



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

Monday, November 9, 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
 Yeh _____ Pierce _____ Gillespie _____
 Wildish _____ Nordin _____ Grossman _____ Necker _____
- 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. UPDATE ON 101 GREEN LANE VETERANS' HOUSING PROJECT (15 Minutes) 7
 [Veterans Housing Project Steering Committee]
- VIII. EMPLOYEE OF THE MONTH – DECEMBER (5 minutes) 9
- IX. AUDIENCE PARTICIPATION (10 minutes)
 - ◆ *Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.*
 - ◆ *Citizens testifying are asked to limit testimony to three minutes.*
- X. ITEMS FOR ACTION AT THIS MEETING
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 - Minutes of the September 16, 2015, Regular Board Meeting (Page 11)
 - Minutes of the September 28, 2015, Joint Eugene City Council/ LTD Board Work Session (Page 20)

- Minutes of the September 30, 2015, Special Board Meeting/
Executive Session (Page 24)
 - Designate Registered Agent (Page 26)
 - Resignation as Trustee of Amalgamated Transit Union, Local No. 757
Restated Retirement Plan (Page 29)
 - Resignation as Trustee of Lane Transit District Salaried Employees'
Retirement Plan (Page 30)
- B. Insurance Best Practices Checklist (5 minutes) 31
[Stephen Rayack]
- XI. ITEMS FOR INFORMATION AT THIS MEETING
- A. Board Member Reports (5 minutes) 34
- 1. Meetings Held
 - a. Lane Area Commission on Transportation (LaneACT) – October 14
 - b. Main Street Projects Governance Team – October 15
 - c. Accessible Transportation Committee (ATC) – October 27
 - 2. No Meeting/No Reports
 - a. LTD Board Human Relations Committee
 - b. EmX Steering Committee
 - c. Metropolitan Policy Committee (MPC)
 - d. LTD Board Finance Committee
 - e. Lane Council of Governments (LCOG) Board of Directors
 - f. LTD Board Service Committee
 - g. LTD Pension Trusts
 - h. MovingAhead Oversight Committee
 - i. Governor's Oregon Passenger Rail Leadership Council
 - j. Eugene Transportation Community Resource Group (TCRG)
for the Eugene Transportation System Plan (TSP)
- B. American Public Transportation Association (APTA) Conference (10 minutes) 36
Take-aways
[Ron Kilcoyne]
- C. Zero Emissions Report (5 minutes) 37
[Ernie Turner]
- D. Monthly Financial Reports – September 2015 (5 minutes) 38
[Todd Lipkin]

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A. Point2point 2015-20 Strategic Work Plan (December)	
B. Independent Audit Report and Comprehensive Annual Financial Report (December)	
C. Environmental and Sustainability Management System Certification (December)	
D. Franklin Boulevard (December)	
E. Smart <i>Trips</i> Program (December)	
F. Paratransit Contract Bidding (December)	
G. RideSource Oakridge (December)	
H. Congressional Update (December)	
I. Strategic Planning Work Session	
J. Emergency Preparedness – Planning, Response, and Communications	
K. 2021 IAAF World Championships	
L. Main-McVay Project Update	
M. MovingAhead Project Update	
XIII. ADJOURNMENT	

~ A dessert in honor of retiring General Manager Ron Kilcoyne will immediately follow. ~

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: November 9, 2015

ITEM TITLE: COMMENTS FROM THE GENERAL MANAGER

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENT: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 9, 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: November 9, 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\11\Nov. 9 Spec Mtg\BD Calendars AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: November 9, 2015

ITEM TITLE: UPDATE ON 101 GREEN LANE VETERANS' HOUSING PROJECT

PREPARED BY: Tom Schwetz, Planning and Development Manager

ACTION REQUESTED: None. The Board will receive informational updates from the Veterans' Housing Project Steering Committee members.

BACKGROUND:

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

On July 15, 2015, the Board took action concurring with the LTD general manager's decision to donate the 101 Green Lane property to St. Vincent de Paul's Veterans' Housing Project (VHP). The VHP is "a consortium of individuals, businesses, governmental agencies, non-profits, service clubs and others who work together to provide affordable rental housing for veterans and their families transitioning back into civilian life." The VHP currently provides seven homes to qualifying veterans' families at substantially reduced rent for up to two years.

Members from the VHP Steering Committee will be present at the Board's November 9 meeting to address the Board and to provide an update on the significant improvements made to date on the house. These improvements have been achieved largely through the help of volunteers, including representatives from LTD.

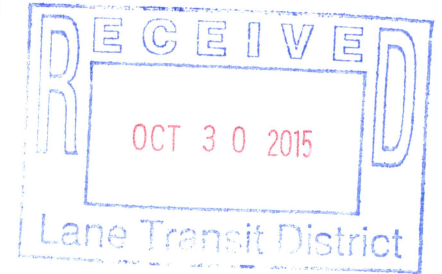
ATTACHMENTS: Letter from Veterans' Housing Project Steering Committee Dated October 19, 2015.

PROPOSED MOTION: None.

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Veterans' Housing Project
Serving Those Who Have Served Our Country
St. Vincent de Paul Society of Lane County
2890 Chad Drive · PO Box 24608 · Eugene, OR 97402
Office (541) 687-5820



October 19, 2015

Gary Wildish, LTD Board Chair
Ron Kilcoyne, LTD General Manager
Administrative Offices
3500 East 17th Avenue
Eugene, OR 97403

To: LTD Board, General Manager and Employees

Steering Committee

- Jan Bohman, City of Eugene
- Heather Hannah Buch, SVdP
- Roger Gray, EWEB
- Susan Gray, Community Member
- Terry McDonald, SVdP
- Ed McMahon, HBA
- Barb Ruiz, Community Member
- Jon Ruiz, City of Eugene
- Pat Walsh, Vox PRPA
- Brenda Wilson, LCOG

On behalf of the Veterans' Housing Project, we would like to express our sincere gratitude to LTD for the incredibly generous donation of 101 Green Lane to our Veterans' Housing Project portfolio of homes for veterans. As you know, Veterans' Housing Project is dedicated to serving those who have served our country.

This house will soon be a stable and affordable home for a Veteran and his or her family for up to two years. Work is already underway to refresh this house into a beautiful home. Many LTD employees have donated their time at what we fondly call "The LTD House." Our goal is to complete rehabilitation before the end of this year, when there will be a ribbon cutting. LTD's Board and employees will be part of the official ceremony to recognize both the donation of the home and the hard work of all volunteers including the LTD employees.

Again, we thank you for this generous gift to veterans and their families. Please let St. Vincent de Paul know if you need further documentation for your records.

Your commitment to our community and to our nation's Veterans is very appreciated.

Sincerely,

Veterans' Housing Project Steering Committee

With support from:

- City of Eugene
- Eugene Water & Electric Board
- Home Builders Garage Sale
- Lane County Commissioners
- St. Vincent de Paul

AGENDA ITEM SUMMARY

DATE OF MEETING: November 9, 2015

ITEM TITLE: DECEMBER EMPLOYEE OF THE MONTH

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

BACKGROUND:

Human Relations Administrative Secretary Mackenzie Cowan is the recipient of the December 2015 Employee of the Month (EOM) award. Mackenzie began work for the District in 2014, and during her short time here, has received a Monthly Value award and was recently elected chair of the Events Committee.

Mackenzie was nominated for this award by a co-worker who wished to recognize Mackenzie for her contribution to the lengthy general manager recruitment process. Throughout this arduous process, Mackenzie was indispensable in orchestrating the various tasks involved. She was integral in making sure that staff kept to the timeline, and she was able to do this subtly, without staff even knowing that they were being managed. Moreover, Mackenzie was given the responsibility of organizing both internal and external events throughout the process, including coordinating participation, composing invitations and other materials, and managing the events themselves. These tasks can be very challenging and very time consuming, and Mackenzie did them very well.

When asked to comment on Mackenzie's selection as Employee of the Month, Human Relations Manager David Collier said:

Mackenzie was nominated by a co-worker for her work on the general manager recruitment process. This was a rigorous undertaking and Mackenzie managed the process quite seamlessly.

Mackenzie tells me that what she likes most about her job is assisting employees; making sure they get what they need "is the best part." As her supervisor, I couldn't be happier having Mackenzie in the Human Relations (HR) Division, and I have received many comments from other managers stating how lucky HR is to have her.

Mackenzie has been with LTD just shy of two years and has spent the last year in the HR Division. She is the go-to person in the District for proofreading documents and does it quickly and efficiently and with a smile on her face. She makes sure that deadlines in the HR Division are met and is always willing to drop what she is doing to help an employee. On a personal note, it's fabulous working with Mackenzie. She's always willing to help out; has a positive, can-do attitude; and has a great sense of humor!

Congratulations, Mackenzie, on receiving the Employee of the Month award. It is well deserved!

AWARD:

Mackenzie will attend the November 9, 2015, meeting to be introduced to the Board and to receive her award.

AGENDA ITEM SUMMARY

DATE OF MEETING: November 9, 2015

ITEM TITLE: CONSENT CALENDAR

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

ACTION REQUESTED: Approval of Consent Calendar items

BACKGROUND:

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

The Consent Calendar for November 9, 2015, consists of:

- Approval of the Minutes of the September 16, 2015, Regular Board Meeting
- Approval of the Minutes of the September 28, 2015, Joint Eugene City Council/LTD Board Work Session
- Approval of the Minutes of the September 30, 2015, Special Board Meeting/Executive Session
- Approval of LTD Registered Agent
- Acceptance of Resignation as Trustee of Amalgamated Transit Union, Local No. 757 Restated Retirement Plan and Lane Transit District Salaried Employees' Retirement Plan

ATTACHMENTS:

- 1) Minutes of the September 16, 2015, Regular Board Meeting
- 2) Minutes of the September 28, 2015, Joint Eugene City Council/LTD Board Work Session
- 3) Minutes of the September 30, 2015, Special Board Meeting/Executive Session
- 4) LTD Resolution No. 2015-044, Designating LTD Registered Agent
- 5) Resignation as Trustee of Amalgamated Transit Union, Local No. 757 Restated Retirement Plan
- 6) Resignation as Trustee of Lane Transit District Salaried Employees' Retirement Plan

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

LTD Resolution No. 2015-045: It is hereby resolved that the Consent Calendar for November 9, 2015, is approved as presented.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, September 16, 2015

Pursuant to notice given to *The Register-Guard* for publication on September 10, 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, September 16, 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 everyone for attending.

COMMENTS FROM THE GENERAL MANAGER: Mr. Kilcoyne thanked everyone who helped organize and who also participated in the ceremony at which the Federal Transit Administration (FTA) Acting Administrator Therese McMillan presented LTD with the award of federal funds to complete the West Eugene EmX Extension project.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: None.

BOARD CALENDARS: Mr. Kilcoyne reviewed the coming Board meetings and other scheduled events. He noted that the Board would meet jointly with the Eugene City Council on September 28 and that interviews with candidates for the general manager position would occur on September 29-30, 2015.

EMPLOYEE OF THE MONTH — OCTOBER 2015: The Board recognized Journey-level Mechanic Chris Ham as the October Employee of the Month. Mr. Wildish presented Mr. Ham with his award and thanked him for his outstanding service and dedication to LTD's mission. Mr. Ham thanked the Board for his award. He said that the support of his co-workers and other staff made it easy to succeed as an LTD employee.

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

Ayanna Bridges, Eugene, said that she had recently moved to Eugene, and she commended LTD for moving toward zero-emission buses.

Rob Zako, Eugene, representing Better Eugene-Springfield Transit (BEST), presented a letter dated September 16, 2015, from BEST to the LTD Board of Directors, setting forth two recommendations related to the MovingAhead project and the future of transit. He said that BEST was very pleased with the effort to date and recommended moving a full suite of four corridors to the more detailed Level 2 study phase, as well as development of a clear plan to cost-effectively improve the regional transit network, including bike and pedestrian connections. He said that a similar letter would be presented to the Eugene City Council.

Carl Faddis, Eugene, Amalgamated Transit Union (ATU) executive board representative, expressed his apologies if his presentation at the previous Board meeting had caused any offense. He said that many very positive things had occurred at LTD over the past four years with a spirit of collaboration that was admired by other agencies. He said that his remarks about Eugene Mayor Kitty Piercy were intended to honor her recognition of the contributions that bus drivers and other employees make towards the success of LTD. He said that there was no distinction between union and administrative employees; everyone worked together to provide transit services.

Shirley Block, Portland, Amalgamated Transit Union president, expressed that she was looking forward to working with the LTD Board to do good things for LTD's employees and the community. She said that she had worked in transit for 35 years, starting as a bus operator, then holding many other positions, and had loved every minute of it.

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. Yeh moved that the Board 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 motion was approved as follows:
AYES: Gillespie, Grossman, Necker, Nordin, Pierce, Wildish, Yeh (7)
NAYS: None
ABSTENTIONS: None

The Board entered Executive Session at 5:50 p.m.

RETURN TO REGULAR (PUBLIC) SESSION: The Board returned to open session at 6:19 p.m.

ITEMS FOR ACTION AT THIS MEETING:

Second Reading and Adoption — Payroll Tax Ordinance Nos. 50 and 51: Government Relations Manager Edward McGlone provided a brief overview of the issue. He explained that in 2009, the Oregon Legislature authorized payroll tax-collecting agencies to raise the maximum tax rate from seven-tenths of one percent to eight-tenths of one percent. LTD had not taken advantage of the increase in the six years since its authorization and began 18 months ago to conduct a study of the local economy and extensive community outreach. Based on the information collected, the Board had initially determined that there was insufficient economic recovery to move forward with a tax rate increase. He said that following the recently updated study, and with renewed community engagement activities in the past year, the Board concluded that there had been strong recovery in many areas of the economy and conditions were appropriate for implementing a tax increase. He said that passage of the two ordinances before the Board this evening 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. The effective date for implementation of the annual increase would be January 1, 2016. He noted that a first reading and public hearing was held at the August 19 Board meeting, and comments received since that meeting were included in the agenda packet. He noted that Ordinance No. 50 related to the employer payroll tax rate and Ordinance No. 51 related to the tax rate for self-employed persons. Both ordinances consolidated and repealed a number of previous ordinances, consistent with the District's efforts to make ordinances easier to understand and more accessible to the public.

