



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

Wednesday, February 17, 2016

5:30 p.m.

LTD Board Room

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

A G E N D A

	<u>Page No.</u>
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. EMPLOYEE OF THE MONTH – MARCH	(5 minutes) 7
VIII. AUDIENCE PARTICIPATION	(10 minutes)
♦ <i><u>Public Comment Note:</u> This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.</i>	
♦ <i>Citizens testifying are asked to limit testimony to three minutes.</i>	
IX. ITEMS FOR ACTION AT THIS MEETING	
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1. Minutes of the December 16, 2015, Regular Board Meeting (Page 9)	
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C.	Revised Criminal Records Process and Management Policy [Christy Riney]	(5 minutes) 22
D.	Support for City of Eugene Community Court Grant [Mark Johnson]	(5 minutes) 51
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	1. Meetings Held	
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	b. Metropolitan Policy Committee (MPC) – February 4	
	c. Lane Area Commission on Transportation (LaneACT) – February 10	
	d. Accessible Transportation Committee (ATC) – February 16	
	2. No Meeting/No Reports	
	a. Lane Council of Governments (LCOG) Board of Directors	
	b. LTD Board Human Relations Committee	
	c. LTD Board Finance Committee	
	d. LTD Pension Trusts	
	e. LTD Board Service Committee	
	f. Main Street Projects Governance Team	
	g. MovingAhead Oversight Committee	
	h. Eugene Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP)	
	i. Oregon Passenger Rail Leadership Council	
B.	2016 Annual Route Review Update [Tom Schwetz]	(10 minutes) 56
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E.	Monthly Performance Reports (respond if questions) [Aurora (A. J.) Jackson]	68
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XI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

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- A. Strategic Planning Work Session (March)
- B. Annual Route Review (March)
- C. Business Commute Challenge (March)
- D. American Bus Benchmarking Group (March)
- E. Capital Improvements Program Adoption (March/April)
- F. Long-Range Financial Plan (April)
- G. Joint LTD Board-Eugene City Council Meeting (April)
- H. Budget Committee Appointments
- I. Emergency Preparedness – Planning, Response, and Communications
- H. Main-McVay Project Update
- I. MovingAhead Project Update

XII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD

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- A. Solar Energy Installation (April)

XIII. ADJOURNMENT

The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact LTD's Administration office as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please call 682-5555 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairment.

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2016

ITEM TITLE: COMMENTS FROM THE GENERAL MANAGER

PREPARED BY: Aurora (A. J.) Jackson, 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: February 17, 2016

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.

ATTACHMENT: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2016

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 winter and spring vacation dates.

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

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2016

ITEM TITLE: MARCH EMPLOYEE OF THE MONTH

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

BACKGROUND:

Bus Operator Mike Duran is the recipient of the March 2016 Employee of the Month award. Mike has been with the District since 1996; and since that time, has received one other Employee of the Month award, two Monthly Value awards, one Safe Driving award, and two General Manager Awards of Excellence.

Mike was nominated for this award by a customer who witnessed Mike go above and beyond on a recent rainy and bitterly cold evening. On his way to the Eugene Station, Mike's bus experienced mechanical issues and he stopped at Glenwood for a replacement vehicle. This delay caused little time for transfers at the station. An elderly couple were on Mike's bus who needed to catch the No. 41 that was departing. Mike ran across the station property and asked the driver to hold the No. 41 for the couple so that they would not have to wait in the cold for an hour.

When asked to comment on Mike's selection as Employee of the Month, Transit Operations Field Supervisor Van Snyder said:

With his bus running late, Mike noticed an elderly couple with mobility devices (walkers) on his bus who needed to connect to the No. 41, Barger, at the Eugene Station. Mike did what was necessary to make sure the couple made it to their bus. Had Mike not done so, the customers most likely would have waited outside in the cold an hour for the next departure.

When informed of his good deed, Mike simply said that it was just standard practice and had nothing to do with going above and beyond. I disagree. Mike has always been a dedicated employee who cares deeply about his customers, and this is a classic example of his commitment.

Mike, congratulations on receiving this most deserving award!

AWARD:

Mike will attend the February 17, 2016, meeting to be introduced to the Board and to receive his award.

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2016

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 February 17, 2016, consists of:

- Approval of the Minutes of the December 16, 2015, Regular Board Meeting
- Approval of the Minutes of the January 20, 2016, Regular Board Meeting

ATTACHMENTS: 1) Minutes of the December 16, 2015, Regular Board Meeting
2) Minutes of the January 20, 2016, Regular Board Meeting

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

LTD Resolution No. 2016-001: It is hereby resolved that the Consent Calendar for February 17, 2016, is approved as presented.

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MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT
REGULAR BOARD MEETING
Wednesday, December 16, 2015

Pursuant to notice given to *The Register-Guard* for publication on December 10, 2015, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held its regular meeting on Wednesday, December 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
Gary Gillespie
Don Nordin
Angelynn Pierce

A. J. Jackson, General Manager
Jeanne Schapper, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: Ed Necker, Treasurer

CALL TO ORDER/ROLL CALL: Mr. Wildish convened the meeting at 5:30 p.m. and called the roll.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Wildish announced that the meeting was being video recorded as part of LTD's marketing program. He welcomed new General Manager A. J. Jackson. He said that Ms. Jackson had been busy acquainting herself with LTD and the community. She had the opportunity to participate in the ribbon cutting ceremony for the rehabilitated residential property that LTD donated for the Veterans' Housing Project.

COMMENTS FROM THE GENERAL MANAGER: Ms. Jackson thanked the Board for inviting her to be part of the LTD family. She said that she had been visiting communities within the District's boundaries and was looking forward to reporting future community engagement activities to the Board.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: None.

BOARD CALENDARS: Ms. Jackson briefly reviewed coming Board activities. She encouraged Board members to attend the December 17 employee potluck event.

Ms. Pierce invited those present to attend the Springfield State of the City address on January 11, 2016.

Mr. Nordin announced that the Governor's Transportation Vision Panel would hold the Lane County Regional Forum on January 13, 2016.

EMPLOYEE OF THE MONTH — JANUARY 2016: The Board recognized Bus Operator Brian Dorsey as the January Employee of the Month. Mr. Wildish presented Mr. Dorsey with his award and thanked him for his outstanding service and dedication to LTD's mission. Mr. Dorsey thanked the Board for his award and said that he appreciated his job with LTD, which he described as a new beginning. He commended his fellow employees throughout the organization.

AUDIENCE PARTICIPATION: Mr. Wildish determined that there was no one wishing to speak.

ITEMS FOR ACTION AT THIS MEETING:

MOTION Consent Calendar: Mr. Yeh moved adoption of the following resolution: LTD Resolution No. 2015-047: It is hereby resolved that the Consent Calendar for December 16, 2015, is approved as presented. Ms. Pierce provided the second. The Consent Calendar consisted of the Minutes of the October 12, 2015, Special Board Meeting and the Minutes of the November 9, 2015, Special Board Meeting.

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

Comprehensive Annual Financial Report (CAFR): Finance Manager Todd Lipkin noted that links to the online versions of the CAFR and Single Audit documents had been sent to Board members, and printed copies were provided at the meeting along with a letter from Grove, Mueller & Swank, P.C., dated December 14, 2015. Mr. Lipkin introduced Charles Swank and Brian Pascarella of Grove, Mueller & Swank to present the documents.

Mr. Swank reviewed the CAFR, which he explained represented an unmodified opinion. He noted that this was the 19th year for which LTD had received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. He described new reporting requirements, specifically that financial reports now contain pension liability information. He said LTD's pension liability was a total \$16 million for both plans; and while that sounded large, it did not affect the General Fund or daily operations. He said that the CAFR contained an explanatory footnote about the pension liability. He said LTD's financial statements were often distorted by the receipt of federal grant funds for infrastructure and rolling stock.

Mr. Swank reviewed the Single Audit document that was required due to the receipt of federal dollars. The Audit determined whether or not the District had used those dollars as mandated. He said that a single finding addressed the submission of quarterly financial reports to the federal funding agency. He pointed out that staff had already taken remedial action to address the finding, and that would be confirmed during next year's audit.

Mr. Nordin asked if the CAFR contained information on the unfunded ratio of pension liabilities. Mr. Lipkin referred to pages 59 and 60 of the CAFR report, which indicated that the

unfunded liability was 73 percent for the salaried employees' pension plan and 66 percent for the Amalgamated Transit Union (ATU) plan.

Mr. Gillespie commented that the Pension Trust was considering lowering the percentage of return and amount contributed, which would change those unfunded ratios.

MOTION Mr. Nordin moved the following resolution: LTD Resolution No. 2015-048: Resolved, that the LTD Board of Directors received the independent audit for Fiscal Year 2014-15, and accepts the independent auditor's reports contained in the Comprehensive Annual Financial Report (CAFR) and Single Audit for the fiscal year ending June 30, 2015. Mr. Gillespie provided the second.

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

Point2point 2015-2020 Strategic Work Plan: Point2point Program Manager Theresa Brand explained that the Strategic Work Plan represented a summary of the region's collective vision around transportation options and services, and it identified the highest priorities for partners and LTD for the next five years. She said that approval by the LTD Board would strengthen the competitiveness for funding opportunities as they became available.

Mr. Gillespie asked if the strategies included support for implementation of the bike share program. Ms. Brand replied that an evaluation of need and current resources had been concluded, funding had been received, and the program would be launched soon on the University of Oregon Campus and in the City of Eugene. She stated that sponsorships were still being developed and a third party provider was being sought. She said that she would report back to the Board on the status at a future meeting.

Mr. Wildish commended the work plan.

Ms. Brand reported that an intern from Lane Community College (LCC) was responsible for the document's graphic design. She explained that annual evaluations of progress on strategies and goals would be provided to the Board. She thanked the Board for its support.

MOTION Mr. Yeh moved the following resolution: LTD Resolution No. 2015-049: Resolved, that the LTD Board of Directors approves the Point2point 2015-2020 Strategic Work Plan as presented. Mr. Grossman provided the second.

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

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: Mr. Gillespie reported that the Governor's Oregon Passenger Rail Leadership Council had identified two alternatives for intercity passenger rail alignment. He said the Leadership Council voted on the alternatives, and he was the only one who did not vote for the first alternative as he felt it made public rail transportation too dependent on Union Pacific's willingness to cooperate. He added that he submitted a minority report that encouraged the governor to develop a plan.

Ms. Grossman reported that a group would be convened to develop a proposed LTD Board position paper on Vision Zero for discussion. Mr. Yeh added that the intent was for the Board to take a leadership position in regional Vision Zero initiatives.

Ms. Pierce reported that the Board Service Committee had reviewed the airport connector service pilot project, which had been operating for about two weeks. She said that there had been a steady increase in use and the Committee would continue to evaluate the desire for, and effectiveness of, that service.

Solar Energy Collection on LTD Properties: Mr. Nordin referred to his earlier suggestion regarding solar collectors on the rooftops of LTD facilities as a way to fuel electric buses with ambient energy and reduce the use of fossil fuel. He introduced Brett Moser and Eric Nill of Advanced Energy Systems (AES) who would provide an overview of the impact on costs, benefits, and energy standards.

Mr. Moser distributed a document titled *LTD Glenwood Campus: 59 KW-119 KW Solar Election Systems*. He described AES's background and experience, and at Mr. Nordin's request had evaluated LTD's Glenwood campus and developed two proposals for solar-electric systems. He congratulated LTD on using electric buses in its fleet and said it would be very innovative to charge buses using solar panels.

In response to a question from Ms. Pierce, Mr. Moser explained that the lifetime of the panels was at least 35 years, with a 25-year production warranty that indicated panels would decrease by no more than half of 1 percent per year. He said that his experience in the field showed a much lower rate of degradation.

Mr. Yeh asked how long the roof on the bus facility would last and how difficult would it be to reinstall panels if the roof had to be replaced. Mr. Moser said that the roof was only 10 years old and should have many years of life remaining. In the event that it was replaced, many roofers were now learning how to do that as solar panels became more common. He noted that some installations did not require removal during re-roofing.

Mr. Gillespie asked if installation of solar panels was eligible for tax credits. Mr. Moser replied that public entities like LTD might not be eligible for tax credits, but there were several sources of grant funds available through the Oregon Department of Energy.

Mr. Nill said that in some areas of the country, solar panel installation was done through a private-public partnership for a power purchase agreement. He described various types of arrangements for power purchase agreements.

In response to questions from Mr. Nordin, Mr. Nill and Mr. Moser described a number of technical aspects of a solar panel installation and the benefits and drawbacks of moving forward now, waiting to see what technologies evolved in the future, or what changes might occur in the electric power industry. Mr. Nill said that the Oregon Energy Trust provided some incentives for solar installations through certain utilities. He explained that the Eugene Water & Electric Board had a \$15,000 grant program available, along with other incentives.

Congressional Update: Government Relations Manager Edward McGlone announced that a five-year, fully funded transportation authorization, the Fixing America's Surface Transportation (FAST) Act, had been passed by Congress and signed by President Obama. He explained that LTD had key priorities for a transportation bill, most of which were included in the final bill:

- A long-term, fully funded bill with an identified funding source to restore the Bus/Bus Facility program to pre-MAP-21 levels;
- To protect the Small Starts program and allow projects to compete as a series of interconnected projects;
- To maintain at 80 percent of the federal match amount for Small Starts grant programs

Mr. McGlone said that the ability to submit a project that was a series of interconnected projects would expedite the build-out of the region's bus rapid transit system and increase the application's competitiveness. He said that the only priority not achieved was stable, long-term funding, creating funding problems during the next authorization. He said that the discretionary program also was restored, with a total of \$216 billion available--\$427 million of which were formula funds. That meant that LTD would have funds available for future bus replacement. He said that the maximum amount of federal share for a Small Starts project was increased from \$75 million to \$100 million, and the total size of a Small Starts qualifying project also was increased. He stated that accessing those new options would be delayed--pending the issuance of federal rules and regulations.

Mr. McGlone said that the bill also established a pilot program for rapid approval of Small Starts grants, although those required a private/public partnership, and federal match was limited to 25 percent of the total cost. He said that 5307 urbanized area funds had increased slightly. He noted that while the bill did not address long-term sustainable funding, it did provide five years of funding stability and addressed LTD's priorities. He commended the efforts of the United Front partnership and LTD's lobbyists in advocating for the transportation bill.

In response to a question from Mr. Nordin, Mr. McGlone said that nothing in the bill reduced the high level of competitiveness for available funding as the demand for projects was very high. He said that LTD had historically been very competitive with its project applications.

Mr. Wildish observed that certain types of projects had been moved from the 80 percent federal match to the 60 percent match category. He expressed that he was very pleased from LTD's perspective with the results of congressional action on a transportation package. He asked if the legislature was working on transportation funding for the state.

Mr. McGlone replied that there was serious commitment to passing a transportation bill during the 2017 session. He said that the environmental community would seek funds in 2016 to avoid the conflicts with transportation legislation that occurred in 2015. He said that the Oregon Transportation Forum and other advocates would be actively lobbying for a transportation package.

Mr. Gillespie asked if LTD would provide testimony during the Governor's Transportation Vision Panel's Lane County forum. Mr. McGlone replied that testimony would be provided, although no decision had been made yet on whether or not it would be oral or written.

Franklin Boulevard Update: Facilities Manager Joe McCormack provided an update on the City of Springfield's Franklin Boulevard road improvement project. He said that the first phase, consisting of design work, was well underway, and LTD staff had been working closely with City staff. He said that intersections were being replaced with roundabouts, which were displacing EmX stations along the corridor. Mr. McCormack used aerial photographs to illustrate the design and location of new stations. He noted that EmX would have an exclusive lane at each roundabout. He added that he felt the City's design would work well for LTD. He said that the 60-percent design would be completed in the current month and utilities would be relocated in the spring of 2016. Construction was expected to be completed at the end of 2017.

Mr. Nordin commented that it would still be difficult for pedestrians to cross two lanes of traffic. He asked if utilities would be moved underground. Mr. McCormack replied that LTD had concerns with the longer path for pedestrians to cross, but Springfield was cognizant of those concerns and the final design was still evolving. He stated that he was not certain if utilities would go underground as that was very expensive.

Utility Consumption Update: Facilities Management Project Coordinator Allie Camp provided a quarterly update on progress with utility savings and return on past facility improvements. She said that electricity consumption across facilities had increased by 5 percent over the past year, primarily due to increased consumption at the Glenwood facility and Springfield Station during the third quarter of 2015. However, if the average electricity use for the fourth quarter of 2015 occurred, LTD would have its lowest year of electricity consumption since data collection began in 2009. She reviewed the consumption graphs for electricity, water, natural gas, and waste disposal trends.

Mr. Nordin asked to have a temperature graph added to future utility consumption reports.

Board Committee Appointments: Mr. Wildish briefly reviewed current committee assignments. He noted that new General Manager A. J. Jackson was replacing former General Manager Ron Kilcoyne as ex-officio member of the Metropolitan Policy Committee and alternate member on the Lane Area Commission on Transportation. He reminded Board members that new assignments would be made at the end of June 2016 and asked Board members to inform him of their interests and preferences before the end of May.

Monthly Financial Report: Mr. Lipkin pointed out a formula error on the total budget year-to-date. He said that it had been corrected in the online document and did not affect the actual numbers. He explained that the largest driver remained the payroll tax take back, which would continue through the end of the fiscal year. He said that the District was ahead

of budget for the year. Quarterly revenue fluctuations were due to variances in when payroll tax receipts were deposited. He said fuel expenses remained low; the cost was currently \$1.31 per gallon, and fuel was budgeted at \$3.15 per gallon. He noted that the transfer from the General Fund to the Accessible Services Fund also was under budget, which was good news.

Monthly Engagement Reports: There were no questions or comments.

Monthly Performance Reports: Mr. Wildish observed that performance reports looked positive, and it appeared that staffs' efforts to conserve resources and improve efficiency were effective.

Monthly Grants Report: There were no questions or comments.

Monthly Department Reports: There were no questions or comments.

Other Business: Mr. Wildish said that the presentation on solar panels had been requested by Mr. Nordin, and Mr. Wildish encouraged other Board members to bring forward topics they felt might be of interest to the Board and the District.

Mr. Yeh said that it was educational to learn more about solar energy, but he also felt it was important for the Board to look at the bigger picture of environmental stewardship for the entire system and to provide guidance to the general manager.

Mr. Nordin asked about next steps to assure that the issue was not dropped, such as specific direction to staff to collect information that the Board could use to make policy decisions.

Mr. Wildish asked if the Board wanted to direct staff to explore solar energy options.

Mr. Gillespie stated that he thought the question was the Board's relationship to the general manager and to the staff, which was consistently being redefined. He said that he appreciated the solar energy presentation and wanted to see it kept on the Board's radar. He said the Board's role with respect to solar energy and other interests is to focus on policy making. He said that he appreciated the general manager's response to his interest in a fareless system and her provision of information about similar systems in the United States and throughout the world. He said that he felt that type of interaction was very important, and Board members should bring their interests forward to be pursued for the benefit of the organization.

Ms. Jackson said that additional information on fareless systems would be forthcoming and shared with the entire Board. She welcomed the discussion of how Board members could best communicate issues that they wanted to be presented to the entire Board. She said that basic information on a topic could be provided quickly, followed by staff research and a fuller report and cost/benefit analysis. She asked for Board direction on pursuing additional information on solar energy.

Mr. Lipkin said that a solar installation project could be a candidate for inclusion in the annual process of updating the Capital Improvements Program (CIP) and prioritization along with other District capital projects.

Mr. Wildish determined that there was Board consensus for staff to develop further information on solar energy installations and bring the information back to the Board.

Mr. Wildish announced that Director of Customer Services and Planning Andy Vobora was leaving the District on January 29 to pursue other opportunities.

Board members joined Mr. Wildish in wishing Mr. Vobora well in future endeavors and commended the contributions he has made to the District over the last 32 years.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 7:20 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Julie Grossman
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: _____

Q:\Reference\Board Packet\Minutes\Minutes - Draft\2016\Reg. Board Meetings\12-16-15 BD Minutes - Reg Mtg.doc

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Monday, January 20, 2016

Pursuant to notice given to *The Register-Guard* for publication on January 13, 2015, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular board meeting on Wednesday, January 20, 2016, 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
Don Nordin
Angelynn Pierce

A. J. Jackson, General Manager
Jeanne Schapper, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: Gary Gillespie

CALL TO ORDER/ROLL CALL: Mr. Wildish convened the meeting at 5:33 p.m. and called the roll.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Wildish said that he had an opportunity to attend a neighborhood association meeting at which LTD's MovingAhead project was discussed. He said that he found the group's discussion informative and thought-provoking.

