



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

Wednesday, August 17, 2016

5:30 p.m.

LTD Board Room

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

A G E N D A

Page No.

- | | | | |
|-------|---|--------------|-----------------------------|
| I. | CALL TO ORDER | | |
| II. | ROLL CALL | | |
| | Yeh _____ | Pierce _____ | Gillespie _____ |
| | Wildish _____ | Nordin _____ | Grossman _____ Necker _____ |
| III. | PRELIMINARY REMARKS BY BOARD PRESIDENT | (2 minutes) | |
| IV. | COMMENTS FROM THE GENERAL MANAGER | (2 minutes) | 5 |
| V. | ANNOUNCEMENTS AND ADDITIONS TO AGENDA | (2 minutes) | 6 |
| VI. | BOARD CALENDARS | (3 minutes) | 7 |
| VII. | EMPLOYEE OF THE MONTH – SEPTEMBER | | 8 |
| VIII. | AUDIENCE PARTICIPATION | | |
| | ◆ <i>Public Comment Note:</i> This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat. | | |
| | ◆ Citizens testifying are asked to limit testimony to three minutes. | | |
| IX. | ITEMS FOR ACTION AT THIS MEETING | | |
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| | 2. Extension of Professional Legal Services Contract (Page 21) | | |

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b. EmX Steering Committee – August 2		
c. Metropolitan Policy Committee (MPC) – August 4		
d. Lane Area Commission on Transportation (LaneACT) – August 10		
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a. LTD Pension Trusts		
b. Main Street Projects Governance Team		
c. LTD Board Human Relations Committee		
d. Lane Council of Governments (LCOG) Board of Directors		
e. MovingAhead Oversight Committee		
f. LTD Board Finance Committee		
g. LTD Board Service Committee		
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G. Outreach Bus (September/October)	
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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: August 17, 2016

ITEM TITLE: COMMENTS FROM THE GENERAL MANAGER

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

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENTS: None

Q:\Reference\Board Packet\2016\August\02-GM Comments AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2016

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

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

ACTION REQUESTED: None

BACKGROUND:

This agenda item provides a formal opportunity for the Board president to announce additions to the agenda, and also for Board members to make announcements.

ATTACHMENTS: None

Q:\Reference\Board Packet\2016\August\03-Announce & Additions Sum AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2016

ITEM TITLE: BOARD CALENDARS

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

ACTION REQUESTED: Board member communication regarding participation at LTD and community events and activities

BACKGROUND:

Board members are asked to coordinate the Board Activity Calendars with their personal calendars for discussion at each Board meeting. Updated Board Activity Calendars are sent separately for Board members.

Board members also are asked to contact Jeanne Schapper with any changes in availability for LTD-related meetings and events and to provide their summer and fall vacation dates.

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

Q:\Reference\Board Packet\2016\August\04-BD Calendars AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2016

ITEM TITLE: SEPTEMBER EMPLOYEE OF THE MONTH

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

BACKGROUND:

September Employee of the Month: Bus Operator Richard Aukerman has been selected to receive the September 2016 Employee of the Month (EOM) award. Richard has been with the District since November 1996; and during that time, has received 18 Safe Driving awards, one Monthly Value award, an EOM award in 1999, and the General Manager's Award for Excellence in 2006.

A recent compliment from a supervisor led to Richard's award nomination. As he was driving his bus, Richard attempted to help a customer who was in emotional and mental distress. As Richard tried talking with the customer, she became upset and aggressive. Richard remained calm and professional as he safely pulled his bus over and assisted the customer in exiting the bus. After the customer deboarded, Richard remained composed and was able to call Operations and clearly report the incident.

Since he joined LTD, Richard has received multiple awards. This is truly a testament to the kind of operator Richard is. Over the years, I have taken notice of his ability to handle many difficult situations. Richard has a wonderful personality and is well liked by his fellow employees. He has been a great addition to the LTD family.

This EOM nomination came from a supervisor who appreciates Richard's professionalism in the face of adversity. Richard is an exemplary employee who believes that how you get there matters. I know Richard will continue to do great things and is very deserving of the Employee of the Month award.

AWARD:

Richard will attend the August 17 meeting to be introduced to the Board and to receive his award.

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AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2016

ITEM TITLE: CONSENT CALENDAR

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

ACTION REQUESTED: Approval of Consent Calendar items

BACKGROUND:

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

The Consent Calendar for August 17, 2016, consists of:

- Approval of the minutes of the July 19, 2016, Special Board meeting.
- Approval of extension of the Professional Legal Services Contract

ATTACHMENTS:

- 1) Minutes of the July 19, 2016, Special Board Meeting
- 2) Extension of the Professional Legal Services Contract

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

LTD Resolution No. 2016-08-17-029: It is hereby resolved that the Consent Calendar for August 17, 2016, is approved as presented.

Q:\Reference\Board Packet\2016\August\06-Consent Calendar AIS.docx

MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT
SPECIAL BOARD MEETING
Wednesday, July 19, 2016

Pursuant to notice given to *The Register-Guard* for publication on July 14, 2016, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special Board meeting on Tuesday, July 19, 2016, beginning at 5:30 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Gary Wildish, President
Carl Yeh, Vice President
Ed Necker, Treasurer
Gary Gillespie
Donald Nordin
Angelynn Pierce (arrived 6:10 p.m.)
A. J. Jackson, General Manager
Jeanne Schapper, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: Julie Grossman, Secretary

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

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Wildish commended LTD staff for the exceptional service provided during the recent Olympic Trials and the Country Fair.

Mr. Wildish commented on the partnerships that LTD had developed with the cities of Springfield and Eugene through the Main-McVay Transit Study and MovingAhead projects. He said that he envisioned LTD's role as one of helping its partners achieve their goals and objectives, rather than LTD working to achieve its own goals. He asked for thoughts from Board members on how to best describe those relationships.

Mr. Nordin said that once the City of Springfield had decided what it wanted to do, LTD would help them.

Mr. Gillespie explained that his only concern would be when and if LTD's goals conflicted with its partners' goals and how that conflict would be resolved. He said that while there was a cooperative relationship, he did not want LTD to lose sight of its goals. He said that LTD's working relationship with Springfield on previous projects such as the Gateway and Pioneer Parkway EmX corridors had been very good.

Mr. Wildish suggested that the discussion could be added to a future agenda.

COMMENTS FROM THE GENERAL MANAGER: Ms. Jackson reported that she had given a brief presentation to the Eugene Downtown Rotary Club regarding LTD's recent work on special events, the coming community engagement process to gather input for development of the District's implementation plan, stewardship of public funds, and an update on the West

11th Avenue construction. She said that she planned to speak to the Springfield Rotary Club on July 21, 2015.

In response to a question from Mr. Necker, Ms. Jackson said that Rotary members had expressed concern about the congestion associated with the West 11th Avenue construction. She explained LTD's efforts to maintain business accessibility during the project.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: Mr. Nordin stated a concern about unequal representation in the District from people in exurb communities. He said that because of the way service was defined as a commuter service, the ADA (Americans with Disabilities Act) rules did not apply. Even though exurb community residents paid the same tax they were not given the same service.

BOARD CALENDARS: Ms. Jackson briefly reviewed coming events and activities.

EMPLOYEE OF THE MONTH: The Board recognized Bus Operator Marcus Hecker as the August 2016 Employee of the Month. Mr. Wildish presented Mr. Hecker with his award and thanked him for his outstanding service and dedication to LTD's mission. Mr. Hecker thanked the Board for the honor and said that he had enjoyed the last 10 years as an LTD employee and appreciated the opportunity to serve the community.

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

Rob Zako, Eugene, representing Better Eugene-Springfield Transit (BEST), announced that BEST was conducting a study of auto, transit, bicycle, and walking travel times among 10 LTD stations. He said that the methodology would attempt to take into account that the wait times for transit varied by time of day. He said that he hoped to have results in a month or so, including the importance of connections and waiting times. With respect to LTD's work on Vision Zero, he reminded the Board of TriMet's pedestrian network analysis that identified the most dangerous corridors for pedestrians crossing the street. He added that he hoped that would be included in LTD's Vision Zero project. He also commended LTD staff members for their efforts related to LTD's external communications.

Josh Skov, Eugene, member of the EmX Steering Committee and BEST Advisory Board, said that he concurred with Mr. Zako on the importance of conducting a safety study. He said that Lane County's performance auditor had distributed links to the County's performance audit. The County had a visually appealing, clear, and concise summary of performance that was a good example for other agencies. He encouraged LTD to consider having something similar available to the public.

Mr. Skov offered suggestions for making better use of the EmX Steering Committee:

- A more direct relationship between the EmX Steering Committee, the Board, and the Board's priorities
- Establish formal connections to local public discourse on major policy issues

- More diligent institutionalization of the learnings from the West Eugene EmX experience

ITEM FOR ACTION AT THIS MEETING:

MOTION **Consent Calendar:** Mr. Necker moved adoption of the following resolution: LTD Resolution No. 2016-07-19-024: It is hereby resolved that the Consent Calendar for July 19, 2016, is approved as presented. Mr. Gillespie provided the second. The Consent Calendar consisted of the Minutes of the June 15, 2016, Regular Board Meeting, and LTD Resolution No. 2016-07-19-025 Reaffirming LTD's District Boundaries.

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

Election of Board Officers: with Board member concurrence, Mr. Wildish tabled this item until Ms. Pierce's arrival.

Broadening EmX Steering Committee Roles and Responsibilities: Planning and Development Manager Tom Schwetz provided a brief overview of the Committee's history-- from its inception as a Board committee, through its expansion to included community leaders, and its evolving role in the EmX system. He said that EmX was now a well-known and understood feature in the community; and as the system grew, it became a matter of integration. He said that the Board could benefit from broader advice on the system as a whole. He asked for Board feedback on broadening the roles and responsibilities of the EmX Steering Committee.

Mr. Nordin said that the Board could benefit from expanding the Committee to involve members of the Springfield community.

Mr. Yeh, EmX Steering Committee chair, commended the Committee's work on EmX and its broad constituency. He said that he agreed that expanding the Committee's roles and responsibilities could benefit LTD and the Board.

Mr. Wildish stated his support for the idea of expanding the Committee's scope to include public transportation within LTD's district. He said that Committee members could contribute useful thoughts and ideas to support the Board's work.

In response to a question from Mr. Necker, Mr. Yeh said that issues other than EmX could be brought to the Committee for consideration. Community leaders on the Committee could help LTD to become better informed about community needs.

Ms. Jackson explained that the Board was facing numerous broad decisions about serving the community, and advisory committees provided insight from many different interests in the community. She said that staff engaged in outreach to collect information, but that an advisory body was there to engage in robust discussions and advise the Board directly about issues before they became controversial. She said that an advisory group could take the

pulse of the community and raise issues for the Board to consider when making decisions related to such matters as investments in the community, service changes, and corridors. She asked the Board to consider the composition and role of an advisory group, frequency of input, etc. She said that Vision Zero was an example of how a committee had become engaged in a topic and provided recommendations to the Board.

Mr. Yeh said that he agreed that Vision Zero was a good example of a broader issue that the EmX Steering Committee had explored and on which it had provided advice to the Board. He said that the Committee was currently meeting every other month, and the Board could consider expanding membership to include representatives of other community interests.

Mr. Gillespie commented that it was important to ask for a greater commitment from elected officials who were members of the Committee. He said that he felt there had been more commitment from elected officials who sat on the Committee when it was first established.

Mr. Wildish observed that some elected officials regularly attended Committee meetings. He noted the broad representation of interests on the current Committee and said that he felt it represented a potential asset to the Board.

Mr. Schwetz said that the Committee was scheduled to meet on August 2, and that he envisioned that as other tasks were identified for the group, there may be a need to increase the frequency of meetings from six per year to eight or nine.

Ms. Pierce arrived at 6:10 p.m.

Mr. Necker asked how and by whom topics for the Committee to address would be developed. Mr. Yeh said that suggestions could come from any source: the Committee itself, the Board, staff, or community members. Mr. Schwetz added that the 2014 visioning process to seek a new direction had originated at the committee level.

MOTION Mr. Yeh moved Resolution No. 2016-07-19-026: Be it resolved that the LTD Board of Directors directs staff to develop a broader range of responsibilities of the EmX Steering Committee to better align its efforts with the needs of the organization collaboratively with the existing EmX Steering Committee. Ms. Pierce provided the second.

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

Progress Report on Board Resolution Supporting Vision Zero: Ms. Jackson said that the Board had adopted a resolution that envisioned no accidents along its routes, directed her to continuously evaluate passenger safety and access along bus routes, and maintain an annual report on the efforts made to improve safety. She also was directed to develop a work plan for the implementation of the resolution. She said that the goal was to integrate that vision into its business process and day-to-day organizational culture.

Mr. Schwetz introduced Larissa Verilla, project coordinator for the City of Eugene's Vision Zero process. Mr. Schwetz said that he hoped that the Board would agree to appoint a member to serve on the City's Vision Zero Committee. He reviewed a table included in the agenda packet that summarized progress on implementation of the six provisions listed in LTD Board Resolution No. 2016-012, supporting Vision Zero.

Ms. Verilla said that the City was in the process of recruiting members for its Vision Zero Task Force and that she hoped that a member of the LTD Board would agree to serve. She said that the City Council had adopted a resolution in November 2015, which set an official policy that no loss of life or serious injury on the City's transportation system was acceptable. The Council also directed the city manager to form a Vision Zero task force to develop a Vision Zero action plan. She cited statistics on the increase in traffic fatalities in Oregon from 2014 to 2015 to emphasize the importance of Vision Zero work. She gave an overview of the task force's composition, staff support, and meeting schedule.

Mr. Yeh volunteered to serve as the LTD Board's representative on the task force.

MOTION Mr. Necker moved the following resolution: Resolution No. 2016-07-19-027: Be it resolved that the LTD Board of Directors appoints Carl Yeh to serve as a member of the City of Eugene's Vision Zero Task Force, with Aurora (A.J.) Jackson appointed to serve as the alternate. Ms. Pierce provided the second.

Mr. Gillespie said that the Lane Council of Governments maintained an extensive database on all types of traffic accidents and suggested that a presentation at a future Board meeting could be helpful.

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

Trillium Contract: Director of Operations and Customer Satisfaction Mark Johnson announced that an agreement favorable to LTD had been reached with Trillium. He said that regular meetings of LTD staff, service providers, and Trillium were now occurring for the purpose of determining how to be more efficient, effective, and reduce costs. He said that he felt this would greatly improve the working relationship with Trillium. He said that under the new agreement, LTD would receive \$1.35 per member per month for administrative costs and receive 100 percent reimbursement for all trips. He commended the efforts of LTD staff that contributed to a successful resolution of the matter and asked for the Board's approval of the contract.

In response to a question from Mr. Gillespie, Mr. Johnson explained that if service was provided to someone who was not eligible, LTD would not be reimbursed for the cost of that service.

Ms. Jackson said that while Trillium had agreed to reimburse the full cost of service, it remained LTD's responsibility to manage the program so that costs did not escalate. She said that the contract represented a good faith effort by both parties.

Mr. Gillespie and Ms. Pierce thanked staff for their efforts and the successful outcome of negotiations.

MOTION Mr. Necker moved the following resolution: Resolution No. 2016-06-15-023: Be it resolved that the LTD Board of Directors approves the contract with Trillium under the new terms and conditions for a period of August 1, 2016, through June 30, 2017, and directs staff to bring back quarterly reports regarding the status of this contract. Mr. Nordin provided the second.

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

Election of Board Officers: Mr. Wildish announced that Ms. Grossman would not apply for another term on the Board due to her promotion to executive director of the Eugene Family YMCA and the increased job responsibilities.

MOTION Ms. Pierce nominated Gary Wildish as the LTD Board president, for a two-year term beginning August 1, 2016.

There were no other nominations.

VOTE Mr. Wildish was elected Board president by the following vote:
AYES: Gillespie, Necker, Nordin, Pierce, Wildish, Yeh (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Grossman (1)

MOTION Mr. Nordin nominated Carl Yeh as the LTD Board vice president, for a two-year term beginning August 1, 2016.

Mr. Yeh declined the nomination.

MOTION Mr. Yeh nominated Gary Gillespie as the LTD Board vice president, for a two-year term beginning August 1, 2016.

There were no other nominations.

VOTE Mr. Gillespie was elected Board vice president by the following vote:
AYES: Gillespie, Necker, Nordin, Pierce, Wildish, Yeh (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Grossman (1)

MOTION Ms. Pierce nominated Ed Necker as the LTD Board secretary, for a two-year term beginning August 1, 2016.

MOTION Mr. Necker nominated Angelynn Pierce as the LTD Board secretary, for a two-year term beginning August 1, 2016.

Ms. Pierce declined the nomination.

There were no other nominations.

VOTE Mr. Necker was elected Board secretary by the following vote:
AYES: Gillespie, Necker, Nordin, Pierce, Wildish, Yeh (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Grossman (1)

MOTION Mr. Gillespie nominated Don Nordin as the LTD Board treasurer, for a two-year term beginning August 1, 2016.

There were no other nominations.

VOTE Mr. Nordin was elected Board treasurer by the following vote:
AYES: Gillespie, Necker, Nordin, Pierce, Wildish, Yeh (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: Grossman (1)

ITEMS FOR INFORMATION AT THIS MEETING:

Board Member Reports: Ms. Pierce said that the Main Street-McVay Governance Team's July 25 meeting was cancelled and the group would not meet over the summer. She said that additional outreach to the community was needed, and City of Springfield staff would visit businesses to discuss their needs and what design aspects were unacceptable.

Mr. Wildish cited a section of the LTD Pension Trusts meeting report and asked if the Board's intent had been clearly understood. Mr. Gillespie said that the report and the recommendations of the Budget Committee were discussed several times during the meeting. He said that it was understood that the Board's intent was to supplement the pension funds from the budget.

Director of Administrative Services Roland Hoskins said that staff were trying to determine how to divide the \$1 million contribution between the two plans, both of which had unfunded liabilities.

Mr. Gillespie said that it was not necessarily an even split, but rather based on the needs of each plan.

Following a discussion of scenarios for distributing the contribution, Mr. Wildish said the Board needed to provide more clarification on how the distribution would be made between the plans.

LTD Website Update: Marketing Manager Meg Kester introduced Marketing Technician Scott McFarland to provide an update on the LTD website which was launched in June 2015. Mr. McFarland presented statistics on the number of visits to the website and transactions conducted. He highlighted the visual improvements and features added to improve customer service and accessibility. He demonstrated the new elements and explained how data was collected to evaluate website usage and improve customers' experiences. He said that customer feedback also was responsible for the addition of some of the new features and improvements of online services. He noted that the Point2point and SmartTrips websites had been integrated into the LTD website so that the public would be aware that those programs also were services that LTD provided to the community.

Mr. McFarland said that a majority of website users who visited the LTD website did so by using a mobile device and that staff were working to assure that customers could access information in a variety of formats.

Mr. Yeh complimented the new website's design and features, particularly the improvements for people using mobile devices.

Mr. Wildish said that he appreciated the significant improvements to the website and that he looked forward to future enhancements.

TransitStat Update: Mr. Johnson said that TransitStat was a process improvement model and that several internal teams were working on LTD's strategic plan, *The Road Map*, and performance outcomes. He said that a scorecard with various elements of *The Road Map*, along with issues related to customer service, had been created. He said that an example was road calls. When a team began working on the issue, the average miles between road calls was around 5,000 miles; this year the average was more than 10,000 miles between road calls, reaching 13,000 in some months. He said that another team was working on lost miles, which was another customer service issue. He described a number of efficiency measures that also were being examined.

Monthly Financial Report: Mr. Hoskins said that payroll and self-employment tax receipts and state-in-lieu revenues were all trending higher than budgeted, and revenue also had been increased by the collection of delinquent taxes. He said that use of stored fuel would require an accounting adjustment in a future report, and personnel costs were below budget. He said that the Accessible Services Fund was receiving more revenue than budgeted, which could result in a decreased transfer from the General Fund. He said that he anticipated an end-of-year adjustment to the Medicaid Fund of between \$400,000 and \$500,000. He explained that draw downs on grants received were lagging and that once those caught up, the report on the Capital Projects Fund would be more relevant.

Cash Disbursements: Ms. Jackson said that the agenda packet included a report listing the number, date, vendor, and amount of each check issued by the District from April through June. This information would give the Board a snapshot of the District's disbursements each month, determine if there seemed to be any irregularities, and provide an opportunity for Board members to ask questions of staff.

In response to Board questions, Finance staff explained that disbursements to Lane County Circuit Courts were related to the District's property acquisitions along routes. When acquisitions were in dispute, the District deposited an estimated amount with the Court until settlement.

Executed Contracts: Calendar Year 2016, Second Quarter Report: Procurement Manager Collina Washington reviewed a list of contracts signed by the general manager during the previous three months. She said that some contracts had been on hold when the position of procurement manager was vacant; the Board could expect more robust reports in the future. She said that the information was provided to assist the Board in determining levels of signature authority.

Mr. Gillespie asked why the West Eugene EmX Complimentary Group Pass contracts did not have amounts listed. Ms. Washington said that she could update the next report to include the general dollar amount of those complimentary pass donations. Ms. Jackson said that staff were working to provide more detailed information on each contract, including the value of donated items.

Ms. Washington said that staff would likely propose a policy on donations in the future.

Monthly Performance Reports: Ms. Jackson said that there continued to be a downward trend on ridership, although that had stabilized at about 5 percent. She said that fuel costs would be normalized in future reports as financials were reconciled to account for the use of reserve fuel and capture that dollar value.

Monthly Grant Report: Ms. Jackson said that the grant for funds for security had not been awarded, but staff would continue to seek funding to meet the District's security needs.

Main-McVay Transit Study Phase 2 Update: There were no comments or questions.

Utility Consumption Report: There were no comments or questions.