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

Ms. Pierce stated that she had been absent from the Board's June 2015 meeting when a finding of economic recovery was made. She stated that had she been present, she would have voted "No" on the finding because she did not feel there had been sufficient recovery, and businesses and the public were not ready for an increase. She said that she did not support raising the tax rate.

Mr. Gillespie commented that the TriMet Board of Directors had recently approved a payroll tax increase.

VOTE The motion was approved as follows:
AYES: Gillespie, Grossman, Necker, Nordin, Wildish, Yeh (6)
NAYS: Pierce (1)
ABSTENTIONS: None (0)
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."

MOTION Mr. Necker moved the following resolution: LTD Resolution No. 2015-034: Be it resolved that the LTD Board of Directors hereby adopts Lane Transit District Ordinance No. 50, an Ordinance Regarding the Excise Tax on Employers, and Amending and Restating Ordinance No. 34, Ordinance No. 39, Ordinance No. 40, and Ordinance No. 47; and that the LTD Board of Directors adopts Ordinance No. 51, an Ordinance Regarding the Excise Tax on Self-employed Persons, and Amending and Restating Ordinance No. 38, Ordinance No. 39, Ordinance No. 40, Ordinance No. 41, and Ordinance No. 46. Mr. Gillespie provided the second.

Mr. Yeh said that he supported the tax increase because the Board had made a finding of economic recovery, and the District was trying to expand services to the region, which required additional revenue.

Mr. Necker said that he agreed with Mr. Yeh. He said that an increase in the tax rate that is concurrent with an increase in service was more palatable.

Mr. Wildish said that he appreciated Ms. Pierce's comments. He acknowledged that it was a difficult decision and could understand concerns on both sides of the issue.

Ms. Pierce said that she also could see both sides but that she had to vote from her heart.

Mr. Gillespie commented that an important quality of a representative board was dissenting opinions.

VOTE The motion was approved as follows:
AYES: Gillespie, Grossman, Necker, Nordin, Wildish, Yeh (6)
NAYS: Pierce (1)
ABSTENTIONS: None (0)
EXCUSED: None (0)

Lane Transit District Title VI Compliance: Director of Customer Services and Planning Andy Vobora introduced Service Planner Heather Lindsay who had done most of the work on the Title VI Compliance Plan, and he commended Ms. Lindsay's efforts. He also introduced LTD's new marketing manager, Meg Kester. He explained that the Title VI Plan had to be submitted every three years and was primarily a compilation of other LTD plans and documents intended to ensure that the District was meeting FTA standards. He said that many aspects of the Plan were examined during the FTA's triennial review conducted last year, and there were no findings related to Title VI of the Civil Rights Act of 1964. He used a slide presentation to provide an overview of the Civil Rights Act, the elements of the Title VI Plan, and how the Plan was implemented within the organization.

Mr. Vobora highlighted critical Plan elements that included the following:

- Complaints related to Title VI (discrimination) in any way: investigation, resolution, and appeal processes.
- Limited English Proficiency (LEP): four-factor analysis related to the Limited English population and provision of mission-critical information. Currently, Hispanics were the only population meeting the federal threshold; although there had been significant growth in the Asian population.
- Public outreach.
- Construction projects.
- Service and fare changes.

Mr. Vobora mentioned the extent to which LTD employees interacted with LEP individuals and the tools the District provided to help employees manage those interactions well. Many materials, such as the *Riders' Digest* had been translated, as were rules related to using the transit system. Additionally, many LTD employees were bilingual and available to assist with translations. Transit operators were given a basic *Spanish for Transit Employees* handbook that was developed by another district, and they also had 24/7 access to a translation service covering more than 100 languages. The new VoIP phone system had both English and Spanish versions. He noted that LTD worked closely with Centro Latino Americano, which also provided translation services to the District.

Mr. Vobora said that the Plan also included demographics data of LTD's Board, committees, and employees. He said that the Plan's section on construction addressed environmental justice. Equity analyses were conducted around service and fare changes and placement of system amenities, such as new vehicles. He said that it remained challenging to serve an elderly population living outside of the core metro area, but he felt that would improve as service was increased and the issue was addressed in the next annual route review.

Ms. Pierce said that she had received some feedback from community members that they had been told that LTD was race and gender blind. The Title VI Plan made it clear that the District's efforts were much more comprehensive than being "blind" to race and gender. Finance Manager/CFO Todd Lipkin said that the term was "race and gender neutral" and it related to the Disadvantaged Business Enterprise (DBE) program.

Mr. Gillespie commented that Title VI issues played a major role when the District was faced with significant service reductions several years ago. He said that the District had multiple routes, or very frequent services, in areas with concentrations of Title VI populations. He encouraged staff to consider partnering with other organizations to conduct a DBE recruitment.

MOTION Ms. Pierce moved the following resolution: LTD Resolution No. 2015-035: It is hereby resolved that the Lane Transit District Board of Directors approves the 2015 Lane Transit District Title VI Compliance Plan and directs LTD staff to submit the Plan to the Federal Transit Administration for review and acceptance. Mr. Necker provided the second.

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

Human Relations Committee Recommendation — Revised General Manager Retirement Agreement: Mr. Gillespie stated that the contract with General Manager Ron Kilcoyne would expire on September 30, 2015, and the Human Relations Committee was recommending extending the contract to October 31, 2015.

Mr. Necker added that a month-long extension should provide sufficient time for a new general manager to be selected. If not, another extension could be considered.

- MOTION Mr. Gillespie moved approval of the following resolution: LTD Resolution No. 2015-036: It is hereby resolved that the LTD Board of Directors approves the revision to the General Manager Retirement Agreement as recommended by the LTD Board Human Relations Committee. 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)

Board members thanked Mr. Kilcoyne for his willingness to continue to serve.

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: Mr. Gillespie said that the MovingAhead workshop at the Eugene Public Library was well attended, and the displays were well done and easy to understand. It appeared that the project was getting close to narrowing down corridor options.

Ms. Grossman reported that a group had convened to begin discussions of the Vision Zero concept, and she was proud that LTD was at the forefront of that conversation in the community.

Mr. Gillespie said that the Pension Trust had met to discuss both pension plans and would be bringing recommendations to the Board at its October meeting.

MovingAhead Project Update: Planning and Development Manager Tom Schwetz provided an update on the project and the decision-making process. He explained that the project was intended to use the experience gained during implementation of EmX lines and LTD partnerships with Eugene, Springfield, Lane County and their respective visions for growth. MovingAhead provides an opportunity to accelerate corridor development by improving collaboration and coordination around growth visions while integrating transportation and land use planning. MovingAhead takes a closer look at the bus rapid transit system adopted

as part of TransPlan, now identified as a frequent transit network. Level 1 of MovingAhead looked at seven corridors for the purpose of identifying corridors to advance to the next level.

Mr. Schwetz said that the LTD Board and the Eugene City Council would make the decision about which corridors would advance, based on recommendations developed through an extensive analysis process that included the public, technical and management teams, a community sounding board, and an oversight committee. He described the public outreach activities, number of participants, and amount of feedback received. Input on corridor recommendations would be accepted through September 21, 2015, with the LTD Board and the Eugene City Council reviewing the corridor options during their September 28 Joint Work Session. Shortly thereafter, the City Council and LTD Board will decide upon the four corridors to advance. Following those decisions, the selected corridors would be subjected to additional analysis and public review, with the LTD Board and the City Council deciding on preferred alternatives and prioritization of projects in April 2016.

Mr. Wildish commented that he had attended some of the MovingAhead events and was impressed with the community interest and the ideas put forward about transit, multi-modal concepts, connectivity, and accessibility.

Mr. Necker left the meeting at 7:12 p.m.

Mr. Gillespie remarked that the MovingAhead process would help shorten the timeline for corridor implementation without sacrificing community engagement.

Mr. Nordin expressed that he was disappointed that exurb communities had been left out of the process. He said that freeways were more heavily used now than in the last 30 years and many exurb residents flowed in and out of the community, causing a burden on the central area. Mr. Schwetz said that service changes on a number of routes were under review, and the District would continue to explore ways to better serve outlying communities.

Ms. Pierce commented that Park & Ride locations at system termini could allow people from outlying communities to use transit to help ease traffic pressure in the core area.

Mr. Gillespie offered that EmX development and service to outlying communities were not mutually exclusive.

Mr. Kilcoyne said that MovingAhead was part of a larger vision to examine the heaviest traveled corridors and look at where capital investments were warranted to support service. All of the corridors being reviewed in MovingAhead, whether or not they became EmX lines, warranted higher frequency service or expanded coverage in the vicinity, including rural areas. That was all part of crafting a fuller vision for transit in the region.

Utility Consumption Update - 2nd Quarter, 2015: Facilities Management Project Coordinator Allie Camp reported on progress of utility savings and return on investment on facility improvements. She said that utilities accounted for approximately 28 percent of the annual facilities budget. Ms. Camp reviewed trends in electricity, water, natural gas consumption, and the generation of waste across facilities. She emphasized that small changes can have big impacts.

Mr. Wildish commented that the use of electricity had declined significantly each year since 2013, which illustrated how LTD was concerned about the environment and working hard to be more efficient.

Mr. Yeh asked about the use of solar panels on facilities. Ms. Camp replied that the goal was to reduce electricity consumption to the point where it was very manageable in order to get the most out of a large infrastructure investment.

In response to a question from Mr. Gillespie, Ms. Camp said that there was definitely a correlation between climate change and energy consumption. She said that the higher temperatures in the summer and colder temperatures last winter resulted in some of the highest usage of natural gas. It was difficult to stabilize utility consumption across the board when environmental factors exist beyond the District's control.

Ms. Grossman observed that the report was a great example of how establishing measurable goals and tracking progress achieved results. She said that she was pleased to see progress.

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

Monthly Financial Report: Mr. Lipkin said that the July financial statement was delayed, that auditors were arriving next week, and that staff were still completing year-end financial work. He said that he was pleased that the federal grant for West Eugene EmX had been awarded, but he noted that it had been a complicated and challenging project. He said that LTD could now be reimbursed for funds it had fronted for the project and rely on draw downs of federal dollars for future work. Employees had been busy with property acquisitions for the West Eugene EmX project and were now preparing for new bus procurement. He added that the District was under budget for costs and over budget for payroll tax receipts for the month of July; therefore, the financial picture was positive.

Monthly Engagement Reports: In response to a question from Ms. Pierce regarding the *Believe* campaign, Mr. Vobora said that it was related to the LTD *Road Map* and *Why* Statement and addressed equity and inclusion. The campaign was being slowly rolled out in the community, would ramp up in the fall, and would continue for the next two years.

Monthly Performance Reports: There were no question or comments.

Monthly Grants Report: There were no questions or comments.

Monthly Department Reports: Mr. Gillespie asked about implementation of the online automated system for reservations and mapping routes. Mr. Vobora said that staff were collecting information on web site usage and would present that to the Board at a later date.

Mr. Nordin noted that boardings were still decreasing. Mr. Kilcoyne replied that a specific cause had not been identified yet. He added that some problems with under-reporting from passenger counters had been identified, and staff continue to investigate a number of factors that could be contributing to the decline in numbers.

Mr. Wildish observed that there should be a correlation between boardings and fare revenue, but there had not been a decline in revenue.

In response to a question from Mr. Nordin, Mr. Wildish explained that the data on miles between road calls monitored the frequency of maintenance calls, with the goal of decreasing the number of calls and increasing the miles traveled between calls. Mr. Kilcoyne added that increasing miles between road calls by 10 percent was a TransitStat goal, which the District had greatly exceeded. Achieving more than 5,000 miles between calls was considered difficult, but LTD achieved more than 7,000 miles between calls in August 2015.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 7:41 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Julie Grossman
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: _____

Q:\Reference\Board Packet\2015\11\Nov. 9 Spec Mtg\BD Minutes Reg Mtg 9-16-15.doc

MINUTES OF JOINT
LANE TRANSIT DISTRICT BOARD OF DIRECTORS/EUGENE CITY COUNCIL
JOINT WORK SESSION
Wednesday, September 28, 2015

Pursuant to notice given to *The Register-Guard* for publication on September 24, 2015, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District and the Eugene City Council held a joint work session on Wednesday, September 28, 2015, at Harris Hall, 125 E. 8th Avenue, Eugene, at 5:30 p.m.

Lane Transit District Board Present:

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

Eugene City Council Present:

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

Board Members Absent:

Julie Grossman, Secretary

Councilors Absent:

George Brown

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

WORK SESSION:

MovingAhead: Corridor Screening – City of Eugene Transportation Planning Engineer Chris Henry, City of Eugene Senior Planner Terri Harding, and LTD Transit Development Planner Sasha Luftig showed a PowerPoint presentation on the MovingAhead screening process and results, corridors, public outreach, decision-making process, and next steps.

Ms. Harding introduced the MovingAhead team, gave a brief overview of the purpose of the MovingAhead program, the information that was being presented, and the decision that the MovingAhead team was going to ask the Eugene City Council (ECC) and Lane Transit District (LTD) Board to make.

