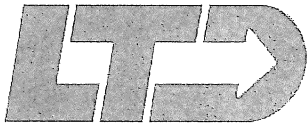


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Public notice was given to *The Register-Guard*
for publication on September 15, 2016.

LANE TRANSIT DISTRICT BOARD OF DIRECTORS REGULAR MEETING

Wednesday, September 21, 2016

5:30 p.m.

LTD Board Room

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

AGENDA

Page No.

- I. CALL TO ORDER
- II. ROLL CALL

Pierce _____ Gillespie _____ Wildish _____ Nordin _____
Grossman _____ Necker _____ Yeh _____
- 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 – OCTOBER 8
- VIII. AUDIENCE PARTICIPATION
 - ◆ *Public Comment Note:* This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.
 - ◆ Citizens testifying are asked to limit testimony to three minutes.
- IX. ITEMS FOR ACTION AT THIS MEETING
 - A. Consent Calendar: Minutes of the August 17, 2016, Regular Board Meeting (1 minute) 11

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- B. Public Hearing and Adoption: Fiscal Year 2017-2026 Capital Improvements Program (10 minutes) 22
 [Roland Hoskins]
 - 1. Staff Presentation
 - 2. Opening of Public Hearing by Board President
 - 3. Public Testimony
 - *Each speaker is limited to three (3) minutes*
 - 4. Closing of Public Hearing
 - 5. Board Discussion and Decision

- C. Public Hearing and Adoption: Fiscal Year 2016-2017 Supplemental Budget (10 minutes) 25
 [Roland Hoskins]
 - 1. Staff Presentation
 - 2. Opening of Public Hearing by Board President
 - 3. Public Testimony
 - *Each speaker is limited to three (3) minutes*
 - 4. Closing of Public Hearing
 - 5. Board Discussion and Decision

- X. ITEMS FOR INFORMATION AT THIS MEETING

- A. Board Member Reports (10 minutes) 34
 - 1. Meetings Held
 - a. Accessible Transportation Committee (ATC) – August 16
 - b. LTD Pension Trusts – August 17
 - c. Metropolitan Policy Committee (MPC) – September 1
 - d. Lane Area Commission on Transportation (LaneACT) – September 14
 - 2. No Meeting/No Reports
 - a. Vision Zero Task Force
 - b. Lane Council of Governments (LCOG) Board of Directors
 - c. EmX Steering Committee
 - d. Main Street Projects Governance Team
 - e. LTD Board Human Relations Committee
 - f. MovingAhead Oversight Committee
 - g. LTD Board Finance Committee
 - h. LTD Board Service Committee

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B.	Monthly Financial Reports – June [Aurora Jackson]	(5 minutes)	36
C.	Monthly Report of Executed Contracts – August (respond if questions) [Collina Washington]		42
D.	Monthly Cash Disbursements – August (respond if questions) [Ralph Lambert]		45
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F.	Monthly Grant Report – June (respond if questions) [Aurora Jackson]		59
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A.	Outreach Bus (October)		
B.	Point2point Performance Measures (October)		
C.	MovingAhead Project Update (October)		
D.	Selection of Pension Trustee-elect (October)		
E.	Airport Connector Service (October)		
F.	Draft Procurement Policies and Procedures (October/November)		
G.	Main-McVay Project Update (October/November)		
H.	Board Member Committee Assignments (December/January)		
I.	Emergency Preparedness – Planning, Response, and Communications		
J.	Trillium Updates		
K.	TransitStat		
L.	Long-Range Transit Plan		
XII.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD		73
A.	Fareless System (October 10)		
B.	Contract/Signature Authority Approval Levels, Policies		
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XIII. EXECUTIVE SESSION PURSUANT TO ORS 192.660 (2)(e), to (30 minutes) 74
conduct deliberations with persons designated by the governing body to
negotiate real property transactions.

XIV. ADJOURNMENT

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

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 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\September\Reg Mtg 09-21-16\GM Comments AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 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\September\Reg Mtg 09-21-16\Announce & Additions Sum AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 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 fall vacation dates.

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

Q:\Reference\Board Packet\2016\September\Reg Mtg 09-21-16\BD Calendars AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2016

ITEM TITLE: OCTOBER EMPLOYEE OF THE MONTH

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

BACKGROUND:

Bus Operator Bob Younger has been selected to receive the October 2016 Employee of the Month (EOM) award. Bob has been with the District since 1988, and during that time, has received 22 Safe Driving awards and three Monthly Value awards. He also received the EOM award in April 1997. He previously was a bus operator instructor and member of the Bus Rodeo Committee.

