can assist in sustaining new behaviors/mode shift.	Minimal effort.	Develop scope and a target neighborhood to revisit.
Expand general brand awareness of Point2point and TO in the region.	Enhance recognition and use of TO's in the region. Help make connection to Point2point as a key source of information and resources.	Minimal effort.	Increase amount of general TO outreach efforts.
Expand outreach programs to include Train the Trainer approach.	Will expand the reach and awareness of available options to more markets.	Minimal effort.	Development of a training curriculum for a variety of audiences along with a target list.
Expand outreach to new markets beyond the 'choir'. (Regular users of TO)	Can focus Point2point time and energy where it can receive the most return on investment along with testing new markets.	Minimal effort.	Development of a tracking system that identifies, targets, and tracks success of efforts. Examples can include community events, or low income housing.
Expand outreach to include rural – Satellite cities that flow into the MPO.	Increase awareness and use of TO in the three rural cities. Increased equity of service provision.	Minimal effort.	Focus should be on sharing existing TO available to Florence, Cottage Grove, and Oakridge residents.
Pilot test the mobility hub concept.	Can increase access to TO information at a number of sites through portable kiosk. River Road Hub could serve as a model for future hub efforts.	Minimal to Moderate effort.	Focus on portable information kiosk along with working with LTD to pilot a more formal hub at River Road Station.
Increase awareness of TO for families of school age children and school staff and coordinate efforts that support the Regional SRTS Strategy.	Can help reduce impacts of congestion around schools during the school year and help with student, family, and school staff awareness around their own personal travel choices. Can help maximize awareness and support for the regional SRTS programs in all three districts. End result can be an increase in walking, biking, and awareness of safe travel in the region by students and their families.	Minimal effort.	Develop an annual strategy and work plan that outlines the specific goals and targets for the year, in coordination with SRTS staff. Work with SRTS and school staff to maximize all SRTS efforts, outreach, and impacts of programs. Examples include: support efforts at walk/bike events, tabling at PTA/ school sponsored events, developing infrastructure wish lists and update, school action plans, promote, awareness/use of school walking maps.

STRATEGIC PLANNING PROCESS | ACTION PLAN

	ESTIMATED ANNUAL COST	YEAR INITIATED	PARTNERSHIP INVOLVEMENT
	** \$100,000 - \$125,000 depending on size of target area. TBD for revisit program.	2016	Host city or agency, low.
	** TBD depending on size of target. Existing staff can be used. Costs for printing/marketing estimated \$10,000 +	TBD by region and available funds. Could request pilot grant funds from ODOT.	ODOT, LTD and Host city.
	**\$10,000 for additional materials/marketing expenses.	2016	Leverage work on LTD and other partners including school district, cities, county, and businesses.
	* Existing funds can be used.	2017	LTD Accessible Services, Lane County Health, United Way, and regional partner agencies.
	* Existing funds can be used.	2016	Point2point with advice from partner agencies.
	**Minimal. Costs could include up to \$5,000 for any needed materials/safety supplies.	Expand in 2016. Initial efforts started in 2015.	LTD, LCOG, ODOT, Cities of Oakridge, Florence, and Cottage Grove, along with business partners.
	* Minimal. ** Any work on the River Road location would be identified and paid for by LTD.	2016 for portable kiosk. 2018 or 2019 for River Road Hub.	LTD
	* Existing funds can be used.	Ongoing.	SRTS Staff, regional partner agencies, and school districts.

Point2point Strategic Plan Action Plan Detail

Goal 2: Accomplish the region’s vision for transportation options through partnerships

ACTION	IMPACT	EASE OF IMPLEMENTATION	IMPLEMENTATION
Expand and enhance the Employer Transportation Coordinator – ETC Program.	Can help increase the number of employees that are aware of and choose TO in their commute travel. This could help reduce congestion and improve travel times for other road users. Additional impacts may include new champions for annual challenges such as: the Business Commute Challenge, Oregon Drive Less Challenge, and the BTA Bike Challenge.	Moderate effort.	Enhance the overall ETC program to include a more comprehensive approach to ETC efforts based on national best practices and input from regional partners existing GPP, and current ETC’s. Conduct an evaluation of the program to identify baseline program, then post once new strategies are implimented.
Strengthen all employer services.	Can help increase use of all services which may assist in reduction of commute SOV. This may help reduce congestion and help maximize the regional transportation system.	Minimal effort.	Focus on enhancing awareness of & use of employer programs such as the Emergency Ride Home (ERH), Group Pass Program, Commute Club Voucher Program, Employer fairs/abling, Business Commute Challenge.
Market awareness and use of new options in the region such as carsharing and bikesharing.	Can result in the increased awareness and use of these options. Effort will include seeking use information on a regular basis.	Minimal effort.	Share current information on all new options through information provided by the host agency or business partner.
Develop New Partnerships, i.e. health, insurance, and social services.	Results may include new program development and new opportunities to closely coordinate health and active transportation efforts and outcomes. Long term efforts may result in new ways to track and measure active transportation impacts.	Minimal effort.	Develop a target list and timeframe for forming new partnerships with health, insurance and social service providers.
Develop New Partnerships with Businesses.	Can help maximize program awareness and business support for certain programs, i.e. as the Business Commute Challenge or the Oregon Drive Less Challenge. May have co-benefit to each side.	Minimal effort.	Engage local businesses as new partners including new sponsorships or programs.

STRATEGIC PLANNING PROCESS | ACTION PLAN

	ESTIMATED ANNUAL COST	YEAR INITIATED	PARTNERSHIP INVOLVEMENT
	<p>* None to start.</p> <p>** Could see additional costs if program gets large (>\$10,000).</p>	Establish baseline survey in 2016 and implement enhanced program elements in 2017.	Business partners and coordination with city and county partner agencies.
	* Existing funds.	Ongoing.	Close coordination with LTD Group Pass Coordinator, business partners, cities, and county.
	* Existing funds. Materials cost would be covered by sponsoring business or agency.	Ongoing.	Close coordination with agency or business to offer current information.
	* Existing funds.	2017 and expand list in 2018.	Close coordination with LTD Accessible Services, Lane County Health, and private health providers.
	* Existing funds.	2016	Identifying interested partners, then securing short or long term agreements for program support.

Point2point Strategic Plan Action Plan Detail

Goal 3: Apply Innovative Technology

ACTION	IMPACT	EASE OF IMPLEMENTATION	IMPLEMENTATION	
Test ridesharing tools to ensure effectiveness.	Can result in a change in the tool used. For the DriveLess Connect tool, ODOT would have to be a major partner in any change or modification.	Moderate effort.	Review the current ridesharing tools and processes to ensure ongoing effectiveness.	
Stay abreast of new TO technologies and share with the regional partners.	Could result in change and improvements in regional TO technology.	Minimal effort.	Continual effort to stay on top of new tools and technologies nationally and seek out demos and information that shares applicability information. Bring experts to the region from private sector when possible.	
Support the centralization of data.	Increased access and awareness to Point2point program data.	Minimal to moderate effort.	Identify historical and existing data sources in current programs and services, collect and send to LCOG. Develop a longer term plan for continuous flow of program data to LCOG data portal.	

Goal 4: Secure Funding For Regional TO

ACTION	IMPACT	EASE OF IMPLEMENTATION	IMPLEMENTATION	
Seek ongoing funding for base Point2point.	Stable funding is key to any long term program stability and growth. Stable funding allows for consistent professional staff to lead regional program efforts.	Hard to determine as each funding cycle includes prioritization by regional partner agencies.	Use program results to continue to make the case for consistent investment of the region in the state of service offerings.	
Seek new funds for new projects, special service offerings or pilot tests.	Allows Point2point to expand services to meet more regional priorities and needs as identified.	Moderate effort.	Focus of efforts are on securing funds for regional priorities that are not funded out of the base funds. One example could be additional support for more bicycle and pedestrian education classes in more regional schools.	

STRATEGIC PLANNING PROCESS | ACTION PLAN

	ESTIMATED ANNUAL COST	YEAR INITIATED	PARTNERSHIP INVOLVEMENT
	*Existing funds.	2017 & coordinate with any ODOT related efforts.	ODOT and regional partner agencies.
	*Existing Funds can be used (unless the new technology is brought to the region).	Ongoing.	State and National TO Partners, ODOT, Shared Use Mobility Center and research centers such as UCB, PSU, and Mobility Lab. Private Business TO experts.
	*Existing funds/staff time can be used.	2016 Identify historical and current data available. By 2018 establish a protocol on how data will be captured and sent to LCOG.	LCOG

	ESTIMATED ANNUAL COST	YEAR INITIATED	PARTNERSHIP INVOLVEMENT
	\$300,000 to region and \$100,000 from ODOT.	Every year of major funding cycles.	LTD, City of Eugene, City of Springfield, City of Coburg, Lane County, Lane Council of Governments and ODOT.
	**Determined by cost of service. Bicycle education costs are \$1,000 per class and \$200 per class for pedestrian education.	As needed by program efforts, as funding is available, and per direction from partners.	Verbal and written support from partner agencies when funding source is identified and sought.

Point2point Strategic Plan Action Plan Detail

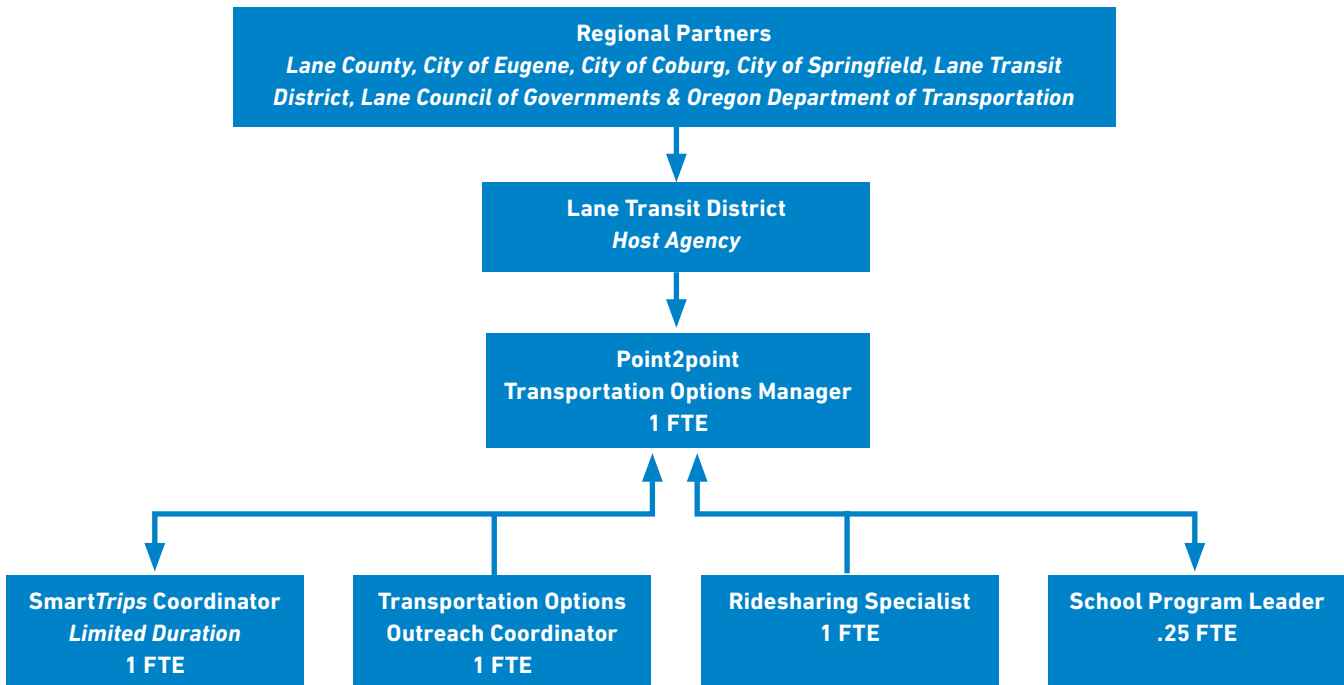
Goal 5: Commit to Ongoing Monitoring and Measurements				
ACTION	IMPACT	EASE OF IMPLEMENTATION	IMPLEMENTATION	
Measure travel impacts of customers.	Can show mode shift and reductions in specific mode travel.	Moderate effort.	On Vehicle miles traveled (VMT) reduction, cost savings, and SOV rate reduction.	
Measure program participation.	Can show program interest and effectiveness of marketing efforts.	Minimal effort.	Number of people participating in activities. Example will include number of carpools formed, and number of new vanpools formed.	
Measure Program awareness.	Can show awareness of program and branding efforts.	Moderate effort.	Securing ways to contact specific markets. Would need contact information.	
Measure Program Satisfaction.	Can show program support or need for program modifications.	Moderate effort.	Measurement on participation or business satisfaction.	
Measure Behavior Change.	Can show specific changes in targeted behavior.	Moderate effort.	Focus on changes in target behavior around mode shift.	
Measure Safety Campaign Awareness.	Can be a baseline to start to measure program each and awareness.	Moderate effort.	Identify target audience for program, do sample survey.	
Measure ETC Program Awareness & Effectiveness.	Feedback will enhance program efforts and encourage continual program improvement and modification.	Moderate effort.	Phase 1: Develop a survey to measure program awareness phase 2: Measure effectiveness in a follow up survey, 1 year later.	
Measure use of and effectiveness of SchoolPool program.	Greater understanding of the effectiveness of the schoolpool program and more information on the best ways to modify and possible sunset the program.	Minimal effort.	Develop criteria, and pilot test the effectiveness of the schoolpool program/database.	

STRATEGIC PLANNING PROCESS | ACTION PLAN

	ESTIMATED ANNUAL COST	YEAR INITIATED	PARTNERSHIP INVOLVEMENT
	*TBD by program. Pre and post program surveys can increase costs.	Identify targets for reporting in 2016. Do Pilot with LCOG to load data in the Data Portal – 2016. Review and add to annually. Will align with the State TO Plan recommendations once completed.	Participants and host agency or city.
	*Existing funds.	Annually.	None.
	*Existing funds ** If an outside contractor is used to do analysis. Potential of \$5,000 – \$10,000 at a minimum if needed.	Formalize process in 2017.	None, unless joint measurement is used.
	*Depends on size of sample and ** who does the analysis. Could run \$0 – \$10,000 and up.	Develop tools for this effort in late 2016 and into 2017.	Participant or business partner.
	TBD by program. Generally requires pre and post survey.	Identify targets in 2016 and modify annually with partner feedback.	Participants and host agency or city.
	** TBD on size of pop surveyed. Some cost for survey analysis – \$5,000.	Early 2017 after Be Safe Be Seen – Safety Campaign Events.	Cities, LTD, County, LCOG, and Health Department.
	*TBD on sample size. Could use survey monkey and do inhouse analysis. Do interviews in phase 1 to increase awareness of needs and ideal program expansion design.	Phase 1 – 2016. Phase 2 – mid 2017.	LTD and Business partners.
	** Costs may include survey and analysis if contractor is utilized. Up to \$5,000.	Pilot in 2016, measure in early 2017.	SRTS Coordinators and identified schools.