Monthly Department Reports: Ms. Jackson noted that in response to Mr. Gillespie's request, the cost of a tie-dye design on a bus was \$5,000 for a full wrap and \$8-10,000 for paint.

OTHER BUSINESS:

Mr. Nordin said that a customer had relayed that the bus stop facility at Willamette Street and 29th Avenue was designed in such a way that a wheelchair could not fit inside, forcing the user to sit outside in the rain.

Mr. Necker and Mr. Gillespie concurred that some stops were not accessible to wheelchair users.

Mr. Johnson said that staff would be notified and, if possible, repairs would be made.

EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(e) TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED BY THE GOVERNING BODY TO NEGOTIATE REAL PROPERTY TRANSACTIONS:

Mr. Wildish announced that the Board would now meet in executive session pursuant to ORS 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

MOTION Mr. Yeh moved that the LTD Board of Directors meet in Executive Session pursuant to ORS 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions; Mr. Necker provided the second.

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

The Board entered executive session at 7:42 p.m. LTD staff also present for the executive session were Service Planning Manager Tom Schwetz, Director of Administrative Services Roland Hoskins, Director of Operations and Customer Satisfaction Mark Johnson, Internal Auditor Cheryl Munkus, and Government Relations Manager Edward McGlone.

RETURN TO REGULAR (OPEN) SESSION:

The Board returned to its regular meeting at 8:04 p.m.

Mr. Wildish reviewed Action items to be added to a future Board meeting.

In response to a question from Mr. Gillespie, Mr. Johnson explained the purpose of the Outreach Bus.

OTHER BUSINESS:

Mr. Nordin reviewed FTA rulings regarding Americans with Disabilities Act (ADA) service requirements. He said that because LTD's service is referred to as a commuter service, it does not have to abide by the FTA requirements for ADA services. He also expressed his concern that people in the exurb communities are required to pay the same transit taxes as those who reside in town without a comparable level of service.

Mr. Johnson said that in addition to the regular service that is provided, there also is the RideSource service that is provided to assist community members in getting to doctors' appointments. He said that LTD does meet the minimum ADA requirements and that providing the same level of service to exurb communities as is provided in town is not cost effective at this time.

Mr. Wildish said that he would like more information to be provided on this subject so that the Board can become more educated on the matter.

Ms. Jackson explained that there are several factors that need to be considered regarding this important topic. One factor to be considered is ridership potential in the outlying community. If there is not adequate ridership potential in a community, then the service provided would be wasteful. She said that the next factor to consider is what alternative types of services can be provided such as carpooling, vanpooling, and subsidies. She explained that the cost of trips to rural areas is exponentially higher than the cost of trips within the metropolitan area; and without the ridership, is not financially feasible. Ms. Jackson expressed that this is an important and difficult issue to address, especially with limited resources.

Mr. Wildish determined that there was concurrence among Board members to request that staff bring additional information on the demand for ridership and service cost in exurb communities to the Board at a future meeting.

ADJOURNMENT: Mr. Wildish adjourned the meeting at 8:29 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Ed Necker
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: _____

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

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

**CONSENT CALENDAR ITEM:
EXTENSION OF THE PROFESSIONAL LEGAL SERVICES CONTRACT**

August 17, 2016

Background:

As part of its delegation of authority to the LTD general manager, the LTD Board of Directors authorizes the general manager to contract for the necessary professional services needed to conduct the day-to-day business of the District. There are a few exceptions to this delegation of authority, one of which is the hiring of professional legal counsel for the District; this is a responsibility retained by the Board.

In March 2011, LTD formally solicited, through a Request for Proposal (RFP) process, to procure professional legal counsel for the District. In May 2011, the Board approved a three-year contract with two options for two-year extensions for the law firm of Thorp, Purdy, Jewett, Urness & Wilkinson, P.C.

The initial three-year contract term expired on June 30, 2014, and was extended via the first two-year option through June 30, 2016. Approving the second two-year option would extend the legal services for Thorp, Purdy, Jewett, Urness & Wilkinson, P.C.'s contract through June 30, 2018.

To date, the firm has performed satisfactorily, and the costs of services remain fair and reasonable. The last three years' expenditures to Thorp, Purdy, Jewett, Urness & Wilkinson, P.C. are as follows:

- Fiscal Year 2014, \$25,058.86
- Fiscal Year 2015, \$69,369.95
- Fiscal Year 2016, \$47,180.53

Attachments:

- 1) Professional Legal Services Contract No. 2011- 08
- 2) Change Notice #2, Contract No. 2011- 08
- 3) Exhibit C: Cost of Services (Amended 8/10/16)

Recommended Action:

The Board is asked to approve extending the contract for the second two-year option to the law firm of Thorp, Purdy, Jewett, Urness & Wilkinson, P.C. as part of the Consent Calendar presented for approval by the Board at the August 17, 2016, meeting.

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**LANE TRANSIT DISTRICT
PROFESSIONAL LEGAL SERVICES CONTRACT
CONTRACT No. 2011-08**

This professional services contract for legal services with an independent legal firm is made and entered into by and between Lane Transit District with its principal offices at 3500 East 17th Avenue, Eugene, Oregon 97403 (hereinafter referred to as "LTD") and Thorp, Purdy, Jewett, Urness & Wilkinson, P.C. (hereinafter referred to as "Thorp Purdy").

Recitals

WHEREAS, LTD is a publicly funded transit agency that provides a transportation service to the community of Eugene/Springfield, Oregon. LTD proposes to enter into a contract for general legal services related to the following: labor law, labor negotiation, general employment law, civil rights, eminent domain, legislative drafting, risk management, system safety, environmental concerns, construction contracting and tort liability.

WHEREAS, Thorp Purdy is engaged in the business of acting as an independent legal firm and has all necessary licenses and is qualified to render independent legal advice to LTD.

NOW THEREFORE, for and in consideration of the mutual covenants and agreements herein contained, the parties hereto covenant and agree as follows:

1. Term

A three (3)-year contract is anticipated, beginning June ²⁴~~8~~, 2011 and shall continue until June 30, 2014 unless otherwise terminated pursuant to this contract, contingent upon annual availability of an appropriation. Two (2)-year extensions may be considered upon successful completion of the original three (3)-year contract.

2. Contract Documents

Each of the documents listed below is incorporated into this contract by this reference. Any conflict between any of the documents listed below shall be resolved in favor of that document which has the lower number, listed in parentheses below:

- (1) Exhibit A – RFP 2011-08 (incorporated by reference)
- (2) Exhibit B – Thorp Purdy's Proposal dated April 20, 2011 (incorporated by reference)
- (3) Exhibit C – Rate Sheet
- (4) Exhibit D – Federal Regulations

3. Compensation

The professional rates for the work defined in Exhibits A and B are shown on Exhibit C. Thorp Purdy may increase its hourly rates each February with its normal hourly rates not increasing by more than \$10/hour with the rate for LTD being 80% of the normal rate. Such increases are subject to annual review, and a purchase order for estimated annual expenditures will be issued on an annual basis.

Fees will be billed monthly for work performed and are payable thirty (30) calendar days after receipt by LTD. LTD would prefer invoices be sent electronically in PDF format, if at all possible. Please send them via e-mail to ap@ltd.org. If mailing, please send to the following:

Lane Transit District
ATTN: Accounts Payable
P. O. Box 7070
Eugene, OR 97401-0470

LTD would also prefer to make payments electronically (EFT/ACH). An ACH Authorization Agreement will be provided upon request.

4. Thorp Purdy is an Independent Contractor

Thorp Purdy shall be an Independent Contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under this contract.

5. Project Manager

All routine correspondence and communication regarding this contract shall be sent to the Project Managers for each entity.

LTD's Project Manager is:

Mark Pangborn
General Manager
Lane Transit District
P.O. Box 7070
Eugene, OR 97401
Phone: 541-682-6100
Fax: 541-682-6188

Thorp Purdy's project manager is:

Dwight G. Purdy
K.C. Huffman
Thorp, Purdy, Jewett, Urness & Wilkinson P.C.
1011 Harlow Road, Suite 300
Springfield, Oregon 97477
Phone: 541-747-3354
Fax: 541-747-3367

6. Publicity

Thorp Purdy shall make no news release, press release, nor statement to a member of the news media regarding this contract without prior written authorization from LTD.

7. Indemnification

Thorp Purdy agrees to indemnify, defend and hold harmless LTD and its officers, directors, employees and representatives from any and all claims, liabilities, obligations, damages, costs and expenses arising out of any negligence or fault of Thorp Purdy for services provided under this Contract, to the extent provided by law. If the loss or claim is caused by the joint concurrent negligence or other fault of LTD and Thorp Purdy, the loss or claim shall be borne by each in proportion to the degree of negligence or other fault attributable to each.

Thorp Purdy shall furnish LTD's Purchasing Manager with a Certificate of Insurance that indicate that insurance coverage has been obtained or is in force as follows:

Professional Liability Insurance

Thorp Purdy shall secure at its expense, and keep in effect during the term of this Contract, Professional Liability Insurance in the primary amount of \$300,000 coverage with \$1,700,000 excess coverage through the Oregon Professional Liability Fund.

Thorp Purdy warrants that all persons engaged in contract work and subject to the Oregon Workers' Compensation Law are covered by a workers' compensation plan or insurance policy that fully complies with Oregon law. Thorp Purdy shall indemnify LTD for any liability incurred by LTD as a result of Thorp Purdy's breach of the warranty under this paragraph.

8. Federal and Public Contract Requirements

This Contract is funded in part under a financial assistance agreement between LTD and the U.S. Department of Transportation, Federal Transit Administration (FTA). This Contract is subject to all provisions prescribed for personal service contracts for legal services by that financial assistance agreement, including, but not necessarily limited to, the provisions in Exhibit D, which is attached to, and made a part of, this Contract, but only to the extent such provisions are specifically applicable to this Contract for legal services between LTD and Thorp Purdy.

Contract shall comply with all federal, state, and local laws, codes, regulations, and ordinances applicable to the services under this contract. All applicable provisions under ORS Chapter 279C are incorporated by reference and shall be deemed a part of this contract as if fully set forth.

9. Hours of Employment

Thorp Purdy shall comply with applicable state and federal employment laws related to

hours of employment in carrying out work tasks under this contract.

10. Assignment

Thorp Purdy may not assign, delegate, or subcontract for performance of any of its responsibilities under this contract without LTD's prior written consent.

11. Ownership of Work Product

All work product of Thorp Purdy that results from this contract shall be the exclusive property of LTD and shall be delivered to LTD upon completion of the Work or the termination of this contract. Thorp Purdy may retain copies of any work product.

12. Termination for Convenience

LTD may terminate all or part of this contract upon determining that termination is in the public interest. Termination under this paragraph shall be effective upon delivery of written notice of termination to Thorp Purdy. Upon termination under this paragraph, Thorp Purdy shall be entitled to payment in accordance with the terms of the contract for contract work completed before termination and to payment for all reasonable contract close-out costs. Within thirty (30) calendar days after termination pursuant to this paragraph, Thorp Purdy shall submit an itemized invoice for all unreimbursed contract work completed before termination and all contract close-out costs actually incurred by Thorp Purdy. LTD shall not be liable for any costs invoiced later than thirty (30) calendar days after termination unless Thorp Purdy can show good cause beyond its control for the delay.

13. Termination for Default

If Thorp Purdy fails to perform in the manner called for in this contract, or if Thorp Purdy fails to comply with any other provisions of the contract, LTD may terminate this contract for default. Termination shall be effected by serving a notice of termination on Thorp Purdy setting forth the manner in which Thorp Purdy is in default. Thorp Purdy shall be paid the contract price only for services performed in accordance with the manner of performance set forth in this contract. If it is later determined by LTD that Thorp Purdy had an excusable reason for not performing, such as a strike, fire, flood, or other event that is not the fault of, or is beyond the control of, Thorp Purdy, LTD may allow Thorp Purdy to continue work or may treat the termination as a termination for convenience.

14. Remedies

- a. In the event of a termination of this contract by LTD because of a breach by Thorp Purdy, LTD may complete the Work either by itself or by contract with other persons, or any combination thereof.
- b. In the event of breach of this contract by LTD, Thorp Purdy's remedy shall be limited to termination of this contract and payment for work performed to the date of termination.

15. Nondiscrimination

During the term of this contract and to the extent required by law, Thorp Purdy shall not discriminate against any employee or applicant for employment because of physical disability, race, religion, color, sex, age, or national origin. To the extent required by law, Thorp Purdy shall comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Thorp Purdy shall also comply with the Americans with Disabilities Act of 1990 (Pub L. No. 101-336) including Title II of the Act, ORS 659A.103 to 659A.145, and all regulations and administrative rules established pursuant to those laws, as required by law.

16. Jurisdiction

This contract shall be governed by the laws of the State of Oregon, and the parties agree to submit to the jurisdiction of the courts of the State of Oregon and to the venue of the Lane County Circuit Court.

17. Compliance with Laws and Regulations

In connection with its activities under this agreement and to the extent required by law, Thorp Purdy shall comply with all applicable federal, state, and local laws, regulations, and policies, including, but not limited to, those related to equal employment opportunity, nondiscrimination, and affirmative action,

18. Integration and Modification

This contract includes the entire agreement of the parties and supersedes any prior discussions or agreements regarding the same subject. This contract may be modified only by a written agreement signed by authorized representatives of the parties.

19. Mediation

Should any dispute arise between the parties concerning this agreement which is not resolved by mutual agreement, it is agreed that it will be submitted to mediated negotiation prior to any party commencing litigation. In such an event, the parties to this agreement agree to participate in good faith in a non-binding mediation process. The mediator shall be selected by mutual agreement of the parties, but in the absence of such agreement each party shall select a temporary mediator and those mediators shall jointly select the permanent mediator. All costs of mediation shall be borne equally by the parties.

20. Authority

The representatives signing on behalf of the parties certify that they are duly authorized by the party for which they sign to make this contract.

21. Unilateral Modifications

To expedite processing of routine contract changes, LTD may issue "unilateral" modifications to this contract, upon written consent of Thorp Purdy, to accomplish the

following changes: (1) a short extension of the contract term to allow completion of the work scope, or (2) a small increase in the contract price to reflect additional work necessary to complete the contract objectives. In accomplishing these unilateral modifications, LTD will obtain written consent of Thorp Purdy's Project Manager, or designee, note the date that consent was obtained within the modification, and forward a signed copy of the modification to Thorp Purdy. Such unilateral modifications shall be effective on the date LTD obtains Thorp Purdy's written consent.

LTD may issue a unilateral modification, without Thorp Purdy's written consent, to notify Thorp Purdy of (1) a change in LTD's Project Manager, or (2) LTD's election to exercise a unilateral option contained in the contract.

22. Access to Records

LTD, the federal government, and their duly authorized representatives shall have access to books, documents, papers, and records of Thorp Purdy which are directly pertinent to this contract for the purpose of making audit, examination, excerpts, and transcripts for a period of three (3) years past the completion date of the contract. Nothing in this paragraph shall make such documents public records to the extent they fall under the attorney-client privilege or are otherwise exempt from public disclosure.

23. Certificate of Compliance with Oregon Tax Laws

By executing this contract, Thorp Purdy certifies under penalty of perjury that Thorp Purdy is, to the best of Thorp Purdy's knowledge, not in violation of any Oregon tax law imposed by ORS Chapters 118, 119, 314, 316, 317, 318, 320, 321, and 323 and Sections 10 to 20, Chapter 533, Oregon Laws 1981, as amended by Chapter 16, Oregon Laws 1982 (first special session); the Homeowners and Renters Property Tax Relief Program under ORS 310.630 to 310.690; and local taxes administered by the Oregon Department of Revenue under ORS 305.620.

/

24. Legal Counsel to the Board

LTD hereby retains Thorp Purdy to represent LTD as legal counsel in various matters as determined by the Board of Directors and/or its General Manager. Thorp Purdy acknowledges and agrees that LTD may engage other lawyers and law firms as it determines in its sole discretion. Thorp Purdy will determine which of its attorneys are appropriate for any requested legal service.

LANE TRANSIT DISTRICT

By: _____

Mark Pangborn

Title: General Manager

Date: 6-2-11

**THORP, PURDY, JEWETT,
URNESS & WILKINSON P.C.**

By: _____

Dwight G. Purdy

Title: Vice-President

Date: May 31, 2011

Email: dpurdy@thorp-purdy.com
Address: 1011 Harlow Road, Suite 300
Springfield, Oregon 97477
Telephone: (541) 747-3354
Fax: (541) 747-3367

TIN: 93-0770706

CHANGE NOTICE #2
Contract Number: 2011-08

SENT VIA E-MAIL TO: dpurdy@thorp-purdy.com

Dwight G. Purdy
Thorp Purdy Jewett Urness & Wilkinson, PC
1011 Harlow Road, Suite 300
Springfield, OR 97477-1142

RE: Contract Renewal – Legal Services

Dear Mr. Purdy:

Lane Transit District would like to express intentions of continuing the above-referenced contract for an additional two-year period with the following changes:

- Exhibit C, Rate Sheet, has been updated to reflect current rates.

This change notice renews the contract period through June 30, 2018.

All other terms and conditions of the original Contract and all previous Change Notices issued to date shall remain unchanged.

If you have any questions about this change, please call. If you are in agreement, please sign this document where indicated below and return it to Chris Thrasher, administrative secretary, by e-mail to chris.thrasher@ltd.org. A fully executed change notice will be returned once all signatures have been obtained. If you wish to discontinue the contract, please sign on page 2 and return.

LANE TRANSIT DISTRICT

THORP, PURDY, JEWETT, URNESS & WILKINSON, P.C.

By: _____
Aurora Jackson Date
General Manager

By: _____
Authorized Signature

Approved as to Form:

Title: _____

By: _____
Collina Washington Date
Procurement Manager

Date: _____

If you do not desire to extend contract, please sign below and return this change notice.

Discontinue: We desire to discontinue the contract:

Signature

Date

Printed Name

Title

cc: File

EXHIBIT C

(Amended 8/10/16)

COST OF SERVICES

We propose to provide legal services based on an hourly rate, discounting our normal hourly rates by 20% as a special consideration to LTD. After the 20% discount, our current fee structure for July 2016 would be as follows:

Dwight G. Purdy	\$240.00*
Kristin Denmark	\$156.00*
K.C. Huffman	\$200.00*
Maura K. Roberts	\$132.00*
Julian Marrs	\$120.00*
John C. Urness	\$224.00
Murray Pettitt	\$208.00
Lance A. LeFever	\$200.00
Brian J. Millington	\$180.00
Michelle P. Bassi	\$156.00
Paralegals	\$104.00-\$132.00
Law Clerks	\$68.00
Legal Assistants	\$72.00

*Attorneys likely to work on LTD matters

Each February our firm has its annual retreat where we evaluate, among other things, the fees each member of the firm charges on an hourly basis. The 20% discount will continue to apply to any increase in fees from one year to another. We agree not to change our hourly rate billed to LTD by more than 7.5% at any annual retreat.

AGENDA ITEM SUMMARY

DATE: August 17, 2016

ITEM TITLE: FUND BALANCE AND BUDGETARY RESERVE POLICY

PREPARED BY: Cindi Hamm, CPA, Finance Division

ACTION REQUESTED: That the LTD Board of Directors adopts the proposed Lane Transit District Fund Balance and Budgetary Reserve Policy.

BACKGROUND:

Lane Transit District's current **Budgetary and Reserve Policy and Financial Policy for Unreserved Fund Balances** was originally established in 1994. It has been periodically reviewed and updated over the years, with the last revision adopted April 19, 2000. The LTD Board Finance Committee most recently discussed this policy on December 16, 2015.

The District's budgetary fund balance (alternately, fund balance, unrestricted fund balance, or working capital) primarily is made up of cash with a small portion of liquid, near-term receivables. The term "fund balance" as used in this discussion is equivalent to "unrestricted fund balance." The District's fund balance policy pertains to the management of the unrestricted amount of available fund balance. Some portion(s) of fund balance may be restricted due to state or federal grant funding requirements or for other legal or contractual reasons.

The primary objectives for establishing and maintaining a fund balance policy are to maintain working capital sufficient to provide adequate cash flow and to ensure that the District maintains a strong enough financial position to allow it to weather negative economic trends.

The District's policy is due to be revisited; and at the end of Fiscal Year 2015-16, the General Fund balance exceeds the existing policy's target balance. In preparation for updating the District's Long-Range Financial Plan and its Capital Improvements Program, it is important for the Board to revisit the appropriate level at which the District's ending fund balance in the General Fund should be maintained. It also is desirable to update the existing policy to reflect current best practices.

Fund Balance Best Practice

The Government Finance Officers Association (GFOA) issues best practice advisories for government finance. GFOA has long recommended that governments establish a formal policy on the level of unrestricted fund balance maintained in the general fund. GFOA recognizes that the adequacy of fund balance in the general fund is individual to each government and that governments should take into account their own unique circumstances in determining an appropriate amount. GFOA recommends, however, at a minimum and regardless of size, that governments maintain an amount equal to no less than two months of regular general fund operating expenditures of fund balance in their general fund. This equates to a minimum 16.7 percent of normal recurring annual expenditures. Recurring operational transfers should be included in this calculation.

A variety of factors should be considered. These include the predictability of revenues and the volatility of expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations, or if operating expenditures are highly volatile); perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts); the potential drain upon General Fund resources from other funds, as well as the availability of resources in other funds; the potential impact on the entity's bond ratings; and the corresponding increased cost of borrowed funds.

Further, best practice dictates that a fund balance policy should define conditions warranting its use; and, if fund balance falls below the government's policy level, that a plan should be in place to replenish it. A fund balance policy should describe how the government's expenditure and/or revenue levels will be adjusted to match any new economic realities that are behind the use of fund balance as a financing bridge and describe the time period over which the components of fund balance will be replenished and the means by which they will be replenished. Generally, GFOA recommends that governments should seek to replenish their fund balances within one to three years of use. Revenue sources that would typically be looked to for replenishment of a fund balance include nonrecurring revenues and year-end budget surpluses.