COMMENTS FROM THE GENERAL MANAGER: Ms. Jackson reported that United Front partners were going to Washington, D.C., to meet with members of Oregon's congressional delegation and garner support for local priorities such as education, business, transportation, natural resources, public safety, and finance. This is an annual trip among regional partners, and she said that speaking as a united community with one voice had proven to be successful in the past.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: None.

BOARD CALENDARS: Ms. Jackson briefly reviewed coming Board activities. She encouraged Board members to attend the December 17 employee potluck.

EMPLOYEE OF THE MONTH — FEBRUARY 2016: The Board recognized Bus Operator Ed Martin as the February Employee of the Month. Mr. Wildish presented Mr. Martin with his

award and thanked him for his outstanding service and dedication to LTD's mission. Mr. Martin thanked the Board for his award.

AUDIENCE PARTICIPATION: Mr. Wildish explained the procedures for providing testimony to the Board.

Kathleen Brandt, Eugene, discussed a recent situation that she had experienced. She said that she had three children, and it was important to her that they grew up comfortable using public transportation. She explained that her 16-year-old preferred to ride her bicycle or walk but on a recent evening, had agreed to take the bus to a concert due to the weather. Ms. Brandt accompanied her daughter to the bus stop at 19th Avenue and Alder Street, arriving on time; but the bus was late, and she had to drive her daughter to the event. Ms. Brandt said that teenagers' experiences with public transportation would prove valuable as they forged life-long habits. It was important for them to feel that transit was reliable in order to become life-long bus riders.

Brian Casady, Eugene, with Meadow Outdoor Advertising, expressed his appreciation to the Board for LTD's quick response to his concerns regarding the landscape design along the 6th and 7th avenues portion of the West Eugene EmX corridor. He and other property owners had met with LTD staff that day, and he looked forward to working with them in the future to mitigate those concerns.

Robert Drake, Springfield, said he was a resident of downtown Springfield and a candidate for mayor. He explained that due to the loss of his vehicle, he had ridden the bus for several months. He asked for a show of hands from Board members and staff about their use of the bus on a regular basis. He said that he felt it was important that people making decisions about transit service be familiar with the system. He stated that he thought Springfield was underserved by the transit system, in part because of the hub design that provided no connections among outlying areas, thereby requiring riders to travel into the hub and transfer. He said that this added significant travel time and lowered the productivity of system users. He described a system in the Ukraine that used small vehicles that ran continuously throughout a city of 500,000, allowing passengers to reach their destinations within 20 minutes.

ITEMS FOR ACTION AT THIS MEETING:

LTD Board Budget Committee Appointment: Finance Manager Todd Lipkin explained that there were two candidates for the open Budget Committee seat. He described their backgrounds and said both were well qualified for the position.

Mr. Yeh nominated Scott Diehl as the citizen member of the LTD Board Budget Committee for Subdistrict 3, for a three-year term beginning January 20, 2016.

Mr. Nordin nominated Kevin Matthews as the citizen member of the LTD Board Budget Committee for Subdistrict 3, for a three-year term beginning January 20, 2016.

Mr. Yeh said he had nominated Mr. Diehl because of his background as a certified public accountant and experience with operating budgets.

Mr. Nordin said he was acquainted with Mr. Matthews through his political activities in the community and felt he also was qualified for the position.

VOTE The Board members voted as follows:

Scott Diehl – Wildish, Yeh, Grossman, Pierce, Necker (5)
Kevin Matthews - Nordin (1)

Mr. Wildish announced that Scott Diehl is appointed to the LTD Board Budget Committee.

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: Ms. Pierce reported that there had been excellent communication among members during the December 17 Main Street Governance Team meeting and that the project was progressing well. She said that it was a cohesive team effort to study the potential expansion of transit down Springfield's Main Street.

Mr. Nordin said that he agreed that the meeting had been very positive and Team members were pleased with the outcome.

Mr. Wildish reported that the Governor's Transportation Vision Panel Regional Forum was informative and productive. He said that the importance of transit to the region was expressed by many in attendance.

Environmental and Sustainability Management System (ESMS) Certification: Director of Customer Services and Planning Andy Vobora displayed the ESMS certificate that was awarded to LTD. He said that LTD was the first transit district in the state and one of only 13 in the nation to achieve certification. He said that staff were updating the significant aspects list and transitioning to new ESMS standards, which had been collapsed from seventeen elements to nine. Some staff would attend training on the new standards.

SmartTrips: Main Street, Springfield, Program Update: Point2point Program Manager Theresa Brand explained that the SmartTrips program provided education and outreach in the community to encourage the use of alternative transportation modes. Program objectives included expanding the awareness of transportation modes, increasing the use of alternative modes, and increasing bike and pedestrian activities in certain corridors. She used maps to illustrate the project area and identify sites with major safety challenges. She described the variety of events and activities conducted as part of the program to provide information on transportation choices and reinforce the use of alternate modes.

Ms. Brand said that this was the fourth SmartTrips program, and the participation rate of 14 percent was the highest yet and on par with others in the region. She said there was a 6.7 percent reduction in drive-alone trips, and a 2.5 percent increase each in transit trips and in carpool trips. She said that an additional program, which would include 63rd Street through the end of Springfield and into Thurston, would be conducted in the coming year and involve about 3,000 households. She said that safety education and outreach would be conducted in conjunction with the City of Springfield and Oregon Department of Transportation.

In response to a question from Mr. Nordin, Ms. Brand said that evaluation data was collected pre- and post-program through travel surveys of households within the program area to determine whether or not there had been changes in travel choices. She said that there was typically a comparable response rate to pre- and post-program surveys that was statistically valid for program assessment purposes.

Ms. Grossman asked how neighborhoods were selected for program delivery. Ms. Brand replied that there were several methods, including the existence of a new infrastructure area or a defined neighborhood, or identifying an area on the map with an appropriate number of households.

Mr. Wildish expressed his appreciation of the manner in which the report explained how results were achieved and measured.

Ms. Grossman also commended the report and expressed her appreciation for the program that delivered positive results in the community.

Ms. Brand said that the program was trying to shift the norm, which took some time; but as community benefits were demonstrated, she expected to see trends demonstrate shifts in travel mode choices over time.

Monthly Financial Report: Mr. Lipkin noted that the cost of fuel was still dropping, with prices now at the 2004 level. He explained that the impact of the January 1, 2016, payroll tax rate increase would be assessed when the first returns were received at the beginning of May 2016. He said that all costs in the General Fund were under budget, as was the Accessible Services transfer. He said that LTD was in the process of applying for multiple smaller projects that could provide additional funding for Accessible Services.

Mr. Lipkin stated that the Medicaid Fund had a gap for the non-emergency medical transportation service, which was the brokered service provided through the RideSource Call Center. He said that a per-member, per-month rate was negotiated in January 2015 based upon usage estimates. Since that time, the rolls of eligible participants increased substantially due to outreach by Trillium, and usage of the medical transport service also had skyrocketed. He said that staff were discussing with Trillium how to mitigate that gap and increase the reimbursement rate in the future.

Mr. Nordin asked if the usage rate was likely to fluctuate. Mr. Lipkin said that he did not expect to see any significant decrease in the use of the benefit in the future, which was why staff were discussing a rate structure with Trillium that better aligned with utilization.

Ms. Jackson commented that the provision of non-emergency medical transportation would be an item for consideration during the budget process as the current trend was unsustainable.

Monthly Engagement Reports: There were no questions or comments.

Monthly Performance Reports: Mr. Nordin observed that the District was still seeing a drop in ridership.

Ms. Jackson said that staff were seeking to understand any new patterns of ridership that may have developed as the economy recovered, reassess how transit services were being provided, and learn how to attract riders back to transit. She said that she expected a spike in ridership when the West Eugene EmX line opened. In the meantime, staff are working to develop an action plan to address current ridership levels.

Ms. Pierce asked if there had been any recovery from the drop experienced in the Gateway area due to construction at the Gateway Mall. Mr. Vobora said that while the mall had reopened, construction on the pedestrian walkway had yet to be completed. Limited pedestrian access, low fuel prices, and slow restoration of the 2010 service reductions were some of the factors that continued to have an impact on ridership.

Monthly Grants Report: There were no questions or comments.

Monthly Department Reports: There were no questions or comments.

Other Business: Mr. Nordin asked if design of the River Road Station was underway. With respect to development of the River Road property, Planning and Development Manager Tom Schwetz said that the District had applied for a *ConnectOregon* grant to help build the Santa Clara Community Transit Center. In the meantime, consultants would assist with the land use process to subdivide the portion LTD needed from the other sections that would eventually be sold for other uses. He said there had been interest from entities in the community in purchasing the portion of the property not needed by LTD.

Mr. Nordin said that he hoped that the new station design would include solar collection for the site.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 6:36 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Julie Grossman
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: _____

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2016

ITEM TITLE: REVISED CRIMINAL RECORDS PROCESS AND MANAGEMENT POLICY

PREPARED BY: David Collier, Human Resources Manager and Christy Riney, Human Resources Generalist

ACTION REQUESTED: That the LTD Board of Directors adopt the revised Criminal Records Process and Management Policy

BACKGROUND: In February 2000, pursuant to SB 1334 [ORS 181.537 (2e)], the Lane Transit District Board of Directors passed a resolution adopting criminal background check procedures and guidelines for all applicants seeking employment with LTD who would operate motor vehicles for the transportation of passengers. Specifically, ORS 181.537 (2e) refers to “district(s)...under contract with the Oregon Health Authority who employ persons to operate motor vehicles for the transportation of medical assistance program clients may require a fingerprint background check.”

In 2013, ORS 267.237 was enacted and addresses the transit industry as a whole, not just medical assistance program clients as required by ORS 181.537. Adopting ORS 267.237 into LTD's Criminal Records policy allows the District to apply criminal records check procedures and guidelines to all subject individuals who seek employment with LTD or current LTD employees who apply for a job position that requires the operation of any District motor vehicle regardless of who is being transported.

ATTACHMENTS:

- 1) ORS 181.537 (see 2e)
- 2) ORS 267.237 (all)
- 3) Exhibit A, Resolution Establishing Procedures to Require, Process, and Manage Criminal Records Checks, 2000
- 4) Exhibit B, Revised Criminal Records Policy, 2016
- 5) Resolution No. 2016-002, Adopting a Revised Criminal Records Process and Management Policy

PROPOSED MOTION:

I move approval of Resolution No. 2016-002, Adopting a Revised Criminal Records Process and Management Policy, which establishes criminal background check procedures and guidelines as required by ORS 267.237, while maintaining the current guidelines under ORS 181.537 (2e).

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§ 181.537¹

Authority of Department of Human Services, Oregon Health Authority and Employment Department to require fingerprints

- • **qualified entities**
- • **rules**

(1)As used in this section:

(a)Care means the provision of care, treatment, education, training, instruction, supervision, placement services, recreation or support to children, the elderly or persons with disabilities.

(b)Native American tribe has the meaning given that term in ORS **181.538 (Criminal identification information to be furnished to Native American tribe)** (4).

(c)Qualified entity means a community mental health program, a community developmental disabilities program, a local health department, the government of a Native American tribe or an agency of a Native American tribe responsible for child welfare or an individual or business or organization, whether public, private, for-profit, nonprofit or voluntary, that provides care, including a business or organization that licenses, certifies or registers others to provide care.

(2)For the purpose of requesting a state or nationwide criminal records check under ORS **181.534 (Criminal records check)**, the Department of Human Services, the Oregon Health Authority and the Employment Department may require the fingerprints of a person:

(a)Who is employed by or is applying for employment with either department or the authority;

(b)Who provides or seeks to provide services to either department or the authority as a contractor, subcontractor, vendor or volunteer who:

(A)May have contact with recipients of care;

(B)Has access to personal information about employees of either department or the authority, recipients of care from either department or the authority or members of the public, including Social Security numbers, dates of birth, driver

license numbers, medical information, personal financial information or criminal background information;

(C)Has access to information the disclosure of which is prohibited by state or federal laws, rules or regulations, or information that is defined as confidential under state or federal laws, rules or regulations;

(D)Has access to property held in trust or to private property in the temporary custody of the state;

(E)Has payroll or fiscal functions or responsibility for:

(i)Receiving, receipting or depositing money or negotiable instruments;

(ii)Billing, collections, setting up financial accounts or other financial transactions; **or**

(iii) Purchasing or selling property;

(F)Provides security, design or construction services for government buildings, grounds or facilities;

(G)Has access to critical infrastructure or secure facilities information; **or**

(H)Is providing information technology services and has control over or access to information technology systems;

(c)For the purposes of licensing, certifying, registering or otherwise regulating or administering programs, persons or qualified entities that provide care;

(d)For the purposes of employment decisions by or for qualified entities that are regulated or otherwise subject to oversight by the Department of Human Services or the Oregon Health Authority and that provide care;

(e)For the purposes of employment decisions made by a mass transit district or transportation district for qualified entities that, under contracts with the district or the Oregon Health Authority, employ persons to operate motor vehicles for the transportation of medical assistance program clients; **or**

(f)For the purposes of licensure, certification or registration of foster homes by the government of a Native American tribe or an agency of a Native American tribe responsible for child welfare.

(3)The Department of Human Services and the Oregon Health Authority may conduct criminal records checks on a person through the Law Enforcement Data System maintained by the Department of State Police, if deemed necessary by the Department of Human Services or the Oregon Health Authority to protect children, elderly persons, persons with disabilities or other vulnerable persons.

(4)The Department of Human Services and the Oregon Health Authority may furnish to qualified entities, in accordance with the rules of the Department of Human Services or the Oregon Health Authority and the rules of the Department of State Police, information received from the Law Enforcement Data System. However, any criminal offender records and information furnished to the Department of Human Services or the Oregon Health Authority by the Federal Bureau of Investigation through the Department of State Police may not be disseminated to qualified entities.

(5)(a) Except as otherwise provided in ORS **443.735 (Issuance of license)** and **475.304 (Marijuana grow site registration system)**, a qualified entity, using rules adopted by the Department of Human Services or the Oregon Health Authority under ORS **181.534 (Criminal records check)** (9) and rules adopted by the Oregon Department of Administrative Services under ORS **181.547 (Oregon Department of Administrative Services to adopt rules relating to certain aspects of criminal records checks)**, shall determine under this section whether a person is fit to hold a position, provide services, be employed or, if the qualified entity has authority to make such a determination, be licensed, certified or registered, based on the criminal records check obtained pursuant to ORS **181.534(Criminal records check)**, any false statements made by the person regarding the criminal history of the person and any refusal to submit or consent to a criminal records check including fingerprint identification. If a person is determined to be unfit, then that person may not hold the position, provide services or be employed, licensed, certified or registered.

(b)A person prohibited from receiving public funds for employment under ORS **443.004 (Criminal records check required for employees and volunteers providing**

direct care) (3) is not entitled to a determination of fitness under paragraph (a) of this subsection.

(6) In making the fitness determination under subsection (5) of this section, the qualified entity shall consider:

(a) The nature of the crime;

(b) The facts that support the conviction or pending indictment or indicate the making of the false statement;

(c) The relevancy, if any, of the crime or the false statement to the specific requirements of the persons present or proposed position, services, employment, license, certification or registration; **and**

(d) Intervening circumstances relevant to the responsibilities and circumstances of the position, services, employment, license, certification or registration. Intervening circumstances include but are not limited to the passage of time since the commission of the crime, the age of the person at the time of the crime, the likelihood of a repetition of offenses, the subsequent commission of another relevant crime and a recommendation of an employer.

(7) The Department of Human Services, the Oregon Health Authority and the Employment Department may make fitness determinations based on criminal offender records and information furnished by the Federal Bureau of Investigation through the Department of State Police only as described in ORS **181.534 (Criminal records check)**.

(8) A qualified entity and an employee of a qualified entity acting within the course and scope of employment are immune from any civil liability that might otherwise be incurred or imposed for determining pursuant to subsection (5) of this section that a person is fit or not fit to hold a position, provide services or be employed, licensed, certified or registered. A qualified entity, employee of a qualified entity acting within the course and scope of employment and an employer or employers agent who in good faith comply with this section and the decision of the qualified entity or employee of the qualified entity acting within the course and scope of employment are not liable for the failure to hire a prospective employee or the decision to discharge an employee on the basis of the

qualified entity's decision. An employee of the state acting within the course and scope of employment is not liable for defamation or invasion of privacy in connection with the lawful dissemination of information lawfully obtained under this section.

(9) The Department of Human Services and the Oregon Health Authority, subject to rules adopted by the Oregon Department of Administrative Services under ORS **181.547 (Oregon Department of Administrative Services to adopt rules relating to certain aspects of criminal records checks)**, shall develop systems that maintain information regarding criminal records checks in order to minimize the administrative burden imposed by this section and ORS **181.534 (Criminal records check)**. Records maintained under this subsection are confidential and may not be disseminated except for the purposes of this section and in accordance with the rules of the Department of Human Services, the Oregon Health Authority and the Department of State Police. Nothing in this subsection permits the Department of Human Services to retain fingerprint cards obtained pursuant to this section.

(10) In addition to the rules required by ORS **181.534 (Criminal records check)**, the Department of Human Services and the Oregon Health Authority, in consultation with the Department of State Police, shall adopt rules:

- (a) Specifying which qualified entities are subject to this section;
- (b) Specifying which qualified entities may request criminal offender information;
- (c) Specifying which qualified entities are responsible for deciding, subject to rules adopted by the Oregon Department of Administrative Services under ORS **181.547 (Oregon Department of Administrative Services to adopt rules relating to certain aspects of criminal records checks)**, whether a subject individual is not fit for a position, service, license, certification, registration or employment; **and**
- (d) Specifying when a qualified entity, in lieu of conducting a completely new criminal records check, may proceed to make a fitness determination under subsection (5) of this section using the information maintained by the Department of Human Services and the Oregon Health Authority pursuant to subsection (9) of this section.

(11) If a person refuses to consent to the criminal records check or refuses to be fingerprinted, the qualified entity shall deny or terminate the employment of the person, or

revoke or deny any applicable position, authority to provide services, employment, license, certification or registration.

(12) If the qualified entity requires a criminal records check of employees or other persons, the application forms of the qualified entity must contain a notice that employment is subject to fingerprinting and a criminal records check. [1979 c.732 §2; 1983 c.714 §1; 1985 c.792 §1; 1989 c.364 §4; 1989 c.439 §1; 1991 c.390 §1; 1993 c.344 §48; 1993 c.674 §10; 1995 c.446 §1; 1997 c.753 §1; 1999 c.1057 §1; 2003 c.14 §79; 2003 c.200 §1; 2005 c.730 §3; 2009 c.595 §159; 2009 c.828 §15; 2012 c.70 §19; 2013 c.57 §1; 2013 c.285 §4]

Note: Section 3 (1), chapter 57, Oregon Laws 2013, provides:

Sec. 3. (1) The amendments to ORS **181.537 (Authority of Department of Human Services, Oregon Health Authority and Employment Department to require fingerprints)** by section 1 of this 2013 Act apply to foster homes licensed, certified or registered before, on or after the effective date of this 2013 Act [May 9, 2013]. [2013 c.57 §3(1)]

267.237¹

Criminal records check

- • **fitness determinations**
- • **rules regarding dissemination**

(1)As used in this section:

(a)District means a mass transit district organized under ORS **267.010 (Definitions for ORS 267.010 to 267.390)** to**267.390 (Acceptance of funds from United States)** or a transportation district organized under ORS **267.510(Definitions for ORS 267.510 to 267.650)** to **267.650(Finance elections)**.

(b)Qualified entity means an individual or business or organization, whether public, private, for-profit, nonprofit or voluntary, that, under contract with a district, provides individuals to operate motor vehicles for the transportation of passengers in the public transportation system of the district.

(c)Subject individual means a person subject to a criminal records check as specified by resolution of a mass transit district or a transportation district.