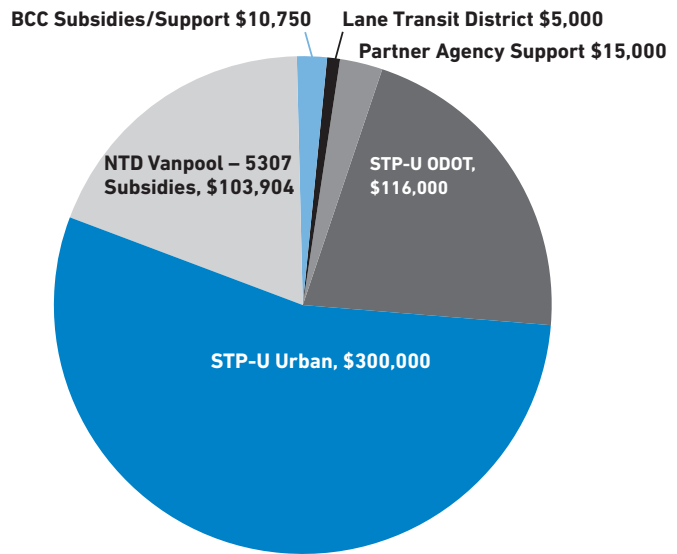
Point2point Organizational Chart



Point2point Organizational Chart – More complete program descriptions are listed in the Appendix.



Point2point Base Funding — FY 2015–2016



Point2point Financial Information

Point2point receives funding from regional partners through the STP-U, Surface Transportation Program, along with direct funding from various ODOT funds. Additional funding sources include vanpool subsidies through the USDOT FTA's Urban Formula Funds. Additional in-kind support from Lane Transit District includes facility/office overhead, marketing and graphics support, and financial management support (Estimated value = \$45,000+). The chart above identifies a Point2point's typical annual base funding sources.

Base Budget:	
Lane Transit District	\$5,000.00
Partner Agency Support/Match – City of Eugene, City of Springfield and Lane County.	\$15,000.00
Partner Agency Support/Match – City of Eugene, City of Springfield and Lane County.	\$15,000.00
STIP-U ODOT - Region 2	\$116,000.00
STP-Urban – Allocated from Lane MPO	\$300,000.00
NTD Vanpool Subsidies – 5307 Formula Funds	\$103,904.00
BCC Subsidies/Support – Business Sponsors/Underwriters for Specific BCC events.	\$10,750.00
Total Base Budget	\$550,654
Total FTE	3.25

POINT2POINT FINANCIAL INFORMATION

Special Project Funds:

In addition, Point2point has been successful at receiving special project funds which are generally used for limited duration projects.

Two current examples of this include the SmartTrips program funding for projects along Main Street in Springfield and the SRTS Mapping Project. Each of these projects will sunset when the funding is expended.

Special Project Budget:

STP-U - SRTS Mapping Project - Carryover - .25 FTE	\$40,000	Through 2016
ODOT SRTS – Springfield School District = .50 FTE	\$49,482	Through 2016
STP-U - SRTS 4J School District = 1.0 FTE	\$76,000	Through 9/15
STP-U – SRTS Bethel School District = .50 FTE	\$40,500	Through 9/15
ODOT - Drive Less Connect .20 FTE	\$61,434	Through 6/16
ODOT – DLC Challenge TO Funding	\$28, 975	Through 6/16
Flex Fund 2 -SmartTrips Main Street 1 – Carryover 1.15 FTE (portion of program year remaining)	\$56,571	Through 6/15
STIP Enhance - SmartTrips Main Street 2 – 1.15 FTE	\$155,125	Through 12/16
ODOT Carshare - Membership - Carryover	\$5,000	Until Expended
ODOT Carshare supplemental grant - Marketing	\$5,000	Through 6/15
Total Special Project Budget	\$518,087	
Project Funded Staff: 1.0 FTE – Limited Duration SmartTrips Coordinator .15 FTE – Part Time SmartTrips Assistant (5 months) .20 FTE – DLC Staff Time .25 FTE – Limited Duration Part Time Mapping Project Leader		
Total Limited Duration FTE (Does not include School District SRTS Staff)	1.60	







Strategic Plan Evaluation and Update Schedule

Point2point will review the 2015–2020 Strategic Work Plan each year through a scheduled review process that will include the review of the year’s accomplishments and will seek input and assistance with refinement of the work plan. The development of metrics, as established under Goal 5 of this plan will be an ongoing process further refined during the planning period, and is likely to change. Initial benchmarks will be established in 2016 by Point2point Staff in consultation with regional partner agencies. One of the first Initial efforts will involve gathering all past and existing data, then testing a pilot with LCOG to load that data on the Data Portal. The review process of the metrics will include members of the Transportation Planning Committee (TPC) and the Transportation Options Advisory Committee (TOAC), and will occur during the month of May of each calendar year beginning in 2016 and ending in May of 2020.

Note: Once the State TO metrics have been defined, and guidance established statewide by the Performance Measures Working Group, then an assessment will be completed to identify which of these measurements should align or be incorporated into the Point2point measurement process as initially outlined in Goal 5 of this plan. Suggested metrics will be brought to the Transportation Planning Committee for review and recommendation. If approved, these metrics will then be incorporate into this plan during the next annual review cycle. Additional effortswill be developed to streamline the flow of data between Point2point and Lane Council of Governments.

Conclusion

Over the next five years, a process of continual evaluation and fine tuning of the programs and services will be conducted. Each year a review of the metric will be conducted, and metrics added, if recommended by the regional partner agencies. In addition, the measurement process will be influenced by what happens at the state level with the State Transportation Options Plan and corresponding performance measures that are scheduled to be finalized in mid-2016.



Point2point Strategic Work Plan 2015-2020

Point2point offers a comprehensive suite of programs and services in order to reduce single occupancy vehicle travel, while lowering emissions and helping to meet customer travel needs. By-products of these efforts can help reduce regional congestion and maximize the efficiency of the transportation system.

A description of service offerings follow that reflect the outcomes of the recent strategic planning process including the following service or program areas:

- Employer programs
- Outreach and education
- School programs
- Partnerships
- Technology
- Ridesharing

Employer Programs:

*(*Notes future programs and service).*

Point2point, in coordination with Lane Transit District's Group Pass Coordinator, share TO related information frequently with local business Employer Transportation Coordinators (ETC). Staff work with businesses on a one-on-one basis to establish relationships and share information on all TO for employers/employees. This information includes programs and services such as:

- Emergency Ride Home (free workplace program for employees who use alternative commute modes).
- Group Pass/CCV – LTD's Group Bus Pass and Commuter Club Voucher Program.
- ETC Education.
- Employer Survey Research (Point2point will work with employers to develop a tool that the business administrators can use to learn more about employee commute habits, and travel needs).
- Employer/Activity Center Site Maps – These are site specific maps that identify what TO options are available for each specific work site.
- Dot Maps – These are geocoded maps that show where the business' employees live to assist with finding carpool partners.
- Drive Less Connect – Online rideshare matching database.



- Carpool Preferential Parking – Point2point staff encourage employers (if interested) to assist them with setting up areas for preferential carpool/vanpool parking areas on their site. Encourage employers to offer a discounted rate for parking to those that carpool if they pay for their employees parking.
- Employer Fairs – Point2point staff tables at an employer's worksite to assist employees with their commute options.
- Marketing Materials for Employees – Point2point provides informational materials on carpool, vanpool, carshare, BCC, bus schedules etc., to provide employees with specific information for their travel interests.
- Awareness of and support of the Business Commute Challenge – Direct work with employers to maximize participation in the annual BCC events including internal, encouragement activities to promote employees participation.

** Expansion of the ETC program is recommended and may include the addition of a monthly ETC newsletter, the development of ETC training and support programs, and more individual coaching and problem solving. Research on best practices for ETC education will be completed and used to enhance the program.*

Outreach & Education:

Point2point dedicates staff time year-round to raise general public awareness through a variety of channels including direct marketing, social media, print media, radio interviews, community outreach, and conducting special events.

Programs and Services include:

- Point2point also provides sponsorships in the range of \$100 – \$400, depending on available funds, to partners who are fostering transportation options awareness such as City of Eugene's Sunday Streets.
- Oregon Drive Less Challenge events.
- Direct management and leadership of the Springfield SmartTrips Individualized Marketing/Community Education Program.
- Promoting the awareness of the regional private carshare programs.
- Developing frequent weekly communications through social media sites and boosting posts for more exposure.

- Promoting the use of Park & Ride lots for meeting carpools, riding bikes, or taking transit.
- Educational presentations to community groups in a variety of community settings.
- Conduct program research when needed to assess future program needs or direction. Previous examples include the Carsharing Feasibility Study (2010) and the Student Transit Pass research pilot (2004). Future examples could include schoolpool pilot testing at Magnet or alternative schools and new outreach models for outreach in manufacturing/shift work oriented businesses to identify the best options for a specific employer's needs.
- Oregon Drive Less Challenge. The ODLC is a two-week incentive program to encourage the use of Transportation Options on a statewide level. The ODLC is sponsored by ODOT. Statewide campaign strategy and media plan is developed by PacWest, a Portland based communications firm. The Point2point Rideshare Coordinator works in conjunction with PacWest to develop local promotions and communications.

** Point2point will expand outreach and education efforts to maximize regional awareness of Point2point and TO messaging. Point2point will develop, additional brochures, third cut one page pieces, posters, small and full size ads for publications, table tents for public speaking events, a customized tent design for outdoor events, social media posts on general and specific program topics and bus ads. In addition, Point2point will begin tracking customer feedback and will relay any information to local and regional jurisdictions needed. Point2point will focus on new customer markets, reducing time spent sharing the TO messages with those we consider the "choir."*

Point2point staff will develop a "Train the Trainer" education program that will focus on sharing TO information with community organizations, agencies and groups that serve and directly engage with the public, including but not limited to, housing staff, senior centers, transportation service providers, social service, and health agencies.

Point2point will continue to expand outreach efforts to satellite cities in rural areas of Lane County to assist those communities with accessing more information about their local transportation options. Any material expenses would need to be paid for by ODOT grant support. Point2point will work closely with LTD's Accessible Services Staff, Lane County, and ODOT on coordination of these efforts.



SRTS Bike Safety Education class

Point2point will seek additional funding streams to develop and create SmartTrips type programs (Individualized marketing and outreach programs focusing on transportation options materials targeted to the individual) for new regional residents and older adults. This effort may be in coordination with the Oregon Department of Motor Vehicles (ODMV).

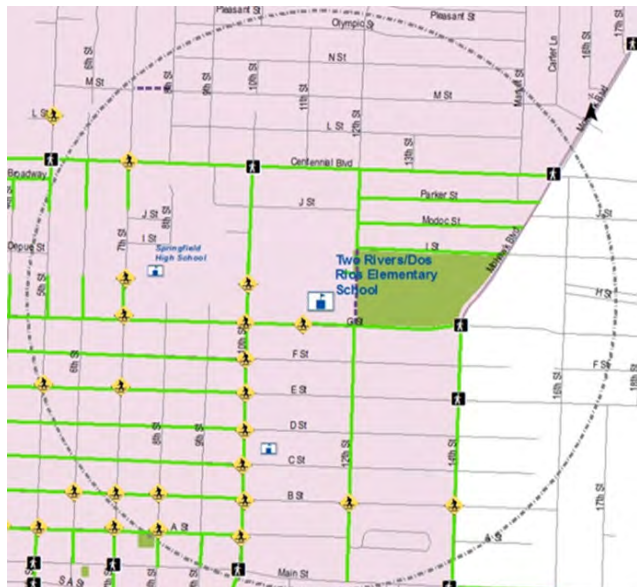
Point2point will pilot the mobility hub concept (defined as places of connectivity where different modes of transportation – from walking to biking to riding transit come together). Mobility hubs can range from a static mobile display to an electronic information kiosk up to a multi modal location that brings together a number of modes in one location such as transit, car-sharing, biking and walking. Point2point will develop a pilot to test, and electronic kiosk prototype. Additional funds will be sought for this effort.

School Programs:

Point2point began operating school related programs in 2004 when a research pilot for school travel needs was initiated. Upon completion, the schoolpool program and the student transit pass were developed to assist regional families with their travel options. In 2007, Point2point received a grant to establish the Safe Routes to Schools Program in the 4J School District and the first school SRTS Coordinator was hired. Soon thereafter, Point2point assisted with obtaining funds to maintain the SRTS Coordinator in the Bethel School District after their funding was discontinued.

Currently, Point2point staff operates the Schoolpool Carpool Matching program and markets that extensively during the back to school period each fall. Additionally, Staff provide support and coordination efforts to assist the SRTS School District Coordinators in a variety of manners. The Point2point School Program Leader manages the SRTS and school project grant funds and reporting.

Point2point will continue to develop school walking maps, and finish the map review and approval process at the 48 local schools. Point2point will work closely with the SRTS Coordinators to promote the availability of the mapping resource and use stipends to assist the regional schools fund their walk and bike to school activities during the International Walk and Bike to School Day each year.



SRTS Walking/Bike map for Twin Rivers/ Dois Rios Elementary (For use by families walking to school)

A number of schools or school programs continue to use a student group pass which they fund directly. Lane Transit District is pursuing funding for a two-year pilot project to fund a renewed Student Transit Pass Program through the State Legislature.

**Point2point will enhance the level of student and parent outreach for all their trips through outreach and education at school related events in coordination with the School SRTS Coordinators. Additional effort will be placed on assessing the most effective tool for encouraging family carpool trips.*

Partnerships:

The development and cultivation of partnerships has always been very important to Point2point and will continue into the future. Partnerships include the regional partner agencies cities of Eugene, Springfield, Coburg, and Lane County, Lane Council of Governments, Oregon Department of Transportation, Willamalane, Eugene Recreation, and numerous local businesses. Point2point will continue to maintain strong partnerships with other statewide TO providers, and will have an active role with Transportation Options Group of Oregon (TOGO) and the State Safe Routes to Schools Advisory Committee. Point2point will continue to seek out information and best practices from national TO providers such as the Arlington Partners along with the Washington State Ridesharing Association.

**Future efforts will focus on developing partnerships with groups such as social service, health, additional private businesses, neighborhood and housing oriented organizations. Additional efforts will include the development of joint health and transportation grants that support health and encourage and foster active transportation in the region. These will target interested private businesses such as health insurance, health care and other businesses that wish to align with active transportation efforts in the region.*

Technology:

Point2point currently manages four program web sites and three Facebook social media sites. The social media sites are updated multiple times weekly as this becomes an increasingly important channel for communicating with the region's travelers.

**Point2point will continue to stay abreast of emerging TO technologies that are developed and assess them for regional applicability. Point2point will present information to the regional partner agencies for consideration. In addition, Point2point also will coordinate TO Intelligent Transportation Systems (ITS) efforts with the regional partners and ITS Committee.*

Ridesharing:

Point2point currently serves as one of three partners for the Valley Vanpool program. Point2point staff facilitate the development of new vanpools and work closely with the two private vanpool vendors, vRide and Enterprise Rideshare. Point2point at Lane Transit District provides a monthly subsidy to area vanpools to reduce the monthly cost of commuting. Subsidy funds are paid for through 5307 funds. The 5307 funds are from the Federal Transit Administration and are Urbanized Area Formula Funds. Vanpool subsidies are one of the identified use for these type of funds. Point2point manages all vanpool issues with the 17 vanpools that travel into or out of the Central Lane MPO area. Point2point has set a goal of increasing the number of vanpools by 2 percent for 2015/16 and a total of 10 percent by 2020.