Additionally, GFOA recommends that, in the event a government has an amount of unrestricted fund balance in the general fund over a government's formal policy requirement, the government should consider a policy as to how this is addressed. In addition, an education or communication strategy or, at a minimum, an explanation of large changes in fund balance, is encouraged. In all cases, use of ending fund balance should be prohibited as a funding source for ongoing recurring expenditures.

Analysis

The District's current policy is to maintain a ***budgeted (appropriated) reserve*** for ending fund balance in the General Fund between a minimum of 7 percent and a maximum of 13 percent of total annual operating expense and transfers, less the amount budgeted for transfer to the Capital Projects Fund. This policy equates to maintaining a balance equivalent to less than one month of operations. Balances in excess of 13 percent currently should be appropriated for transfer to the Capital Projects Fund. The ending fund balance amount in the District's policy is well below the two months' minimum recommendation of GFOA.

In evaluating factors unique to the District, at least two significant items are particularly important to determining a prudent and reasonable fund balance. Payroll-related tax revenue makes up about 75 percent of the District's General Fund annual resources. Swings in the economy can greatly affect payroll tax; and while swings may be somewhat gradual, it is important for the District to have sufficient working capital to allow it to adjust service in a thoughtful way. When payroll tax declines, the demand for transit increases.

Additionally, the District currently has more than 30 active state and federal grants. Expenditures for these grants are paid first by the District before being reimbursed. Many of these expenditures are significant; and, while most are generally reimbursed quickly, they use significant amounts of working capital until they are significant. If the District did not have sufficient funds of its own for this purpose, it would need to turn to short-term financing such as a line of credit, to manage temporary outflows. While the District currently has no long-term debt, if it is needed in the future (such as for bus replacement where grant funding is not available), the amount of working capital the District maintains will factor into the cost of debt financing. A healthy fund balance will lower borrowing costs.

Staff have drafted an updated Fund Balance and Budgetary Reserve Policy that addresses GFOA's best practice recommendations, and staff propose budgeting to maintain an **unappropriated** General Fund balance between two and three months (16.7 percent and 25 percent) of total annual operating expense and operational transfers. Unappropriated ending fund balance will be estimated during the annual budget development process. Budgetary reserves will **not** be included in the unappropriated fund balance calculation. Using the FY 2015-2016 Adopted Budget for the General Fund, one month of operating expense equaled to just over \$3.8 million, which would place the target for unappropriated ending fund balance between \$7.6 and \$11.4 million at June 30, 2016. Using the FY 2016-2017 Adopted Budget, monthly operating expense is closer to \$4 million, placing the target for fund balance between \$8 and \$12 million at the end of the FY 2016-17. Staff believe that a target of between two and three months of ending fund balance will provide a prudent and reasonable amount of working capital and provide for revenue stabilization during economic swings. This range falls within amounts allowable per Oregon Revised Statutes.

Due to a steady economic recovery from the most recent recession, working capital is expected to exceed the proposed policy target if it is adopted by the Board. The District's current Capital Improvements Program includes important capital investments for which no funding has been identified. On September 6, staff will present a FY 2016-17 Supplemental Budget to the LTD Board Budget Committee, as well as an updated Capital Improvements Program and Long-Range Financial Plan, which will incorporate recommendations for use of General Fund ending fund balance in excess of policy.

In conjunction with adjusting the policy regarding the amount of ending fund balance, staff recommend changing the current practice of **appropriating a reserve for working capital to not appropriating ending fund balance** for future budgets. Leaving ending fund balance unappropriated is typical budget practice in accordance with Oregon Budget Law. With either the current or proposed approach, a budget resolution from the Board is required to use fund balance. Leaving fund balance unappropriated will make budget documents easier for the reader to understand and follow.

- ATTACHMENTS:**
- 1) Current Lane Transit District Budgetary Reserve Policy and Financial Policy for Unreserved Fund Balances
 - 2) Proposed Lane Transit District Fund Balance and Budgetary Reserve Policy

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2016-08-17-030: It is hereby resolved that the Lane Transit District Board of Directors adopts the proposed Lane Transit District Fund Balance and Budgetary Reserve Policy as presented.

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**LANE TRANSIT DISTRICT
BUDGETARY RESERVE POLICY AND
FINANCIAL POLICY FOR UNRESERVED FUND BALANCES**

OBJECTIVE

Unreserved fund balances consist of working capital that the Board of Directors may choose to appropriate for expenditures or reserves during the annual budget process. This policy addresses the goals of the Board of Directors regarding the level of unreserved fund balance for the General Fund.

BACKGROUND

The LTD Board of Directors has always believed in and supported prudent financial management practices. A formal reserve policy has been in effect since January 1994. The policy is reviewed periodically to make sure that it reflects current needs based on the strength of the local economy, the outlook for federal funds availability, and the need to cover price volatility for major materials and supplies.

POLICY

It is the policy of the LTD Board of Directors that the total of all General Fund unreserved balances for operations and for self-insurance risk reserves shall be maintained as a percent of total annual operating expense, less the amount reserved for transfer to the Capital Fund. The reserve amount will be determined during the annual budget development process, but shall never be less than 7 percent of the base expense total and shall not exceed 13 percent of this total. When funds available for reserve exceed 13 percent, the excess shall be added to the appropriation for General Fund transfer to the Capital Fund. The Budget Committee will review the reserve recommendation and affirm a reserve in accordance with the range provided in this policy as part of the budget approval process.

The established annual reserve shall be allocated as follows:

Self-insurance/risk:	\$1,000,000
General Fund contingency:	\$1,000,000
Working capital:	Remaining balance

Regardless of the base on which the reserve is calculated annually, the total General Fund reserve shall never be less than \$2,500,000.

CRITERIA FOR EXPENDITURE OF BUDGETARY RESERVES

General Fund reserve allocations can be spent only in accordance with a resolution adopted by the Board of Directors. Examples of possible uses of contingency reserve funds include, but are not limited to:

- Major bus or vehicle accident
- An unusually high number of liability claims
- An unusually high number of unemployment claims
- Accidental loss of a utility vehicle
- Fuel price volatility
- Economic downturn resulting in lower payroll tax receipts
- Loss of funding source

MAINTENANCE

The Finance Committee of the Board of Directors is responsible for the maintenance of this policy, with staff assistance from the Finance Manager.

Administrative Policies & Procedures II-M-2 (Revised) Adopted by the Board of Directors, April 19, 2000

Q:\Reference\Board Packet\2012\11\Finance Committee 11-12-12\GF Reserve Policy.doc

LANE TRANSIT DISTRICT
FUND BALANCE AND BUDGETARY RESERVE POLICY

PURPOSE

This policy addresses the goals of the Lane Transit District Board of Directors (“Board”) regarding the level of unrestricted fund balance maintained for the General Fund. Unrestricted fund balance is the District’s working capital available for the ongoing operation of the District and is subject to the limitations defined by this policy. This policy considers unanticipated events that could adversely affect the financial condition of the District and jeopardize the smooth continuation of necessary transit services. Having such a policy will ensure that the District maintains adequate working capital/fund balance in order to:

- a. Provide sufficient cash flow for daily operational needs and for outflows such as grant-funded capital expenditures prior to the District being reimbursed by granting agencies,
- b. Provide funds for unforeseen expenditures related to emergencies,
- c. Offset significant economic downturns that result in decreasing payroll-related tax revenue, and
- d. Secure and maintain investment-grade bond ratings.

This policy supersedes all previous policies regarding the District’s fund balance and reserve policies.

BACKGROUND

A formal fund balance policy has been in effect since January 1994. This policy is reviewed routinely to make sure that it reflects current needs based on the strength of the local economy, the outlook for federal funds’ availability, and the need to cover price volatility for major materials and supplies.

POLICY

Unrestricted Fund Balance

The District will maintain an unappropriated fund balance in the General Fund equal to between two to three months of budgeted operating expenses, including operating transfers. The level of fund balance will be determined annually during the budget process. This balance will constitute the working capital of the District and provide a source of funding for emergencies and economic downturns.

In the event of an emergency, the fund balance can be appropriated for use through a resolution, ordinance, or supplemental budget adopted by the Board of Directors. Examples of possible uses include, but are not limited to, the following:

- A major bus or vehicle accident,
- An unusually high number of liability claims,

- An unusually high number of unemployment claims,
- Accidental loss of a utility vehicle,
- Fuel price volatility,
- An economic downturn resulting in lower payroll tax receipts, or
- A loss of funding source.

Replenishing Deficiencies

In the event that fund balance falls below the minimum two-month range, the District will replenish shortfalls by reducing recurring expenditures to eliminate a structural deficit, by increasing revenues or pursuing other funding sources, or by some combination of these strategies.

In the event that the fund balance falls below the minimum threshold, the Board must approve a restoration plan to correct the shortage within a three-year period.

Surplus Unrestricted Fund Balance

Should the fund balance in the General Fund exceed the maximum three-month expense range, the District will consider such fund balance surplus as one-time funding available to be appropriated for nonrecurring expenses during the annual budget process. Appropriate uses include, but are not limited to, accelerated debt /liability reduction and capital outlays, such as for bus or facility replacement or programmed capital expansion where any resulting future ongoing outlays are anticipated and accounted for in the District’s Capital Improvements Program and Long-Range Financial Plan.

Surplus fund balance designated for capital investment will be transferred to the Capital Projects Fund.

This policy is developed under the guidance of the Oregon Revised Statutes (ORS 294.398) and the Oregon Administrative Rules (150-294.398), which control in the event of any ambiguity.

BOARD DESIGNATED BUDGETARY RESERVES

The Board may appropriate specific budgetary reserves as deemed prudent. The Board has established annual appropriated reserves for:

Self-insurance/risk:	\$1,000,000
General Fund operating contingency:	\$1,000,000

By Board resolution, the self-insurance reserve can be used during the year to cover unanticipated insurance claims in excess of those otherwise covered through the District’s insurance programs or budgeted for in the annual operating budget.

The General Fund operating contingency may be appropriated for other significant expenditures as they become necessary that could not be reasonably foreseen or planned for in the budget.

APPLICABILITY AND PRIORITIZATION OF FUND BALANCE USE

This policy pertains to the management of the unrestricted amount of available fund balance. Some portion(s) of fund balance may be restricted for legal or contractual reasons. When

an expenditure is incurred for purposes for which both restricted and unrestricted amounts are available, it will be the policy of the District to consider restricted amounts to have been reduced first.

IMPLEMENTATION AND REVIEW

Upon adoption of this policy, the Board authorizes the Director of Finance to establish any standards and procedures which may be necessary for its implementation. The Director of Finance shall review this policy at least annually and make any recommendations for changes to the Finance Committee of the Board of Directors prior to adoption by the Board.

MAINTENANCE

The Finance Committee of the Board of Directors is responsible for the maintenance of this policy, with staff assistance from the Director of Finance.

Administrative Policies & Procedures

II-M-2 (Revised)

Adopted by LTD Board of Directors: _____

AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2016

ITEM TITLE: LTD PENSION PLANS PAYMENT

PREPARED BY: David Collier, Human Resources Manager

ACTION REQUESTED: That the Board approve allocation of the \$1 million payment to the pension plans be split proportionately between the asset base of the Salaried and ATU pension plans.

BACKGROUND:

The Budget Committee met on May 18, 2016, and approved LTD's proposed budget for Fiscal Year 2016-17, with the recommendation that the LTD Board of Directors direct staff to appropriate an additional one-time payment of \$1 million to LTD's pension plans in order to reduce the plans' unfunded liability. The LTD Board adopted the proposed budget on June 15, 2016.

At the August 17 meeting, the Board is being asked to determine how to distribute the funds between the two plans.

ATTACHMENTS: None.

PROPOSED MOTION:

I move approval of Resolution No. 2016-08-17-031, to allocate the \$1 million one-time payment to be split proportionately between the asset base of the Lane Transit District and Amalgamated Transit Union (ATU), Local No. 757 Pension Trust and the Lane Transit District Salaried Employees' Retirement Plan.

Q:\Reference\Board Packet\2016\August\09-LTD Pension Payment AIS.docx

Q:\Reference\Board Packet\2016\August\LTD Pension Payment AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2016

ITEM TITLE: BOARD MEMBER REPORTS

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

ACTION REQUESTED: None

BACKGROUND:

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

MEETINGS HELD:

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

1. **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 July 19 meeting, the Committee received an update on the Main-McVay Transit Study.
2. **EmX Steering Committee:** The EmX Steering Committee generally meets every two months and is composed of Chair Carl Yeh, Board Members Julie Grossman and Gary Gillespie, members of local units of government, and community representatives. At the August 2 meeting, the Committee discussed broadening its roles and responsibilities to better serve the agency; staff provided an update on LTD's progress towards the Vision Zero Resolution, including the appointment of Board Member Carl Yeh to the City of Eugene's Vision Zero Task Force; staff provided an update on the MovingAhead project and reviewed the evaluation criteria table and the Level 1 screening outcomes; and staff provided a brief update on the Main-McVay project.
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 August 4 meeting, MPC approved a Metropolitan Transportation Improvement Program (MTIP) amendment for the Coburg Loop Path project and held a public hearing for additional funding for Springfield/LTD's Main-McVay Transit Study. As Eugene and Salem are now eligible to receive Congestion Mitigation and Air Quality (CMAQ) Funding, Lane Council of Governments updated the Committee on progress to receive those funds. In addition, the Committee received an update on the Cascadia Rising exercise and debriefed the Oregon Legislature's Joint Committee on Transportation

Preservation and Modernization's recent Central Lane Metropolitan Planning Organization (MPO) area visit.

4. **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 August 10 meeting, the ACT agreed to maintain existing priority of Statewide Transportation Improvement Program Enhancement scoping results despite changes in funding requests; received an update on OReGO, which is the Oregon Department of Transportation's new road usage charge program; received an update on *ConnectOregon IV* as the Oregon Transportation Commission is scheduled to approve the prioritized funding recommendation later this month; and the group debriefed the visit to the Central Lane MPO by the Joint Legislative Committee on Transportation Preservation and Modernization.

NO MEETINGS HELD:

1. **LTD Pension Trusts:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board Member Gary Gillespie serves as one of the trustees. The next meeting is scheduled to be held on August 17.
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. The July 25 meeting was canceled. The next meeting is tentatively scheduled to be held on September 6.
3. **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 July and August meetings were canceled. The next meeting is tentatively scheduled to be held on September 19.
4. **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 September 22.
5. **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.
6. **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.
7. **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.

AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2016

ITEM TITLE: GOVERNMENT RELATIONS UPDATE

PREPARED BY: Edward McGlone, Government Relations Manager

ACTION REQUESTED: None

BACKGROUND:

This presentation will update the Board of Directors on efforts to develop a transportation package in the lead up to the 2017 session of the Oregon Legislature. It will also brief the Board on implementation of the Fixing America's Surface Transportation (FAST) Act. The Board also will learn information about how the Volkswagen emissions scandal settlement may be used to help purchase new electric buses for transit agencies in the State of Oregon.

ATTACHMENTS:

- 1) Oregon Transportation Forum Subcommittee on Revenue
- 2) Oregon Legislative Information
- 3) Transit Tax Financial Impact

PROPOSED MOTION: None

Q:\Reference\Board Packet\2016\August\11-AIS Government Relations Update.docx

Oregon Transportation Forum Subcommittee on Revenue

Transit Operations and Capital Funding

May 20, 2016

KEY QUESTIONS:

1. **How to provide dedicated funding for transit operations for diverse transit providers?**
 - a. Larger urban providers - e.g., TriMet and Lane Transit District
 - b. Mid-size providers – e.g., Salem Keizer Transit (possibly classified up), Rogue Valley Transportation District, City of Corvallis, Bend Transit
 - c. Small and rural providers – e.g., Tillamook, Community Connection of Baker County, Basin Transit, Confederated Tribes of the Umatilla
2. **How to provide for capital needs?**
3. **What federal funding is being left on the table?**
4. **How to support intercity transit?**
5. **New models of transit?**
6. **Accountability measures?**

CONCEPTS:

Payroll Tax on Employees

- **Concept:** Implement a .185 percent payroll tax on employees in transit districts with a business payroll tax. ~\$80 million/year.
- **Pros:** Broad-based and low; mirrors current business payroll; small increment raises significant **funding**; administration already in place.
- **Cons:** Only for payroll tax entities; everyone pays regardless of income.
- **Questions/Comments:**
 - Are there options for exempting low income?
 - Should it be capped?
 - Does it require a 3/5 vote?

Income Tax Surcharge

- **Concept:** Implement a permanent income tax surcharge for certain transit district areas. Rough estimate from TriMet service district: 2.25 percent surcharge = ~\$70 million.
- **Pros:** Collection will be as progressive as current income tax; broad based and low.
- **Cons:** No precedent for a permanent surcharge; collected through the income tax regime with the technicality and difficulties of collection and costs.
- **Questions/Comments:**
 - Who is natural opposition?
 - How does it apply around the state, outside TriMet service district?
 - Does it require a 3/5 vote?

Match Federal Funds

- **Concept:** Set up fund to assist transit providers with match for federal grants. Many small transit districts struggle to find matching funds for federal grants.
- **Pros:** State commit will be matched, increasing ROI; provides direct, flexible funding to transit providers.
- **Cons:** Will funds equally benefit all transit providers? How much federal funding is left on the table?

- **Questions/Comments:**
 - If this concept is paired with the above Employee Payroll Tax or Income Tax surcharge concepts for large transit agencies, those agencies could forgo certain paratransit funding and help pay for this fund.
 - This could be a fund where other smaller dedicated funding ideas (see below) could be directed first.

Dedicate Lottery to Transit Operations

- **Concept:** Similar to the 1.5 percent for vets referral the Legislature passed in 2016; the Legislature could refer out a similar concept for dedicating lottery dollars for paratransit operations. 1 percent = ~\$12/biennium.
- **Pros:** Precedent for dedication; dedicated funding is usable for operations and capital.
- **Cons:** Requires referral; constitutional change; possible opposition from current lottery beneficiaries.
- **Questions/Comments:**
 - 5 percent dedication would provide transit providers ~\$30 million per year.
 - Could be combined with a *ConnectOregon* proposal.
 - If passed, could remove transit from *ConnectOregon* (new revenue would make up for lost *ConnectOregon* opportunities)

Marijuana Tax for Transit

- **Concept:** Add statewide tax to recreational marijuana sales; distribute to Special Transportation Fund or above matching fund.
- **Pros:** Possibly state-wide; already a nexus with cigarette taxes; growing resource; possible health and safety angle.
- **Cons:** ?
- **Questions/Comments:**
 - Opportunity to get in on front end of new revenue stream.
 - Questions about how to implement and at what level.
 - Question of stability.
 - Could be a source for *statewide* transit funding.

Increase Cigarette Tax and/or increase share of Lawnmower Fund and ID cards

- **Concept:** Increase current cigarette tax and/or increase transit's share of lawnmower fund and State ID cards.
- **Pros:** Transit already receiving funds from these sources; stable; nexus with cigarette taxes.
- **Cons:** Cigarette taxes are a declining resource; big tobacco.
- **Questions/Comments:**
 - Could instead be part of tax on non-cigarette nicotine delivery systems?
 - \$.02/pack = ~\$2 million/biennium

Transit as a Utility

- **Concept:** *Concept in development.*
- **Pros:**
- **Cons:**
- **Questions/Comments:**

Oregon Legislative Information

(/liz/)

2015-2016 Interim

Joint Interim Committee On Transportation Preservation and Modernization (/liz/201511/Committees/JTPM/Overview)

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Member	Representative Barbara Smith Warner (http://www.oregonlegislature.gov/smithwarner)

Staff ▼


Committee Administrator	Patrick Brennan (mailto:patrick.h.brennan@state.or.us)	503-986-1674
Committee Assistant	Debbie Malone (mailto:debbie.malone@state.or.us)	503-986-1495


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Regular Meeting Schedule ▼


Monday	Tuesday	Wednesday	Thursday	Friday

Meetings ▼


7/20/2016 12:30 PM (/liz/201511/Committees/JTPM/2016-07-20-12-30)  (http://oregon.granicus.com/MediaPlayer.php?clip_id=21981)

6/29/2016 12:30 PM (/liz/201511/Committees/JTPM/2016-06-29-12-30)  (http://oregon.granicus.com/MediaPlayer.php?clip_id=21933)

6/28/2016 2:30 PM (/liz/201511/Committees/JTPM/2016-06-28-14-30)  (http://oregon.granicus.com/MediaPlayer.php?clip_id=21931)

6/13/2016 12:30 PM (/liz/201511/Committees/JTPM/2016-06-13-12-30)  (http://oregon.granicus.com/MediaPlayer.php?clip_id=21897)

5/27/2016 9:00 AM (/liz/201511/Committees/JTPM/2016-05-27-09-00)

5/25/2016 5:15 PM (/liz/201511/Committees/JTPM/2016-05-25-17-15)  (http://oregon.granicus.com/MediaPlayer.php?clip_id=21864)

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Transit Tax Financial Impact

Reference	Lane County Median Household Income	Oregon Median Household Income	200% Federal Poverty Level (Individual)	300% Federal Poverty Level (Individual)	N/A	N/A	N/A	N/A
Income Level	\$43,685	\$51,075	\$23,540	\$35,310	\$50,000	\$75,000	\$100,000	\$250,000
Transit tax per year (.00185)	\$80.82	\$94.49	\$43.55	\$65.32	\$92.50	\$138.75	\$185.00	\$462.50
Number of bus passes (\$1.75)	46	53	24	37	52	79	105	264

- The proposed transit tax is the best way to benefit low income individuals.
- 2/3 of LTD riders make less than \$25,000 and are disproportionately hurt by fare increases.
- Since 2007, fares have increased 40 percent (\$0.50).
- The last fare increase of \$0.25 is the equivalent of \$10/month for someone who rides the bus to and from work five (5) days a week.
- In comparison, the transit tax will cost the same people \$3.85/month and yield much better service in return.
- To raise an equivalent amount of money as the transit tax (\$7.71 million), LTD would have to double fares.
- The transit tax will delay the need to raise fares in the foreseeable future.

