



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

Wednesday, June 15, 2016

5:30 p.m.

LTD Board Room

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

A G E N D A

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- 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) 5
- V. ANNOUNCEMENTS AND ADDITIONS TO AGENDA (2 minutes) 6
- VI. BOARD CALENDARS (3 minutes) 7
- VII. EMPLOYEE OF THE MONTH – JULY 8
- VIII. AUDIENCE PARTICIPATION
 - ◆ *Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.*
 - ◆ *Citizens testifying are asked to limit testimony to three minutes.*
- IX. ITEMS FOR ACTION AT THIS MEETING
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 - 2. Budget Committee Appointment (Page 18)

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| 2. Opening of Public Hearing by Board President | | |
| 3. Public Testimony | | |
| • <i>Each speaker is limited to three (3) minutes</i> | | |
| 4. Closing of Public Hearing | | |
| 5. Board Discussion and Decision | | |
| C. Public Hearing and Adoption: FY 2016-17 Budget [Roland Hoskins, Cindi Hamm] | (5 minutes) | 23 |
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| 2. Opening of Public Hearing by Board President | | |
| 3. Public Testimony | | |
| • <i>Each speaker is limited to three (3) minutes</i> | | |
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| b. Main Street Projects Governance Team – May 26 | | |
| c. Metropolitan Policy Committee (MPC) – June 2 | | |
| d. EmX Steering Committee – June 7 | | |
| e. Lane Area Commission on Transportation (LaneACT) – June 8 | | |
| 2. No Meeting/No Reports | | |
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| b. LTD Pension Trusts | | |
| c. Lane Council of Governments (LCOG) Board of Directors | | |
| d. MovingAhead Oversight Committee | | |
| e. LTD Board Finance Committee | | |
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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: June 15, 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.

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 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: June 15, 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 summer vacation dates.

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

Q:\Reference\Board Packet\2016\June\June 15 Reg Mtg\BD Calendars AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2016

ITEM TITLE: JULY EMPLOYEE OF THE MONTH

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

BACKGROUND:

Bus Operator Karen Burns is the recipient of the July 2016 Employee of the Month award. Karen has been with the District since 2007; and during these nine years, has received five Monthly Value awards and six Safe Driving awards. She also is a very active member of LTD's Events Committee.

Karen was nominated for this award by a co-worker who witnessed Karen assisting a rider with mounting his bike on the bus bike rack. She was extremely patient, answering the rider's many questions, and patiently assisted him again when it was time to remove the bike from the rack.

When asked to comment on Karen's selection as Employee of the Month, Transit Operations Field Supervisor Josh Schmit said:

Karen has a very positive effect on her coworkers, and her enthusiasm is a great benefit to the many people with whom she comes in contact. Karen's commitment to quality customer service and building positive relationships has made many friends in the community on behalf of LTD. She is an exemplary employee who believes customer service really matters.

Karen has been a great addition to the LTD family, and I have noticed her ability to handle many difficult situations. Karen has a wonderful personality and is well liked by her fellow employees.

In the latest recognition of Karen's caring attitude, a coworker observed the interactions between her and a bike rider. The customer didn't understand how to work the bike rack. Karen boarded other customers and noticed this bike rider standing in front of his bus looking bewildered. Karen exited the bus (with a smile) and helped educate this gentleman about how to lower the bike rack, and she helped him pick up his bike and place it on the bus. When the gentleman exited the bus, he had more questions about how to get it off the rack. Karen answered each question appropriately, and the gentleman was quite pleased.

This is a true testament to the type of person Karen is. She is an exemplary employee who believes how you get there matters. I know Karen will continue to do great things and is very deserving of the Employee of the Month award.

AWARD:

Karen will attend the June 15, 2016, meeting to be introduced to the Board and to receive her award.

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 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 June 15, 2016, consists of:

- Approval of the Minutes of the May 18, 2016, Regular Board Meeting
- Appointment of Kim Thompson to LTD Board Budget Committee

ATTACHMENTS: (1) Minutes of the May 18, 2016, Regular Board Meeting
(2) Nomination Form for Kim Thompson to the LTD Board Budget Committee

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

LTD Resolution No. 2016-06-15-020: It is hereby resolved that the Consent Calendar for June 15, 2016, is approved as presented.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, May 18, 2016

Pursuant to notice given to *The Register-Guard* for publication on May 12, 2016, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular Board meeting on Wednesday, May 18, 2016, beginning at 4:00 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

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

A. J. Jackson, General Manager
Jeanne Schapper, Clerk of the Board

Absent: Angelynn Pierce

CALL TO ORDER/ROLL CALL: At 4:00 p.m., Mr. Wildish convened the meeting and called the roll. Ms. Grossman arrived at 4:31 p.m.

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Wildish thanked everyone for attending the meeting. He informed the Board that the meeting will be swift in order to accommodate the Budget Committee orientation at 4:45 p.m. and the Budget Committee Meeting that follows at 6:00 p.m.

COMMENTS FROM THE GENERAL MANAGER: Ms. Jackson informed that Board that staff have formed an External Communications Focus Group and a Board Support Focus Group to improve the organization's communications to the community, more effectively communicate the Boards direction to the community, and improve the image of LTD. Focus group members would be calling Board members individually to set up phone calls and meetings asking for their input on what staff and the organization as a whole can do to better serve the community and the manner in which the organization can better communicate with the community.

Ms. Jackson announced that the Business Commute Challenge is underway. Sign-ups started in April, and the competition runs from May 14-20. Today, May 18, was the Big Rig Winner event. Transportation Options Manager Theresa Brand shared some photos and video from the event.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: Mr. Yeh said that he would like to add a discussion regarding the Board's relationship with committees to the agenda.

At this time, Director of Administrative Services Roland Hoskins announced that he wanted to take a moment to acknowledge LTD's Finance Department staff and Business Analyst Shawna Bigelow. Mr. Hoskins explained that the Finance Department had been faced with some intense challenges lately, and staff had demonstrated a level of dedication to the organization and teamwork that he had not had the privilege of experiencing before in his career. He said that staff had only eight days to put the budget document together to meet annual budget requirements and deadlines, and staff pulled together and succeeded in accomplishing this seemingly unsurmountable task. He commended staff for their efforts and going so far above and beyond the call of duty.

BOARD CALENDARS: Ms. Jackson briefly reviewed coming events and activities. She said that the Board Budget Committee meeting will follow tonight's Board meeting.

EMPLOYEES OF THE MONTH: The Board recognized Facilities Generalist II Joe McFadden and Facilities System Specialist Jeff Sherman as the May Employees of the Month. Mr. Wildish presented Mr. McFadden and Mr. Sherman with their awards and thanked them for their outstanding service and dedication to LTD's mission. Mr. McFadden and Mr. Sherman thanked the Board for their awards.

AUDIENCE PARTICIPATION: Mr. Wildish explained the procedure for providing comments to the Board.

Joe Tokatly, Springfield, expressed concern on behalf of Springfield's business and property owners regarding the Main-McVay Transit Study. He said that he met with approximately 60 business owners along the Main-McVay corridor, City staff, the Springfield mayor, and other City Council members. He said that the business owners he spoke with were strongly opposed to any option that would take any of their property to increase the right-of-way width; block the center turning lane, and disrupt the accessibility of businesses on the corridor. They also objected to the concept of roundabouts, which would be problematic due to freight, mobility, and other issues. He said that these views have been communicated to City officials. He said that it was his understanding that a different directive may have been given during the City Council meeting on Monday, May 16, to pursue options that would be within the constraints of maintaining the existing right-of-way, signalize more intersections, and not block the center turn lane. The business community members are aware of the safety issues along the corridor and would be happy to support reducing the speed limit on the corridor, adding additional crosswalks, and any other transit enhancements that fit within the described parameters.

Dani Wright, Springfield, explained that she has been a property owner in Springfield for three years, and had been present at the first Main-McVay corridor meeting that discussed the topic of improving safety on the corridor. She said that business owners on the corridor were supportive of improving safety and enhancing transit along the corridor. She explained that the challenge for business owners along the corridor would be the loss of parking that would occur with some of the proposed plans. A loss of parking would mean a loss of business. She said that more than 60 people were at the recent meetings that she attended. Business owners cannot pay their taxes if they cannot have their parking. She said that she strongly encourages thinking about the parking situation for business owners along the corridors. She reiterated that community members would love to see the speed limit along the corridor lowered to make it safer for pedestrians.

ITEMS FOR ACTION AT THIS MEETING:

MOTION Consent Calendar: Mr. Yeh moved adoption of the following resolution: LTD Resolution No. 2016-016: It is hereby resolved that the Consent Calendar for May 18, 2016, is approved as presented. Mr. Necker provided the second. The Consent Calendar consisted of the Minutes of the April 11, 2016, Special Board Meeting/Work Session; and the Minutes of the April 20, 2016, Regular Board Meeting.

VOTE The resolution was adopted as follows:
AYES: Gillespie, Necker, Nordin, Wildish, Yeh (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Pierce, Grossman (2)

Human Relations Committee Recommendation: General Manager 2016 Goals and Objectives: Mr. Gillespie, Committee chair, explained that the Board Human Relations (HR) Committee began meeting with the general manager in late February 2016 to begin the six-month evaluation process. He said that he would be presenting the goals that the general manager has set for herself, in agreement with the HR Committee, for the next six-month evaluation period going through November 2016. He said that he would like to put the goals forward for discussion with the Board.

MOTION Mr. Gillespie moved the following resolution: Resolution No. 2016-018: It is hereby resolved that the LTD Board of Directors approves the LTD General Manager's 2016 Goals and Objectives as recommended by the LTD Board of Directors Human Relations Committee. Mr. Necker provided the second.

Mr. Gillespie explained that through the process of discussion, the HR Committee asked the general manager to add Goal No. 7, which asks the general manager to investigate additional resources for funding; to which the general manager agreed. The other six goals were brought forth directly by the general manager.

Mr. Wildish expressed that he believes these goals are measurable, obvious, and align with the desires of the Board.

Ms. Jackson said that she was looking forward to the next six months and the work ahead.

VOTE The motion was approved as follows:
AYES: Gillespie, Necker, Nordin, Wildish, Yeh (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Pierce, Grossman (2)

General Manager Performance Evaluation: Mr. Wildish asked for the resolution stating that General Manager Aurora Jackson receives a favorable review for her first six-month period with LTD.

MOTION Mr. Necker moved Resolution 2016-017: I move approval of Resolution No. 2016-017: Resolved, that Lane Transit District General Manager Aurora Jackson receives a favorable review for her first six-month performance evaluation. Mr. Gillespie provided the second. Mr. Gillespie commended Ms. Jackson on how well she has stepped in to some difficult issues and come up with good solutions, and he added that this has been a positive step forward. He said that he was looking forward to the rest of this year and the next.

Mr. Wildish said that he has had positive feedback from the public that the general manager is easy to talk to and willing to have meaningful conversations. He said that the business community has indicated that they see she is present and available in the community. He recognized that she has worked very hard at this, and it has yielded wonderful results.

VOTE The motion was approved as follows:
AYES: Gillespie, Necker, Nordin, Wildish, Yeh (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Pierce, Grossman (2)

Proclamation Honoring FTA's Rick Krochalis: A. J. explained that the Board of Directors is presenting a proclamation to Rick Krochalis with the Federal Transit Administration (FTA) to acknowledge and thank him for his long support of transit. She said that Mr. Krochalis has been an administrator with the FTA for 14 years and has spearheaded the leadership at the FTA office in assisting LTD through several major FTA projects. These projects included funding buses, facility enhancements, and EmX projects. If not for the level of leadership and partnership that he fostered with LTD, these projects could have had different outcomes. She said that his partnership with LTD totaled more than \$238 million of funding that the District received for the local community. This is money that has been used to enhance transit services for the community. The District is very proud of what it has achieved, grateful for this relationship, and hopes to maintain this level of relationship with the FTA going forward. She said that Mr. Krochalis is not present at the meeting tonight and does not have a representative; however, he is aware that the District is doing this. Staff will forward the official documents to him.

Mr. Wildish added that Mr. Krochalis was in town when the FTA representative came to town and made a presentation in September 2015. Mr. Krochalis has been a strong advocate for LTD.

MOTION Mr. Gillespie moved the following resolution: Resolution No. 2016-019: Be it resolved that the Lane Transit District Board of Directors expresses the gratitude of the District to Mr. Krochalis for his years of support of LTD's capital construction projects that will support our community long into the future, as stated in further detail in the attached Proclamation. Mr. Yeh provided the second.

VOTE The resolution was adopted as follows:
AYES: Gillespie, Necker, Nordin, Pierce, Wildish, Yeh (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Pierce, Grossman (2)

ADDITIONS TO THE AGENDA:

Board Committee Relationships: Mr. Yeh said that he wanted to bring to the Board a request to review the Board's relationship with its committees, committee communications, and committee objectives. Mr. Yeh turned the topic over to Planning and Development Manager, Tom Schwetz for further explanation.

Mr. Schwetz said that he was going to talk about one specific committee, but he explained that the concept could be applied to all committees. He said that the EmX Steering Committee started before anyone knew what EmX was. It began as just a Board committee that held discussions on the elements of Bus Rapid Transit (BRT). He said that members quickly realized that their discussion needed to involve community leaders.

Mr. Schwetz said that one of the items he took from the recent Board retreat was the desire to review structure and expected outcomes of the various Board advisory committees. With the EmX Steering Committee in particular, there is a great group of community leaders that meet once every couple of months. He said that given the community's extensive knowledge of EmX today, it may be a good opportunity to look at a deeper engagement by the Board in that group for a broader vision and strategy.

Mr. Necker asked if he had any specific recommendations. Mr. Schwetz replied that there is an EmX Steering Committee meeting on June 7, at which time the plan implementation process will be introduced. The hope is that the Board members on the Committee will bring the information back to the Board to develop a deeper level of a relationship.

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports:

Mr. Nordin reported that at the LaneACT meeting, it was proposed that the Santa Clara station should be funded in the *ConnectOregon* grant application. He said that the group received a presentation from Matt Garrett with Oregon Department of Transportation (ODOT) explaining that the next legislation session is going to be the session for transportation. He said that it is LTD's responsibility to fill in the gaps to prepare the legislature for the 2017 session on transportation.

Mr. Nordin added that there were several members of the LaneACT who expressed an interest in obtaining service to Florence. This included the Mayor of Florence; the chief of the Confederated Tribes of the Coos, Lower Umpqua, and Siuslaw Indians who run the casino; and Eugene community members. He added that this was expected to be regular LTD service. Following Mr. Garrett's presentation, Mr. Schwetz had mentioned that there had been a discussion with Lane Council of Governments (LCOG) and other members of the community about establishing regularly scheduled service to Florence. He said that the discussion seems to be moving forward, and more may be heard about it in the future.

Mr. Necker asked if there was any knowledge of ODOT potentially being interested in assisting with funding for service to Florence.

Mr. Schwetz replied that ODOT is interested in funding for the gap in transit service between Florence and Yachats, but that he has not heard anything specific about funding for the service to Florence.

Mr. Gillespie said that he had attended the APTA Board members and Board support conference held on April 30 through May 3 in San Antonio. He reported that there were some substantial and unfortunate events that took place at the time of the conference. He explained that on the eve of the conference, APTA President and CEO Michael Melaniphy resigned; and the following morning, the Metropolitan Transit Authority (MTA), New York City's transit authority, withdrew its dues funding of APTA, which were substantial. There also was talk about House Bill 2 in North Carolina and who would be attending that conference. He said that at a prior conference he had attended, there was talk about creating a pact for APTA, but it did not get off the ground.

Ms. Pierce arrived at 4:31 p.m.

Main Street-McVay Highway Transit Study Phase 2 Update: Development Project Manager Sasha Luftig and City of Springfield Community Development Manager Tom Boyatt provided the Board with an update on the Main-McVay Corridor outreach and what staff have been hearing from businesses and community members along the corridor.

Ms. Luftig explained that in early 2016, the Main-McVay Governance Team narrowed the range of corridor enhancement options to advance for further study. Those options were taken to the business and property owners for feedback on potential impacts to properties and to gain an understanding of concerns. This was done to ensure that the options chosen for advancement are in the best interests of everyone. The City of Springfield staff personally reach out via phone calls to every business along the corridor, resulting in more than 450 phone calls. They established contact with 253 businesses and set up 40 one-on-one meetings with approximately 70 people. Springfield staff sent mailers to all properties along the Main Street corridor and have an additional 40 meetings on the calendar.

Mr. Boyatt gave an overview of the presentation that City of Springfield staff gave at the City Council meeting on Monday, May 16. He said that there is community interest in improving safety and transit. There also is a high level of concern that the improvements will hinder businesses along the corridor by decreasing businesses' property and parking areas, thus inhibiting access to businesses. Mr. Boyatt explained that there are a series of design solution meetings as part of the next steps to assist with alleviating and resolving some of these issues and concerns. Community members have expressed that they feel that the tradeoff of business losses and closures for transit improvement is not worthwhile. He said that community members are expressing no support for a raised median and little support for roundabouts.

He said that there also is community concern regarding business viability during the construction period. The Springfield Utility Board (SUB) has electric transmission lines and a water line along the corridor, which they indicate will be exceedingly difficult and costly to move. SUB has said that the water line is approximately 60 years old and in need of upgrading, which this project would expedite. He said that the fire department has expressed concern regarding the impact of a raised median on its ability for timely responsiveness to

emergencies. He explained that community members have expressed that they do feel the lighted crosswalks are beneficial and working.

Ms. Jackson said that the community does have some serious concerns about property acquisition, roundabouts, and the impact on their businesses viability. She said that she heard strong opinions recommending that LTD look at options that will not result in property loss and inhibit access to businesses. She explained that the Governance Team is made up of two Board members and two City of Springfield elected officials, which include the Mayor and a Council member. Staff will be waiting to make any decisions until further direction is received from the Governance Team. The City Council holds a strong direction on preserving the businesses along the corridor while enhancing safety and transit. The LTD Board president has clearly expressed LTD's role is to serve the community's needs and not encroach on their ability to do business. It is the District's desire to be responsive to the community's needs, especially the most heavily impacted business owners.

Trillium Update: Ms. Jackson stated that LTD would not enter into a contract until further discussion was held with Trillium. That conversation has been ongoing, and an \$8.40 per member per month (PMPM) rate is being reviewed. She said that based on ridership trends, if membership continues to rise at the same rate as last year, there will be a need for a corridor reimbursement plan. Staff are waiting for a response from Trillium. She said that if an agreement is not reached before the current contract's expiration on June 30, a month-to-month contract will be requested. This will provide the District with maximum flexibility to back out of the contract. Staff are seeing an upward trend in ridership.

Monthly Department Reports: There were no questions or comments.

Monthly Grant Report: There were no questions or comments.

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

Fareless System: Ms. Jackson said that as staff move forward in the budget review process, they will evaluate how a fareless system would impact the way that LTD does business. Due to the promise of a lengthy and engaged Board discussion, staff recommend this item be added to the agenda of a future Board work session.

Contract Signature Authority Levels: Ms. Jackson said that she will bring information on contract signature authority levels to the Board at its June 15 meeting. She said that two financial firms had been hired to evaluate how the District conducts business on a day-to-day basis as it relates to government best practices.

OTHER BUSINESS: Mr. Gillespie presented the idea of painting one bus in a tie-dye pattern for public promotion. He offered the idea of creating a funding contribution site such as a *Go Fund Me* account to help cover the cost of painting the bus; he suggested that the Country Fair may be interested in contributing. He asked that this be considered at a future date.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 5:07 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Julie Grossman
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: _____

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Lane Transit District
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**CONSENT CALENDAR ITEM:
LTD BOARD BUDGET COMMITTEE NOMINATION**

June 15, 2016

Background:

The LTD Board Budget Committee is composed of the seven members of LTD's Board of Directors and seven community members who are nominated and approved by the Board and serve for three-year terms. The non-Board Budget Committee members must reside within the District's service boundaries, but are not required to live in the same subdistrict as the Board member making the appointment.

Board Member Angelynn Pierce is nominating Kim Thompson to fill the position vacated by Dwight Collins, whose three-year term expired on January 1, 2016.

The nomination form for Ms. Thompson is attached. Also attached is a list of Budget Committee members showing the term expiration date for each, as well as the nominating Board member.

Attachments:

- 1) List of 2016-17 Budget Committee Members
- 2) Nomination Form for Kim Thompson

Recommended Action:

The Board is asked to approve this nomination in the Consent Calendar presented for approval by the Board at the June 15, 2016, Board meeting.