Point2point serves as the Drive Less Connect Regional Network Administrator for Lane County. Drive Less Connect (DLC) is Oregon's online rideshare matching database provided by ODOT. Point2point staff develop ongoing outreach efforts to make the region's travelers aware of this ridesharing tool and its function to find carpool partners. Funding for the maintenance of the software and for additional program outreach is supplied to Point2point and other statewide TO providers through supplemental DLC grants. The program goal is to have 50 percent success rate in ride match searches. In addition, a goal of 300 new registrants a year for each of the five years.

Point2point works with the region's employers to help facilitate the development of preferential carpool and vanpool parking at their business location. Once developed, the signage and site management is the responsibility of the private business.

** Future Point2point efforts will include continual testing and evaluation of the current rideshare tool/database Drive Less Connect and communicate those findings and recommendations to ODOT.*

AGENDA ITEM SUMMARY

DATE OF MEETING: October 12, 2015

ITEM TITLE: ENVIRONMENTAL AND SUSTAINABILITY MANAGEMENT SYSTEM (ESMS) AUDIT REPORT

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

ACTION REQUESTED: None. Information only.

BACKGROUND:

Lane Transit District began developing an Environmental and Sustainability Management System (ESMS) two years ago. Selected by the Federal Transit Administration as one of ten districts to participate in the ESMS Academy, LTD's ESMS staff team participated in four training sessions led by Virginia Tech staff. Following each session, LTD staff would return to Eugene to build the next part of its ESMS. By the end of session four, the LTD ESMS was in place and simply needed refinement.

LTD selected ABS Consulting to perform an International Organization for Standardization (ISO) 14000-2004 audit of LTD's ESMS. A Stage One audit was performed in July 2015 and found that six of the ISO standard's elements needed additional work prior to the Stage Two audit. The ESMS staff team focused on these six elements and continued its efforts to make employees, contractors, and visitors aware of the program.

The Stage Two audit took place on September 28 through October 2, 2015. This audit reviewed documentation in all 17 elements of the LTD ESMS and included extensive field work. This field work included reviewing operating procedures, testing general awareness levels, and testing skill levels of those staff who were assigned specific tasks.

The LTD Board of Directors will be updated on the results of the audit at the December Board meeting.

ATTACHMENTS: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE: October 12, 2015

ITEM TITLE: MONTHLY FINANCIAL REPORTS

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: None

BACKGROUND:

Following this summary are the July 2015 and August 2015 financial reports. While the budget is appropriated annually, monthly budget estimates are developed to present monthly and year-to-date comparisons to budget and prior year results. Some costs, such as personnel, fuel, and preventive maintenance, can be reasonably allocated by month; while other costs, such as capital projects and paratransit service, are more variable and may have seasonal or other variations. While all funds are presented in a consistent format, these factors should be considered when evaluating performance against budget.

General Fund

Payroll tax receipts through August are \$2.6 million over budget. Included in the year-to-date receipts are approximately \$2.2 million in delinquent taxes received in July being paid for last fiscal year. As expected, personnel costs are under budget for the year. All administrative positions are currently filled; the hiring of a journey-level mechanic and a general service worker in the Fleet Maintenance Division are in process. A new class of bus operators is being hired and scheduled to start in December.

Materials and services costs in all departments are under budget year to date. Fuel prices continue to contribute positively to the budget with a year-to-date price per gallon of \$1.69. The lowest price paid this year is \$1.41, which was on August 25. This represents the lowest price per gallon paid since March 12, 2009.

Accessible Services Fund

Services within the Eugene-Springfield area are under budget year to date. The transfer from the General Fund to support service is well below budget. Federal and state assistance has been budgeted at the levels already awarded to LTD by the State of Oregon. There may be additional grant opportunities in the next few months that might help to further decrease the General Fund contribution. As these become available, staff will report on them in this report and/or the Monthly Grant Report.

Medicaid Fund

Demand continues to increase for the non-emergency medical transportation (NEMT) service. The increase in costs over budget are also partially due to prior year trips being billed and paid this year.

Capital Projects Fund

West Eugene EmX construction is the primary driver of Capital Projects Fund costs. Five million dollars has been paid on the project through August. As was reported in the grant report last month, all federal grants have been executed, and LTD is now able to get reimbursed for costs as they are paid. Other projects funded during the first two months of the year include MovingAhead, bus security cameras, and the replacement of the phone system.

ATTACHMENTS: July and August, 2015, Financial Reports

PROPOSED MOTION: None

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Lane Transit District

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

July 01 - 31					Revenues & Other Sources		Year to Date Through July 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
398,182	385,752	96.9%	416,390	92.6%	Passenger Fares	4,714,500	398,182	385,752	96.9%	416,390	92.6%
182,294	151,174	82.9%	145,000	104.3%	Group Pass	2,550,000	182,294	151,174	82.9%	145,000	104.3%
292,500	69,500	23.8%	69,500	100.0%	Advertising	437,000	292,500	69,500	23.8%	69,500	100.0%
44,096	38,457	87.2%	38,000	101.2%	Special Service	152,000	44,096	38,457	87.2%	38,000	101.2%
917,072	644,883	70.3%	668,890	96.4%	Total Operating	7,853,500	917,072	644,883	70.3%	668,890	96.4%
902,313	4,176,098	462.8%	1,011,400	412.9%	Payroll Tax	30,100,200	902,313	4,176,098	462.8%	1,011,400	412.9%
12,478	22,311	178.8%	10,000	223.1%	Self-employment Tax	1,680,000	12,478	22,311	178.8%	10,000	223.1%
-	-	N/A	-	N/A	State-in-Lieu	200,000	-	-	N/A	-	N/A
501,680	444,514	88.6%	422,090	105.3%	Operating Grants	5,065,000	501,680	444,514	88.6%	422,090	105.3%
5,150	7,313	142.0%	17,280	42.3%	Miscellaneous	253,400	5,150	7,313	142.0%	17,280	42.3%
5,351	1,089	20.4%	4,000	27.2%	Interest Income	48,000	5,351	1,089	20.4%	4,000	27.2%
1,426,972	4,651,325	326.0%	1,464,770	317.5%	Total Nonoperating	37,346,600	1,426,972	4,651,325	326.0%	1,464,770	317.5%
2,344,044	5,296,208	225.9%	2,133,660	248.2%	Total Revenues & Other Sources	45,200,100	2,344,044	5,296,208	225.9%	2,133,660	248.2%

July 01 - 31					Expenditures & Other Uses		Year to Date Through July 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
894,694	837,414	93.6%	901,560	92.9%	Administration	10,815,800	894,694	837,414	93.6%	901,560	92.9%
1,630,918	1,746,380	107.1%	1,829,920	95.4%	Amalgamated Transit Union	21,958,500	1,630,918	1,746,380	107.1%	1,829,920	95.4%
(74,214)	(82,247)	110.8%	(95,650)	86.0%	Less Grant-Funded Expenditures	(1,147,700)	(74,214)	(82,247)	110.8%	(95,650)	86.0%
2,451,398	2,501,547	102.0%	2,635,830	94.9%	Total Personnel Services	31,626,600	2,451,398	2,501,547	102.0%	2,635,830	94.9%
81,282	72,230	88.9%	99,725	72.4%	Executive Office	332,300	81,282	72,230	88.9%	99,725	72.4%
228,646	238,994	104.5%	268,380	89.1%	Administrative Services	2,147,200	228,646	238,994	104.5%	268,380	89.1%
165,401	186,569	112.8%	239,347	77.9%	Customer Services & Planning	2,837,400	165,401	186,569	112.8%	239,347	77.9%
692,699	407,790	58.9%	471,680	86.5%	Operations & Customer Satisfaction	5,639,600	692,699	407,790	58.9%	471,680	86.5%
1,168,028	905,583	77.5%	1,079,132	83.9%	Total Materials & Services	10,956,500	1,168,028	905,583	77.5%	1,079,132	83.9%
70,810	59,233	83.7%	215,580	27.5%	Transfer to Accessible Services Fund	2,586,900	70,810	59,233	83.7%	215,580	27.5%
10,964	17,052	155.5%	16,250	104.9%	Transfer to Medicaid Fund	195,000	10,964	17,052	155.5%	16,250	104.9%
3,351,500	1,667,600	49.8%	1,667,600	100.0%	Transfer to Capital Projects Fund	1,667,600	3,351,500	1,667,600	49.8%	1,667,600	100.0%
3,433,274	1,743,885	50.8%	1,899,430	91.8%	Total Other Uses	4,449,500	3,433,274	1,743,885	50.8%	1,899,430	91.8%
7,052,700	5,151,015	73.0%	5,614,392	91.7%	Total Expenditures & Other Uses	47,032,600	7,052,700	5,151,015	73.0%	5,614,392	91.7%

(4,708,656)	145,193	-3.1%	14,427,468	1.0%	Revenues less Expenditures	(1,832,500)	(4,708,656)	145,193	-3.1%	14,427,468	1.0%
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Lane Transit District

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

July 01 - 31					Revenues & Other Sources		Year to Date Through July 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
32,691	28,755	88.0%	30,190	95.2%	Passenger Fares	362,200	32,691	28,755	88.0%	30,190	95.2%
235,853	221,626	94.0%	229,910	96.4%	Federal Assistance	2,758,700	235,853	221,626	94.0%	229,910	96.4%
188,524	92,679	49.2%	91,650	101.1%	State Assistance	1,099,400	188,524	92,679	49.2%	91,650	101.1%
419	8,779	2095.2%	10,280	85.4%	Local Assistance	123,200	419	8,779	2095.2%	10,280	85.4%
457,487	351,839	76.9%	362,030	97.2%	Total Revenues	4,343,500	457,487	351,839	76.9%	362,030	97.2%
70,810	59,233	83.7%	215,660	27.5%	Transfer from General Fund	2,587,700	70,810	59,233	83.7%	215,660	27.5%
70,810	59,233	83.7%	215,660	27.5%	Total Other Sources	2,587,700	70,810	59,233	83.7%	215,660	27.5%
528,297	411,072	77.8%	577,690	71.2%	Total Revenues & Other Sources	6,931,200	528,297	411,072	77.8%	577,690	71.2%

July 01 - 31					Expenditures & Other Uses		Year to Date Through July 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
445,177	349,048	78.4%	485,310	71.9%	ADA RideSource	5,823,800	445,177	349,048	78.4%	485,310	71.9%
10,222	8,944	87.5%	12,040	74.3%	Transit Training & Hosts	144,400	10,222	8,944	87.5%	12,040	74.3%
6,779	9,503	140.2%	8,330	114.1%	Special Transport	99,900	6,779	9,503	140.2%	8,330	114.1%
462,178	367,495	79.5%	505,680	72.7%	Total Eugene/Springfield Services	6,068,100	462,178	367,495	79.5%	505,680	72.7%
11,548	7,130	61.7%	10,420	68.4%	South Lane	124,900	11,548	7,130	61.7%	10,420	68.4%
14,252	15,446	108.4%	16,170	95.5%	Florence	193,800	14,252	15,446	108.4%	16,170	95.5%
20,395	19,612	96.2%	20,310	96.6%	Oakridge	243,800	20,395	19,612	96.2%	20,310	96.6%
46,195	42,188	91.3%	46,900	90.0%	Total Rural Lane County Services	562,500	46,195	42,188	91.3%	46,900	90.0%
10,129	735	7.3%	14,580	5.0%	Mobility Management	175,000	10,129	735	7.3%	14,580	5.0%
676	421	62.3%	450	93.6%	Crucial Connections	5,300	676	421	62.3%	450	93.6%
1,072	744	69.4%	1,700	43.8%	Veterans Transportation	20,300	1,072	744	69.4%	1,700	43.8%
5,488	2,804	51.1%	8,330	33.7%	Lane County Coordination	100,000	5,488	2,804	51.1%	8,330	33.7%
17,365	4,704	27.1%	25,060	18.8%	Total Other Services	300,600	17,365	4,704	27.1%	25,060	18.8%
525,738	414,387	78.8%	577,640	71.7%	Total Expenditures & Other Uses	6,931,200	525,738	414,387	78.8%	577,640	71.7%

2,559	(3,315)	-129.5%	17,980	-18.4%	Revenues less Expenditures	-	2,559	(3,315)	-129.5%	17,980	-18.4%
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Lane Transit District

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

July 01 - 31					Revenues & Other Sources		Year to Date Through July 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
546,326	763,761	139.8%	714,850	106.8%	Medicaid Nonemergency Medical Transportation	8,578,000	546,326	763,761	139.8%	714,850	106.8%
40,751	58,007	142.3%	53,210	109.0%	Medicaid Waivered Transportation	638,600	40,751	58,007	142.3%	53,210	109.0%
587,077	821,768	140.0%	768,060	107.0%	Total Revenues	9,216,600	587,077	821,768	140.0%	768,060	107.0%
10,964	17,052	155.5%	16,260	104.9%	Transfer from General Fund	195,000	10,964	17,052	155.5%	16,260	104.9%
10,964	17,052	155.5%	16,260	104.9%	Total Other Sources	195,000	10,964	17,052	155.5%	16,260	104.9%
598,041	838,820	140.3%	784,320	106.9%	Total Revenues & Other Sources	9,411,600	598,041	838,820	140.3%	784,320	106.9%

July 01 - 31					Expenditures & Other Uses		Year to Date Through July 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
434,002	625,224	144.1%	599,800	104.2%	Services	7,197,500	434,002	625,224	144.1%	599,800	104.2%
12,751	558	4.4%	10,270	5.4%	Mobility Management	123,300	12,751	558	4.4%	10,270	5.4%
99,572	137,979	138.6%	104,780	131.7%	Program Administration	1,257,200	99,572	137,979	138.6%	104,780	131.7%
546,325	763,761	139.8%	714,850	106.8%	Total Medicaid NEMT (Medical)	8,578,000	546,325	763,761	139.8%	714,850	106.8%
33,106	56,093	169.4%	50,720	110.6%	Services	608,600	33,106	56,093	169.4%	50,720	110.6%
2,828	261	9.2%	3,220	8.1%	Mobility Management	38,600	2,828	261	9.2%	3,220	8.1%
688	599	87.1%	360	166.4%	Program Administration	4,200	688	599	87.1%	360	166.4%
15,094	18,106	120.0%	15,180	119.3%	Grant Program Match Requirements	182,200	15,094	18,106	120.0%	15,180	119.3%
51,716	75,059	145.1%	69,480	108.0%	Total Medicaid Waivered (Non-Medical)	833,600	51,716	75,059	145.1%	69,480	108.0%
598,041	838,820	140.3%	784,330	106.9%	Total Expenditures & Other Uses	9,411,600	598,041	838,820	140.3%	784,330	106.9%

-	-	N/A	11,170	0.0%	Revenues less Expenditures	-	-	-	N/A	11,170	0.0%
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Lane Transit District