Ms. Luftig noted that the corridors being looked at for Level 1 are Highway 99, River Road, Coburg Road, Martin Luther King, Jr. Boulevard, 30th Avenue-LCC, and Valley River Center. She explained that Beltline was being looked at as an across town connector service that would not require a transfer; it was not being looked at as an individual corridor. She also explained that the Martin Luther King, Jr. Boulevard corridor will no longer include Centennial Boulevard. She said that the City of Springfield has decided to keep its primary focus on the Main Street-McVay project. Ms. Luftig said that the types of transit improvements that are being considered range

from traditional fixed-route service to enhanced corridors to comprehensive EmX, with the consideration of what are appropriate investments to be made over the next five years. She went on to explain that the corridor concepts were developed through online feedback, input from the community workshops, and technical expertise that the team received throughout the summer. The concepts that are being presented are high-level views of the corridors; the ideas will be refined during the Level 2 stage of the program. Ms. Luftig showed a regional transit map and pointed out that the team also is looking forward to the bigger picture of how the MovingAhead corridors are going to integrate with the regular, already existing services that LTD offers; bearing in mind the short-term, mid-term, and long-term transit needs of the region. This includes the transit needs for the 2021 Track and Field Championships, potential future airport transit service needs, and future service frequency increases on other routes.

Mr. Henry gave an overview of the public outreach that was performed throughout the summer and the results of that outreach. He also reviewed the decision-making process, which includes community input, the sounding board, and the project management team. The MovingAhead Oversight Committee has recommended that River Road, Coburg Road, Highway 99, and the 30th-LCC be advanced for further EmX and enhanced corridor study. They also recommended that Martin Luther King, Jr. Boulevard be advanced for further study for enhanced corridor only. Mr. Henry said that the corridors that are not being considered now but will be considered in the future are Beltline, Valley River Center, and Centennial Boulevard. The ECC and the LTD Board will be asked to make a decision on this recommendation: the ECC on October 12, and the LTD Board of Directors on October 21. Mr. Henry went on to explain the steps that will be taken in the Level 2 stage of the process.

In response to a question from Mayor Piercy, Mr. Henry said that both EmX service and enhanced corridor service will be considered for four corridors, and enhanced corridor service only for the Martin Luther King, Jr. Boulevard corridor. Mayor Piercy asked if the team felt that they heard enough from the different parts of the community about the corridor ideas. Mr. Henry said that the survey results reflect that there is interest in each of the corridors, and the community workshops have been very well attended. Ms. Harding added that the team also has been reaching out to other groups that are interested in hearing about the project, including the chambers of commerce, the Bethel Lions Club, and a variety of other groups, which have also assisted the team in reaching more people. Mr. Henry added that the team has been to several neighborhood association meetings in addition to other community groups.

Councilor Clark thanked the MovingAhead team for the report and acknowledged the amount of work that was put into its development. He said that it is a very good plan and it is good that such an inclusive approach is being taken in asking the community for its input on a step-by-step basis. He asked if costs and constraints pertaining to the different corridors were communicated to the community during outreach. Ms. Luftig explained that during the workshops, the public was engaged in active brainstorming in regard to corridor needs; and they were able to actively see, from a hands on perspective, some of the relative constraints. Mr. Henry added that cost for the different corridor ideas was not communicated during outreach. Councilor Clark expressed concern over any potential reduction in usable lanes on Coburg Road by adding a dedicated EmX lane because the congestion is already so heavy. He added that he is strongly in favor of River Road and Highway 99 as potential EmX lines, as well as the 30th-LCC corridor.

Mr. Gillespie said that in the workshops he attended, there was strong community input in regard to fixing Coburg Road.

Councilor Poling thanked the MovingAhead team for all of their hard work. He asked if there was a way to distinguish residents and non-residents of the River Road area from the survey results. Mr. Henry replied that demographic questions of that nature were not asked. Councilor Poling expressed that he was in support of continuing to study the Coburg corridor, but he cautioned against spending time studying the same ideas that were studied in 2002, which were not effective. He emphasized the importance of maintaining a high level of communication with the community about corridor plans and direction and keeping them involved in the process to avoid citizens being surprised.

Councilor Zelenka expressed his support of the outreach that has been done thus far. He said that he is in support of moving forward with all four corridors and appreciates the method in which the project is being managed so that it is achieved in a timely manner. He added that he is in support of further study of Beltline at a later time in the MovingAhead process.

Councilor Pryor commended the level of work and detail that the MovingAhead team has performed so far in the process. He said that he agrees that something needs to be done with the Coburg corridor. He said that the goal of the City of Eugene and LTD is not to take cars away from people in the community but to provide additional and more feasible transportation options. He emphasized the importance of how this goal gets communicated to the community to avoid people adopting the perception that they are losing options. He said that he is in support of moving forward with the corridors because they are not functional in their current state.

Councilor Syrett asked how the team is tracking the number of people who have participated in the sounding board and other boards, groups, commissions, and neighborhood groups - aside from the survey results and open house attendees. Ms. Harding replied that the data can be provided and agrees that there are a large number of people they are reaching that are not being reflected in the data that has been provided. Ms. Luftig said that the data provided also does not reflect the people that were reached in the 20 events that the team attended over the summer. Councilor Syrett said that she would like to see that data provided as it would be beneficial for everyone to know the full level of community involvement, and it would help to give credibility to the MovingAhead program and team. She asked the team to explain the cost breakdown for the River Road corridor and the LCC corridor, as River Road has a much higher cost estimate than LCC. Ms. Luftig explained that the River Road corridor has a higher cost due to the dedicated EmX lane infrastructure that would run the length of River Road, and LCC does not; it would be operating primarily in mixed traffic. She added that the costs shown also include all of the extra amenities needed for the corridors, such as pedestrian and bicycle infrastructure, and landscaping.

Ms. Pierce commented that she would like to mention, on Ms. Grossmans behalf, the importance of including the Vision Zero concepts that the City is presently discussing into the MovingAhead plans and conversations now so that they can be better incorporated early on in the process instead of after the fact.

Mr. Wildish commented that he attended four of the five workshops that took place and agrees that it would be beneficial to calculate and provide the overall number of community participants in this process.

Councilor Clark emphasized the importance of considering how plans are discussed and how they are communicated to the public in order to avoid misperceptions and inciting fear and uncertainty in the community about what is going to happen.

Mr. Nordin commented that the cost expectancy for these projects is high and that it appears that additional funding is going to be needed to complete the corridor projects. He asked the team to elaborate on the plan for funding. Ms. Luftig replied that Small Starts grant funding is being explored for the portions of the project that qualify, and additional funding is being researched and looked for as well.

Mr. Necker emphasized the importance of communicating to the public the importance of EmX as a system not a route service.

Councilor Poling expressed support of Mayor Piercy's explanation of the system goal. He said that the goal is to improve the system in a way that encourages more people use it. He said that the purpose is not to take away peoples cars but to provide them with more transportation alternatives.

Councilor Pryor emphasized the importance of communicating to the public that they are not losing anything by moving forward with the corridor changes, rather they are gaining options. He said that improving this communication will help to avoid public perception that they will be losing something because of the change.

ADJOURNMENT: Mayor Piercy adjourned the joint work session at 6:30 p.m.; LTD Board President Wildish adjourned the joint work session at 6:30 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Julie Grossman
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: _____

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING/EXECUTIVE SESSION

Wednesday, September 30, 2015

Pursuant to notice given to *The Register-Guard* for publication on September 24, 2015, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special Board meeting on Wednesday, September 30, 2015, beginning at 9:00 a.m., in the LTD Board Room at 3500 East 17th Avenue, Eugene.

Present: Gary Wildish, President
Carl Yeh, Vice President
Julie Grossman, Secretary
Ed Necker, Treasurer
Gary Gillespie
Don Nordin
Angelynn Pierce
Jeanne Schapper, Clerk of the Board

CALL TO ORDER/ROLL CALL: Mr. Wildish convened the meeting and called the roll at 9:12 a.m.

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

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

The Board entered Executive Session at 9:13 a.m.

RETURN TO REGULAR (OPEN) SESSION: The Board returned to regular session at 3:30 p.m.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 3:30 p.m.

LANE TRANSIT DISTRICT

ATTEST:

Julie Grossman
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: _____



*Lane Transit District
P. O. Box 7070
Springfield, Oregon 97475
(541) 682-6100
Fax: (541) 682-6111*

**CONSENT CALENDAR ITEM:
RESOLUTION DESIGNATING LTD REGISTERED AGENT**

Prepared by Jeanne Schapper, Executive Office Manager/Clerk of the Board
November 9, 2015

ACTION REQUESTED:

Approval of resolution designating LTD 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. Ms. Aurora (A. J.) Jackson will become LTD's general manager on November 30, 2015.

Attached for the Board's approval as part of the Consent Calendar for November 9, 2015, is a resolution designating Ms. Jackson as LTD's next registered agent, effective November 30, 2015.

CONSEQUENCES OF REQUESTED ACTION:

Ms. Aurora (A. J.) Jackson will be designated the registered agent for Lane Transit District, effective November 30, 2015; and LTD staff will give notice of said change to the secretary of state of the State of Oregon and to the county clerk of Lane County, Oregon.

ATTACHMENTS:

- 1) LTD Resolution No. 2015-044, A Resolution Designating Lane Transit District Registered Agent
- 2) Notice of Designation of Special District Registered Office and Registered Agent

Q:\Reference\Board Packet\2015\11\Nov. 9 Spec Mtg\Registered Agent Consent Cal.doc

LTD RESOLUTION NO. 2015-044

DESIGNATING LANE TRANSIT DISTRICT REGISTERED AGENT

WHEREAS, the previously-designated registered Agent of Lane Transit District, former General Manager Ron Kilcoyne, has resigned from LTD; and

WHEREAS, a new general manager has been hired; and

WHEREAS, ORS Chapter 198.340 requires special districts to file with the Oregon Secretary of State's Office a notice of the Registered Agent and Registered Office;

NOW, THEREFORE, BE IT RESOLVED that LTD General Manager Aurora (A. J.) Jackson is designated as the Registered Agent for Lane Transit District, effective November 30, 2015, at the current Registered Office at 3500 East 17th Avenue, Eugene, Oregon, 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.

Date

President, LTD Board of Directors

Q:\Reference\Board Packet\2015\11\Nov. 9 Spec Mtg\Registered Agent RESOLUTION.doc

**NOTICE OF DESIGNATION
OF SPECIAL DISTRICT
REGISTERED OFFICE AND REGISTERED AGENT**

I, Gary Wildish, ~~(Secretary)~~ ~~(Financial Officer)~~
(Chairman of the Board) of this district, a municipal corporation, organized under the provisions
of ORS Chapter 198, certify that:

1. Pursuant to a resolution of the District Board, duly adopted, the registered office of this
district is:

3500 E. 17th Avenue, Eugene, OR 97403
(Street Address of Registered Office, City, Zip)

2. The registered agent in Oregon at such registered office is:

Aurora (A. J.) Jackson
(Name of Registered Agent)

IN WITNESS WHEREOF, this district has caused this instrument to be executed in its name by
the ~~(Secretary)~~ ~~(Financial Officer)~~ (Chairman of the Board) of the District this 30th day
of November, 20 15.

Lane Transit District
(Name of District)

By: Gary Wildish
~~(Secretary)~~ ~~(Financial Officer)~~ (Chairman of the Board)

STATE OF OREGON)
) ss.
County of Lane)

Signed before me on _____ by _____

Notary Public – Oregon
My Commission Expires: _____

INSTRUCTIONS: A new form must be filed each time a change is made in either the registered agent or the
registered office. There is no fee for filing this form. Please send the form to:

Secretary of State
Archives Division
800 Summer St. NE
Salem, OR 97310

Revised: 5/2006



*Lane Transit District
P. O. Box 7070
Springfield, Oregon 97475
(541) 682-6100
Fax: (541) 682-6111*

CONSENT CALENDAR ITEMS:

**Resignation as Trustee of
Amalgamated Transit Union, Local No. 757 Pension Trust
and
Lane Transit District Salaried Employees' Retirement Plan**

Prepared by Jeanne Schapper, Executive Office Manager/Clerk of the Board
November 9, 2015

ACTION REQUESTED:

Acceptance of resignation of Pension Trustee Ron Kilcoyne

BACKGROUND:

As general manager, Ron Kilcoyne currently serves as trustee on both the Amalgamated Transit Union (ATU), Local No. 757 Pension Trust and the Lane Transit District Salaried Employees' Retirement Plan. With Mr. Kilcoyne's coming retirement, the Board is asked to accept the resignation of Mr. Kilcoyne from both plans.

CONSEQUENCES OF REQUESTED ACTION:

Mr. Kilcoyne's resignation as trustee of both plans would become effective on November 29, 2015, or on the appointment of Mr. Kilcoyne's successor, whichever is earlier. Other trustees appointed by LTD would remain: Todd Lipkin, Gary Gillespie, and Roland Hoskins for the Salaried Plan, and Todd Lipkin and Gary Gillespie for the ATU Pension Trust.

ATTACHMENTS:

- 1) Resignation of Ron Kilcoyne as Trustee under the LTD/ATU Local No. 757 Pension Trust
- 2) Resignation of Ron Kilcoyne as Trustee under the LTD Salaried Employees' Retirement Plan

Q:\Reference\Board Packet\2015\11\Nov. 9 Spec Mtg\Pension Trustee Resignation Consent Cal.doc

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 November 29, 2015.

DATED: November 9, 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 November 29, 2015.