Recently, Springfield Public Schools Community Transition Program Team sent a letter to LTD thanking bus operators for the wonderful job they do accommodating students. The Community Transition Program is a “hands-on, community-based special education program for students ages 18-21 that focuses on teaching skills in four areas of transition: work, independent living, community participation, and post-secondary education.” The letter specifically recognized Bob for being “kind, friendly, and genuine.” The letter further details acts of kindness Bob demonstrates to students and closes with the Program Team’s gratefulness for LTD’s bus operators, stating, “Our community really is blessed to have such a wonderful bus system and fabulous drivers. You really make a difference in the lives of many who otherwise would not be able to commute.” The letter in its entirety is included as an attachment to this summary.

When learning that Bob had been named the EOM for October, Operations Field Supervisor Tracy Smith said:

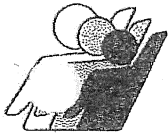
A recent compliment from the Community Transition Program Team at the Springfield School District led to Bob’s award nomination. Bob had stopped to warn a group of students about a couple of stray dogs in the area. This kindness allowed the students to avoid a potential hazard that could have traumatized some of the more sensitive students. Sue, with the Springfield School District, stated, “He really has our back and is phenomenal.” Bob’s concern for others and his willingness to extend his helping hand is second to none.

Since he joined LTD in 1988, Bob has been a great addition to the LTD family. I have noticed his genuine concern for everyone with whom he comes in daily contact. Bob has a wonderful personality and is well liked by fellow employees. His commitment to customer service and building positive relationships has made many friends in the community on behalf of LTD. Bob is an exemplary employee who believes customer service really matters. I know he will continue to do great things and is very deserving of the Employee of the Month award.

ATTACHMENT: Letter from Community Transition Program Team, Springfield Public Schools

AWARD: Bob will attend the September 21 meeting to be introduced to the Board and to receive his award.

Q:\Reference\Board Packet\2016\August\05-EOM AIS.docx



Every Student a Graduate Prepared for a Bright and Successful Future

Springfield Public Schools

Date: June 7th, 2016

Special Education

525 Mill Street
Springfield, OR 97477

T: 541-726-3250

F: 541-726-3279

www.springfield.k12.or.us

23

Lane Transit District
P.O. Box 7070
Springfield, OR 97475-0470

Dear Director of Human Resources:

We are the Community Transition Program, a hands-on, community-based special education program for students ages 18-21 that focuses on teaching skills in the four areas of Transition: Work, Independent Living, Community Participation, and Post-Secondary Education. We are writing this letter to acknowledge and thank LTD and their many bus drivers who do a fantastic job accommodating our students on a daily basis. Many take the time to know our students and staff personally. One driver in particular stands out, and we would like to take this moment to acknowledge and thank him.

Bob Younger, who drives bus #18 and sometimes #11, always is incredibly kind, friendly, and genuine. Throughout his years as an LTD driver he has invested time and energy into becoming more than just an acquaintance but rather more of a community partner and friend. He refers to many students by name and often takes the time between routes to say hello when he sees them in the community. He does the same for those of us who support CTP students by accompanying them in small groups to various activity sites throughout each week.

Sue Beard, a CTP staff member, would like to thank Bob specifically for his extra care and vigilance. She has the job of supervising our CTP Work Crew, during which students walk two rather large Labrador Retrievers. Recently, Bob stopped to warn her about stray dogs ahead on the loose. This kindness allowed her to avoid a potential hazard that also could have traumatized some of our more sensitive students. He really has our back, and, in Sue's words, is "phenomenal!"

Thank you again for all you do. Our community really is blessed to have such a wonderful bus system and fabulous drivers. You really make a difference in the lives of many who otherwise would not be able to commute.

With Warm Regards and Sincerity,

Jelly J. Mann
Deborah Resnick

The Community Transition Program Team
525 Mill Street
Springfield, OR 97477
(541) 501-3571

Susan Beard
Sandra Green
Cheryl Wallerstedt
Rhonda Davidson
Pat Seims
Elmer Cur

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 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 September 21, 2016, consists of approval of the minutes of the August 17, 2016, Regular Board meeting.