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

July 01 - 31					Revenues & Other Sources		Year to Date Through July 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
595,597	2,221,738	373.0%	6,531,640	34.0%	Federal Assistance	78,379,700	595,597	2,221,738	373.0%	6,531,640	34.0%
-	6,082	N/A	1,290,250	0.5%	State Assistance	15,483,000	-	6,082	N/A	1,290,250	0.5%
595,597	2,227,820	374.0%	7,821,890	28.5%	Total Revenues	93,862,700	595,597	2,227,820	374.0%	7,821,890	28.5%
3,351,500	1,667,600	49.8%	1,667,600	100.0%	Transfer from General Fund	1,667,600	3,351,500	1,667,600	49.8%	1,667,600	100.0%
3,351,500	1,667,600	49.8%	1,667,600	100.0%	Total Other Sources	1,667,600	3,351,500	1,667,600	49.8%	1,667,600	100.0%
3,947,097	3,895,420	98.7%	9,489,490	41.0%	Total Revenues & Other Sources	95,530,300	3,947,097	3,895,420	98.7%	9,489,490	41.0%

July 01 - 31					Expenditures & Other Uses		Year to Date Through July 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
428,628	2,290,109	534.3%	6,061,670	37.8%	West Eugene EmX Extension	72,740,000	428,628	2,290,109	534.3%	6,061,670	37.8%
98,900	1,868	1.9%	16,670	11.2%	Main Street/McVay Transit Study	200,000	98,900	1,868	1.9%	16,670	11.2%
3,792	70,588	1861.5%	137,500	51.3%	MovingAhead	1,650,000	3,792	70,588	1861.5%	137,500	51.3%
539,957	2,362,565	437.5%	6,215,840	38.0%	Total Frequent Transit Network	74,590,000	539,957	2,362,565	437.5%	6,215,840	38.0%
3,209	232	7.2%	577,510	0.0%	Revenue Vehicles - Fixed Route	6,930,000	3,209	232	7.2%	577,510	0.0%
-	-	N/A	8,330	0.0%	Support Vehicles	100,000	-	-	N/A	8,330	0.0%
62,674	101,391	161.8%	55,900	181.4%	Stations, Shelters & Facilities	1,830,800	62,674	101,391	161.8%	55,900	181.4%
142,478	213,685	150.0%	428,800	49.8%	Computer Hardware & Software	5,145,600	142,478	213,685	150.0%	428,800	49.8%
-	55,290	N/A	3,920	1410.5%	Intelligent Transportation Systems	698,000	-	55,290	N/A	3,920	1410.5%
-	437,397	N/A	29,030	1506.7%	Transit Security Projects	715,000	-	437,397	N/A	29,030	1506.7%
259	-	0.0%	-	N/A	Communications Equipment	439,700	259	-	0.0%	-	N/A
-	-	N/A	6,250	0.0%	Shop Equipment	75,000	-	-	N/A	6,250	0.0%
-	-	N/A	68,050	0.0%	Miscellaneous Equipment	816,600	-	-	N/A	68,050	0.0%
208,695	808,210	387.3%	1,177,790	68.6%	Total Other Capital Outlay	16,750,700	208,695	808,210	387.3%	1,177,790	68.6%
748,652	3,170,775	423.5%	7,393,630	42.9%	Total Expenditures & Other Uses	91,340,700	748,652	3,170,775	423.5%	7,393,630	42.9%

3,198,445	724,645	22.7%	2,542,260	28.5%	Revenues less Expenditures	4,189,600	3,198,445	724,645	22.7%	2,542,260	28.5%
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Lane Transit District

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

August 01 - 31					Revenues & Other Sources		Year to Date Through August 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
398,450	347,451	87.2%	375,890	92.4%	Passenger Fares	4,714,500	796,631	733,203	92.0%	792,280	92.5%
146,486	142,459	97.3%	145,000	98.2%	Group Pass	2,550,000	328,780	293,632	89.3%	290,000	101.3%
-	260,000	N/A	255,000	102.0%	Advertising	437,000	292,500	329,500	112.6%	324,500	101.5%
8,199	-	0.0%	-	N/A	Special Service	152,000	52,295	38,457	73.5%	38,000	101.2%
553,135	749,910	135.6%	775,890	96.7%	Total Operating	7,853,500	1,470,206	1,394,792	94.9%	1,444,780	96.5%
4,913,305	5,094,168	103.7%	5,507,400	92.5%	Payroll Tax	30,100,200	5,815,618	9,270,266	159.4%	6,518,800	142.2%
22,290	28,697	128.7%	10,000	287.0%	Self-employment Tax	1,680,000	34,768	51,007	146.7%	20,000	255.0%
-	-	N/A	-	N/A	State-in-Lieu	200,000	-	-	N/A	-	N/A
409,688	437,715	106.8%	422,090	103.7%	Operating Grants	5,065,000	911,368	882,229	96.8%	844,180	104.5%
61,672	59,937	97.2%	63,280	94.7%	Miscellaneous	253,400	66,821	67,250	100.6%	80,560	83.5%
5,425	2,186	40.3%	4,000	54.7%	Interest Income	48,000	10,776	3,275	30.4%	8,000	40.9%
5,412,380	5,622,703	103.9%	6,006,770	93.6%	Total Nonoperating	37,346,600	6,839,351	10,274,027	150.2%	7,471,540	137.5%
5,965,515	6,372,613	106.8%	6,782,660	94.0%	Total Revenues & Other Sources	45,200,100	8,309,557	11,668,819	140.4%	8,916,320	130.9%

August 01 - 31					Expenditures & Other Uses		Year to Date Through August 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
872,634	829,328	95.0%	901,560	92.0%	Administration	10,815,800	1,767,328	1,666,740	94.3%	1,803,120	92.4%
1,459,910	1,648,510	112.9%	1,829,920	90.1%	Amalgamated Transit Union	21,958,500	3,090,827	3,394,890	109.8%	3,659,840	92.8%
(61,255)	(79,778)	130.2%	(95,650)	83.4%	Less Grant-Funded Expenditures	(1,147,700)	(135,469)	(162,026)	119.6%	(191,300)	84.7%
2,271,289	2,398,060	105.6%	2,635,830	91.0%	Total Personnel Services	31,626,600	4,722,686	4,899,604	103.7%	5,271,660	92.9%
18,006	21,241	118.0%	22,815	93.1%	Executive Office	332,300	99,287	93,471	94.1%	122,540	76.3%
130,302	101,128	77.6%	166,380	60.8%	Administrative Services	2,147,200	358,948	340,122	94.8%	434,760	78.2%
194,365	183,854	94.6%	279,625	65.8%	Customer Services & Planning	2,837,400	359,766	370,422	103.0%	518,972	71.4%
377,419	318,964	84.5%	468,348	68.1%	Operations & Customer Satisfaction	5,639,600	1,070,118	726,754	67.9%	940,028	77.3%
720,092	625,187	86.8%	937,168	66.7%	Total Materials & Services	10,956,500	1,888,119	1,530,769	81.1%	2,016,300	75.9%
67,378	235,151	349.0%	215,580	109.1%	Transfer to Accessible Services Fund	2,586,900	138,188	294,384	213.0%	431,160	68.3%
13,636	23,015	168.8%	16,250	141.6%	Transfer to Medicaid Fund	195,000	24,600	40,066	162.9%	32,500	123.3%
-	-	N/A	-	N/A	Transfer to Capital Projects Fund	1,667,600	3,351,500	1,667,600	49.8%	1,667,600	100.0%
81,014	258,166	318.7%	231,830	111.4%	Total Other Uses	4,449,500	3,514,288	2,002,050	57.0%	2,131,260	93.9%
3,072,395	3,281,413	106.8%	3,804,828	86.2%	Total Expenditures & Other Uses	47,032,600	10,125,093	8,432,423	83.3%	9,419,220	89.5%

2,893,120	3,091,200	106.8%	2,977,832	103.8%	Revenues less Expenditures	(1,832,500)	(1,815,536)	3,236,396	-178.3%	17,405,300	18.6%
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Lane Transit District

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

August 01 - 31					Revenues & Other Sources		Year to Date Through August 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
24,812	23,975	96.6%	30,190	79.4%	Passenger Fares	362,200	57,503	52,730	91.7%	60,380	87.3%
227,757	231,930	101.8%	229,910	100.9%	Federal Assistance	2,758,700	463,610	453,556	97.8%	459,820	98.6%
102,934	80,400	78.1%	91,650	87.7%	State Assistance	1,099,400	291,458	173,079	59.4%	183,300	94.4%
727	21,239	2921.5%	10,280	206.6%	Local Assistance	123,200	1,146	30,018	2619.4%	20,560	146.0%
356,230	357,544	100.4%	362,030	98.8%	Total Revenues	4,343,500	813,717	709,383	87.2%	724,060	98.0%
67,378	235,151	349.0%	215,660	109.0%	Transfer from General Fund	2,587,700	138,188	294,384	213.0%	431,320	68.3%
67,378	235,151	349.0%	215,660	109.0%	Total Other Sources	2,587,700	138,188	294,384	213.0%	431,320	68.3%
423,608	592,695	139.9%	577,690	102.6%	Total Revenues & Other Sources	6,931,200	951,905	1,003,767	105.4%	1,155,380	86.9%

August 01 - 31					Expenditures & Other Uses		Year to Date Through August 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
347,609	509,543	146.6%	485,310	105.0%	ADA RideSource	5,823,800	792,786	858,591	108.3%	970,620	88.5%
10,172	8,812	86.6%	12,040	73.2%	Transit Training & Hosts	144,400	20,394	17,756	87.1%	24,080	73.7%
5,935	7,906	133.2%	8,330	94.9%	Special Transport	99,900	12,713	17,409	136.9%	16,660	104.5%
363,716	526,261	144.7%	505,680	104.1%	Total Eugene/Springfield Services	6,068,100	825,893	893,756	108.2%	1,011,360	88.4%
13,181	16,202	122.9%	10,420	155.5%	South Lane	124,900	24,729	23,332	94.4%	20,840	112.0%
13,600	20,525	150.9%	16,170	126.9%	Florence	193,800	27,851	35,971	129.2%	32,340	111.2%
18,572	15,843	85.3%	20,310	78.0%	Oakridge	243,800	38,967	35,455	91.0%	40,620	87.3%
45,353	52,570	115.9%	46,900	112.1%	Total Rural Lane County Services	562,500	91,547	94,758	103.5%	93,800	101.0%
8,438	955	11.3%	14,580	6.6%	Mobility Management	175,000	18,567	1,690	9.1%	29,160	5.8%
-	422	N/A	450	93.8%	Crucial Connections	5,300	676	843	124.7%	900	93.7%
1,340	1,035	77.2%	1,700	60.9%	Veterans Transportation	20,300	2,412	1,779	73.8%	3,400	52.3%
7,811	3,469	44.4%	8,330	41.6%	Lane County Coordination	100,000	13,298	6,273	47.2%	16,660	37.7%
17,589	5,881	33.4%	25,060	23.5%	Total Other Services	300,600	34,953	10,585	30.3%	50,120	21.1%
426,658	584,712	137.0%	577,640	101.2%	Total Expenditures & Other Uses	6,931,200	952,393	999,099	104.9%	1,155,280	86.5%

(3,050)	7,983	-261.7%	17,980	44.4%	Revenues less Expenditures	-	(488)	4,668	-956.6%	35,960	13.0%
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Lane Transit District

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

August 01 - 31					Revenues & Other Sources		Year to Date Through August 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
615,495	976,426	158.6%	714,850	136.6%	Medicaid Nonemergency Medical Transportation	8,578,000	1,161,820	1,740,186	149.8%	1,429,700	121.7%
47,188	70,823	150.1%	53,210	133.1%	Medicaid Waivered Transportation	638,600	87,939	128,830	146.5%	106,420	121.1%
662,683	1,047,249	158.0%	768,060	136.3%	Total Revenues	9,216,600	1,249,759	1,869,016	149.6%	1,536,120	121.7%
13,636	23,015	168.8%	16,260	141.5%	Transfer from General Fund	195,000	24,600	40,066	162.9%	32,520	123.2%
13,636	23,015	168.8%	16,260	141.5%	Total Other Sources	195,000	24,600	40,066	162.9%	32,520	123.2%
676,319	1,070,264	158.2%	784,320	136.5%	Total Revenues & Other Sources	9,411,600	1,274,359	1,909,082	149.8%	1,568,640	121.7%

August 01 - 31					Expenditures & Other Uses		Year to Date Through August 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
516,643	877,408	169.8%	599,800	146.3%	Services	7,197,500	950,646	1,502,632	158.1%	1,199,600	125.3%
13,086	558	4.3%	10,270	5.4%	Mobility Management	123,300	25,837	1,116	4.3%	20,540	5.4%
85,765	98,459	114.8%	104,780	94.0%	Program Administration	1,257,200	185,337	236,438	127.6%	209,560	112.8%
615,494	976,425	158.6%	714,850	136.6%	Total Medicaid NEMT (Medical)	8,578,000	1,161,820	1,740,186	149.8%	1,429,700	121.7%
41,446	76,169	183.8%	50,720	150.2%	Services	608,600	74,552	132,262	177.4%	101,440	130.4%
3,739	334	8.9%	3,220	10.4%	Mobility Management	38,600	6,567	596	9.1%	6,440	9.3%
359	365	101.7%	360	101.4%	Program Administration	4,200	1,047	964	92.1%	720	133.9%
15,280	16,969	111.1%	15,180	111.8%	Grant Program Match Requirements	182,200	30,374	35,075	115.5%	30,360	115.5%
60,824	93,837	154.3%	69,480	135.1%	Total Medicaid Waivered (Non-Medical)	833,600	112,540	168,897	150.1%	138,960	121.5%
676,318	1,070,262	158.2%	784,330	136.5%	Total Expenditures & Other Uses	9,411,600	1,274,360	1,909,083	149.8%	1,568,660	121.7%

1	2	200.0%	11,170	0.0%	Revenues less Expenditures	-	(1)	(1)	100.0%	22,340	0.0%
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Lane Transit District

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

August 01 - 31					Revenues & Other Sources		Year to Date Through August 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
3,016,626	2,348,505	77.9%	6,531,640	36.0%	Federal Assistance	78,379,700	3,612,223	4,570,243	126.5%	13,063,280	35.0%
-	-	N/A	1,290,250	0.0%	State Assistance	15,483,000	-	6,082	N/A	2,580,500	0.2%
3,016,626	2,348,505	77.9%	7,821,890	30.0%	Total Revenues	93,862,700	3,612,223	4,576,325	126.7%	15,643,780	29.3%
-	-	N/A	-	N/A	Transfer from General Fund	1,667,600	3,351,500	1,667,600	49.8%	1,667,600	100.0%
-	-	N/A	-	N/A	Total Other Sources	1,667,600	3,351,500	1,667,600	49.8%	1,667,600	100.0%
3,016,626	2,348,505	77.9%	7,821,890	30.0%	Total Revenues & Other Sources	95,530,300	6,963,723	6,243,925	89.7%	17,311,380	36.1%