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LANE TRANSIT DISTRICT BUDGET COMMITTEE MEMBERS

(FY 2016-2017 Budget)

Note: Budget Committee members are not required to live in the same subdistrict as the nominating Board member.

| SUBDISTRICT | NOMINATING BOARD MEMBER | TERM EXPIRES | BUDGET COMMITTEE MEMBER | TERM EXPIRES |
|-------------|----------------------------|--------------|-------------------------|--------------|
| 1 | Angelynn Pierce | 12/31/16 | Vacant | 1/01/16 |
| 2 | Carl Yeh | 12/31/16 | Kathryn Bruebaker | 1/01/17 |
| 3 | Don Nordin | 12/31/18 | Scott Diehl | 1/01/18 |
| 4 | Ed Necker | 12/31/17 | Jody Cline | 1/01/18 |
| 5 | Gary Gillespie | 12/31/17 | Jennifer Smith | 1/01/19 |
| 6 | Gary Wildish | 12/31/18 | Jon Hinds | 1/01/17 |
| 7 | Julie Grossman | 12/31/16 | Dean Kortge | 1/01/17 |



LANE TRANSIT DISTRICT
NOMINATION FOR BUDGET COMMITTEE

BUDGET COMMITTEE APPOINTMENT QUALIFICATIONS: ORS 294.336

Budget Committee: (2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of qualified electors of the municipal corporation appointed by the governing body. . . . (5) The appointive members of the budget committee shall be appointed for terms of three years. The terms shall be so staggered that one-third or approximately one-third of the appointive members' terms ends each year.

Board Member: Angelynn Pierce
Date of Nomination: June 15, 2016
Term of Budget Committee Appointment: June 15, 2016 to January 1, 2019
Approved by Board: _____ Date

Q:\ATEAM\BOARD\Budget Comm Nomination form.doc

NOMINEE'S NAME: Kim Thompson
Preferred Contact: home
Home Address: 1550 Walnut Rd. Springfield, OR 97477
Telephone Number: 541-515-3543 E-mail: Kimta603@gmail.com
Preferred Contact: home
Business Address: 1401 Willamette St. Eugene OR 974701
Telephone Number: 541-359-9178 E-mail: kimberly.r.thompson@oregon.gov
PREFERRED MAILING/DELIVERY ADDRESS: Home Address
Occupation: Lane County Workforce Analyst
Brief statement of nominee's background that is relevant to budget committee appointment:
Kim has worked in Lane County for the last 20 years, in both the public and private sectors. She has experience with large budgets, strategic planning, personnel management, local economics, and workforce, along with project management work. She has been involved in a number of Lane County community events and boards including Willamalane Parks Foundation, Springfield Chamber of Commerce, Springfield Library, and she is a member of the Chi Omega House Corporation Board on the University of Oregon campus.

AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2016

ITEM TITLE: APPROVAL OF FISCAL YEAR 2015-2016 SUPPLEMENTAL BUDGET

PREPARED BY: Roland Hoskins, Director of Administrative Services

ACTION REQUESTED: (1) Hold a public hearing on Fiscal Year 2015-2016 Supplemental Budget.
(2) Approve the resolution adjusting the Fiscal Year 2015-2016 Adopted Budget for the Medicaid Fund as described below.

BACKGROUND:

The FY 2015-2016 Adopted Budget is being adjusted for the following reasons:

General Fund

Requirements - The Transfer to Medicaid Fund is being increased by \$245,000 to fund the increased requirement for the Medicaid Non-Emergency Medical Transportation (NEMT) Program. Additional General Fund Transfer is needed due to increased utilization of this program combined with a fixed per member, per month reimbursement. The increase in the transfer is offset by a corresponding decrease in the General Fund Contingency. There is no change to total General Fund appropriations.

Medicaid Fund

Resources - Increase Medicaid revenue by \$905,000 to fund additional trips under the Non-Emergency Medical Transportation (NEMT) Program. Additional individuals have become eligible for this service and more rides are being taken per person leading to increased usage of the program. Increase the transfer from the General Fund by \$245,000 to fund costs not covered by the reimbursement rates in effect this fiscal year.

Requirements - Medicaid program costs are being increased \$1,150,000 (\$134,200 from contingency and the addition of \$1,015,800) to cover increased trips under the NEMT program. The Medicaid Non-Medical (Waivered) Program is being increased to cover costs due to more people becoming eligible.

RESULTS OF RECOMMENDED ACTION:

The FY 2015-2016 Adopted Budget will be modified for the noted changes so that anticipated expenditures and transfers will not exceed amended appropriations as required by Oregon Local Budget Law.

ATTACHMENT: LTD Resolution No. 2016-06-15-021

PROPOSED MOTION: I move approval of LTD Resolution No. 2016-06-15-021, which amends the LTD Fiscal Year 2015-2016 budget as represented in the resolution.

LANE TRANSIT DISTRICT RESOLUTION NO. 2016-06-15-021

Be it resolved that appropriations for the FY 2015-2016 budget adopted by the Board of Directors be adjusted as indicated below.

Summary of Supplemental Budget

| | Adopted | Increase (Decrease) | Amended |
|----------------------------|------------------|------------------------|-------------------|
| General Fund | | | |
| Requirements | | | |
| Transfer to Medicaid Fund | 195,000 | 245,000 | 440,000 |
| Operating Contingency | 1,000,000 | (245,000) | 755,000 |
| | <u>1,195,000</u> | - | <u>1,195,000</u> |
| Medicaid Fund | | | |
| Resources | | | |
| Medicaid | 9,216,600 | 905,000 | 10,121,600 |
| Transfer from General Fund | 195,000 | 245,000 | 440,000 |
| | <u>9,411,600</u> | <u>1,150,000</u> | <u>10,561,600</u> |
| Requirements | | | |
| Transit Services | 9,411,600 | 1,150,000 | 10,561,600 |
| Contingency | 134,200 | (134,200) | - |
| | <u>9,545,800</u> | <u>1,015,800</u> | <u>10,561,600</u> |

Adopted by Lane Transit District Board of Directors on the 15th day of June, 2016.

Date

Board President

AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2016

ITEM TITLE: ADOPTION OF FISCAL YEAR 2016-2017 BUDGET

PREPARED BY: Roland Hoskins, Director of Administrative Services

ACTION REQUESTED: (1) Hold a public hearing on Fiscal Year 2016-2017 Budget.
(2) Adopt Fiscal Year 2016-2017 Budget by attached Resolution.

BACKGROUND:

The LTD Budget Committee approved the budget for Fiscal Year 2016-2017 on May 18, 2016. The fixed-route operating budget is \$46,942,586. The total of all combined funds, plus reserves and transfers, is \$187,518,157. A public hearing on the budget must be held, and budget law requires that the Board of Directors must adopt a final budget before July 1, 2016.

The budget described in the attached resolution for all Lane Transit District funds is the same as the budget that was approved by the LTD Budget Committee on May 18. It includes an additional \$1,000,000 contribution to decrease the unfunded liability in the District's two pension funds.

Following the close of the public hearing, the Board must act to either adopt the budget as presented or amend the budget and then adopt it.

Budget highlights and a brief overview will be presented at the June 15 Board meeting. A copy of the final budget document will be provided to each member of the Budget Committee following adoption of a FY 2016-2017 budget.

RESULTS OF RECOMMENDED ACTION:

Staff will file the adopted budget with the State of Oregon, as required, and the new budget will become the FY 2016-2017 business plan beginning July 1, 2016.

ATTACHMENTS:

- (1) Lane Transit District Resolution No. 2016-06-15-022
- (2) General Fund Approved Budget
- (3) Accessible Services Fund Approved Budget
- (4) Medicaid Fund Approved Budget
- (5) Capital Projects Fund Approved Budget

PROPOSED MOTION: I move approval of Resolution No. 2016-06-15-022, adopting the LTD Fiscal Year 2016-2017 approved budget as presented and appropriating \$187,518,157 as represented in the resolution.

Q:\Reference\Board Packet\2016\June\June 15 Reg Mtg\Adoption of FY 2016-17 budget AIS.docx



LANE TRANSIT DISTRICT RESOLUTION NO. 2016-06-15-022

BE IT RESOLVED that the Board of Directors of Lane Transit District hereby adopts the budget for Fiscal Year 2016-2017 in the total combined fund sum of \$187,518,157 now on file at the Lane Transit District offices.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2016, and for the purposes shown below, are hereby appropriated as follows:

| | |
|---|------------------------------|
| <u>GENERAL FUND - OPERATING BUDGET</u> | |
| Transit Services | \$46,942,586 |
| <u>GENERAL FUND - NON-OPERATING</u> | |
| Transfer to Accessible Services Fund | 2,508,791 |
| Transfer to Medicaid Fund | 275,000 |
| Transfer to Capital Projects Fund | 2,509,300 |
| Operating Contingency | 1,000,000 |
| Other Contingency | 29,609,930 |
| Self-Insurance Contingency | <u>1,000,000</u> |
| Total Non-operating | <u>36,903,021</u> |
| Total General Fund | <u><u>83,845,607</u></u> |
| <u>ACCESSIBLE SERVICES FUND</u> | |
| Transit Services | 6,854,095 |
| Operating Contingency | <u>130,000</u> |
| Total Accessible Services Fund | <u><u>6,984,095</u></u> |
| <u>MEDICAID FUND</u> | |
| Transit Services | 11,954,700 |
| Operating Contingency | <u>131,347</u> |
| Total Medicaid Fund | <u><u>12,086,047</u></u> |
| <u>CAPITAL PROJECTS FUND</u> | |
| Capital Outlay | 64,342,815 |
| Capital Reserve | <u>20,259,593</u> |
| Total Capital Projects Fund | <u><u>84,602,408</u></u> |

June 15, 2016
Date Adopted

Board President



**Lane Transit District
General Fund
Fiscal Year 2016-2017**

| Resources | FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | FY 2015-16 Estimate | FY 2016-17 Proposed | FY 2016-17 Approved |
|----------------------------------|----------------------|----------------------|----------------------|------------------------|------------------------|------------------------|
| Beginning Working Capital | \$15,898,627 | \$17,882,802 | \$17,908,200 | \$22,537,350 | \$32,084,900 | \$32,084,900 |
| Operating Revenues | | | | | | |
| Cash Fares & Passes | 4,438,630 | 4,640,737 | 4,714,500 | 4,453,264 | 4,684,037 | 4,684,037 |
| Group Passes | 2,630,319 | 2,642,185 | 2,550,000 | 2,522,038 | 2,640,000 | 2,640,000 |
| Advertising | 460,000 | 437,950 | 437,000 | 443,887 | 445,000 | 445,000 |
| Special Services | 204,191 | 172,997 | 152,000 | 142,023 | 145,000 | 145,000 |
| | \$7,733,140 | \$7,893,869 | \$7,853,500 | \$7,561,212 | \$7,914,037 | \$7,914,037 |
| Nonoperating Revenues | | | | | | |
| Payroll Taxes | 25,374,737 | 30,981,560 | 30,100,200 | 36,000,000 | 36,257,400 | 36,257,400 |
| Self-employment Taxes | 1,647,329 | 1,683,987 | 1,680,000 | 1,800,000 | 1,812,870 | 1,812,870 |
| State-in-Lieu | 1,914,665 | 609,979 | 200,000 | 340,172 | 350,000 | 350,000 |
| Federal Assistance | 5,069,829 | 4,837,633 | 5,050,000 | 5,437,966 | 5,050,000 | 5,050,000 |
| State Assistance | 723,888 | 2,161 | 0 | 0 | 0 | 0 |
| Local Assistance | 42,385 | 51,460 | 15,000 | 16,500 | 15,000 | 15,000 |
| Miscellaneous | 316,476 | 375,877 | 253,400 | 264,591 | 296,400 | 296,400 |
| Interest | 83,006 | 52,359 | 48,000 | 65,255 | 65,000 | 65,000 |
| | \$35,172,315 | \$38,595,016 | \$37,346,600 | \$43,924,484 | \$43,846,670 | \$43,846,670 |
| Total Resources | \$58,804,082 | \$64,371,687 | \$63,108,300 | \$74,023,046 | \$83,845,607 | \$83,845,607 |

| Requirements | FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | FY 2015-16 Estimate | FY 2016-17 Proposed | FY 2016-17 Approved |
|---|----------------------|----------------------|----------------------|------------------------|------------------------|------------------------|
| Operating Requirements | | | | | | |
| Personnel Services | 27,662,504 | 28,380,091 | 31,626,600 | 28,002,957 | 34,893,193 | 35,893,193 |
| Materials & Services | 7,978,750 | 7,649,471 | 9,848,200 | 8,318,788 | 9,995,675 | 9,995,675 |
| Insurance & Risk Services | 1,071,978 | 967,223 | 1,108,300 | 955,100 | 1,053,718 | 1,053,718 |
| | \$36,713,232 | \$36,996,785 | \$42,583,100 | \$37,276,845 | \$45,942,586 | \$46,942,586 |
| Transfers | | | | | | |
| Transfer to Accessible Services Fund | 2,252,912 | 1,214,451 | 2,586,900 | 1,733,596 | 2,508,791 | 2,508,791 |
| Transfer to Medicaid Fund | 162,436 | 272,000 | 195,000 | 1,260,127 | 275,000 | 275,000 |
| Transfer to Capital Projects Fund | 1,792,700 | 3,351,100 | 1,667,600 | 1,667,600 | 2,509,300 | 2,509,300 |
| | \$4,208,048 | \$4,837,551 | \$4,449,500 | \$4,661,323 | \$5,293,091 | \$5,293,091 |
| Reserves | | | | | | |
| Operating Contingency | 0 | 0 | 1,000,000 | 0 | 1,000,000 | 1,000,000 |
| Working Capital | 0 | 0 | 14,075,700 | 0 | 30,609,930 | 29,609,930 |
| Self-Insurance, Risk, and HRA Liability | 0 | 0 | 1,000,000 | 0 | 1,000,000 | 1,000,000 |
| | \$0 | \$0 | \$16,075,700 | \$0 | \$32,609,930 | \$31,609,930 |
| Total Requirements | \$40,921,280 | \$41,834,336 | \$63,108,300 | \$41,938,168 | \$83,845,607 | \$83,845,607 |

| | | | | | | |
|------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Total FTE | 313.27 | 313.27 | 322.52 | 322.52 | 342.52 | 342.52 |
|------------------|---------------|---------------|---------------|---------------|---------------|---------------|

| Percentage Change Analysis | FY 2014-15 Actual compared with FY 2013-14 Actual | FY 2015-16 Estimate compared with FY 2014-15 Actual | FY 2015-16 Estimate compared with FY 2014-15 Actual | FY 2016-17 Proposed compared with FY 2015-16 Budget | FY 2016-17 Approved compared with FY 2015-16 Budget |
|------------------------------|---|---|---|---|---|
| Total Resources | 9.5% | | 15.0% | 32.9% | 32.9% |
| Total Operating Revenues | 2.1% | | -4.2% | 0.8% | 0.8% |
| Total Nonoperating Revenues | 9.7% | | 13.8% | 17.4% | 17.4% |
| Total Requirements | 2.2% | | 0.2% | 32.9% | 32.9% |
| Total Operating Requirements | 0.8% | | 0.8% | 7.9% | 10.2% |
| Total Transfers | 15.0% | | -3.6% | 19.0% | 19.0% |
| Total Reserves | | | | 102.9% | 96.6% |



**Lane Transit District
Accessible Services Fund
Fiscal Year 2016-2017**

| Resources | FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | FY 2015-16 Estimate | FY 2016-17 Proposed | FY 2016-17 Approved |
|----------------------------------|----------------------|----------------------|----------------------|------------------------|------------------------|------------------------|
| Beginning Working Capital | \$255,018 | \$215,226 | \$215,200 | \$212,330 | \$212,200 | \$212,200 |
| Operating Revenues | | | | | | |
| Passenger Fares | 335,367 | 355,814 | 362,200 | 337,246 | 348,500 | 348,500 |
| Federal Assistance | 2,560,098 | 2,853,991 | 2,697,400 | 2,660,461 | 2,672,167 | 2,672,167 |
| State Assistance | 597,270 | 1,343,441 | 1,076,300 | 1,035,446 | 1,119,029 | 1,119,029 |
| Local Assistance | 103,220 | 109,944 | 123,200 | 123,400 | 123,408 | 123,408 |
| Miscellaneous | 743 | 200 | 0 | 50 | 0 | 0 |
| | \$3,596,698 | \$4,663,390 | \$4,259,100 | \$4,156,603 | \$4,263,104 | \$4,263,104 |
| Other Sources | | | | | | |
| Transfer from General Fund | 2,252,912 | 1,214,451 | 2,586,900 | 1,733,596 | 2,508,791 | 2,508,791 |
| | \$2,252,912 | \$1,214,451 | \$2,586,900 | \$1,733,596 | \$2,508,791 | \$2,508,791 |
| Total Resources | \$6,104,628 | \$6,093,067 | \$7,061,200 | \$6,102,529 | \$6,984,095 | \$6,984,095 |

| Requirements | FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | FY 2015-16 Estimate | FY 2016-17 Proposed | FY 2016-17 Approved |
|-------------------------------------|----------------------|----------------------|----------------------|------------------------|------------------------|------------------------|
| Operating Requirements | | | | | | |
| Eugene/Springfield Services | | | | | | |
| ADA RideSource | 4,932,371 | 4,922,226 | 5,823,800 | 4,949,645 | 5,819,400 | 5,819,400 |
| Transit Training and Hosts | 122,517 | 112,086 | 144,400 | 114,030 | 149,695 | 149,695 |
| Special Transport | 92,739 | 99,806 | 99,900 | 117,872 | 100,500 | 100,500 |
| | \$5,147,627 | \$5,134,118 | \$6,068,100 | \$5,181,547 | \$6,069,595 | \$6,069,595 |
| Rural Lane County Services | | | | | | |
| South Lane | 123,435 | 129,157 | 124,900 | 128,104 | 126,200 | 126,200 |
| Florence | 165,379 | 183,134 | 193,800 | 186,265 | 199,600 | 199,600 |
| Oakridge | 217,625 | 203,189 | 243,800 | 209,587 | 233,100 | 233,100 |
| | \$506,439 | \$515,480 | \$562,500 | \$523,956 | \$558,900 | \$558,900 |
| Other Services | | | | | | |
| Mobility Management | 165,784 | 128,130 | 175,000 | 117,407 | 150,000 | 150,000 |
| Crucial Connections | 1,193 | 3,319 | 5,300 | 2,805 | 5,300 | 5,300 |
| Veterans Transportation | 13,819 | 20,893 | 20,300 | 8,081 | 10,300 | 10,300 |
| Lane County Coordination | 54,540 | 78,801 | 100,000 | 56,525 | 60,000 | 60,000 |
| | \$235,336 | \$231,143 | \$300,600 | \$184,818 | \$225,600 | \$225,600 |
| Total Operating Requirements | \$5,889,402 | \$5,880,741 | \$6,931,200 | \$5,890,321 | \$6,854,095 | \$6,854,095 |
| Transfer to Capital Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Contingency | \$0 | \$0 | \$130,000 | \$0 | \$130,000 | \$130,000 |
| Total Requirements | \$5,889,402 | \$5,880,741 | \$7,061,200 | \$5,890,321 | \$6,984,095 | \$6,984,095 |

| Percentage Change Analysis | FY 2014-15 Actual compared with FY 2013-14 Actual | FY 2015-16 Estimate compared with FY 2014-15 Actual | FY 2015-16 Estimate compared with FY 2014-15 Actual | FY 2016-17 Proposed compared with FY 2015-16 Budget | FY 2016-17 Approved compared with FY 2015-16 Budget |
|----------------------------|---|---|---|---|---|
| Total Resources | -0.2% | | 0.2% | -1.1% | -1.1% |
| Transfer from General Fund | -46.1% | | 42.7% | -3.0% | -3.0% |
| Total Requirements | -0.1% | | 0.2% | -1.1% | -1.1% |