(2)A mass transit district or a transportation district shall request the Department of State Police to conduct criminal records checks of subject individuals if the checks are required in order to protect vulnerable Oregonians:

(a)To implement a federal or state statute, executive order or rule that expressly refers to criminal conduct and contains requirements or exclusions expressly based on such conduct;

(b)For district employment purposes when hiring individuals to operate motor vehicles of the district; **or**

(c)For the purposes of employment decisions made by a district for qualified entities that, under contracts with the district, employ individuals to operate motor vehicles for the transportation of passengers in the public transportation system of the district.

(3)A mass transit district that has a population of more than 500,000 may request the Department of State Police to conduct a criminal records check of a subject individual who is:

(a) Seeking employment by the district in a position that provides the individual with access to critical infrastructure or security sensitive facilities or information; **or**

(b) Seeking to provide services to the district that will result in the individuals having access to critical infrastructure or security sensitive facilities or information.

(4) In order to determine the suitability of the subject individual, a district shall require the subject individual to furnish to the district a full set of fingerprints to enable a criminal records check to be conducted. The district shall submit the completed fingerprint cards to the Department of State Police along with the applicable Oregon and Federal Bureau of Investigation processing fees. If no disqualifying record is identified at the state level, the Department of State Police shall forward the fingerprints to the Federal Bureau of Investigation for a national criminal records check.

(5) The Federal Bureau of Investigation shall either return or destroy the fingerprint cards used to conduct the criminal records check and shall not keep any record of the fingerprints. However, if the federal bureau policy authorizing return or destruction of the fingerprint cards is changed, a district shall cease to cause the cards to be sent to the federal bureau but shall continue to process the information through other available resources.

(6) If the Federal Bureau of Investigation returns the fingerprint cards to the Department of State Police, the department shall destroy the fingerprint cards and shall retain no facsimiles or other material from which a fingerprint can be reproduced.

(7) If only a state criminal records check is conducted, the Department of State Police shall destroy the fingerprint cards after the criminal records check is completed and the results of the criminal records check provided to the district and shall retain no facsimiles or other material from which a fingerprint can be reproduced.

(8) The district and the Department of State Police shall permit a subject individual to inspect the individual's own Oregon and Federal Bureau of Investigation criminal offender records after positive fingerprint identification has been made.

(9)(a) A district, using guidelines established by a resolution of the district, shall determine under this section whether a subject individual is fit to operate motor vehicles for the

transportation of passengers in the public transportation system of the district or to hold a position or provide services that provide the individual with access to critical infrastructure or security sensitive facilities or information, based on the criminal records check obtained pursuant to this section, any false statements made by the individual regarding the criminal history of the individual and any refusal to submit or consent to a criminal records check including fingerprint identification. If a subject individual is determined to be unfit, then that person shall not be allowed to operate motor vehicles for the transportation of passengers in the public transportation system of the district or to hold the position or provide services that provide the individual with access to critical infrastructure or security sensitive facilities or information.

(b) In making the fitness determination, the district shall consider:

(A) The nature of the crime;

(B) The facts that support the conviction or pending indictment or indicate the making of the false statement;

(C) The relevancy, if any, of the crime or the false statement to the specific requirements of the subject individuals present or proposed position or employment; **and**

(D) Intervening circumstances relevant to the responsibilities and circumstances of the position or employment. Intervening circumstances include but are not limited to the passage of time since the commission of the crime, the age of the person at the time of the crime, the likelihood of a repetition of offenses, the subsequent commission of another relevant crime and a recommendation of an employer.

(c) A district and an employee of the district are immune from any civil liability that might otherwise be incurred or imposed for actions taken in determining pursuant to this subsection that a subject individual is fit or not fit to hold a position or be employed. A district, an employee of the district and an employer or employers agent who in good faith comply with this section and the decision of the district or employee of the district are not liable for the failure to hire a prospective employee or the

decision to discharge an employee on the basis of the districts or employees decision. A district and an employee of the district are immune from any civil liability for the lawful dissemination of information obtained under this section when the disclosure is:

- (A) For the purpose of providing notice to the subject individual or the employer of the subject individual of a determination of fitness under this section;
- (B) Required by law; **or**
- (C) Necessary to support a claim or defense related to denying employment to the subject individual.

(10) A district shall establish by resolution a process by which a subject individual may appeal the determination that the subject individual is disqualified for a position or employment pursuant to this section. Challenges to the accuracy or completeness of information provided by the Department of State Police, the Federal Bureau of Investigation and agencies reporting information to the department or bureau must be made through the department, bureau or agency and not through the appeal process required by this subsection.

(11) A district shall develop a system that maintains information regarding criminal records checks in order to minimize the administrative burden that criminal records check requirements impose upon subject individuals and providers. Records maintained under this subsection for subject individuals are confidential and may not be disseminated except for the purposes of this section and in accordance with the relevant resolutions of the district. Nothing in this subsection permits a district to retain fingerprint cards of subject individuals.

(12) A district, in consultation with the Department of State Police and affected provider groups, shall adopt resolutions to implement this section and other statutes relating to criminal offender information. The resolutions shall include but need not be limited to:

- (a) Specifying which employees are authorized to make criminal record inquiries;
- (b) Specifying categories of subject individuals who are subject to criminal records checks;

- (c) Specifying the information, including fingerprints, that may be required from a subject individual to permit a criminal records check;
- (d) Specifying which services or qualified entities are subject to this section;
- (e) Specifying which crimes may be considered in reviewing criminal offender information for a subject individual;
- (f) Specifying when a nationwide criminal records check shall be conducted on a subject individual through the Department of State Police. The additional cost of obtaining a nationwide criminal records check and the risk to vulnerable Oregonians should be taken into consideration when enacting resolutions under this subsection;
- (g) Specifying when a district, in lieu of conducting a completely new criminal records check, may proceed to make a fitness determination under this section using the information maintained by the district under subsection (11) of this section; **and**
- (h) Determining when a subject individual may be hired on a probationary basis pending a criminal records check. At a minimum, if there is any indication of criminal behavior by the subject individual, the resolution must require that, if the individual is hired, the individual can be hired only on a probationary basis and must be actively supervised at all times when the individual is in contact with children, the elderly or persons with disabilities.

(13) Criminal offender information is confidential. The Department of State Police shall adopt rules to restrict dissemination of information received under this section to persons with a demonstrated and legitimate need to know the information. Any district receiving information pursuant to this section is bound by the rules of disclosure adopted by the department.

(14) If a subject individual refuses to consent to the criminal records check or refuses to be fingerprinted, the district or qualified entity shall deny or terminate the employment of the individual, or revoke or deny any applicable position, authority to provide services or employment.

(15) A district shall define by resolution the conditions under which subject individuals may participate in training, orientation and work activities pending completion of a criminal

records check through the Law Enforcement Data System or nationwide criminal records check. At a minimum, subject individuals shall be actively supervised at all times that they are in contact with children, the elderly and persons with disabilities during such periods of training, orientation and work. Subject individuals may continue probationary employment while awaiting the nationwide criminal records check as long as the individuals criminal records check through the Law Enforcement Data System did not result in disqualification and there are no other indications of criminal behavior.

(16)If a district or a qualified entity requires a criminal records check of employees or other persons, the application forms of the district or qualified entity must contain a notice that employment is subject to fingerprinting and a criminal records check as required by this section. [1999 c.1057 §3; 2005 c.730 §65]

Note: **267.237 (Criminal records check)** was enacted into law by the Legislative Assembly but was not added to or made a part of ORS chapter 267 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

EXHIBIT A

RESOLUTION

ESTABLISHING PROCEDURES TO REQUIRE, PROCESS, AND MANAGE CRIMINAL RECORDS CHECKS FOR CERTAIN INDIVIDUALS EMPLOYED BY OR WORKING UNDER CONTRACT, OR INDIRECTLY RECEIVING FUNDING FROM LANE TRANSIT DISTRICT

WHEREAS, Oregon Senate Bill (SB) 1334 amending ORS 181.537, et seq., provides access to Oregon State Police and Federal Bureau of Investigation (FBI) criminal records if the information is required to protect vulnerable Oregonians, including children, the elderly, and individuals with disabilities; and

WHEREAS, SB 1334 requires criminal records checks and fingerprinting of individuals who operate motor vehicles for the public and who are employed by the District as current employees and who are prospective employees (job applicants), and individuals under contract who transport the general public, including children, the elderly, individuals with disabilities, and clients eligible for OMAP, and; requires consideration of criminal records and related criteria, history and traditional criteria, such as safe driving records; and

WHEREAS, this Resolution establishes guidelines, policies, and procedures related to how Lane Transit District (LTD) will conduct criminal background information for subject individuals and qualified entities as required by SB 1334 under the direction of the General Manager; and

WHEREAS, SB 1334 requires that transit districts adopt a resolution establishing rules in order to comply with and further define provisions of SB 1334, which is to be accomplished in consultation with the Oregon Department of State Police and affected provider groups;

NOW, THEREFORE, BE IT RESOLVED:

1. Lane Transit District's General Manager or her/his designee under her/his direction shall, in consultation with the Oregon Department of State Police and affected provider groups, establish internal policies and procedures that specifically implement the general guidelines established below.

A. Categories of individuals subject to criminal background checks.

All persons employed by, under contract with, or indirectly funded by grant by LTD to transport passengers for regular routes, and Ride Source shall be subject to criminal records checks ("Subject Individuals"). The General Manager is delegated the authority to

designate other persons who perform transportation services using LTD funds and LTD pass-through funds, including STF funding as "Subject Individuals."

In the event a qualified entity confirms that a state agency has determined that a subject individual is suitable to provide services to vulnerable Oregonians based on criminal offender information obtained pursuant to Sections 1 and 2 of Chapter 1057, Oregon Laws 1999 (ORS 181.537 (1) through (17)), then such determination of suitability shall satisfy the requirements provided for in this Resolution. Such determination shall be confirmed and certified by the qualified entity and/or state agency in such fashion as the General Manager shall require.

B. Information (including fingerprints) that will be required.

Driver qualifications requirements include current LTD criteria historically relied upon in the selection process, and in addition shall include the requirement of a nationwide criminal records check based on fingerprints submitted to OSP, and an application of relevant criteria hereinafter described. Subject Individuals who refuse a criminal records check or fingerprinting or who make false statements or omit facts about his/her criminal background will be disqualified from employment.

C. Criteria for determining whether a Subject Individual is fit to operate motor vehicles to transport agency passengers.

LTD's hiring criteria includes, but is not limited to, customer service skills and/or experience, driving record, work experience, medical and drug screening, and absence of convictions for crimes that are indicative of behavior or choices that could impact adversely on public safety, property or life. The General Manager shall develop a specific list of crimes affecting fitness for employment in accordance with the general guidelines set forth in Paragraph 1(G) of this Resolution.

D. Programs, services or social service providers qualified to request or provide criminal offender information.

The following sources are qualified to provide criminal background reports:

Oregon State Police (OSP)

Oregon Judicial Information Network (OJIN)

LTD may also contract with private providers authorized to access and provide criminal offender information.

- E. Programs, services, or social service providers qualified to determine fitness for a position, service, license, certification, registration or employment.

LTD is authorized to evaluate criminal records to determine fitness for employment. LTD will conduct this service and advise LCOG of the approval or disapproval of applicants. Non-governmental entities that provide services by contract directly or are indirectly funded from LTD shall comply with the provisions of this resolution and criminal records check policies adopted by LTD.

LTD employees designated by the General Manager, LTD's labor and employment counsel in cases deemed appropriate by the General Manager or her/his designee, are authorized to evaluate criminal records and are authorized to determine fitness for employment.

- F. Employees authorized to make criminal records inquiries.

The General Manager or her/his designee, in consultation with the Oregon Department of State Police, shall designate in writing LTD staff members authorized to request criminal background checks.

- G. Crimes which may be considered in reviewing criminal offender information.

Convictions for crimes that are indicative of behavior or choices that could impact public safety, property, or life adversely or other factors related to the subject individual's position will disqualify the Subject Individual from employment. These could include any conviction, regardless of where or when it occurred. The General Manager shall publish a list of crimes that will be considered in accordance with the general guidelines set forth in this Section G. The guidelines listed below do not limit the General Manager's authority to modify the categories of crimes or consider other categories of crimes not listed in this Resolution.

Criminal offenses that affect employment are convictions for felonies and misdemeanors, including traffic crimes, which reflect upon fitness for employment because of the nexus between the wrongful choices made by the Subject Individual and a risk to a person's life, property or public safety. In cases where an applicant or employee

hired conditionally contends that a record is not job disqualifying, the General Manager or her/his designee will consider the following factors in determining fitness and suitability for employment.

- 1) The nature of the crime;
- 2) The facts that support the conviction or pending indictment or that indicate a false statement;
- 3) The relevancy, if any, of the crime or false statement to the position requirements; and
- 4) Intervening circumstances which are relevant to the responsibilities and circumstances of the position (such as and not limited to the passage of time since the commission of the crime, age at time of commission, restitution, likelihood of repetition of the behavior, subsequent commission of another relevant crime, and the credible recommendation of an employer or other reliable reference information obtained by LTD).

This Resolution shall not confer any right on an applicant to appeal a determination that the applicant is not among the most qualified or most suitable for employment by the District, nor shall appeal rights provided for in this Resolution apply to a determination made based on information provided by an applicant during the application process.

GENERAL GUIDELINES FOR DETERMINING FITNESS FOR EMPLOYMENT

	Type of Offense*	Class of Offense	Time Frame To Consider
1.	Offenses against persons	Felony	Forever
		Misdemeanor	10 years
2.	Offenses against property	Felony	20 years
		Misdemeanor	5 years
3.	Offenses involving fraud or deception	Felony	15 years
		Misdemeanor	5 years
4.	Offenses against public order; firearms and other weapons-related offenses; racketeering	Felony	15 years
		Misdemeanor	5 years
5.	Offenses against public health, decency, and animals	Felony	15 years
		Misdemeanor	10 years
6.	Controlled substances, illegal drug cleanup, paraphernalia, precursors,** major traffic offenses and DUIs or diversions	Felony	15 years
		Misdemeanor	10 years

*Any offense committed with a weapon or which results in serious injury to any person shall be considered forever.

**Consideration of crimes involving drugs shall include an appropriate current risk assessment, prior treatment, proof of recovery from an established and proven disability and confidence of the decision maker based on the totality of information received that the applicant has no current connection with illegal controlled substances and drug activity. The burden of establishing absence of risk factors in on the Subject Individuals.

H. Nationwide criminal records check through State Police.

LTD will submit fingerprint cards to the Oregon Department of State Police. The General Manager shall determine how and under what circumstances such charges will be paid by LCOG, its sub-contractors, and/or applicants.

I. Development of an agency system to maintain criminal records check data.

The General Manager or her/his designee shall develop a comprehensive record keeping system to maintain criminal records data under the custody and control of the Human Resources Department. The General Manager or her/his designee shall ensure that data contained within the system of criminal records shall remain confidential and is not disseminated except in accordance with Oregon and federal law, and that the data is maintained and destroyed in strict accordance with law.

J. When a previous criminal records (information maintained by the District) may be used in lieu of a complete new check.

The General Manager shall develop specific criteria to determine when a determination based on a previous criminal records check of a Subject Individual may be relied upon in lieu of a new check.

K. Conditions under which persons may participate in training, orientation, or work, pending completion of a criminal records check.

All new hires are provided with training and work only under supervision during the initial training period. A person hired on a trial service basis, pending completion of a criminal records check, will be actively supervised at all times when with children, the elderly, or persons with disabilities. If there is any indication of prior criminal activity that may involve job disqualifying crimes described in Paragraph 1(G) of this Resolution, LTD will not hire or will defer hiring until the criminal check has been completed.

L. Rights of notification and appeal.

1) Notification

A statement on the job application shall inform applicants that a criminal records check and fingerprints are required for employment in any position involving operating District vehicles for public transport. Each applicant must sign a release in the form presented by the District authorizing the criminal check and fingerprinting. Each applicant shall be informed that any Subject Individual who refuses to sign a release authorizing the criminal history check, or who provides false information relating to his/her criminal history

shall not be considered for employment by the District in any capacity.

2) Appeal

A person who is disqualified from a position based on criminal history information provided by the Oregon State Police or the Federal Bureau of Investigation shall be provided a written notification, which shall contain the District's procedure for appeal of that determination. The person may request a hearing in accordance with District procedures. Prior to scheduling of a hearing, a mandatory conference shall be convened between the Subject Individual and the District to review all available information and determine the need for a hearing.

The issue at a hearing shall be limited to the determination by the District that the person is disqualified based on a criminal offender information records check. The hearing shall not involve any consideration related to the accuracy or completeness of information provided by any law enforcement agency.

The General Manager shall establish the appeal procedures, and is authorized to appoint a hearings officer to conduct hearings and make necessary rules for the conduct of the hearing consistent with this Resolution. The hearing shall afford the person a reasonable opportunity to present witnesses and other evidence. The hearings officer shall render a written decision which shall be final if adopted and approved by the General Manager. The General Manager may reserve to the General Manager such review authority as the General Manager deems appropriate.

Failure to submit a proper request for a hearing or to appear at a scheduled conference or hearing shall constitute a waiver of the right to a hearing established by this Resolution.

- M. The General Manager is authorized to develop, publish, and modify, as needed, the internal policy that implements the guidelines established by this Resolution.
- N. This Resolution shall be applied retroactively to all District employees hired on and after October 23, 1999, whose employment is conditional upon a favorable criminal records check.

ADOPTED by the Board of Directors of the Lane Transit District this 16th day of February, 2000.

President
Board of Directors

ATTEST:

Secretary
Board of Directors

EXHIBIT B

LANE TRANSIT DISTRICT

CRIMINAL RECORDS PROCESS AND MANAGEMENT POLICY

Lane Transit District (LTD) will conduct Oregon State Police (OSP) and Federal Bureau of Investigation (FBI) criminal background checks on all applicants for employment with LTD or current LTD employees who apply for a job position.

The policy encompasses two categories of employees: 1) those who operate motor vehicles for the transportation of passengers in the public transportation system of the District; and 2) those who do not. For the criminal background checks, LTD will make an individualized assessment of criminal conviction history that considers the nature of the crime; the facts that support the conviction or pending indictment, or that indicate a false statement regarding the individual's criminal history; the relevancy of the crime or false statement to the position requirements; and any intervening relevant circumstances, which are discussed in the *Criminal Offenses that Affect Qualification for Employment or Contract Service* section below. On a post-conditional offer, pre-employment basis, LTD will obtain these checks and conduct an individualized assessment after informing the applicant that his/her past criminal conduct may exclude him/her from the position. If the applicant's past criminal conduct excludes him/her from the position, he/she has the right to appeal this determination (see *Appeals* section below for more information).

ORS 181.537(2e) requires fingerprinting of subject individuals for the purposes of employment decisions made by a mass transit district or transportation district for qualified entities that, under contracts with the district or the Oregon Health Authority, employ persons to operate motor vehicles for the transportation of medical assistance program clients.

ORS 267.237 requires criminal records checks and fingerprinting of individuals who operate motor vehicles for the public and who are employed by mass transit districts or transportation districts, or who provide transit service under a contract. For individuals who will operate motor vehicles, screening applies to current employees, prospective employees (job applicants), and individuals under contract who transport the general public, including children, elderly, individuals with disabilities, and clients eligible for Accessible Transportation programs.

This policy implements the Lane Transit District Board Resolution approved on February 16, 2000, and Lane Transit District Board Resolution No. 2016-002, approved on February 17, 2016, and establishes the guidelines for assessing the fitness of all persons employed who operate motor vehicles of the District or who operate motor vehicles for the transportation of passengers in the public transportation system of the District.

This document defines how Lane Transit District will screen current and prospective employees and explains the mechanics of its program.

Compliance with ORS 267.237

ORS 267.237 requires that transit agencies enact a resolution that establishes certain rules of compliance and refines certain definitions contained in ORS 267.237. In consultation with the Department of State Police and affected provider groups, Lane Transit District has adopted the

initial Resolution from February 16, 2000, and Resolution No. 2016-002 to implement ORS 181.537 and ORS 267.237.

ORS 181.537	Lane Transit District's Policy and Procedures
<ul style="list-style-type: none"> • Mass transit district or transportation district entity 	Per the contract with the Oregon Health Authority, LTD will employ persons to operate motor vehicles for the transportation of medical assistance program clients.