*Source: Lane Transit District
Contact: Edward McGlone 503-780-0464*

AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2016

ITEM TITLE: MAIN-MCVAY TRANSIT STUDY PHASE 2 UPDATE

PREPARED BY: Sasha Luftig, Development Project Manager

ACTION REQUESTED: None; information only.

BACKGROUND:

The Main-McVay Transit Study is a partnership between the City of Springfield and Lane Transit District. The project is currently in Phase 2, which involves working through a design solutions process to help the Springfield City Council and the LTD Board of Directors make an informed decision about the selection of the Locally Preferred Solution.

This memorandum provides information about funding awarded to the City of Springfield from the Oregon Department of Transportation (ODOT) to improve safety on roads within the City of Springfield, and an update on the Main-McVay Transit Study project schedule.

ODOT Safety Funding

ODOT has a safety program that analyzes transportation facilities across Oregon, and determines where and how to best invest in safety improvements that will save the most lives and reduce severity and frequency of crashes. There were multiple projects identified and funded in the City of Springfield, totaling more than \$8,344,882 in potential safety improvements, including along Main Street.

As has been discussed previously with the Main-McVay Transit Study Governance Team, Springfield's Main Street was under consideration for this funding. In September 2016, elected officials will be considering a grant for safety improvements. City of Springfield staff will present details about the funding allocation to the City Council at its September 26 meeting after the summer recess has concluded. LTD staff will have more information to share with the LTD Board after the City Council meets.

Main-McVay Transit Study Project Schedule

The last Main-McVay Transit Study project update indicated that the project team anticipated selection of the Locally Preferred Solution in early 2017. This estimate was based on completing design solutions meetings with business and property owners before the end of this summer. Based on the desire to coordinate the multiple projects with potential changes to Main Street, the team has delayed the design solutions meetings until there is more information regarding the Main Street safety project. The impact on the Main-McVay Transit Study project schedule is uncertain at this time.

Next Steps

The Main Street safety improvements will be discussed at the Springfield City Council Meeting on September 26. LTD staff will update the LTD Board at its October 19 Board Meeting.

ATTACHMENTS: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2016

ITEM TITLE: EXTERNAL WORKGROUP REPORT

PREPARED BY: Edward McGlone, Government Relations Manager

ACTION REQUESTED: None; information only.

BACKGROUND:

When the District's Leadership Council (LC) made the decision not to replace the director of customer services and planning position, it became necessary for Lane Transit District (LTD) to alter its organizational structure to incorporate all workgroups. In May 2016 LC established the External Communications Workgroup, which was composed of Marketing Manager Meg Kester, Government Relations Manager and Public Information Officer Edward McGlone, and Accessible and Customer Services Manager Cosette Rees.

The workgroup was specifically tasked with reviewing the agency's organizational structure and the job duties of the functional areas responsible for LTD's external communications, and recommending an organizational structure that appropriately incorporated those elements. The workgroup also was tasked with ensuring that the proposed structure aligned the agency's communications with the Board of Directors' direction and prepare the agency to implement the 10-year strategic plan that is under development.

This presentation will brief the Board of Directors on the findings and recommendations of the workgroup and the next steps toward implementation. No action will be taken at this meeting; however, some of the recommended changes will require Board approval via the supplemental budget that will be presented to the LTD Board Budget Committee on September 6, and subsequently, to the LTD Board of Directors on September 21.

ATTACHMENTS: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2016

ITEM TITLE: 2016 BUSINESS COMMUTE CHALLENGE REPORT

PREPARED BY: Cammie Harris, Business Commute Challenge / Outreach and Special Events Coordinator, and
Theresa Brand, Transportation Options Manager

ACTION REQUESTED: None; information only.

BACKGROUND:

The Business Commute Challenge was developed in 2000, and was coordinated by the City of Eugene Transportation Options Program. The Challenge was a week-long event for Eugene-only businesses and took place every October. There was a designated "Challenge Day," and the total number of participants and mileage were counted for that one day.

Over the years, more employers and employees from the neighboring City of Springfield wanted to participate. The regional Transportation Options Advisory Committee recommended that the Business Commute Challenge become a regional program. Point2point, the regional transportation options program for the central Lane area, was selected as the lead agency. As a result, the Business Commute Challenge event transitioned from the City of Eugene's Transportation Options Program to Point2point in 2010. Point2point, with support from LTD and regional partner agencies, has helped make this one of the premier carbon reduction challenges in the county. In 2012 the Transportation Options Group of Oregon awarded the program and its leader, Marcia Maffei (the former BCC Coordinator), the Transportation Options Program Award of the Year at the state Transportation Conference in Seaside.

2016 Business Commute Challenge Results:

The 2016 Business Commute Challenge (BCC) welcomed 2,821 participants (1,186 first-time participants) who represented 269 work teams in the region. There were 83,265 miles saved (miles not driven alone) in one week, equaling 85,337 lbs. of CO₂ not emitted into the atmosphere.

In the Months of April and May, there were a number of BCC-related events offered in the region, including:

Pre-BCC:

- BCC Kick-off Event at Oakshire Brewing, April 28 (est. 175 attended)

BCC Week (May 16-20):

- BCC Eugene Poker Walkabout in Downtown Eugene, Monday (71 attended)
- Breakfast at the Bridges, DeFazio Bridge (co-sponsored with City of Eugene), Tuesday (est. 40 attended)
- Breakfast at the Next Stop Center for Transit Users, Wednesday (est. 50 attended)

- Drive the Big Rig (the winning team drove an LTD bus through a course at LTD’s Glenwood Campus), Wednesday (11 attended)
- BCC Springfield Poker Walkabout in Downtown Springfield, Thursday (56 attended)
- Wheels by the Willamette, Springfield, Friday (45 attended)

Post BCC:

- BCC Wrap-up Party, Eugene Wine Cellars, May 26 (est. 150 attended)

These events attracted hundreds of people who were excited about participating in choosing different modes of transportation such as transit, biking, walking, and carpooling. Over the years, the six-month post program survey has documented long-term travel behavior changes from participation in this event.

Lane Transit District employees participated in the 2016 Business Commute Challenge, and “Elite Fleet” (Team LTD) came in second place in the 300+ employees and above team category. Although LTD came in second place, staff did not accept the trophy as LTD was the sponsoring agency.



ATTACHMENT: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2016

ITEM TITLE: FY 2017-26 CAPITAL IMPROVEMENTS PROGRAM

PREPARED BY: Richard Lopez, Interim Finance Manager

ACTION REQUESTED: None; information only.

BACKGROUND:

The Capital Improvements Program (CIP), LTD's program of projects funded with federal, state, and local funding, is revised annually. The Draft Fiscal Year (FY) 2017-26 Capital Improvements Program is being posted on the LTD website for public comment, along with the legal notice being published in *The Register-Guard* on Monday, August 15. The public comment period closes at 5:00 p.m. on Friday, September 16.

A public hearing on the FY 2017-26 CIP will be held during the Board's September 21 meeting, followed by a request for Board adoption. All comments received will be forwarded to Board members prior to that meeting. Providing a comment period and public hearing allows the public to comment directly to the Board of Directors prior to its consideration of the CIP adoption.

Projects are connected to priorities outlined in the LTD Strategic Plan, and they are classified into the following funding tiers:

- Tier I: Highest priority projects with full funding identified.
- Tier II: High priority projects that are not fully funded.
- Tier III: Projects contingent upon adequate available revenue. The availability of these revenue sources could impact the ability to move Tier III projects forward.
- Tier IV: Projects where a need exists but where no revenue source is currently identified. Should revenue sources be identified through federal, state, and local processes, these projects could move up to Tier I or Tier II.

The funding for projects reflects the best estimate at this time. While all funds are not yet secured, there is a reasonable expectation that funding for Tier I and Tier II projects will be received. For example, the Plan assumes that 5307 funding will continue to be reauthorized and that funding levels will follow the same trend as the previous legislation. Should the proposed funding not be realized, the program of projects will be reevaluated.

ATTACHMENT: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE: August 17, 2016

ITEM TITLE: MONTHLY FINANCIAL REPORTS

PREPARED BY: Ralph J. Lambert, Interim Controller

ACTION REQUESTED: None

BACKGROUND:

Following this summary are the May 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 12.4 percent over budget through May 31. The primary driver is payroll-related taxes, which are \$4.8 million over budget. The payroll tax receipts include approximately \$2.2 million in delinquent taxes received in the first quarter of the current fiscal year but were related to the last quarter of fiscal year 2015. A year-end accrual decreasing the payroll tax "current year" amount will be made in June 2016. Downward ridership trends account for the year-to-date passenger fare revenue being 1.5 percent below budget (an improvement from December 31, 2015, when passenger fares were 4.9 percent below budget).

Personnel Services costs as of May 31, are 3.6 percent under budget for year-to-date. Due to turnover, the District rarely employs the total number of personnel that were included in the budget. This translates into reduced salary and benefit payments that help contribute to personnel costs remaining under budget.

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 \$1.94. The lowest price paid this year is \$.92, which was paid on January 21, 2016. This represents the lowest price per gallon paid since June 24, 2003.

Accessible Services Fund

Total Revenues are under budget year-to-date. The primary driver is the Transfer from the General Fund. Even though well above last year's figure, it is 18.1 percent below budget as of May 31. Total Expenditures are also under budget year-to-date.

Medicaid Fund

Year-to-date revenue is 14.9 percent over budget through May 31. The primary driver is the General Fund Transfer, which is \$771,767 over budget year-to-date. 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.

In the FY 2015-16 Supplemental Budget, for the “Transfer from General Fund” line item, a modification is requested that will increase the Annual Budget amount to \$440,000 and reduce the Current Year amount to \$440,000.

Capital Projects Fund

West Eugene EmX construction is the primary driver of Capital Projects Fund costs. A total of \$38.1 million has been paid on the project through May 31. Other projects funded during the first nine months of the fiscal year include Stations, Shelters, & Facilities; transit security projects; and computer hardware and software.

ATTACHMENTS: May 2016 Financial Reports

PROPOSED MOTION: None

Q:\Reference\Board Packet\2016\August\August 17 Reg. BD Mtg\21-Financial Report - May 2016 - AIS.docx



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

May 01 - 31					Revenues & Other Sources		Year to Date Through May 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
361,299	381,160	105.5%	358,890	106.2%	Passenger Fares	4,714,500	4,274,947	4,279,732	100.1%	4,345,790	98.5%
233,375	213,784	91.6%	235,000	91.0%	Group Pass	2,550,000	2,410,164	2,351,897	97.6%	2,315,000	101.6%
950	-	0.0%	-	N/A	Advertising	437,000	437,950	443,887	101.4%	437,000	101.6%
2,754	-	0.0%	-	N/A	Special Service	152,000	172,997	141,358	81.7%	152,000	93.0%
598,378	594,944	99.4%	593,890	100.2%	Total Operating	7,853,500	7,296,058	7,216,874	98.9%	7,249,790	99.5%
5,230,282	6,504,816	124.4%	6,599,100	98.6%	Payroll Tax	30,100,200	26,669,255	34,672,902	130.0%	29,910,800	115.9%
712,297	644,375	90.5%	725,000	88.9%	Self-employment Tax	1,680,000	1,662,148	1,869,754	112.5%	1,675,000	111.6%
-	-	N/A	-	N/A	State-in-Lieu	200,000	522,274	276,171	52.9%	150,000	184.1%
215,435	459,271	213.2%	422,090	108.8%	Operating Grants	5,065,000	4,750,294	4,987,638	105.0%	4,642,990	107.4%
24,567	4,433	18.0%	17,280	25.7%	Miscellaneous	253,400	371,806	249,247	67.0%	236,080	105.6%
3,531	15,236	431.5%	4,000	380.9%	Interest Income	48,000	50,312	85,753	170.4%	44,000	194.9%
6,186,112	7,628,131	123.3%	7,767,470	98.2%	Total Nonoperating	37,346,600	34,026,089	42,141,465	123.9%	36,658,870	115.0%
6,784,490	8,223,075	121.2%	8,361,360	98.3%	Total Revenues & Other Sources	45,200,100	41,322,147	49,358,339	119.4%	43,908,660	112.4%

May 01 - 31					Expenditures & Other Uses		Year to Date Through May 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
814,386	792,735	97.3%	901,560	87.9%	Administration	10,815,800	9,051,839	9,398,274	103.8%	9,917,160	94.8%
1,592,517	1,726,622	108.4%	1,829,920	94.4%	Amalgamated Transit Union	21,958,500	17,837,479	19,277,025	108.1%	20,129,120	95.8%
(94,633)	(52,232)	55.2%	(95,650)	54.6%	Less Grant-Funded Expenditures	(1,147,700)	(793,394)	(722,251)	91.0%	(1,052,150)	68.6%
2,312,270	2,467,125	106.7%	2,635,830	93.6%	Total Personnel Services	31,626,600	26,095,924	27,953,048	107.1%	28,994,130	96.4%
15,040	12,381	82.3%	20,860	59.4%	Executive Office	332,300	272,730	264,678	97.0%	310,570	85.2%
107,368	159,590	148.6%	175,380	91.0%	Administrative Services	2,147,200	1,581,580	1,608,684	101.7%	1,979,680	81.3%
200,847	130,019	64.7%	221,523	58.7%	Customer Services & Planning	2,837,400	1,879,412	2,088,134	111.1%	2,585,056	80.8%
352,190	180,694	51.3%	473,128	38.2%	Operations & Customer Satisfaction	5,639,600	4,117,760	3,048,144	74.0%	5,175,102	58.9%
675,445	482,684	71.5%	890,891	54.2%	Total Materials & Services	10,956,500	7,851,482	7,009,640	89.3%	10,050,408	69.7%
57,514	274,655	477.5%	215,580	127.4%	Transfer to Accessible Services Fund	2,586,900	1,041,202	1,913,281	183.8%	2,371,380	80.7%
1,057	(6,050)	-572.4%	16,250	-37.2%	Transfer to Medicaid Fund	195,000	187,755	980,478	522.2%	178,750	548.5%
-	-	N/A	-	N/A	Transfer to Capital Projects Fund	1,667,600	3,351,100	1,667,600	49.8%	1,667,600	100.0%
58,571	268,605	458.6%	231,830	115.9%	Total Other Uses	4,449,500	4,580,057	4,561,359	99.6%	4,217,730	108.1%
3,046,286	3,218,414	105.7%	3,758,551	85.6%	Total Expenditures & Other Uses	47,032,600	38,527,463	39,524,047	102.6%	43,262,268	91.4%

3,738,204	5,004,661	133.9%	4,602,809	108.7%	Revenues less Expenditures	(1,832,500)	2,794,684	9,834,292	351.9%	646,392	1521.4%
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Lane Transit District
Accessible Services Fund
 Schedule of Revenues and Expenditures
May 31, 2016
 Unaudited

May 01 - 31					Revenues & Other Sources		Year to Date Through May 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
30,324	31,375	103.5%	30,190	103.9%	Passenger Fares	362,200	318,720	322,279	101.1%	332,090	97.0%
222,496	302,174	135.8%	229,910	131.4%	Federal Assistance	2,758,700	2,626,682	2,615,957	99.6%	2,529,010	103.4%
112,493	91,711	81.5%	91,650	100.1%	State Assistance	1,099,400	1,213,358	975,193	80.4%	1,008,150	96.7%
836	28,721	3435.5%	10,280	279.4%	Local Assistance	123,200	109,270	125,064	114.5%	113,080	110.6%
366,149	453,981	124.0%	362,030	125.4%	Total Revenues	4,343,500	4,268,030	4,038,493	94.6%	3,982,330	101.4%
57,514	274,655	477.5%	215,660	127.4%	Transfer from General Fund	2,587,700	1,041,202	1,943,132	186.6%	2,372,260	81.9%
57,514	274,655	477.5%	215,660	127.4%	Total Other Sources	2,587,700	1,041,202	1,943,132	186.6%	2,372,260	81.9%
423,663	728,636	172.0%	577,690	126.1%	Total Revenues & Other Sources	6,931,200	5,309,232	5,981,625	112.7%	6,354,590	94.1%

May 01 - 31					Expenditures & Other Uses		Year to Date Through May 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
386,034	405,778	105.1%	485,310	83.6%	ADA RideSource	5,823,800	4,503,874	4,811,429	106.8%	5,338,410	90.1%
9,428	8,648	91.7%	12,040	71.8%	Transit Training & Hosts	144,400	102,260	103,325	101.0%	132,440	78.0%
7,900	7,495	94.9%	8,330	90.0%	Special Transport	99,900	90,071	105,373	117.0%	91,630	115.0%
403,362	421,921	104.6%	505,680	83.4%	Total Eugene/Springfield Services	6,068,100	4,696,205	5,020,127	106.9%	5,562,480	90.2%
8,922	11,149	125.0%	10,420	107.0%	South Lane	124,900	120,064	119,125	99.2%	114,620	103.9%
14,945	13,815	92.4%	16,170	85.4%	Florence	193,800	168,865	170,796	101.1%	177,870	96.0%
14,272	16,918	118.5%	20,310	83.3%	Oakridge	243,800	186,542	193,079	103.5%	223,410	86.4%
38,139	41,882	109.8%	46,900	89.3%	Total Rural Lane County Services	562,500	475,471	483,000	101.6%	515,900	93.6%
13,209	6,686	50.6%	14,580	45.9%	Mobility Management	175,000	111,562	106,385	95.4%	160,380	66.3%
258	130	50.4%	450	28.9%	Crucial Connections	5,300	3,298	3,230	97.9%	4,950	65.3%
3,167	435	13.7%	1,700	25.6%	Veterans Transportation	20,300	17,932	7,557	42.1%	18,700	40.4%
7,246	7,133	98.4%	8,330	85.6%	Lane County Coordination	100,000	72,130	65,615	91.0%	91,630	71.6%
23,880	14,384	60.2%	25,060	57.4%	Total Other Services	300,600	204,922	182,787	89.2%	275,660	66.3%
465,381	478,187	102.8%	577,640	82.8%	Total Expenditures & Other Uses	6,931,200	5,376,598	5,685,914	105.8%	6,354,040	89.5%

(41,718)	250,449	-600.3%	50	500898.0%	Revenues less Expenditures	-	(67,366)	295,711	-439.0%	550	53765.6%
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Lane Transit District
Medicaid Fund
 Schedule of Revenues and Expenditures
May 31, 2016
 Unaudited

May 01 - 31					Revenues & Other Sources		Year to Date Through May 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
632,718	839,083	132.6%	714,850	117.4%	Medicaid Nonemergency Medical Transportation	8,578,000	7,211,352	8,360,058	115.9%	7,863,350	106.3%
55,274	23,416	42.4%	53,210	44.0%	Medicaid Waivered Transportation	638,600	586,136	602,782	102.8%	585,310	103.0%
687,992	862,499	125.4%	768,060	112.3%	Total Revenues	9,216,600	7,797,488	8,962,840	114.9%	8,448,660	106.1%
1,057	(6,050)	-572.4%	16,260	-37.2%	Transfer from General Fund	195,000	187,755	950,627	506.3%	178,860	531.5%
1,057	(6,050)	-572.4%	16,260	-37.2%	Total Other Sources	195,000	187,755	950,627	506.3%	178,860	531.5%
689,049	856,449	124.3%	784,320	109.2%	Total Revenues & Other Sources	9,411,600	7,985,243	9,913,467	124.1%	8,627,520	114.9%

May 01 - 31					Expenditures & Other Uses		Year to Date Through May 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
528,576	629,454	119.1%	599,800	104.9%	Services	7,197,500	5,930,142	7,580,528	127.8%	6,597,800	114.9%
7,253	4,889	67.4%	10,270	47.6%	Mobility Management	123,300	102,511	59,608	58.1%	112,970	52.8%
88,814	131,827	148.4%	104,780	125.8%	Program Administration	1,257,200	1,066,668	1,420,117	133.1%	1,152,580	123.2%
624,643	766,170	122.7%	714,850	107.2%	Total Medicaid NEMT (Medical)	8,578,000	7,099,321	9,060,253	127.6%	7,863,350	115.2%
49,818	59,137	118.7%	50,720	116.6%	Services	608,600	536,976	642,761	119.7%	557,920	115.2%
3,278	2,680	81.8%	3,220	83.2%	Mobility Management	38,600	35,573	32,126	90.3%	35,420	90.7%
256	434	169.5%	360	120.6%	Program Administration	4,200	3,429	3,923	114.4%	3,960	99.1%
17,894	18,402	102.8%	15,180	121.2%	Grant Program Match Requirements	182,200	173,281	167,190	96.5%	166,980	100.1%
71,246	80,653	113.2%	69,480	116.1%	Total Medicaid Waivered (Non-Medical)	833,600	749,259	846,000	112.9%	764,280	110.7%
695,889	846,823	121.7%	784,330	108.0%	Total Expenditures & Other Uses	9,411,600	7,848,580	9,906,253	126.2%	8,627,630	114.8%

(6,840)	9,626	-140.7%	(10)	-96260.0%	Revenues less Expenditures	-	136,663	7,214	5.3%	(110)	-6558.2%
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Lane Transit District
Capital Projects Fund
 Schedule of Revenues and Expenditures
May 31, 2016
 Unaudited

May 01 - 31					Revenues & Other Sources		Year to Date Through May 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
1,716,088	504,491	29.4%	6,531,640	7.7%	Federal Assistance	78,379,700	14,407,533	30,734,400	213.3%	71,848,040	42.8%
-	-	N/A	1,290,250	0.0%	State Assistance	15,483,000	-	5,374,812	N/A	14,192,750	37.9%
1,716,088	504,491	29.4%	7,821,890	6.4%	Total Revenues	93,862,700	14,407,533	36,224,211	251.4%	86,040,790	42.1%
-	-	N/A	-	N/A	Transfer from General Fund	1,667,600	3,351,100	1,667,600	49.8%	1,667,600	100.0%
-	-	N/A	-	N/A	Total Other Sources	1,667,600	3,351,100	1,667,600	49.8%	1,667,600	100.0%
1,716,088	504,491	29.4%	7,821,890	6.4%	Total Revenues & Other Sources	95,530,300	17,758,633	37,891,811	213.4%	87,708,390	43.2%

May 01 - 31					Expenditures & Other Uses		Year to Date Through May 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
1,979,764	3,561,796	179.9%	6,061,670	58.8%	West Eugene EmX Extension	72,740,000	12,475,825	38,107,353	305.4%	66,678,370	57.2%
20,295	1,267	6.2%	16,670	7.6%	Main Street/McVay Transit Study	200,000	523,841	181,594	34.7%	183,370	99.0%
24,868	16,755	67.4%	137,500	12.2%	MovingAhead	1,650,000	214,112	643,179	300.4%	1,512,500	42.5%
2,024,927	3,579,818	176.8%	6,215,840	57.6%	Total Frequent Transit Network	74,590,000	13,224,149	38,932,376	294.4%	68,374,240	56.9%
-	7,996	N/A	577,510	1.4%	Revenue Vehicles - Fixed Route	6,930,000	2,864,566	81,970	2.9%	6,352,610	1.3%
2,125	-	0.0%	8,330	0.0%	Support Vehicles	100,000	74,710	128,416	171.9%	91,630	140.1%
33,882	25,663	75.7%	148,900	17.2%	Stations, Shelters & Facilities	1,830,800	684,092	1,162,968	170.0%	908,900	128.0%
121,999	235,387	192.9%	428,800	54.9%	Computer Hardware & Software	5,145,600	1,246,240	919,234	73.8%	4,716,800	19.5%
1,221	-	0.0%	329,420	0.0%	Intelligent Transportation Systems	698,000	6,177	165,890	2685.6%	694,120	23.9%
2,872	-	0.0%	29,030	0.0%	Transit Security Projects	715,000	9,939	1,006,790	10129.7%	685,930	146.8%
441	-	0.0%	-	N/A	Communications Equipment	439,700	41,723	197,887	474.3%	439,700	45.0%
31,694	-	0.0%	6,250	0.0%	Shop Equipment	75,000	107,134	18,173	17.0%	68,750	26.4%
-	-	N/A	68,050	0.0%	Miscellaneous Equipment	816,600	5,103	-	0.0%	748,550	0.0%
205,683	269,046	130.8%	1,596,290	16.9%	Total Other Capital Outlay	16,750,700	5,161,992	4,561,914	88.4%	14,706,990	31.0%
2,230,610	3,848,864	172.5%	7,812,130	49.3%	Total Expenditures & Other Uses	91,340,700	18,386,141	43,494,290	236.6%	83,081,230	52.4%

(514,522)	(3,344,373)	650.0%	9,760	-34266.1%	Revenues less Expenditures	4,189,600	(627,508)	(5,602,479)	892.8%	4,627,160	-121.1%
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AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2016

ITEM TITLE: MONTHLY REPORT OF EXECUTED CONTRACTS

PREPARED BY: Collina Washington, Procurement Manager

ACTION REQUESTED: None; information only.