**Lane Transit District
Medicaid Fund
Fiscal Year 2015-2016**

| Resources | FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | FY 2015-16 Estimate | FY 2016-17 Proposed | FY 2016-17 Approved |
|--|----------------------|----------------------|----------------------|------------------------|------------------------|------------------------|
| Beginning Working Capital | \$132,739 | \$134,154 | \$134,200 | \$178,690 | \$180,700 | \$180,700 |
| Operating Revenues | | | | | | |
| Medicaid Nonemergency Medical Transportation | 5,796,208 | 7,861,688 | 8,578,000 | 9,150,700 | 11,175,754 | 11,175,754 |
| Medicaid Waivered Transportation | 465,617 | 648,172 | 638,600 | 430,987 | 454,593 | 454,593 |
| State Assistance | 0 | 0 | 0 | 0 | 0 | 0 |
| Interest | 1,870 | 0 | 0 | 0 | 0 | 0 |
| | \$6,263,695 | \$8,509,860 | \$9,216,600 | \$9,581,687 | \$11,630,347 | \$11,630,347 |
| Other Sources | | | | | | |
| Transfer from General Fund | 162,436 | 272,000 | 195,000 | 1,260,127 | 275,000 | 275,000 |
| | \$162,436 | \$272,000 | \$195,000 | \$1,260,127 | \$275,000 | \$275,000 |
| Total Resources | \$6,558,870 | \$8,916,014 | \$9,545,800 | \$11,020,504 | \$12,086,047 | \$12,086,047 |

| Requirements | FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | FY 2015-16 Estimate | FY 2016-17 Proposed | FY 2016-17 Approved |
|--|----------------------|----------------------|----------------------|------------------------|------------------------|------------------------|
| Operating Requirements | | | | | | |
| Medicaid Medical Services | | | | | | |
| Services | 4,675,695 | 6,613,501 | 7,197,500 | 8,302,300 | 9,247,600 | 9,247,600 |
| Mobility Management | 66,042 | 111,162 | 123,300 | 63,100 | 66,300 | 66,300 |
| Program Administration | 1,054,926 | 1,182,111 | 1,257,200 | 1,581,400 | 1,660,400 | 1,660,400 |
| | \$5,796,663 | \$7,906,774 | \$8,578,000 | \$9,946,800 | \$10,974,300 | \$10,974,300 |
| Medicaid Non-Medical (Waivered) Services | | | | | | |
| Services | 331,704 | 595,635 | 608,600 | 619,089 | 690,000 | 690,000 |
| Mobility Management | 22,975 | 40,922 | 38,600 | 53,303 | 56,000 | 56,000 |
| Program Administration | 74,318 | 3,726 | 4,200 | 3,393 | 4,400 | 4,400 |
| Grant Program Match Requirements | 199,056 | 190,265 | 182,200 | 217,174 | 230,000 | 230,000 |
| | \$628,053 | \$830,548 | \$833,600 | \$892,959 | \$980,400 | \$980,400 |
| Contingency | \$0 | \$0 | \$134,200 | \$0 | \$131,347 | \$131,347 |
| Total Requirements | \$6,424,716 | \$8,737,322 | \$9,545,800 | \$10,839,759 | \$12,086,047 | \$12,086,047 |

| Percentage Change Analysis | FY 2014-15 Actual compared with FY 2013-14 Actual | | FY 2015-16 Estimate compared with FY 2014-15 Actual | FY 2016-17 Proposed compared with FY 2015-16 Budget | FY 2016-17 Approved compared with FY 2015-16 Budget |
|----------------------------|---|--|---|---|---|
| Total Resources | 35.9% | | 23.6% | 26.6% | 26.6% |
| Total Requirements | 36.0% | | 24.1% | 26.6% | 26.6% |



Lane Transit District
Capital Projects Fund
Fiscal Year 2016-2017

| Resources | FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | FY 2015-16 Estimate | FY 2016-17 Proposed | FY 2016-17 Approved |
|--|----------------------|----------------------|----------------------|------------------------|------------------------|------------------------|
| Beginning Working Capital | \$3,394,719 | \$3,549,896 | \$5,356,800 | \$1,794,230 | \$13,410,600 | \$13,410,600 |
| Grants | | | | | | |
| Federal Assistance | 9,399,106 | 17,051,329 | 78,379,700 | 36,210,849 | 58,990,035 | 58,990,035 |
| State Assistance | 23,154 | 3,033,762 | 15,483,000 | 15,312,915 | 9,177,473 | 9,177,473 |
| Local Assistance | 73,762 | 0 | 0 | 0 | 515,000 | 515,000 |
| | \$9,496,022 | \$20,085,091 | \$93,862,700 | \$51,523,764 | \$68,682,508 | \$68,682,508 |
| Other Sources | | | | | | |
| Transfer from General Fund | 1,792,700 | 3,351,100 | 1,667,600 | 1,667,600 | 2,509,300 | 2,509,300 |
| Transfer from Accessible Services Fund | 0 | 0 | 0 | 0 | 0 | 0 |
| | \$1,792,700 | \$3,351,100 | \$1,667,600 | \$1,667,600 | \$2,509,300 | \$2,509,300 |
| Total Resources | \$14,683,441 | \$26,986,087 | \$100,887,100 | \$54,985,594 | \$84,602,408 | \$84,602,408 |

| Requirements | FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | FY 2015-16 Estimate | FY 2016-17 Proposed | FY 2016-17 Approved |
|--|----------------------|----------------------|----------------------|------------------------|------------------------|------------------------|
| Capital Outlay | | | | | | |
| Frequent Transit Network | | | | | | |
| West Eugene EmX Extension | 7,446,141 | 15,573,516 | 72,740,000 | 36,641,368 | 40,744,200 | 40,744,200 |
| Gateway EmX Extension | 853,424 | 10,371 | 0 | 250 | 12,000 | 12,000 |
| Main Street-McVay Transportation Study | 187,865 | 530,155 | 1,850,000 | 152,413 | 590,000 | 590,000 |
| MovingAhead | 8,047 | 370,309 | 0 | 950,561 | 1,590,545 | 1,590,545 |
| | \$8,495,477 | \$16,484,351 | \$74,590,000 | \$37,744,592 | \$42,936,745 | \$42,936,745 |
| Other Projects | | | | | | |
| Revenue Vehicles - Fixed Route | 74,317 | 2,865,601 | 6,930,000 | 16,380 | 9,995,866 | 9,995,866 |
| Revenue Vehicles - Accessible Services | 138,815 | 126,644 | 0 | 880,628 | 875,000 | 875,000 |
| Support Vehicles | 102,075 | 78,371 | 100,000 | 143,025 | 250,000 | 250,000 |
| Stations, Shelters & Facilities | 1,240,181 | 4,131,269 | 2,421,800 | 815,304 | 3,980,304 | 3,980,304 |
| Computer Hardware & Software | 933,505 | 1,335,475 | 5,145,600 | 593,887 | 1,573,500 | 1,573,500 |
| Intelligent Transportation Systems | 10,862 | 6,252 | 698,000 | 165,890 | 3,531,300 | 3,531,300 |
| Transit Security Projects | 32,222 | 9,939 | 715,000 | 1,000,000 | 816,600 | 816,600 |
| Communications Equipment | 0 | 41,723 | 439,700 | 197,991 | 199,500 | 199,500 |
| Shop Equipment | 27,845 | 107,134 | 75,000 | 17,302 | 64,000 | 64,000 |
| Miscellaneous Equipment | 78,246 | 5,103 | 816,600 | 0 | 120,000 | 120,000 |
| | \$2,638,068 | \$8,707,511 | \$17,341,700 | \$3,830,407 | \$21,406,070 | \$21,406,070 |
| Total Capital Outlay | \$11,133,545 | \$25,191,862 | \$91,931,700 | \$41,574,999 | \$64,342,815 | \$64,342,815 |
| Reserves | \$0 | \$0 | \$8,955,400 | \$0 | \$20,259,593 | \$20,259,593 |
| Total Requirements | \$11,133,545 | \$25,191,862 | \$100,887,100 | \$41,574,999 | \$84,602,408 | \$84,602,408 |

AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2016

ITEM TITLE: TRILLIUM CONTRACT

PREPARED BY: Aurora Jackson, General Manager

ACTION REQUESTED: Approval of extension of Trillium contract

BACKGROUND:

The contract between Trillium and LTD is scheduled to expire on June 30, 2016. An update on contract negotiations will be provided to the LTD Board with a possible request for approval of an extension of the current contract on a month-to-month basis. Extension of the current contract will include the same terms and conditions and will be extended monthly until an alternative agreement is reached or until either party provides notice of termination.

ATTACHMENTS: None

PROPOSED MOTION: *To be handout at Board Meeting.*

Q:\Reference\Board Packet\2016\June\June 15 Reg Mtg\Trillium Action AIS opt 2.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2016

ITEM TITLE: ELECTION OF BOARD OFFICERS

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

ACTION REQUESTED: That the Board elect a president, vice president, secretary, and treasurer to fill two-year terms beginning July 1, 2016.

BACKGROUND:

In accordance with ORS 267.120(1), the LTD Board of Directors must elect from among its members by majority vote, a president, vice president, secretary, and treasurer to serve two-year terms beginning and ending on July 1 of even-numbered years.

The current officers are Gary Wildish, president; Carl Yeh, vice president; Julie Grossman, secretary; and Ed Necker, treasurer. Three Board members' terms will expire at the end of 2016 (Julie Grossman, Angelynn Pierce, and Carl Yeh). The governor's office has indicated that if they wish to be reappointed, it is likely that all applications will be approved.

Should an officer leave the Board in mid-term, an election to fill that officer's vacancy will be held at that time.

ATTACHMENT: None.

NOMINATION: I nominate _____ as the LTD Board (office), for a two-year term beginning July 1, 2016. (Nominations do not require a second.)

VOTE: After closing the nominations, the presiding officer will take the vote on each candidate or on a slate of candidates, by either roll call or voice vote.

Q:\Reference\Board Packet\2016\June\June 15 Reg Mtg\election of officers.doc

AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 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. **Accessible Transportation Committee (ATC):** The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex officio position representing the LTD Board on this committee. At the May 17 meeting, the Committee revised the draft LTD Reasonable Accommodation Policy, received an update on the 2016 Special Transportation Fund Discretionary Grant Program, reviewed the ATC membership, and received presentations on LTD's bus stop signage and the West Eugene EmX bus service redesign.
2. **Main Street Projects Governance Team:** This committee was formed to provide informed direction and collaborative decision making to support the Main Street-McVay Transit Study and four other concurrent projects along Main Street in Springfield. Board Members Don Nordin and Angelynn Pierce serve as LTD's representatives on this committee. At the May 26 meeting, the Governance Team received an update on outreach efforts with business and property owners fronting the Main Street and South A Street segment of the Main-McVay corridor. The Governance Team also provided further direction to staff regarding the design options under consideration.
3. **Metropolitan Policy Committee (MPC):** Board Member Gary Wildish and Board Member Gary Gillespie are LTD's MPC representatives, with Board Member Julie Grossman serving as an alternate. MPC meetings are held on the first Thursday of each month. At the June 2 meeting, the Committee approved 2017 Unified Planning Work Program addendums and discussed the status of the Area's *ConnectOregon* VI grant applications, the Oregon Legislature's Joint Committee on Transportation Preservation and Modernization, and Lane County's Beaver-Hunsaker Corridor Study.

4. **EmX Steering Committee:** The EmX Steering Committee generally meets every two months and is composed of Chair Carl Yeh, Board Members Julie Grossman and Gary Gillespie, members of local units of government, and community representatives. At the June 7 meeting, the Committee received an update on the Main-McVay Transit Study and discussed the project process. The Committee also had a discussion around LTD's new strategic planning framework.
5. **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 June 8 meeting, the ACT discussed selection of a new vice chair, endorsement of Federal Lands Access Program grant applications, the Status of the Area's *ConnectOregon VI* grant applications, the Transportation Safety Action Plan, Lane Council of Government's Data Portal, and Oregon Department of Transportation's Sea Lion Rockwall project.

NO MEETINGS HELD:

1. **LTD Board Human Relations Committee:** The Board Human Relations Committee is composed of Chair Gary Gillespie and Board members Julie Grossman and Gary Wildish, and generally meets on the third Monday of the month. The next meeting is tentatively scheduled to be held on June 20.
2. **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 Trust meeting is scheduled to be held on June 22.
3. **Lane Council of Governments (LCOG) Board of Directors:** LTD Board Member Carl Yeh represents LTD on the LCOG Board of Directors as a non-voting member, with Board Member Don Nordin as alternate. The LCOG Board meets five times a year. The next meeting is scheduled to be held on June 23.
4. **MovingAhead Oversight Committee:** This committee is composed of representatives from the City of Eugene, LTD, and regional partners with the goal of a system-level approach to corridor improvements. LTD Board members Gary Gillespie and Angelynn Pierce serve as LTD's representatives on this committee. The next meeting has not been scheduled.
5. **LTD Board Finance Committee:** The Board Finance Committee is composed of Chair Gary Wildish and Board Members Carl Yeh and Ed Necker. Meetings are scheduled on an as-needed basis. The next Committee meeting has not been scheduled.
6. **LTD Board Service Committee:** The Board Service Committee is composed of Chair Ed Necker and Board Members Gary Gillespie and Angelynn Pierce. Meetings are scheduled on an as-needed basis. The next meeting has not been scheduled.

Q:\Reference\Board Packet\2016\May\May 18 Reg Mtg\BD Member Rprt Summary AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2016

ITEM TITLE: OPPORTUNITY FOR MOBILE TICKETING

PREPARED BY: Steve Parrott, Intelligent Transportation Systems Manager

ACTION REQUESTED: None

BACKGROUND:

Token Transit, Inc. is a startup software development group in the San Francisco Bay Area. They have invited Lane Transit District to participate in an initial launch of the company's mobile ticketing service. This initial launch program will allow Token Transit to evaluate the quality of their product and the viability of their operating business model. Participating in this opportunity would allow LTD to gauge the demand for a mobile ticketing application by the community and to gain experience with such a service while in the process of developing LTD's plan for future fare management.

ATTACHMENT: Token Transit, Inc. Launch Program Overview

PROPOSED MOTION: None

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Token Transit, Inc.

Launch Program Overview



Sam Daly • Morgan Conbere • Zachary Browne

2 March 2016

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Overview

Token Transit, Inc., headquartered in San Francisco, California, was founded by a team of former Google and Apple employees who are dedicated to building products that make using public transportation easy and accessible for everyone. We currently offer a simple, secure, cost effective way for small and mid-sized transportation agencies to let riders purchase fares with their phones. Our product offering includes the following:

1. Universal App with agency-configurable fare structure
2. Visual verification mobile tickets for iOS and Android devices (no hardware necessary)
3. Secure mobile ticket purchases using a credit card or bank account
4. Detailed analytics and integration with existing data infrastructure
5. In house 'tech team' to roll out mobile ticketing together

Token Transit's long-term vision is to create a single mobile experience that allows riders to pay for transit anywhere. It will be standalone and will provide a fully integrated mobile payment solution for public transit.

Launch Program

We aim to partner with transit agencies to participate in an initial launch of our service. Our launch program will rely on secure visual validation of mobile tickets purchased on a rider's phone using a linked credit card or bank account. We will provide applications for iOS and Android as well as mobile ticketing rider analytics and any necessary integration with existing data collection systems. We aim to launch the program in mid 2016 after coming to an agreement with a small set of interested agencies.

Administration of the mobile apps, payment processing, and backend servers to provide this service will be handled by Token Transit. We will provide ridership and payment analytics to agencies through both a web interface and through integrations with existing agency databases (if required). An Administrative Web Portal will allow agencies to configure their ticketing options, manage rider accounts, and inspect real time ridership data.

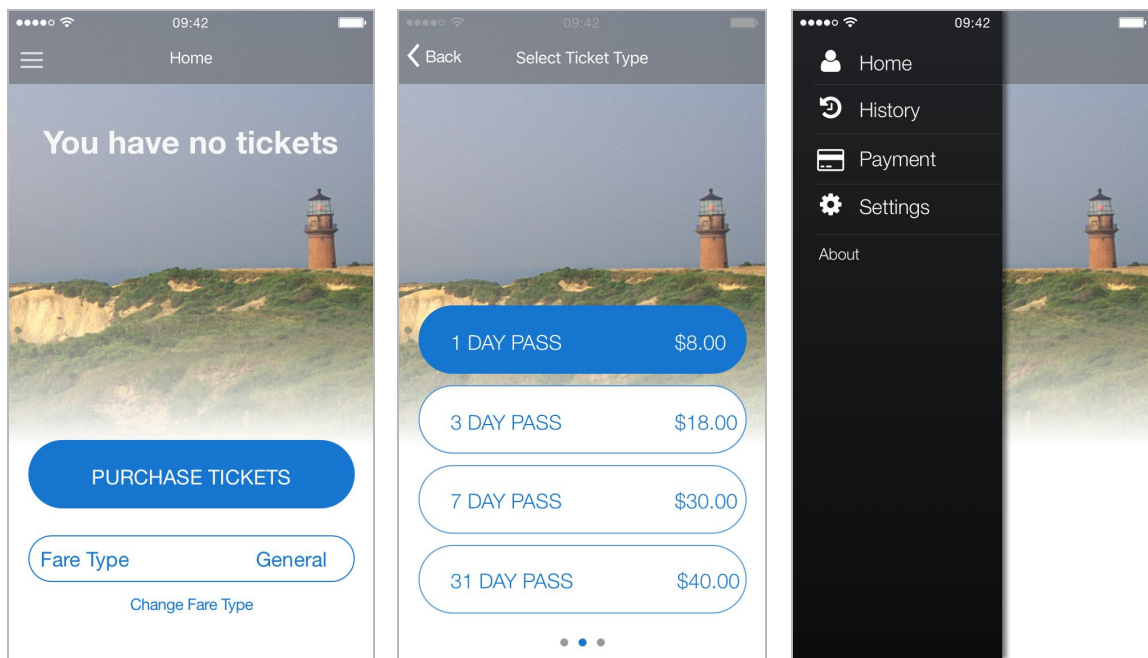
Universal Application

Users will be able to download the Token Transit mobile ticketing application for both iOS and Android devices. One app will work for all transit agencies we partner with and a user's GPS location will determine which agency they want to purchase tickets from. If a user does not have GPS enabled, they will have the option to choose which transit agency they want to purchase tickets from.

Upon signup, a user will be required to provide their name and phone number and can optionally provide an email that we will use as an additional login option and communication channel. Instead of requiring passwords, we will send users a verification code to log onto our app via SMS or email.

Each agency will have the ability to configure their own fare structures (General, Student, 10-ride, etc) which we will cover in more detail in the “Agency Integration” section below. These configurable fare structures will determine a user’s in-app ticket selection process and will differ for each unique agency depending on their fare structures.

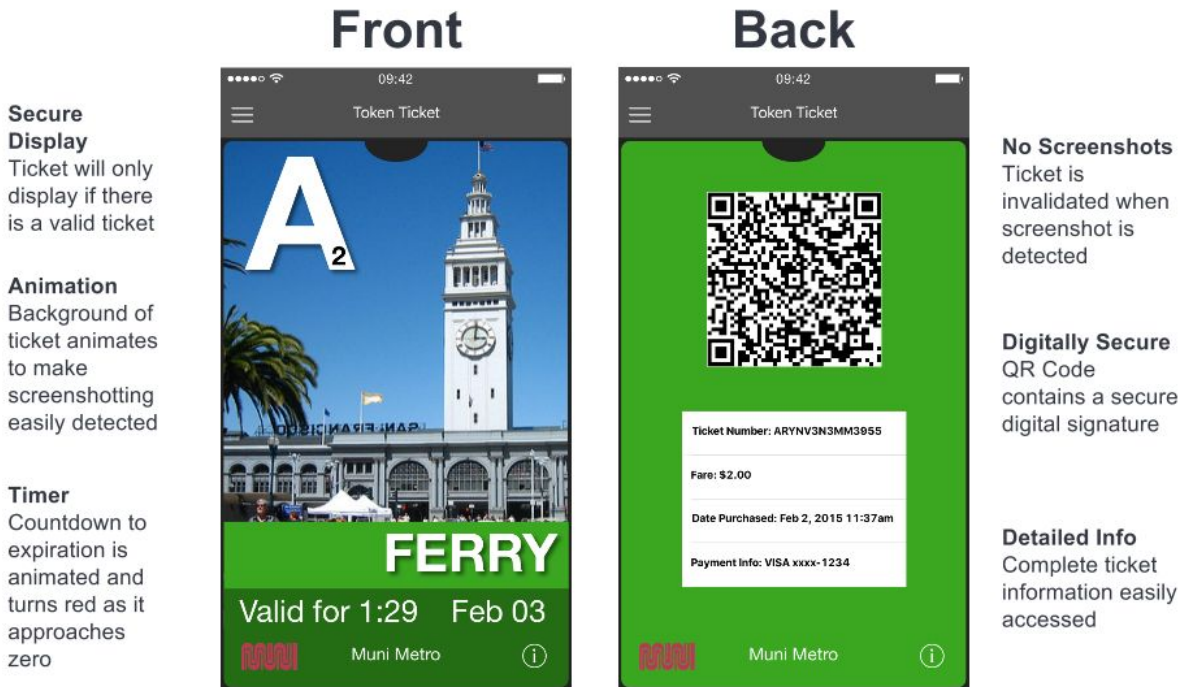
The app will require an internet connection for users to purchase and activate tickets. However, an internet connection is not required for validating a ticket using visual verification or scanning the ticket’s QR code.