ORS 267.237	Lane Transit District's Policy and Procedures
<ul style="list-style-type: none"> • Categories of individuals subject to criminal background checks 	All persons employed by, under contract with, or used by the District who operate motor vehicles of the District or who operate motor vehicles for the transportation of passengers in the public transportation system of the District
<ul style="list-style-type: none"> • Information (including fingerprints) that will be required 	<p>Driver qualification requirements include current LTD criteria and the requirements outlined in ORS 267.237 and defined in this document.</p> <p>An individual who refuses a criminal records check or fingerprinting, or who makes false statements regarding the individual's criminal history, is disqualified from LTD employment or from providing service for LTD under contract; and, if applicable, that individual's employment will be terminated.</p>
<ul style="list-style-type: none"> • Criteria for determining if a person is fit to operate motor vehicles of the District or to transport passengers in the public transportation system of the District 	<p>LTD's hiring criteria includes, but is not limited to, customer service experience, driving record, work experience, drug screening, and criminal history.</p> <p>Initial hiring is provisional, based on the above screening. The new employee or contractor receives and must complete extensive training and must demonstrate competency.</p>
<ul style="list-style-type: none"> • Which services or entities are qualified to determine fitness for a position, service, license, certification, registration, or employment 	LTD is authorized to evaluate criminal records to determine fitness for employment or service pursuant to this policy. LTD may contract this service through an intergovernmental agreement with the Oregon Department of Human Services or other suitable agency.
<ul style="list-style-type: none"> • Employee authorized to make criminal records inquiries 	The LTD General Manager has authorized the following staff positions to request criminal background checks, each of whom may then delegate to an authorized individual: Director of Administrative Services, Human Resources Manager, Human Resources Generalist, Sr. Human Resources Analyst, and Security Manager.
<ul style="list-style-type: none"> • Which crimes may be considered in reviewing criminal offender information 	Convictions for crimes with an impact upon public safety, property, or life, or other factors related to the person's position, may disqualify the person from employment or from providing contracted

	service. For the full guidelines, see the <i>General Guidelines Crimes Affecting Fitness for Employment</i> below. These include in-state and out-of-state convictions.
<ul style="list-style-type: none"> When to request a nationwide criminal records check through the Oregon State Police 	The District contracts with a third-party vendor who submits fingerprints electronically, plus Oregon and FBI processing fees, to the Oregon State Police for processing prior to the time a final employment decision is made.
<ul style="list-style-type: none"> Development of an agency system to maintain criminal records check data 	To maintain criminal records check data and ensure the privacy of data within the system, the Human Resources Manager has determined that criminal history records check data is maintained in the Human Resources Division.
<ul style="list-style-type: none"> When a previous criminal records check (information maintained by the District) may be used in lieu of a completely new check 	LTD will not accept previous criminal records checks in lieu of a new check. For each new situation requiring a criminal background check, there will be a new check.
<ul style="list-style-type: none"> Rights of notification and appeal 	<p>Notification: A statement on the job application informs applicants that a criminal records check and fingerprints are required for employment to operate motor vehicles of the District or for the transportation of passengers in the public transportation system of the District.</p> <p>Notification and Appeal: A statement of individual rights and the appeals process is attached to the job application.</p> <p>Appeals: The appeals process outlined in this document is available to anyone to whom employment with LTD or other entity covered by this policy is affected by or denied based on a criminal background.</p>

Criminal Offenses that Affect Qualification for Employment or Contract Service

Criminal offenses that affect employment are convictions for crimes committed in any jurisdiction, including, but not limited to, those against persons, public safety, property, or life. Criminal offenses may disqualify the person from hire, continued employment, or provision of Lane Transit District Service.

LTD or its designee will consider:

- The nature of the crime
- The facts that support the conviction or pending indictment or that indicate a false statement
- The relevancy of the crime or false statement to the position requirements

- Intervening circumstances that are relevant to the responsibilities and circumstances of the position (examples include the passage of time, age at time of commission, restitution, likelihood of recurrence, subsequent commission of another relevant crime, or an employer's recommendation)

For all crimes except offenses against persons, the LTD General Manager may consider mitigating circumstances or other information in making exceptions to the general guidelines set forth below. General guidelines are listed on the chart below; *Time frame to Consider* (column 3) begins with the date of conviction.

	Type of Offense*	Class of Offense	Time Frame To Consider
1.	Offenses against persons*	Class A felony or unclassified crimes	Forever
		Class B or C felony	15 years
		Class A, B, or C misdemeanor	10 years
2.	Offenses against property	Class A felony	15 years
		Class B or C felony	10 years
		Class A, B, or C misdemeanor	5 Years
	Offenses involving fraud or deception	Class B or C felony	10 years
		Class A, B, or C misdemeanor	5 years
4.	Offenses against public order; firearms and other weapons-related offenses; racketeering	Class A felony	15 years
		Class B or C felony	10 years
		Class A, B, or C misdemeanor	5 years

5.	Offenses against public health, decency, and animals	Class A felony	15 years
		Class B or C felony	10 years
		Class A, B, or C misdemeanor	5 years
6.	Controlled substances, illegal drug cleanup, paraphernalia, precursors;** major traffic offenses, and DUIs or diversions	Class A felony	15 years
		Class B or C felony	10 years
		Class A, B, or C misdemeanor	5 years
7.	Offenses against the State and Public Justice	Class A felony	15 years
		Class B or C felony	10 years
		Class A, B, or C misdemeanor	5 years
8.	All other crimes under Oregon Revised Statutes (ORS)	Class A, B, or C felony	10 years
		Class A, B or C misdemeanor	5 years
		Traffic Crime	5 years

* For these offenses, the General Manager will not make exceptions to the general guidelines set forth above. In addition, any offense committed with a weapon, or which results in serious injury to any person, shall be considered forever.

**Consideration of crimes involving drugs shall include an appropriate current risk assessment, prior treatment, proof of recovery from an established and proven disability, and confidence of the decision maker based on the totality of information received that the applicant has no current connection with illegal controlled substances and drug activity. The burden of establishing absence of risk factors is on the Subject Individuals.

***For offenses that occur in other jurisdictions and do not have an exact equivalent, LTD will make a determination on an appropriate comparable, in consultation with Human Resources and Legal.

Appeals

1) Disputing the Accuracy of Completeness of the Criminal Record Information

If the individual believes that criminal offender information is inaccurate or incomplete, he/she must request a review with the source of the information:

Oregon State Police

Oregon State Police (OSP) procedures adopted pursuant to ORS 181.555(3) provide the individual with the right to inspect, challenge, and correct his/her own criminal offender information. A written request for review with proof of identity (name, date of birth, and fingerprints) is required within 15 calendar days upon notification. Mail or deliver the request to:

Oregon State Police
Identification Services Section
3772 Portland Road SE
Salem, OR 97303

The OSP division and the person will have a pre-hearing meeting to review information and determine the need for a hearing.

Federal Bureau of Investigation

Under federal law, an individual can challenge the report but cannot review or obtain a copy of the actual FBI record. To challenge the accuracy or completeness of any entry obtained from an FBI criminal records check, file a challenge with:

FBI Criminal Justice Information Services (CJIS) Division
Attn: Criminal History Analysis Team 1
1000 Custer Hollow Road
Clarksburg, WV 26306

2) Disputing the Decision by Lane Transit District

An applicant or employee who has been disqualified from a position or employment based on a criminal record has the right to appeal. The primary issue is fitness for employment as prescribed and intended by ORS 267.237. The balance of the evidence must weigh in favor of protecting LTD's customers, many of whom are vulnerable Oregonians.

When employment or approval to provide LTD service is denied based on information from a criminal records check, the individual receives a written notice of disqualification and a packet with instructions for appealing the decision.

When an employee is terminated, or employment (including by contract) is denied based on information from a criminal records check, the individual will receive a letter and a packet with instructions for appealing the decision.

The appeal process allows applicants for employment, current employees, or contract service providers to gather additional information that will help LTD determine if the disqualification from employment, or from providing LTD service based on a criminal records check, should stand.

A written appeal affords the person a reasonable opportunity to present relevant information, evidence, and supporting statements. A written appeal must be submitted within ten (10) calendar days after receiving the disqualification or termination letter. For purposes of this section, a person is deemed to have received the disqualification or termination letter within five (5) calendar days after its deposit into U.S. regular, First Class Mail. Failure to timely submit a written appeal constitutes waiver of the right to an appeal.

Procedures for Written Appeal

Instructions for the appeal process accompany the letter of disqualification.

The appeal procedure is as follows:

- The appeal must be in writing and contain the name, address, and telephone number of the person(s) requesting reconsideration; a statement of the reason(s) why it is believed that a termination or disqualification is invalid; and the signature of the requester. The appeal must be date stamped not later than ten (10) calendar days after receiving written notice of termination or disqualification. For purposes of this section, a person is deemed to have received the termination or disqualification letter not later than five (5) calendar days after its deposit into U.S. regular, First Class Mail. If an appeal is not filed timely, the person will be deemed to have waived the right of appeal.

The individual may attach documents and other evidence to be included with the record and considered in deciding the appeal. Documentation must be complete before submitting it to the Human Resources Division. If documentation is incomplete, the appeal may not be processed. The appeal should be mailed to:

Lane Transit District
Attn: HR Division / Criminal Record Appeal
PO Box 7070
Springfield, OR 97475

Upon timely receipt of an appeal, the Director of Administrative Services and the Human Resources Division, or designee, will review and research the appeal, and may consult with the Security Manager, legal counsel, and any other appropriate personnel.

- The Director of Administrative Services, Human Resources, or designee, will then prepare a recommendation for the Appeal Panel.
- The Appeal Panel will review the appeal material, including the recommendation from the Director of Administrative Services, Human Resources, or designee, and submit a recommendation to the General Manager or his/her designee.
- The General Manager, or his/her designee, will then decide whether or not to adopt the recommendation from the Appeal Panel. The decision of the General Manager or designee is final.
- The Director of Administrative Services, Human Resources, or designee, will then convey the final decision to the applicant or employee. LTD will keep a record of the appeal, findings, and final decision.

NOTE: The General Manager may modify or waive any of these rules regarding an appeal in the interest of fairness or justice for good cause shown.

RESOLUTION NO. 2016-002

RESOLUTION OF LANE TRANSIT DISTRICT ADOPTING A REVISED CRIMINAL RECORDS PROCESS AND MANAGEMENT POLICY

WHEREAS, the Lane Transit District Board of Directors originally adopted a Criminal Records Policy by previous Resolution, which established guidelines and procedures that allow Lane Transit District to conduct criminal background checks on subject individuals transporting clients under contracts with the District or the Oregon Health Authority; and

WHEREAS, pursuant to ORS 267.237, Lane Transit District is proposing to expand the category of applicants and employees subject to criminal background checks under the Policy to those that operate any motor vehicles of the District or for the transportation of passengers in the public transportation system of the District; and

WHEREAS, ORS 267.237 requires the Lane Transit District Board of Directors to adopt a resolution amending the Policy in order for Lane Transit District to include this additional category of applicants and employees; and

WHEREAS, the Policy set forth in Exhibit A to this Resolution establishes the guidelines and procedures concerning how Lane Transit District will conduct criminal background checks and manage criminal background information for subject individuals, including the added ORS 267.237; and

WHEREAS, the Lane Transit District Board now desires to supersede in its entirety the Resolution from February 16, 2000, by this Resolution No. 2016-002;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Criminal Records Policy is hereby revised and adopted as set forth in the attached and incorporated Exhibit A as amended by Board motion on February 17, 2016.
2. That this Resolution No. 2016-002 supersedes in its entirety the Resolution from February 16, 2000, and the provisions of all other resolutions that pertain to the matters addressed herein.

Date

President, LTD Board of Directors

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2016

ITEM TITLE: SUPPORT FOR CITY OF EUGENE COMMUNITY COURT GRANT

PREPARED BY: Mark Johnson, Director of Operations

ACTION REQUESTED: Approve letter of support to be included in the Community Court grant application

BACKGROUND:

The City of Eugene, along with other downtown Eugene partners, has been in the process of developing a framework to implement a community court system. LTD has been involved in the planning, and there is a \$200,000 grant available to implement the Community Court program in Eugene. The program is initially targeting violations in the area immediately adjacent to the LTD Eugene Station, which has a high rate of low-level violations. The Community Court model has been used successfully in several communities, including Portland, Seattle, and Spokane. The principles of the Community Court program are:

- **Enhanced Information:** More information about individual defendants helps the court make better decisions about defendants' needs.
- **Community Engagement:** With more people involved in the system, there is more trust in the outcomes.
- **Collaboration:** Community courts engage a diverse range of people, government agencies, and community organizations in collaborative efforts to improve public safety.
- **Individualized Justice:** By using evidence-based risk and needs assessment instruments, community courts seek to link offenders to individually tailored community-based services.
- **Accountability:** A community court sends the message that even low-level crimes have an impact on community safety. Restitution and community service are some consequences through the Community Court system that hold offenders accountable.
- **Outcomes:** Community courts emphasize the active and ongoing collection and analysis of data to improve public safety and public accountability.

ATTACHMENT: *Draft* Letter of Support

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2016-003: It is hereby resolved that the LTD Board of Directors supports the proposed Community Court system and communicates said support by way of the attached letter to the directors of the Center for Court Innovation and Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice

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February 11, 2016

Denise E. O'Donnell, Director
Bureau of Justice Assistance
Office of Justice Programs
U.S. Department of Justice
810 Seventh Street, NW
Washington, D.C. 20531

Mr. Greg Berman, Director
Center for Court Innovation
520 Eighth Avenue, 18th Floor
New York, NY 10018

Dear Ms. O'Donnell and Mr. Berman:

On behalf of the Lane Transit District (LTD), I am writing to express the Lane Transit District Board of Director's strong support for the City of Eugene's grant application to implement a Community Court. LTD is eager to work with the Municipal Court and justice system partners to provide meaningful options for court participants with low-level offenses.

The Lane Transit District is the public transportation provider for Lane County. LTD operates the Eugene Station in downtown Eugene, which provides a transfer point for nearly 10,000 rides per day. Public safety is of primary importance to LTD, and the District has invested hundreds of thousands of dollars to ensure that customers can use the system safely. Low-level crimes, such as fare evasion, interfering with public transportation, and trespassing, are serious issues for LTD, and we believe that the Community Court will help build a stronger community and a more secure downtown.

The foundation of the Community Court model is to empower the community by connecting its citizens to one another. Rather than spending time in jail, people charged with low-level crimes are able to help their community through visible service projects, and to help themselves by connecting to social services. As a result, communities are improved and citizens have a better sense of wellness.

This proposed implementation of the Community Court model helps address public safety concerns in the downtown area. The Lane Transit District is fully supportive and stands ready to partner with the Eugene Municipal Court in this effort.

Sincerely,

Gary Wildish, President
Lane Transit District Board of Directors

GW:MJ:jms

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2016

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. **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. At the February 2 meeting, the Committee received a presentation on the planned Eugene Bike Share Program; heard information about the Annual Route Review, and initial ideas about the service redesign related to the opening of the West Eugene EmX Extension; were briefed on the progress of the Main-McVay Transit Study and MovingAhead; discussed next steps for Vision Zero; and passed a motion recommending that the LTD Board direct staff to come up with a plan, timeframe, and cost estimate for implementing a Vision Zero policy.
2. **Metropolitan Policy Committee (MPC):** Board Member Gary Wildish and Board Member Gary Gillespie are LTD's MPC representatives, with Board Member Julie Grossman serving as an alternate. MPC meetings are held on the first Thursday of each month. At the February 4 meeting, the Committee received a presentation and overview of the draft Oregon Department of Transportation (ODOT) Bicycle and Pedestrian Plan; conducted a public hearing on an amendment to the Regional Transportation Plan for a City of Eugene sidewalk extension project near the new Roosevelt Middle School site; conducted a public hearing and approved a resolution to program Surface Transportation Program-Urban funds for the Main-McVay Transit Study outreach needs; and received an update on the Lane Regional Safety Plan.
3. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, Lane Council of Governments, and LTD, and meets on the second Wednesday of the month. Board Member Don Nordin serves as LTD's representative on this Commission. At the February 10 meeting, the

Commission reviewed applications for, and appointed, the trucking designated stakeholder for the ACT; received a presentation on the draft ODOT Bicycle and Pedestrian Plan; discussed the Governor's Transportation Vision Panel's preliminary findings; heard an update on the FAST Act Legislation; and discussed the outcomes from the SuperACT's meeting to prioritize Statewide Transportation Improvement Program Enhance funds.

4. **Accessible Transportation Committee (ATC):** The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex officio position representing the LTD Board on this committee. The January 19 meeting was canceled. The February 16 meeting report was not available for inclusion in the February 17 Board meeting packet.

NO MEETINGS HELD:

1. **Lane Council of Governments (LCOG) Board of Directors:** LTD Board Member Carl Yeh represents LTD on the LCOG Board of Directors as a non-voting member, with Board Member Don Nordin as alternate. The LCOG Board meets five times a year. The next meeting is scheduled to be held on February 25.
2. **LTD Board Human Relations Committee:** The Board Human Relations Committee is composed of Chair Gary Gillespie and Board members Julie Grossman and Gary Wildish, and generally meets on the third Monday of the month. The December and January meetings were canceled; the next meeting is scheduled to be held on February 29.
3. **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 Committee meeting is being scheduled for late February.
4. **LTD Pension Trusts:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board Member Gary Gillespie serves as one of the trustees. The next meeting is scheduled to be held on March 7.
5. **LTD Board Service Committee:** The Board Service Committee is composed of Chair Ed Necker and Board Members Gary Gillespie and Angelynn Pierce. Meetings are scheduled on an as-needed basis. The next meeting is scheduled to be held on March 8.
6. **Main Street Projects Governance Team:** This committee was formed to provide informed direction and collaborative decision making to support the Main Street-McVay Transit Study and four other concurrent projects along Main Street in Springfield. Board Members Don Nordin and Angelynn Pierce serve as LTD's representatives on this committee. The next meeting is scheduled to be held on March 15.
7. **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 is being scheduled for some time in April.

8. **Eugene Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP)**: The TCRG includes community members who have an interest in transportation issues in the City of Eugene. Board Member Ed Necker represents LTD on the TCRG. Meetings are held as needed. The next meeting has not been scheduled.
9. **Governor's Oregon Passenger Rail Leadership Council**: Former 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. Meetings are held as needed. The next meeting has not been scheduled.

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2016

ITEM TITLE: 2016 ANNUAL ROUTE REVIEW UPDATE

PREPARED BY: Tim Simon, Service Planner

ACTION REQUESTED: None

BACKGROUND:

Lane Transit District evaluates its routes on an annual basis. This process concludes in the spring when the LTD Board of Directors adopts a service plan for the coming fiscal year.

Staff are currently engaged in a robust outreach effort to gather input on how the proposed changes will affect LTD's passengers and operations, and the community as a whole. To date, staff have met with the following internal groups:

- Service Advisory Committee
- Operations Division
- Customer Service
- LTD Board Service Committee

Staff also have been actively presenting the proposed enhancements and changes while providing time for an open dialogue for various external groups to ask questions and provide comments and suggestions. The following is a list of the groups that staff have or will engage with through the end of February:

- Campbell Senior Center
- Jefferson Westside Neighbors
- Good Earth Home Show
- Transportation Planning Committee
- Friendly Area Neighborhood
- Northeast Neighbors
- Cal Young Neighbor Association
- Goodpasture Island Neighbors
- LTD Accessible Transportation Committee
- Southeast Neighbors
- Ya-Po-Ah Terrace
- The Cities of Coburg, Eugene, Springfield, and Veneta

Staff are still in the middle of the outreach process and will continue to inform and gather input through staffing events, onboard surveys, and an electronic survey available on the District's website. Staff also have received a number of comments provided over the phone, in writing, and via e-mail.

Based on feedback and staff analysis, the Planning Team will develop a final proposal that will be presented to the Board Service Committee on March 8, 2016. A description of the proposal is provided below. Staff

have made modifications to the original Annual Route Review proposal and are prepared to make additional changes based on public comment and/or Board direction. Staff will conduct a public hearing on March 16, 2016, during the LTD Board meeting to be held at 5:30 p.m. in the Bascom-Tykeson Rooms in the Eugene Public Library. A final recommendation will be presented to the LTD Board at its April 20, 2016, meeting.