ATTACHMENT: Minutes of the August 17, 2016, Regular Board Meeting

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

LTD Resolution No. 2016-09-21-032; It is hereby resolved that the Consent Calendar for September 21, 2016, is approved as presented.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, August 17, 2016

Pursuant to notice given to *The Register-Guard* for publication on August 11, 2016, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular meeting on Wednesday, August 17, 2016, beginning at 5:30 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

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

Absent: Julie Grossman

CALL TO ORDER/ROLL CALL — As acting president, Mr. Gillespie convened the meeting and called the roll; Mr. Wildish attended the meeting via conference telephone.

PRELIMINARY REMARKS BY BOARD PRESIDENT — There were none.

COMMENTS FROM THE GENERAL MANAGER — Ms. Jackson announced that Ms. Pierce and Ms. Grossman's terms would expire at the end of 2016 and notice of the vacancies would be posted on LTD's website.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — Mr. Gillespie announced that a Tap and Taste would be held at Willamalane on August 27 in Springfield. LTD was one of the events co-sponsors. Riders could use routes 11, 17, 18 and 91 to travel to the location. He said that copies of a letter sent to the chair of the Oregon Transportation Commission (OTC) from the Metropolitan Policy Committee (MPC) and signed by Mr. Wildish on behalf of the Board were at each Board member's station. The letter from MPC members requested Congestion Mitigation and Air Quality (CMAQ) funds (for which the area had been eligible since 2013) be budgeted to include the Eugene-Springfield and Salem-Keizer areas in the allocation.

BOARD CALENDARS — Ms. Jackson briefly reviewed coming events and activities. She noted that the Main/McVay Governance Team had canceled its September meeting. The next meeting will be held in October. She added that a Budget Committee meeting was scheduled for September 6, and a Special Board Meeting was confirmed for October 10 in

addition to the October 19 regular meeting. Several staff, including the general manager, would be attending the APTA Annual Meeting in September, and Board members were invited to the annual Fleet Barbecue to be held on September 15.

EMPLOYEE OF THE MONTH — The Board recognized Bus Operator Richard Aukerman as the September 2016 Employee of the Month. Mr. Gillespie presented Mr. Aukerman with his award and thanked him for his outstanding service and dedication to LTD's mission. Mr. Aukerman thanked the Board for the honor and said he had enjoyed the last 19 years as an LTD employee and appreciated the support he received.

AUDIENCE PARTICIPATION — Mr. Gillespie explained the procedure for providing comments to the Board.

Rob Zako, Eugene, representing Better Eugene-Springfield Transit (BEST), said that BEST was submitting comments to the MPC regarding the Main-McVay project. He said that it was an important project for the community and LTD, and many aspects of the project were going well. He commended staff for community outreach efforts. He said the request to the MPC was for \$65,000, which was in addition to the \$75,000 already granted to the project for business outreach. BEST was not clear on the purpose of the project--whether it was to improve transit or improve safety. He said those were two different types of projects, and Springfield needed to clarify its primary interest with respect to the Main-McVay project. He appreciated the outreach to businesses, but outreach should also include people who rode the bus to be sure their concerns and needs were being addressed.

Ms. Pierce asked if BEST had addressed those concerns to Springfield's mayor and council. Mr. Zako said he had not spoken directly to Springfield officials, although written and verbal testimony had been provided to the MPC and to the Governance Team.

ITEM FOR ACTION AT THIS MEETING

MOTION **Consent Calendar** — Mr. Yeh moved to remove the Extension of the Professional Legal Services Contract from the Consent Calendar. Mr. Necker provided the second.

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

MOTION Mr. Necker moved adoption of 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 amended. Mr. Yeh provided the second. The Consent Calendar consisted of the Minutes of the July 19, 2016, Special Board Meeting.

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

ABSTENTIONS: None
EXCUSED: Grossman (1)

Extension of Professional Legal Services Contract: Mr. Gillespie explained that the contract still contained the name of the previous general manager, Mark Pangborn.

MOTION Mr. Necker moved to substitute the name Aurora Jackson for Mark Pangborn as "LTD's Project Manager" in the Professional Legal Services Contract. Ms. Pierce provided the second.

Ms. Jackson said that the original contract had to be presented for extension; staff did not have the authority to make changes; the Board could then amend it to update information such as names. She said her experiences with the services provided by Dwight Purdy's office had been positive and extension of the contract would provide continuity as the District worked on updating policies and procedures.

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

MOTION Ms. Pierce moved to approve the Extension of the Professional Legal Services Contract as amended. Mr. Necker provided the second.