August 01 - 31					Expenditures & Other Uses		Year to Date Through August 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
783,646	2,737,983	349.4%	6,061,670	45.2%	West Eugene EmX Extension	72,740,000	1,212,274	5,028,092	414.8%	12,123,340	41.5%
42,812	814	1.9%	16,670	4.9%	Main Street/McVay Transit Study	200,000	141,712	2,682	1.9%	33,340	8.0%
9,457	51,572	545.3%	137,500	37.5%	MovingAhead	1,650,000	13,249	122,160	922.0%	275,000	44.4%
837,580	2,790,619	333.2%	6,215,840	44.9%	Total Frequent Transit Network	74,590,000	1,377,537	5,153,184	374.1%	12,431,680	41.5%
2,850,758	4,173	0.1%	577,510	0.7%	Revenue Vehicles - Fixed Route	6,930,000	2,853,968	4,404	0.2%	1,155,020	0.4%
-	-	N/A	8,330	0.0%	Support Vehicles	100,000	-	-	N/A	16,660	0.0%
29,663	36,162	121.9%	55,900	64.7%	Stations, Shelters & Facilities	1,830,800	92,338	137,553	149.0%	111,800	123.0%
50,438	57,654	114.3%	428,800	13.4%	Computer Hardware & Software	5,145,600	192,916	271,339	140.7%	857,600	31.6%
51	-	0.0%	3,920	0.0%	Intelligent Transportation Systems	698,000	51	55,290	108411.8%	7,840	705.2%
-	204,053	N/A	29,030	702.9%	Transit Security Projects	715,000	-	641,450	N/A	58,060	1104.8%
7,329	35,063	478.4%	-	N/A	Communications Equipment	439,700	7,588	35,063	462.1%	-	N/A
2,440	-	0.0%	6,250	0.0%	Shop Equipment	75,000	2,440	-	0.0%	12,500	0.0%
-	-	N/A	68,050	0.0%	Miscellaneous Equipment	816,600	-	-	N/A	136,100	0.0%
2,940,804	411,504	14.0%	1,177,790	34.9%	Total Other Capital Outlay	16,750,700	3,149,500	1,219,713	38.7%	2,355,580	51.8%
3,778,384	3,202,123	84.7%	7,393,630	43.3%	Total Expenditures & Other Uses	91,340,700	4,527,037	6,372,897	140.8%	14,787,260	43.1%

(761,758)	(853,618)	112.1%	874,660	-97.6%	Revenues less Expenditures	4,189,600	2,436,686	(128,972)	-5.3%	3,416,920	-3.8%
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AGENDA ITEM SUMMARY

DATE: October 12, 2015

ITEM TITLE: WEST EUGENE EMX PROJECT UPDATE

PREPARED BY: Joe McCormack, Facilities Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

The West Eugene EmX project is wrapping up its first season of road and sidewalk construction after work began in March 2015. During the past seven months, crews rebuilt Charnelton Street from West 6th to West 11th avenues, and installed the EmX/turn-lane (aka BAT lane) along the route on 7th Avenue and most of 6th Avenue. Due to continued dry weather, the Oregon Department of Transportation (ODOT) granted an extension to its paving deadline, allowing EmX crews to complete BAT lane construction this month on the south side of 6th Avenue. Roadwork to widen the north side of 6th Avenue between Almaden Street and Chambers Street will be held over for completion in Spring 2016; however, sidewalks may be built in these two blocks this year if weather allows. Meanwhile, crews are building EmX platforms on Charnelton Street and on 6th and 7th Avenues, and several stations already sport new columns, railings, and shelter roof structures.

Construction began in August to widen the West 11th Avenue bridge over Amazon Creek by two lanes. Crews expect to complete “in-water” activities by December and then shift above the high water line to complete bridge widening in early 2016. Utility relocation for water, electricity, natural gas, and communications services was completed in each work zone prior to road construction. Property acquisition has been moving forward ahead of construction.

Notably, Federal Transit Administrator Deputy Administrator Therese McMillan visited Eugene last month to announce that \$75 million in federal funding had been granted to LTD, completing the project’s funding package. ODOT Director Matthew Garrett, Eugene Mayor Kitty Piercy, and Northwest Community Credit Union Facilities Director Rex Fox joined LTD Board President Gary Wildish and LTD General Manager Ron Kilcoyne at the event.

During construction, LTD’s outreach team is connecting with each business/organization in the work zones to prepare them for construction, ensure that customer and delivery access is maintained, and provide “business open” signage. The *Go West* print, bus, billboard, radio, and online ads are promoting the many types of businesses in the West Eugene EmX corridor. The complimentary group pass program also has been offered to businesses in the work zones, and residents within one block of active construction have received vouchers for LTD ticket books. Construction updates and traffic advisories are issued weekly, and a project summary is issued every two months.

This fall/winter, LTD anticipates limited work will advance in periods of favorable weather to rebuild more of the 327 sidewalk curb ramps, continue installation of EmX stations, and complete a significant amount

of utility relocation along West 11th Avenue. Work may begin to build the two new bike-pedestrian bridges that will add convenient connections between the Fern Ridge Path, West 11th Avenue, and EmX stations.

Next spring, road and sidewalk construction will shift back into high gear to finish the rest of 6th Avenue, then proceed on Garfield Street and West 11th Avenue. Station installation will continue, bridge work will be completed, and crews will build the driver relief facility at the western terminus. Property acquisition also is expected to wrap up. Designs for station art by eight local artists will be refined and move into fabrication. During these many activities, business outreach and support efforts will be maintained. The project remains on track to open for public service in Fall 2017.

ATTACHMENT: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 12, 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 continuing in October includes:

- West Eugene EmX construction and *Go West* promotions
- Base brand advertising
- Drive Less Challenge

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, the general manager selection process, and the Point2point safety light giveaway.

Sponsorships – The Bruce Berg Photography bus board ads are now appearing on six buses. These ads leverage work that Mr. Berg has done to promote a safety campaign targeted at texting while driving. *The Register-Guard* published a comprehensive piece on this effort in September. The Eugene Symphony ads are now up on the buses, and the McKenzie Cider and Craft Beer Festival ads are appearing in October. Duck Downtown and University of Oregon (UO) Football continues to be highlighted on EmX real-time signs and on social media.

Outreach Meetings – October 15 is the Eugene Chamber of Commerce Business-to-Business Expo. Board members are invited to join staff in the LTD booth between 4:30 p.m. and 7:00 p.m. at the Lane Events Center.

Point2point staff wrapped up the Smart *Trips* Springfield Main Street program and will have a participation report ready for the Board at either the November or December meeting. Transportation fairs continue throughout October, and LTD participated in the UO Transportation Day on October 14.

ATTACHMENTS: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: October 12, 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) September 2015 Performance Reports
- 2) August 2015 RideSource Activity and Productivity reports

PROPOSED MOTION: None

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LANE TRANSIT DISTRICT
September 2015 Performance Report
09-October-2015

Performance Measure	Prior			Current			Current		
	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	772,927	818,163	- 5.5%	2,206,764	2,395,366	- 7.9%	10,456,116	11,255,325	- 7.1%
Mobility Assisted Riders	14,363	13,797	+ 4.1%	42,541	43,036	- 1.2%	157,983	148,103	+ 6.7%
Average Passenger Boardings:									
Weekday	29,846	32,234	- 7.4%	28,068	30,746	- 8.7%	34,927	37,582	- 7.1%
Saturday	25,037	23,527	+ 6.4%	20,002	21,295	- 6.1%	19,398	20,849	- 7.0%
Sunday	9,201	9,430	- 2.4%	9,732	10,147	- 4.1%	9,730	10,356	- 6.0%
Monthly Revenue Hours	22,655	20,982	+ 8.0%	64,456	62,166	+ 3.7%	257,070	250,782	+ 2.5%
Boardings Per Revenue Hour	34.1	39.0	- 12.5%	34.24	38.53	- 11.1%	40.67	44.88	- 9.4%
Weekly Revenue Hours	5,094	4,776	+ 6.7%	4,818	4,674	+ 3.1%	4,949	4,865	+ 1.7%
Weekdays	21	21		65	64		256	255	
Saturdays	4	4		12	13		51	52	
Sundays	5	5		15	15		56	54	

Passenger Revenues & Sales

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

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

Fleet Services

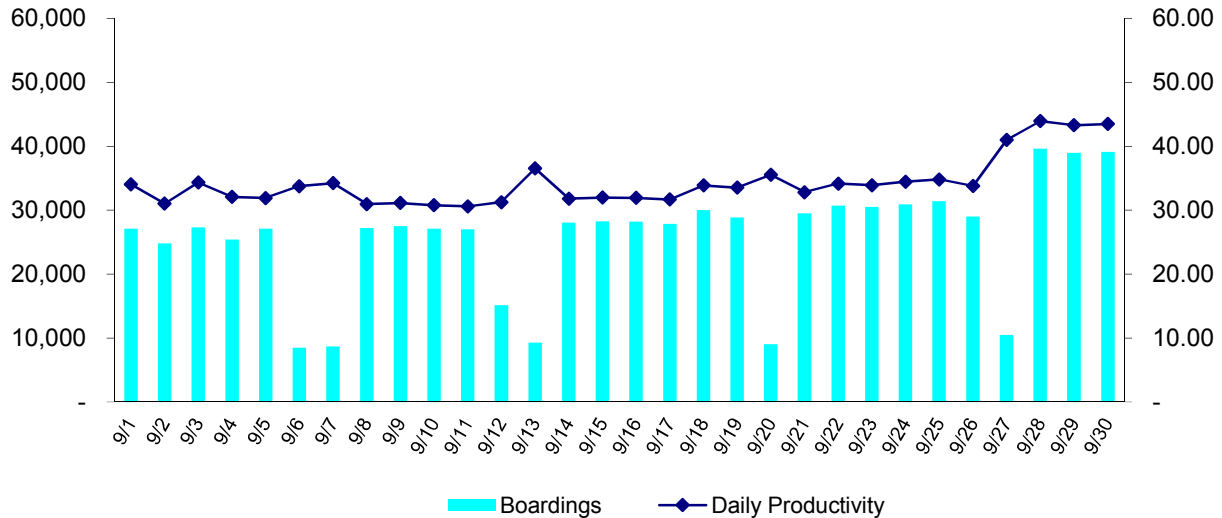
Fleet Miles	310,876	292,279	+ 6.4%	901,493	872,070	+ 3.4%	3,584,182	3,544,489	+ 1.1%
Average Passenger Boardings/Mile	2.49	2.80	- 11.2%	2.45	2.75	- 10.9%	2.92	3.18	- 8.1%
Fuel Cost	\$135,579	\$248,022	- 45.3%	\$459,078	\$777,319	- 40.9%	\$2,072,450	\$3,053,237	- 32.1%
Fuel Cost Per Mile	\$0.436	\$0.849	- 48.6%	\$0.509	\$0.891	- 42.9%	\$0.578	\$0.861	- 32.9%
Repair Costs	\$214,262	\$162,393	+ 31.9%	\$652,129	\$608,507	+ 7.2%	\$2,735,794	\$2,518,833	+ 8.6%
Total Repair Cost Per Mile	\$0.689	\$0.556	+ 24.0%	\$0.723	\$0.698	+ 3.7%	\$0.763	\$0.711	+ 7.4%
Preventive Maintenance Costs	\$34,242	\$28,349	+ 20.8%	\$89,776	\$88,348	+ 1.6%	\$400,792	\$424,977	- 5.7%
Total PM Cost Per Mile	\$0.110	\$0.097	+ 13.6%	\$0.100	\$0.101	- 1.7%	\$0.112	\$0.120	- 6.7%
Mechanical Road Calls	41	28	+ 46.4%	120	145	- 17.2%	516	637	- 19.0%
Miles/Mech. Road Call	7,582	10,439	- 27.4%	7,512	6,014	+ 24.9%	6,946	5,564	+ 24.8%

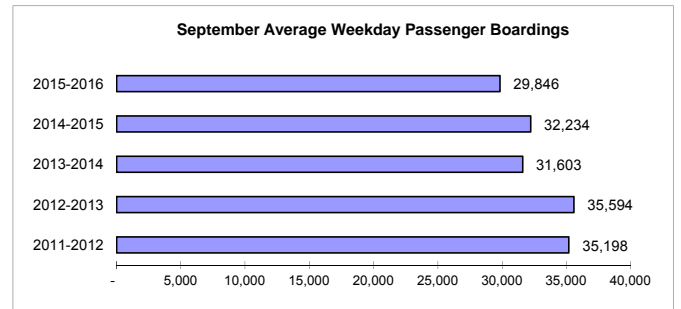
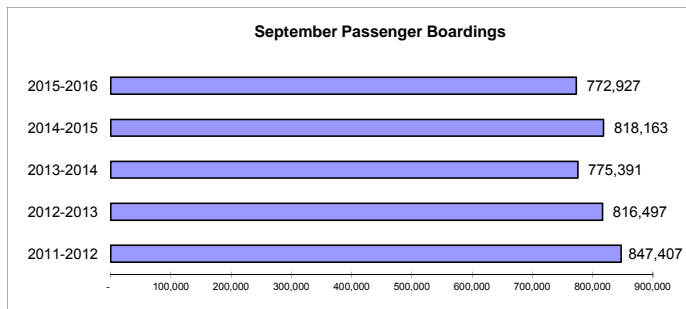
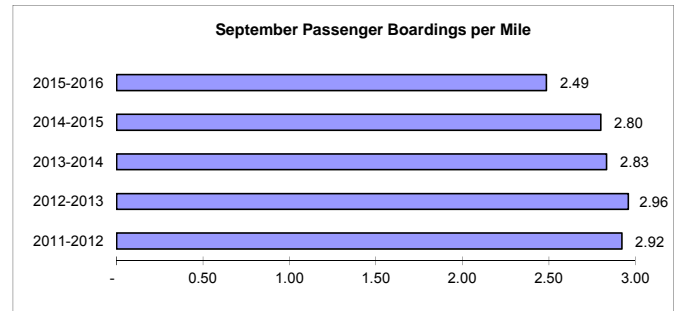
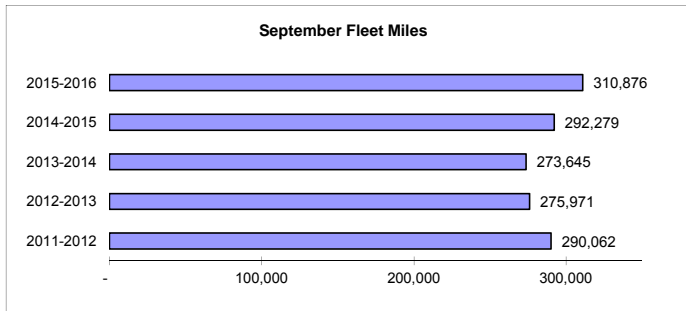
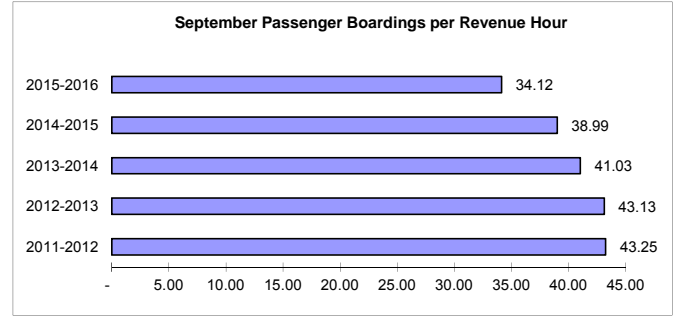
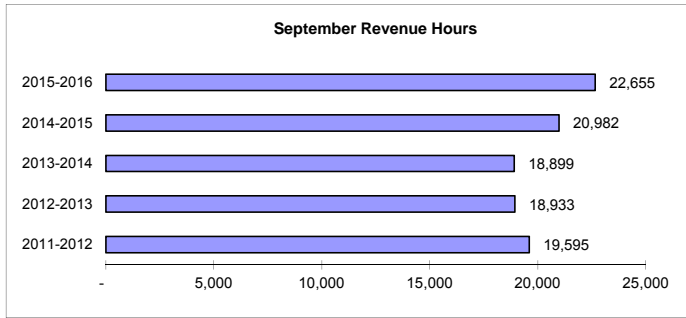
Special Mobility Service