DATED: November 9, 2015

Ronald J. Kilcoyne

AGENDA ITEM SUMMARY

DATE OF MEETING: November 9, 2015

ITEM TITLE: INSURANCE BEST PRACTICES CHECKLIST

PREPARED BY: Stephen Rayack, Human Relations Claims Specialist

ACTION REQUESTED: Approve the Best Practices Checklist that will qualify Lane Transit District for reduced liability insurance premiums

BACKGROUND:

Completion of the 2016 Best Practices Checklist will reduce the total insurance premium LTD pays to Special Districts Insurance Services by 2 percent. LTD earned a total premium reduction of \$11,795 in 2014 and \$12,049 in 2015. The 2016 discount is projected to increase to slightly more than \$14,000 because the value of the bus fleet has increased with the addition of seven new EmX vehicles. In order to receive the full 10 percent discount, the LTD Board of Directors is required to review and approve the condensed Checklist.

Please review the attached Checklist and note that all responses are marked in the affirmative. Special Districts Insurance Services has narrowed the focus of its 2016 checklist primarily to the functions, policies, and procedures employed by the boards of its special district members.

Before the 2016 Best Practices Checklist can be submitted, the last box has to be checked off. This item certifies that the Lane Transit District Board of Directors has reviewed and approved all answers on the checklist.

RESULTS OF RECOMMENDED ACTION:

Approval of this checklist will allow LTD to submit the 2016 Best Practices Checklist, resulting in an estimated premium discount of \$14,000.

ATTACHMENT: 2016 Best Practices Checklist

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

LTD Resolution No. 2015-046: It is hereby resolved that the 2016 Best Practices Checklist is approved as presented at this meeting.

Q:\Reference\Board Packet\2015\11\Nov. 9 Spec Mtg\Insurance Best Practices Checklist agensum.docx

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Better and Best Practices Checklist

to be completed by the Board of Directors and District Manager

District Lane Transit District

Contact Name

Phone

Email

Check Yes if completed. Leave checkbox blank for No/not completed.

Yes

Public Meetings

- | | | |
|----|--|-------------------------------------|
| 1 | Adopt public meetings policy. | <input checked="" type="checkbox"/> |
| 2 | Adopt board duties and responsibilities of officers. | <input checked="" type="checkbox"/> |
| 3 | Adopt parliamentary procedure rules including rules for public participation. | <input checked="" type="checkbox"/> |
| 4 | Distribute copy of Oregon Government Ethics Law to each board member. | <input checked="" type="checkbox"/> |
| 5 | Obtain a copy of the Attorney General's Public Records and Meetings Manual from the Department of Justice. | <input checked="" type="checkbox"/> |
| 6 | The frequency of board meetings complies with the Oregon statute regulating your type of district. | <input checked="" type="checkbox"/> |
| 7 | Ensure that committees, subcommittees or advisory groups appointed by the Board to bring recommendations back to the Board comply with Public Meeting Law. | <input checked="" type="checkbox"/> |
| 8 | Meetings are held within your district boundaries and the meeting place is accessible to all, including people with disabilities. | <input checked="" type="checkbox"/> |
| 9 | Provide an interpreter for hearing-impaired persons and are familiar with the ADA, which may impose requirements beyond state law. | <input checked="" type="checkbox"/> |
| 10 | Circulate materials/minutes in advance. | <input checked="" type="checkbox"/> |
| 11 | Provide adequate notice of the time, location and agenda of meetings. | <input checked="" type="checkbox"/> |
| 12 | Meetings are open to the public unless an executive session is authorized by statute. | <input checked="" type="checkbox"/> |
| 13 | Aware of the permissible statutory provisions authorizing an executive session. | <input checked="" type="checkbox"/> |
| 14 | When convening an executive session, the chair cites the specific reason(s) and statute(s) authorizing the executive session for each subject being discussed. | <input checked="" type="checkbox"/> |
| 15 | Media are invited to attend executive sessions subject to the understanding that they not report on certain matters. | <input checked="" type="checkbox"/> |
| 16 | No final decisions are reached in an executive session. | <input checked="" type="checkbox"/> |

- | | | |
|----|--|-------------------------------------|
| 17 | All official actions of the Board are taken by public vote and a majority of all members of the Board concur in order to make a decision. | <input checked="" type="checkbox"/> |
| 18 | All board members are aware of the requirements for declaring an actual or potential conflict of interest under Oregon Ethics Law. | <input checked="" type="checkbox"/> |
| 19 | Minutes, whether written or electronically recorded, are taken that contain members present, matters or documents discussed or acted upon, and the results of every vote including the vote of every member. | <input checked="" type="checkbox"/> |
| 20 | Minutes are made available to the public within a reasonable after a meeting. | <input checked="" type="checkbox"/> |
| 21 | Minutes are retained forever. | <input checked="" type="checkbox"/> |

Public Records

- | | | |
|----|---|-------------------------------------|
| 22 | Adopt public records policy. | <input checked="" type="checkbox"/> |
| 23 | Aware of the statutory provisions exempting certain public records. | <input checked="" type="checkbox"/> |
| 24 | Aware that Public Records Law does not require public bodies to create public records. | <input checked="" type="checkbox"/> |
| 25 | Adopt fees for responding to public records requests. | <input checked="" type="checkbox"/> |
| 26 | Designate one person to coordinate response to public records requests. | <input checked="" type="checkbox"/> |
| 27 | Provide Request for Disclosure of Public Records form to individual requesting records. | <input checked="" type="checkbox"/> |
| 28 | Provide Response Acknowledging Public Records Request to individual requesting records. | <input checked="" type="checkbox"/> |
| 29 | Certify that the information provided is a true copy of the paper or electronic record. | <input checked="" type="checkbox"/> |
| 30 | Cite the specific exemption(s) when denying a public records request. | <input checked="" type="checkbox"/> |

Survey Terms and Conditions

Required **By checking this box I certify that all answers on this checklist have been reviewed and approved by the district's Board of Directors.**

Questions or requests contact:  MemberServices@sdao.com at SDAO 800-285-5461

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 9, 2015

ITEM TITLE: BOARD MEMBER REPORTS

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

ACTION REQUESTED: None

BACKGROUND:

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

MEETINGS HELD:

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

1. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, Lane Council of Governments, and LTD, meeting on the second Wednesday of the month. Board Member Don Nordin serves as LTD's representative on this Commission. At the October 14 meeting, the LaneACT established a nomination committee to ensure timely election of the 2016 officers. The ACT also received Surface Transportation Improvement Program pre-proposal presentations from applicants, and then ranked those proposals and provided feedback to applicants.
2. **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. At the October 15 meeting, the Team reviewed next steps for the Main Street project and directed staff to develop a scope of work for establishing the locally preferred solutions to be discussed at the Team's December 17 meeting.
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. At the October 27 meeting, the Committee was provided with updates on the LTD Website, the MovingAhead Initiative, and way-finding at the Eugene Station for people with visual disabilities.

NO MEETINGS HELD:

1. **LTD Board Human Relations Committee:** The Board Human Relations Committee is composed of Chair Gary Gillespie and Board members Julie Grossman and Gary Wildish, and generally meets on the third Monday of the month. The next meeting is tentatively scheduled to be held on November 16.
2. **EmX Steering Committee:** The EmX Steering Committee generally meets every two months and is composed of Chair Carl Yeh, Board Members Julie Grossman and Gary Gillespie, members of local units of government, and community representatives. The next meeting is being scheduled to be held on December 1.
3. **Metropolitan Policy Committee (MPC):** Board Member Gary Wildish and Board Member Gary Gillespie are LTD's MPC representatives, with Board Member Julie Grossman serving as an alternate. MPC meetings are held on the first Thursday of each month. The November 5 meeting was canceled; the next meeting will be held on December 3.
4. **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 is scheduled to be held on December 16.
5. **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. The next meeting is scheduled to be held on December 17.
6. **LTD Board Service Committee:** The Board Service Committee is composed of Chair Ed Necker and Board Members Gary Gillespie and Angelynn Pierce. Meetings are scheduled on an as-needed basis. The next meeting is being scheduled for mid-December.
7. **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.
8. **MovingAhead Oversight Committee:** This committee is composed of representatives from the City of Eugene, LTD, and regional partners with the goal of a system-level approach to corridor improvements. LTD Board members Gary Gillespie and Angelynn Pierce serve as LTD's representatives on this committee. The next meeting has not been scheduled.
9. **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.
10. **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.

AGENDA ITEM SUMMARY

DATE OF MEETING: November 9, 2015

ITEM TITLE: AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA)
CONFERENCE TAKE-AWAYS

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

At the October Board meeting, Board members suggested scheduling time during the next Board meeting for Board members to share their experiences at the recent American Public Transportation Association (APTA) conference. This agenda item provides a formal opportunity for the Board members to share conference take-aways that can assist the District with continuously evaluating and improving how LTD provides service, and what we do to support the community in achieving its goals.

ATTACHMENT: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 9, 2015

ITEM TITLE: ZERO EMISSIONS REPORT

PREPARED BY: Ernie Turner, Fleet Maintenance Manager

ACTION REQUESTED: None

BACKGROUND:

With continuing interest in achieving reduction in greenhouse emissions and reducing LTD's carbon footprint, the District made the strategic decision to move toward zero emissions vehicles in the future. Battery technology for all-electric buses has shown vast improvement with regards to reliability and range of travel between charges. For future procurements, LTD will consider the purchase of all-electric buses when it's both economically and environmentally advantageous to do so. LTD plans to purchase 17 buses in 2017 and 20 buses in 2019. It is unknown at this time how many of those will be all electric.

A Notice of Intent to Award has been sent to New Flyer Industries for procurement of five, 40-foot diesel hybrid-electric buses and also to Build Your Dreams (BYD) for the procurement of five, 40-foot all-electric buses. Once the details are finalized with these two transit bus manufacturers, a contract for each bus build will be drawn up. Staff hope to have signed contracts in the very near future, with the all-electric buses scheduled to be in service by late 2016.

The all-electric buses are projected to have lower operating and maintenance costs. That cost savings could be as much as \$300,000 per vehicle over a 12-year life span. Included in those savings are projections that the District will save \$42,550 for the five all-electric buses in annual fuel costs compared with the diesel hybrid-electric models. Staff also project that the higher initial cost of the all-electric buses (\$109,000 per bus) will be recouped within the first two and a half years.

ATTACHMENTS: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE: November 9, 2015

ITEM TITLE: MONTHLY FINANCIAL REPORTS

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: None

BACKGROUND:

Following this summary are the September 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

Overall, year-to-date revenue is 38.4 percent over budget through September 30. The primary driver is payroll taxes, which are \$2.9 million over budget. The payroll tax receipts include approximately \$2.2 million in delinquent taxes received in July being paid for last fiscal year. Downward ridership trends account for the year-to-date passenger fare revenue being 8.1 percent below budget.

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 2015.

Materials and services costs in all departments are under budget year to date. Fuel prices continue to contribute positively to the budget (budgeted at \$3.15 per gallon) with a year-to-date price per gallon of \$1.67. 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. While the Transfer from the General Fund is well above last year's figure, it is still 29.4 percent below budget through the first quarter of the fiscal year. 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. A total of \$8.1 million dollars has been paid on the project through September 2015. Other projects funded during the first quarter include MovingAhead, bus security cameras, and the replacement of the phone system.

ATTACHMENTS: September 2015 Financial Reports

PROPOSED MOTION: None

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

September 01 - 30					Revenues & Other Sources		Year to Date Through September 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
439,612	441,993	100.5%	485,490	91.0%	Passenger Fares	4,714,500	1,236,242	1,174,873	95.0%	1,277,770	91.9%
146,486	142,459	97.3%	145,000	98.2%	Group Pass	2,550,000	475,267	436,091	91.8%	435,000	100.3%
-	-	N/A	-	N/A	Advertising	437,000	292,500	329,500	112.6%	324,500	101.5%
-	-	N/A	-	N/A	Special Service	152,000	52,295	38,457	73.5%	38,000	101.2%
586,098	584,452	99.7%	630,490	92.7%	Total Operating	7,853,500	2,056,304	1,978,921	96.2%	2,075,270	95.4%
46,130	230,394	499.4%	51,700	445.6%	Payroll Tax	30,100,200	5,861,748	9,500,660	162.1%	6,570,500	144.6%
10,220	34,568	338.2%	15,000	230.5%	Self-employment Tax	1,680,000	44,989	85,575	190.2%	35,000	244.5%
404,640	121,089	29.9%	50,000	242.2%	State-in-Lieu	200,000	404,640	121,089	29.9%	50,000	242.2%
462,050	461,078	99.8%	422,090	109.2%	Operating Grants	5,065,000	1,373,418	1,331,742	97.0%	1,266,270	105.2%
12,155	6,079	50.0%	17,280	35.2%	Miscellaneous	253,400	78,977	73,335	92.9%	97,840	75.0%
3,865	1,522	39.4%	4,000	38.1%	Interest Income	48,000	14,641	4,798	32.8%	12,000	40.0%
939,060	854,730	91.0%	560,070	152.6%	Total Nonoperating	37,346,600	7,778,413	11,117,199	142.9%	8,031,610	138.4%
1,525,158	1,439,182	94.4%	1,190,560	120.9%	Total Revenues & Other Sources	45,200,100	9,834,717	13,096,120	133.2%	10,106,880	129.6%