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

Fund Balance and Budgetary Reserve Policy — Financial Division Certified Public Accountant Cindi Hamm said that an updated policy was necessary before the Budget Committee considered a supplemental budget at its September 6 meeting. She said in order to prepare a supplemental budget, it was necessary to determine the appropriate fund balance to maintain in the General Fund. She said the fund balance, also referred to as unrestricted fund balance or working capital, was the amount left at the end of the year after all bills were paid. This was money that LTD could use at its discretion and did not include state or federal grant funds or other funds on which outside agencies had placed restrictions. She said Government Finance Officers Association (GFOA) best practices, Oregon Revised Statutes (ORS), and Oregon Administrative Rules (OAR) were the primary drivers of the policy update.

Ms. Hamm said the policy update responded to a number of GFOA recommendations and ORS/OAR requirements, including:

- A fund balance equivalent to a minimum of two months of operating expenditures
- Definition of the circumstances under which the fund balance could be used

- When and how the fund balance would be replaced if it dropped below the target
- Return of the fund balance to target within a three year period
- A policy for when the fund balance exceeds its target amount

Ms. Hamm used a table to compare the current policy and proposed updates and explain how procedures would be changed under an updated policy.

In response to a question from Mr. Necker, Ms. Hamm said that the fund balance and reserves were segregated because Oregon Budget Law allows entities to have a contingency (reserve) fund that does not have the same constraints on it as the ending fund balance and could be used without conditions that constituted an emergency.

Ms. Hamm explained the differences between GFAO recommendations and Oregon Budget Law requirements and restrictions. She said that staff were proposing an ending fund balance of between two and three months. This was justified by the schedule of receipt of payroll taxes, which represented 70-75 percent of the District's revenue. Other factors that could justify keeping an excess of two months of working capital were other funds that drew down on General Fund resources, such as the Accessible Services Fund, and the reimbursement of grant-related expenditures. She said that the \$1 million reserves for Self-insurance/Risk and General Fund contingency would be in addition to the fund balance. The proposed policy update would provide the District with a reasonable fund balance, and she encouraged an annual review of the policy to assure that it continued to meet the District's needs in the event of changes in the economy.

Mr. Wildish stated that he liked the updated policy because it presented clarified budget information for the public and demonstrated that LTD was prepared for unexpected situations. He stated his support for the proposal.

Mr. Gillespie asked if the proposed update would affect the appropriation of \$1 million to the pension plans. Ms. Hamm said it would not affect the appropriation.

Mr. Gillespie asked if approval of the resolution meant that the Board was approving a fund balance of two to three months. Ms. Hamm said that was correct. She noted that the working capital also served as revenue stabilization in the event of a downturn in the economy and reduction in payroll tax revenue.

Ms. Hamm added that approval of the updated policy would allow for presentation of the supplemental budget that could include a more precise calculation of the target fund balance and better inform decisions about moving any excess funds to the Capital Fund. She said that the proposed policy update had been reviewed by legal counsel to assure its compliance with Oregon Budget Law.

Ms. Jackson added that maintaining a healthier fund balance would allow the District to avoid drastic service reductions during economic downturns when the demand for service was greater. She noted that the policy could be reviewed during the next budget cycle and modified if necessary.

MOTION Ms. Pierce moved 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. Mr. Yeh 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)

LTD Pension Plans Payment — Director of Administrative Services Roland Hoskins asked the Board to formalize how the \$1 million appropriation should be divided between the two pension plans. He said that the proposal was to distribute the appropriation on the basis of the base assets of each fund, which would result in approximately 60 percent going to the Amalgamated Transit Union (ATU) plan and 40 percent going to the Salaried Employees' plan. He said that the pension trustees supported the proposal.

MOTION Mr. Nordin moved 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. 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)

ITEMS FOR INFORMATION AT THIS MEETING

Board Member Reports — Mr. Gillespie, in regard to the MPC's letter to the OTC signed by Mr. Wildish, said he had made an call to Representative Holvey as an individual constituent asking him to advocate for allocation of CMAQ funds.

Reporting on the Lane Area Commission on Transportation (ACT), Mr. Nordin said that LTD's application for *ConnectOregon* VI funds was 29th on the list of prioritized projects and likely to be approved for funding. At the recent meeting, LaneACT members reported on current activities and received an update on moving from the gas tax to a use tax. He said that a representative from the Lane Coalition for the Blind spoke about the need for service to Florence.