2016 Annual Route Review Recommendations:

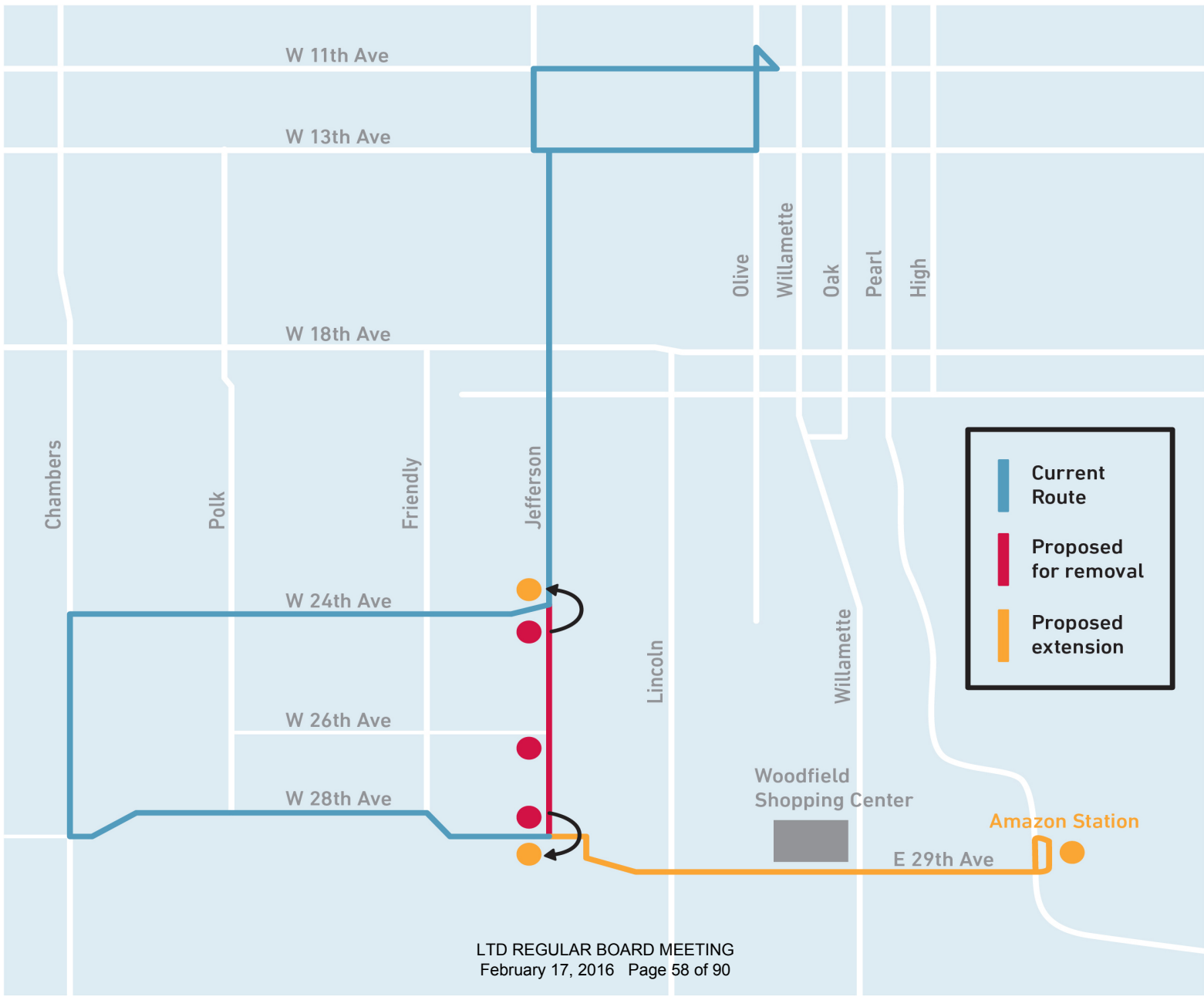
- **More Trips, More Often** – There are several packages that would improve frequency along key corridors in the network. Many of these corridors only have service every 30 minutes. The proposed packages would increase service to every 15 minutes during peak and midday service times. The improvements would expand travel options, deliver more reliable service, and lay the foundation for future improvements outlined in MovingAhead. Staff also are considering the addition of trips to other urban routes to fill in service gaps.
- **Sunday Service** – Staff developed service packages that would improve service on Sundays, which is currently limited and differs dramatically from Saturday and weekday service. The concepts propose to increase the span on key routes. This means that service on the most heavily used routes would end later to expand passengers' service options. The other concept is to increase frequency on EmX and Route 11 Thurston from every 30 minutes to every 15 minutes for the majority of the day.
- **Route 33 Extension** – Creating a bidirectional route and extending service on 29th Avenue to the Woodfield Station Shopping Center and Amazon Station, but removing a section on Jefferson between 24th and 28th avenues that currently has very limited use. A map showing the new routing is attached.
- **Route 40 Extension** – Extending service on 5th Avenue to serve Amtrak Station and 5th Street Public Market in both directions; and serving Pearl Street, but removing a section on Charnelton that has limited stops.
- **Rural Routes** – Potentially adding trips to increase service to the rural communities in Coburg and Veneta.
- **Springfield Connector** – Creating a new route to serve Springfield neighborhoods south of Main Street between 32nd and 42nd avenues.
- **Airport Connector** – Evaluate the pilot Airport Connector Shuttle.
- **Holiday Service** – Replacing Saturday-level service with regular weekday service on the day after Thanksgiving.
- **P.M. Departures from Eugene Station** – Shifting the :45 after departures to :15 or :30 after the hour.
- **West Eugene Service Redesign** – Presentation of initial concepts for the service redesign of 2017.

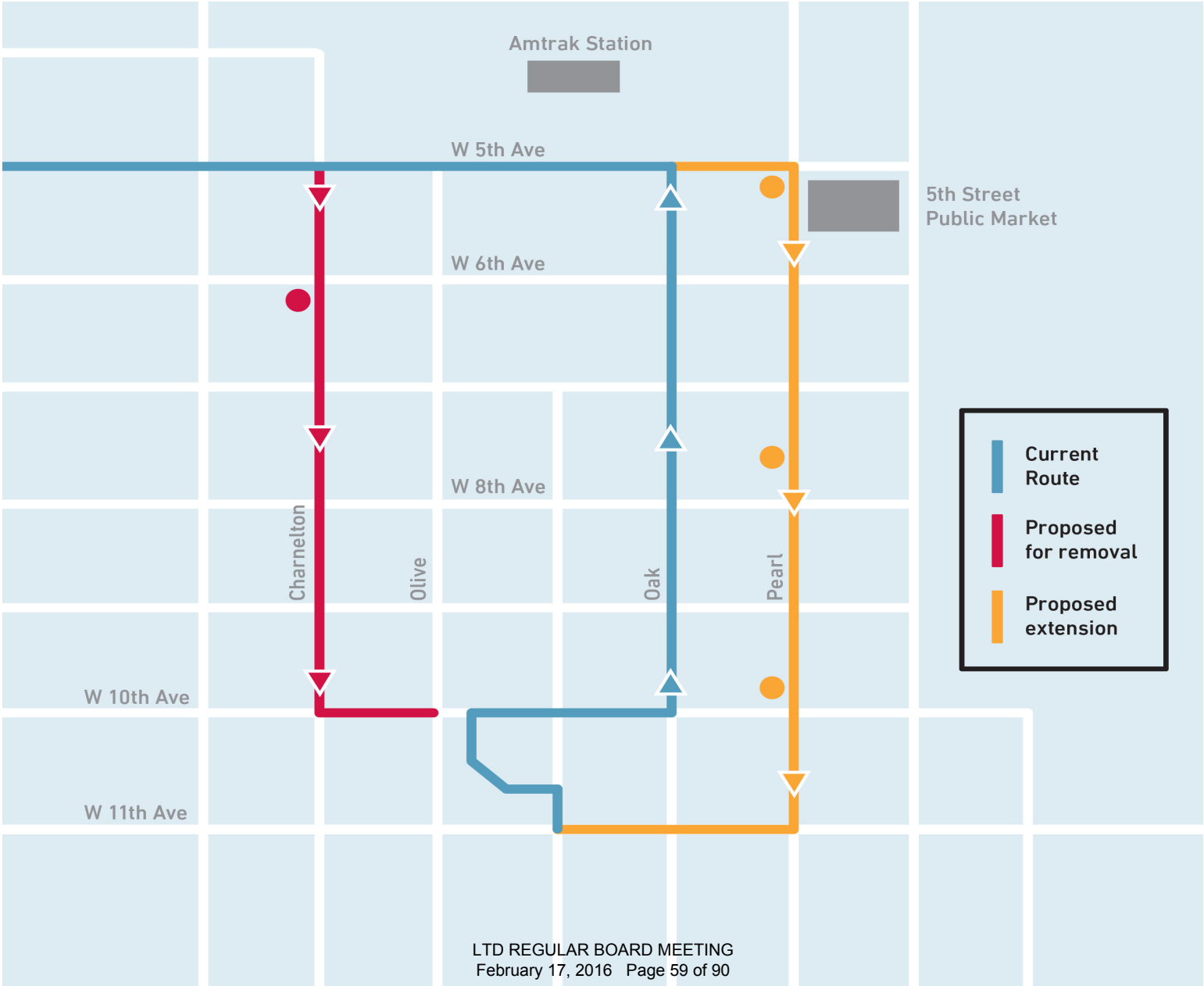
ATTACHMENTS:

- 1) Map of Route 33 Extension to Amazon Station
- 2) Map of Route 40 Downtown Reconfiguration
- 3) Preferred West Eugene Service Redesign

PROPOSED MOTION: None

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Potential Route Changes 2017

We Want Your Input



AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2016

ITEM TITLE: LEGISLATIVE UPDATE

PREPARED BY: Edward McGlone, Government Relations Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

Staff will present the results of the recent United Front trip to Washington, D.C., and an update on legislation before the Oregon State Legislature.

ATTACHMENTS: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE: February 17, 2016

ITEM TITLE: MONTHLY FINANCIAL REPORTS

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: None

BACKGROUND:

Following this summary are the December 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 18.7 percent over budget through December 31. 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 4.9 percent below budget (an improvement from November 30 when passenger fares were 5.2 percent below budget).

As expected, personnel costs are under budget for the year. The eight new bus drivers who started class on December 14 were released to start driving at the end of January. In addition, the District is currently recruiting to fill four open administrative positions (planning technician, senior project manager, IT technician, and procurement manager), and a temporary Business Commute Challenge assistant starts next week.

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 \$1.48. The lowest price paid this year is \$.92, which was paid on January 21. This represents the lowest price per gallon paid since June 24, 2003.

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 31.9 percent below budget through the first six months 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. This program is funded at a per-member/per-month rate. This rate is negotiated for each calendar year. Unfortunately, the number of trips taken per member has increased by approximately 20 percent since the start of Calendar Year 2015, resulting in a significant funding gap. LTD has a meeting scheduled with Trillium on Friday, February 19, to discuss the funding gap and strategize how Trillium can help mitigate the impact of the increased utilization for Calendar Year 2015. That meeting also will include the negotiation of a new rate that would be effective January 1, 2016, to address this issue moving forward.

Capital Projects Fund

West Eugene EmX construction is the primary driver of Capital Projects Fund costs. A total of \$23.9 million has been paid on the project through December 2015. Other projects funded during the first five months of the fiscal year include MovingAhead, bus security cameras, and the replacement of the phone system.

Budget Development

Staff are developing the project list for the Capital Improvements Program (CIP). The program document will be out for public review by March 13, with a public hearing scheduled for the March 16 LTD Board meeting. The Board will be asked to approve the CIP at its April meeting.

The 10-year Long-Range Financial Plan is currently being developed. Assumptions and Plan scenarios will be discussed with the LTD Board at its March 11 work session, with a final Long-Range Financial Plan presented to the Board for approval at its April meeting.

ATTACHMENTS: December 2015 Financial Reports

PROPOSED MOTION: None

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

December 01 - 31					Revenues & Other Sources		Year to Date Through December 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
378,450	367,824	97.2%	377,890	97.3%	Passenger Fares	4,714,500	2,418,097	2,379,002	98.4%	2,500,840	95.1%
241,793	253,197	104.7%	235,000	107.7%	Group Pass	2,550,000	1,202,589	1,195,418	99.4%	1,140,000	104.9%
-	1,800	N/A	-	N/A	Advertising	437,000	362,000	368,800	101.9%	362,000	101.9%
584	-	0.0%	-	N/A	Special Service	152,000	95,988	72,758	75.8%	76,000	95.7%
620,827	622,821	100.3%	612,890	101.6%	Total Operating	7,853,500	4,078,674	4,015,978	98.5%	4,078,840	98.5%
173,494	223,449	128.8%	194,500	114.9%	Payroll Tax	30,100,200	12,781,507	17,195,953	134.5%	14,326,900	120.0%
3,213	12,249	381.2%	5,000	245.0%	Self-employment Tax	1,680,000	205,140	314,493	153.3%	200,000	157.2%
69,890	-	0.0%	50,000	0.0%	State-in-Lieu	200,000	474,530	121,089	25.5%	100,000	121.1%
507,509	476,203	93.8%	422,090	112.8%	Operating Grants	5,065,000	2,759,651	2,718,900	98.5%	2,532,540	107.4%
9,590	8,050	83.9%	17,280	46.6%	Miscellaneous	253,400	303,119	202,027	66.6%	149,680	135.0%
5,621	8,197	145.8%	4,000	204.9%	Interest Income	48,000	31,819	23,751	74.6%	24,000	99.0%
769,317	728,148	94.6%	692,870	105.1%	Total Nonoperating	37,346,600	16,555,766	20,576,213	124.3%	17,333,120	118.7%
1,390,144	1,350,969	97.2%	1,305,760	103.5%	Total Revenues & Other Sources	45,200,100	20,634,440	24,592,191	119.2%	21,411,960	114.9%

December 01 - 31					Expenditures & Other Uses		Year to Date Through December 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
818,556	850,415	103.9%	901,560	94.3%	Administration	10,815,800	4,914,774	5,052,960	102.8%	5,409,360	93.4%
1,562,532	1,684,609	107.8%	1,829,920	92.1%	Amalgamated Transit Union	21,958,500	9,601,337	10,393,579	108.3%	10,979,520	94.7%
(72,391)	(49,600)	68.5%	(95,650)	51.9%	Less Grant-Funded Expenditures	(1,147,700)	(405,220)	(426,686)	105.3%	(573,900)	74.3%
2,308,697	2,485,424	107.7%	2,635,830	94.3%	Total Personnel Services	31,626,600	14,110,891	15,019,853	106.4%	15,814,980	95.0%
26,134	7,225	27.6%	24,265	29.8%	Executive Office	332,300	180,352	161,797	89.7%	211,119	76.6%
130,927	153,008	116.9%	170,380	89.8%	Administrative Services	2,147,200	986,794	901,523	91.4%	1,130,280	79.8%
232,234	136,143	58.6%	229,408	59.3%	Customer Services & Planning	2,837,400	1,084,085	1,256,780	115.9%	1,523,183	82.5%
326,793	229,665	70.3%	479,628	47.9%	Operations & Customer Satisfaction	5,639,600	2,489,204	2,017,971	81.1%	2,828,220	71.4%
716,088	526,041	73.5%	903,681	58.2%	Total Materials & Services	10,956,500	4,740,435	4,338,071	91.5%	5,692,802	76.2%
64,939	130,372	200.8%	215,580	60.5%	Transfer to Accessible Services Fund	2,586,900	474,445	851,089	179.4%	1,293,480	65.8%
15,528	49,098	316.2%	16,250	302.1%	Transfer to Medicaid Fund	195,000	58,056	147,155	253.5%	97,500	150.9%
-	-	N/A	-	N/A	Transfer to Capital Projects	1,667,600	3,351,500	1,667,600	49.8%	1,667,600	100.0%
80,467	179,470	223.0%	231,830	77.4%	Total Other Uses	4,449,500	3,884,001	2,665,844	68.6%	3,058,580	87.2%
3,105,252	3,190,935	102.8%	3,771,341	84.6%	Total Expenditures & Other Uses	47,032,600	22,735,327	22,023,768	96.9%	24,566,362	89.7%

(1,715,108)	(1,839,966)	107.3%	(2,465,581)	74.6%	Revenues less Expenditures	(1,832,500)	(2,100,887)	2,568,423	-122.3%	(3,154,402)	-81.4%
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Lane Transit District
Accessible Services Fund
 Schedule of Revenues and Expenditures
December 31, 2015
 Unaudited

December 01 - 31					Revenues & Other Sources		Year to Date Through December 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
27,400	28,600	104.4%	30,190	94.7%	Passenger Fares	362,200	174,641	171,812	98.4%	181,140	94.9%
232,890	220,810	94.8%	229,910	96.0%	Federal Assistance	2,758,700	1,449,710	1,371,123	94.6%	1,379,460	99.4%
91,859	88,114	95.9%	91,650	96.1%	State Assistance	1,099,400	698,430	516,442	73.9%	549,900	93.9%
890	3,522	395.7%	10,280	34.3%	Local Assistance	123,200	55,891	64,675	115.7%	61,680	104.9%
353,039	341,046	96.6%	362,030	94.2%	Total Revenues	4,343,500	2,378,672	2,124,052	89.3%	2,172,180	97.8%
64,939	160,223	246.7%	215,660	74.3%	Transfer from General Fund	2,587,700	474,445	880,940	185.7%	1,293,960	68.1%
64,939	160,223	246.7%	215,660	74.3%	Total Other Sources	2,587,700	474,445	880,940	185.7%	1,293,960	68.1%
417,978	501,269	119.9%	577,690	86.8%	Total Revenues & Other Sources	6,931,200	2,853,117	3,004,992	105.3%	3,466,140	86.7%

December 01 - 31					Expenditures & Other Uses		Year to Date Through December 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
440,461	420,739	95.5%	485,310	86.7%	ADA RideSource	5,823,800	2,461,533	2,511,037	102.0%	2,911,860	86.2%
7,684	10,119	131.7%	12,040	84.0%	Transit Training & Hosts	144,400	55,512	57,774	104.1%	72,240	80.0%
7,488	9,757	130.3%	8,330	117.1%	Special Transport	99,900	44,686	57,280	128.2%	49,980	114.6%
455,633	440,615	96.7%	505,680	87.1%	Total Eugene/Springfield Services	6,068,100	2,561,731	2,626,091	102.5%	3,034,080	86.6%
9,498	9,725	102.4%	10,420	93.3%	South Lane	124,900	72,320	68,070	94.1%	62,520	108.9%
16,789	20,346	121.2%	16,170	125.8%	Florence	193,800	91,384	96,621	105.7%	97,020	99.6%
21,116	20,364	96.4%	20,310	100.3%	Oakridge	243,800	110,347	106,901	96.9%	121,860	87.7%
47,403	50,435	106.4%	46,900	107.5%	Total Rural Lane County Services	562,500	274,051	271,592	99.1%	281,400	96.5%
8,108	8,703	107.3%	14,580	59.7%	Mobility Management	175,000	50,343	56,967	113.2%	87,480	65.1%
641	-	0.0%	450	0.0%	Crucial Connections	5,300	1,516	1,227	80.9%	2,700	45.4%
1,111	497	44.7%	1,700	29.2%	Veterans Transportation	20,300	6,073	4,227	69.6%	10,200	41.4%
8,007	4,091	51.1%	8,330	49.1%	Lane County Coordination	100,000	39,492	22,191	56.2%	49,980	44.4%
17,867	13,291	74.4%	25,060	53.0%	Total Other Services	300,600	97,424	84,612	86.8%	150,360	56.3%
520,903	504,341	96.8%	577,640	87.3%	Total Expenditures & Other Uses	6,931,200	2,933,206	2,982,295	101.7%	3,465,840	86.0%

(102,925)	(3,072)	3.0%	50	-6144.0%	Revenues less Expenditures	-	(80,089)	22,697	-28.3%	300	7565.7%
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Lane Transit District
Medicaid Fund
 Schedule of Revenues and Expenditures
December 31, 2015
 Unaudited