BACKGROUND:

To assist the LTD Board of Directors in establishing contract/signature authority and approval levels, the LTD general manager has requested that Procurement begin to provide a monthly report of contracts entered into during the prior month.

West Eugene EmX Complimentary Group Pass

During the July 16, 2016, special meeting, the Board requested additional information regarding the West Eugene EmX (WEE) Complimentary Group Pass Program. The request was to clarify which type of pass is being issued and the dollar value for each pass. This information has been provided in the July 2016 listing of executed contracts (attached).

The WEE Complimentary Group Pass is a photo ID made specifically for business owners and their employees who are directly impacted by the construction related to the WEE project. The objective of the program is to provide employees of “eligible and participating employers” with a temporary transit transportation option at no cost to employers or employees. An “eligible and participating employer” is one who is within one-half block of the planned route.

The WEE corridor is divided into two sections: East (West 6th Avenue, 7th Avenue, Charnelton) and West (Garfield, West 11th Avenue). Pass holders are allowed to use their pass while road construction is **active** in their section. The pass for the East section was active from April 2015 through June 2016. The East section is now completed, thus the related passes are expired and no longer accepted by District drivers. The West pass began earlier this year and will be active through at least June 2017 when the route is expected to begin revenue service.

Ultimately, the goal is to show support through this product in consideration of construction, and to build support in hopes that these employers will choose to continue to participate in the Group Pass Program once EmX begins revenue service.

ATTACHMENTS: Excel Spreadsheet – Executed Contracts July 2016

PROPOSED MOTION: None.

**LANE TRANSIT DISTRICT
EXECUTED CONTRACTS
July 2016**

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT TOTAL	NOTES
WEE Complimentary Group Passes (April - July 2016)							
4/14/2016	Authentic Models Americas	West Eugene EmX Community Outreach	Group Pass	Apr - Dec 31	Project Specific	\$ 65.04	Agreement for up to 18 total employees (\$1,170.72); 1 employee participating
4/14/2016	Sub Shop West Eugene	West Eugene EmX Community Outreach	Group Pass	Apr - Dec 31	Project Specific	\$ 65.04	Agreement for up to 8 total employees (\$520.32); 1 employee participating
4/19/2016	Target	West Eugene EmX Community Outreach	Group Pass	Apr - Dec 31	Project Specific	\$ 195.12	Agreement for up to 115 total employees (\$7,479.60); 3 employees participating
4/21/2016	Noble Glass	West Eugene EmX Community Outreach	Group Pass	Apr - Dec 31	Project Specific	\$ 195.12	Agreement for up to 14 total employees (\$910.56); 3 employees participating
4/22/2016	Pro Trade	West Eugene EmX Community Outreach	Group Pass	Apr - Dec 31	Project Specific	\$ 65.04	Agreement for up to 15 total employees (\$975.60); 1 employee participating
4/26/2016	McIntire Design	West Eugene EmX Community Outreach	Group Pass	Apr - Dec 31	Project Specific	\$ 130.08	Agreement for 2 employees; both participating
4/26/2016	World Wide Granite	West Eugene EmX Community Outreach	Group Pass	Apr - Dec 31	Project Specific	\$ 130.08	Agreement for up to 13 total employees (\$845.52); 2 employees participating
4/26/2016	TechnaPrint	West Eugene EmX Community Outreach	Group Pass	Apr - Dec 31	Project Specific	\$ 130.08	Agreement for up to 3 total employees (\$195.12); 2 employees participating
4/29/2016	Fred Meyer	West Eugene EmX Community Outreach	Group Pass	Apr - Dec 31	Project Specific	\$ 130.08	Agreement for up to 30 total employees (\$1,951.20); 2 employees participating
6/28/2016	Jack in the Box	West Eugene EmX Community Outreach	Group Pass	Apr - Dec 31	Project Specific	\$ 65.04	Agreement for up to 15 total employees (\$975.60); 1 employee participating
Service Agreements							
7/5/2016	Vistra Framing & Gallery	Annual Bus Pass for 10 Employees	Group Pass/Revenue	Jul 1 - Dec 31	Annual/auto renew	\$ 650.40	Contract total includes Service Fee and contract amount (10 participants); based upon calendar year
7/6/2016	Uncommon Scents	Annual Bus Pass for 10 Employees	Group Pass/Revenue	Jul 1 - Dec 31	Annual/auto renew	\$ 650.40	Contract total includes Service Fee and contract amount (10 participants); based upon calendar year
Contracts							
7/21/2016	Isler CPA	Accounting and Related Services	Professional Services	Sep 30	One Time	\$ 75,000.00	Not to Exceed (NTE)
7/20/2016	Symantec	Temporary Park & Ride during Univ of Oregon football home games and the international soccer match	Parking License	Nov 12, 2016	Annual	\$ -	Limited dates (July 24; Sep 3, 10, 24; Oct 8, 29; Nov 12); no cost to LTD

AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2016

ITEM TITLE: MONTHLY CASH DISBURSEMENTS

PREPARED BY: Ralph Lambert, Interim Controller

ACTION REQUESTED: None

BACKGROUND:

This agenda item is being provided in response to the Board's request for the implementation of financial practices that are consistent with other public entities. This agenda item provides a complete listing of all non-payroll disbursements for July 2016.

ATTACHMENTS: July 2016 Cash Disbursements

PROPOSED MOTION: None

Q:\Reference\Board Packet\2016\August\21-Cash Disbursement AIS.docx



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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
92989	07/07/2016	ADVERTEISING PRODUCTS & PROMOS	888.62
92990	07/07/2016	ALTERNATIVE WORK CONCEPTS	10,717.50
92991	07/07/2016	AMERICAN BARRICADE CO.	620.00
92993	07/07/2016	BUENA VISTA SPANISH IMMERSION	193.86
92994	07/07/2016	CAPITAL ONE COMMERCIAL	475.61
92995	07/07/2016	CENTURY LINK	383.70
92998	07/07/2016	CROCKETTS INTERSTATE TOWING	750.00
93001	07/07/2016	EUGENE WATER & ELECTRIC BOARD	519.11
93002	07/07/2016	FIRST AMERICAN TITLE COMPANY	131,202.00
93003	07/07/2016	FIRST AMERICAN TITLE COMPANY	87,906.00
93004	07/07/2016	FIRST AMERICAN TITLE COMPANY	144.00
93005	07/07/2016	FULL CITY COFFEE ROASTERS	130.00
93006	07/07/2016	GEIGER	5,190.45
93007	07/07/2016	KOKE NEW CENTURY, INC.	1,071.00
93008	07/07/2016	LANE COUNTY GLASS INC.	13,235.00
93013	07/07/2016	NORTHWEST NATURAL GAS	1,148.52
93014	07/07/2016	OBERNOLTE, LLC	2,100.00
93015	07/07/2016	PROTECTIVE SERVICE LLC	754.33
93017	07/07/2016	REGISTER GUARD	371.08
93018	07/07/2016	RICOH USA, INC.	1,005.31
93020	07/07/2016	SANIPAC	474.25
93021	07/07/2016	SPECIAL DISTRICTS INSURANCE SV	8,500.00
93022	07/07/2016	SPRINGFIELD UTILITY BOARD	720.57
93023	07/07/2016	SUTTON PRINTING ENTERPRISESINC	1,565.70
93024	07/07/2016	MALINDA THOMPSON	25.00
93026	07/07/2016	VERIZON WIRELESS	813.18
93028	07/07/2016	WILLAMALANE PARK & RECREATION	516.67
93029	07/07/2016	DOUGLAS M. BARBER	2,500.00
93030	07/07/2016	BELL+FUNK	1,806.36
93031	07/07/2016	BUCK'S SANITARY SERVICE, INC.	86.50
93032	07/07/2016	C & E HOLDINGS, INC.	577.40
93034	07/07/2016	CH2M HILL, INC.	29,711.63
93035	07/07/2016	CUMMINS NORTHWEST, INC.	1,077.88
93036	07/07/2016	DEPARTMENT OF HUMAN SERVICES	18,402.02
93037	07/07/2016	JERRY'S HOME IMPROVEMENT CTR	262.46
93038	07/07/2016	KUHN INVESTMENTS, INC.	14,380.37
93039	07/07/2016	LACEY GLASS, INC.	375,442.01
93040	07/07/2016	LEWIS AUDIO & VIDEO, INC.	32,439.16
93045	07/07/2016	NINFA'S ELITE CORPORATION	44,877.21
93046	07/07/2016	NORTH COAST ELECTRIC	919.28
93047	07/07/2016	ONE CALL CONCEPTS, INC.	40.95
93049	07/07/2016	PARKEON, INC.	1,470.00
93051	07/07/2016	SCOFIELD ELECTRIC CO.	535.08
93052	07/07/2016	SIGN LANGUAGE	21,526.00
93053	07/07/2016	SILKE COMMUNICATIONS, INC.	87.50
93055	07/07/2016	SMITH DAWSON & ANDREWS, INC.	2,415.00
93056	07/07/2016	SPECIAL MOBILITY SERVICES INC.	230,905.42
93058	07/07/2016	US POSTAL SERVICE	178.15
93060	07/07/2016	WANNAMAKER CONSULTING, INC.	8,378.81
93062	07/14/2016	A-1 AUTO GLASS	1,764.00
93064	07/14/2016	BICOASTAL WILLAMETTEVALLEY LLC	860.00
93066	07/14/2016	BRATTAIN INTERNATIONAL TRUCKS	1,798.00
93067	07/14/2016	CITY OF EUGENE	1,000.00
93069	07/14/2016	COASTWIDE LABORATORIES	696.32

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93071	07/14/2016	EUGENE WATER & ELECTRIC BOARD	5,142.14
93072	07/14/2016	GLOBAL TRAFFIC TECH., LLC	1,340.00
93073	07/14/2016	GUARANTY CHEVROLET	20,857.93
93074	07/14/2016	HANNAH MOTOR COMPANY	209.73
93076	07/14/2016	KENDALL AUTOMOTIVE GROUP	115.00
93079	07/14/2016	MID-STATE INDUSTRIAL SERVICE	387.25
93080	07/14/2016	MOTOR VEHICLES DIVISION	6.00
93081	07/14/2016	NORTHWEST NATURAL GAS	90.78
93082	07/14/2016	OREGON DEPT. OF TRANSPORTATION	1,088.64
93083	07/14/2016	OREGON TAXI, LLC	118.25
93084	07/14/2016	PACIFIC POWER UTILITY	1.82
93086	07/14/2016	R & D PROPANE, INC.	52.64
93087	07/14/2016	RECORDXPRESS OF CALIFORNIA,LLC	56.34
93088	07/14/2016	REGISTER GUARD	672.50
93089	07/14/2016	SANIPAC	1,924.81
93090	07/14/2016	SIX ROBBLEES' INC	227.92
93091	07/14/2016	SPRINGFIELD UTILITY BOARD	14,993.75
93092	07/14/2016	THERMO KING NORTHWEST, INC.	123.26
93094	07/14/2016	TRANS WATCH	8,395.00
93095	07/14/2016	VALLEY FREIGHTLINER, INC	287.54
93097	07/14/2016	WILLAMETTE COMM HEALTH SOLUTNS	9,254.25
93098	07/14/2016	BPA VEBA-HRA SERVICES	81.00
93101	07/14/2016	CUMMINS NORTHWEST, INC.	12,268.16
93102	07/14/2016	EAN HOLDINGS, LLC	60.00
93103	07/14/2016	GILLIG CORPORATION	3,009.71
93104	07/14/2016	GRAINGER INC	86.22
93105	07/14/2016	LANE COUNCIL OF GOVERNMENTS	669.69
93106	07/14/2016	LOPEZ AND COMPANY, LLP	29,559.40
93107	07/14/2016	MOHAWK MANUFACTURING & SUPPLY	2,659.74
93108	07/14/2016	MUNCIE TRANSIT SUPPLY	1,531.49
93109	07/14/2016	MYRMO & SONS	4,290.04
93110	07/14/2016	NABI PARTS, LLC	95.24
93111	07/14/2016	NEW FLYER OF AMERICA, INC.	4,154.84
93112	07/14/2016	NORTH COAST ELECTRIC	102.60
93113	07/14/2016	NORTHWEST INFORMATION SVCS	165.00
93114	07/14/2016	OFFICEMAX CONTRACT, INC.	714.09
93115	07/14/2016	THE PAPE GROUP	1,300.00
93116	07/14/2016	INC. PBS ENVIRONMENTAL BLDG CONSULT	825.92
93117	07/14/2016	SOUTHWICK SPECIALTY ADVRTSNG	1,528.10
93118	07/14/2016	SPECIAL MOBILITY SERVICES INC.	185,137.79
93120	07/14/2016	ZONES, INC.	3,191.01
93121	07/21/2016	A-1 AUTO GLASS	304.34
93122	07/21/2016	A-1 FIRE PROTECTION	48.00
93123	07/21/2016	AIRGAS USA, LLC	437.63
93125	07/21/2016	BARRETT BUSINESS SERVICES INC	1,099.16
93126	07/21/2016	BETHEL SCHOOL DISTRICT #52	7,981.95
93128	07/21/2016	WINONA J CARLSON	72.00
93132	07/21/2016	CINTAS CORPORATION	6,354.55
93133	07/21/2016	CITY OF EUGENE	157,304.89
93135	07/21/2016	COURTESY DELIVERY SERVICE	24.00
93137	07/21/2016	TALLMADGE DOYLE	6,300.00
93138	07/21/2016	EUGENE WATER & ELECTRIC BOARD	4,002.18
93139	07/21/2016	EUGENE WATER & ELECTRIC BOARD	3,882.61
93142	07/21/2016	JANICE R. FRIEND	300.00



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93143	07/21/2016	LLC FUSSYS' @ VALLEY RIVER PLAZA	95.95
93144	07/21/2016	GAYDOS, CHURNSIDE,&BALTHROP PC	8,629.80
93145	07/21/2016	GIF ENTERPRISES, LLC	585.00
93146	07/21/2016	CINDI HAMM	26,796.47
93148	07/21/2016	JIM BARR ENT, INC.	8,525.00
93150	07/21/2016	THE LAMAR COMPANIES	5,725.00
93151	07/21/2016	LITHIA DODGE OF EUGENE, INC.	191.16
93152	07/21/2016	LTD REIMBURSEMENT PLAN	4,167.56
93153	07/21/2016	GERALD P MORSELLO	825.00
93154	07/21/2016	NIELSEN FASTENER	524.55
93155	07/21/2016	NORTHWEST NATURAL GAS	40.22
93157	07/21/2016	PIVOT ARCHITECTURE	446.61
93158	07/21/2016	PNW SECURITY, LLC	8,459.00
93159	07/21/2016	R E AUTO ELECTRIC, INC.	318.98
93160	07/21/2016	RADIATOR SUPPLY HOUSE, INC.	795.00
93162	07/21/2016	RV CORRAL	2,120.00
93163	07/21/2016	SIX ROBBLEES' INC	946.38
93164	07/21/2016	SMALL WORLD AUTO CENTER, INC	246.25
93165	07/21/2016	SPRINGFIELD MOTORS, INC.	699.09
93166	07/21/2016	SPRINGFIELD UTILITY BOARD	1,107.46
93167	07/21/2016	SUNSET ELECTRIC, INC.	1,179.50
93169	07/21/2016	USDA APHIS WILDLIFE SVCS	1,096.28
93171	07/21/2016	WHA INSURANCE AGENCY, INC.	75.00
93172	07/21/2016	WHITE BIRD CLINIC	6,457.00
93174	07/21/2016	ZILKOSKI AUTO ELECTRIC, INC.	315.00
93175	07/21/2016	ANA LABORATORIES, INC	566.40
93176	07/21/2016	ART THREAD, LLC	5,679.00
93177	07/21/2016	BOSCH AUTOMOTIVE SVC SOLUTIONS	166.89
93178	07/21/2016	C & K PETROLEUM EQUIPMENT CO,	1,627.50
93179	07/21/2016	CITY OF COTTAGE GROVE	19,100.00
93180	07/21/2016	CUMMINS NORTHWEST, INC.	6,333.80
93182	07/21/2016	DEPARTMENT OF HUMAN SERVICES	19,170.95
93183	07/21/2016	ENVIRONMENTAL SCIENCE &	2,024.00
93184	07/21/2016	EUGENE FASTENER & SUPPLY CO.	28.58
93186	07/21/2016	GRAINGER INC	558.37
93188	07/21/2016	THE JERRY BROWN CO., INC.	14,557.70
93189	07/21/2016	LANE COUNCIL OF GOVERNMENTS	13,463.44
93192	07/21/2016	MODA HEALTH	25,966.10
93194	07/21/2016	MOTION & FLOW CONTROL PRD, INC	256.86
93195	07/21/2016	MUNCIE TRANSIT SUPPLY	449.51
93197	07/21/2016	NEW FLYER OF AMERICA, INC.	1,303.01
93199	07/21/2016	OFFICEMAX CONTRACT, INC.	409.95
93201	07/21/2016	PARSONS BRINCKERHOFF, INC.	133,866.13
93202	07/21/2016	SILKE COMMUNICATIONS, INC.	1,070.00
93203	07/21/2016	SITECRAFTING, INC.	400.00
93204	07/21/2016	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS	1,125.00
93205	07/21/2016	SPECIAL MOBILITY SERVICES INC.	252,620.00
93208	07/21/2016	WILDISH BUILDING COMPANY	2,019,790.67
93210	07/28/2016	2G CONSTRUCTION	17,538.59
93213	07/28/2016	BULLARD SMITH JERNSTEDT WILSON	342.00
93215	07/28/2016	CITY OF EUGENE	87,327.94
93218	07/28/2016	EUGENE WATER & ELECTRIC BOARD	113.25
93219	07/28/2016	EUGENE WATER & ELECTRIC BOARD	845,360.33
93220	07/28/2016	HOHBACH-LEWIN, INC.	2,152.50