Government Relations Update — Government Relations Manager Edward McGlone said that the Federal Highways Administration (FHWA) had determined that the Eugene-Springfield region had been eligible for CMAQ funds since 2013, at a minimum, and that amounted to about \$2.5 million annually. During that period, CMAQ funds of approximately \$10 million was allocated to other regions, and the Oregon Department of Transportation (ODOT) director was recommending that the current allocation practice continue until at

least 2019 before a new allocation formula was considered. That represented a significant loss of resources, and Lane Council of Governments (LCOG) and the MPC were aggressively pursuing the matter of allocating the CMAQ funds to the region that FHWA had determined it was due, as well as restoring funds from prior years that were allocated to other areas.

Mr. McGlone said that the OTC was scheduled to take final action on the list of prioritized *ConnectOregon* VI projects later in the week. He expected that LTD's request for funding for the Santa Clara Community Transit Center would be approved.

Mr. McGlone reported that the Fixing America's Surface Transportation (FAST) Act was a five-year bill passed by Congress that encompasses federal fiscal years 2016 through 2020. He said that 5307 formula funding was slightly increased, and the bus and bus facility grant program was funded in the legislation. LTD was awarded funds for the purchase of five all-electric buses and was awaiting word on its request for funds to install the charging infrastructure for those buses. Changes to the Buy America program would increase the current requirement of 60 percent (American products and services) to 70 percent by 2020. He said that requirement was difficult for the transit industry to comply with and could have a significant impact on driving up the cost of vehicles.

Mr. McGlone reported that the Smart Starts program did include provisions for combining inter-related projects in an application, but rule-making for this provision was not a priority for the Federal Transit Administration and it was unlikely that it would occur within a timeframe that would allow LTD to take advantage of the provision. Small Starts now allowed applications to be submitted for a preliminary score to determine if they were competitive before completing all of the environmental work.

Mr. McGlone reviewed the list of possible funding options for transit developed by the Oregon Transportation Forum Subcommittee on Revenue and included in the agenda packet. He also discussed the Transit Tax Financial Impact analysis contained in the packet.

Mr. Nordin asked if the Subcommittee had discussed either rescinding constitutional provisions prohibiting the use of road funds for transit or a carbon tax. Mr. McGlone said that issue was a non-starter at present, primarily because the gas tax was a diminishing source of revenue and there was a significant maintenance backlog; use of those funds for other purposes would be very unpopular, and any constitutional change would have to be enacted by the voters. He said that a carbon tax was being discussed but was unlikely to pass in the next legislative cycle. Legislative counsel had determined that revenue from Measure 97 (derived from sources such as gas stations, car dealers and other automotive businesses), should it pass, would be considered a user-based fee and required to go to the Road Fund. That determination could also apply to a carbon tax.

Mr. Gillespie thanked Mr. McGlone and Paul Thompson of LCOG for their efforts on CMAQ funding.

Mr. McGlone said Oregon would receive about \$85 million as part of the settlement Volkswagen was paying to the federal government over deceptive emissions tests. He said that \$68 million had been set aside for the purpose of reducing mobile source diesel

emissions. Transit districts were interested in use of the funds for the purchase of electric buses or other technologies that reduced diesel emissions. The legislature was being asked to consider setting aside a portion of those funds for that purpose. He asked if the Board wished to continue to pursue that option.

Board members indicated support for pursuing use of funds for the purchase of electric buses and other technologies.

Main-McVay Transit Study Phase Two Update — Project Manager Sasha Luftig stated that the ODOT Safety Program, which analyzed transportation facilities across Oregon to determine the best investments to save lives, awarded more than \$15 million to the region for safety improvements, including \$8 million to Springfield for potential improvements along Main Street. She said that the Springfield City Council would discuss the funding at its September meeting and that information would be provided to the LTD Board and to the Main-McVay Governance Team. Selection of a locally preferred alternative (LPA) would be delayed pending Springfield's decision regarding Main Street options.

Ms. Luftig said that MovingAhead had begun the alternatives analysis work that would provide benefits and impacts of the alternatives being evaluated. That information would be presented in early 2017. LTD and City of Eugene staff were conducting extensive community outreach to inform the public about MovingAhead.

External Work Group Report — Ms. Jackson explained that a work group composed of Mr. McGlone, Marketing Manager Meg Kester, and Accessible and Customer Services Manager Cosette Rees had interviewed internal and external stakeholders to determine how LTD should move forward with messaging and providing information to the community in a consistent and timely manner.