December 01 - 31					Revenues & Other Sources		Year to Date Through December 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
670,725	689,406	102.8%	714,850	96.4%	Medicaid Nonemergency Medical Transportation	8,578,000	3,706,031	4,140,890	111.7%	4,289,100	96.5%
51,501	24,125	46.8%	53,210	45.3%	Medicaid Waivered Transportation	638,600	336,256	321,889	95.7%	319,260	100.8%
722,226	713,531	98.8%	768,060	92.9%	Total Revenues	9,216,600	4,042,287	4,462,779	110.4%	4,608,360	96.8%
15,528	19,247	124.0%	16,260	118.4%	Transfer from General Fund	195,000	58,056	117,304	202.1%	97,560	120.2%
15,528	19,247	124.0%	16,260	118.4%	Total Other Sources	195,000	58,056	117,304	202.1%	97,560	120.2%
737,754	732,778	99.3%	784,320	93.4%	Total Revenues & Other Sources	9,411,600	4,100,343	4,580,083	111.7%	4,705,920	97.3%

December 01 - 31					Expenditures & Other Uses		Year to Date Through December 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
556,182	704,918	126.7%	599,800	117.5%	Services	7,197,500	3,056,477	4,273,375	139.8%	3,598,800	118.7%
10,001	5,154	51.5%	10,270	50.2%	Mobility Management	123,300	65,189	29,160	44.7%	61,620	47.3%
104,871	141,540	135.0%	104,780	135.1%	Program Administration	1,257,200	584,583	770,590	131.8%	628,680	122.6%
671,054	851,612	126.9%	714,850	119.1%	Total Medicaid NEMT (Medical)	8,578,000	3,706,249	5,073,125	136.9%	4,289,100	118.3%
48,252	47,469	98.4%	50,720	93.6%	Services	608,600	281,166	345,228	122.8%	304,320	113.4%
3,398	3,042	89.5%	3,220	94.5%	Mobility Management	38,600	19,896	16,551	83.2%	19,320	85.7%
214	356	166.4%	360	98.9%	Program Administration	4,200	2,188	2,155	98.5%	2,160	99.8%
15,165	(11,676)	-77.0%	15,180	-76.9%	Grant Program Match Requirements	182,200	91,061	75,119	82.5%	91,080	82.5%
67,029	39,191	58.5%	69,480	56.4%	Total Medicaid Waivered (Non-Medical)	833,600	394,311	439,053	111.3%	416,880	105.3%
738,083	890,803	120.7%	784,330	113.6%	Total Expenditures & Other Uses	9,411,600	4,100,560	5,512,178	134.4%	4,705,980	117.1%

(329)	(158,025)	48031.9%	(10)	1580250.0%	Revenues less Expenditures	-	(217)	(932,095)	429536.9%	(60)	1553491.7%
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Lane Transit District
Capital Projects Fund
 Schedule of Revenues and Expenditures
December 31, 2015
 Unaudited

December 01 - 31					Revenues & Other Sources		Year to Date Through December 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
547,780	1,774,218	323.9%	6,531,640	27.2%	Federal Assistance	78,379,700	6,542,596	21,502,850	328.7%	39,189,840	54.9%
-	-	N/A	1,290,250	0.0%	State Assistanc	15,483,000	-	6,082	N/A	7,741,500	0.1%
547,780	1,859,544	339.5%	7,821,890	23.8%	Total Revenues	93,862,700	6,542,596	21,601,898	330.2%	46,931,340	46.0%
-	-	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%
547,780	1,859,544	339.5%	7,821,890	23.8%	Total Revenues & Other Sources	95,530,300	9,894,096	23,269,498	235.2%	48,598,940	47.9%

December 01 - 31					Expenditures & Other Uses		Year to Date Through December 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
381,450	1,752,449	459.4%	6,061,670	28.9%	West Eugene EmX Extension	72,740,000	3,597,382	23,895,560	664.2%	36,370,020	65.7%
39,267	1,714	4.4%	16,670	10.3%	Main Street/McVay Transit Study	200,000	390,726	19,013	4.9%	100,020	19.0%
11,121	10,344	93.0%	137,500	7.5%	MovingAhead	1,650,000	33,687	285,775	848.3%	825,000	34.6%
431,838	1,764,507	408.6%	6,215,840	28.4%	Total Frequent Transit Network	74,590,000	4,032,166	24,200,598	600.2%	37,295,040	64.9%
921	25,342	2751.6%	577,510	4.4%	Revenue Vehicles - Fixed Route	6,930,000	2,854,934	34,778	1.2%	3,465,060	1.0%
-	105	N/A	8,330	1.3%	Support Vehicles	100,000	-	49,396	N/A	49,980	98.8%
19,778	259,135	1310.2%	143,900	180.1%	Stations, Shelters & Facilities	1,830,800	551,327	612,492	111.1%	517,400	118.4%
120,221	114,516	95.3%	428,800	26.7%	Computer Hardware & Software	5,145,600	586,348	630,026	107.4%	2,572,800	24.5%
153	-	0.0%	3,920	0.0%	Intelligent Transportation Systems	698,000	2,157	55,290	2563.3%	23,520	235.1%
-	229,937	N/A	29,030	792.1%	Transit Security Projects	715,000	-	1,002,655	N/A	540,780	185.4%
-	2,498	N/A	-	N/A	Communications Equipment	439,700	37,579	197,887	526.6%	201,640	98.1%
-	9,677	N/A	6,250	154.8%	Shop Equipment	75,000	2,440	11,852	485.7%	37,500	31.6%
5,103	-	0.0%	68,050	0.0%	Miscellaneous Equipment	816,600	5,103	-	0.0%	408,300	0.0%
256,114	641,941	250.6%	1,265,790	50.7%	Total Other Capital Outlay	16,750,700	4,150,651	3,331,777	80.3%	7,816,980	42.6%
687,952	2,406,448	349.8%	7,481,630	32.2%	Total Expenditures & Other Uses	91,340,700	8,182,817	27,532,375	336.5%	45,112,020	61.0%

(140,172)	(546,904)	390.2%	340,260	-160.7%	Revenues less Expenditures	4,189,600	1,711,279	(4,262,877)	-249.1%	3,486,920	-122.3%
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AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2016

ITEM TITLE: MONTHLY PERFORMANCE REPORTS

PREPARED BY: Aurora (A. J.) Jackson, 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) January 2016 Performance Reports
- 2) December 2015 RideSource Activity and Productivity reports

PROPOSED MOTION: None

Q:\Reference\Board Packet\2016\February\Feb 17 Reg Mtg\21-Performance Summary AIS.docx

LANE TRANSIT DISTRICT
January 2016 Performance Report *
11-February-2016

Performance Measure	Prior			Current			Previous		
	Current Month	Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	905,836	961,414	- 5.8%	5,760,132	6,220,707	- 7.4%	10,242,063	11,066,036	- 7.4%
Mobility Assisted Riders	11,408	12,102	- 5.7%	94,096	92,695	+ 1.5%	159,879	153,012	+ 4.5%
Average Passenger Boardings:									
Weekday	37,927	39,044	- 2.9%	32,531	35,106	- 7.3%	34,095	37,068	- 8.0%
Saturday	17,733	18,097	- 2.0%	19,732	20,735	- 4.8%	19,136	20,322	- 5.8%
Sunday	9,772	9,341	+ 4.6%	9,790	10,129	- 3.3%	9,636	10,249	- 6.0%
Monthly Revenue Hours	21,979	21,506	+ 2.2%	154,521	148,018	+ 4.4%	261,282	252,405	+ 3.5%
Boardings Per Revenue Hour	41.2	44.5	- 7.4%	37.28	42.03	- 11.3%	39.20	43.84	- 10.6%
Weekly Revenue Hours	5,242	4,980	+ 5.3%	5,051	4,837	+ 4.4%	5,037	4,877	+ 3.3%
Weekdays	20	21		149	149		255	254	
Saturdays	5	5		30	31		51	53	
Sundays	6	5		34	33		57	55	

Passenger Revenues & Sales

Passenger revenues and sales information will be updated in the online version of the performance report when the January 2016 financial reports are presented to the Board of Directors in the March 2016 board packet.

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

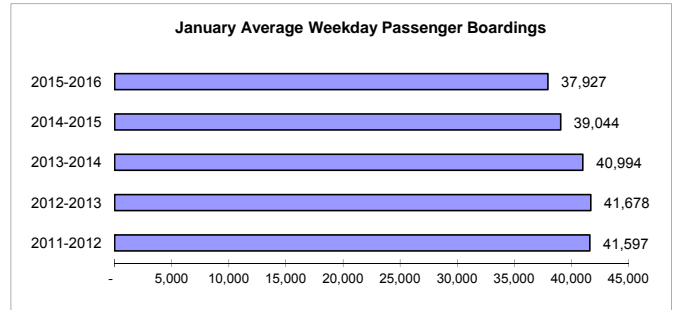
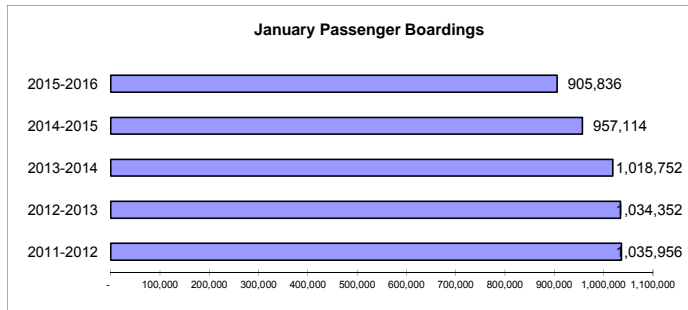
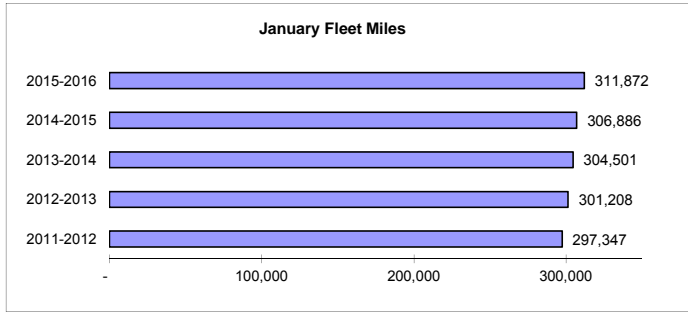
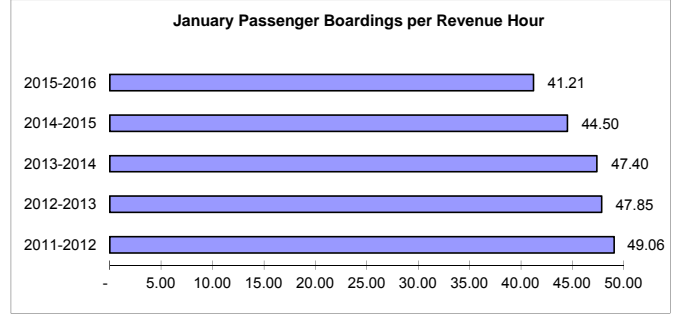
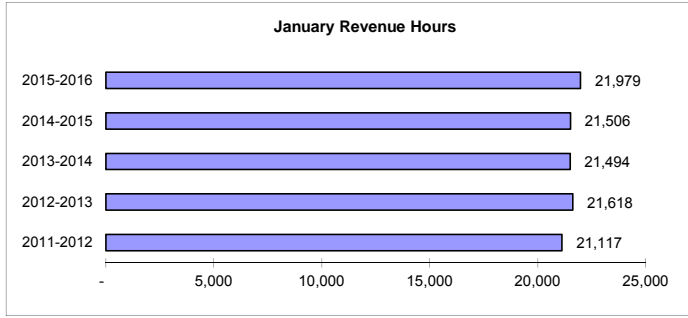
Fleet Services

Fleet Miles	311,872	306,886	+ 1.6%	2,160,813	2,074,886	+ 4.1%	3,640,686	3,543,241	+ 2.8%
Average Passenger Boardings/Mile	2.90	3.13	- 7.3%	2.67	3.00	- 11.1%	2.81	3.12	- 9.9%
Fuel Cost	\$91,649	\$150,941	- 39.3%	\$942,585	\$1,568,334	- 39.9%	\$1,764,942	\$2,826,654	- 37.6%
Fuel Cost Per Mile	\$0.294	\$0.492	- 40.3%	\$0.436	\$0.756	- 42.3%	\$0.485	\$0.798	- 39.2%
Repair Costs	\$225,655	\$238,941	- 5.6%	\$1,606,769	\$1,531,148	+ 4.9%	\$2,767,793	\$2,594,968	+ 6.7%
Total Repair Cost Per Mile	\$0.724	\$0.779	- 7.1%	\$0.744	\$0.738	+ 0.8%	\$0.760	\$0.732	+ 3.8%
Preventive Maintenance Costs	\$34,667	\$35,899	- 3.4%	\$219,270	\$229,214	- 4.3%	\$389,420	\$409,733	- 5.0%
Total PM Cost Per Mile	\$0.111	\$0.117	- 5.0%	\$0.101	\$0.110	- 8.1%	\$0.107	\$0.116	- 7.5%
Mechanical Road Calls	37	52	- 28.8%	300	342	- 12.3%	499	623	- 19.9%
Miles/Mech. Road Call	8,429	5,902	+ 42.8%	7,203	6,067	+ 18.7%	7,296	5,687	+ 28.3%

Special Mobility Service

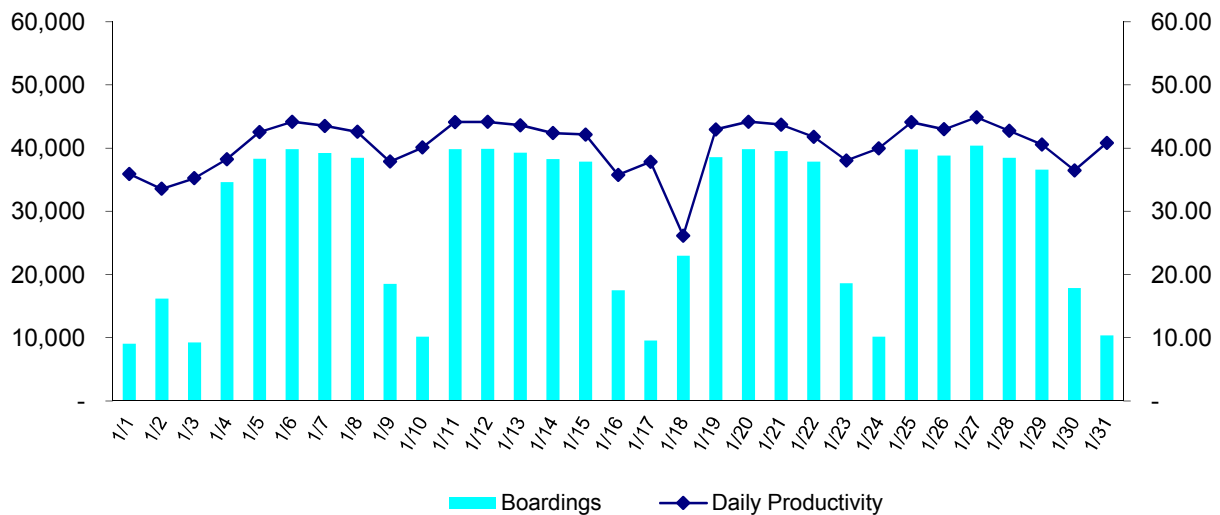
SMS Rides	15,177	16,499	- 8.0%	110,680	111,816	- 1.0%	193,183	197,541	- 2.2%
SMS Ride Refusals	-	-	+ 0.0%	8	-	+ 0.0%	10	-	+ 0.0%
RideSource	7,006	7,159	- 2.1%	51,447	50,859	+ 1.2%	88,776	86,630	+ 2.5%
RideSource Refusals	-	-	+ 0.0%	2	-	+ 0.0%	4	-	+ 0.0%

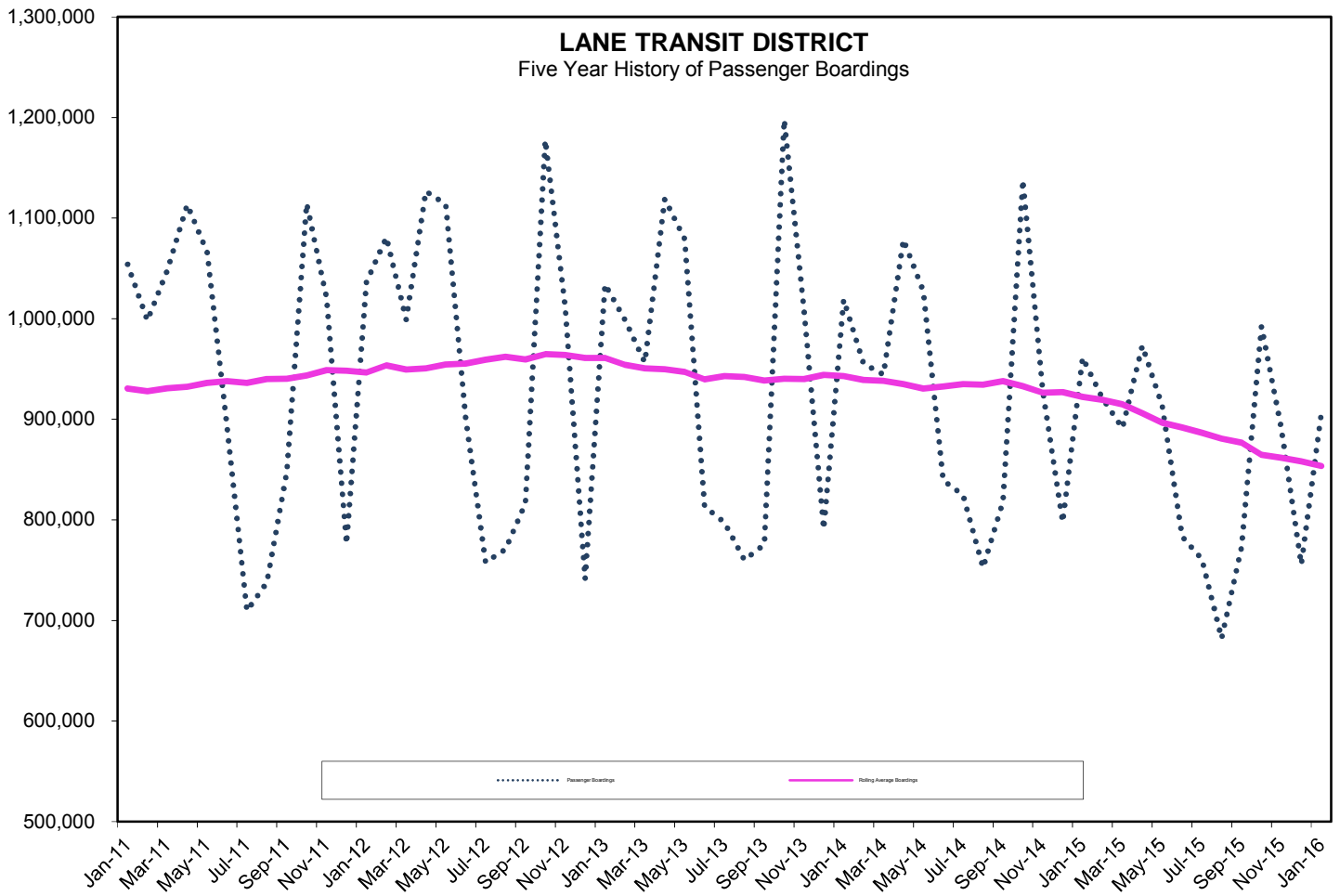
* Data for prior months has been updated to reflect error corrections from missing passenger count data