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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
93225	07/28/2016	OREGON DEPT. OF TRANSPORTATION	845.87
93226	07/28/2016	OREGON SPINE/PHYSICAL THERAPY	2,635.00
93227	07/28/2016	OREGON STATE POLICE	1,095.25
93228	07/28/2016	PETTY CASH - DELORES DONIS	388.74
93229	07/28/2016	PIVOT ARCHITECTURE	28,907.63
93230	07/28/2016	R E AUTO ELECTRIC, INC.	809.49
93235	07/28/2016	SUNSHINE PLANT CARE	300.00
93238	07/28/2016	THOMSON REUTERS - WEST	222.60
93240	07/28/2016	UMPQUA ROOFING COMPANY, INC	292.00
93246	07/28/2016	LANE COUNCIL OF GOVERNMENTS	24,118.37
93247	07/28/2016	LEON SKILES & ASSOCIATES, INC.	2,818.45
93255	07/28/2016	OFFICEMAX CONTRACT, INC.	94.99
93257	07/28/2016	INC. PBS ENVIRONMENTAL BLDG CONSULT	1,103.65
93258	07/28/2016	SCOFIELD ELECTRIC CO.	639.84
93259	07/28/2016	SIGN LANGUAGE	4,426.00
93261	07/28/2016	SPECIAL MOBILITY SERVICES INC.	199,770.49
801841261	07/22/2016	VALIC %CHASE BANK OF TEXAS	45,001.12
816471644	07/05/2016	BANK OF AMERICA	24.90
816471650	07/05/2016	BANK OF AMERICA	1,776.69
816471651	07/05/2016	BANK OF AMERICA	2,143.68
898160701	07/05/2016	OREGON DEPARTMENT OF REVENUE	5,251.15
			<hr/>
			183 Checks \$5,446,847.51

AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2016

ITEM TITLE: MONTHLY PERFORMANCE REPORTS

PREPARED BY: Ralph J. Lambert, Interim 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) May 2016 Performance Reports
- 2) June 2016 RideSource Activity and Productivity reports

PROPOSED MOTION: None

LANE TRANSIT DISTRICT
May 2016 Performance Report *
01-August-2016

Performance Measure	Current Month	Prior Year's			Current Y-T-D	Previous Y-T-D			
		Month	Month	% Change		Y-T-D	Y-T-D	% Change	
Fixed Route Service									
Passenger Boardings	918,178	913,516	+ 0.5%	9,462,016	9,919,231	- 4.6%	10,245,423	10,758,668	- 4.8%
Mobility Assisted Riders	14,397	14,448	- 0.4%	150,448	145,391	+ 3.5%	163,535	158,694	+ 3.1%
<u>Average Passenger Boardings:</u>									
Weekday	36,114	37,472	- 3.6%	34,143	36,052	- 5.3%	33,846	35,885	- 5.7%
Saturday	18,468	18,977	- 2.7%	19,379	19,965	- 2.9%	19,185	19,870	- 3.4%
Sunday	9,868	9,293	+ 6.2%	9,891	10,001	- 1.1%	9,734	9,988	- 2.5%
Monthly Revenue Hours	22,684	21,294	+ 6.5%	245,852	233,782	+ 5.2%	266,849	254,069	+ 5.0%
Boardings Per Revenue Hour	40.5	42.3	- 4.2%	38.49	42.43	- 9.3%	38.39	42.35	- 9.3%
Weekly Revenue Hours	5,239	5,080	+ 3.1%	5,131	4,920	+ 4.3%	5,106	4,910	+ 4.0%
Weekdays	22	20		239	233		261	254	
Saturdays	5	5		48	48		52	52	
Sundays	6	6		52	52		56	57	

Passenger Revenues & Sales

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

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

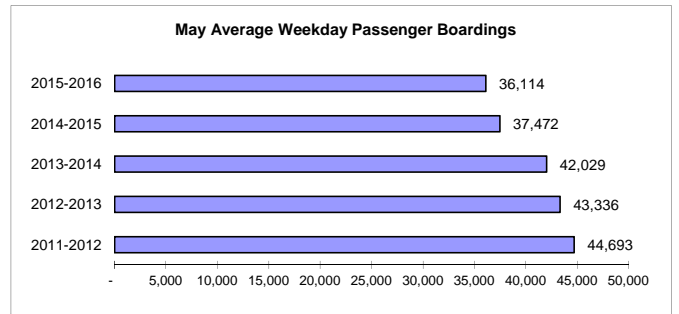
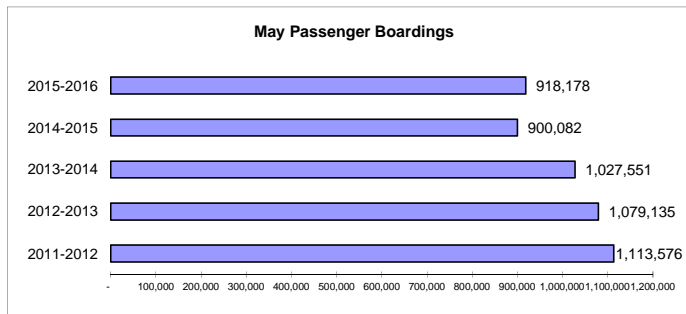
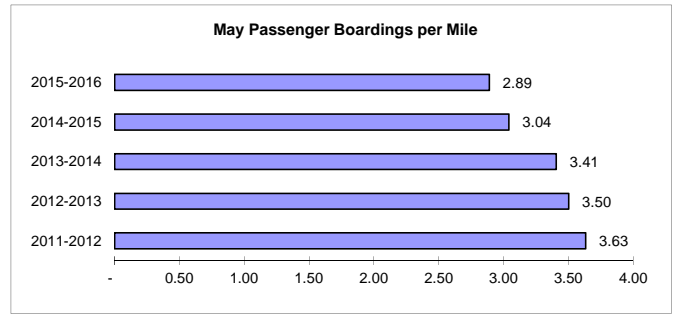
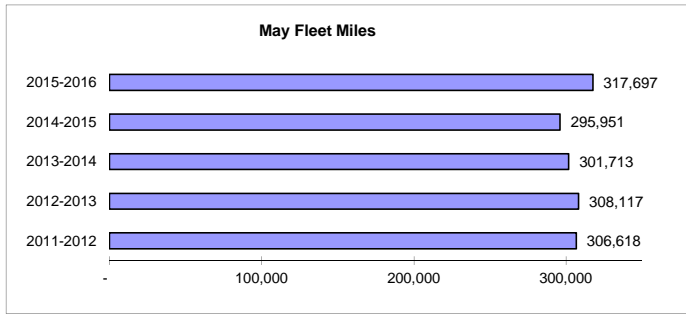
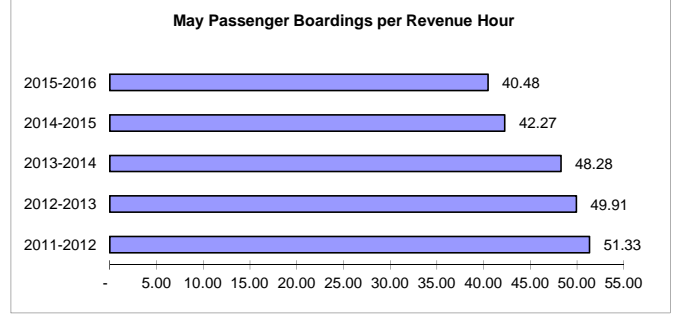
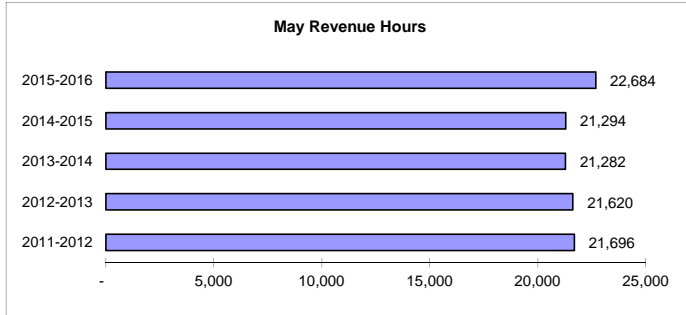
Fleet Services

Fleet Miles	317,697	295,951	+ 7.3%	3,436,827	3,262,720	+ 5.3%	3,728,866	3,545,069	+ 5.2%
Average Passenger Boardings/Mile	2.89	3.09	- 6.4%	2.75	3.04	- 9.4%	2.75	3.03	- 9.5%
Fuel Cost	\$304,192	\$173,729	+ 75.1%	\$1,782,630	\$2,205,206	- 19.2%	\$1,968,115	\$2,455,292	- 19.8%
Fuel Cost Per Mile	\$0.957	\$0.587	+ 63.1%	\$0.519	\$0.676	- 23.3%	\$0.528	\$0.693	- 23.8%
Repair Costs	\$207,728	\$213,814	- 2.8%	\$2,511,428	\$2,484,934	+ 1.1%	\$2,718,666	\$2,684,490	+ 1.3%
Total Repair Cost Per Mile	\$0.654	\$0.722	- 9.5%	\$0.731	\$0.762	- 4.1%	\$0.729	\$0.757	- 3.7%
Preventive Maintenance Costs	\$39,111	\$25,283	+ 54.7%	\$356,248	\$368,197	- 3.2%	\$387,415	\$401,886	- 3.6%
Total PM Cost Per Mile	\$0.123	\$0.085	+ 44.1%	\$0.104	\$0.113	- 8.1%	\$0.104	\$0.113	- 8.4%
Mechanical Road Calls	24	39	- 38.5%	419	492	- 14.8%	468	544	- 14.0%
Miles/Mech. Road Call	13,237	7,588	+ 74.4%	8,202	6,632	+ 23.7%	7,968	6,517	+ 22.3%

Special Mobility Service

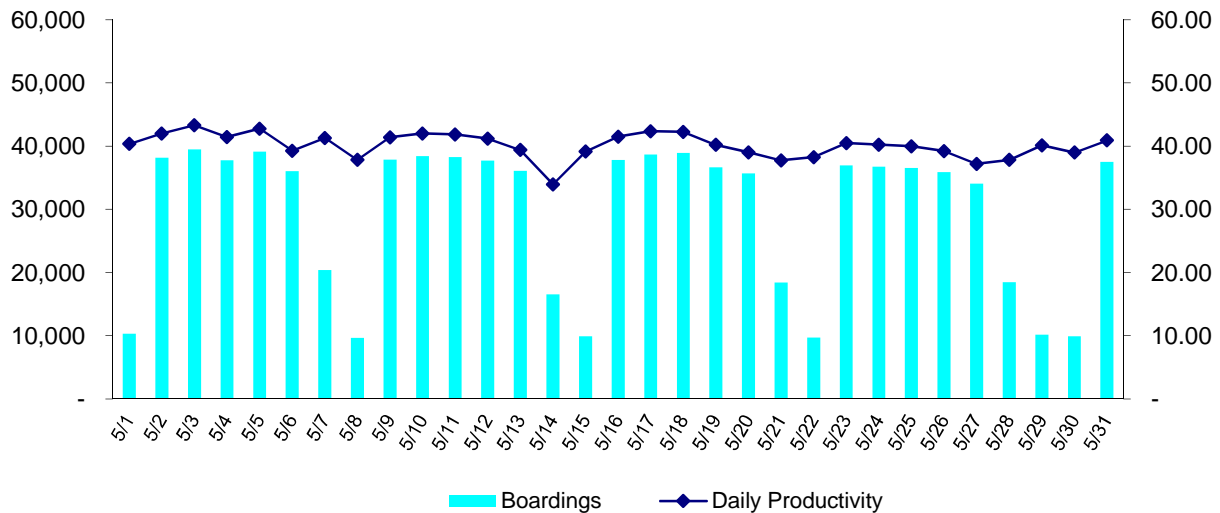
SMS Rides	15,521	15,823	- 1.9%	174,755	177,661	- 1.6%	191,413	195,943	- 2.3%
SMS Ride Refusals	-	-	+ 0.0%	8	2	+ 300.0%	8	2	+ 300.0%
RideSource	7,540	7,528	+ 0.2%	81,627	80,414	+ 1.5%	89,401	87,695	+ 1.9%
RideSource Refusals	-	2	- 100.0%	2	2	+ 0.0%	2	2	+ 0.0%

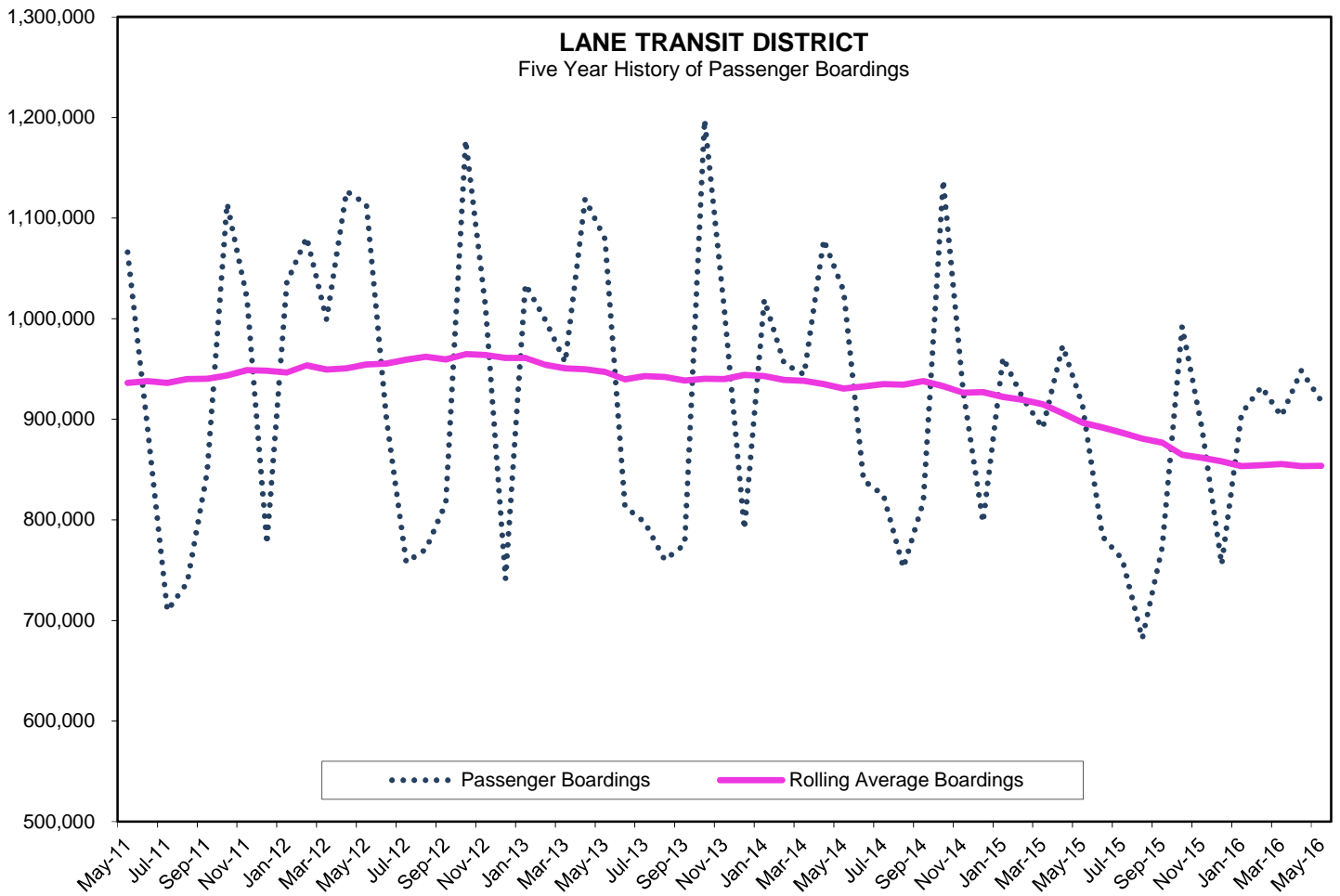
* Data for prior months has been updated to reflect error corrections from missing passenger count data



Daily Ridership Recap May 2016

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
5/1/2016	Sunday	Sunday	10,335	205	256	40.37
5/2/2016	Monday	Weekday	38,182	615	909	42.00
5/3/2016	Tuesday	Weekday	39,503	676	912	43.31
5/4/2016	Wednesday	Weekday	37,755	543	911	41.44
5/5/2016	Thursday	Weekday	39,143	588	915	42.78
5/6/2016	Friday	Weekday	36,068	617	918	39.29
5/7/2016	Saturday	Saturday	20,397	463	494	41.29
5/8/2016	Sunday	Sunday	9,650	219	255	37.84
5/9/2016	Monday	Weekday	37,858	584	914	41.42
5/10/2016	Tuesday	Weekday	38,445	595	915	42.02
5/11/2016	Wednesday	Weekday	38,264	616	914	41.86
5/12/2016	Thursday	Weekday	37,729	579	916	41.19
5/13/2016	Friday	Weekday	36,097	532	916	39.41
5/14/2016	Saturday	Saturday	16,576	244	488	33.97
5/15/2016	Sunday	Sunday	9,904	179	253	39.15
5/16/2016	Monday	Weekday	37,842	575	912	41.49
5/17/2016	Tuesday	Weekday	38,669	547	913	42.35
5/18/2016	Wednesday	Weekday	38,956	518	922	42.25
5/19/2016	Thursday	Weekday	36,637	474	911	40.22
5/20/2016	Friday	Weekday	35,682	546	914	39.04
5/21/2016	Saturday	Saturday	18,434	329	488	37.77
5/22/2016	Sunday	Sunday	9,721	191	254	38.27
5/23/2016	Monday	Weekday	36,976	579	913	40.50
5/24/2016	Tuesday	Weekday	36,766	516	914	40.23
5/25/2016	Wednesday	Weekday	36,533	483	914	39.97
5/26/2016	Thursday	Weekday	35,902	506	915	39.24
5/27/2016	Friday	Weekday	34,056	496	915	37.22
5/28/2016	Saturday	Saturday	18,465	463	488	37.84
5/29/2016	Sunday	Sunday	10,196	239	254	40.14
5/30/2016	Monday	Weekday	9,908	169	254	39.01
5/31/2016	Tuesday	Weekday	37,529	511	917	40.93
Totals			918,178	14,397	22,684	40.48





Special Mobility Services: RideSource Activity and Productivity Information

June-16	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	15,566	16,691	-6.7%	191,122	197,792	-3.4%	191,122	197,792	-3.4%
RideSource(All Modes)	12,504	14,163	-11.7%	160,940	167,026	-3.6%	160,940	167,026	-3.6%
Shopper	541	698	-22.5%	6,946	7,282	-4.6%	6,946	7,282	-4.6%
Escort Volunteers-Metro	1,860	1,261	47.5%	16,998	14,574	16.6%	16,998	14,574	16.6%
Escort Volunteers-Rural	661	569	16.2%	6,238	8,910	-30.0%	6,238	8,910	-30.0%
RideSource Cost per Ride	\$ 25.47	\$ 23.64	7.8%	\$ 23.76	\$ 23.37	1.6%	\$ 23.76	\$ 23.37	1.7%
RideSource(All Modes)	\$ 30.29	\$ 26.77	13.2%	\$ 27.06	\$ 26.55	1.9%	\$ 27.06	\$ 26.55	1.9%
RideSource Shopper	\$ 14.18	\$ 11.07	28.1%	\$ 12.48	\$ 12.54	-0.5%	\$ 12.48	\$ 12.54	-0.5%
RideSource Escort	\$ 3.99	\$ 4.20	-5.1%	\$ 4.26	\$ 4.17	2.3%	\$ 4.26	\$ 4.17	2.2%
Ride Reservations	14,113	15,758	-10.4%	179,702	184,727	-2.7%	179,702	184,727	-2.7%
Cancelled Number	1,471	1,478	-0.5%	18,226	17,793	2.4%	18,226	17,793	2.4%
Cancelled % of Total	10.42%	9.38%		10.14%	9.63%		10.14%	9.63%	
No-Show Number	73	151	-51.7%	1,131	1,602	-29.4%	1,131	1,602	-29.4%
No-Show % of Total	0.52%	0.96%		0.63%	0.87%		0.63%	0.87%	
Ride Refusals Number	0	0	#DIV/0!	8	4	100.0%	8	4	100.0%
Ride Refusals % of Total	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	
Service Hours	8,176	8,263	-1.1%	95,957	95,530	0.4%	95,957	95,530	0.4%
Agency Staff	8,094	8,135	-0.5%	94,859	94,003	0.9%	94,859	94,003	0.9%
Agency SMS Volunteer	82	128	-35.9%	1,098	1,527	-28.1%	1,098	1,527	-28.1%
Avg. Trips/Service Hr.	1.60	1.80	-11.1%	1.75	1.82	-3.8%	1.75	1.82	-3.8%
RideSource System Miles	95,897	105,270	-8.9%	1,197,455	1,209,069	-1.0%	1,197,455	1,209,069	-1.0%
Avg. Miles/Trip	7.35	7.08	3.8%	7.13	6.94	2.8%	7.13	6.94	2.8%
Miles/Vehicle Hour	11.73	12.74	-7.9%	12.48	12.66	-1.4%	12.48	12.66	-1.4%

Special Mobility Services: RideSource Activity and Productivity Information

June-16	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
On-Time Performance %	86.6%	84.8%	2.2%	86.5%	83.9%	3.0%	86.5%	83.9%	3.0%
Sample	11,445	12,944		147,125	152,069		147,125	152,069	
On-Time	9,916	10,973		127,246	127,656		127,246	127,656	

- 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

June-16

	Current Month	Last Yr Curr Month	Curr YTD	Last Yr YTD	Curr 12 Months	Last Yr 12 months
Total Cost per Cost Model	525,275	500,541	6,004,794	5,710,853	6,004,794	5,710,853
Less Brokerage	128,629	105,898	1,459,960	1,078,603	1,459,960	1,078,603
Less Oakridge	157	79	3,987	8,863	3,987	8,863
RS Total	396,489	394,564	4,540,847	4,623,387	4,540,847	4,623,387
Less Shopper	7,673	7,726	86,670	91,294	86,670	91,294
Less Vol Escort	10,049	7,689	99,067	97,838	99,067	97,838
RS All Modes	378,767	379,149	4,355,110	4,434,255	4,355,110	4,434,255
Inc/(Dec)		(382)		(79,145)		(79,145)

AGENDA ITEM SUMMARY

DATE: August 17, 2016

ITEM TITLE: MONTHLY GRANT REPORT

PREPARED BY: Richard Lopez, Acting Finance Manager/CFO

ACTION REQUESTED: None; information only.

BACKGROUND:

The May Grant Report following this summary contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) *ConnectOregon* grants that have a remaining balance or that have had activity within the last six months. All grant totals are reported in total project dollars, so they include both the grant-funded amount and any applicable local match.