Ticketing

Secure Visual Validation

The first line of security for the Token Transit app is visual validation of tickets. The ticket uses a variety of methods to ensure that it can be identified quickly and accurately as a valid ticket and not easily faked by taking a screenshot or altering the ticket’s expiration time.



We expect the primary methods of fare evasion for visual validation to be the following:

- Taking screenshots of the ticket screen
- Faking the ticket screen with a phony app or full-screen web page
- Manipulating the system settings to evade ticket expiration

To avoid screenshotting attacks, we animate the screen with unique imagery and timestamps. A fare validator only needs to inspect the ticket long enough to see that there is motion on the screen. If a screenshot or screen recording is detected by the app, we remove and invalidate the rider's ticket.

Avoiding phony app or webpage attacks is more technically complex, as the fare evader could create images and scenes that closely replicate the real ticket. We prevent attacks of this kind by displaying unique and changing imagery on the mobile ticket. A fare validator can detect a phony app or webpage ticket by quickly identifying and comparing the ticket to the specific day's verified imagery. We provide the current day's image in the Administrative Web Portal and allow agencies to add, remove, and modify the schedule of valid images.

Manipulating system settings could involve attempting to turn off the device's internet connection to prevent ticket expiration or changing the system time. The application uses its own internal counter for ticket expiration which it compares against system time and does not

rely on an internet connection once a ticket has been issued. As a result, the Token Transit app will not be susceptible to these methods of system manipulation.

We acknowledge that no form of visual validation is 100% secure in the face of a determined fare evader. If absolutely secure validation is desired, a digital validation of the ticket must be performed. We believe that the security steps that we take for visual validation exceed the barrier for most fare evaders, providing a necessary level of security for transit agencies while maintaining fast, efficient bus boarding procedures.

Secure Digital Tickets

Token Transit generates secure digital tickets on our server for every ticket issued. These tickets are cryptographically signed and cannot be faked¹ when validated by a digital reader. This validation is agnostic to the hardware platform, and could occur via a handheld QR code scanner or Bluetooth reader attached to a farebox. Each ticket contains a unique user ID, the time the ticket range is valid and a cryptographic signature.

On launch, an Android application will be available to scan QR codes on tickets for fare validators. We will investigate additional hardware validation methods after our initial launch program.

¹ Token Transit ticket validation is based on [Public Key Cryptography](#), the standard for providing cryptographically secure signatures and encryption. We embed an [Ed25519 signature](#) in the ticket. This allows ticket validation to be performed without an internet connection while ensuring even the most determined attacker cannot create a phony ticket.

User Privacy and Payment Security

For user privacy, we will ensure that all user data, including names, email addresses and phone numbers, will be stored and transmitted in a secure manner using industry standard data privacy practices. If an agency requires specific levels of user privacy and communicates these to us, we will evaluate the feasibility of these requirements and make sure that our user privacy standards comply before moving forward.

For payment security, riders will be able to purchase tickets using both a credit card and/or a linked bank account. We are partnering with the payment processing company Stripe² to handle these transactions. By relying on a third party payment processing company for transactions, we will meet PCI compliance standards and all transactions will go through thoroughly tested, industry standard, secure processing.

Agency Integration

Agency-specific Configurable Fare Structure

Each transit agency has different needs for their ticketing infrastructure. To accommodate this, we have built a flexible ticketing solution that allows for a wide variety of ticketing options. Each transit agency can define a list of valid tickets containing the following characteristics:

- Price
- Rider type (Adult, Youth, etc)
- Quantity (1-Ride, 10-Ride)
- Duration (2-hour, day pass, month pass, etc.)
- Zone (if applicable)

Agencies can configure all of the above ticket options within their Administrative Web Portal.

If additional verification is required to validate specific ticket types (student ID's, senior cards, etc), we will notify the user of this requirement before they purchase these specific ticket types. For our launch program, the app will only allow a user to purchase tickets for a single rider, but purchasing tickets for multiple riders using one device is an anticipated feature based on demand and we will evaluate this after the launch program.

The system also allows employers or universities to issue passes to riders. These institutions can have riders register for a pass with an institution-specific email address. For additional verification, we can check these riders against a provided whitelist. Each ride will be recorded

² Stripe, Inc. (stripe.com) is a leading Credit Card processor. Further details about Stripe's security can be found [here](#).

by the Token Transit app and aggregate ride counts will be delivered to the agency for each institution on a regular basis so agencies can bill the respective institutions accordingly.

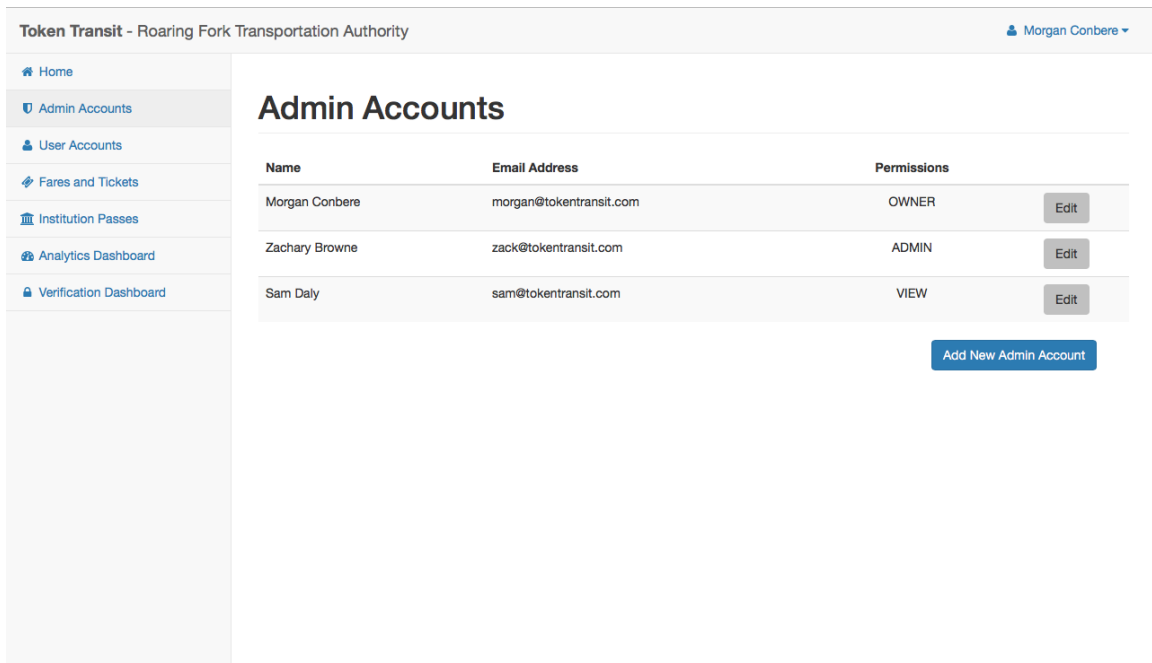
Employee Training

We recognize that agency bus drivers will play a key role in the mobile ticketing boarding process since they will have to visually validate a user’s mobile ticket. In order to determine the validity of the ticket, drivers will have to look for unique features on the ticket that distinguish it from potential phony tickets (see “[Secure Visual Validation](#)” above for more details”). We will provide detailed training materials showing agencies how drivers can effectively validate a mobile ticket. If an agency requests additional on-site training, we can provide this for an additional fee.

Administrative Web Portal

An Administrative Web Portal will allow agencies to configure and control ticket types, rider accounts, security features, and analytics. Agencies can control which employees have the administrator access necessary to log into the portal and make changes. Portal administrators will be able to conduct the following actions:

- **Administrative Account Configuration** - Add and configure administrators for the agency.



- **Rider Account Configuration** - Search for rider accounts using unique email addresses or phone numbers and issue refunds, make rider account changes, or disable rider accounts in the event of a stolen phone, suspected fraudulent behavior, etc

- **Fares and Ticket Configuration** - Add or modify ticket types based on price, rider type, quantity, duration, or zone (if applicable)

Token Transit - Roaring Fork Transportation Authority Morgan Conbere

Home | Admin Accounts | User Accounts | **Fares and Tickets** | Institution Passes | Analytics Dashboard | Verification Dashboard

Tickets and Fares

Riders

Riders represent a class of rider in the transit system. Examples: "Adult", "Senior", "Youth".

| ID | Rider | Description | Modify |
|----|--------|-----------------------|----------------------|
| 1 | Adult | General transit rider | Edit |
| 2 | Senior | 65 years or older | Edit |
| 3 | Youth | Ages 7 to 18 | Edit |

[Add Rider](#)

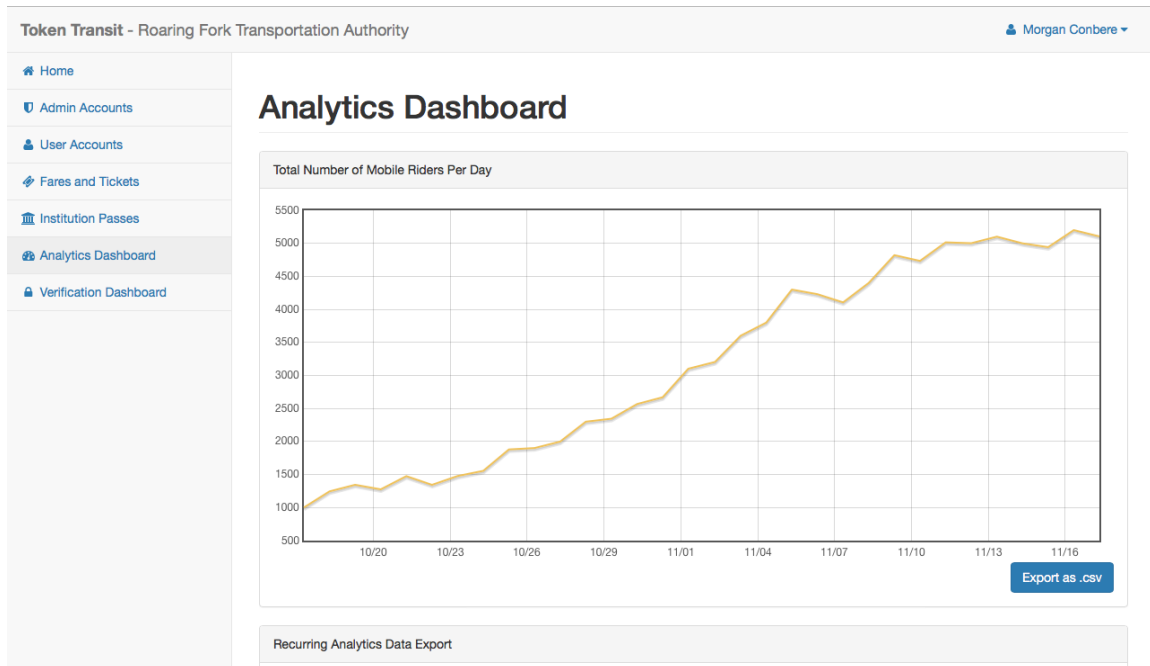
Fares

Riders represent a type of fare purchase. Examples: "1-Ride", "All-day", "30-Day"

| ID | Fare | Description | Duration | Modify |
|----|---------|-------------------|--|----------------------|
| 1 | 1-Ride | Valid for 2 hours | 2 HOURS starting NOW | Edit |
| 2 | All-Day | Valid for all day | 24 HOURS starting BEGINNING OF DAY | Edit |
| 3 | 30-Day | Valid for 30 days | 30 DAYS starting BEGINNING OF DAY | Edit |

- **Ticket Security Configuration** - Control a mobile ticket's visual verification changes (color, pattern, etc) and how often these changes will occur
- **Ticket Security Validation** - View the current mobile ticket's unique patterns and images
- **Institution Rider Configuration** - Add and modify ticketing options for institutions (universities, employers, etc)

- **Analytics and Reporting** - View dashboards containing detailed mobile ticket rider data and export this data in .csv formats



Integrated Analytics

We will work with agencies to make sure that the ridership data we collect from mobile ticket sales can be integrated into their current databases and metrics reports. We collect data for each rider detailing how and when they use their mobile tickets while respecting the user’s privacy. We will display this data in dashboards and reports accessible via the Administrative Web Portal and we will allow agencies to download .csv files or other file types necessary to integrate this data with their existing reporting metrics. Additionally, we can configure scheduled email reports for analytics if agencies desire this functionality.

Launch Program Costs

Fee Structure

Our goal is to keep costs simple, transparent, and aligned with an agency’s incentives to increase ridership and reduce costs associated with processing cash. To accomplish this, we will only charge agencies a fixed percentage of the mobile tickets that we sell. Agencies will not incur any costs for app development, updates and basic data reporting and integration. For our launch program, we will charge agencies 8% of the final sale value of each mobile ticket purchased through our application. For tickets generated through institutions (Universities, employers, etc), we will charge agencies 8% of the value of the ticket used.

Token Transit Fees

| Standard Ticket | Institution Ticket |
|--------------------|------------------------------------|
| 8% of ticket price | 8% of cost incurred by institution |

Following the launch program, we will reevaluate these fees and may need to adjust the fee structure based on the costs we incur during the launch program. While we do not anticipate major fee changes, we will be open and transparent about the costs we are covering if we need to significantly change the fee structure after the launch program. We are committed to keeping Token Transit an economical ticketing solution, but in order to deliver a sustainable, secure, quality product that works well for both agencies and riders, we must cover costs associated with payment processing and development.

Fare Collection and Distribution

Money used to buy tickets on our app will transfer directly into a bank account managed by the transit agency. Token Transit will never have access to these funds. Each mobile ticket sale is strictly a transaction existing between the rider and the transit agency and Token Transit will receive only a fixed percentage of the ticket revenue when the transaction occurs. This payment structure will be managed using Stripe Connect³

By structuring payments this way, we eliminate any risks associated with holding and paying out cash to agencies and ensure that agencies receive their money for mobile ticket sales immediately when the transaction takes place.

Marketing

In order to encourage public transit riders to download and use our mobile payments application, we would like to partner with agencies and share the existing marketing channels they use to promote ridership and customer satisfaction. These could include, but are not limited to, using available marketing space on buses, advertising space on an agency's website, and/or posts on social media channels the agency currently uses to communicate with its riders. Additional joint marketing efforts can be discussed as well.

In addition to marketing partnerships with agencies, we plan on funding online targeted marketing efforts that will promote the Token Transit application to current and potential public transit riders. We will fund these on our own and aim to increase both public transit ridership and the use of mobile payments through these self-funded initiatives.

³ <https://stripe.com/connect>

AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2016

ITEM TITLE: CONTRACT APPROVAL LEVELS

PREPARED BY: Aurora Jackson, General Manager

ACTION REQUESTED: None. Information only.

BACKGROUND:

At its April 20 meeting, the LTD Board of Directors requested that information on contract signature authority levels be presented at the June meeting. Due to recent departures of two key Finance staff, two financial firms were engaged to evaluate how the District conducts business on a day-to-day basis as it relates to government best practices. A progress report on this work will be presented to the Board at the June 16 meeting.

ATTACHMENTS: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE: June 15, 2016

ITEM TITLE: MONTHLY FINANCIAL REPORTS

PREPARED BY: Ralph J. Lambert, Acting Controller

ACTION REQUESTED: None

BACKGROUND:

Following this summary are the March 2016 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 13.5 percent over budget through March 31. The primary driver is payroll-related taxes, which are \$4 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 2.4 percent below budget (an improvement from December 31, 2015, when passenger fares were 4.9 percent below budget).

Personnel costs as of March 31 are 3.2 percent under budget for year-to-date as a result of various positions being open intermittently during the nine months.

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 \$1.65. 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 39.8 percent below budget through the first nine 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

Year-to-date revenue is 4.4 percent over budget through March 31. More individuals are utilizing this service, increasing per-member per-month revenue. However, revenue largely exceeds budget due to the receipt of a retroactive non-emergency medical transportation (NEMT) payment for January, February, and March. This payment added \$411,552 to revenue as a result of the increase in the per-member per-month rate from \$7 to \$8.40 effective January 2016. The utilization of Medicaid services continues to exceed expectations, and a significant funding gap remains with a year-to-date deficit of \$810,970. This deficit is planned to be eliminated through continued receipt of NEMT payments at the higher rate and an additional General Fund Transfer that staff is requesting in the FY 2015-16 Supplemental Budget.

Capital Projects Fund

West Eugene EmX construction is the primary driver of Capital Projects Fund costs. A total of \$31.7 million has been paid on the project through March 31. Other projects funded during the first nine months of the fiscal year include MovingAhead, transit security projects, and computer hardware and software.

ATTACHMENTS: March 2016 Financial Reports

PROPOSED MOTION: None

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Lane Transit District
General Fund
 Schedule of Revenues and Expenditures
March 31, 2016
 Unaudited

| March 01 - 31 | | | | | Revenues & Other Sources | | Year to Date Through March 31 | | | | |
|------------------|------------------|---------------|------------------|---------------|---|-------------------|-------------------------------|-------------------|---------------|-------------------|---------------|
| Prior Year | Current Year | % Prior | Budget | % Budget | | Annual Budget | Prior Year | Current Year | % Prior | Budget | % Budget |
| 378,213 | 396,163 | 104.7% | 370,890 | 106.8% | Passenger Fares | 4,714,500 | 3,531,535 | 3,524,294 | 99.8% | 3,612,510 | 97.6% |
| 241,895 | 242,970 | 100.4% | 235,000 | 103.4% | Group Pass | 2,550,000 | 1,939,263 | 1,924,329 | 99.2% | 1,845,000 | 104.3% |
| - | 87 | N/A | - | N/A | Advertising | 437,000 | 399,500 | 406,387 | 101.7% | 399,500 | 101.7% |
| - | - | N/A | - | N/A | Special Service | 152,000 | 133,115 | 107,058 | 80.4% | 114,000 | 93.9% |
| 620,108 | 639,220 | 103.1% | 605,890 | 105.5% | Total Operating | 7,853,500 | 6,003,413 | 5,962,068 | 99.3% | 5,971,010 | 99.9% |
| 207,003 | 261,933 | 126.5% | 232,000 | 112.9% | Payroll Tax | 30,100,200 | 20,019,079 | 26,200,267 | 130.9% | 22,456,600 | 116.7% |
| 116,475 | 107,319 | 92.1% | 125,000 | 85.9% | Self-employment Tax | 1,680,000 | 355,229 | 477,173 | 134.3% | 345,000 | 138.3% |
| 47,744 | 63,835 | 133.7% | 50,000 | 127.7% | State-in-Lieu | 200,000 | 522,274 | 276,171 | 52.9% | 150,000 | 184.1% |
| 471,902 | 534,804 | 113.3% | 422,090 | 126.7% | Operating Grants | 5,065,000 | 4,126,864 | 4,193,161 | 101.6% | 3,798,810 | 110.4% |
| 6,535 | 29,188 | 446.6% | 17,280 | 168.9% | Miscellaneous | 253,400 | 342,580 | 239,827 | 70.0% | 201,520 | 119.0% |
| 3,735 | 13,828 | 370.2% | 4,000 | 345.7% | Interest Income | 48,000 | 44,006 | 57,332 | 130.3% | 36,000 | 159.3% |
| 853,394 | 1,010,907 | 118.5% | 850,370 | 118.9% | Total Nonoperating | 37,346,600 | 25,410,032 | 31,443,931 | 123.7% | 26,987,930 | 116.5% |
| 1,473,502 | 1,650,127 | 112.0% | 1,456,260 | 113.3% | Total Revenues & Other Sources | 45,200,100 | 31,413,445 | 37,405,999 | 119.1% | 32,958,940 | 113.5% |