Ms. Kester said that the work group's charge was to help define how communications-related functions fit within a new organizational structure for the agency. Information was gathered through interviews, surveys, and discussions. Information would be analyzed and recommendations would be made to LTD's Leadership Council and the Board on how to improve both internal and external communications. She described the methodology used to collect information and thanked Board members for their participation.

Ms. Kester said the work group defined the following needs and goals:

- Streamline agency communication processes
- Eliminate redundancies or gaps in external communications
- Better define the roles and responsibilities for directing various communications functions
- Develop a structure that encouraged cross-departmental agency coordination and allow for work/life balance
- Improve functional relationships between divisions
- Develop an external communications structure that facilitated and improved coordination among the Board, staff, and the community

Ms. Kester stated that the criteria for recommendations included ensuring that functional work was together and not separated, that the structure responded to agency needs and supported priority needs of the agency, and ensured better external communications and better capacity for external relationships.

Mr. McGlone briefly reviewed the workgroup's key findings:

- Need for improvement of LTD's tone and messaging
- Improvement of staff capacity
- Improvement of processes
- Clarification of roles and duties

Mr. McGlone said the workgroup was recommending the creation of a Public Affairs Department to include the clerk of the board, marketing and communications functions, and a public information officer. He explained how each of those functions would provide the capacity to fully communicate LTD's story to the public, include a focus on generating ridership, and enhance capital and development projects communications coordination. He said the workgroup also was recommending moving Customer Service and Accessible Service, along with Point2point, under Operations as their work was largely service delivery.

Ms. Jackson added that Government Relations would also reside in the Public Affairs Department, thereby combining all of LTD's messaging points into a unified, cohesive work group with an intentional message that could respond to the community's need for information in a timely and transparent manner. She noted that Eugene Water & Electric Board was adopting a similar structure for the same reasons as LTD.

Mr. Yeh supported the recommendations and commended staff for their work. He asked if the director of public affairs would report to the general manager. Ms. Jackson said the position would report to her, and since Mr. McGlone already reported to her directly, he would assume those duties.

Mr. Yeh asked how the public would be able to provide input to the agency. Ms. Kester said that two-way communications were essential, and the new structure would focus on encouraging public and stakeholder engagement as well as messaging. This would result in a better understanding of LTD's value to the community.

Ms. Jackson commented that although service had been increased, it was not reflected in a return of ridership; the new department's focus on building ridership and gathering information to help inform service planning was a step in that direction.

2016 Business Commute Challenge Report — Point2point Business Commute Challenge/Outreach and Special Events Coordinator Cammie Harris described new marketing techniques that had increased participation in the 2016 event.

Mr. Necker left the meeting at 7:30 p.m.

Ms. Harris presented the results of the 2016 Business Commute Challenge, including:

- 2,821 participants, representing a 9 percent increase over 2015, with 1,186 new participants
- Miles traveled by mode, with a 17 percent increase in transit miles
- Use of a new mode during the challenge
- Partnerships and cash sponsorships
- Attendance at various events during the Challenge

Ms. Harris said that all participants received a post-event survey designed to ascertain mode shifts and the level of satisfaction with the event. The survey had a 25 percent response rate. A six-month post-event survey also would be e-mailed to participants, and the results would be reported to the Board.

Mr. Yeh praised the Business Commute Challenge and said it would have impacts in the community for years to come.

FY 2017-2026 Capital Improvements Program (CIP) — Ms. Jackson distributed a master list of all capital improvement projects and said the information would be presented to the Budget Committee at its September 6 meeting; the Board would take action on the CIP at its September 21 meeting.

Monthly Financial Report — Mr. Wildish asked why Personnel Services expenditures in the General Fund were at 60 percent of budget. Ms. Jackson replied that the report was only through May 31 and, therefore, missing one month. She said that the figures were unaudited and adjustments would be made as the fiscal year was closed out. The significant difference could also be attributed to LTD's practice of fully budgeting all positions at 100 percent. Extensive personnel recruitment in the current fiscal year would result in less discrepancy between budgeted and actual expenditures.

Mr. Wildish asked if the Capital Projects Fund deficit was the result of slow reimbursement of grant expenditures. Ms. Jackson said that it was a timing issue and at the time the report was prepared, reimbursements had not yet been received; that would be normalized in the audited report. Ms. Jackson pointed out that the supplement budget and new policies and procedures would result in a more easily understood financial report in the future.

Monthly Report of Executed Contracts - July — Ms. Jackson noted that the report would be refined each month. There were no questions from the Board.