Federal Transit Administration TrAMS Grant Applications

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. There is currently one grant application that has been submitted to FTA for the purchase of one new bus.

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 a replacement of one hybrid-electric, articulated bus. This purchase is consistent with LTD's Fleet Management Plan that replaces buses after they have exceeded their useful life expectancy.

Federal Transit Administration 2016-2016 Formula Funds Application

Lane Transit District (LTD) is in the process of preparing and submitting its application for 2016-2017 Section 5307 Formula Funds. The application will include requests for the funding of the Willow Creek Station, the Santa Clara Station, and the Bus Parking Lot Reconfiguration projects.

***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 \$3,000,000 to help support a total project cost of \$8,142,502. The total project cost includes the value of the land already paid for when the Santa Clara School site was purchased earlier this year. Funds from the sale of the other portions of the Santa Clara School site and from the sale of the current River Road Station site will complete the funding package for this project.

ATTACHMENT: May 2016 Grant Report

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2016\August\29-Grant report summary AIS.docx



30136 ODOT - ODOT ConnectOregon	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
City of Eugene Pedestrian Bridge	-	1,543,306.00	250,058.49	1,293,247.51
WEEE Pedestrian Bridges	-	2,040,000.00	142,500.00	1,897,500.00
	-	3,583,306.00	392,558.49	3,190,747.51

30139 ODOT - ODOT ConnectOregon	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
Franklin Transit Stations	-	648,000.00	21,336.91	626,663.09

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	363,873.00	7,447,094.00	4,385,217.33	3,061,876.67
14.02.20 Stations & Stops	115,520.00	7,978,019.00	3,464,854.69	4,513,164.31
14.03.30 Support Facilities	-	50,000.00	937.31	49,062.69
14.04.40 Sitework & Special Conditions	2,125,492.00	38,770,734.00	25,254,161.45	13,516,572.55
14.04.40 Sitework & Special Conditions Ped Bridges	-	2,040,000.00	142,500.00	1,897,500.00
14.05.50 Systems	240,762.00	4,910,219.00	858,640.72	4,051,578.28
14.06.60 ROW, Land, Existing Improvements	295,285.00	3,208,620.00	2,151,455.47	1,057,164.53
14.09.90 Unallocated Contingency	-	1,372,533.00	-	1,372,533.00
	3,140,932.00	65,777,219.00	36,257,766.97	29,519,452.03

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	996,383.15	676,541.85
14.05.50 Systems	-	260,281.00	260,281.00	-
	-	1,933,206.00	1,256,664.15	676,541.85

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	780.00	3,875,000.00	16,854.99	3,858,145.01
11.12.06 Hybrid Electric Articulated Buses	-	3,000,000.00	2,970,327.78	29,672.22
	<u>780.00</u>	<u>6,875,000.00</u>	<u>2,987,182.77</u>	<u>3,887,817.23</u>

OR-04-0041 - FTA 5309 VTCLI	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Call Center Software	175,719.00	1,062,000.00	714,718.79	347,281.21
11.62.02 Call Center Telephone System	-	298,000.00	298,000.00	-
	<u>175,719.00</u>	<u>1,360,000.00</u>	<u>1,012,718.79</u>	<u>347,281.21</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	-	366,600.00	199,869.89	166,730.11
	<u>-</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	-	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	16,987.00	937,500.00	957,245.31	(19,745.31)

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	280,483.00	18,750,534.00	16,902,558.46	1,847,975.54
	<u>280,483.00</u>	<u>21,042,500.00</u>	<u>19,194,524.46</u>	<u>1,847,975.54</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	96,617.64	408.36
11.7L.00 Transportation Assessments	-	96,528.00	96,528.00	-
	<u>-</u>	<u>193,554.00</u>	<u>193,145.64</u>	<u>408.36</u>



OR-57-X014 - FTA 5317 New Freedom	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.7L.00 Mobility Management	6,685.00	98,155.00	35,059.02	63,095.98

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	57,158.00	500,000.00	283,523.74	216,476.26
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	2,511.00	350,000.00	296,310.74	53,689.26
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	-	100,000.00	100,000.00	-
11.42.20 Miscellaneous equipment	-	105,100.00	90,529.02	14,570.98
11.43.03 Facility_Staff_Building_Parking_Lot_Exp_02	29,457.00	270,000.00	270,809.46	(809.46)
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	141,785.00	2,553,025.00	2,553,025.00	-
11.92.02 Shelters	-	74,818.00	74,845.81	(27.81)
	230,911.00	17,321,826.00	16,871,768.01	450,057.99

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	195.00	2,340,354.00	2,080,620.53	259,733.47
11.7F.00 Gateway SmartTrips	-	100,301.00	100,301.00	-
	195.00	2,440,655.00	2,180,921.53	259,733.47

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	40,968.02	42,615.98
11.72.11_Rideshare_Bike_Sharing	-	3,596.95	3,596.95	-
11.72.11_Rideshare_Carpool	-	922.03	922.03	-
11.72.11_Rideshare_CMP	-	905.57	905.57	-
11.72.11_Rideshare_ETC	-	5,956.88	5,956.88	-
11.72.11_Rideshare_Group Pass	-	35,212.82	35,212.82	-
11.72.11_Rideshare_Park and Ride	-	1,872.04	1,872.04	-
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	-	1,047,911.00	1,005,295.02	42,615.98



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	13.00	454,336.00	454,446.65	(110.65)
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	75,803.59	59,617.41
11.7L.00 SmartTrips 2	109.00	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	111.00	111,445.00	97,721.30	13,723.70
44.23.02 NW Eugene-LCC Transit Corridor Plan_01	-	651,711.00	651,711.00	-
	<u>233.00</u>	<u>6,295,565.00</u>	<u>3,927,956.75</u>	<u>2,367,608.25</u>

AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 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 - August 2016

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MONTHLY DEPARTMENT REPORTS

August 17, 2016

Government Relations

Edward McGlone, Government Relations Manager

On July 20 Lane Transit District (LTD) hosted the Oregon Legislature's Joint Committee on Transportation Modernization and Preservation for a tour of the Eugene-Springfield area's transportation facilities. Prior to the tour, the Committee had a lunch meeting with the Lane Area Commission on Transportation (LaneACT) where they heard from local leaders about the Lane County region's transportation needs. Following the tour, the Committee hosted a public hearing on transportation needs, which more than 80 individuals attended.

In addition to assisting the tour planning and logistics, Government Relations has been heavily involved in the development of the External Communications Workgroup recommendations and report, about which the Board will receive a briefing.

Customer Services and Planning

MARKETING AND COMMUNICATIONS

Meg Kester, Marketing and Communications Manager

Ridership

Boardings on LTD buses during the first 18 days of July was nearly 18,000 rides more than during the same time period in 2015. This period included the Olympic Trails, as well as the Butte to Butte and the Oregon Country Fair service. Specifically:

- **Oregon Country Fair**, July 8–10: Ridership was up 1,250 passengers this year from 2015
- **Butte To Butte**, July 4: Ridership was up 231 passengers this year from 2015

Ridership for **International Champions Cup Soccer**, July 24, was 2,362. This equates to 27 percent of the average daily ridership of 2015 Autzen Express service (although Autzen Express service to the soccer match occurred only from six Park & Ride lots, rather than the usual eight). It should be noted that attendance at the International Champions Cup match was 24,147, compared with the usual football game attendance of 57,324, so lower comparative ridership is not surprising.

Pass Sales

- Fourteen businesses in West Eugene that are impacted by the WEEE construction have requested and received free-ride **Group Passes** for their employees. To date, a total of 250 passes have been distributed. Coordination on the passes is done between Cogito and LTD's Marketing staff.

- The **1Pass summer youth pass** is selling very well. To date sales for 2016 are 48 percent above last year's total sales. As of the end of July, 1,577 **3-month youth passes** have been sold. To boost final sales this last month, Marketing has coordinated with Willamalane a half-price (\$25) purchase price for the 1Pass as of August 1.

Community Relations

Events and Sponsorships:

- July – October: **DMV At-Risk Driver Passes** – LTD provided Day Pass coupons.
- July 21: **Touch-a-Truck** – LTD provided a bus and operator for the event.
- July 30: **Willamalane Children's Celebration** – LTD provided in-kind sponsorship, including interior bus cards, social media, *Bus Talk*, and website.
- July 31 – August 21: **Mobility International USA Summer Exchange Program** – LTD provided Day Pass coupons.
- July 31: **Sunday Streets Downtown** – LTD provided in-kind sponsorship, including Day Pass coupons, external bus ads, interior bus cards, social media, and website.
- August 6: **Whiteaker Block Party** – LTD provided Day Pass coupons.

Donations:

- July 30: **Willamalane Park Foundation Bike Safety Kits** – LTD donated 200 bike lights to the foundation, which were included in Kid Bike Safety Kits that were handed out at the Children's Celebration to those children who qualified (underprivileged/reduced lunch students)

Bus Stop Information (BSI)

LTD's BSIs have been redesigned for Fall Bid 2016. This change entails using a different software program reporting system, and makes on-street schedules more readable to riders through font size and formatting improvements. Changes to BSIs were performed after receiving numerous reviews and feedback from staff and customers.

Outreach Bus Update

The outreach bus project, a collaborative partnership among the Marketing, Maintenance, and IT divisions, is moving along. The electric awning, generator, and air conditioning heater system have been installed. The electrical outlets have been installed on the exterior and will be installed in the interior of the bus to provide 110v AC power. Staff are currently working on mounting the 42" touch screen computer on the back wall of the bus. The bus will be on display for the Board at the September meeting.

ACCESSIBLE AND CUSTOMER SERVICES

Cosette Rees, Accessible and Customer Services Manager

There will be no Accessible and Customer Services report this month.

FACILITIES

Joe McCormack, Director of Facilities Management

West Eugene EmX Project

- Crews have continued excavation along the steep slope by Fred Meyer and Lowe's and will soon build a block wall along the slope behind the new sidewalk. A section of the new lane next to Fred Meyer has been poured, and the fillets have been formed at one of the Lowe's driveways.
- Between Bailey Hill and Bertelsen roads along the north side, there has been new asphalt installed next to the EmX/right-turn lane. Crews have been pouring new sidewalk and driveways on the west end of the zone. EmX station crews have started to build the platform on the east end near Bailey Hill.
- Most of the work between Bertelsen and Beltline roads along the north side of 11th Avenue has been completed. Along the south side in this section, crews have poured the rest of the new sidewalk and will continue to work on the station platforms. Between Bailey Hill and the 76 gas station along the south side, excavation to add an EmX/right-turn lane has begun. Crews prepared by removing three trees near Bailey Hill, and a few signs will be relocated.
- Crews working on the bike/pedestrian bridges have finished placing rip-rap for a new bike-pedestrian bridge near Seneca Street. The same process has begun on the south side of Amazon Creek for the new bridge near Wallis Street.

Eugene Station Food Cart Vendor

LTD is in negotiations with Reality Kitchen, Inc. to place a food cart at the Eugene Station. Reality Kitchen is an organization that creates baked goods while employing citizens with mental or physical challenges--many of whom are LTD riders. This food cart would be located adjacent to the public plaza area at 10th Avenue and Olive Street. Staff are hopeful that the addition of this favorable activity in that particular quadrant of the Station may discourage less favorable activity. The initial agreement with Reality Kitchen will likely include a rent-free period to establish the partnership.

Since the Eugene Station was constructed in 1998, there have been several vendors that have come and gone--usually in the small retail space in the Customer Service Center at 11th and Willamette Street. There has been less experience with food vendors in the plaza, but staff are hopeful that Reality Kitchen's business experience and community support will create a successful endeavor.

Bus Yard Gate Modifications

Later this summer, modifications will be made to the bus yard gate on the west side of the Glenwood Campus. Earlier this year, LTD changed the gate entry procedures, resulting in some minor adjustments to allow those procedures to go into effect quickly. However, a longer term solution is needed to help ensure that the gate mechanisms continue to function properly and bus drivers and vendors can safely enter and exit the yard. The intent will be to provide a controlled access point to the bus yard with remote gate operation, intercom, possible guard house, lighting, and camera additions. One of the main safety items to be addressed is providing a large enough approach area so that the back ends of vehicles don't hang out into the street while waiting for authorized entry into the yard.

POINT2POINT

Theresa Brand, Transportation Options Manager

- July has been a busy month for the Regional Options Program with the continued campaign efforts for the Smart *Trips* Thurston program, summer outreach events, and the preparation of the updated Safe Routes to Schools Program Strategic Plan.
- Staff are preparing for busy fall events, which include employer benefit fairs, the Oregon Drive Less Challenge (two-week) Campaign, and Be Safe Be Seen safety awareness events in the Metropolitan Planning Organization cities and rural cities including Florence, Cottage Grove, Oakridge, and Coburg.
- This fall, improvements will be made to the Point2point Website, including a more prominent Employer/Business Transportation Options resource page. In addition, an action plan will be developed for specific strategies on general community outreach, which will then be vetted by the regional transportation partner agency staff before being finalized.

Smart *Trips*:

To date, a total of 163 travel kits have been delivered to residents in Thurston. Residents are encouraged to help promote the Smart *Trips* Thurston program by putting a sign in their yard. There have been 29 residents who have requested a sign. Staff held three events during the month of July: Community Farm Ride, Waggin' and Walkin', and Tune-up Tuesday. Staff reached a total of 137 people through outreach efforts.

School Programs:

- Staff are in the final stages of the strategic planning process. The plan is currently out for review and staff anticipate the process to be completed by the end of August.
- Staff are launching the SchoolPool program outreach in August. Efforts will include articles in school newsletters, *Bus Talk*, and various social media platforms. Staff will work closely with the Safe Routes to School coordinators to assist in outreach efforts.
- Staff provided informational tables at numerous community and back-to-school events, including the Willamalane Children's Celebration to promote the SchoolPool program and Safe Routes to School. Willamalane staff estimate that more than 3,000 people attended this event, and that there were more than 40 people who registered for the SchoolPool program.

Drive Less Connect (DLC)

Planning is underway for the Fourth Annual Oregon Drive Less Challenge scheduled for October 1–15, 2016. The Planning Committee has set a collective statewide goal of one million miles of non-drive-alone travel.

Lane County Drive Less Connect (DLC) statistics for July

- 15 new users enrolled in DLC
- 1,471 non-drive-alone trips reported
- 20,850 non-drive-alone miles reported
- 31 Ridematch trips created to find a carpool match, with an 81 percent success rate
- 18 Ridematch requests were sent through the DLC database

Vanpool Program

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

- 16 Vanpools Traveling to/from Eugene-Springfield (One van is on summer hiatus)
- 3,326 Passenger Boardings
- 167,048 Passenger Miles
- 101,565 Pounds CO₂ Reduced

CarShare Program

Point2point and Enterprise CarShare received authorization from Chase Bank on Willamette Street to place a Carshare vehicle in their parking lot at Woodfield Station. The vehicle will be located adjacent to the bus stop. This will be the first Carshare vehicle located in the South Eugene area.

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

- 7 new members
- 136 reservations
- 1256 hours used

Employer Programs/Employer Outreach

- Point2point participated in the Human Resources Benefit Fair at GloryBee on Airport Road, speaking with about 40 employees about their transportation options. Staff have and will continue to meet with Whole Foods to discuss the transportation options available to their employees and their customers as they prepare to open their Downtown Eugene location in late September.

General Outreach

Point2point staffed the following community events:

- Eugene Emeralds Bike Appreciation Night: distributing bike lights and other safety resources to about 100 people, along with answering questions and providing safety information.
- City of Eugene Churchill Party in the Park event: sharing safety and travel information for youth and families who attended the event.
- Breakfast at the Bridges in Eugene at the Greenway Bridge
- Downtown Sunday Streets

Staff worked with GreenLane Sustainable Business Network to create a carpool map for members to use when going to their events. The map shows the locations of members with corresponding numbers to the GreenLane member. This allows the members to contact each other directly to make arrangements.

Transit Operations and Customer Satisfaction

Mark Johnson, Director of Transit Operations and Customer Satisfaction

OPERATIONS

There will be no Transit Operations and Customer Satisfaction report this month.

FLEET MAINTENANCE

Ernie Turner, Fleet Maintenance Manager

There will be no Fleet Maintenance report this month.

Administrative Services

Roland Hoskins, Director of Administrative Services

HUMAN RESOURCES

David Collier, Human Relations Manager

Recruitment

- The Service Planning Division is pleased to announce that former LTD Bus Operator Bret Smith has been hired as a planning associate. He began work in that capacity on August 1. Bret has been a bus operator with LTD for almost four years, and prior to that, worked for First Student bus service.
- With the resignation of Tim Simon in October, the Service Planning Division is looking for a senior transit planner or a transit planner. The position is posted and will close on August 26.
- Two interns also have started in Service Planning to help out through the summer: Gilly Garber-Yonts and Andrew Martin are both students at the UO.
- The Transportation Operations Division has conducted interviews and reference and background checks on candidates for bus operators. Ten operators started on July 25, six are scheduled to start on August 15, and another ten are scheduled to start on September 12.
- The Human Resources Division has hired a senior human resources analyst. Lydia Fabian has accepted the position and is scheduled to start on August 19. Ms. Fabian has spent the last 15 months as the human resources specialist for EthosEnergy Group, and previous to that, she was a human resources generalist II at Roaring Fork Transportation Authority.

- The Finance Division is recruiting for a director of finance. Skype interviews will be scheduled with four candidates around mid-August.

Wellness

The Health Management Team (HMT) is beginning another Resiliency Coaching program that LTD piloted last year back. A needs survey will go out to staff in early September, and the coaching will begin in October.

Resilience is the ability to bounce back, stay strong and productive, or use effective solutions to handle life's challenges, changes, or demands. Resilience skills help when facing a range of problems—from every day stress to significant life crises—to return to a person's best functioning. Resilience coaching focuses on mastery of skills to transform negative thinking patterns and calm the stress response. There will be two different groups of employees participating: one group will be employees who have a chronic condition, and the other group will be employees without a chronic condition.

Some of the feedback from the pilot participants included:

I loved my coach. She was a perfect fit for me. The fit for me was huge because I don't think that I would have been as honest if I didn't trust her.

Homework assignments helped flesh out resilience strategies and were very helpful to develop lifelong tools.

I valued learning to think about my emotions and automatic thoughts; talking things through with Dr. Ryan. Also the deep breathing lessons.

To encourage health and wellness among employees, the HMT also began promoting *Wellness Challenges* about two years ago, and today about half of the original participants still participate in the challenges. Even though this seems like a big drop the, committee was reminded by the PacificSource nurse that is on the committee that these are still very good numbers.

FINANCE

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

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AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2016

ITEM TITLE: ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

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

ACTION REQUESTED: None

BACKGROUND:

Listed below are Action or Information items that will be included on the agenda for future Board meetings.

- A. **LTD Board Budget Committee Meeting**: This meeting to review the Fiscal Year 2016-27 Budget, Capital Improvements Program, and Long-Range Financial Plan has been scheduled for September 6.
- B. **Capital Improvements Program Adoption**: Board adoption of the Fiscal Year 2017-26 Capital Improvements Program will be requested at the September 21 regular meeting.
- C. **Long-Range Financial Plan**: Approval of the Fiscal Year 2017-2026 Long-Range Financial Plan will be requested at the September 21 regular Board meeting.
- D. **Supplemental Budget**: The Board will be asked to approve a supplemental budget for Fiscal Year 2016-17 at the September 21 regular meeting.
- E. **Draft Procurement Policies and Procedures**: Staff will present this item for the Board's information in September and brought back to the Board for adoption in October.
- F. **Main-McVay Project Update**: Staff will provide updates to the Board on the progress of this project in September and October.
- G. **Outreach Bus**: The Marketing Division is retrofitting a former *Breeze* bus to serve as LTD's new Outreach Bus. The new bus should be operational and ready for a tour by Board members before the September or October meeting.
- H. **Point2point Performance Measures**: At the October regular meeting, 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.
- I. **MovingAhead Project Update**: Staff will provide an update to the Board on the progress of this project at the October regular meeting.

- J. **Selection of Pension Trustee-elect**: Pension Trustee and Board Member Gary Gillespie's term expires at the end of 2017. At the October regular 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.
- K. **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.
- L. **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.
- M. **Trillium Updates**: The Board will be provided quarterly updates regarding costs on the new contract in order to appropriately track expenditures.
- N. **TransitStat**: The Board will receive periodic updates from this work group on TransitStat accomplishments to date.
- O. **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.

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AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2016

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

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

ACTION REQUESTED: None

BACKGROUND:

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

- A. **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 Board work session that has been scheduled for October 10.
- 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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business commute challenge

Cammie Harris
Outreach and Special Events Coordinator
Point2point at Lane Transit District



Point2point



New for 2016



Point2point business commute challenge
commutechallenge.org

Congratulations to the 2016 Winners!
Thank you to the record breaking 269 teams representing 2,820 people who participated.