| March 01 - 31 | | | | | Expenditures & Other Uses | | Year to Date Through March 31 | | | | |
|------------------|------------------|----------------|------------------|--------------|--|-------------------|-------------------------------|-------------------|---------------|-------------------|--------------|
| Prior Year | Current Year | % Prior | Budget | % Budget | | Annual Budget | Prior Year | Current Year | % Prior | Budget | % Budget |
| 809,584 | 857,951 | 106.0% | 901,560 | 95.2% | Administration | 10,815,800 | 7,452,191 | 7,724,207 | 103.7% | 8,114,040 | 95.2% |
| 1,659,597 | 1,762,581 | 106.2% | 1,829,920 | 96.3% | Amalgamated Transit Union | 21,958,500 | 14,674,572 | 15,851,050 | 108.0% | 16,469,280 | 96.2% |
| (64,172) | (69,562) | 108.4% | (95,650) | 72.7% | Less Grant-Funded Expenditures | (1,147,700) | (604,927) | (610,403) | 100.9% | (860,850) | 70.9% |
| 2,405,009 | 2,550,970 | 106.1% | 2,635,830 | 96.8% | Total Personnel Services | 31,626,600 | 21,521,836 | 22,964,854 | 106.7% | 23,722,470 | 96.8% |
| 17,356 | 23,259 | 134.0% | 20,370 | 114.2% | Executive Office | 332,300 | 234,998 | 229,154 | 97.5% | 271,360 | 84.4% |
| 115,758 | 144,346 | 124.7% | 165,380 | 87.3% | Administrative Services | 2,147,200 | 1,340,919 | 1,312,405 | 97.9% | 1,626,420 | 80.7% |
| 165,906 | 184,653 | 111.3% | 202,843 | 91.0% | Customer Services & Planning | 2,837,400 | 1,542,089 | 1,818,290 | 117.9% | 2,149,060 | 84.6% |
| 352,861 | 116,450 | 33.0% | 464,628 | 25.1% | Operations & Customer Satisfaction | 5,639,600 | 3,440,673 | 2,655,585 | 77.2% | 4,222,384 | 62.9% |
| 651,881 | 468,708 | 71.9% | 853,221 | 54.9% | Total Materials & Services | 10,956,500 | 6,558,679 | 6,015,434 | 91.7% | 8,269,224 | 72.7% |
| (3,361) | 152,696 | -4543.2% | 215,580 | 70.8% | Transfer to Accessible Services Fund | 2,586,900 | 661,513 | 1,138,580 | 172.1% | 1,940,220 | 58.7% |
| 16,883 | 22,952 | 135.9% | 16,250 | 141.2% | Transfer to Medicaid Fund | 195,000 | 106,170 | 158,514 | 149.3% | 146,250 | 108.4% |
| - | - | N/A | - | N/A | Transfer to Capital Projects Fund | 1,667,600 | 3,351,500 | 1,667,600 | 49.8% | 1,667,600 | 100.0% |
| 13,522 | 175,648 | 1299.0% | 231,830 | 75.8% | Total Other Uses | 4,449,500 | 4,119,183 | 2,964,694 | 72.0% | 3,754,070 | 79.0% |
| 3,070,412 | 3,195,326 | 104.1% | 3,720,881 | 85.9% | Total Expenditures & Other Uses | 47,032,600 | 32,199,698 | 31,944,982 | 99.2% | 35,745,764 | 89.4% |

| | | | | | | | | | | | |
|--------------------|--------------------|--------------|--------------------|--------------|-----------------------------------|--------------------|------------------|------------------|----------------|--------------------|----------------|
| (1,596,910) | (1,545,199) | 96.8% | (2,264,621) | 68.2% | Revenues less Expenditures | (1,832,500) | (786,253) | 5,461,017 | -694.6% | (2,786,824) | -196.0% |
|--------------------|--------------------|--------------|--------------------|--------------|-----------------------------------|--------------------|------------------|------------------|----------------|--------------------|----------------|



Lane Transit District
Accessible Services Fund
 Schedule of Revenues and Expenditures
March 31, 2016
 Unaudited

| March 01 - 31 | | | | | Revenues & Other Sources | | Year to Date Through March 31 | | | | |
|----------------|----------------|-----------------|----------------|---------------|---|------------------|-------------------------------|------------------|---------------|------------------|--------------|
| Prior Year | Current Year | % Prior | Budget | % Budget | | Annual Budget | Prior Year | Current Year | % Prior | Budget | % Budget |
| 32,379 | 37,347 | 115.3% | 30,190 | 123.7% | Passenger Fares | 362,200 | 259,972 | 262,177 | 100.8% | 271,710 | 96.5% |
| 244,110 | 239,366 | 98.1% | 229,910 | 104.1% | Federal Assistance | 2,758,700 | 2,155,436 | 2,006,648 | 93.1% | 2,069,190 | 97.0% |
| 162,985 | 85,502 | 52.5% | 91,650 | 93.3% | State Assistance | 1,099,400 | 998,662 | 774,912 | 77.6% | 824,850 | 93.9% |
| 1,116 | 3,388 | 303.6% | 10,280 | 33.0% | Local Assistance | 123,200 | 83,166 | 97,419 | 117.1% | 92,520 | 105.3% |
| 440,590 | 365,603 | 83.0% | 362,030 | 101.0% | Total Revenues | 4,343,500 | 3,497,236 | 3,141,156 | 89.8% | 3,258,270 | 96.4% |
| (3,361) | 152,696 | -4543.2% | 215,660 | 70.8% | Transfer from General Fund | 2,587,700 | 661,513 | 1,168,431 | 176.6% | 1,940,940 | 60.2% |
| (3,361) | 152,696 | -4543.2% | 215,660 | 70.8% | Total Other Sources | 2,587,700 | 661,513 | 1,168,431 | 176.6% | 1,940,940 | 60.2% |
| 437,229 | 518,299 | 118.5% | 577,690 | 89.7% | Total Revenues & Other Sources | 6,931,200 | 4,158,749 | 4,309,587 | 103.6% | 5,199,210 | 82.9% |

| March 01 - 31 | | | | | Expenditures & Other Uses | | Year to Date Through March 31 | | | | |
|----------------|----------------|---------------|----------------|---------------|--|------------------|-------------------------------|------------------|---------------|------------------|--------------|
| Prior Year | Current Year | % Prior | Budget | % Budget | | Annual Budget | Prior Year | Current Year | % Prior | Budget | % Budget |
| 418,006 | 470,993 | 112.7% | 485,310 | 97.0% | ADA RideSource | 5,823,800 | 3,638,554 | 3,770,756 | 103.6% | 4,367,790 | 86.3% |
| 9,761 | 9,265 | 94.9% | 12,040 | 77.0% | Transit Training & Hosts | 144,400 | 81,818 | 85,285 | 104.2% | 108,360 | 78.7% |
| 11,476 | 11,175 | 97.4% | 8,330 | 134.2% | Special Transport | 99,900 | 74,013 | 89,756 | 121.3% | 74,970 | 119.7% |
| 439,243 | 491,433 | 111.9% | 505,680 | 97.2% | Total Eugene/Springfield Services | 6,068,100 | 3,794,385 | 3,945,797 | 104.0% | 4,551,120 | 86.7% |
| 11,727 | 33,015 | 281.5% | 10,420 | 316.8% | South Lane | 124,900 | 102,491 | 118,418 | 115.5% | 93,780 | 126.3% |
| 18,942 | 17,291 | 91.3% | 16,170 | 106.9% | Florence | 193,800 | 139,541 | 141,468 | 101.4% | 145,530 | 97.2% |
| 14,987 | 15,967 | 106.5% | 20,310 | 78.6% | Oakridge | 243,800 | 156,788 | 156,532 | 99.8% | 182,790 | 85.6% |
| 45,656 | 66,273 | 145.2% | 46,900 | 141.3% | Total Rural Lane County Services | 562,500 | 398,820 | 416,418 | 104.4% | 422,100 | 98.7% |
| 11,277 | 11,296 | 100.2% | 14,580 | 77.5% | Mobility Management | 175,000 | 85,081 | 89,568 | 105.3% | 131,220 | 68.3% |
| 305 | 910 | 298.4% | 450 | 202.2% | Crucial Connections | 5,300 | 2,790 | 2,780 | 99.6% | 4,050 | 68.6% |
| 1,620 | 1,093 | 67.5% | 1,700 | 64.3% | Veterans Transportation | 20,300 | 11,599 | 6,482 | 55.9% | 15,300 | 42.4% |
| 5,530 | 9,293 | 168.0% | 8,330 | 111.6% | Lane County Coordination | 100,000 | 57,515 | 46,977 | 81.7% | 74,970 | 62.7% |
| 18,732 | 22,592 | 120.6% | 25,060 | 90.2% | Total Other Services | 300,600 | 156,985 | 145,807 | 92.9% | 225,540 | 64.6% |
| 503,631 | 580,298 | 115.2% | 577,640 | 100.5% | Total Expenditures & Other Uses | 6,931,200 | 4,350,190 | 4,508,022 | 103.6% | 5,198,760 | 86.7% |

| | | | | | | | | | | | |
|-----------------|-----------------|--------------|-----------|-------------------|-----------------------------------|----------|------------------|------------------|---------------|------------|------------------|
| (66,402) | (61,999) | 93.4% | 50 | -123998.0% | Revenues less Expenditures | - | (191,441) | (198,435) | 103.7% | 450 | -44096.7% |
|-----------------|-----------------|--------------|-----------|-------------------|-----------------------------------|----------|------------------|------------------|---------------|------------|------------------|



Lane Transit District
Medicaid Fund
 Schedule of Revenues and Expenditures
March 31, 2016
 Unaudited

| March 01 - 31 | | | | | Revenues & Other Sources | | Year to Date Through March 31 | | | | |
|----------------|----------------|---------------|----------------|---------------|--|------------------|-------------------------------|------------------|---------------|------------------|---------------|
| Prior Year | Current Year | % Prior | Budget | % Budget | | Annual Budget | Prior Year | Current Year | % Prior | Budget | % Budget |
| 756,282 | 886,595 | 117.2% | 714,850 | 124.0% | Medicaid Nonemergency Medical Transportation | 8,578,000 | 5,855,001 | 6,684,762 | 114.2% | 6,433,650 | 103.9% |
| 94,344 | 61,410 | 65.1% | 53,210 | 115.4% | Medicaid Waivered Transportation | 638,600 | 534,663 | 556,008 | 104.0% | 478,890 | 116.1% |
| 850,626 | 948,005 | 111.4% | 768,060 | 123.4% | Total Revenues | 9,216,600 | 6,389,664 | 7,240,770 | 113.3% | 6,912,540 | 104.7% |
| 16,883 | 22,952 | 135.9% | 16,260 | 141.2% | Transfer from General Fund | 195,000 | 106,170 | 128,663 | 121.2% | 146,340 | 87.9% |
| 16,883 | 22,952 | 135.9% | 16,260 | 141.2% | Total Other Sources | 195,000 | 106,170 | 128,663 | 121.2% | 146,340 | 87.9% |
| 867,509 | 970,957 | 111.9% | 784,320 | 123.8% | Total Revenues & Other Sources | 9,411,600 | 6,495,834 | 7,369,433 | 113.4% | 7,058,880 | 104.4% |

| March 01 - 31 | | | | | Expenditures & Other Uses | | Year to Date Through March 31 | | | | |
|----------------|----------------|---------------|----------------|---------------|--|------------------|-------------------------------|------------------|---------------|------------------|---------------|
| Prior Year | Current Year | % Prior | Budget | % Budget | | Annual Budget | Prior Year | Current Year | % Prior | Budget | % Budget |
| 645,492 | 743,525 | 115.2% | 599,800 | 124.0% | Services | 7,197,500 | 4,796,563 | 6,293,475 | 131.2% | 5,398,200 | 116.6% |
| 7,237 | 7,749 | 107.1% | 10,270 | 75.5% | Mobility Management | 123,300 | 87,350 | 48,465 | 55.5% | 92,430 | 52.4% |
| 103,705 | 116,871 | 112.7% | 104,780 | 111.5% | Program Administration | 1,257,200 | 867,130 | 1,153,986 | 133.1% | 943,020 | 122.4% |
| 756,434 | 868,145 | 114.8% | 714,850 | 121.4% | Total Medicaid NEMT (Medical) | 8,578,000 | 5,751,043 | 7,495,926 | 130.3% | 6,433,650 | 116.5% |
| 52,521 | 60,470 | 115.1% | 50,720 | 119.2% | Services | 608,600 | 432,154 | 524,795 | 121.4% | 456,480 | 115.0% |
| 3,663 | 4,294 | 117.2% | 3,220 | 133.4% | Mobility Management | 38,600 | 28,892 | 26,042 | 90.1% | 28,980 | 89.9% |
| 203 | 330 | 162.6% | 360 | 91.7% | Program Administration | 4,200 | 2,955 | 3,237 | 109.5% | 3,240 | 99.9% |
| 16,419 | 19,320 | 117.7% | 15,180 | 127.3% | Grant Program Match Requirements | 182,200 | 138,464 | 130,403 | 94.2% | 136,620 | 95.4% |
| 72,806 | 84,414 | 115.9% | 69,480 | 121.5% | Total Medicaid Waivered (Non-Medical) | 833,600 | 602,465 | 684,477 | 113.6% | 625,320 | 109.5% |
| 829,240 | 952,559 | 114.9% | 784,330 | 121.4% | Total Expenditures & Other Uses | 9,411,600 | 6,353,508 | 8,180,403 | 128.8% | 7,058,970 | 115.9% |

| | | | | | | | | | | | |
|---------------|---------------|--------------|-------------|-------------------|-----------------------------------|----------|----------------|------------------|----------------|-------------|------------------|
| 38,269 | 18,398 | 48.1% | (10) | -183980.0% | Revenues less Expenditures | - | 142,326 | (810,970) | -569.8% | (90) | 901077.8% |
|---------------|---------------|--------------|-------------|-------------------|-----------------------------------|----------|----------------|------------------|----------------|-------------|------------------|



Lane Transit District
Capital Projects Fund
 Schedule of Revenues and Expenditures
March 31, 2016
 Unaudited

| March 01 - 31 | | | | | Revenues & Other Sources | | Year to Date Through March 31 | | | | |
|------------------|------------------|---------------|------------------|--------------|---|-------------------|-------------------------------|-------------------|---------------|-------------------|---------------|
| Prior Year | Current Year | % Prior | Budget | % Budget | | Annual Budget | Prior Year | Current Year | % Prior | Budget | % Budget |
| 1,552,375 | 2,052,576 | 132.2% | 6,531,640 | 31.4% | Federal Assistance | 78,379,700 | 9,924,347 | 27,986,853 | 282.0% | 58,784,760 | 47.6% |
| - | 5,214,304 | N/A | 1,290,250 | 404.1% | State Assistance | 15,483,000 | - | 5,384,389 | N/A | 11,612,250 | 46.4% |
| 1,552,375 | 7,273,959 | 468.6% | 7,821,890 | 93.0% | Total Revenues | 93,862,700 | 9,924,347 | 33,471,288 | 337.3% | 70,397,010 | 47.5% |
| - | - | 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% |
| 1,552,375 | 7,273,959 | 468.6% | 7,821,890 | 93.0% | Total Revenues & Other Sources | 95,530,300 | 13,275,847 | 35,138,888 | 264.7% | 72,064,610 | 48.8% |

| March 01 - 31 | | | | | Expenditures & Other Uses | | Year to Date Through March 31 | | | | |
|------------------|------------------|---------------|------------------|--------------|--|-------------------|-------------------------------|-------------------|---------------|-------------------|--------------|
| Prior Year | Current Year | % Prior | Budget | % Budget | | Annual Budget | Prior Year | Current Year | % Prior | Budget | % Budget |
| 1,853,539 | 2,537,814 | 136.9% | 6,061,670 | 41.9% | West Eugene EmX Extension | 72,740,000 | 7,321,891 | 31,708,381 | 433.1% | 54,555,030 | 58.1% |
| 12,543 | 57,150 | 455.6% | 16,670 | 342.8% | Main Street/McVay Transit Study | 200,000 | 472,690 | 159,573 | 33.8% | 150,030 | 106.4% |
| 71,139 | 61,427 | 86.3% | 137,500 | 44.7% | MovingAhead | 1,650,000 | 114,951 | 582,511 | 506.7% | 1,237,500 | 47.1% |
| 1,937,221 | 2,656,391 | 137.1% | 6,215,840 | 42.7% | Total Frequent Transit Network | 74,590,000 | 7,919,903 | 32,450,715 | 409.7% | 55,942,560 | 58.0% |
| 36 | 10,140 | 28166.7% | 577,510 | 1.8% | Revenue Vehicles - Fixed Route | 6,930,000 | 2,864,566 | 48,115 | 1.7% | 5,197,590 | 0.9% |
| - | 5,381 | N/A | 8,330 | 64.6% | Support Vehicles | 100,000 | - | 128,416 | N/A | 74,970 | 171.3% |
| 66,426 | 156,113 | 235.0% | 54,900 | 284.4% | Stations, Shelters & Facilities | 1,830,800 | 630,136 | 988,042 | 156.8% | 701,100 | 140.9% |
| 36,038 | 10,029 | 27.8% | 428,800 | 2.3% | Computer Hardware & Software | 5,145,600 | 949,305 | 671,473 | 70.7% | 3,859,200 | 17.4% |
| 209 | - | 0.0% | 329,420 | 0.0% | Intelligent Transportation Systems | 698,000 | 3,116 | 165,890 | 5323.8% | 360,780 | 46.0% |
| 7,067 | - | 0.0% | 29,030 | 0.0% | Transit Security Projects | 715,000 | 7,067 | 1,006,790 | 14246.4% | 627,870 | 160.4% |
| - | - | N/A | 238,060 | 0.0% | Communications Equipment | 439,700 | 38,081 | 197,887 | 519.6% | 439,700 | 45.0% |
| - | - | N/A | 6,250 | 0.0% | Shop Equipment | 75,000 | 75,440 | 12,302 | 16.3% | 56,250 | 21.9% |
| - | - | N/A | 68,050 | 0.0% | Miscellaneous Equipment | 816,600 | 5,103 | - | 0.0% | 612,450 | 0.0% |
| 109,776 | 182,692 | 166.4% | 1,740,350 | 10.5% | Total Other Capital Outlay | 16,750,700 | 4,683,673 | 4,099,501 | 87.5% | 11,929,910 | 34.4% |
| 2,046,997 | 2,839,083 | 138.7% | 7,956,190 | 35.7% | Total Expenditures & Other Uses | 91,340,700 | 12,603,576 | 36,550,216 | 290.0% | 67,872,470 | 53.9% |

| | | | | | | | | | | | |
|------------------|------------------|----------------|------------------|-----------------|-----------------------------------|------------------|----------------|--------------------|----------------|------------------|---------------|
| (494,622) | 4,434,876 | -896.6% | (134,300) | -3302.2% | Revenues less Expenditures | 4,189,600 | 672,271 | (1,411,328) | -209.9% | 4,192,140 | -33.7% |
|------------------|------------------|----------------|------------------|-----------------|-----------------------------------|------------------|----------------|--------------------|----------------|------------------|---------------|

AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2016

ITEM TITLE: MONTHLY PERFORMANCE REPORTS

PREPARED BY: Ralph J. Lambert, Acting Controller

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) March 2016 Performance Reports
- (2) March and April 2016 Ride *Source* Activity and Productivity reports

PROPOSED MOTION: None

Q:\Reference\Board Packet\2016\June\June 15 Reg Mtg\Performance Summary AIS.docx

LANE TRANSIT DISTRICT
March 2016 Performance Report *
06-June-2016

| Performance Measure | Current Month | Prior Year's | | Current Y-T-D | Previous Y-T-D | % | | Current 12 Month | Prior 12 Month | % |
|-------------------------------------|----------------|--------------|--------|------------------|----------------|---------|-------------------|------------------|----------------|---|
| | | Month | Month | | | Change | Change | | | |
| Fixed Route Service | | | | | | | | | | |
| Passenger Boardings | 903,132 | 891,151 | + 1.3% | 7,595,531 | 8,032,758 | - 5.4% | 10,265,411 | 10,978,193 | - 6.5% | |
| Mobility Assisted Riders | 13,291 | 13,029 | + 2.0% | 120,678 | 117,397 | + 2.8% | 161,759 | 157,115 | + 3.0% | |
| <u>Average Passenger Boardings:</u> | | | | | | | | | | |
| Weekday | 34,630 | 34,947 | - 0.9% | 33,450 | 35,607 | - 6.1% | 33,979 | 36,645 | - 7.3% | |
| Saturday | 17,352 | 16,986 | + 2.2% | 19,410 | 20,201 | - 3.9% | 19,128 | 20,209 | - 5.3% | |
| Sunday | 9,308 | 9,802 | - 5.0% | 9,834 | 10,146 | - 3.1% | 9,601 | 10,197 | - 5.8% | |
| Monthly Revenue Hours | 23,884 | 22,101 | + 8.1% | 200,507 | 190,383 | + 5.3% | 264,903 | 253,590 | + 4.5% | |
| Boardings Per Revenue Hour | 39.0 | 40.1 | - 2.6% | 37.88 | 42.19 | - 10.2% | 38.75 | 43.29 | - 10.5% | |
| Weekly Revenue Hours | 5,315 | 5,029 | + 5.7% | 5,108 | 4,884 | + 4.6% | 5,081 | 4,893 | + 3.8% | |
| Weekdays | 23 | 22 | | 193 | 191 | | 257 | 255 | | |
| Saturdays | 4 | 4 | | 38 | 39 | | 51 | 52 | | |
| Sundays | 4 | 5 | | 42 | 42 | | 56 | 55 | | |