September 01 - 30					Expenditures & Other Uses		Year to Date Through September 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
772,229	813,765	105.4%	901,560	90.3%	Administration	10,815,800	2,539,557	2,480,506	97.7%	2,704,680	91.7%
1,650,801	1,814,250	109.9%	1,829,920	99.1%	Amalgamated Transit Union	21,958,500	4,741,628	5,209,142	109.9%	5,489,760	94.9%
(73,833)	(79,563)	107.8%	(95,650)	83.2%	Less Grant-Funded Expenditures	(1,147,700)	(209,302)	(241,589)	115.4%	(286,950)	84.2%
2,349,197	2,548,452	108.5%	2,635,830	96.7%	Total Personnel Services	31,626,600	7,071,883	7,448,059	105.3%	7,907,490	94.2%
20,079	5,834	29.1%	20,154	28.9%	Executive Office	332,300	119,366	99,835	83.6%	142,694	70.0%
224,260	125,408	55.9%	177,380	70.7%	Administrative Services	2,147,200	583,208	465,530	79.8%	612,140	76.0%
150,376	221,921	147.6%	255,300	86.9%	Customer Services & Planning	2,837,400	510,142	592,757	116.2%	774,272	76.6%
370,701	295,456	79.7%	464,928	63.5%	Operations & Customer Satisfaction	5,639,600	1,440,819	1,034,768	71.8%	1,404,956	73.7%
765,416	648,619	84.7%	917,762	70.7%	Total Materials & Services	10,956,500	2,653,535	2,192,890	82.6%	2,934,062	74.7%
27,677	162,592	587.5%	215,580	75.4%	Transfer to Accessible Services Fund	2,586,900	165,865	456,976	275.5%	646,740	70.7%
1,164	20,352	1748.5%	16,250	125.2%	Transfer to Medicaid Fund	195,000	25,765	60,418	234.5%	48,750	123.9%
-	-	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%
28,841	182,944	634.3%	231,830	78.9%	Total Other Uses	4,449,500	3,543,130	2,184,994	61.7%	2,363,090	92.5%
3,143,454	3,380,015	107.5%	3,785,422	89.3%	Total Expenditures & Other Uses	47,032,600	13,268,548	11,825,943	89.1%	13,204,642	89.6%

(1,618,296)	(1,940,833)	119.9%	(2,594,862)	74.8%	Revenues less Expenditures	(1,832,500)	(3,433,831)	1,270,177	-37.0%	14,810,438	8.6%
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Lane Transit District
Accessible Services Fund
 Schedule of Revenues and Expenditures
September 30, 2015
 Unaudited

September 01 - 30					Revenues & Other Sources		Year to Date Through September 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
28,096	28,872	102.8%	30,190	95.6%	Passenger Fares	362,200	85,598	81,217	94.9%	90,570	89.7%
265,623	227,787	85.8%	229,910	99.1%	Federal Assistance	2,758,700	729,233	694,607	95.3%	689,730	100.7%
173,127	84,663	48.9%	91,650	92.4%	State Assistance	1,099,400	464,584	257,742	55.5%	274,950	93.7%
2,333	(546)	-23.4%	10,280	-5.3%	Local Assistance	123,200	3,479	29,473	847.2%	30,840	95.6%
469,179	340,776	72.6%	362,030	94.1%	Total Revenues	4,343,500	1,282,894	1,063,039	82.9%	1,086,090	97.9%
27,677	162,592	587.5%	215,660	75.4%	Transfer from General Fund	2,587,700	165,865	456,976	275.5%	646,980	70.6%
27,677	162,592	587.5%	215,660	75.4%	Total Other Sources	2,587,700	165,865	456,976	275.5%	646,980	70.6%
496,856	503,368	101.3%	577,690	87.1%	Total Revenues & Other Sources	6,931,200	1,448,759	1,520,015	104.9%	1,733,070	87.7%

September 01 - 30					Expenditures & Other Uses		Year to Date Through September 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
517,462	423,345	81.8%	485,310	87.2%	ADA RideSource	5,823,800	1,310,249	1,281,937	97.8%	1,455,930	88.0%
9,655	9,867	102.2%	12,040	82.0%	Transit Training & Hosts	144,400	30,049	27,623	91.9%	36,120	76.5%
8,268	9,919	120.0%	8,330	119.1%	Special Transport	99,900	20,981	27,328	130.3%	24,990	109.4%
535,385	443,131	82.8%	505,680	87.6%	Total Eugene/Springfield Services	6,068,100	1,361,279	1,336,888	98.2%	1,517,040	88.1%
10,525	13,642	129.6%	10,420	130.9%	South Lane	124,900	35,254	36,974	104.9%	31,260	118.3%
17,737	14,855	83.8%	16,170	91.9%	Florence	193,800	45,588	50,826	111.5%	48,510	104.8%
15,604	16,945	108.6%	20,310	83.4%	Oakridge	243,800	54,571	52,401	96.0%	60,930	86.0%
43,866	45,442	103.6%	46,900	96.9%	Total Rural Lane County Services	562,500	135,413	140,201	103.5%	140,700	99.6%
8,009	593	7.4%	14,580	4.1%	Mobility Management	175,000	26,576	18,864	71.0%	43,740	43.1%
-	288	N/A	450	64.0%	Crucial Connections	5,300	676	1,131	167.3%	1,350	83.8%
172	146	84.9%	1,700	8.6%	Veterans Transportation	20,300	2,584	1,925	74.5%	5,100	37.7%
4,171	4,737	113.6%	8,330	56.9%	Lane County Coordination	100,000	17,469	11,010	63.0%	24,990	44.1%
12,352	5,764	46.7%	25,060	23.0%	Total Other Services	300,600	47,305	32,930	69.6%	75,180	43.8%
591,603	494,337	83.6%	577,640	85.6%	Total Expenditures & Other Uses	6,931,200	1,543,997	1,510,019	97.8%	1,732,920	87.1%

(94,747)	9,031	-9.5%	17,980	50.2%	Revenues less Expenditures	-	(95,238)	9,996	-10.5%	53,940	18.5%
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Lane Transit District
Medicaid Fund
 Schedule of Revenues and Expenditures
September 30, 2015
 Unaudited

September 01 - 30					Revenues & Other Sources		Year to Date Through September 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
759,278	712,773	93.9%	714,850	99.7%	Medicaid Nonemergency Medical Transportation	8,578,000	1,921,098	2,460,631	128.1%	2,144,550	114.7%
102,290	50,487	49.4%	53,210	94.9%	Medicaid Waivered Transportation	638,600	190,229	179,511	94.4%	159,630	112.5%
861,568	763,260	88.6%	768,060	99.4%	Total Revenues	9,216,600	2,111,327	2,640,142	125.0%	2,304,180	114.6%
1,164	20,352	1748.5%	16,260	125.2%	Transfer from General Fund	195,000	25,765	60,418	234.5%	48,780	123.9%
1,164	20,352	1748.5%	16,260	125.2%	Total Other Sources	195,000	25,765	60,418	234.5%	48,780	123.9%
862,732	783,612	90.8%	784,320	99.9%	Total Revenues & Other Sources	9,411,600	2,137,092	2,700,560	126.4%	2,352,960	114.8%

September 01 - 30					Expenditures & Other Uses		Year to Date Through September 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
654,657	583,806	89.2%	599,800	97.3%	Services	7,197,500	1,605,302	2,086,438	130.0%	1,799,400	116.0%
10,037	274	2.7%	10,270	2.7%	Mobility Management	123,300	35,874	12,440	34.7%	30,810	40.4%
94,801	128,693	135.8%	104,780	122.8%	Program Administration	1,257,200	280,139	365,341	130.4%	314,340	116.2%
759,495	712,773	93.8%	714,850	99.7%	Total Medicaid NEMT (Medical)	8,578,000	1,921,315	2,464,219	128.3%	2,144,550	114.9%
75,418	48,053	63.7%	50,720	94.7%	Services	608,600	149,969	180,315	120.2%	152,160	118.5%
3,369	163	4.8%	3,220	5.1%	Mobility Management	38,600	9,935	6,603	66.5%	9,660	68.4%
520	237	45.6%	360	65.8%	Program Administration	4,200	1,567	1,201	76.6%	1,080	111.2%
13,990	16,541	118.2%	15,180	109.0%	Grant Program Match Requirements	182,200	44,365	51,616	116.3%	45,540	113.3%
93,297	64,994	69.7%	69,480	93.5%	Total Medicaid Waivered (Non-Medical)	833,600	205,836	239,735	116.5%	208,440	115.0%
852,792	777,767	91.2%	784,330	99.2%	Total Expenditures & Other Uses	9,411,600	2,127,151	2,703,954	127.1%	2,352,990	114.9%

9,940	5,845	58.8%	11,170	52.3%	Revenues less Expenditures	-	9,941	(3,394)	-34.1%	33,510	-10.1%
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Lane Transit District
Capital Projects Fund
 Schedule of Revenues and Expenditures
September 30, 2015
 Unaudited

September 01 - 30					Revenues & Other Sources		Year to Date Through September 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
875,596	2,849,224	325.4%	6,531,640	43.6%	Federal Assistance	78,379,700	4,487,819	7,534,425	167.9%	19,594,920	38.5%
-	-	N/A	1,290,250	0.0%	State Assistance	15,483,000	-	6,082	N/A	3,870,750	0.2%
875,596	2,849,224	325.4%	7,821,890	36.4%	Total Revenues	93,862,700	4,487,819	7,540,507	168.0%	23,465,670	32.1%
-	-	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%
875,596	2,849,224	325.4%	7,821,890	36.4%	Total Revenues & Other Sources	95,530,300	7,839,319	9,208,107	117.5%	25,133,270	36.6%

September 01 - 30					Expenditures & Other Uses		Year to Date Through September 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
828,207	3,603,325	435.1%	6,061,670	59.4%	West Eugene EmX Extension	72,740,000	2,040,481	8,742,545	428.5%	18,185,010	48.1%
35,550	1,529	4.3%	16,670	9.2%	Main Street/McVay Transit Study	200,000	177,263	4,212	2.4%	50,010	8.4%
1,370	58,098	4240.7%	137,500	42.3%	MovingAhead	1,650,000	14,619	180,258	1233.0%	412,500	43.7%
865,127	3,662,952	423.4%	6,215,840	58.9%	Total Frequent Transit Network	74,590,000	2,242,665	8,927,265	398.1%	18,647,520	47.9%
50	2,261	4522.0%	577,510	0.4%	Revenue Vehicles - Fixed Route	6,930,000	2,854,018	6,665	0.2%	1,732,530	0.4%
-	-	N/A	8,330	0.0%	Support Vehicles	100,000	-	-	N/A	24,990	0.0%
23,430	69,522	296.7%	53,900	129.0%	Stations, Shelters & Facilities	1,830,800	115,768	207,380	179.1%	165,700	125.2%
172,223	177,277	102.9%	428,800	41.3%	Computer Hardware & Software	5,145,600	365,139	448,615	122.9%	1,286,400	34.9%
200	-	0.0%	3,920	0.0%	Intelligent Transportation Systems	698,000	251	55,290	22027.9%	11,760	470.2%
-	284	N/A	212,330	0.1%	Transit Security Projects	715,000	-	641,734	N/A	270,390	237.3%
2,318	158,355	6831.5%	36,640	432.2%	Communications Equipment	439,700	9,906	193,418	1952.5%	36,640	527.9%
-	2,175	N/A	6,250	34.8%	Shop Equipment	75,000	2,440	2,175	89.1%	18,750	11.6%
-	-	N/A	68,050	0.0%	Miscellaneous Equipment	816,600	-	-	N/A	204,150	0.0%
198,433	410,089	206.7%	1,395,730	29.4%	Total Other Capital Outlay	16,750,700	3,347,933	1,630,106	48.7%	3,751,310	43.5%
1,063,560	4,073,041	383.0%	7,611,570	53.5%	Total Expenditures & Other Uses	91,340,700	5,590,598	10,557,371	188.8%	22,398,830	47.1%

(187,964)	(1,223,817)	651.1%	656,720	-186.4%	Revenues less Expenditures	4,189,600	2,248,721	(1,349,264)	-60.0%	4,073,640	-33.1%
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AGENDA ITEM SUMMARY

DATE OF MEETING: November 9, 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 November includes:

- West Eugene EmX construction and *Go West* promotions
- Base brand advertising
- Drive Less Challenge
- Duck Downtown and University of Oregon football service

Earned Media – Earned media this month included stories that appeared on the West Eugene EmX project, the MovingAhead project, the general manager selection process, the Point2point safety light giveaway, and the purchase of electric vehicles.

Sponsorships –The Eugene Symphony ads will continue through its season, and the McKenzie Cider and Craft Beer Festival ads are promoting the November event. Duck Downtown and University of Oregon (UO) Football continues to be highlighted on EmX real-time signs and on social media. The joint promotion of the free service on November 21 is fully developed and being executed in print, on buses, and on social media. MillerCoors Beer is the sponsor of the campaign and has purchased a great deal of additional paid advertising in this market. LTD sponsored an American Cancer Society road race coordinated by Hop Valley Brewing, with more than 500 participants taking part in the event. LTD also sponsored a shuttle and free rides to the Civic Alliance event on October 4. On November 11 LTD will honor area veterans by providing free service, and employees will be displaying yellow ribbons to show their support for these men and women who have served our country.

Outreach Meetings – The Eugene Chamber of Commerce Business-to-Business Expo was a successful event. Staff were able to talk with many chamber members, to circulate to the many business exhibitors, and to chat about their good work in the community.

Point2point staff engaged more than 600 area residents in the Oregon Drive Less Challenge, which resulted in a reduction of more than 150,000 drive-alone trips. Be Safe Be Seen light giveaways were implemented at Kesey Square in Eugene, at Sprout in Springfield, and in Oakridge. The Oakridge event was combined with a helmet giveaway, and the Kiwanis Club was a co-sponsor. Point2point and LTD staff met with employees at Lane Community College, City of Springfield, and the UO at their annual benefit fairs.