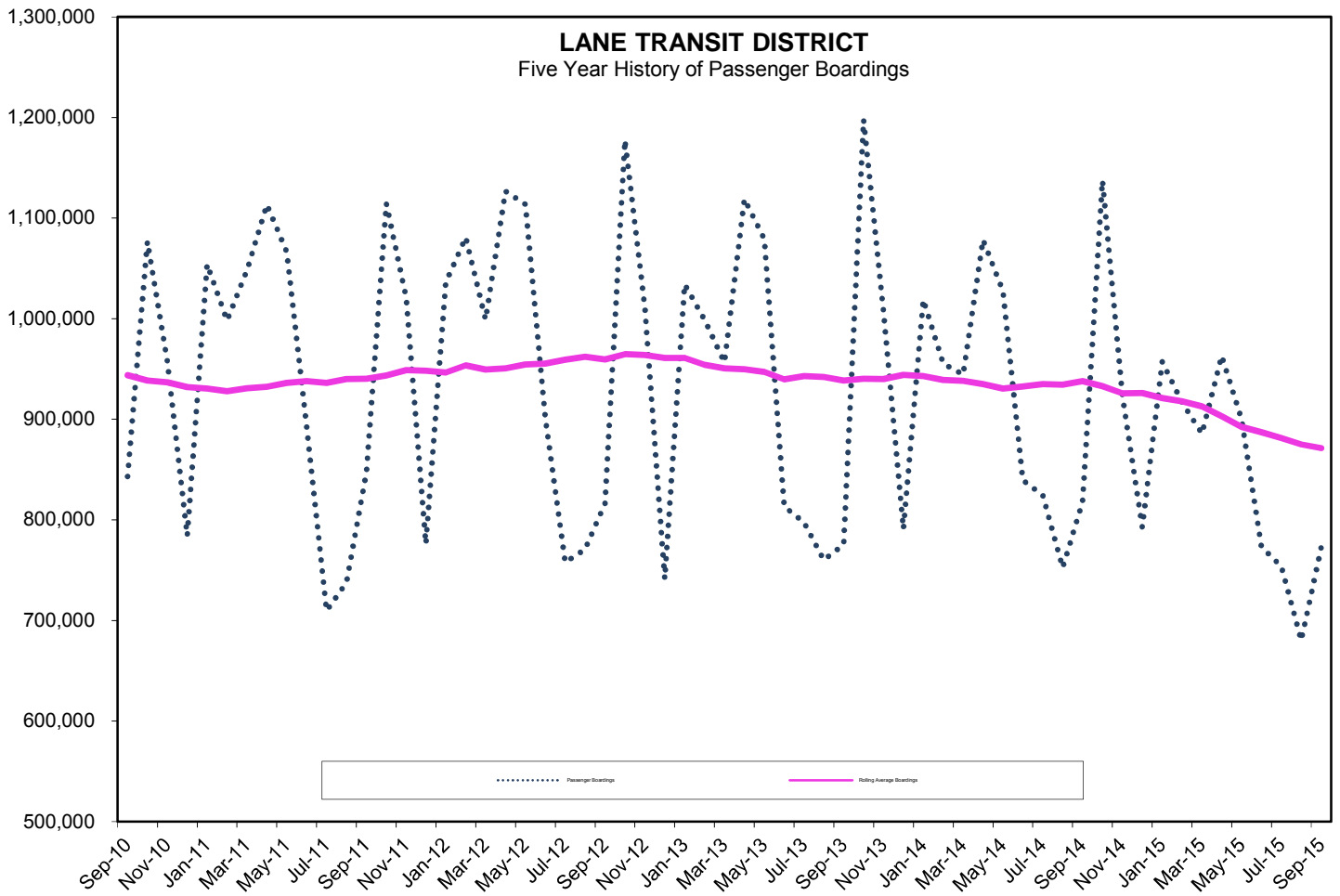
SMS Rides	15,635	16,431	- 4.8%	48,760	49,388	- 1.3%	193,691	197,441	- 1.9%
SMS Ride Refusals	8	-	+ 0.0%	8	-	+ 0.0%	10	-	+ 0.0%
RideSource	7,107	7,588	- 6.3%	22,744	21,448	+ 6.0%	89,484	83,391	+ 7.3%
RideSource Refusals	2	-	+ 0.0%	2	-	+ 0.0%	4	-	+ 0.0%

Daily Ridership Recap September 2015

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
9/1/2015	Tuesday	Weekday	27,128	600	797.00	34.04
9/2/2015	Wednesday	Weekday	24,796	520	799.00	31.03
9/3/2015	Thursday	Weekday	27,295	708	795.00	34.33
9/4/2015	Friday	Weekday	25,429	645	793.00	32.07
9/5/2015	Saturday	Saturday	27,121	450	850.00	31.91
9/6/2015	Sunday	Sunday	8,507	247	252.00	33.76
9/7/2015	Monday	Sunday	8,698	212	254.00	34.24
9/8/2015	Tuesday	Weekday	27,232	652	880.00	30.95
9/9/2015	Wednesday	Weekday	27,508	576	884.00	31.12
9/10/2015	Thursday	Weekday	27,137	556	882.00	30.77
9/11/2015	Friday	Weekday	27,010	588	883.00	30.59
9/12/2015	Saturday	Saturday	15,125	411	484.00	31.25
9/13/2015	Sunday	Sunday	9,280	215	254.00	36.54
9/14/2015	Monday	Weekday	28,076	488	883.00	31.80
9/15/2015	Tuesday	Weekday	28,273	467	884.00	31.98
9/16/2015	Wednesday	Weekday	28,195	504	883.00	31.93
9/17/2015	Thursday	Weekday	27,886	474	880.00	31.69
9/18/2015	Friday	Weekday	29,992	568	885.00	33.89
9/19/2015	Saturday	Saturday	28,864	353	861.00	33.52
9/20/2015	Sunday	Sunday	9,028	220	254.00	35.54
9/21/2015	Monday	Weekday	29,521	541	900.00	32.80
9/22/2015	Tuesday	Weekday	30,737	544	900.00	34.15
9/23/2015	Wednesday	Weekday	30,514	545	900.00	33.90
9/24/2015	Thursday	Weekday	30,902	604	897.00	34.45
9/25/2015	Friday	Weekday	31,432	537	903.00	34.81
9/26/2015	Saturday	Saturday	29,037	351	860.00	33.76
9/27/2015	Sunday	Sunday	10,493	201	256.00	40.99
9/28/2015	Monday	Weekday	39,619	568	902.00	43.92
9/29/2015	Tuesday	Weekday	38,960	457	900.00	43.29
9/30/2015	Wednesday	Weekday	39,132	561	900.00	43.48
Totals			772,927	14,363	22,655	34.12







Special Mobility Services: RideSource Activity and Productivity Information

August-15	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	16,145	16,759	-3.7%	33,334	33,142	0.6%	197,984	191,788	3.2%
RideSource(All Modes)	13,698	14,051	-2.5%	28,241	28,399	-0.6%	166,868	164,664	1.3%
Shopper	580	555	4.5%	1,216	1,144	6.3%	7,354	6,550	12.3%
Escort Volunteers-Metro	1,258	1,502	-16.2%	2,529	2,466	2.6%	14,637	12,940	13.1%
Escort Volunteers-Rural	609	651	-6.5%	1,348	1,133	19.0%	9,125	7,634	19.5%
RideSource Cost per Ride	\$ 22.68	\$ 23.81	-4.8%	\$ 22.56	\$ 24.56	-8.2%	\$ 23.04	\$ 24.16	-4.7%
RideSource(All Modes)	\$ 25.65	\$ 27.27	-5.9%	\$ 25.51	\$ 27.60	-7.6%	\$ 26.19	\$ 27.05	-3.2%
RideSource Shopper	\$ 11.88	\$ 13.53	-12.2%	\$ 11.65	\$ 13.54	-14.0%	\$ 12.23	\$ 13.88	-11.9%
RideSource Escort	\$ 4.29	\$ 3.92	9.3%	\$ 4.47	\$ 4.08	9.5%	\$ 4.23	\$ 4.31	-1.9%
Ride Reservations	15,006	15,187	-1.2%	31,333	31,285	0.2%	184,775	183,348	0.8%
Cancelled Number	1,381	1,336	3.4%	2,986	2,837	5.3%	17,942	18,761	-4.4%
Cancelled % of Total	9.20%	8.80%		9.53%	9.07%		9.71%	10.23%	
No-Show Number	111	155	-28.4%	252	277	-9.0%	1,577	1,422	10.9%
No-Show % of Total	0.74%	1.02%		0.80%	0.89%		0.85%	0.78%	
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	7,786	8,012	-2.8%	16,160	16,410	-1.5%	95,280	97,311	-2.1%
Agency Staff	7,673	7,884	-2.7%	15,942	16,177	-1.5%	93,768	95,848	-2.2%
Agency SMS Volunteer	113	128	-11.7%	218	233	-6.4%	1,512	1,463	3.3%
Avg. Trips/Service Hr.	1.83	1.82	0.5%	1.82	1.80	1.1%	1.83	1.76	4.0%
RideSource System Miles	99,291	101,064	-1.8%	204,908	206,404	-0.7%	1,207,573	1,206,268	0.1%
Avg. Miles/Trip	6.95	6.92	0.5%	6.96	6.99	-0.4%	6.93	7.05	-1.6%
Miles/Vehicle Hour	12.75	12.61	1.1%	12.68	12.58	0.8%	12.67	12.40	2.2%

Special Mobility Services: RideSource Activity and Productivity Information

<u>August-15</u>	<u>Current Month</u>	<u>Prior Year's Month</u>	<u>% Change</u>	<u>Current YTD</u>	<u>Previous YTD</u>	<u>% Change</u>	<u>Current 12 Month</u>	<u>Prior 12 Month</u>	<u>% Change</u>
On-Time Performance %	87.1%	83.9%	3.8%	86.6%	85.4%	1.5%	84.2%	87.9%	-4.3%
Sample	12,401	12,562		25,693	25,549		152,213	147,347	
On-Time	10,800	10,538		22,262	21,809		128,109	129,590	

- RideSource (All Modes) includes all rides except Shopper, Escort, & Taxi
- Escort Volunteers-Metro includes in-district volunteer rides and SMS volunteer escort rides.
- Escort Volunteers-Rural is out of district volunteer rides.

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

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

Productivity Cost Model
FY 2016

August-15

	Current Month	Last Yr Curr Month	Curr YTD	Last Yr YTD	Curr 12 Months	Last Yr 12 months
Total Cost per Model	472,247	476,509	981,833	979,769	5,712,917	5,552,171
Less Brokerage	105,996	76,805	229,336	164,265	1,143,674	910,199
Less Oakridge	69	615	578	1,454	7,987	7,754
RS Total	366,182	399,089	751,919	814,050	4,561,256	4,634,218
Less Shopper	6,888	7,510	14,163	15,493	89,964	90,926
Less Vol Escort	8,007	8,446	17,336	14,700	100,475	88,684
RS All Modes	351,287	383,133	720,420	783,857	4,370,817	4,454,608

AGENDA ITEM SUMMARY

DATE: October 12, 2015

ITEM TITLE: MONTHLY GRANT REPORT

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: None. Information Only.

BACKGROUND:

The August 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 that 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

The Federal Transit Administration is currently working through its fiscal year-end processing. The Federal fiscal year runs from October 1 through September 30. LTD currently does not have any applications pending. In early October, LTD staff will draft applications for funding projects within the Capital Improvements Program, including preventive maintenance and access of the funds for the Ladders of Opportunity grant that is funding the purchase of Accessible Services vehicles. Once those applications are drafted, they will be included in this report.

ATTACHMENT: August 2015 Grant Report

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2015\10\Oct 12 Spec Bd 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	736.00	648,000.00	4,195.03	643,804.97

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	250.00	7,721,200.00	8,468,118.82	(746,918.82)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	250.00	30,808,867.00	29,112,909.46	1,695,957.54

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	2,193,316.00	39,280,734.00	13,355,124.31	25,925,609.69
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
	2,193,316.00	64,247,219.00	13,355,124.31	50,892,094.69

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	-
Rounding adjustment	(10.00)	-	(10.00)	10.00
	(10.00)	1,250,000.00	1,249,990.00	10.00



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	4,173.00	3,875,000.00	7,160.02	3,867,839.98
11.12.06 Hybrid Electric Articulated Buses	-	3,000,000.00	2,935,772.27	64,227.73
	<u>4,173.00</u>	<u>6,875,000.00</u>	<u>2,942,932.29</u>	<u>3,932,067.71</u>

OR-04-0041 - FTA 5309 VTCLI	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Call Center Software	620.00	1,062,000.00	531,891.02	530,108.98
11.62.02 Call Center Telephone System	(14,379.00)	298,000.00	298,000.00	-
	<u>(13,759.00)</u>	<u>1,360,000.00</u>	<u>829,891.02</u>	<u>530,108.98</u>

OR-04-0048 - FTA 5309 Bus & Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
13.13.06 EmX Vehicles	16,905.00	6,527,075.00	95,962.60	6,431,112.40

OR-16-X045 - FTA 5310 Elderly & Disabled	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.04 Accessible Services Vehicles	73,563.00	558,068.00	199,328.86	358,739.14

OR-37-X024 - FTA 5316 Job Access/Reverse Commute	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.7L.00 Mobility Management	-	214,774.00	137,251.21	77,522.79

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	814.00	937,500.00	834,824.76	102,675.24

OR-39-0008 - FTA 5339 Alternatives Analysis	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
14.06.60 ROW, Land, Existing Improvements	156,528.00	2,291,966.00	1,726,452.65	565,513.35
14.08.80 Professional Services	263,704.00	18,750,534.00	13,146,749.76	5,603,784.24
	<u>420,232.00</u>	<u>21,042,500.00</u>	<u>14,873,202.41</u>	<u>6,169,297.59</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-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	92,384.00	300,000.00	300,000.00	-
11.42.08 Computer Software_01	-	150,000.00	150,000.00	-
11.42.08 Software	-	289,200.00	289,200.00	-
11.42.09 Security Improvements	10,716.00	431,600.00	431,600.00	-
11.42.09 Security_01	73,375.00	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	35,899.75	69,200.25
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	-	184,000.00	184,000.00	-
11.7A.00 Preventive Maintenance 13-14	-	1,900,000.00	1,900,000.00	-
11.7A.00 Preventive Maintenance 14-15	-	1,211,583.00	1,211,583.00	-
11.7A.00 Preventive Maintenance_14-15_01	-	4,080,650.00	4,080,650.00	-
11.7A.00 Preventive Maintenance_15-16_01	491,384.00	2,696,975.00	992,817.52	1,704,157.48
11.92.02 Shelters	1,227.00	74,818.00	3,856.68	70,961.32
	<u>669,086.00</u>	<u>12,168,801.00</u>	<u>10,307,557.85</u>	<u>1,861,243.15</u>

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	-
	<u>-</u>	<u>2,440,655.00</u>	<u>2,118,393.32</u>	<u>322,261.68</u>

OR-95-X035 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.72.11 Rideshare	-	358,633.71	358,633.71	-
11.72.11 Safe Routes to School	1,618.00	83,584.00	39,773.09	43,810.91
11.72.11_Rideshare_Bike_Sharing	-	3,596.95	3,596.95	-
11.72.11_Rideshare_Carpool	-	922.03	922.03	-
11.72.11_Rideshare_CMP	-	905.57	905.57	-
11.72.11_Rideshare_ETC	-	5,956.88	5,956.88	-
11.72.11_Rideshare_Group Pass	-	35,212.82	35,212.82	-
11.72.11_Rideshare_Park and Ride	-	1,872.04	1,872.04	-
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	<u>1,618.00</u>	<u>1,047,911.00</u>	<u>1,004,100.09</u>	<u>43,810.91</u>

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 Constructrion_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	121,917.80	13,503.20
11.7L.00 SmartTrips 2	210.00	384,487.00	384,373.55	113.45
44.23.02 Bike Parking Study	-	100,301.00	100,301.00	-
44.23.02 Bike Share Study_01	355.00	111,445.00	96,290.95	15,154.05
44.23.02 NW Eugene-LCC Transit Corridor Plan_01	51,572.00	651,711.00	509,308.96	142,402.04
	<u>52,137.00</u>	<u>5,290,336.00</u>	<u>3,240,165.26</u>	<u>2,050,170.74</u>

AGENDA ITEM SUMMARY

DATE OF MEETING: October 12, 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, October 2015

Q:\Reference\Board Packet\2015\10\Oct 12 Spec Bd Mtg\Dept Report AIS.docx



MONTHLY DEPARTMENT REPORTS

October 12, 2015

Government Relations

Edward McGlone, Government Relations Manager

During the month of September, the Government Relations Division focused on three major projects: the Federal Transit Administration (FTA) grant award announcement event, the payroll tax rate implementation, and communications related to the new general manager hire.