Passenger Revenues & Sales

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

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

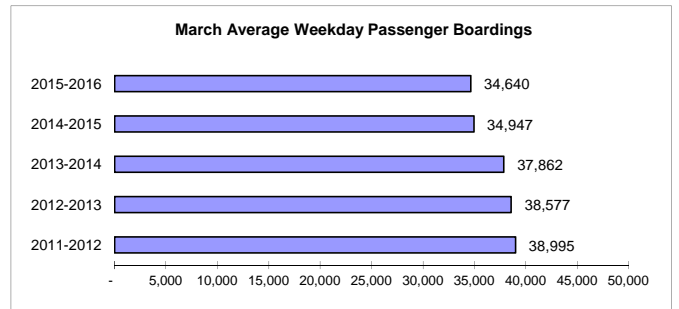
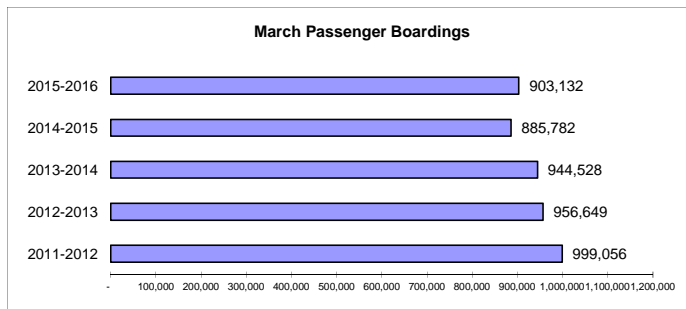
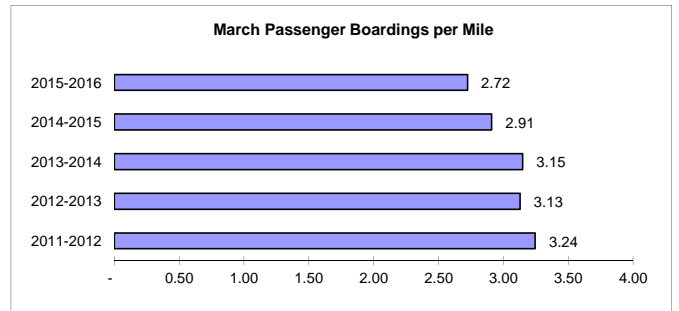
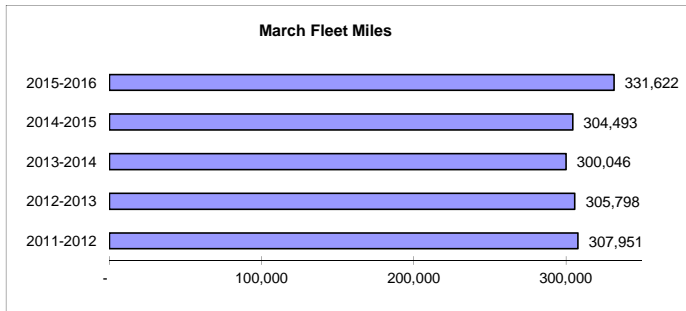
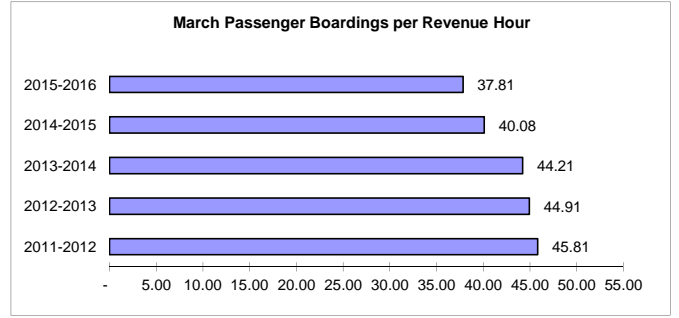
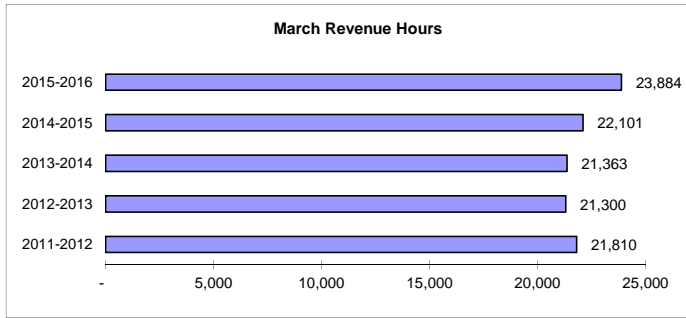
Fleet Services

| | | | | | | | | | |
|----------------------------------|------------------|-----------|---------|--------------------|-------------|---------|--------------------|-------------|---------|
| Fleet Miles | 331,622 | 304,493 | + 8.9% | 2,800,698 | 2,659,604 | + 5.3% | 3,695,853 | 3,548,176 | + 4.2% |
| Average Passenger Boardings/Mile | 2.72 | 2.93 | - 6.9% | 2.71 | 3.02 | - 10.2% | 2.78 | 3.09 | - 10.2% |
| Fuel Cost | \$163,370 | \$166,126 | - 1.7% | \$1,188,732 | \$1,876,561 | - 36.7% | \$1,702,862 | \$2,641,296 | - 35.5% |
| Fuel Cost Per Mile | \$0.493 | \$0.546 | - 9.7% | \$0.424 | \$0.706 | - 39.8% | \$0.461 | \$0.744 | - 38.1% |
| Repair Costs | \$276,425 | \$285,617 | - 3.2% | \$2,095,306 | \$2,065,483 | + 1.4% | \$2,721,995 | \$2,679,055 | + 1.6% |
| Total Repair Cost Per Mile | \$0.834 | \$0.938 | - 11.1% | \$0.748 | \$0.777 | - 3.7% | \$0.736 | \$0.755 | - 2.5% |
| Preventive Maintenance Costs | \$33,981 | \$43,410 | - 21.7% | \$283,556 | \$300,347 | - 5.6% | \$382,573 | \$407,272 | - 6.1% |
| Total PM Cost Per Mile | \$0.102 | \$0.143 | - 28.1% | \$0.101 | \$0.113 | - 10.3% | \$0.104 | \$0.115 | - 9.8% |
| Mechanical Road Calls | 37 | 39 | - 5.1% | 372 | 419 | - 11.2% | 494 | 577 | - 14.4% |
| Miles/Mech. Road Call | 8,963 | 7,808 | + 14.8% | 7,529 | 6,348 | + 18.6% | 7,481 | 6,149 | + 21.7% |

Special Mobility Service

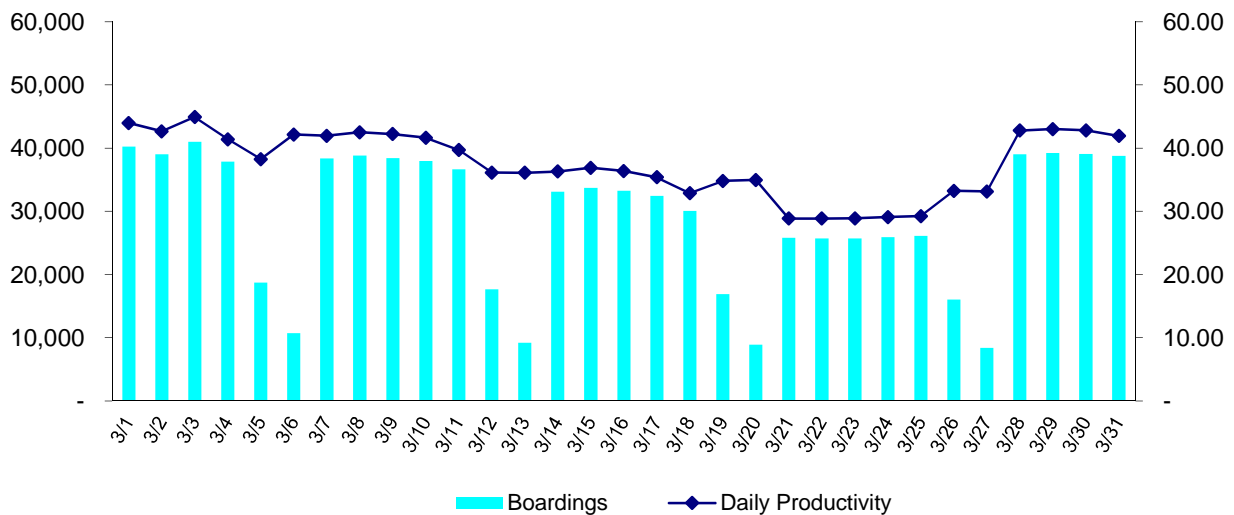
| | | | | | | | | | |
|---------------------|---------------|--------|--------|----------------|---------|--------|----------------|---------|--------|
| SMS Rides | 16,400 | 16,867 | - 2.8% | 142,938 | 144,259 | - 0.9% | 192,998 | 198,500 | - 2.8% |
| SMS Ride Refusals | - | - | + 0.0% | 8 | - | + 0.0% | 10 | - | + 0.0% |
| RideSource | 7,668 | 7,342 | + 4.4% | 66,663 | 64,954 | + 2.6% | 89,897 | 87,398 | + 2.9% |
| RideSource Refusals | - | - | + 0.0% | 2 | - | + 0.0% | 4 | - | + 0.0% |

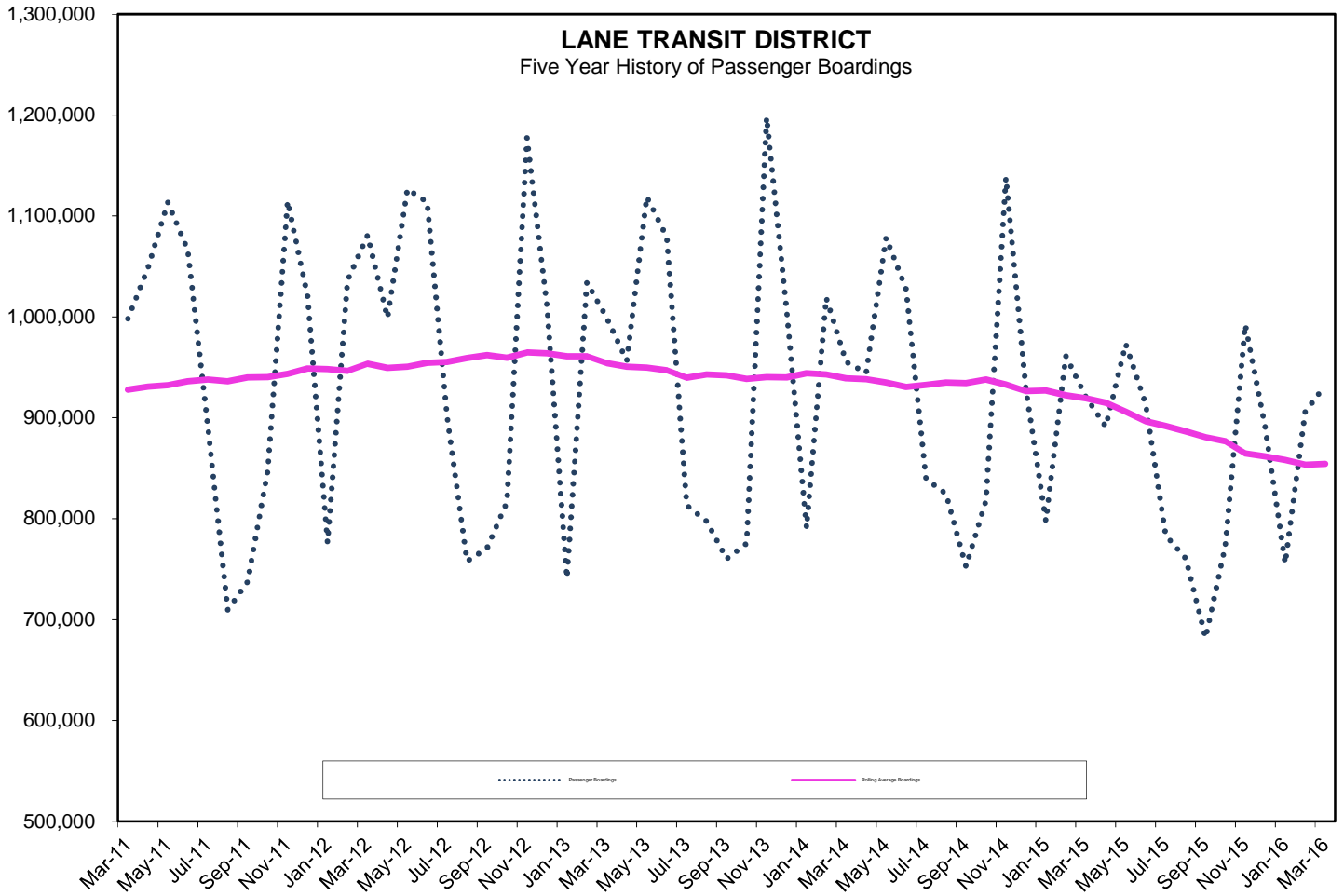
* Data for prior months has been updated to reflect error corrections from missing passenger count data



Daily Ridership Recap March 2016

| Date | Day | Service | Boardings | Mobility | Revenue | Daily |
|---------------|-----------|----------|----------------|--------------------|---------------|--------------|
| | | | | Assisted Boardings | Hours | Productivity |
| 3/1/2016 | Tuesday | Weekday | 40,244 | 175 | 915 | 43.98 |
| 3/2/2016 | Wednesday | Weekday | 39,033 | 481 | 915 | 42.66 |
| 3/3/2016 | Thursday | Weekday | 41,019 | 687 | 913 | 44.93 |
| 3/4/2016 | Friday | Weekday | 37,880 | 521 | 915 | 41.40 |
| 3/5/2016 | Saturday | Saturday | 18,754 | 580 | 490 | 38.27 |
| 3/6/2016 | Sunday | Sunday | 10,751 | 589 | 255 | 42.16 |
| 3/7/2016 | Monday | Weekday | 38,369 | 403 | 914 | 41.98 |
| 3/8/2016 | Tuesday | Weekday | 38,818 | 159 | 913 | 42.52 |
| 3/9/2016 | Wednesday | Weekday | 38,403 | 619 | 909 | 42.25 |
| 3/10/2016 | Thursday | Weekday | 37,966 | 530 | 911 | 41.68 |
| 3/11/2016 | Friday | Weekday | 36,671 | 423 | 923 | 39.73 |
| 3/12/2016 | Saturday | Saturday | 17,674 | 512 | 489 | 36.14 |
| 3/13/2016 | Sunday | Sunday | 9,209 | 461 | 255 | 36.11 |
| 3/14/2016 | Monday | Weekday | 33,123 | 253 | 912 | 36.32 |
| 3/15/2016 | Tuesday | Weekday | 33,732 | 205 | 914 | 36.91 |
| 3/16/2016 | Wednesday | Weekday | 33,261 | 548 | 914 | 36.39 |
| 3/17/2016 | Thursday | Weekday | 32,434 | 484 | 916 | 35.41 |
| 3/18/2016 | Friday | Weekday | 30,074 | 479 | 914 | 32.90 |
| 3/19/2016 | Saturday | Saturday | 16,917 | 492 | 486 | 34.81 |
| 3/20/2016 | Sunday | Sunday | 8,882 | 432 | 254 | 34.97 |
| 3/21/2016 | Monday | Weekday | 25,811 | 337 | 894 | 28.87 |
| 3/22/2016 | Tuesday | Weekday | 25,724 | 168 | 891 | 28.87 |
| 3/23/2016 | Wednesday | Weekday | 25,735 | 338 | 891 | 28.88 |
| 3/24/2016 | Thursday | Weekday | 25,918 | 426 | 890 | 29.12 |
| 3/25/2016 | Friday | Weekday | 26,110 | 453 | 893 | 29.24 |
| 3/26/2016 | Saturday | Saturday | 16,061 | 446 | 483 | 33.25 |
| 3/27/2016 | Sunday | Sunday | 8,390 | 432 | 253 | 33.16 |
| 3/28/2016 | Monday | Weekday | 39,028 | 284 | 912 | 42.79 |
| 3/29/2016 | Tuesday | Weekday | 39,252 | 227 | 912 | 43.04 |
| 3/30/2016 | Wednesday | Weekday | 39,102 | 478 | 913 | 42.83 |
| 3/31/2016 | Thursday | Weekday | 38,787 | 407 | 925 | 41.93 |
| Totals | | | 903,132 | 13,029 | 23,884 | 37.81 |





Special Mobility Services: RideSource Activity and Productivity Information

| March-16 | Current Month | Prior Year's Month | % Change | Current YTD | Previous YTD | % Change | Current 12 Month | Prior 12 Month | % Change |
|---------------------------------|---------------|--------------------|----------|-------------|--------------|----------|------------------|----------------|----------|
| RideSource Ridership | 16,440 | 16,903 | -2.7% | 143,655 | 147,606 | -2.7% | 193,841 | 198,447 | -2.3% |
| RideSource(All Modes) | 14,160 | 14,348 | -1.3% | 121,496 | 124,620 | -2.5% | 163,902 | 168,154 | -2.5% |
| Shopper | 606 | 663 | -8.6% | 5,257 | 5,292 | -0.7% | 7,247 | 6,952 | 4.2% |
| Escort Volunteers-Metro | 1,313 | 1,191 | 10.2% | 12,022 | 10,854 | 10.8% | 15,742 | 14,632 | 7.6% |
| Escort Volunteers-Rural | 361 | 701 | -48.5% | 4,880 | 6,840 | -28.7% | 6,950 | 8,709 | -20.2% |
| RideSource Cost per Ride | \$ 23.68 | \$ 22.39 | 5.8% | \$ 23.41 | \$ 23.24 | 0.7% | \$ 23.51 | \$ 23.33 | 0.8% |
| RideSource(All Modes) | \$ 26.42 | \$ 25.31 | 4.4% | \$ 26.55 | \$ 26.39 | 0.6% | \$ 26.67 | \$ 26.41 | 1.0% |
| RideSource Shopper | \$ 11.81 | \$ 11.46 | 3.1% | \$ 12.32 | \$ 12.89 | -4.4% | \$ 12.12 | \$ 13.11 | -7.5% |
| RideSource Escort | \$ 4.78 | \$ 4.01 | 19.1% | \$ 4.31 | \$ 4.11 | 4.9% | \$ 4.32 | \$ 4.18 | 3.4% |
| Ride Reservations | 15,557 | 15,846 | -1.8% | 136,036 | 137,641 | -1.2% | 183,122 | 185,438 | -1.2% |
| Cancelled Number | 1,588 | 1,596 | -0.5% | 13,916 | 13,424 | 3.7% | 18,285 | 17,617 | 3.8% |
| Cancelled % of Total | 10.21% | 10.07% | | 10.23% | 9.75% | | 9.99% | 9.50% | |
| No-Show Number | 68 | 136 | -50.0% | 927 | 1,204 | -23.0% | 1,325 | 1,556 | -14.8% |
| No-Show % of Total | 0.44% | 0.86% | | 0.68% | 0.87% | | 0.72% | 0.84% | |
| Ride Refusals Number | 0 | 0 | #DIV/0! | 8 | 0 | #DIV/0! | 12 | 0 | #DIV/0! |
| Ride Refusals % of Total | 0.00% | 0.00% | | 0.01% | 0.00% | | 0.01% | 0.00% | |
| Service Hours | 8,764 | 8,218 | 6.6% | 71,419 | 71,024 | 0.6% | 95,925 | 96,221 | -0.3% |
| Agency Staff | 8,667 | 8,092 | 7.1% | 70,566 | 69,877 | 1.0% | 94,692 | 94,686 | 0.0% |
| Agency SMS Volunteer | 97 | 126 | -23.0% | 853 | 1,147 | -25.6% | 1,233 | 1,535 | -19.7% |
| Avg. Trips/Service Hr. | 1.68 | 1.83 | -8.2% | 1.77 | 1.83 | -3.3% | 1.78 | 1.82 | -2.2% |