ATTACHMENTS: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: November 9, 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) October 2015 Performance Reports
- 2) September 2015 RideSource Activity and Productivity reports

PROPOSED MOTION: None

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LANE TRANSIT DISTRICT
October 2015 Performance Report *
 04-November-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	992,397	1,137,895	- 12.8%	3,207,973	3,533,261	- 9.2%	10,377,350	11,195,460	- 7.3%
Mobility Assisted Riders	14,906	14,017	+ 6.3%	57,447	57,053	+ 0.7%	158,872	149,589	+ 6.2%
<u>Average Passenger Boardings:</u>									
Weekday	38,473	43,487	- 11.5%	30,669	33,931	- 9.6%	34,509	37,426	- 7.8%
Saturday	21,057	23,124	- 8.9%	20,266	21,752	- 6.8%	19,226	20,454	- 6.0%
Sunday	10,176	11,182	- 9.0%	9,843	10,406	- 5.4%	9,647	10,387	- 7.1%
Monthly Revenue Hours	23,687	22,942	+ 3.2%	88,143	85,108	+ 3.6%	257,814	251,198	+ 2.6%
Boardings Per Revenue Hour	41.9	49.6	- 15.5%	36.39	41.52	- 12.3%	40.25	44.57	- 9.7%
Weekly Revenue Hours	5,249	4,988	+ 5.2%	4,926	4,752	+ 3.7%	4,970	4,865	+ 2.2%
Weekdays	22	23		87	87		255	255	
Saturdays	5	4		17	17		52	52	
Sundays	4	4		19	19		56	54	

Passenger Revenues & Sales

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

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

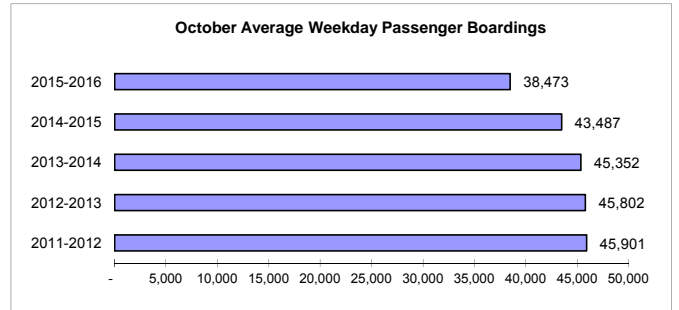
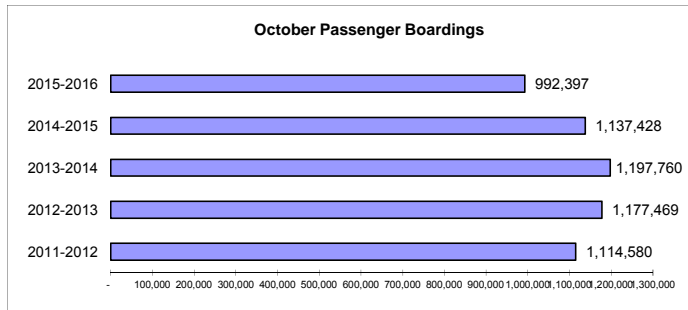
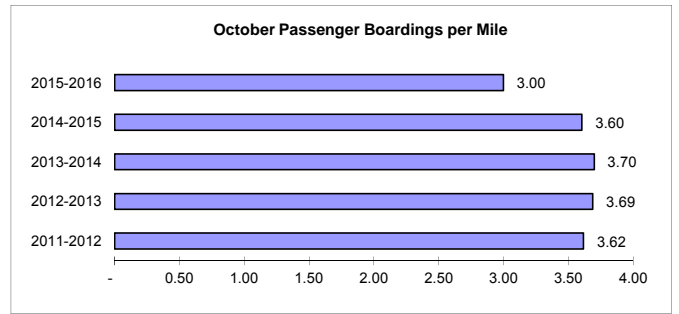
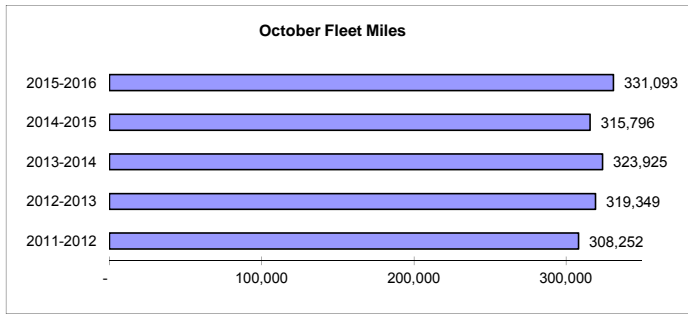
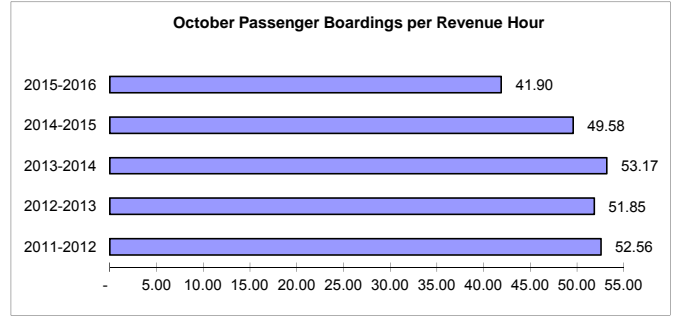
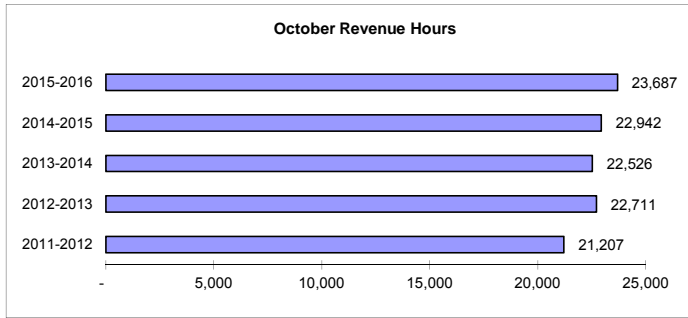
Fleet Services

Fleet Miles	331,093	315,796	+ 4.8%	1,232,586	1,187,866	+ 3.8%	3,599,479	3,536,360	+ 1.8%
Average Passenger Boardings/Mile	3.00	3.60	- 16.8%	2.60	2.97	- 12.5%	2.88	3.17	- 8.9%
Fuel Cost	\$150,411	\$252,679	- 40.5%	\$609,489	\$1,029,998	- 40.8%	\$1,970,182	\$3,018,330	- 34.7%
Fuel Cost Per Mile	\$0.454	\$0.800	- 43.2%	\$0.494	\$0.867	- 43.0%	\$0.547	\$0.854	- 35.9%
Repair Costs	\$335,955	\$218,967	+ 53.4%	\$988,084	\$827,474	+ 19.4%	\$2,852,782	\$2,530,811	+ 12.7%
Total Repair Cost Per Mile	\$1.015	\$0.693	+ 46.3%	\$0.802	\$0.697	+ 15.1%	\$0.793	\$0.716	+ 10.7%
Preventive Maintenance Costs	\$31,911	\$32,444	- 1.6%	\$121,687	\$120,792	+ 0.7%	\$400,259	\$412,703	- 3.0%
Total PM Cost Per Mile	\$0.096	\$0.103	- 6.2%	\$0.099	\$0.102	- 2.9%	\$0.111	\$0.117	- 4.7%
Mechanical Road Calls	44	49	- 10.2%	164	194	- 15.5%	511	636	- 19.7%
Miles/Mech. Road Call	7,525	6,445	+ 16.8%	7,516	6,123	+ 22.7%	7,044	5,560	+ 26.7%

Special Mobility Service

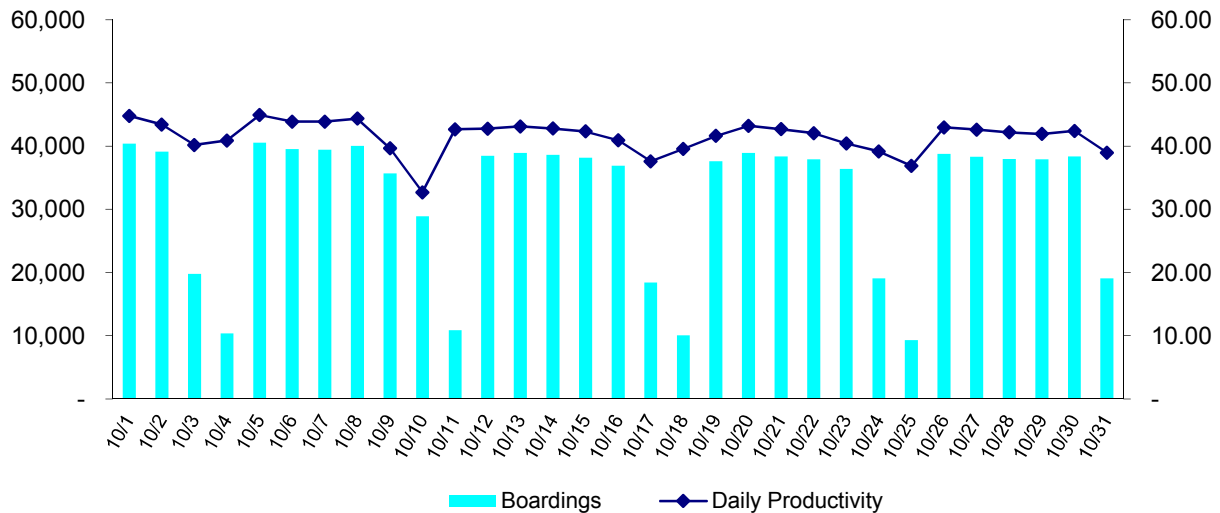
SMS Rides	16,866	15,663	+ 7.7%	65,626	65,051	+ 0.9%	194,894	194,906	- 0.0%
SMS Ride Refusals	-	-	+ 0.0%	8	-	+ 0.0%	10	-	+ 0.0%
RideSource	7,790	8,349	- 6.7%	30,534	29,797	+ 2.5%	88,925	83,684	+ 6.3%
RideSource Refusals	-	-	+ 0.0%	2	-	+ 0.0%	4	-	+ 0.0%

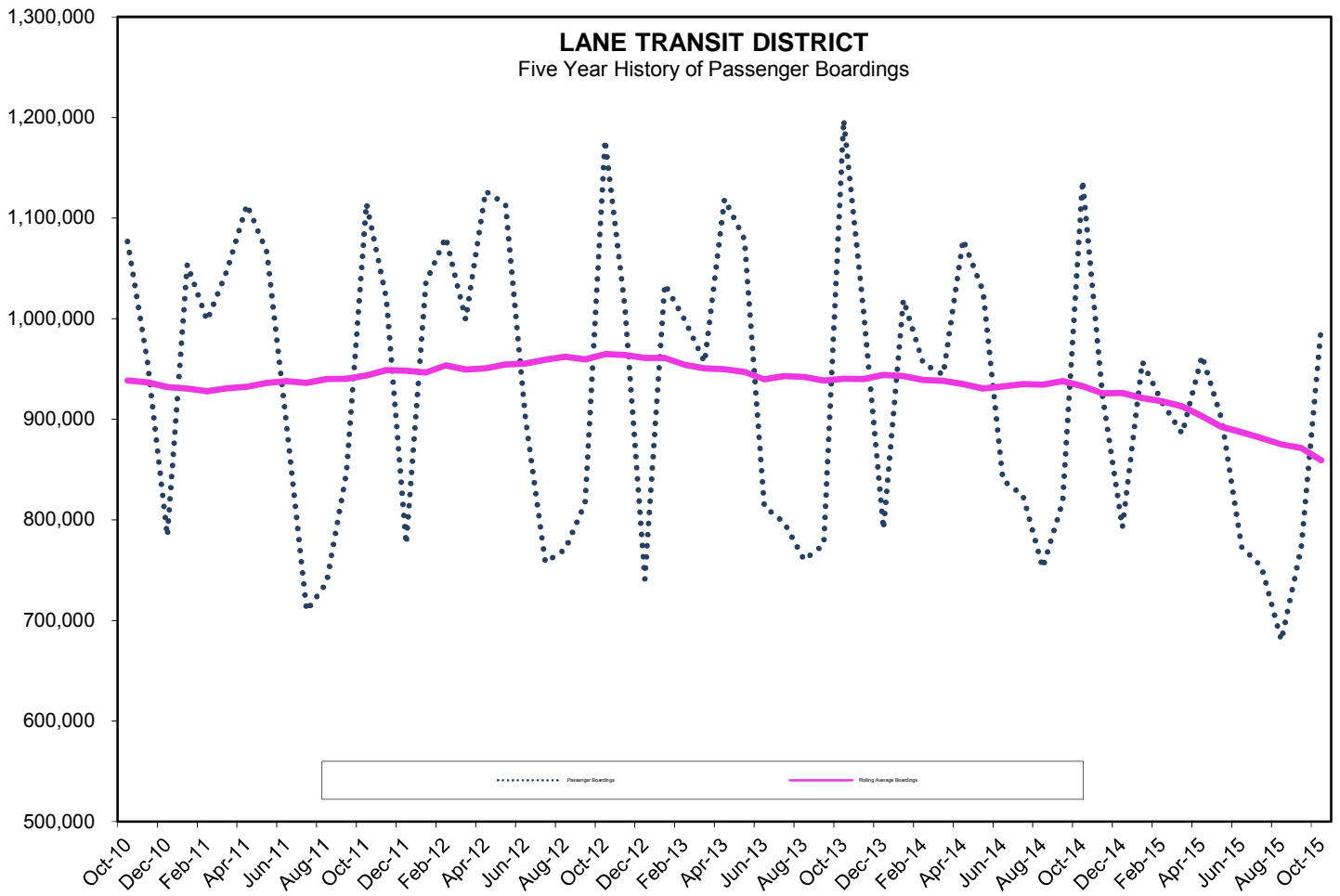
* Data for prior months has been updated to reflect error corrections from missing passenger count data