Daily Ridership Recap January 2016

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
1/1/2016	Friday	Sunday	9,054	161	252.00	35.93
1/2/2016	Saturday	Saturday	16,186	337	482.00	33.58
1/3/2016	Sunday	Sunday	9,238	98	262.00	35.26
1/4/2016	Monday	Weekday	34,608	379	904.00	38.28
1/5/2016	Tuesday	Weekday	38,342	455	901.00	42.55
1/6/2016	Wednesday	Weekday	39,867	474	902.00	44.20
1/7/2016	Thursday	Weekday	39,227	550	901.00	43.54
1/8/2016	Friday	Weekday	38,465	517	903.00	42.60
1/9/2016	Saturday	Saturday	18,525	321	489.00	37.88
1/10/2016	Sunday	Sunday	10,190	181	254.00	40.12
1/11/2016	Monday	Weekday	39,827	428	902.00	44.15
1/12/2016	Tuesday	Weekday	39,880	448	903.00	44.16
1/13/2016	Wednesday	Weekday	39,280	334	900.00	43.64
1/14/2016	Thursday	Weekday	38,286	477	903.00	42.40
1/15/2016	Friday	Weekday	37,861	519	898.00	42.16
1/16/2016	Saturday	Saturday	17,501	278	489.00	35.79
1/17/2016	Sunday	Sunday	9,581	102	253.00	37.87
1/18/2016	Monday	Weekday	22,998	302	879.00	26.16
1/19/2016	Tuesday	Weekday	38,587	343	898.00	42.97
1/20/2016	Wednesday	Weekday	39,830	469	901.00	44.21
1/21/2016	Thursday	Weekday	39,536	501	904.00	43.73
1/22/2016	Friday	Weekday	37,846	533	905.00	41.82
1/23/2016	Saturday	Saturday	18,607	274	489.00	38.05
1/24/2016	Sunday	Sunday	10,194	129	255.00	39.98
1/25/2016	Monday	Weekday	39,791	469	902.00	44.11
1/26/2016	Tuesday	Weekday	38,829	421	903.00	43.00
1/27/2016	Wednesday	Weekday	40,387	558	900.00	44.87
1/28/2016	Thursday	Weekday	38,482	489	900.00	42.76
1/29/2016	Friday	Weekday	36,612	396	902.00	40.59
1/30/2016	Saturday	Saturday	17,845	316	489.00	36.49
1/31/2016	Sunday	Sunday	10,374	149	254.00	40.84
Totals			905,836	11,408	21,979	41.21





December-15	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	14,862	15,555	-4.5%	95,912	98,553	-2.7%	195,151	197,001	-0.9%
RideSource(All Modes)	12,966	13,554	-4.3%	81,216	83,850	-3.1%	164,392	167,987	-2.1%
Shopper	568	582	-2.4%	3,529	3,365	4.9%	7,446	6,599	12.8%
Escort Volunteers-Metro	953	832	14.5%	7,570	7,039	7.5%	15,105	14,113	7.0%
Escort Volunteers-Rural	375	587	-36.1%	3,597	4,299	-16.3%	8,208	8,302	-1.1%
RideSource Cost per Ride	\$ 24.69	\$ 23.52	4.9%	\$ 23.42	\$ 23.62	-0.8%	\$ 23.28	\$ 23.70	-1.8%
RideSource(All Modes)	\$ 27.25	\$ 26.07	4.5%	\$ 26.53	\$ 26.67	-0.5%	\$ 26.48	\$ 26.71	-0.9%
RideSource Shopper	\$ 13.77	\$ 13.21	4.3%	\$ 12.36	\$ 13.64	-9.4%	\$ 11.96	\$ 13.86	-13.7%
RideSource Escort	\$ 4.30	\$ 3.48	23.6%	\$ 4.35	\$ 4.02	8.3%	\$ 4.33	\$ 4.08	6.0%
Ride Reservations	14,474	14,900	-2.9%	91,299	92,210	-1.0%	183,816	185,743	-1.0%
Cancelled Number	1,512	1,543	-2.0%	9,026	8,732	3.4%	18,087	17,916	1.0%
Cancelled % of Total	10.45%	10.36%		9.89%	9.47%		9.84%	9.65%	
No-Show Number	95	140	-32.1%	661	814	-18.8%	1,449	1,491	-2.8%
No-Show % of Total	0.66%	0.94%		0.72%	0.88%		0.79%	0.80%	
Ride Refusals Number	0	0	0%	8	0	#DIV/0!	12	2	500.0%
Ride Refusals % of Total	0.00%	0.00%		0.01%	0.00%		0.01%	0.00%	
Service Hours	7,607	7,753	-1.9%	46,792	47,437	-1.4%	94,885	96,848	-2.0%
Agency Staff	7,517	7,641	-1.6%	46,167	46,654	-1.0%	93,516	95,302	-1.9%
Agency SMS Volunteer	90	112	-19.6%	625	783	-20.2%	1,369	1,546	-11.4%
Avg. Trips/Service Hr.	1.78	1.82	-2.2%	1.81	1.84	-1.6%	1.81	1.80	0.6%
RideSource System Miles	95,849	96,765	-0.9%	599,614	601,252	-0.3%	1,207,431	1,215,630	-0.7%
Avg. Miles/Trip	7.08	6.85	3.5%	7.08	6.89	2.6%	7.03	6.96	0.9%
Miles/Vehicle Hour	12.60	12.48	1.0%	12.81	12.67	1.1%	12.73	12.55	1.4%

<u>December-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 %	86.3%	82.5%	4.6%	85.8%	82.4%	4.1%	85.6%	85.3%	0.4%
Sample	11,856	12,233		74,606	75,938		150,737	151,503	
On-Time	10,232	10,095		64,014	62,602		129,068	129,268	

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

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

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

Productivity Cost Model

FY 2016

December-15

	Current Month	Last Yr Curr Month	Curr YTD	Last Yr YTD	Curr 12 Months	Last Yr 12 months
Total Cost per Cost Model	498,104	462,217	2,979,380	2,865,266	5,824,967	5,676,366
Less Brokerage	130,611	95,778	727,319	531,021	1,274,901	995,989
Less Oakridge	619	514	5,379	6,498	7,744	10,887
RS Total	366,874	365,925	2,246,682	2,327,747	4,542,322	4,669,490
Less Shopper	7,821	7,687	43,631	45,906	89,019	91,434
Less Vol Escort	5,713	4,940	48,593	45,577	100,854	91,520
RS All Modes	353,340	353,298	2,154,458	2,236,264	4,352,449	4,486,536

AGENDA ITEM SUMMARY

DATE: February 17, 2016

ITEM TITLE: MONTHLY GRANT REPORT

PREPARED BY: Todd Lipkin, Finance Manager/CFO

ACTION REQUESTED: None. Information Only.

BACKGROUND:

The December 2015 Grant Report following this summary contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) *ConnectOregon* 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

There are no current grant applications drafted. The FTA is currently transitioning from the TEAM system to the new Transit Award Management System (TrAMS), so no applications can be developed at this time. Once TrAMS is operational, grant needs for the remainder of Fiscal Year 2016 will be determined and the appropriate applications will be submitted.

Federal Transit Administration Low or No Emission Vehicle Deployment Program (LoNo)

Lane Transit District (LTD) submitted a grant application on November 23, 2015, under the Low or No Emission Vehicle Deployment Program (LoNo) to purchase five all-electric, 40-foot buses. This is in addition to the five buses that LTD is already purchasing. The grant request is for \$1,842,799 to cover the incremental cost for the electric components on the buses and project management provided by the Center for Transportation and the Environment (CTE). Federal formula funds will be used for the additional costs of the project should LTD be awarded the grant. The total project cost is \$4,669,565 (including match).

***ConnectOregon* VI Santa Clara Community Transit Center and Park & Ride**

LTD submitted a grant application on November 20, 2015, under the *ConnectOregon* VI program to help fund the construction of the Santa Clara Community Transit Center and Park & Ride. This project will provide a five-bay transit station, a 66-space Park & Ride, secure bike parking, and electric charging stations for the growing Santa Clara area. Facilitating the City of Eugene's growth vision for the corridor, it will serve as a community hub connecting 20,000 residents to regional jobs and services using transit, walking, and biking. The application requests \$3,500,000 to help support a total project cost of \$8,142,502. The total project cost includes the value of the land already paid for when the Santa Clara School site was purchased earlier this year. Funds from the sale of the other portions of the Santa Clara School site and from the sale of the current River Road Station site will complete the funding package for this project.

ATTACHMENT: December 2015 Grant Report

PROPOSED MOTION: None.



30136 ODOT - ODOT ConnectOregon	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
City of Eugene Pedestrian Bridge	-	1,543,306.00	56,361.24	1,486,944.76
WEEE Pedestrian Bridges	-	2,040,000.00	-	2,040,000.00
	-	3,583,306.00	56,361.24	3,526,944.76

30139 ODOT - ODOT ConnectOregon	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
Franklin Transit Stations	-	648,000.00	6,705.93	641,294.07

OR-03-0122 - FTA 5309 Small Starts	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
13.13.06 EmX Vehicles	-	1,555,073.75	1,555,073.75	-
14.01.10 Guideway	-	4,300,805.32	3,398,470.97	902,334.35
14.02.20 Stations & Stops	-	743,703.39	855,285.99	(111,582.60)
14.04.40 Sitework & Special Conditions	-	11,241,013.34	11,423,217.42	(182,204.08)
14.05.50 Systems	-	2,229,930.78	1,909,072.09	320,858.69
14.06.60 ROW, Land, Existing Improvements	-	1,929,027.42	1,503,670.42	425,357.00
14.08.80 Professional Services	-	7,721,200.00	8,468,118.82	(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	42,513.00	7,447,094.00	3,048,889.82	4,398,204.18
14.02.20 Stations & Stops	460,329.00	7,978,019.00	2,726,402.83	5,251,616.17
14.03.30 Support Facilities	-	50,000.00	937.31	49,062.69
14.04.40 Sitework & Special Conditions	694,632.00	38,770,734.00	14,635,296.70	24,135,437.30
14.04.40 Sitework & Special Conditions Ped Bridges	-	2,040,000.00	95,000.00	1,945,000.00
14.05.50 Systems	-	4,910,219.00	366,910.65	4,543,308.35
14.06.60 ROW, Land, Existing Improvements	251,533.00	3,208,620.00	884,843.80	2,323,776.20
14.09.90 Unallocated Contingency	-	1,372,533.00	-	1,372,533.00
	1,449,007.00	65,777,219.00	21,758,281.11	44,018,937.89

OR-03-0128 - FTA 5309 Bus & Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
13.13.06 EmX Vehicles	563.00	1,672,925.00	996,294.99	676,630.01
14.05.50 Systems	41,812.00	260,281.00	302,093.78	(41,812.78)
	42,375.00	1,933,206.00	1,298,388.77	634,817.23

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	463.00	3,875,000.00	11,545.15	3,863,454.85
11.12.06 Hybrid Electric Articulated Buses	34,556.00	3,000,000.00	2,970,327.78	29,672.22
	<u>35,019.00</u>	<u>6,875,000.00</u>	<u>2,981,872.93</u>	<u>3,893,127.07</u>

OR-04-0041 - FTA 5309 VTCLI	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Call Center Software	607.00	1,062,000.00	533,933.93	528,066.07
11.62.02 Call Center Telephone System	-	298,000.00	298,000.00	-
	<u>607.00</u>	<u>1,360,000.00</u>	<u>831,933.93</u>	<u>528,066.07</u>

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

OR-04-0049 - FTA 5309 Bus & Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.04 Accessible Services Vehicles	731.00	746,400.00	662,088.58	84,311.42
11.12.15 Accessible Services Vehicles	-	160,500.00	139,146.10	21,353.90
11.42.09 Security Cameras	70,125.00	366,600.00	194,874.89	171,725.11
	<u>70,856.00</u>	<u>1,273,500.00</u>	<u>996,109.57</u>	<u>277,390.43</u>

OR-16-X045 - FTA 5310 Elderly & Disabled	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.04 Accessible Services Vehicles	-	558,068.00	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	1,714.00	937,500.00	786,629.68	150,870.32

OR-39-0008 - FTA 5339 Alternatives Analysis	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
14.06.60 ROW, Land, Existing Improvements	94,211.00	2,291,966.00	2,291,966.00	-
14.08.80 Professional Services	98,644.00	18,750,534.00	14,998,603.20	3,751,930.80
	<u>192,855.00</u>	<u>21,042,500.00</u>	<u>17,290,569.20</u>	<u>3,751,930.80</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 Computer_Hardware_02	76,526.00	250,000.00	250,000.00	-
11.42.07 Computer_Hardware_03	10,258.00	500,000.00	58,003.96	441,996.04
11.42.07 Hardware	-	300,000.00	300,000.00	-
11.42.08 Computer Software_01	-	150,000.00	150,000.00	-
11.42.08 Computer_Software_02	27,126.00	350,000.00	285,707.15	64,292.85
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	-
11.42.09 Security_Improvements_02	(1,485.00)	630,000.00	464,701.12	165,298.88
11.42.11 Support Vehicles	-	144,500.00	144,500.00	-
11.42.11 Support_Vehicles_01	-	100,000.00	100,000.00	-
11.42.11 Support_Vehicles_02	105.00	100,000.00	68,362.89	31,637.11
11.42.20 Miscellaneous equipment	2,498.00	105,100.00	47,057.87	58,042.13
11.43.03 Facility_Staff_Building_Parking_Lot_Exp_02	17,768.00	270,000.00	58,098.78	211,901.22
11.43.03 Improvements	-	230,200.00	230,200.00	-
11.44.03 Facilities Improvements_01	-	184,000.00	184,000.00	-
11.44.03 Facilities_Improvements_02	286,405.00	500,000.00	487,331.84	12,668.16
11.7A.00 Preventive Maintenance 13-14	-	1,900,000.00	1,900,000.00	-
11.7A.00 Preventive Maintenance 14-15	-	1,211,583.00	1,211,583.00	-
11.7A.00 Preventive Maintenance_14-15_01	-	4,080,650.00	4,080,650.00	-
11.7A.00 Preventive Maintenance_15-16_01	194,818.00	2,696,975.00	2,696,975.00	-
11.7A.00 Preventive_Maintenance_15-16_02	341,647.00	2,553,025.00	341,646.93	2,211,378.07
11.92.02 Shelters	447.00	74,818.00	6,041.85	68,776.15
	956,113.00	17,321,826.00	14,055,835.39	3,265,990.61

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	106.00	2,340,354.00	2,018,409.85	321,944.15
11.7F.00 Gateway SmartTrips	-	100,301.00	100,301.00	-
	106.00	2,440,655.00	2,118,710.85	321,944.15



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	-	83,584.00	40,734.24	42,849.76
11.72.11_Rideshare_Bike_Sharing	-	3,596.95	3,596.95	-
11.72.11_Rideshare_Carpool	-	922.03	922.03	-
11.72.11_Rideshare_CMP	-	905.57	905.57	-
11.72.11_Rideshare_ETC	-	5,956.88	5,956.88	-
11.72.11_Rideshare_Group Pass	-	35,212.82	35,212.82	-
11.72.11_Rideshare_Park and Ride	-	1,872.04	1,872.04	-
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	-	<u>1,047,911.00</u>	<u>1,005,061.24</u>	<u>42,849.76</u>

OR-95-X055 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 Hybrid 40' Bus Replacement_01	-	1,878,998.00	-	1,878,998.00
11.33.02 Pavilion Station 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	31,409.00	454,336.00	454,336.00	-
11.7L.00 Safe Routes-School Districts_00	-	129,834.00	129,834.00	-
11.7L.00 Safe Routes-School Districts_01	-	135,421.00	135,421.00	-
11.7L.00 Safe Routes-School Districts_02	-	135,421.00	12,721.77	122,699.23
11.7L.00 SmartTrips 2	-	384,487.00	384,274.92	212.08
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	-	111,445.00	95,855.82	15,589.18
44.23.02 NW Eugene-LCC Transit Corridor Plan_01	4,928.00	651,711.00	651,711.00	-
	<u>36,337.00</u>	<u>6,295,565.00</u>	<u>3,862,594.51</u>	<u>2,432,970.49</u>

AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2016

ITEM TITLE: MONTHLY DEPARTMENT REPORTS

PREPARED BY: Aurora (A. J.) Jackson, 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

Q:\Reference\Board Packet\2016\February\Feb 17 Reg Mtg\Dept Report AIS.docx



MONTHLY DEPARTMENT REPORTS

February 17, 2016

Government Relations

Edward McGlone, Government Relations Manager

At the February 17 Board meeting, staff will present the results of the recent United Front trip to Washington, D.C., and an update on legislation before the Oregon State Legislature.

Customer Services and Planning

MARKETING AND COMMUNICATIONS

Meg Kester, Marketing Manager

Service and Agency Marketing

Winter service implementation (Winter Bid) occurred on February 7. Marketing staff development of the *Rider's Digest* insert, route-specific station graphics, stop-based bus stop information schedules, customer information, web and social media information, and on-bus and facility signage occurred seamlessly. Coordination was great between Planning, Marketing, and Operations.

The **Airport Connector** service completed its second month of operation in January with 128 boardings and an average of 31 passengers per week, which is a slight increase over December. The highest ridership occurred during the last week of January, with 40 boardings. A total of 239 trips have been made on this demonstration service during its first nine weeks of operation.

Public Engagement

This is the largest and most robust outreach that has been done for LTD's **Annual Route Review (ARR)** in the last three years. We are on track to set a record for participation in the ARR survey (about 415 surveys received at time of this printing). Marketing continues working closely with Service Planning staff on LTD's ARR process. To date, staff have attended more than 12 community events and two rider events, have detailed information on LTD's web page, have received positive media coverage, and continue conducting the online survey and outreach through social media. Staff are now making preparations to publicize and support the March 16 public hearing.

Other recent **outreach activity** includes presentations or involvement at:

- Airport Rotary Club (early January)
- Good Earth Home Show on January 22-24

- Green Lane meeting (early February)
- NAACP Martin Luther King Day, Jr., Events (January 18)
- Springfield Chamber Quarterly Breakfast (February 16)

Sponsorships and In-Kind Support

The following activity occurred during the past month:

- NAACP (local chapter) Martin Luther King, Jr., March (January 18). Posters promoting the event were on the buses, free rides were offered to March participants traveling between Eugene and Springfield events, and General Manager A. J. Jackson participated in the welcoming events.
- Free rides were provided for veteran's traveling to and from the grand opening of the new Veterans Clinic (January 25)
- Free rides provided for the Lane Community College Sustainability Conference (February 3-5)
- Free rides provided for the KLCC Microbrew Festival (February 12-13)
- Springfield Chamber Quarterly Breakfast involved remarks from LTD's general manager and a presentation of the new LTD video in which Springfield is well represented
- The Eugene Symphony advertising on LTD buses continues through the season

Media and Advertising

Advertising for January included:

- Student marketing (print, online, and electronic placement)
- Airport Connector marketing (print, online, electronic placement)
- West Eugene EmX construction information (print and online placement)
- *Go West* marketing (print, radio, billboard, and electronic placement)

Media this past month included: Camille, please look over the press book; did I miss anything?

- Winter service implementation (*The Register-Guard*)
- Several stories on LTD's ARR (*The Register-Guard*, KVAL, City of Eugene *In Motion* newsletter)
- LTD's sustainability and ISO 14001 accomplishment (*Mass Transit Magazine*)
- Transit tax bill article (*The Register-Guard*)
- Andy Vobora's retirement (*The Register-Guard*)
- Veterans ride free to new VA clinic (*The Register-Guard*)
- Article regarding LTD bomb threat (*The Register-Guard*)

Web Site

Further enhancements to the agency's web site were completed during the past month. The improvements included dynamic route maps showing both inbound and outbound directions at the same time. These new interactive route maps offer the familiar look of the maps that riders are accustomed to in the *Rider's Digest*. Improvements also were made to user interface features that make it easier to navigate route planning via Google route maps and timetables. The next improvement that staff are working on is the activation of an LTD blog.

ACCESSIBLE AND CUSTOMER SERVICES

Cosette Rees, Accessible and Customer Services Manager

There is no Accessible and Customer Services report this month.

FACILITIES

Joe McCormack, Facilities Manager

West Eugene EmX

The winter months have been used to plan and prepare for the coming construction season, which for LTD, will likely begin in late February or early March. The first work of the year will be to complete the outstanding elements between downtown and Garfield. Garfield itself will be the next focus prior to concentrating on the far west end of 11th Avenue. Property acquisitions and utility relocation efforts on West 11th Avenue continue at a heightened pace to stay ahead of the project's roadwork effort.

Fleet Building Skylight

This spring the large skylight that runs the length of the Fleet Maintenance Building will be replaced. The current skylight system is more than 25 years old and original to the building. It is showing significant signs of degradation, and the fiberglass sheet material has become dangerously brittle. The new replacement skylight system is a similar material but superior to the product produced in the late 1980s. Lacey Glass, Inc., from Lacey, Washington, has been awarded the low-bid solicitation, which came in well under staff's estimated cost for this project.

Service Vehicles

Facilities service vehicle replacement is complete with the arrival of two new trucks in January. Service vehicle replacement for front-line Facilities staff began more than five years ago. Replacement trucks and vans were needed due to aging trucks and changes in how LTD is conducting business, notably EmX. Rather than all trucks with open beds, there is now a mix of vehicle types that are able to meet the demands for more traditional building facilities as well as public rights of way infrastructure and technology. With the continued addition of bus-related street improvements, the Facilities Division is committed to positioning LTD to be able to maintain its investment at a high level.