Monthly Cash Disbursements - July — Mr. Wildish observed that the payments to Special Mobility Services illustrated the fluctuations with which RideSource had to contend. Ms. Jackson added that it was also a matter of when invoices were submitted.

Monthly Performance Reports — Ms. Jackson reported that the declining ridership trend was continuing.

Monthly Grant Report — There were no questions.

Monthly Department Reports — There were no questions.

Other Business — Mr. Nordin announced that Medford was receiving a *ConnectOregon VI* grant that included a solar project, and he encouraged staff to work on an application for LTD. Ms. Jackson offered that a tour of facilities that currently had electric vehicles would occur during the American Public Transportation Association conference, and participants would have an opportunity to ask questions about the use of solar power.

Mr. Gillespie announced that Camille Gandolfi was leaving LTD to return to college. Board members and staff thanked her for her service and wished her well. Ms. Gandolfi expressed her appreciation for the support she had received and said it had been an honor and privilege to work for LTD.

ADJOURNMENT - Mr. Gillespie adjourned the meeting at 7:56 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Ed Necker
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: _____

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AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2016

ITEM TITLE: FISCAL YEAR 2017-2026 CAPITAL IMPROVEMENTS PROGRAM

PREPARED BY: Roland Hoskins, Director of Administrative Services

ACTION REQUESTED:

- (1) Hold a public hearing on the Fiscal Year 2017-2026 Capital Improvements Program
- (2) Board approval of the Fiscal Year 2017-2026 Capital Improvements Program

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) 2017-2026 Capital Improvements Program was posted on the LTD website for public comment, and a legal notice was published in *The Register-Guard* on Monday, August 15. The public comment period closes at 5:00 p.m. on Friday, September 16. The FY 2017-2026 CIP will be presented to the Board for adoption at its September 21 meeting. Public comments will be forwarded to Board members prior to the meeting.

Holding this public hearing allows the public to comment directly to the Board of Directors prior to its consideration of the CIP adoption at the September Board meeting. 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 CIP 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: FY 2017-2026 Capital Improvements Program

PROPOSED MOTION: I move the following resolution:

LTD Resolution No. 2016-09-21-033: It is hereby resolved that the Fiscal Year 2017-2026 Capital Improvements Program is approved as **presented [amended]**.



Capital Improvements Program FY2017: MASTER LIST OF ALL PROJECTS

Community Investment Projects	Funding Tier*	Estimate	Future Year Projections						Ten-Year Total
		FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY 2023-2027	
Frequent Transit Network		\$ 44,085,000	\$ 11,100,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ 57,185,000
Franklin Boulevard Phase 1 Transit Stations	I	200,000							200,000
Main-McVay Transit Study	I	325,000							325,000
Moving Ahead	I	2,000,000							2,000,000
West Eugene EmX Extension	I	35,365,000	5,000,000						40,365,000
EmX Vehicle Docking Station	III			2,000,000					2,000,000
Willow Creek Station	I	2,000,000							2,000,000
Santa Clara/River Road Station	I	3,900,000	6,100,000						10,000,000
Bus Lane Improvements	I	295,000							295,000
Fleet		100,270	-	-	-	-	-	-	100,270
Florence/Yachats Pilot Program Vehicle		100,270							100,270
Facilities		4,726,854	1,030,000	2,030,000	4,030,000	2,030,000	1,030,000	1,150,000	16,026,854
Glenwood Facility Improvements	I	150,000	1,000,000	2,000,000	1,000,000	2,000,000	1,000,000	1,000,000	8,150,000
City of Eugene Pedestrian Bridge	I	1,472,854							1,472,854
Bus Shelters	I		30,000	30,000	30,000	30,000	30,000	150,000	300,000
RideSource Facility Improvements	II				3,000,000				3,000,000
Bus Parking Lot Improvements - Glenwood	I	3,064,000							3,064,000
Miscellaneous Improvements	I	40,000							40,000
Technology Infrastructure & System		950,500	5,667,000	125,000	100,000	100,000	100,000	-	7,042,500
Hardware & Software Improvements	I	375,500	2,167,000						2,542,500
Fare Management System	I	-	3,500,000	125,000	100,000	100,000	100,000		3,925,000
RideSource Call Center & Software Replacement	I	575,000							575,000
Other		155,000	-	-	-	-	-	-	155,000
Miscellaneous Improvements	I	155,000							155,000
Funding Total		\$ 50,017,624	\$ 17,797,000	\$ 4,155,000	\$ 4,130,000	\$ 2,130,000	\$ 1,130,000	\$ 1,150,000	\$ 80,509,624

*Funding Tiers:

- Tier I: Full funding identified
- Tier II: Projects contingent upon adequate available resources. The availability of these resources could impact the ability to move to Tier II projects forward.
- Tier III: 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 could move up to Tier I or Tier II.