Daily Ridership Recap October 2015

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
10/1/2015	Thursday	Weekday	40,392	621	902.00	44.78
10/2/2015	Friday	Weekday	39,137	666	901.00	43.44
10/3/2015	Saturday	Saturday	19,813	538	493.00	40.19
10/4/2015	Sunday	Sunday	10,391	234	254.00	40.91
10/5/2015	Monday	Weekday	40,532	576	902.00	44.94
10/6/2015	Tuesday	Weekday	39,539	604	901.00	43.88
10/7/2015	Wednesday	Weekday	39,424	582	898.00	43.90
10/8/2015	Thursday	Weekday	40,024	669	902.00	44.37
10/9/2015	Friday	Weekday	35,669	541	899.00	39.68
10/10/2015	Saturday	Saturday	28,882	343	883.00	32.71
10/11/2015	Sunday	Sunday	10,883	252	255.00	42.68
10/12/2015	Monday	Weekday	38,491	518	900.00	42.77
10/13/2015	Tuesday	Weekday	38,911	562	902.00	43.14
10/14/2015	Wednesday	Weekday	38,607	525	902.00	42.80
10/15/2015	Thursday	Weekday	38,186	580	902.00	42.33
10/16/2015	Friday	Weekday	36,923	505	902.00	40.93
10/17/2015	Saturday	Saturday	18,420	363	490.00	37.59
10/18/2015	Sunday	Sunday	10,097	244	255.00	39.60
10/19/2015	Monday	Weekday	37,632	425	904.00	41.63
10/20/2015	Tuesday	Weekday	38,954	512	901.00	43.23
10/21/2015	Wednesday	Weekday	38,382	476	899.00	42.69
10/22/2015	Thursday	Weekday	37,898	562	901.00	42.06
10/23/2015	Friday	Weekday	36,396	544	900.00	40.44
10/24/2015	Saturday	Saturday	19,079	398	487.00	39.18
10/25/2015	Sunday	Sunday	9,332	184	253.00	36.89
10/26/2015	Monday	Weekday	38,765	495	902.00	42.98
10/27/2015	Tuesday	Weekday	38,311	480	899.00	42.62
10/28/2015	Wednesday	Weekday	37,975	487	900.00	42.19
10/29/2015	Thursday	Weekday	37,910	486	904.00	41.94
10/30/2015	Friday	Weekday	38,350	575	904.00	42.42
10/31/2015	Saturday	Saturday	19,092	359	490.00	38.96
Totals			992,397	14,906	23,687	41.90





Special Mobility Services: RideSource Activity and Productivity Information

<u>September-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>
RideSource Ridership	15,664	16,467	-4.9%	48,998	49,609	-1.2%	197,181	193,155	2.1%
RideSource(All Modes)	13,422	14,126	-5.0%	41,663	42,525	-2.0%	166,164	165,643	0.3%
Shopper	570	544	4.8%	1,786	1,688	5.8%	7,380	6,570	12.3%
Escort Volunteers-Metro	1,150	1,089	5.6%	3,679	3,555	3.5%	14,698	13,256	10.9%
Escort Volunteers-Rural	522	708	-26.3%	1,870	1,841	1.6%	8,939	7,686	16.3%
RideSource Cost per Ride	\$ 24.58	\$ 24.44	0.6%	\$ 23.20	\$ 24.52	-5.4%	\$ 23.04	\$ 24.22	-4.9%
RideSource(All Modes)	\$ 27.57	\$ 27.39	0.7%	\$ 26.17	\$ 27.53	-4.9%	\$ 26.20	\$ 27.14	-3.5%
RideSource Shopper	\$ 12.85	\$ 14.42	-10.9%	\$ 12.03	\$ 13.82	-13.0%	\$ 12.12	\$ 14.00	-13.4%
RideSource Escort	\$ 4.56	\$ 4.29	6.3%	\$ 4.50	\$ 4.15	8.3%	\$ 4.25	\$ 4.35	-2.3%
Ride Reservations	15,154	15,425	-1.8%	46,487	46,710	-0.5%	184,504	184,694	-0.1%
Cancelled Number	1,510	1,391	8.6%	4,496	4,228	6.3%	18,061	19,045	-5.2%
Cancelled % of Total	9.96%	9.02%		9.67%	9.05%		9.79%	10.31%	
No-Show Number	104	120	-13.3%	356	397	-10.3%	1,561	1,429	9.2%
No-Show % of Total	0.69%	0.78%		0.77%	0.85%		0.85%	0.77%	
Ride Refusals Number	8	0	#DIV/0!	8	0	#DIV/0!	12	2	500.0%
Ride Refusals % of Total	0.05%	0.00%		0.02%	0.00%		0.01%	0.00%	
Service Hours	7,801	7,906	-1.3%	23,961	24,316	-1.5%	95,175	97,476	-2.4%
Agency Staff	7,686	7,727	-0.5%	23,628	23,904	-1.2%	93,727	95,948	-2.3%
Agency SMS Volunteer	115	179	-35.8%	333	412	-19.2%	1,448	1,528	-5.2%
Avg. Trips/Service Hr.	1.79	1.86	-3.8%	1.81	1.82	-0.5%	1.82	1.77	2.8%
RideSource System Miles	99,793	101,207	-1.4%	304,701	307,611	-0.9%	1,206,159	1,211,005	-0.4%
Avg. Miles/Trip	7.13	6.90	3.4%	7.01	6.96	0.8%	6.95	7.03	-1.2%
Miles/Vehicle Hour	12.79	12.80	-0.1%	12.72	12.65	0.5%	12.67	12.42	2.0%

Special Mobility Services: RideSource Activity and Productivity Information

<u>September-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 %	85.1%	79.5%	7.1%	86.1%	83.4%	3.3%	84.6%	87.1%	-2.9%
Sample	12,427	12,951		38,120	38,500		151,689	148,646	
On-Time	10,578	10,292		32,840	32,101		128,395	129,541	

- RideSource (All Modes) includes all rides except Shopper & Escort
- 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

September-15

	Current Month	Last Yr Curr Month	Curr YTD	Last Yr YTD	Curr 12 Months	Last Yr 12 months
Total Cost per Cost Model	510,464	487,081	1,492,297	1,466,850	5,736,300	5,606,156
Less Brokerage	125,179	84,109	354,515	248,374	1,184,744	919,529
Less Oakridge	289	527	867	1,982	7,748	8,030
RS Total	384,996	402,445	1,136,915	1,216,494	4,543,808	4,678,597
Less Shopper	7,322	7,842	21,485	23,335	89,443	91,970
Less Vol Escort	7,625	7,712	24,961	22,411	100,388	90,997
RS All Modes	370,049	386,891	1,090,469	1,170,748	4,353,977	4,495,630

AGENDA ITEM SUMMARY

DATE: November 9, 2015
ITEM TITLE: MONTHLY GRANT REPORT
PREPARED BY: Todd Lipkin, Finance Manager/CFO
ACTION REQUESTED: None. Information Only.

BACKGROUND:

The September 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

Two grant applications/amendments have been drafted for FTA review. The life of an FTA grant includes drafting the application for FTA Region X review, submittal of the grant for Department of Labor and FTA Headquarters review, award of the grant by the FTA, and execution of the grant by LTD. Once a grant is executed, LTD can submit reimbursement requests for all costs previously incurred and as costs are incurred in the future. Following are the details and current status of each application/amendment:

- OR-04-0049 – Ladders of Opportunity (5309) - \$1,064,145 (\$1,273,500 total project)

Project	Federal	Total
8 Accessible Services Cutaway Vehicles	\$634,440	\$746,400
3 Accessible Services Minivans	\$136,425	\$160,500
Security Cameras for 26 Accessible Services Vehicles	\$293,280	\$366,600

Application Status: This grant was submitted to FTA on 10/27/2015.

- OR-90-X179-02 (second amendment) – Urbanized Area Formula Funds (5307) – \$5,828,000 (\$7,285,000 total project)

Project	Federal	Total
Computer Hardware	\$200,000	\$250,000
Computer Software	\$280,000	\$350,000
Security Cameras/Improvements	\$504,000	\$630,000
Support Vehicles	\$80,000	\$100,000
Facilities Improvements	\$400,000	\$500,000
Facilities Crew Building/Bus Parking Lot Expansion	\$216,000	\$270,000
Preventive Maintenance	\$2,042,420	\$2,553,025

Amendment Status: This amendment was submitted to FTA on 11/3/2015.

ATTACHMENT: September 2015 Grant Report

PROPOSED MOTION: None.

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

30139 ODOT - ODOT ConnectOregon	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
Franklin Transit Stations	-	648,000.00	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	-	7,721,200.00	8,468,118.82	(746,918.82)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	-	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	2,371,049.00	7,447,094.00	2,371,050.76	5,076,043.24
14.02.20 Stations & Stops	1,413,594.00	7,978,019.00	1,413,594.49	6,564,424.51
14.03.30 Support Facilities	-	50,000.00	-	50,000.00
14.04.40 Sitework & Special Conditions	(2,078,381.00)	39,280,734.00	11,276,746.71	28,003,987.29
14.05.50 Systems	357,493.00	4,910,219.00	357,491.25	4,552,727.75
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
	2,063,755.00	64,247,219.00	15,418,883.21	48,828,335.79

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	815,320.89	857,604.11
14.05.50 Systems	144,261.00	260,281.00	144,261.69	116,019.31
	144,261.00	1,933,206.00	959,582.58	973,623.42

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
	-	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	2,260.00	3,875,000.00	10,347.32	3,864,652.68
11.12.06 Hybrid Electric Articulated Buses	-	3,000,000.00	2,935,772.27	64,227.73
	<u>2,260.00</u>	<u>6,875,000.00</u>	<u>2,946,119.59</u>	<u>3,928,880.41</u>

OR-04-0041 - FTA 5309 VTCLI	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Call Center Software	814.00	1,062,000.00	532,206.14	529,793.86
11.62.02 Call Center Telephone System	-	298,000.00	298,000.00	-
	<u>814.00</u>	<u>1,360,000.00</u>	<u>830,206.14</u>	<u>529,793.86</u>

OR-04-0048 - FTA 5309 Bus & Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
13.13.06 EmX Vehicles	12,775.00	6,527,075.00	6,527,075.00	-

	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.04 Accessible Services Vehicles	-	746,400.00	659,944.00	86,456.00
11.12.15 Accessible Services Vehicles	-	160,500.00	-	160,500.00
11.42.09 Security Cameras	-	366,600.00	-	366,600.00
	<u>-</u>	<u>1,273,500.00</u>	<u>659,944.00</u>	<u>613,556.00</u>

OR-16-X045 - FTA 5310 Elderly & Disabled	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.04 Accessible Services Vehicles	67.00	558,068.00	199,396.05	358,671.95

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	137,651.64	77,122.36

OR-39-0007 - FTA 5339 Alternatives Analysis Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
44.23.02 Main St/McVay Planning Study	1,530.00	937,500.00	771,284.21	166,215.79

OR-39-0008 - FTA 5339 Alternatives Analysis	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
14.06.60 ROW, Land, Existing Improvements	489,608.00	2,291,966.00	1,895,705.28	396,260.72
14.08.80 Professional Services	739,647.00	18,750,534.00	14,077,434.29	4,673,099.71
	<u>1,229,255.00</u>	<u>21,042,500.00</u>	<u>15,973,139.57</u>	<u>5,069,360.43</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	-
	-	193,554.00	96,528.00	97,026.00

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

OR-90-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	38,281.00	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	-	431,600.00	431,600.00	-
11.42.09 Security_01	-	73,375.00	73,375.00	-
11.42.11 Support Vehicles	-	144,500.00	144,500.00	-
11.42.20 Miscellaneous equipment	2,175.00	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	494,048.00	2,696,975.00	1,528,808.08	1,168,166.92
11.92.02 Shelters	631.00	74,818.00	4,075.17	70,742.83
	535,135.00	12,168,801.00	10,843,766.90	1,325,034.10

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

OR-95-X035 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.72.11 Rideshare	-	358,633.71	358,633.71	-
11.72.11 Safe Routes to School	1,060.00	83,584.00	40,233.57	43,350.43
11.72.11_Rideshare_Bike_Sharing	-	3,596.95	3,596.95	-
11.72.11_Rideshare_Carpool	-	922.03	922.03	-
11.72.11_Rideshare_CMP	-	905.57	905.57	-
11.72.11_Rideshare_ETC	-	5,956.88	5,956.88	-
11.72.11_Rideshare_Group Pass	-	35,212.82	35,212.82	-
11.72.11_Rideshare_Park and Ride	-	1,872.04	1,872.04	-
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	1,060.00	1,047,911.00	1,004,560.57	43,350.43



OR-95-X055 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 Hybrid 40' Bus Replacement_01	-	1,878,998.00	-	1,878,998.00
11.33.02 Pavilion Station Construction_01	-	445,782.00	445,782.00	-
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
11.7L.00 Rideshare_00	-	441,436.00	441,436.00	-
11.7L.00 Rideshare_01	-	453,694.00	453,694.00	-
11.7L.00 Rideshare_02	30,167.00	454,336.00	380,881.61	73,454.39
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 Safe Routes-School Districts_02	-	135,421.00	-	135,421.00
11.7L.00 SmartTrips 2	30.00	384,487.00	384,098.78	388.22
11.7L.00 SmartTrips_02	-	415,472.00	-	415,472.00
44.23.02 Bike Parking Study	-	100,301.00	100,301.00	-
44.23.02 Bike Share Study_01	572.00	111,445.00	95,734.89	15,710.11
44.23.02 NW Eugene-LCC Transit Corridor Plan_01	58,098.00	651,711.00	564,700.60	87,010.40
	<u>88,867.00</u>	<u>6,295,565.00</u>	<u>3,675,607.68</u>	<u>2,619,957.32</u>

AGENDA ITEM SUMMARY

DATE OF MEETING: November 9, 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, November 2015

Q:\Reference\Board Packet\2015\11\Nov. 9 Spec Mtg\Dept Report AIS.docx



MONTHLY DEPARTMENT REPORTS

November 9, 2015

Government Relations

Edward McGlone, Government Relations Manager

There is no Government Relations Report this month.