Special Mobility Services: RideSource Activity and Productivity Information

| March-16 | Current Month | Prior Year's Month | % Change | Current YTD | Previous YTD | % Change | Current 12 Month | Prior 12 Month | % Change |
|--------------------------------|------------------|--------------------------|-------------|----------------|-----------------|-------------|---------------------|-------------------|-------------|
| RideSource System Miles | 106,684 | 103,458 | 3.1% | 902,005 | 896,598 | 0.6% | 1,214,476 | 1,211,622 | 0.2% |
| Avg. Miles/Trip | 7.22 | 6.89 | 4.8% | 7.12 | 6.90 | 3.1% | 7.10 | 6.92 | 2.6% |
| Miles/Vehicle Hour | 12.17 | 12.59 | -3.3% | 12.63 | 12.62 | 0.0% | 12.66 | 12.59 | 0.5% |
| On-Time Performance % | 87.6% | 86.1% | 1.8% | 86.2% | 83.6% | 3.0% | 85.8% | 84.8% | 1.3% |
| Sample | 12,948 | 13,128 | | 111,285 | 113,212 | | 150,142 | 152,330 | |
| On-Time | 11,345 | 11,302 | | 95,883 | 94,676 | | 128,863 | 129,101 | |

- 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

March-16

| | Current Month | Last Yr Curr Month | Curr YTD | Last Yr YTD | Curr 12 Months | Last Yr 12 months |
|---------------------------|----------------|--------------------|------------------|------------------|------------------|-------------------|
| Total Cost per Cost Model | 495,731 | 474,370 | 4,442,968 | 4,226,077 | 5,927,744 | 5,673,382 |
| Less Brokerage | 106,166 | 94,993 | 1,074,121 | 787,819 | 1,364,905 | 1,032,844 |
| Less Oakridge | 229 | 1,003 | 5,945 | 8,539 | 6,269 | 11,451 |
| RS Total | 389,336 | 378,374 | 3,362,902 | 3,429,719 | 4,556,570 | 4,629,087 |
| Less Shopper | 7,158 | 7,597 | 64,780 | 68,206 | 87,868 | 91,134 |
| Less Vol Escort | 8,001 | 7,592 | 72,818 | 72,663 | 97,994 | 97,465 |
| RS All Modes | 374,177 | 363,185 | 3,225,304 | 3,288,850 | 4,370,708 | 4,440,488 |
| | | 10,992 | | (63,546) | | (69,780) |

Special Mobility Services: RideSource Activity and Productivity Information

| April-16 | Current Month | Prior Year's Month | % Change | Current YTD | Previous YTD | % Change | Current 12 Month | Prior 12 Month | % Change |
|---------------------------------|------------------|--------------------------|-------------|----------------|-----------------|-------------|---------------------|-------------------|-------------|
| RideSource Ridership | 16,334 | 17,616 | -7.3% | 159,989 | 165,222 | -3.2% | 192,559 | 199,104 | -3.3% |
| RideSource(All Modes) | 13,593 | 14,702 | -7.5% | 135,089 | 139,322 | -3.0% | 162,793 | 167,999 | -3.1% |
| Shopper | 572 | 690 | -17.1% | 5,829 | 5,982 | -2.6% | 7,129 | 7,079 | 0.7% |
| Escort Volunteers-Metro | 1,804 | 1,321 | 36.6% | 13,826 | 12,175 | 13.6% | 16,225 | 15,023 | 8.0% |
| Escort Volunteers-Rural | 365 | 903 | -59.6% | 5,245 | 7,743 | -32.3% | 6,412 | 9,003 | -28.8% |
| RideSource Cost per Ride | \$ 22.53 | \$ 23.33 | -3.4% | \$ 23.32 | \$ 23.25 | 0.3% | \$ 23.44 | \$ 23.20 | 1.0% |
| RideSource(All Modes) | \$ 25.91 | \$ 26.77 | -3.2% | \$ 26.48 | \$ 26.43 | 0.2% | \$ 26.59 | \$ 26.37 | 0.9% |
| RideSource Shopper | \$ 11.60 | \$ 11.41 | 1.7% | \$ 12.25 | \$ 12.72 | -3.7% | \$ 12.15 | \$ 12.84 | -5.3% |
| RideSource Escort | \$ 4.23 | \$ 4.33 | -2.3% | \$ 4.30 | \$ 4.13 | 4.1% | \$ 4.31 | \$ 4.12 | 4.5% |
| Ride Reservations | 14,872 | 16,223 | -8.3% | 150,908 | 153,864 | -1.9% | 181,771 | 185,266 | -1.9% |
| Cancelled Number | 1,423 | 1,443 | -1.4% | 15,339 | 14,867 | 3.2% | 18,265 | 17,626 | 3.6% |
| Cancelled % of Total | 9.57% | 8.89% | | 10.16% | 9.66% | | 10.05% | 9.51% | |
| No-Show Number | 66 | 114 | -42.1% | 993 | 1318 | -24.7% | 1,277 | 1,555 | -17.9% |
| No-Show % of Total | 0.44% | 0.70% | | 0.66% | 0.86% | | 0.70% | 0.84% | |
| Ride Refusals Number | 0 | 2 | -100% | 8 | 2 | 300.0% | 10 | 2 | 400.0% |
| Ride Refusals % of Total | 0.00% | 0.01% | | 0.01% | 0.00% | | 0.01% | 0.00% | |
| Service Hours | 8,217 | 8,401 | -2.2% | 79,636 | 79,425 | 0.3% | 95,741 | 96,005 | -0.3% |
| Agency Staff | 8,137 | 8,258 | -1.5% | 78,703 | 78,135 | 0.7% | 94,571 | 94,456 | 0.1% |
| Agency SMS Volunteer | 80 | 143 | -44.1% | 933 | 1,290 | -27.7% | 1,170 | 1,549 | -24.5% |
| Avg. Trips/Service Hr. | 1.72 | 1.83 | -6.0% | 1.77 | 1.83 | -3.3% | 1.77 | 1.82 | -2.7% |
| RideSource System Miles | 100,748 | 107,384 | -6.2% | 1,002,753 | 1,003,982 | -0.1% | 1,207,840 | 1,211,243 | -0.3% |
| Avg. Miles/Trip | 7.11 | 6.98 | 1.9% | 7.12 | 6.91 | 3.0% | 7.11 | 6.92 | 2.7% |
| Miles/Vehicle Hour | 12.26 | 12.78 | -4.1% | 12.59 | 12.64 | -0.4% | 12.62 | 12.62 | 0.0% |
| On-Time Performance % | 88.6% | 84.4% | 4.9% | 86.4% | 83.7% | 3.2% | 86.2% | 84.5% | 2.0% |
| Sample | 12,346 | 13,498 | | 123,631 | 126,710 | | 148,990 | 152,377 | |
| On-Time | 10,937 | 11,395 | | 106,820 | 106,071 | | 128,405 | 128,736 | |

Special Mobility Services: RideSource Activity and Productivity Information

| <u>April-16</u> | <u>Current Month</u> | <u>Prior Year's Month</u> | <u>% Change</u> | <u>Current YTD</u> | <u>Previous YTD</u> | <u>% Change</u> | <u>Current 12 Month</u> | <u>Prior 12 Month</u> | <u>% Change</u> |
|-----------------|--------------------------|-----------------------------------|---------------------|------------------------|-------------------------|---------------------|-----------------------------|---------------------------|---------------------|
|-----------------|--------------------------|-----------------------------------|---------------------|------------------------|-------------------------|---------------------|-----------------------------|---------------------------|---------------------|

- RideSource (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

April-16

| | Current Month | Last Yr Curr Month | Curr YTD | Last Yr YTD | Curr 12 Months | Last Yr 12 months |
|---------------------------|----------------|--------------------|------------------|------------------|------------------|-------------------|
| Total Cost per Cost Model | 494,260 | 513,999 | 4,937,228 | 4,740,076 | 5,908,005 | 5,683,952 |
| Less Brokerage | 124,722 | 102,723 | 1,198,843 | 890,542 | 1,386,903 | 1,054,065 |
| Less Oakridge | 1,457 | 244 | 7,402 | 8,783 | 7,481 | 9,710 |
| RS Total | 368,081 | 411,032 | 3,730,983 | 3,840,751 | 4,513,621 | 4,620,177 |
| Less Shopper | 6,638 | 7,873 | 71,418 | 76,078 | 86,633 | 90,875 |
| Less Vol Escort | 9,184 | 9,638 | 82,002 | 82,301 | 97,539 | 99,095 |
| RS All Modes | 352,259 | 393,521 | 3,577,563 | 3,682,372 | 4,329,449 | 4,430,207 |
| Inc/(Dec) | | (41,262) | | (104,809) | | (100,758) |

AGENDA ITEM SUMMARY

DATE: June 15, 2016

ITEM TITLE: MONTHLY GRANT REPORTS

PREPARED BY: Richard Lopez, Acting Finance Manager/CFO

ACTION REQUESTED: None. Information Only.

BACKGROUND:

The February and March Grant Reports following this summary contain 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 TrAMS Grant Applications

There are no current grant applications drafted. The FTA has transitioned from the TEAM system to the new Transit Award Management System (TrAMS). TrAMS is now operational, and grant applications for bus purchases will be submitted against existing formula appropriations from Fiscal Years Ending 2013, 2014, and 2015.

Federal Transit Administration Hybrid-Electric Bus Purchase

Lane Transit District (LTD) submitted a grant application in the amount of \$582,000 on May 25, 2016, under Formula 5339 Funds to purchase one hybrid-electric, articulated bus. This is part of an overall purchase of four such buses. It is anticipated that LTD will submit additional grant applications for the additional three buses in June of 2016.

***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 million 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.

Department of Homeland Security (DHS) Transit Security Grant Program (TSGP)

On April 25, 2016, LTD submitted a grant application in the amount of \$775,809.30 to DHS for DHS/FEMA's FY 2016 grant programs that directly support transportation infrastructure security

activities. The purpose of the grant is for anti-terrorism security enhancement measures for low-density stations and includes video/audio surveillance cameras/monitors and data storage server.

ATTACHMENTS: February and March 2016 Grant Reports

PROPOSED MOTION: None.

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| 30136 ODOT - ODOT ConnectOregon | Current Month Expenditures | Grant Totals (Including Match) | | |
|----------------------------------|----------------------------|--------------------------------|--------------|--------------|
| | | Budget | Expenditures | Balance |
| City of Eugene Pedestrian Bridge | - | 1,543,306.00 | 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 | 889.00 | 648,000.00 | 19,977.59 | 628,022.41 |

| 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 | 99,320.00 | 7,447,094.00 | 3,375,051.68 | 4,072,042.32 |
| 14.02.20 Stations & Stops | 155,047.00 | 7,978,019.00 | 3,128,289.21 | 4,849,729.79 |
| 14.03.30 Support Facilities | - | 50,000.00 | 937.31 | 49,062.69 |
| 14.04.40 Sitework & Special Conditions | 1,039,669.00 | 38,770,734.00 | 19,415,771.12 | 19,354,962.88 |
| 14.04.40 Sitework & Special Conditions Ped Bridges | - | 2,040,000.00 | 142,500.00 | 1,897,500.00 |
| 14.05.50 Systems | 41,812.00 | 4,910,219.00 | 492,348.99 | 4,417,870.01 |
| 14.06.60 ROW, Land, Existing Improvements | 322,180.00 | 3,208,620.00 | 1,599,924.28 | 1,608,695.72 |
| 14.09.90 Unallocated Contingency | - | 1,372,533.00 | - | 1,372,533.00 |
| | 1,658,028.00 | 65,777,219.00 | 28,154,822.59 | 37,622,396.41 |

| OR-03-0128 - FTA 5309 Bus & Bus Facilities | Current Month Expenditures | Grant Totals (Including Match) | | |
|--|----------------------------|--------------------------------|--------------|------------|
| | | Budget | Expenditures | Balance |
| 13.13.06 EmX Vehicles | - | 1,672,925.00 | 996,294.99 | 676,630.01 |
| 14.05.50 Systems | - | 260,281.00 | 260,281.00 | - |
| | - | 1,933,206.00 | 1,256,575.99 | 676,630.01 |

| OR-04-0030 - FTA 5309 Bus and Bus Facilities | Current Month Expenditures | Grant Totals (Including Match) | | |
|---|----------------------------|--------------------------------|--------------|---------|
| | | Budget | Expenditures | Balance |
| 11.12.04 Paratransit replacement vehicles | - | 700,000.00 | 700,000.00 | - |
| 11.13.04 Paratransit expansion vehicles | - | 140,000.00 | 140,000.00 | - |
| 11.32.20 Misc Passenger Boarding Improvements | - | 410,000.00 | 410,000.00 | - |
| Rounding adjustment | - | - | (10.00) | 10.00 |
| | - | 1,250,000.00 | 1,249,990.00 | 10.00 |



| OR-04-0038 - FTA 5309 Bus and Bus Facilities | Current Month Expenditures | Grant Totals (Including Match) | | |
|--|----------------------------|--------------------------------|---------------------|---------------------|
| | | Budget | Expenditures | Balance |
| 11.12.01 Hybrid Electric 40' Buses | 2,452.00 | 3,875,000.00 | 14,625.39 | 3,860,374.61 |
| 11.12.06 Hybrid Electric Articulated Buses | - | 3,000,000.00 | 2,970,327.78 | 29,672.22 |
| | <u>2,452.00</u> | <u>6,875,000.00</u> | <u>2,984,953.17</u> | <u>3,890,046.83</u> |

| OR-04-0041 - FTA 5309 VTCLI | Current Month Expenditures | Grant Totals (Including Match) | | |
|---------------------------------------|----------------------------|--------------------------------|-------------------|-------------------|
| | | Budget | Expenditures | Balance |
| 11.42.08 Call Center Software | - | 1,062,000.00 | 535,035.03 | 526,964.97 |
| 11.62.02 Call Center Telephone System | - | 298,000.00 | 298,000.00 | - |
| | <u>-</u> | <u>1,360,000.00</u> | <u>833,035.03</u> | <u>526,964.97</u> |

| OR-04-0049 - FTA 5309 Bus & Bus Facilities | Current Month Expenditures | Grant Totals (Including Match) | | |
|--|----------------------------|--------------------------------|---------------------|-------------------|
| | | Budget | Expenditures | Balance |
| 11.12.04 Accessible Services Vehicles | - | 746,400.00 | 666,271.51 | 80,128.49 |
| 11.12.15 Accessible Services Vehicles | - | 160,500.00 | 139,146.10 | 21,353.90 |
| 11.42.09 Security Cameras | 4,995.00 | 366,600.00 | 199,869.89 | 166,730.11 |
| | <u>4,995.00</u> | <u>1,273,500.00</u> | <u>1,005,287.50</u> | <u>268,212.50</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 | 8,417.00 | 214,774.00 | 157,347.12 | 57,426.88 |

| 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 | 63,963.00 | 937,500.00 | 922,824.19 | 14,675.81 |

| OR-39-0008 - FTA 5339 Alternatives Analysis | Current Month Expenditures | Grant Totals (Including Match) | | |
|---|----------------------------|--------------------------------|----------------------|---------------------|
| | | Budget | Expenditures | Balance |
| 14.06.60 ROW, Land, Existing Improvements | - | 2,291,966.00 | 2,291,966.00 | - |
| 14.08.80 Professional Services | 313,486.00 | 18,750,534.00 | 16,196,449.24 | 2,554,084.76 |
| | <u>313,486.00</u> | <u>21,042,500.00</u> | <u>18,488,415.24</u> | <u>2,554,084.76</u> |

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



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

| OR-90-X179 - FTA 5307 Urbanized Area Formula Funds | Current Month Expenditures | Grant Totals (Including Match) | | |
|---|----------------------------|--------------------------------|----------------------|---------------------|
| | | Budget | Expenditures | Balance |
| 11.33.02 Pavilion Station | - | 196,800.00 | 196,800.00 | - |
| 11.42.07 Computer_Hardware_02 | - | 250,000.00 | 250,000.00 | - |
| 11.42.07 Computer_Hardware_03 | 5,395.00 | 500,000.00 | 83,728.09 | 416,271.91 |
| 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 | 2,530.00 | 350,000.00 | 295,199.24 | 54,800.76 |
| 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 | 4,389.00 | 630,000.00 | 463,841.24 | 166,158.76 |
| 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 | 1,239.00 | 100,000.00 | 74,982.15 | 25,017.85 |
| 11.42.20 Miscellaneous equipment | 450.00 | 105,100.00 | 89,889.18 | 15,210.82 |
| 11.43.03 Facility_Staff_Building_Parking_Lot_Exp_02 | 33,159.00 | 270,000.00 | 207,848.19 | 62,151.81 |
| 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 | 837.00 | 500,000.00 | 500,000.00 | - |
| 11.7A.00 Preventive Maintenance 13-14 | - | 1,900,000.00 | 1,900,000.00 | - |
| 11.7A.00 Preventive Maintenance 14-15 | - | 1,211,583.00 | 1,211,583.00 | - |
| 11.7A.00 Preventive Maintenance_14-15_01 | - | 4,080,650.00 | 4,080,650.00 | - |
| 11.7A.00 Preventive Maintenance_15-16_01 | - | 2,696,975.00 | 2,696,975.00 | - |
| 11.7A.00 Preventive_Maintenance_15-16_02 | 480,442.00 | 2,553,025.00 | 1,385,306.88 | 1,167,718.12 |
| 11.92.02 Shelters | 510.00 | 74,818.00 | 75,507.13 | (689.13) |
| | <u>528,951.00</u> | <u>17,321,826.00</u> | <u>15,415,185.10</u> | <u>1,906,640.90</u> |

| OR-95-X030 - Federal Surface Transportation Program | Current Month Expenditures | Grant Totals (Including Match) | | |
|---|----------------------------|--------------------------------|---------------------|-------------------|
| | | Budget | Expenditures | Balance |
| 11.33.02 U of O Station Construction | 25,492.00 | 2,340,354.00 | 2,047,117.29 | 293,236.71 |
| 11.7F.00 Gateway SmartTrips | - | 100,301.00 | 100,301.00 | - |
| | <u>25,492.00</u> | <u>2,440,655.00</u> | <u>2,147,418.29</u> | <u>293,236.71</u> |

| OR-95-X035 - Federal Surface Transportation Program | Current Month Expenditures | Grant Totals (Including Match) | | |
|---|----------------------------|--------------------------------|---------------------|------------------|
| | | Budget | Expenditures | Balance |
| 11.72.11 Rideshare | - | 358,633.71 | 358,633.71 | - |
| 11.72.11 Safe Routes to School | - | 83,584.00 | 40,874.51 | 42,709.49 |
| 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>-</u> | <u>1,047,911.00</u> | <u>1,005,201.51</u> | <u>42,709.49</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 | - | 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 | 46,094.48 | 89,326.52 |
| 11.7L.00 SmartTrips 2 | 68.00 | 384,487.00 | 384,579.21 | (92.21) |
| 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 | 97,526.63 | 13,918.37 |
| 44.23.02 NW Eugene-LCC Transit Corridor Plan_01 | - | 651,711.00 | 651,711.00 | - |
| | <u>68.00</u> | <u>6,295,565.00</u> | <u>3,897,942.32</u> | <u>2,397,622.68</u> |



| 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 | 3,414.00 | 648,000.00 | 19,977.59 | 628,022.41 |

| 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 | 121,758.00 | 7,447,094.00 | 3,375,051.68 | 4,072,042.32 |
| 14.02.20 Stations & Stops | 44,777.00 | 7,978,019.00 | 3,128,289.21 | 4,849,729.79 |
| 14.03.30 Support Facilities | - | 50,000.00 | 937.31 | 49,062.69 |
| 14.04.40 Sitework & Special Conditions | 1,879,420.00 | 38,770,734.00 | 19,415,771.12 | 19,354,962.88 |
| 14.04.40 Sitework & Special Conditions Ped Bridges | - | 2,040,000.00 | 142,500.00 | 1,897,500.00 |
| 14.05.50 Systems | 41,812.00 | 4,910,219.00 | 492,348.99 | 4,417,870.01 |
| 14.06.60 ROW, Land, Existing Improvements | 64,080.00 | 3,208,620.00 | 1,599,924.28 | 1,608,695.72 |
| 14.09.90 Unallocated Contingency | - | 1,372,533.00 | - | 1,372,533.00 |
| | 2,151,847.00 | 65,777,219.00 | 28,154,822.59 | 37,622,396.41 |