2-6 Employees			7-12 Employees			13-25 Employees		
1 st	Figoli Quinn & Associates	1 st	UO Sustainable Cities Initiative	1 st	UO Chemistry Teaching Labs			
2 nd	DLA Inc.	2 nd	Rolf Prima	2 nd	Paul's Bicycle Way of Life			
3 rd	Good Company	3 rd	Willamette Food & Farm Coalition	3 rd	IRIS Educational Media			
26-75 Employees			76-249 Employees			250+ Employees		
1 st	Pivot Architecture	1 st	City of Eugene Public Library	1 st	SELCO Comm. Credit Union			
2 nd	Hummingbird Wholesale	2 nd	South Eugene High School	2 nd	Thermo Fisher Scientific			
3 rd	Down to Earth (Olive St)	3 rd	UO Dept. of Mathematics	3 rd	Lane County			



Marketing:

- Social media advertising – Facebook and LinkedIn
- PIVOT Video, marketed on LinkedIn to HR professionals
- Thank you advertisement in Register Guard for Sponsors and Team Winners



Point2point



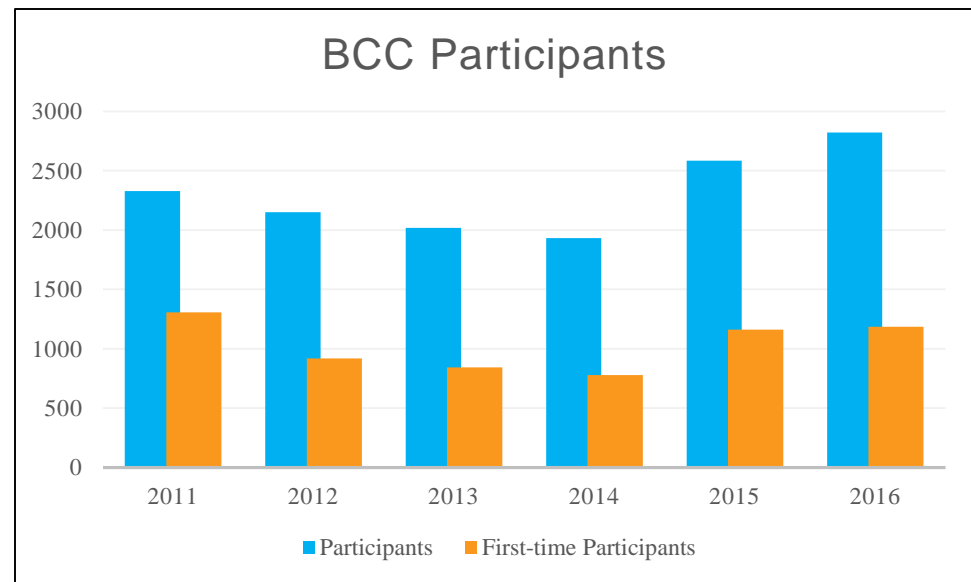
2016 Results

2,821 participants

9% increase from 2015

1,186 NEW participants

2% increase from 2015

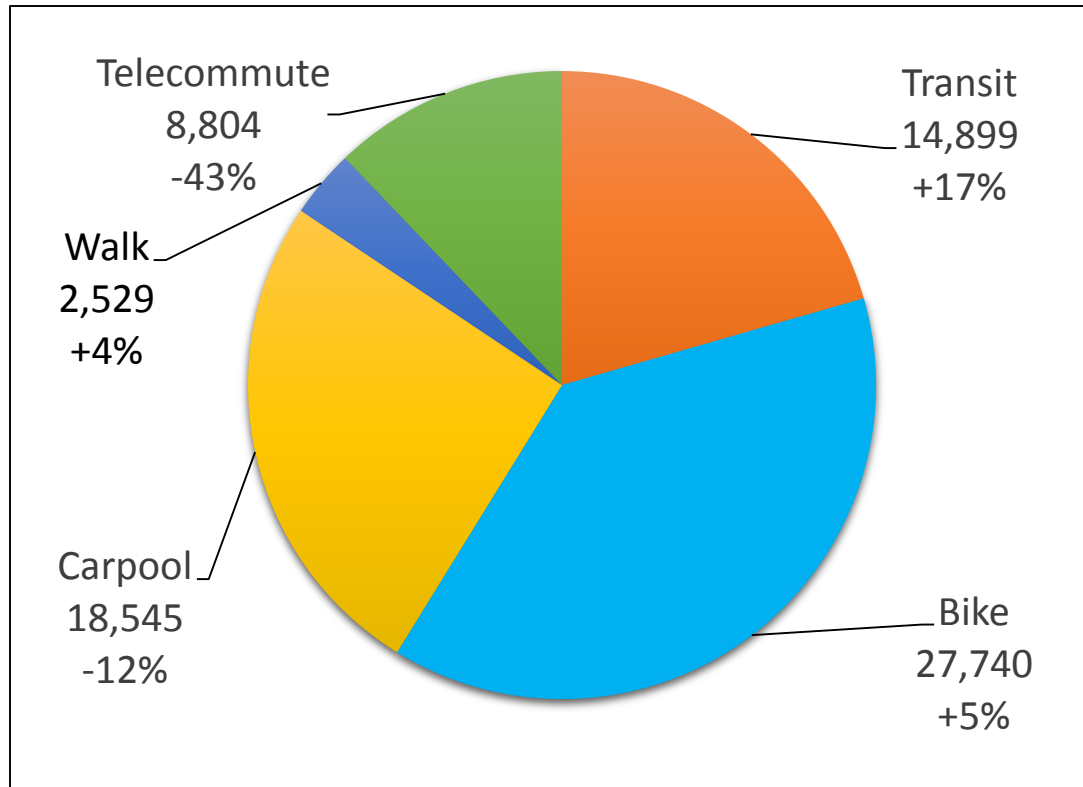


Point2point



Miles Traveled Per Mode During BCC

Total miles = 83,265

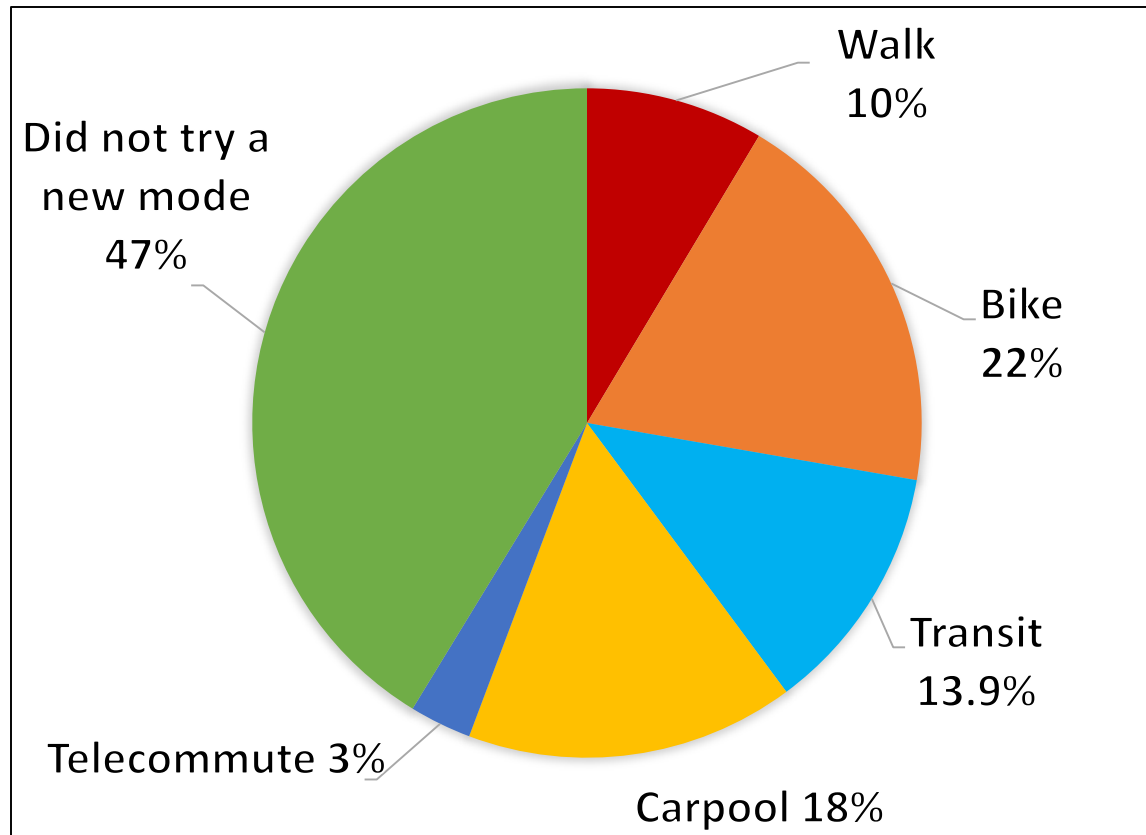


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Tried a New Mode During BCC

Based on the Post BCC Survey, 25% response rate



Point2point



Partnerships

PacificSource became our first-ever HERO Sponsor for a cash sponsorship of \$3,000.

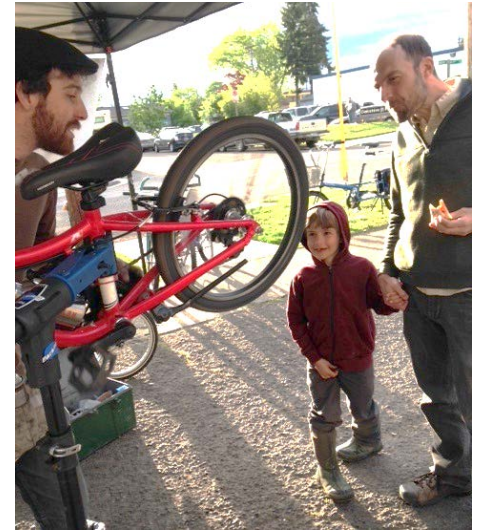


Point2point



Events

Kick-off Party at Oakshire Brewing



Estimated attendance - 175



Point2point



Eugene Poker Walkabout at NextStop Center



71 participants



Point2point



“Drive the Big Rig” – Team YMCA



Point2point



Springfield Poker Walkabout at Nedco Sprout



56 participants



Point2point



Wrap-up Party at Eugene Wine Cellars



Estimate 150
in attendance



Point2point



Follow-up

Post-Event survey emailed to all participants had 25% response rate

- Typical commute mode prior to the BCC
- Frequency of using that mode
- Try a new mode during the BCC
- Level of satisfaction with the event

6-Month Post Survey emailed to all participants

- Participants will be asked the same questions
- Determine long-term mode shift or increase in frequency



Point2point



Quote from Post-BCC Survey

“We had several people involved this year who had not previously entered and they had a great time. We got some people to realize they could carpool who didn’t know that they lived close to each other, and others to try riding the bus.”



Point2point



Questions?



Point2point



**External Communications Workgroup
Final Recommendations to LC
Meg Kester, Edward McGlone, Cosette Rees
August 17, 2016**



Context

- Decision to use two director (Assistant General Manager) model
- Need to place roles and responsibilities of functions engaged in external communication in new structure
- External Communication Workgroup formed May 2016
- Other workgroups: Internal Focus Group (April 2016) and Board Support (June 2016)



External Com Workgroup Charter

- Review organizational structure, job duties, functions
- Focus on external communications
- Align communications with community, Board, General Manager



Process – Information Gathering

- All-Staff Survey
 - 12 questions
 - Focus on communications functions and processes
 - Distributed last week of May, 2016
 - 45 participants
- Primary Documents
 - Current job descriptions
 - Current and former organizational charts



Process - Interviews

- 31 Employees
 - Broad representation, 11 divisions
 - Conducted 1:1, some group
 - Managers did not interview own staff
- 7 Board of Directors
 - In conjunction with Board Support Workgroup
 - In small focus groups
- 11 external stakeholders
 - Conducted 1:1, some group
- Each group had its own set of questions
- Focus on work, structure, function, improvement



Needs and Goals

1. Streamline communications processes
2. Eliminated redundancies or gaps in external communications
3. Better define roles responsible for external communications
4. Improve project communications
5. Structure should support work/life balance



Needs and Goals

6. Improve functional relationship between divisions
7. Functional areas should support one other
8. Structure should improve coordination between Board, agency, and community
9. Develop bandwidth to create and sustain relationships with community
10. Create capacity and define roles



Criteria

Criteria developed to assess current practices and inform recommendations

1. Functional work should be together
2. Structure = work, not position
3. Structure should respond to agency needs
4. Adequate staffing is essential
5. Better external communications and relationships key
6. Structure should enhance integration and coordination
7. Structure should support highest priority work
8. Recommendations may be phased as necessary



Findings

- Qualitative assessments of current state
- Review processes, roles, and outcomes
- Does not assess individual performance
- Results from all data collection
- Represents common themes and trends



More Findings

- Many people involved in creating messages
- Staff capacity is challenged
- Room to leverage external partnerships
- LTD tone could be softened
- Public and stakeholders struggle to get information
- Communications practices are reactive
- Staff desire streamlining of processes



Still More Findings

- Staff desire clearer leadership on external communications
- Staff request more centralization of duties
- Public Information Officer role could improve in proactivity
- LTD is seen as having single purpose: EmX
- Board Members need more information and preparation
- Staff require clearer internal processes and more training



Structural Recommendations

- Establish Public Affairs Department
 - Marketing and Communications, media, government relations, clerk of the board
- Accessible and Customer Services in Service Delivery
 - Same staffing and titles
 - Review Customer Service at later date pending RideSource Call Center operations; electronic fare management decisions
- Assign Point2point in Service Delivery
 - Same staffing and titles



Structural Recommendations: Public Affairs

- 13.5 FTE
- Director of Public Affairs
- Public Information Officer
- Clerk of the Board
- Marketing and Communications Manager

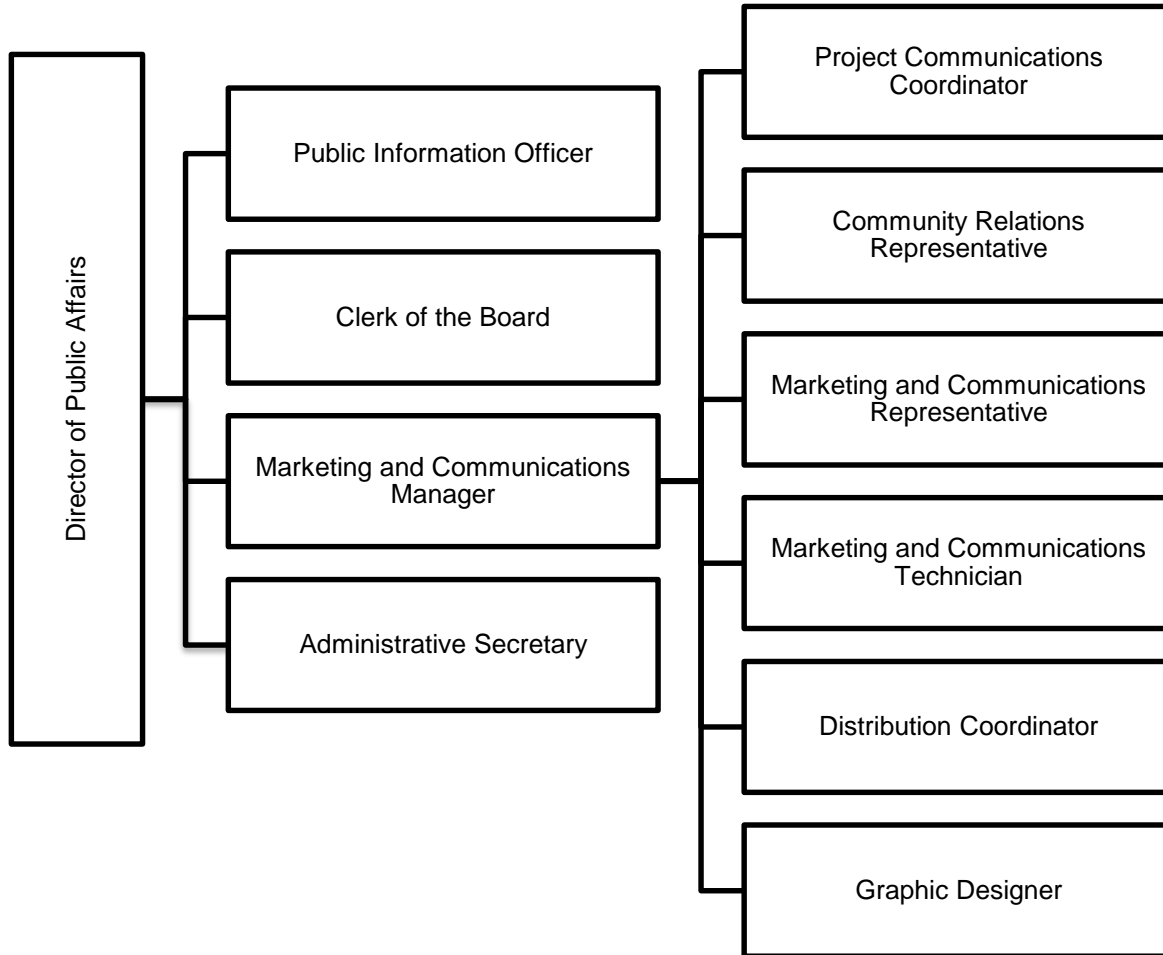


Structural Recommendations: Marketing and Communications

- Marketing and Communications Manager
- Project Communications Coordinator
- Community Relations Representative
- Marketing and Communications Representative
- Marketing and Communications Technician
- Graphic Designer (1.5 FTE)
- Distribution Coordinator



Structural Recommendations



Process Improvements

- Assigned duty was external communications structure
- Discovered areas for process improvement
- Workgroup recommends LC, or other parts of leadership incorporate these into future work



Questions?

External Communications Workgroup
Meg Kester, Edward McGlone, Cosette Rees



LTD.org

Ground Rules

1. Decisions based on organization and work function, not the person
2. Be respectful and acknowledge diverse perspectives among members of ECW & LC
3. Each member has an equal voice (ECW & LC)
4. Clarifying questions welcome, but please hold other questions until presentation complete



Process

- Listen
- Learn
- Analyze
- Discuss
- Agree



Needs and Goals

- Identified needs and goals based on:
 - Understanding of agency priorities
 - Interview results
 - Survey results
- Helped frame ECW and recommendations



Structural Recommendations: Accessible and Customer Services

- 10 FTE (current staffing and positions)
- Assign to Service Delivery
- Re-examine placement of Customer Service after decisions regarding RideSource call center and electronic fare management
 - Finance or Marketing and Communications possible locations for Customer Service in future (or keep in Operations)



Structural Recommendations: Point2point

- 4.38 FTE (current staffing and positions)
- Assign to Service Delivery
- Re-examine placement of each position to align with organizational structure
 - Transportation Options Manager: Planning and Development
 - Rideshare Program Coordinator: Operations
 - Transportation Options Specialist: Marketing and Communications
 - Transportation Options Coordinator: Marketing and Communications
 - Intern: TBD on assigned duties



Questions?



Process Improvements

- Internal communications
- Administrative support
- Detour alerts
- Graphics production
- Procurement and finance policy training
- Board and committee meeting materials
- Media calls
- Public Records Requests
- Team building



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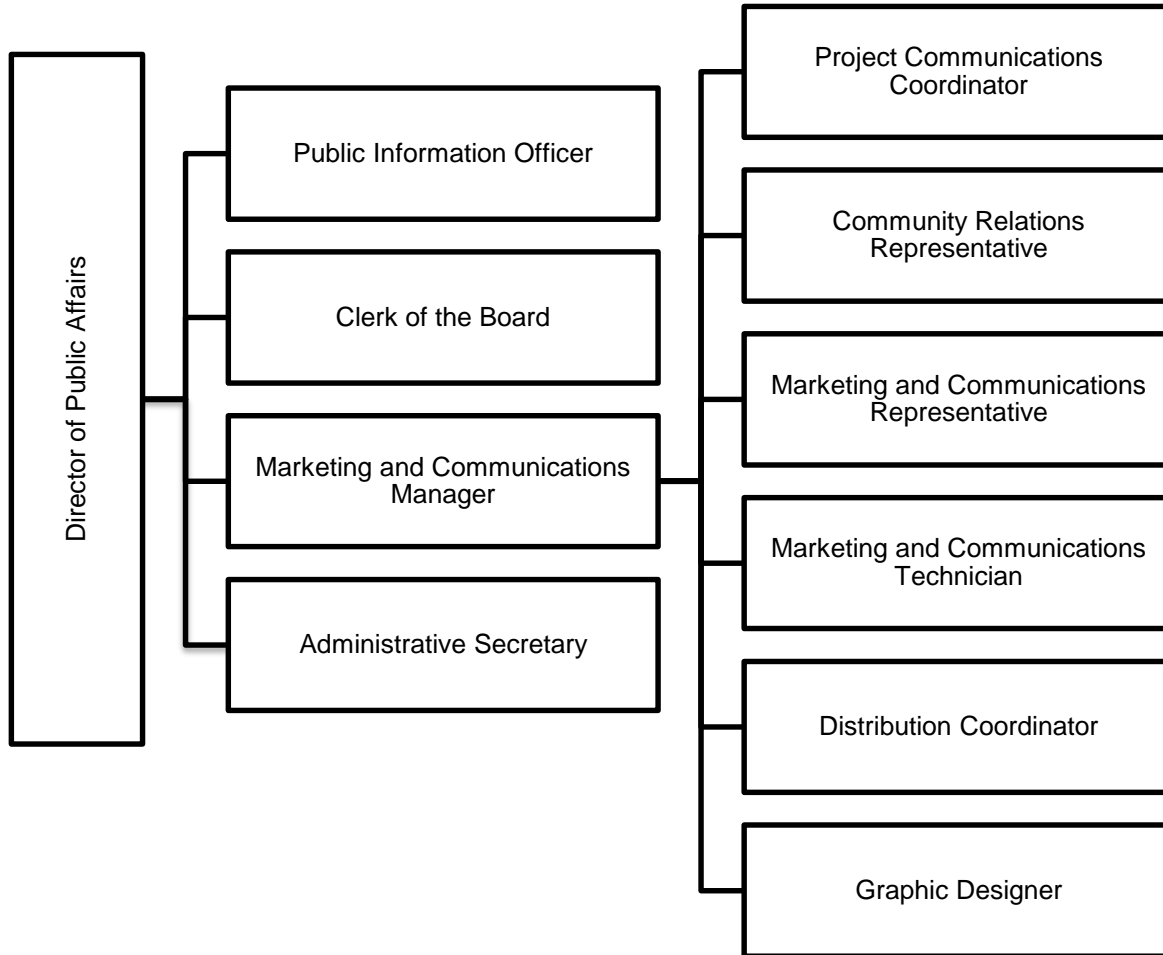


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