Customer Services and Planning

Andy Vobora, Director of Customer Services and Planning

MARKETING AND COMMUNICATIONS

Meg Kester, Marketing Manager

Customer Information Technology

LTD bus timetables are now viewable on mobile devices. This is a significant new element of the rider communications. Access to bus schedules through mobile devices is an item of great interest to a significant portion of the District's ridership base. Staff also continue to address enhancements to LTD's web site, including improving the customer interface with the routes page

Ridership Marketing

- Plans are underway to implement airport connector service beginning December 1. This is a one-year trial project involving contracted service between LTD and OMNI Shuttle and is supported by a working partnership among LTD, the Eugene Airport, and Lane Community College. The service will provide eight trips each weekday connecting LTD's Route No. 95 with the OMNI shuttle and will serve LCC's Aviation Center, the Eugene Airport, and businesses in the area.
- LTD is partnering with Coors Light again this year to offer free system-wide rides on Saturday, November 21, for the UO home football game against USC. This *Freeze the Keys* partnership involves significant promotion, which began in October, and results in significant use of our system.

Community Relations

- Communications staff worked with the Sierra Club on a Zero Emissions media event held on October 27 at the Eugene Station. A 25-foot scroll of 1,028 citizen petitions supporting zero emission buses was presented. Speakers included representatives from the Sierra Club, LTD General Manager Ron Kilcoyne, and local citizens. The event leveraged news of LTD's

purchase of all-electric and hybrid-electric vehicles and resulted in several positive print and radio stories.

- LTD will roll out a Holiday Bus later this month. The bus, which will provide service between Thanksgiving and New Year's, will be decorated with a colorful graphic wrap externally and festive interior decorations. It is rumored that Santa Claus will be in the driver's seat. The bus will provide regular service and also be present at holiday events throughout the community.
- Filming of a new LTD community video has been underway during the past several weeks. The video will be completed later this year and is intended to reintroduce LTD to the community, support presentations that LTD's new general manager (and others) will be doing, and be used online and for digital outreach.
- Marketing staff coordinated or supported nine events during the month of October. This included the UO Transportation Fair, the Eugene Chamber Business to Business Expo, and Springfield City Hall's Trick or Treat event.

Pass Programs

Marketing continues the administration of LTD's sizable Group Pass Program. Four new sites have signed on to provide transit passes to their employees, bringing the number of participating organizations to 80 employers with more than 13,000 individual participating employees.

Vehicle Graphics

Marketing is beginning design work dressing the new EmX vehicles and refreshing the brand graphics on all LTD coaches. The revised look, part of the agency's rebranding efforts, will pay dividends to LTD. The bus fleet is the most obvious representation of LTD in the community and impacts public and rider awareness and the perception of our agency.

Training

In addition to a lot of on-site Fall Training, various staff attended the Oregon Public Transportation Conference hosted here in Eugene, the American Public Transportation Association (APTA) Annual Meeting, and participated in photography and graphics trainings.

ACCESSIBLE AND CUSTOMER SERVICES

Cosette Rees, Accessible and Customer Services Manager

Phone System Implementation

The implementation of the new phone system has been a success, allowing staff to enhance the quality of customer service provided to our riders. We are finding opportunities to improve the system while still receiving generally positive feedback from customers about the new phone tree. With the implementation of the new phone system, staff were able to obtain an accurate look at the volume of calls received at both the RideSource Call Center and the Customer Service Center. This allowed an opportunity to make some adjustments within the phone system allowing the people who received a busy signal to now go into a queue where they can either wait or have a representative return the call.

Oakridge Service

The District is in the process of adding Amtrak as a Diamond Express stop. Diamond Express is an intercity service that travels between Oakridge and Eugene. Staff also are in the process of finalizing a contract with Amtrak that allows a person to purchase a through ticket on Amtrak with their ultimate destination being Oakridge. When someone purchases their ticket online or at a ticket office, it will include a ticket to ride Diamond Express on trips that provide that access. While Oakridge ultimately desires a stop by Amtrak in Oakridge, it could cost many millions of dollars to establish.

Staff are in conversations with the Oakridge city manager to determine if the City Council has approved the service changes proposed (including the Amtrak connection). Once a response is received, the process will take about four to six weeks to implement.

FACILITIES

Joe McCormack, Facilities Manager

West Eugene EmX Extension

Pavement Markings - West 6th and 7th

- During the night, specialized crews are applying pavement legends on West 6th Avenue; 7th Avenue is mostly done.
- Placement of legends, crosswalk markings, and reflectors will continue next week. Note that driveways may briefly be closed; the completion of work being dependent on dry weather.

West 6th Avenue - Almaden to Garfield

- See Pavement Markings above. On the south side of West 6th Avenue, the new sidewalk, planters, and driveways are nearing completion.
- Excavation for the new EmX station at Chambers Street has begun.
- Crews began widening the north side of 6th Avenue on November 1 to create a new right-turn-only lane at Chambers.

West 6th Avenue - Madison to Van Buren

- See Pavement Markings above.
- Much of the work "behind the curb" on the south side of 6th Avenue between Madison Street and Blair Boulevard is done, and work is progressing quickly west of Blair.
- The EmX station platform at Monroe Street is taking shape.

West 7th Avenue - Garfield to Charnelton

- See Pavement Markings at top.

Charnelton Street

- Testing and timing for the new traffic signals is done.
- Crews striped the street and turned on the new traffic signals for two-way travel between West 6th and 8th avenues on November 5.

West 11th Avenue - Garfield to Beltline

- Natural gas work is under way on 11th Avenue west of Bailey Hill Road and east of McKinley Street. Water crews have been working west of Seneca Street. Utility work that affects more than one lane in either direction is done at night.

POINT2POINT

Theresa Brand, Transportation Options Manager

General

- Staff are putting the finishing touches on the Point2point 2015-2020 Strategic Work Plan document, which will be presented to the LTD Board in December after a final review by the Regional Transportation Planning Committee.
- Point2point staff attended the Oregon Public Transportation Conference that was held at the Eugene Hilton on October 18–21. Point2point team members Cody Franz and Tracy Ellis participated on the Conference Planning Committee.

Drive Less Connect

Point2point staff joined efforts with the Oregon Department of Transportation (ODOT) and other transportation options programs throughout the state to conduct the third annual Oregon Drive Less Challenge, which was held on October 5–18.

In Lane County, 627 people logged 11,653 non-drive-alone trips for the Oregon Drive Less Challenge (October 5-18), accounting for 115,904.7 miles. This equates to 4,160.5 gallons of gasoline and 82,466.5 pounds of CO₂ saved over driving alone.

Staff held a Challenge Kickoff celebration at Oakshire Public House on October 4. KDUK radio was present with a live remote, and approximately 150 people attended.

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

- 161 new users enrolled in DLC
- 15,061 non-drive-alone trips reported
- 154,833 non-drive-alone miles reported
- 73 Ridematch trips created to find a carpool match, with a 27 percent success rate
- 12 Ridematch requests were sent through the DLC database

Vanpool Program

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

- 17 Vanpools Traveling to/from Eugene-Springfield
- 3,905 Passenger Boarding's
- 199,240.4 Passenger Miles
- 121,138.2 Pounds CO₂ Reduced

CarShare Program

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

- 12 new members
- 97 reservations
- 678 hours used

Employer Programs

Four employers joined the Emergency Ride Home Program in October. They are Serenity Lane, Phoenix Inn, Neumann PC, and the University of Oregon.

Outreach

- Point2point staffed tables at employer benefit fairs for the City of Springfield, University of Oregon, and Lane Community College.
- Staff are working closely with Serenity Lane to promote transportation solutions to their staff as they are preparing to move their business from downtown Eugene to Coburg, affecting more than 170 employees.
- Staff participated in the UO Transportation Fair by distributing more than 300 lights to students.
- In partnership with LTD Marketing, Point2point hosted a booth at the Eugene Chamber Business to Business Expo, and estimate that more than 100 people stopping by the booth.
- Point2point staff participated in the Springfield City Hall Halloween event, passing out candy, reflective slap bands, information on transportation options, and stickers.

Be Safe Be Seen

- Staff have been very busy this month conducting a number of outreach events to enhance safe travel awareness as daylight hours get shorter.
- Staff provided free bicycle and pedestrian lights at the Farmer's Market @ Sprout! in Springfield. Approximately 150 people attended the event to receive lights and other safety resource materials.
- Through a small grant from ODOT, staff hosted a free bike, walk, and skate light event in Oakridge. As about 90 percent of Oakridge's children are on free or reduced lunches, the primary focus was providing lights to people who normally could not afford them. Additionally, Point2point partnered with the Oakridge Kiwanis to give away 50 free children's bike helmets at the event. It is estimated that more than 150 adults and children attended. The event was well appreciated in the community.

SmartTrips

This program concluded in early September with a very successful program season. A post program evaluation has been sent out, and the data is currently being analyzed by Alta Planning and Design. When the data analysis is complete, the detailed report will show the program's impact and participant mode shift changes.

Initial planning is underway for the Thurston SmartTrips Program, which will launch in late Spring 2016, and is funded out of the State ODOT Surface Transportation Improvement Program Enhance program.

Schools Program

- Thirty schools participated in International Walk and Bike to School Day on October 7. Point2point supported the event by providing bike helmets to each school to be raffled off to students who participated in the event. The region also received incentives from Kaiser Permanente, including stickers, pencils, and lights.

- Bike Safety Education is currently taking place at schools across the region. There are still opportunities to volunteer for the community rides through November.

Transit Operations and Customer Satisfaction

Mark Johnson, Director of Transit Operations and Customer Satisfaction

FLEET MAINTENANCE

Ernie Turner, Fleet Maintenance Manager

The Fleet Maintenance Report is provided in further detail in the Zero Emissions Report contained as a separate agenda item in the Board meeting packet.

Administrative Services

Roland Hoskins, Director of Administrative Services

HUMAN RELATIONS

David Collier, Human Relations Manager

Recruitment

- The Transit Operations Division conducted interviews for bus operators during the week of October 12. Reference checks have been completed, and the selected applicants are going through the final phase of the hiring process. The class is scheduled to start on December 14.
- The Fleet Maintenance Division has hired Judd Johnson to fill the general service worker position. Judd's first day with LTD was on November 2. Prior to LTD, he worked at Les Schwab Tire Center for 14 years as the brake and alignment technician.
- The Fleet Maintenance Division is recruiting again for the second journey-level mechanic position; the posting will close on November 20. The last round did not receive an adequate number of applicants.

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: November 9, 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 December 16 meeting.
- B. **Independent Audit Report and Comprehensive Annual Financial Report (CAFR)**: The annual audit findings and the CAFR will be presented to the Board at its December 16 meeting.
- C. **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 16 meeting.
- D. **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 the December 16 meeting, will share with the Board the current design and impact to the existing EmX stations. LTD has secured a *ConnectOregon* grant for relocation of the impacted stations.
- E. **SmartTrips Program**: An update on the *SmartTrips* program will be presented to the Board during the December 16 Board meeting.
- F. **Paratransit Contract Bidding**: In early 2015, LTD will be putting out a Request for Proposal for operations of the *RideSource* Call Center. This represents a significant piece of work for the District and the community. A report on the process will be presented to the Board at its December 16 meeting.
- G. **RideSource Oakridge**: In early 2015, LTD will be putting out a Request for Proposal for operations of the Dial-a-Ride service within the City of Oakridge and also Diamond Express intercity bus service between Oakridge and the Eugene metro area. Staff will present a report on this activity at the December 16 Board meeting.

- H. **Congressional Update**: An update on congressional action to adopt a long-term transportation authorization will be presented to the Board during the December 16 meeting.
- I. **Strategic Planning Work Session**: After the new general manager arrives, a strategic planning work session will be scheduled.
- J. **Emergency Preparedness – Planning, Response, and Communications**: The District continually refines its emergency plans. At a future meeting, 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.
- K. **2021 IAAF World Championships**: Eugene (Track Town U.S.A.) was selected to host the 18th International Association of Athletics Federation's (IAAF) World Track and Field Championships in 2021. At a future meeting, staff will provide information and strategies for preparing for 2021.
- L. **Main-McVay Project Update**: Staff will provide periodic updates to the Board on the progress of the Main-McVay project.
- M. **MovingAhead Project Update**: Staff will provide periodic updates to the Board on the progress of the MovingAhead project.

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RESIGNATION AS TRUSTEE

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

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 November 29, 2015.

DATED: November 9, 2015

Ronald J. Kilcoyne

RESIGNATION AS TRUSTEE

To: Lane Transit District
Gary Gillespie
Roland Hoskins
Todd Lipkin

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 November 29, 2015.

DATED: November 9, 2015

Ronald J. Kilcoyne

VHP House #8 (“LTD House”)

Welcome UO Veterans, LTD and All
VHP Regular Volunteers!

Thank you for your service to
Veterans’ Housing Project
October 24, 2015























M.P.A.
NO TRASH

NO
PARKING

VHP House #2 ("LTD House")

Welcome LTD Veterans, LTD and All
VHP Regular Volunteers!

Thank you for your service to
Veterans Housing Project
February 24, 2015

EWEB





VIP House #2 (LTD House)

Welcome to Veterans, LTD and All
VIP Regular Members!

Thank you for your service to
Veterans Housing Program
November 24, 2015