| OR-03-0128 - FTA 5309 Bus & Bus Facilities | Current Month Expenditures | Grant Totals (Including Match) | | |
|--|----------------------------|--------------------------------|--------------|------------|
| | | Budget | Expenditures | Balance |
| 13.13.06 EmX Vehicles | - | 1,672,925.00 | 996,294.99 | 676,630.01 |
| 14.05.50 Systems | - | 260,281.00 | 260,281.00 | - |
| | - | 1,933,206.00 | 1,256,575.99 | 676,630.01 |

| 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 | - | 3,875,000.00 | 14,625.39 | 3,860,374.61 |
| 11.12.06 Hybrid Electric Articulated Buses | - | 3,000,000.00 | 2,970,327.78 | 29,672.22 |
| | - | 6,875,000.00 | 2,984,953.17 | 3,890,046.83 |

| OR-04-0041 - FTA 5309 VTCLI | Current Month Expenditures | Grant Totals (Including Match) | | |
|---------------------------------------|----------------------------|--------------------------------|--------------|------------|
| | | Budget | Expenditures | Balance |
| 11.42.08 Call Center Software | - | 1,062,000.00 | 535,035.03 | 526,964.97 |
| 11.62.02 Call Center Telephone System | - | 298,000.00 | 298,000.00 | - |
| | - | 1,360,000.00 | 833,035.03 | 526,964.97 |

| OR-04-0049 - FTA 5309 Bus & Bus Facilities | Current Month Expenditures | Grant Totals (Including Match) | | |
|--|----------------------------|--------------------------------|--------------|------------|
| | | Budget | Expenditures | Balance |
| 11.12.04 Accessible Services Vehicles | 1,029.00 | 746,400.00 | 666,271.51 | 80,128.49 |
| 11.12.15 Accessible Services Vehicles | - | 160,500.00 | 139,146.10 | 21,353.90 |
| 11.42.09 Security Cameras | - | 366,600.00 | 199,869.89 | 166,730.11 |
| | 1,029.00 | 1,273,500.00 | 1,005,287.50 | 268,212.50 |

| 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 | 157,347.12 | 57,426.88 |

| 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 | 41,430.00 | 937,500.00 | 922,824.19 | 14,675.81 |

| OR-39-0008 - FTA 5339 Alternatives Analysis | Current Month Expenditures | Grant Totals (Including Match) | | |
|---|----------------------------|--------------------------------|---------------|--------------|
| | | Budget | Expenditures | Balance |
| 14.06.60 ROW, Land, Existing Improvements | - | 2,291,966.00 | 2,291,966.00 | - |
| 14.08.80 Professional Services | 310,046.00 | 18,750,534.00 | 16,196,449.24 | 2,554,084.76 |
| | 310,046.00 | 21,042,500.00 | 18,488,415.24 | 2,554,084.76 |

| 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 | - | 250,000.00 | 250,000.00 | - |
| 11.42.07 Computer_Hardware_03 | 6,934.00 | 500,000.00 | 83,728.09 | 416,271.91 |
| 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 | 2,791.00 | 350,000.00 | 295,199.24 | 54,800.76 |
| 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 | - | 630,000.00 | 463,841.24 | 166,158.76 |
| 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 | 5,381.00 | 100,000.00 | 74,982.15 | 25,017.85 |
| 11.42.20 Miscellaneous equipment | - | 105,100.00 | 89,889.18 | 15,210.82 |
| 11.43.03 Facility_Staff_Building_Parking_Lot_Exp_02 | 88,941.00 | 270,000.00 | 207,848.19 | 62,151.81 |
| 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 | - | 500,000.00 | 500,000.00 | - |
| 11.7A.00 Preventive Maintenance 13-14 | - | 1,900,000.00 | 1,900,000.00 | - |
| 11.7A.00 Preventive Maintenance 14-15 | - | 1,211,583.00 | 1,211,583.00 | - |
| 11.7A.00 Preventive Maintenance_14-15_01 | - | 4,080,650.00 | 4,080,650.00 | - |
| 11.7A.00 Preventive Maintenance_15-16_01 | - | 2,696,975.00 | 2,696,975.00 | - |
| 11.7A.00 Preventive_Maintenance_15-16_02 | 163.00 | 2,553,025.00 | 1,385,306.88 | 1,167,718.12 |
| 11.92.02 Shelters | - | 74,818.00 | 75,507.13 | (689.13) |
| | 104,210.00 | 17,321,826.00 | 15,415,185.10 | 1,906,640.90 |

| 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 | 318.00 | 2,340,354.00 | 2,047,117.29 | 293,236.71 |
| 11.7F.00 Gateway SmartTrips | - | 100,301.00 | 100,301.00 | - |
| | 318.00 | 2,440,655.00 | 2,147,418.29 | 293,236.71 |

| 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 | 70.00 | 83,584.00 | 40,874.51 | 42,709.49 |
| 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 | - |
| | 70.00 | 1,047,911.00 | 1,005,201.51 | 42,709.49 |



| 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 | - | 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 | 7,736.00 | 135,421.00 | 46,094.48 | 89,326.52 |
| 11.7L.00 SmartTrips 2 | 20.00 | 384,487.00 | 384,579.21 | (92.21) |
| 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 | 1,010.00 | 111,445.00 | 97,526.63 | 13,918.37 |
| 44.23.02 NW Eugene-LCC Transit Corridor Plan_01 | - | 651,711.00 | 651,711.00 | - |
| | <u>8,766.00</u> | <u>6,295,565.00</u> | <u>3,897,942.32</u> | <u>2,397,622.68</u> |

AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2016

ITEM TITLE: MONTHLY DEPARTMENT REPORTS

PREPARED BY: Aurora 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 - June 2016

Q:\Reference\Board Packet\2016\June\June 15 Reg Mtg\Dept Report AIS.docx



MONTHLY DEPARTMENT REPORTS

June 15, 2016

Government Relations

Edward McGlone, Government Relations Manager

There is no Government Relations Department report this month.

Customer Services and Planning

MARKETING AND COMMUNICATIONS

Meg Kester, Marketing Manager

Community Engagement and Outreach

Marketing staff continue to enhance LTD's community engagement tools. Staff are repurposing an old LTD 30-foot surplus bus into a mobile outreach unit to be used at community events and activity centers.

The **Outreach Bus** will have an eye-catching and distinct full body vinyl wrap that reinforces the District's brand. The seats have been reconfigured and will be outfitted inside for presentations, small group discussions, interactive survey sessions, trip planning, etc. Staff will share more information with the Board over the next few months.

Recent community activity include:

- A presentation to the **OSHER Lifelong Learning Institute** at which about a dozen members in the audience signed up for the senior citizen Honored Rider Card (May 16)
- A table sponsorship at the **Springfield Chamber Breakfast** at which free day passes were distributed and the 1Pass was promoted (May 17)
- Shuttle transportation in support of Eugene's **Public Works Day** resulted in about 120 rides to and from the event, and mitigated overcrowding on Route 40 for that day (May 19)
- Eugene Public Library's **Downtown Youth Event**, supported by the Eugene Human Rights Commission, provided information and resources for local youth (June 3)

Marketing

Sales of the **Summer Youth 1Pass** are underway. Roughly 300 passes have been sold in the first month. The \$50 1Pass serves as a three-month transit pass and allows pass holders (ages 18 and younger) free admission throughout the summer to youth-oriented recreation and activity centers. The program is coordinated by Willamalane in partnership with LTD and Eugene Parks and Recreation. Go to <http://willamalane.org/1pass-2016/> for more information regarding the Summer Youth 1Pass.

The **WEE Go West campaign**, in support of businesses in and around the WEE construction zone, continues. Marketing initiatives include a diversity of playful radio spots promoting shopping, dining, and other services in West Eugene, and five new bus sides. Additionally, 230 new bus passes have recently been issued to employees from a dozen businesses along the current (West 11th) project segment, and interest is growing. Last year, nearly 800 workers participated in this free bus pass program during construction of the eastern (6th and 7th avenues) segment.

Communications

Staff are engaged in a series of efforts designed to enhance communication practices for the District. Several staff were involved in an **Internal Communications Focus Group** effort last month and are now facilitating and participating in the **External Communications and Board Support** project work.

Web Site, Social Media and Signage

The good weather brings with it the construction and events season, which requires detour communications of service rerouting and disruption. Marketing continues coordination with Operations staff to ensure that timely updates of service detours are posted online, via social media, and through signage at bus stops.

ACCESSIBLE AND CUSTOMER SERVICES

Cosette Rees, Accessible and Customer Services Manager

There is no Accessible and Customer Services Department report this month.

FACILITIES

Joe McCormack, Facilities Manager

West Eugene EmX Construction

- New concrete pavement and sidewalks are taking shape on Garfield Street from West 6th to 11th avenues, and on 11th Avenue past Bailey Hill Road. Meanwhile, finishing touches on 6th and 7th avenues will include the activation of new traffic signals and installing permanent road striping. Previously, staff reported that the 2016 road construction on 11th Avenue would focus west of Bailey Hill Road. Staff now expect to also work east of Bailey Hill this year. Staff will share details as projects progress.
- The District is delighted to welcome 230 more LTD riders as a dozen employers recently joined the courtesy transit pass program. This program is a benefit to employers located directly on the West Eugene EmX route, allowing their employees to ride LTD at no cost while construction is active in their half of the corridor. Nearly 800 employees in the east half of the construction zone have participated since March 2015.

Summer Projects

Facilities staff are gearing up for corrective maintenance activities and construction efforts that are seasonally sensitive. The summer months bring warmer and dryer weather as well as fewer passengers and less activity in general at LTD stations. These factors are beneficial when rehabilitation or corrective work is required in functional space, providing the opportunity to complete the work without significant inconvenience to passengers and operation of the system. Activities this year will include: painting, cleaning passenger canopies, cleaning roof structures and building

surfaces, pavement and brick repair, drainage pipe repairs, maintenance yard gate and access control installations, and fuel dispensing system improvements.

Old Computer Maintenance Management System (CMMS) deactivated

It has been just more than a year since staff transferred information to the new maintenance management system, Facility Dude. This software organizes the Facilities Management Team's preventative and corrective maintenance work. It also provides the avenue in which work requests can be made by staff and the community, analyzed, and then turned into a work order. The old program, MAXIMO, has been retained only as a backup. Staff have determined that the old cumbersome program is no longer needed and can officially be unplugged--an event that brought smiles to the Facilities and IT teams.

Fleet Building Skylights

At this time, the skylight replacement project in the Fleet Maintenance Building is 50 percent complete. The replacement was necessary as the old skylight system had reached the end of its useful life and had become a safety hazard. The new skylight system is a similar product but far superior to the original system that was installed more than 25 years ago. The visual difference is almost night and day, allowing far more natural light to enter the bus maintenance work areas.

World Facilities Management Day 2016!

World Facilities Management (FM) Day (July 13) provides an opportunity for global knowledge sharing, to discuss and share experiences both good and challenging, to promote the facilities profession, and celebrate successes. It is a day that facilities management professionals use to reflect on their achievements over the past year. FM is all about enablement; as a sector, the profession enables people to work, and enables the economy, technology, and social interaction.

This event aims to raise the awareness of LTD's influence on the health, safety, productivity, and well-being of people who utilize the built environment. This is the first time that LTD has recognized this day, so just a few small educational and fun activities are going to be planned for the entire staff on Wednesday, July 13. Some information and examples of LTD's responsible stewardship will be noted in *Bus Talk* and in displays at the Eugene Station.

POINT2POINT

Theresa Brand, Transportation Options Manager

- May was a very busy time for the Point2point Division. On May 4, the Safe Routes to Schools Program sponsored events for the Walk and Bike to School Day. Later in the month, the Point2point Team hosted a number of events for the Business Commute Challenge; this year there was record participation.
- Point2point assisted the City of Coburg with a grant proposal for the Bicycle Hub Design Pilot project that will likely receive a tourism grant over the next few months. This will place a bicycle hub in Coburg along the Scenic Bi-way and also develop specifications for other bicycle hubs throughout Lane County. This is being loosely modeled after the work that State Parks has completed over the last few years.
- Staff are fine-tuning the Employer Phased Plan, and parts of the plan are beginning to roll out. The next part of that effort will include an employer-based focus group that will seek to learn more about what can work best for local employers, along with what ideally should be in the

design of an enhanced employer transportation coordinator program. The focus group met on June 3.

- Staff continue to enhance promotions and awareness of the Regional Vanpool Program. Increased efforts include an enhanced web-based social media presence and increased marketing and outreach efforts. It is anticipated that at the end of the 18-month campaign, which concludes June 2017, ridership will have increased. The Oregon Department of Transportation is a partner in this effort.

SmartTrips Thurston:

The program launched on June 1. The pre-program travel survey was mailed to all 3,014 households in the target area in early May and was received back in late May. Staff are finalizing the summer event schedule; it will be sent to the LTD Board of Directors and regional partner agency staff shortly.

Schools Program:

- May is Walk + Bike to School Month. Point2point (through funding from the Lane Metropolitan Planning Organization) is offering a \$200 stipend to schools in the Eugene 4J, Bethel, and Springfield school districts to support Walk + Bike to School Month encouragement events. There were 21 schools who enrolled and requested a stipend.
- Staff continue to work on updating the Regional Safe Routes to School Strategic Plan and anticipate completion in early June.
- Staff hosted a booth and information table at the the Willamalane Safe Kinds Family Fair with the Safe Routes to Schools staff, and hosted a Safety Town activity.

Business Commute Challenge

The 2016 Business Commute Challenge (BCC) was held May 14-20 with record breaking numbers of 2,820 participants representing 269 teams. These participants saved 83,265 drive-alone miles and 85,337 lbs. of CO₂. There were 1,186 first-time participants for this year's event.

Attendance at the many events held during the main event yielded a lot of positive feedback. The winner of the Drive the Bus prize (for team captains who registered early) was Team YMCA.

Teams are presented awards for 1st, 2nd, and 3rd place based on team size. Following are the winners for each place**:

1st Place: Figoli Quinn and Associates, University of Oregon (UO) Sustainable Cities Initiative, UO Chemistry Teaching Labs, PIVOT Architecture, Eugene Public Library, and SELCO Community Credit Union.

2nd Place: DLA Inc., Rolf Prima, Hummingbird Wholesale, South Eugene High School, and Thermo Fisher Scientific.

3rd Place: Good Company, Willamette Farm & Food Coalition, IRIS Educational Media, Down to Earth – Olive Street, UO Department of Mathematics, and Lane County.

***Please note that LTD did participate but would not accept any award. LTD would have placed second in its team size category.*

The wrap-up party was held on Thursday, May 26, where both Eugene Mayor Kitty Piercy and LTD General Manager A. J. Jackson spoke; Ms. Jackson presented the awards to the winning teams.

Sponsorships/Partnerships:

Point2point has secured a sponsorship from Cosmos Creations, along with prize donations from more than 55 local businesses for the Business Commute Challenge week.

Employer Programs

Hummingbird Wholesale, representing 40 employees, enrolled in the Emergency Ride Home Program.

Drive Less Connect:

Planning is underway for the Fourth Annual Oregon Drive Less Challenge (ODLC) scheduled for October 1–15. The statewide ODLC Planning Committee has set a collective statewide goal of one million miles of non-drive-alone travel.

Lane County Drive Less Connect statistics for April:

Rideshare Program Specialist Tracy Ellis has been participating in two statewide planning committees for the Oregon Drive Less Challenge: one is a subcommittee designed to analyze the effectiveness of the current campaign process and make recommendations for improvement to ODOT; the other subcommittee is the Oregon Drive Less Challenge Steering Committee, which was designed to guide the current year's Challenge.

Planning efforts have just begun for the Oregon Drive Less Challenge, which is being held on October 1 – 15.

Drive Less Connect statistics for May are as follows:

- 18 new users registered in Drive Less Connect
- 2,756 Non-single-occupancy vehicle trips reported, for a total of 41,000 miles
- Trips reported represent a savings of 31,064 pounds of CO₂ over driving alone

Vanpool Program

A vanpool information meeting was held at the University of Oregon, with about 10 commuters attending. Although many were commuting from different areas, it provides staff with a clear direction of potential routes for new vanpools. Staff will continue working on vanpool development to the Eugene City Center and UO area. Staff will investigate vanpool possibilities for other areas at a later date.

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

- 17 vanpools traveling to/from Eugene-Springfield
- 3,426 passenger boardings
- 190,384 passenger miles
- 115,753 pounds CO₂ reduced

Carshare Program

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

- 3 new members
- 144 reservations during October
- 461 hours used
- 8 percent utilization

Transit Operations and Customer Satisfaction

Mark Johnson, Director of Transit Operations and Customer Satisfaction

OPERATIONS

There is no Transit Operations and Customer Satisfaction Department report this month.

FLEET MAINTENANCE

Ernie Turner, Fleet Maintenance Manager

There is no Fleet Maintenance Division report this month.

Administrative Services

Roland Hoskins, Director of Administrative Services

HUMAN RESOURCES

David Collier, Human Relations Manager

Recruitment

- The Maintenance Division is happy to announce that an inventory technician has been hired. Jerad DeJong started on May 23. He comes to LTD with a transit background, having worked in inventory for Orange County Transportation Authority for the last 12 years.
- The Planning and Development Division is happy to announce that a transit development planner has been hired. Kelly Hoell will start on June 27. Prior to LTD, she worked for Good Company for 10 years as a sustainability consultant.
- The Service Planning Division decided to extend the opening for a transit planner and include an underfill opportunity for a planning and development associate. The posting closes on June 13.
- The Customer and Accessible Services Division is recruiting for a customer service representative. The posting closed on June 8.

- The Transportation Operations Division conducted interviews for bus operators with about 90 applicants over a two-week period. References are currently being checked on 26 of those applicants.

FINANCE

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

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 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. **Santa Clara Transit Center**: An update on the development of a new station and Park & Ride on the recently purchased property will be provided to the Board in July.
- B. **LTD Website**: Staff will provide a one-year post implementation report to the Board at its July meeting.
- C. **Point2point Employer Outreach Program Update**: In July or August, a brief update will be shared with the Board on the enhanced employer program effort that is underway and will expand over the next few years.
- D. **Utility Consumption Report**: A semi-annual report, along with an update on the work of the Environmental and Sustainability System (ESMS) work, will be provided to the Board in July or August.
- E. **Board Member Committee Assignments**: A list of current LTD Board committee assignments will be sent to Board members for review and the opportunity to request reassignment to the same or different committees. Committee assignments will be finalized at a future meeting.
- F. **Selection of Pension Trustee-elect**: Pension Trustee and Board Member Gary Gillespie's term expires at the end of 2017. At a future meeting, the Board will be asked to appoint a trustee-elect to serve as a trainee until such time as Mr. Gillespie resigns as trustee or is no longer a member of the LTD Board.
- G. **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.
- H. **TransitStat**: The Board will receive periodic updates from this work group on TransitStat accomplishments to date.

- I. **Long-Range Transit Plan**: The Board has discussed the concept of revising the Long-Range Transit Plan to include an implementation plan that would provide a blueprint for LTD over the next ten years. The Board will be asked to engage in periodic discussions at future meetings as the District works through the process.
- J. **Trillium Updates**: The Board will be provided periodic updates regarding costs on the new contract in order to appropriately track expenditures.
- K. **Main-McVay Project Update**: Staff will provide periodic updates to the Board on the progress of the Main-McVay project.
- L. **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: June 15, 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. **Fareless System**: The Board has expressed interest in reviewing LTD's fare structure and exploring a fareless system. This topic will be examined in detail at a future Board work session.
- B. **Contract/Signature Authority Approval Levels, Policies**: The Board has requested that staff present at a future meeting recommendations for contract approval levels, checks and balances for District bank accounts, credit card policy and procedures, and policies on travel and donations.

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AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2016

ITEM TITLE: TRILLIUM CONTRACT

PREPARED BY: Aurora Jackson, General Manager

ACTION REQUESTED: Approval of extension of Trillium contract

BACKGROUND:

The contract between Trillium and LTD is scheduled to expire on June 30, 2016. An update on contract negotiations will be provided to the LTD Board with a possible request for approval of an extension of the current contract on a month-to-month basis. Extension of the current contract will include the same terms and conditions and will be extended monthly until an alternative agreement is reached or until either party provides notice of termination.

ATTACHMENTS: None

PROPOSED MOTION: Resolution No. 2016-06-15-023:

Be it resolved that the LTD Board of Directors approves an extension of the current contract on a month-to-month basis _____.

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