The U.S. House of Representatives is expected to unveil its version of a six-year transportation authorization bill on or near October 19. Budget Committee Chairman Paul Ryan has yet to identify a funding mechanism and has encouraged Transportation and Infrastructure Committee Chair Bill Schuster to move forward on a “parallel path,” assuming that no additional funding mechanisms than those proposed in the Senate’s DRIVE act will be used. The DRIVE act fully funded three of the six years of spending that were authorized, buying Congress more time to address the need for a stable transportation funding source.

The Oregon Transportation Forum, a group of transportation advocates who unsuccessfully lobbied for a state transportation package in the 2015 legislative session, reconvened in September and agreed to pursue a transportation package again in 2017. The group has yet to identify a process for building a package; however, the group anticipates that many of the same measures included in the 2015 proposal will serve as building blocks for the 2017 effort.

Governor Kate Brown has reconvened the Governor’s Transportation Vision Panel (GTVP), first established by then-Governor John Kitzhaber. The GTVP has been charged with taking an in-depth look at all modes of Oregon’s transportation system and making policy and funding recommendations to the 2017 legislature. On September 10 Government Relations Manager Edward McGlone was invited to present to the Bicycle, Pedestrian, and Transit Subcommittee of the GTVP to talk about the 2015 transportation package, LTD’s current funding status, and future needs for achieving regional objectives.

Customer Services and Planning

Andy Vobora, Director of Customer Services and Planning

MARKETING AND COMMUNICATIONS

Meg Kester, Marketing Manager

The Marketing and Communications Department is fully staffed again!

Fall Service Change

Fall bid, which was held on September 6, consumed Marketing staff attention for most of the summer. This effort included creation of the:

- *Rider's Digest*
- 203 station graphics and information panels
- New schedule information at 398 bus stops
- Presentations
- Destination signage on buses
- Interior bus posters
- Media support/Press releases
- Website information, including the seamless roll over of new time schedules online
- Facebook/Social media information

Service Marketing

Marketing of our new, improved service is underway. This includes general brand messaging and specific route marketing. An information push to new and returning students to the region is in process. The 1Pass program has wrapped up and 2015 sales of 1,063 passes sold is similar to the 2014 figure. All the partners feel very good about the results. Plans for next year will include expanding the activity options for youth and increasing sales.

Community Outreach

Staff represented LTD at eight events over the past two months, coordinating sponsorships, and activities related to supporting community outreach. This included the FTA/WEE event that was held on September 11, Eugene Sunday Streets on September 20, Veteran's Stand Down on September 25, Kids Create Eugene on August 1, the Eugene Symphony's 50th Anniversary Season, and others.

Communications and Technology

This work included support for the new phone system, phone tree menu recordings; master scripts; specific project messages for Autzen Express, WEE, MovingAhead, and Main Street-McVay; and Spanish language recordings. LTD's marketing technician is part of the work group that is resolving issues after the cut over to the new phone system.

The initial development of the new LTD website is nearing completion as final issues are being resolved. Since the launch of the website on June 14, there have been:

- 263,183 active sessions
- 103,415 users (who have had at least one session)
- 906,713 page views (total number of pages viewed)
- 2,141 active users per day
- 35,507 active users in a 30-day period
- Of the total sessions, 60 percent were mobile, 34 percent were desktop PCs , and 6 percent were tablets

Riders using Google Maps now receive LTD service alerts when trip planning. This change was implemented in September so that alert messages are now published to LTD's website and Google Maps. The development of the website's blog is near completion, and development of an electronic newsletter is in the works.

Graphic Design

In addition to the design work for fall bid, staff are supporting numerous other projects, including Be Safe Be Seen, the WEE project, the LTD Comprehensive Annual Financial Report cover, and more.

Transit Industry

Three Marketing staff attended the APTA Annual Meeting on October 4-7. Takeaways from the conference reinforced that LTD is doing great work and is on track in addressing the multi-modal transportation needs of a growing community, service innovations, shifting demographics, technological applications, and sustainability.

Staff look forward to attending the Oregon Public Transportation Conference that is being hosted here in Eugene on October 18-21.

ACCESSIBLE AND CUSTOMER SERVICES

Cosette Rees, Accessible and Customer Services Manager

There will not be an Accessible and Customer Services report this month.

FACILITIES

Joe McCormack, Facilities Manager

Lobby Remodel

Modifications to LTD's Administration lobby in Glenwood are well underway. 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 and functional space for reception activities.

Bus Lot Expansion and FM Building

During the summer, Facilities project staff assembled and submitted environmental documentation to the FTA Region 10 office. A letter from the FTA was received in late September confirming that the project has little to no impact on the surrounding environment. This finding will allow LTD to seek reimbursement for the majority of the cost to expand the bus parking lot and construct a facilities management crew building. Final design and construction drawings will be completed this fall and winter, with construction planned to begin late next spring.

West Eugene EmX Extension

Please see the information item included separately in the Board meeting packet.

POINT2POINT

Theresa Brand, Transportation Options Manager

Staff are developing plans to implement the transportation options strategies that are outlined in the Point2point Strategic Plan. The Plan will be reviewed by the Lane Transit District Board of Directors and the Transportation Options Advisory Committee in October, then modified as suggested before a roll out in November.

Staff are preparing for a number of large outreach projects this fall, including the Oregon Drive Less Challenge in October, five Be Safe Be Seen light giveaway safety events, along with expanded outreach to the Coburg North Business Park.

Three of the Point2point staff are on different planning committees for the coming Oregon Transportation Conference to be held in late October at the Hilton in Eugene. Point2point staff serve on the Transportation Options Group of Oregon Board, which assists with the conference planning.

Staff are reviewing best practices of other national leaders in transportation options programming in order to enhance work with regional employers and their Employer Transportation Coordinators. Strategies will be developed with the group pass coordinator in the Marketing Department, then rolled out over the next few years.

Education and Outreach

- Staff attended the Lane Job Fair at Lane Community College and provided transportation resources to job seekers. Approximately 150 people discussed their options with Point2point.
- Staff provided transportation information and resources at employee benefits fairs held at Eugene Water and Electric Board and the Royal Caribbean Cruise Line in September.

Be Safe Be Seen

Staff provided free bicycle and pedestrian lights at Kesey Square in Eugene. Approximately 175 people attended to receive lights and other safety resource materials.

Drive Less Connect

Lane County Drive Less Connect statistics for September are:

- 160 new users registered in Drive Less Connect
- 5,057 Non-single-occupancy vehicle trips reported, for a total of 78,533 miles
- Trips reported represent a savings of 59,034 pounds of CO₂ over driving alone
- 88 Ridematch searches were performed
- 27 Ridematch requests were sent through the system

The third annual Oregon Drive Less Challenge is being held on October 5–18, 2015.

Vanpool Program

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

- 17 vanpools traveling to and from Eugene-Springfield
- 2,366 passenger boarding's
- 145,003 passenger miles
- 116,002 pounds CO₂ saved

Carshare Program

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

- 12 new members
- 111 reservations
- 652 hours used
- 11 percent utilization

SmartTrips

Staff wrapped up SmartTrips Main Street on September 11. Staff delivered a total of 591 travel kits, which is a 14 percent participation rate. Residences in the SmartTrips Main Street target area were mailed a post program travel survey on September 14; the surveys were due on October 2. This survey will be compared to the preprogram travel survey that residents took before the program in order to assess a shift in travel behaviors and attitudes towards transportation options. Point2point has contracted with Alta Planning and Design in Portland for assistance with the data analysis and final report, which will be completed in early 2016.

School Program

Staff have worked with Regional Safe Routes to School coordinators to promote International Walk and Bike to School Day, which took place on October 7. Point2point provided two helmets per school for participating schools.

Schoolpool has moved from the Ridepro database to Drive Less Connect. While the program is available for all regional schools, staff are working closely with three schools to pilot and test additional outreach techniques.

Transit Operations and Customer Satisfaction

Mark Johnson, Director of Transit Operations and Customer Satisfaction

FLEET MAINTENANCE

Ernie Turner, Fleet Maintenance Manager

There will not be a Fleet Maintenance report this month.

Administrative Services

Roland Hoskins, Director of Administrative Services

HUMAN RELATIONS

David Collier, Human Relations Manager

Benefits

LTD will hold its annual Benefits Fair on Thursday, October 22. Health vendors will be in attendance to answer questions. There also will be opportunities for employees and dependents over the age of 10 to receive biometric screening and flu shots. Since the biometric screening requires fasting, there will be breakfast provided for those who participate.

Retirees

Wilson-Heirgood Associates will be holding the annual Medicare meeting for retirees on Tuesday, October 13, to explain changes in benefits and costs to retirees.

Workers' Compensation Insurance

LTD has not only seen a 47 percent reduction in Workers' Compensation premiums from State Accident Insurance Fund (SAIF) over the past seven years, but also has been the recipient of dividends that SAIF has paid out over the years. This year, LTD will be receiving a check in the amount of \$92,367.00 in mid-October. This is 22.66 percent of the standard premium of \$407,622.98 that LTD paid for FY 2015-2016.

Recruitment

- The Transit Operations Division has hired Kristin Kokkeler to fill the transit administrative assistant position. Kristin started on September 21. Prior to LTD, she worked at Glory Bee Foods for four years as their promotions coordinator.
- The Transit Operations Division posting for bus operator closed on September 25. Video testing is scheduled for September 30 through October 5 with approximately 60 bus operator applicants. Interviews will be scheduled for the week of October 12.
- The Fleet Maintenance Division conducted interviews on September 25 for the general service worker position. Reference checks are being conducted on one of the candidates.
- The Fleet Maintenance Division is recruiting again for the second journey-level mechanic position; the posting will close on October 13. The first round of interviews did not yield a viable candidate after going through the post-interview process.

FINANCE

Todd Lipkin, Finance Manager/Chief Financial Officer

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

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 12, 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. **Point2point 2015-2020 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.
- B. **River Road Property Donation**: At the November Board meeting, community members would like to thank the Board for the donation, and staff will provide an update on progress since the project broke ground.
- C. **Zero Emissions Bus Purchase Report**: LTD has released a Request for Proposal to purchase ten new buses, including five all-electric buses. Staff will report on the status of the purchase and benefits to the District at the November Board meeting.
- D. **SmartTrips Program**: An update on the SmartTrips program will be presented to the Board during the November Board meeting.
- E. **Independent Audit Report and Comprehensive Annual Financial Report (CAFR)**: The annual audit findings and the CAFR will be presented to the Board in November or December.
- F. **Environmental and Sustainability Management System Certification**: LTD completed its Stage One ESMS audit at 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. An update on the results of the State Two audit will be provided to the Board at its December meeting.
- G. **Main-McVay Project Update**: This fall staff will update the Board on the progress of the Main-McVay project.
- H. **Emergency Preparedness – Planning, Response, and Communications**: The District continually refines its emergency plans. This coming winter, staff will review with the Board lessons learned from a recent event and will include how the plan, initial response, and communications efforts were implemented.

- 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 meeting later this fall, 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. **Strategic Planning Work Session**: After the new general manager is on board, a strategic planning work session will be scheduled.

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GENERAL MANAGER EMPLOYMENT AGREEMENT

BETWEEN: Aurora Jackson (“Ms. Jackson”)
AND: Lane Transit District (“LTD”)
EFFECTIVE DATE: November 30, 2015

RECITALS:

- A. The Board of Directors of LTD (the “Board”) are authorized pursuant to ORS 267.200 (5) to enter into contracts on behalf of LTD and to appoint and fix the salary of the General Manager.
- B. On behalf of LTD, the Board wishes to employ Ms. Jackson as General Manager and Ms. Jackson wishes to accept such position, all as set forth in this Agreement.

AGREEMENT:

THEREFORE, in consideration of the foregoing recitals and the terms and conditions of this Agreement, the parties agree as follows:

1. **Duties and Responsibilities.** LTD agrees to employ Ms. Jackson as General Manager and Ms. Jackson hereby accepts such employment upon the terms and conditions set forth in this Agreement.

a. **General Manager Duties.** Ms. Jackson shall devote full-time, and agrees to perform in good faith and to the best of her abilities, the duties and responsibilities of General Manager as directed by the Board. The Board reserves the right to changes the duties and responsibilities at its discretion. As General Manager, Ms. Jackson shall:

- 1. Maintain her office at the headquarters of LTD;
- 2. Have full charge of the acquisition, construction and operation of the transit system of LTD;
- 3. Have full charge of the administration and business affairs of LTD;
- 4. Enforce all ordinances adopted by the Board;

5. Administer the personnel system adopted by the Board and, except for officers appointed by the Board, appoint, discipline, or remove all officers and employees subject to ORS 267.010 and 267.390 and the rules of the Board;
6. Prepare and submit to the Board within one hundred and eighty (180) days after the end of each fiscal year a complete report of the finances and administrative activities of LTD for that preceding fiscal year;
7. Keep the Board advised as to the needs of LTD;
8. Prepare all plans and specifications for acquisition of equipment or construction of improvements or facilities for LTD;
9. Cause to be installed and maintained a system of auditing and accounting that shows completely and at all times the financial condition of LTD;
10. Devote her entire working time to the business of LTD. Ms. Jackson's participation in civic and charitable affairs is deemed to be business of LTD within the meaning of this provision and she shall keep the Board informed as to such activities;
11. Perform such other duties as the Board requires by resolution; and
12. Attend the meetings of the Board and may participate in its deliberations, but has no vote.