POINT2POINT

Theresa Brand, Transportation Options Manager

General

Point2point staff are developing individual action plans as part of the rollout of the Point2point 2015-2020 Strategic Plan. Specific plans include a phased Enhanced Employer Plan, an Outreach Plan, and a Schools – Short Routes To Schools (SRTS) Action Plan. These should be developed in draft form throughout the next month and a half, reviewed with representatives from partner agencies, and then finalized.

Staff have accumulated all meaningful historical data and submitted it for display on the LTD SharePoint site and the Lane Council of Governments regional data portal so it could be accessed by anyone, including partner agency staff.

Staff presented the successes and lessons learned from the Main Street Smart *Trips* Program at a Smart *Trips* panel for the Oregon Department of Transportation (ODOT) state Transportation Options

(TO) meeting that was held in Portland in January. Other presenters included the City of Eugene, City of Astoria, Cherriots Rideshare, and Alta Planning + Design.

Staff attended the Oregon Transportation Options Plan Performance Measure Working Group meeting. This group is working with ODOT staff and consultants to develop a set of performance measures to be collected at the program and state levels. This will help inform data that is collected locally by Point2point in the future.

Staff attended rideshare and vanpool focus groups to provide feedback and recommendations on approaches that ODOT may want to consider in the future for these TO program areas. Currently, ODOT provides some funding to support rideshare efforts throughout the state.

Drive Less Connect

Lane County Drive Less Connect statistics for January:

- 14 new users registered in Drive Less Connect
- 3,373 Non-single-occupancy vehicle trips reported, for a total of 45,163 miles
- Trips reported represent a savings of 33,850 pounds of CO₂ over driving alone
- 55 Ridematch searches were performed with a 45 percent success rate
- 4 Ridematch requests were sent through the system

Vanpool Program

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

- 17 vanpools traveling to/from the LTD Service Area
- 3,323 passenger boardings
- 179,257 passenger miles
- 130,353 pounds CO₂ saved

Carshare Program

- Due to staff turnover with Enterprise Carshare, statistics for the regional carshare program operated by Enterprise have not yet been received.
- Zipcar is now present in Eugene with seven carshare vehicles serving the University of Oregon. Staff have held discussions with Zipcar about expanding service to community members.

Employer Outreach

- Staff met with the Oregon State Hospital (OSH) core leadership team to discuss an employee commute program. A survey to gauge interest was distributed to all OSH employees. The survey closes in February, and a report will be created for OSH, along with recommendations for transportation options.
- Staff held three transportation fairs at Serenity Lane in Coburg to assist with their employees' transportation needs once the office has completed its relocation to Coburg. Feedback was given to staff at LTD on their transit concerns and needs.

General Outreach

- Staff are currently working with the BRING RE:think program to cross-promote programs and are in discussions about more stringent business transportation options requirements in their certification program.
- Staff are currently compiling the results of the 2015 Business Commute Challenge (BCC) six-month, post-survey results and will have the report completed by the end of February. Planning for the 2016 BCC (May 14–20) is underway. Part-time staff will begin in mid-February to assist with the program preparation efforts.
- Staff are working with the Downtown Eugene merchants' association in an effort to coordinate a downtown Earth Day event among area businesses.

Schools Program

Staff are working closely with the Safe Routes to School (SRTS) coordinators to update the five-year SRTS Strategic Plan. The updated plan should be completed within the next two months. Many of the initial goals that were set in 2012 have been successfully accomplished.

The SRTS coordinators are planning for the May Walk/Bike events. In addition, discussions are underway on ways to assist with the planning for the SRTS state conference that is being held in Eugene this June.

SRTS and Point2point staff are beginning to identify and develop an SRTS annual infrastructure prioritization list. Once completed, the coordinators will meet with partner agency staff annually to discuss each of the improvement areas.

Staff are working with SRTS Coordinators to develop a school outreach event calendar for increased face time with parents and school staff regarding their transportation needs and options.

Sponsorships/Partnerships:

Staff are beginning to target financial sponsors for this year's programs, such as the Business Commute Challenge and the Oregon Drive Less Challenge. Last year, successful partnerships were developed with PacificSource, Umpqua Bank, Fred Meyer, and Unique Eugene. Staff anticipate continuing relationships with these businesses along with seeking additional funders and/or partners that align with transportation options work.

Transit Operations and Customer Satisfaction

Mark Johnson, Director of Transit Operations and Customer Satisfaction

Winter Bid

The winter Bid has been successfully implemented with new service changes and bus operator assignments. The changes should improve some ongoing issues for customers making connections and for LTD on-time performance.

FLEET MAINTENANCE

Ernie Turner, Fleet Maintenance Manager

Renewable Diesel

LTD is in the process of testing renewable diesel in part of its fleet. Renewable diesel, also known as R99, is made from biomass and not fossil fuels, and it reduces greenhouse gas emissions by nearly 64 percent compared with the current diesel that LTD uses. Prior to making a decision to introduce the fuel to the entire fleet, the R99 will be tested in the service trucks and in four buses to determine performance impact. The R99 fuel is being used by Eugene Water & Electric Board, Springfield Utility Board, City of Eugene, Lane County, and other public entities. The results have been favorable in terms of both fleet performance and greenhouse gas reduction.

Administrative Services

Roland Hoskins, Director of Administrative Services

HUMAN RESOURCES

David Collier, Human Relations Manager

There is no Human Resources report this month.

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: February 17, 2016

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. **Strategic Planning Work Session**: A Board strategic planning work session will be held on Friday, March 11.
- B. **Annual Route Review**: A public hearing on proposed changes to routes, schedules, and the pricing plan will be held during the March 16 regular Board meeting. The Board will be asked to approve the final recommended service package for FY 2016 at the April regular meeting.
- C. **Business Commute Challenge**: At the March 16 regular meeting, staff will provide information on the planning efforts for the 2016 Business Commute Challenge program that will be held on May 14–20.
- D. **American Bus Benchmarking Group**: At the March 16 Board meeting, an update will be provided on the progress of the American Bus Benchmarking Group and how LTD is using the information to improve its business.
- E. **Capital Improvements Program Adoption**: A public hearing will be held on the FY 2017-26 Capital Improvements Program at the Board's March 16 regular meeting with Board adoption requested at the April meeting.
- F. **Long-Range Financial Plan**: Approval of the FY 2017-2026 Long-Range Financial Plan will be requested at the April 20 regular Board meeting.
- G. **Joint LTD Board-Eugene City Council Meeting**: At a joint work session with the Eugene City Council tentatively scheduled for April 25, the Board will receive an update on MovingAhead and confirm the range of alternatives to advance for analysis.
- H. **Budget Committee Appointments**: At the end of 2015, two Budget Committee members' terms expired. The Board members who make recommendations for the appointments are working to determine whether or not the existing Committee members wish to continue. The LTD Board will be asked to approve the two Budget Committee appointments prior to the May Budget Committee meeting(s).

- I. **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.
- J. **Main-McVay Project Update**: Staff will provide periodic updates to the Board on the progress of the Main-McVay project.
- K. **MovingAhead Project Update**: Staff will provide periodic updates to the Board on the progress of the MovingAhead project.

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AGENDA ITEM SUMMARY

DATE OF MEETING: February 17, 2016

ITEM TITLE: ITEMS FOR ACTION OR INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD

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

ACTION REQUESTED: None

BACKGROUND:

Listed below are Action or Information items that the Board has requested be included on the agendas for future Board meetings.

- A. **Solar Energy Installation:** At the December Board meeting, the Board requested that staff explore solar energy installations around District facilities. Further information on this topic will be brought back to the Board at its April regular meeting.

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Better Eugene-Springfield Transit

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Stefano Viggiano
Sue Wolling

February 2, 2016

CORRECTED

Re: Suggestions for Lane Transit District to pursue Vision Zero

Dear EmX Steering Committee members:

As you discuss how Lane Transit District might pursue Vision Zero, we offer three specific suggestions for your consideration.

1) Adopt Vision Zero goal, in particular, around bus stops

Like many communities around the country, including the cities of Eugene, Portland, and Seattle, and following the example of the San Francisco Municipal Transportation Authority ("Muni"), Lane Transit District could adopt the Vision Zero goal:

No loss of life or serious injury on our transit system is acceptable.

Indeed, safety is already part of LTD's "Why Statement":

We practice safety and maintain safe and accessible vehicles, services, and facilities.

Safety is also a goal of LTD's Long-Range Transit Plan:

Goal 4: Maintain and Enhance Safety and Security of LTD's Services.

But LTD could expand its area of interest beyond just its own vehicles, services, and facilities to encompass ensuring that riders can get to and from bus stops safely.

Indeed, LTD could emphasize that its core business isn't to move buses from stop to stop but rather to help people get from door to door—safely.

2) Assess safety around bus stops

Beyond simply articulating the Vision Zero goal, LTD could conduct a comprehensive assessment of all its bus stops to assess how safe it is to get to and from these, with a focus on the safety of street crossings.

For example, LTD could develop a short list of criteria for safe street crossings at bus stops, perhaps leveraging the work of other jurisdictions. These could include:

- Proximity of marked crosswalk.

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

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

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

- Presence of traffic signal or stop sign at crosswalk.
- Level and speed of motor vehicle traffic along route.

The result of this assessment could be a table of all bus stops maintained by LTD divided into three tiers of safety. For purposes of communication, a few examples from each tier could be highlighted to demonstrate what makes for a more or less safe crossing.

3) Work with partners to improve safety around bus stops

Note that the first two suggestions could be accomplished by LTD with little or no need to partner with other jurisdictions.

But after conducting the assessment, LTD would want to make problematic crossings safer. Insofar as such crossings are mostly controlled by other jurisdictions, LTD would need to work with its partners to first highlight and then begin addressing existing safety issues. Such work could be a combination of public calls for improvements and private interagency discussions about what can be done.

Ideally, such work would feed into efforts that the cities of Eugene and Springfield, Lane County, ODOT, and others have already started to make our streets safer for everyone. Ideally, the result—not overnight but over time—would be a transit system that LTD could proudly call one of the safest in the country, not only to ride but also to get to and from.

There are known best practices for designing safe transit streets and crosswalks.⁶

For BEST,

Rob Zako

Rob Zako
Executive Director
541-343-5201
rob@best-oregon.edu

¹ Map of Vision Zero cities as of 12/11/2015. <http://visionzeronetWORK.org/map-of-vision-zero-cities/>

² Vision Zero: Transit is Part of the Solution. <http://seattletransitblog.com/2015/02/23/transit-and-taxis-are-critical-to-realize-vision-zero/>

³ "Safety is the SFMTA's top priority and the agency is committed to doing all it can to safeguard the lives of people as they walk, bicycle, take transit and drive throughout the city. [In 2014], the SFMTA joined the San Francisco Board of Supervisors in adopting Vision Zero: a policy to eliminate all traffic deaths in San Francisco by 2024." <http://www.sfmta.com/projects-planning/projects/vision-zero>

⁴ Why Statement. <http://www.ltd.org/why-statement/>


⁵ Long-Range Transit Plan. http://www.ltd.org/file_viewer.php?id=1063

⁶ Transit Street Design Guide. <http://nacto.org/transit-street-design-guide/>
Urban Street Design Guide: Transit Streets. <http://nacto.org/publication/urban-street-design-guide/street-design-elements/transit-streets/>
Urban Street Design Guide: Transit Corridor. <http://nacto.org/publication/urban-street-design-guide/streets/transit-corridor/>

Bus Stop Safety and Design Guidelines. http://nacto.org/wp-content/uploads/2015/04/bus_stop_safety_design_guidelines_kimley.pdf

TCRP Report 117: Design, Operation, and Safety of At-Grade Crossings of Exclusive Busways. http://nacto.org/wp-content/uploads/2015/04/tcrp_report_117_eccles.pdf



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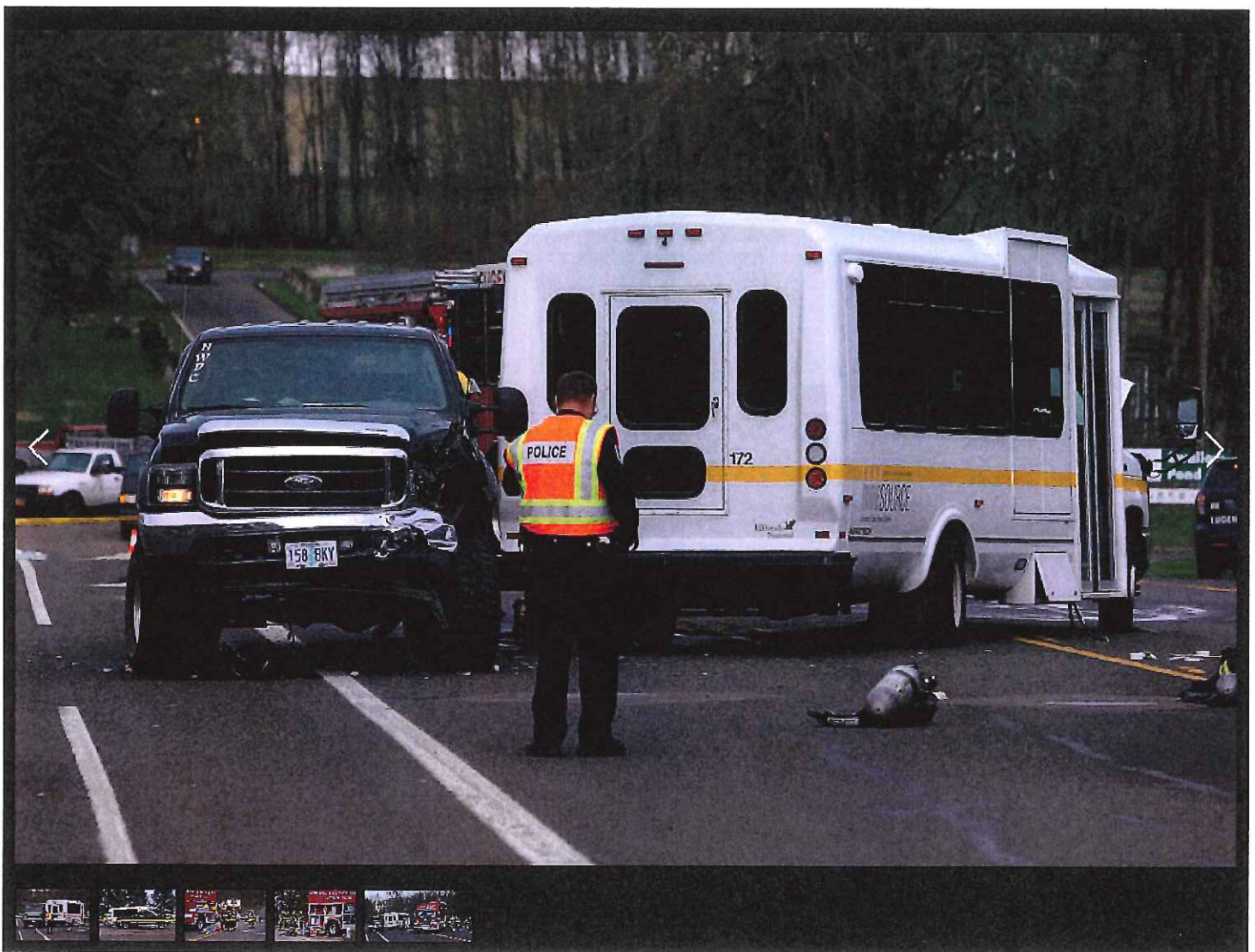
New 2015 GS 350 Automatic, Stock #L1812, L18083, MSRP \$49,590. Less Kendall discount \$2,000 as in sale price \$42,590. All financing on approved credit. Price does not include title, registration, license, or 11D dealer documentation fee. Subject to prior sale. See dealer for details. Offer expires 2/29/16. Ask for details on response only, may not reflect actual vehicle.

NEWS LOCAL

ACCIDENTS

Update: Bailey Hill Road reopened; hazmat crew cleans up fuel spill after crash

Accident involves LTD RideSource bus, pickup truck



1/5 - The scene of an accident involving a Ford pickup truck and a Lane Transit District RideSource bus on Bailey Hill Road north of W. 11th. Ave. Wednesday, February 17, 2016. Because the bus was leaking fluids, a hazardous materials clean up crew responded to the scene. The road was closed in both directions during the cleanup. (Brian Davies/The Register-Guard)

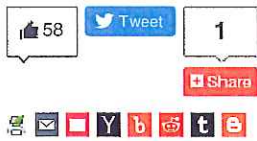
By **CHELSEA GORROW**

The Register-Guard

LTD REGULAR BOARD MEETING - HANDOUT

February 17, 2016 Page 1 of 2

12:13 P.M., FEB. 17, 2016



Bailey Hill Road is now reopened after haz-mat crews cleaned up a fuel spill following a crash involving a Ford pickup truck and a Lane Transit District RideSource bus late Wednesday morning.

There was one passenger on the bus at the time of the accident but that individual was not injured, nor was either vehicle's driver, police said.

The bus was leaking fluids after the accident, police said, and a hazardous materials cleanup crew responded to the scene. The smell of fuel was evident at the scene.

The bus holds up to 55 gallons of diesel fuel. It was not immediately known how much fuel was in the bus tank at the time of the accident, or how much spilled.

The accident, reported at 11:37 a.m., occurred on Bailey Hill Road near Stewart Road, not far from the West Eugene Wetlands. The crash remains under investigation, and no citations were immediately issued.

Two firetrucks responded along with a haz-mat truck.

Bailey Hill Road between West Seventh and 11th avenues was closed until mid-afternoon.



LTD Neutral on House Bill 4078

House Bill 4078 creates a state-supported transit expansion fund. Lane Transit District (LTD) lauds the state's effort to create a dedicated funding source for public transportation operations. If passed, House Bill 4078 will provide a great asset to a number of Oregon's smaller transit agencies, but will not be available to Lane Transit District. For that reason, LTD is neutral on this bill.

Transit service across the state, while localized in operations, provides value to the state as a whole. Light rail trains transport millions of visitors to and from the Portland International Airport. Intercity buses help coastal residents and tourists travel between major cities and coastal towns from Astoria to Gold Beach. Bus service in La Grande makes it possible for students in Northeastern Oregon to have access to higher education. And transit service in the Rogue Valley keeps the local economy vibrant.

Nationally, Oregon ranks low for state support of transit operations, providing roughly three percent of transit operating dollars compared to the nationwide average of 24 percent. Transit providers large and small struggle to cobble together sufficient operating funds to match federal grants and meet the service needs of their communities. House Bill 4078 would help alleviate some of this struggle.

While LTD is neutral on the bill, HB 4078 is a good start in assisting and supporting smaller transit agencies in meeting growing demand for transit service in their communities.



Lane Transit District Supports Senate Bill 1527

Like TriMet, Lane Transit District (LTD) is moving towards an electronic fare management system. Electronic fare management will improve the customer experience by allowing the selection of fare options that better meet customer riding needs, while also providing LTD efficiency and effectiveness in fare collection and validation. Customers can bypass cash in favor of an electronic swipe card tied to a protected user account. Although LTD's electronic fare system is in the scoping phase, the ability to adapt to changing technological environments will be limited if the law does not adapt as well.

Senate Bill 1527 will standardize the treatment of paper fares and electronic fares. In LTD's paper-only operation, customers may purchase a number of pre-paid fares, including monthly passes and 10-ride ticket books, or participate in group pass programs. The revenues from the pre-paid sales are treated as payment for service irrespective of if or when the customer redeems the fare.

Current law requires that pre-paid electronic fares, however, be treated as unearned revenue and subject to Oregon's unclaimed property laws and gift card regulations. This requirement would create an arduous administrative burden by mandating that transit agencies withhold money deposited into pre-paid electronic fare accounts, and potentially remit unused pre-paid fares to the State of Oregon.

The only difference between electronic and paper fare purchases is the manner in which the fare will be redeemed: via a paper ticket or an electronic swipe card. It makes little sense to discriminate in how these revenues are treated, and it creates greater administrative challenges for transit agencies that seek to modernize their fare operations.

LTD requests the legislature's assistance to modernize a law that did not foresee the potential for electronic transit fares; and in doing so, help transit agencies to provide the best possible service for their customers.

For more information, please contact LTD's lobbyist, Doug Barber at 541-221-3072 or Doug@LobbyOregon.com