2. Terms of Employment. Ms. Jackson's term of employment is for three (3) years, beginning November 30, 2015. However, it is understood and agreed that, notwithstanding the contemplated term of employment, Ms. Jackson is an "at will" employee. Ms. Jackson may be removed by the Board and this Agreement may be terminated, at the Board's sole discretion for any reason, only by an affirmative vote of a majority of the Board members.

3. Compensation and Evaluation.

a. Annual Salary. As compensation for services rendered to LTD during the fiscal year 2015-2016 and commencing November 30, 2015, Ms. Jackson shall be paid an annual salary of \$153,000, payable bi-weekly in accordance with the District's regular payroll procedures.

b. Six Month Performance Review. The Board shall review and evaluate Ms. Jackson's performance around six (6) months after her start date, unless the parties otherwise agree to extend that date. If Ms. Jackson receives a favorable review, then she shall receive a salary increase of \$2,000 per year.

c. One Year Performance Review. The Board shall review and evaluate Ms. Jackson's performance around one (1) year after her start date, unless the parties otherwise agree

to extend that date. If Ms. Jackson receives a favorable review, then she shall receive a salary increase of \$2,000 per year.

d. Annual Performance Review. The Board shall thereafter review and evaluate Ms. Jackson's performance annually. After the first year, Ms. Jackson's compensation shall be subject to modification by the Board, in its sole discretion, following its annual evaluation of Ms. Jackson's performance as General Manager. In consultation with Ms. Jackson, the Board shall set annual performance goals and objectives, upon which Ms. Jackson will be evaluated at her annual performance review.

e. Fringe Benefits. Ms. Jackson shall be entitled to the fringe benefits that are generally available to all other administrative employees of LTD who are hired in 2015, which presently include: hospital, surgical, dental, or other group health insurance; life insurance and disability benefits; holidays; sick leave; vacation; and participation in LTD's Salaried Employees' Defined Contribution Program (current retirement program with discretionary contribution account and matching account.) Ms. Jackson is granted ten (10) consolidated annual leave days as of her start date and, thereafter, shall regularly accrue additional consolidated annual leave in accordance with LTD policy.

4. Termination/Suspension.

a. Suspension. The Board may, in its sole discretion, suspend Ms. Jackson from office at any time, pending a hearing. The suspension may be effective immediately and no prior notice is required. The decision to suspend Ms. Jackson, pending a hearing, if approved by a majority of the Board members, may be reconsidered by the Board, but is otherwise final and not subject to appeal, until the hearing. Ms. Jackson shall be entitled to full compensation and benefits during periods of suspension.

b. Termination Without Cause. In the event the Board, without cause, terminates Ms. Jackson's employment, Ms. Jackson shall receive a six (6) month severance payment of salary and benefits, which severance payment shall not include retirement or leave accrual benefits. The six month severance payment shall be paid over the six months that immediately follow Ms. Jackson's termination date. At the sole discretion of the Board, the Board may ask Ms. Jackson to work as General Manager beyond her termination date and to continue to be paid salary and benefits in accordance with the terms of this Agreement. In that instance, the six-month period of severance payment will be reduced by the amount of time Ms. Jackson works beyond her termination date. By way of example, if Ms. Jackson received written notice that her termination was effective on March 1, and, at the discretion of the Board continued to work until May 31 (for three months beyond her termination date), Ms. Jackson would be entitled to receive three months' of severance payment, or payment through August 30. The severance payment to Ms. Jackson shall be in lieu of all other payments and shall, at the Board's discretion, be due and payable: (i) at the District's standard pay periods during the six (6) month period following the date of termination, or (ii) in a lump sum.

c. Termination for Cause. If Ms. Jackson is terminated for cause, she shall not be entitled to receive any severance benefits and shall be paid only the salary and benefits accrued through the date of such termination. As used in this Agreement, "cause" includes, but is not

limited to, fraud, dishonesty, misappropriation of funds, embezzlement, other acts of misconduct in the rendering of services to or on behalf of LTD, the failure to properly and competently perform any of the duties of General Manager under Paragraph 1 of this Agreement, or the willful and continual failure or refusal to comply with the policies, standards and regulations of LTD as they are established periodically or failure or refusal to comply with directions from the Board.

d. Written Notice of Termination. The Board shall provide Ms. Jackson with a written notice of termination, which termination shall be effective at the date specified therein. The termination date shall be no less than sixty (60) days after the date of the written notice of termination. Any request for a hearing by Ms. Jackson, pursuant to section (e), below, shall not in any way extend the date of termination set forth in the written notice of termination. The written notice of termination shall be final, and no other action shall be required of the Board, unless Ms. Jackson requests a hearing, pursuant to section (e), below.

e. Written Statement and Hearing. Within ten (10) business days of receipt of the written notice of termination, Ms. Jackson may request: (a) a written statement of the reasons for her termination; and/or (b) an open hearing at a meeting of the Board before the final vote for her termination, in accordance with Oregon law, where she may be represented by counsel and present witnesses and other evidence on her behalf. Such hearing shall take place within thirty (30) days after the Board provides written notice of termination to Ms. Jackson. The action of the Board in suspending or terminating Ms. Jackson, if approved by a majority of the Board members, may be reconsidered by the Board, but is otherwise final and not subject to appeal.

f. Termination at the Request of the General Manager. In the event the General Manager wishes to terminate this Agreement prior to the end date, she will notify the Board immediately of her intention to seek other employment and shall give the District no less than sixty (60) days written notice in advance of taking another position. The General Manager will be paid for days actually worked, unused consolidated annual leave days, and holidays that occur prior to contract termination.

5. Expenses.

a. Relocation Expenses. LTD shall reimburse Ms. Jackson for reasonable travel, meals, rental car, and lodging expenses incurred by Ms. Jackson and a traveling companion for one or more trips from her home in California to Lane County to find permanent housing up to an aggregate maximum of \$5,000.

b. Temporary Housing. LTD shall reimburse Ms. Jackson for temporary housing expenses (rent) in Lane County up to a maximum of \$1,500 per month (an aggregate maximum of \$6,000) until the earlier of: (i) four (4) months after the Effective Date of this Agreement, or (ii) the date on which Ms. Jackson secures permanent housing.

c. Permanent Housing. If Ms. Jackson secures permanent housing within twelve (12) months of her start date, LTD shall pay \$20,000 to Ms. Jackson, in the form of a one-time lump-sum bonus. This permanent housing bonus shall be used solely as a down payment for

permanent housing in Lane County and for no other purpose. Ms. Jackson shall provide LTD with at least ten days' written notice of her request for the permanent housing bonus.

d. Business Expenses. LTD shall reimburse Ms. Jackson for reasonable and necessary business expenses incurred by her in the performance of her duties and responsibilities set out in this Agreement. All expense reimbursements shall be made in accordance with LTD's normal practice and policies under which Ms. Jackson shall present reasonably detailed statements of expense for which reimbursement is sought.

6. Deferred Compensation. Ms. Jackson shall be eligible to participate in LTD's Section 457 deferred compensation plan in accordance with its terms.

7. Illness or Death. In the event Ms. Jackson dies or becomes disabled during the term of this Agreement, or any extension thereof, this Agreement shall terminate upon the date of such death or disability. Disability shall mean any health condition which prevents Ms. Jackson from performing her duties for a period which exceeds sixty-days.

8. Professional Liability. LTD shall defend, hold harmless and indemnify the General Manager from any and all demands, claims, suits, and legal proceedings brought against the General Manager in her official capacity as an agent and employee of LTD, provided the incident arose while the General Manager was acting within the scope of her employment. In no case shall individual Board members be considered personally liable for indemnifying the General Manager against such demands, claims, suits, actions, and legal proceedings.

9. Arbitration. The parties agree that any controversy or claim arising out of or relating to this Agreement, or any dispute arising out of the interpretation or application of this Agreement, which the parties are unable to resolve, shall be finally resolved and settled exclusively by arbitration in Eugene, Oregon, by a single arbitrator under the Oregon Arbitration Rules. If the parties cannot agree upon an arbitrator, then each party shall choose its own independent representative and those independent representatives shall in turn choose the single arbitrator within thirty (30) days of the date of the selection of the first independent representative. The parties shall equally pay the costs of arbitration.

10. Assignment. This Agreement is personal to Ms. Jackson and cannot be assigned by her to any other person.

11. Entire Agreement. This Agreement represents the entire agreement between the parties and supersedes any prior agreements or understandings, whether oral or written between the parties, including.

12. Amendments. This Agreement cannot be changed or terminated orally and may be modified only by a written agreement executed by both parties that specifically refers to this Agreement.

13. Applicable Law. This Agreement is subject all applicable laws of the State of Oregon.

14. **Notices.** Any notices that are required under the terms of this Contract shall be first class mailed or hand delivered to: (a) the President of the Board of Directors, and/or (b) Ms. Jackson at their respective latest addresses as shown by the records of the Clerk of the Board of LTD.

DATED this ___ day of October, 2015.

Aurora Jackson

Gary Wildish
President, LTD Board of Directors



Better Eugene-Springfield Transit

Board of Directors

- Alexis Biddle
Kaitlyn Grigsby
Eric Gunderson
Shane MacRhodes
Bree Nicoletto
Walt Norblad
Brittany Quick-Warner
Matt Roberts
Brett Rowlett
Joshua Skov
Rob Zako

Board of Advisors

- John Allcott
David Atkin
Susan Ban
Carlos Barrera
Jon Belcher
Rob Bennett
Terry Beyer
Shawn Boles
Dan Bryant
Claire Carpenter-Seguin
Julie Daniel
Tim Duy
Celeste Edman
Michael Eyster
Philip Farrington
Nigel Francisco
David Funk
Gerry Gaydos
Beth Gerot
George Grier
Pat Hocken
Dean Huber
Art Johnson
Terry McDonald
Ashley Miller
Mia Nelson
Mark Pangborn
Laura Potter
Sue Prichard
Larry Reed
Marc Schlossberg
Tom Schneider
Jean Tate
Laurie Trieger
Jenny Ulum
Carmen Urbina
John VanLandingham
Stefano Viggiano

October 9, 2015

Re: Support for MovingAhead recommendations and next steps

Dear Eugene Mayor & Council and Lane Transit District Board of Directors,
Public transit, like all transportation, is a means to various ends. For some, transit is the best—or only—way to get to work, school, shopping, doctor's appointments, etc. For others, transit is a way to attract high-tech businesses to town, to encourage (re)development, or to keep more dollars circulating in the local economy by reducing auto-related spending leaving the state. For still others, transit is a greener way to move people, reducing air pollution and other environmental impacts.

BEST appreciates the MovingAhead effort to improve options for people riding the bus—and for people walking or bicycling. BEST has participated in MovingAhead public outreach efforts and met with your staff privately.

BEST is pleased to endorse a Level 2 evaluation of the most promising transportation corridors and alternatives:

- 1. Highway 99—EmX, enhanced corridor, no build
2. River Road—EmX, enhanced corridor, no build
3. Coburg Road, including Harlow Road and Crescent Avenue—EmX, enhanced corridor, no build
4. 30th Avenue/LCC—EmX, enhanced corridor, no build
5. Martin Luther King, Jr. Blvd.—enhanced corridor, no build

BEST expects this detailed study will identify clear actions to improve our regional system for people to ride the bus, walk or bicycle.

BEST also looks forward to seeing the return on investment of such actions, i.e., the multiple tangible benefits to the community relative to the costs.

In the coming months, BEST commits to engaging in this community discussion, building on our shared values and informed by solid data.

For BEST,

Rob Zako (handwritten signature)

Rob Zako
Executive Director

P.O. Box 773, Eugene, OR 97440 • 541-343-5201

info@best-oregon.org • www.best-oregon.org • www.facebook.com/BetterEugeneSpringfieldTransit

BEST's mission is to promote a thriving, equitable, and sustainable Eugene-Springfield area with a world-class network of safe, practical, and affordable options for people to ride the bus, bicycle, and walk. BEST pursues this mission by educating the public, convening community leaders, helping forge consensus, and advocating in the public interest.

BEST is a 501(c)(3) nonprofit. Contributions are tax-deductible to the extent the law allows. Tax ID #42-1661720.

AGENDA ITEM SUMMARY

DATE OF MEETING: October 12, 2015

ITEM TITLE: PENSION PLANS TRUSTEE APPOINTMENTS

PREPARED BY: Roland Hoskins, Director of Administrative Services

ACTION REQUESTED: Adopt Resolution Appointing Todd Lipkin as Trustee for LTD Pension Plans

PROPOSED MOTION:

I move approval of Resolution No. 2015-041, a Resolution Appointing Todd Lipkin as Trustee of the Lane Transit District and Amalgamated Transit Union (ATU), Local No. 757 Pension Trust, and Todd Lipkin to the Lane Transit District Salaried Employees' Retirement Plan, and reappointing the other Trustees appointed by LTD [Ron Kilcoyne and Gary Gillespie for the Pension Trust; Ron Kilcoyne, Gary Gillespie and Roland Hoskins for the Salaried Retirement Plan], as stated in the attached Resolution.

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LTD Resolution No. 2015-041

RESOLUTION PROPOSED FOR ADOPTION BY THE
BOARD OF DIRECTORS OF LANE TRANSIT DISTRICT
AT THE OCTOBER 12, 2015, MEETING

By adopting the following resolution, the LTD Board would appoint Todd Lipkin as Trustee of the Lane Transit District and Amalgamated Transit Union (ATU), Local No. 757 Pension Trust, and Todd Lipkin to the Lane Transit District Salaried Employees' Retirement Plan, and would reappoint the other Trustees appointed by LTD [Ron Kilcoyne, Gary Gillespie for the Pension Trust; Ron Kilcoyne, Gary Gillespie and Roland Hoskins for the Retirement Plan]:

Effective immediately:

1. Todd Lipkin is appointed as Trustee under the Trust Agreement dated December 18, 1979, for the Lane Transit District and Amalgamated Transit Union, Local No. 757 Restated Retirement Plan (which Plan is now known as the Lane Transit District and Amalgamated Transit Union, Local No. 757 Pension Trust). Ron Kilcoyne and Gary Gillespie are reappointed as Trustees under the Trust Agreement for the Pension Trust. After these appointments, the Trustees under the Trust Agreement for the Pension Trust appointed by Lane Transit District are Ron Kilcoyne, Gary Gillespie, and Todd Lipkin.

2. Todd Lipkin is appointed as a Trustee under the Trust Agreement dated August 18, 1999, for the Lane Transit District Salaried Employees' Retirement Plan. Ron Kilcoyne, Gary Gillespie and Roland Hoskins are reappointed as Trustees under the Trust Agreement for the Retirement Plan. After these appointments, the Trustees under the Trust Agreement for the Retirement Plan are Ron Kilcoyne, Gary Gillespie, Roland Hoskins, and Todd Lipkin.

Adopted by the Lane Transit District Board of Directors on this 12th day of October, 2015.

LTD Board President