State of Good Repair	Funding Tier*	Estimate	Future Year Projections						
		FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY 2023-2027	Ten-Year Total
Fleet		\$ 8,579,207	\$ 16,803,050	\$ 2,094,000	\$ 17,020,000	\$ 11,612,132	\$ 12,027,841	\$ 49,075,000	\$ 117,211,230
Accessible Services Vehicles	I	100,207	750,000	425,000	780,000	525,000	750,000	3,750,000	7,080,207
Miscellaneous Equipment	I	125,000	300,000						425,000
Revenue Vehicle Replacement 2017	I	7,400,000							7,400,000
Revenue Vehicle Replacement 2018	III		15,633,050						15,633,050
Revenue Vehicle Replacement 2019	III			1,576,000					1,576,000
Revenue Vehicle Replacement 2020	III				16,135,000				16,135,000
Revenue Vehicle Replacement 2021	III					11,012,132			11,012,132
Revenue Vehicle Replacement 2022	III						11,202,841	45,100,000	56,302,841
Shop Equipment	III	250,000	45,000	18,000					313,000
Support Vehicles	I	250,000	75,000	75,000	105,000	75,000	75,000	225,000	880,000
Vehicle Parts Replacements	I	137,000							137,000
Replacement of Bus Wheelchair Ramps	I	317,000							317,000
Facilities		723,000	-	-	-	-	-	-	723,000
Eugene Station	I	50,000							50,000
Administration Building	I	200,000							200,000
Fleet Building	I	415,000							415,000
RideSource Facility Improvements	I	50,000							50,000
Miscellaneous Equipment	I	8,000							8,000
Technology Infrastructure & System		2,865,900	875,685	1,035,375	1,006,960	1,102,000	1,147,000	5,735,000	13,767,920
Communications & Network Infrastructure	I	802,500	77,700						880,200
Computer Hardware	I		35,000	165,000	200,000	105,000	105,000	525,000	1,135,000
Computer Software	I	688,000	357,000	314,500	387,000	387,000	387,000	1,935,000	4,455,500
Computer Workstations & Peripherals	I		50,000	50,000	50,000	50,000	50,000	250,000	500,000
Copier/Printers/Scanners	II			25,000					25,000
Automated Vehicle Locator System	I	1,375,400							1,375,400
ITS Upgrades	II		355,985	480,875	369,960	560,000	605,000	3,025,000	5,396,820
Safety & Security		420,041	534,066	645,335	1,155,023	1,181,269	687,210	1,679,220	6,302,164
Bus Security Systems SGR/Upgrades	I	101,600	101,600	101,600	101,600	101,600	101,600	508,000	1,117,600
Security Systems SGR/Upgrades	I	318,441	317,466	100,000	585,610	585,610	585,610	1,171,220	3,663,957
Security Systems SGR/Upgrades	II	-		443,735	467,813	494,059			1,405,607
Target Hardening - Perimeter Fencing	II	-	115,000						115,000
Other		-	-	-	-	-	-	-	-
Funding Total		\$ 12,588,148	\$ 18,212,801	\$ 3,774,710	\$ 19,181,983	\$ 13,895,401	\$ 13,862,051	\$ 56,489,220	\$ 138,004,314

*Funding Tiers:

- Tier I: Full funding identified
- Tier II: Projects contingent upon adequate available resources. The availability of these resources could impact the ability to move to Tier II projects forward.
- Tier III: 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 could move up to Tier I or Tier II.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2016

ITEM TITLE: FISCAL YEAR 2016-2017 SUPPLEMENTAL BUDGET

PREPARED BY: Roland Hoskins, Director of Administrative Services

ACTION REQUESTED: (1) Hold a public hearing on Fiscal Year 2016-2017 Supplemental Budget.
(2) Approve the resolution amending the Fiscal Year 2016-2017 Adopted Budget for the General Fund, Accessible Services Fund, and Capital Projects Fund as described below.

BACKGROUND:

General Fund

The Fiscal Year (FY) 2016-2017 Adopted Budget is being adjusted for the following reasons:

- Resources - General Fund revenue is decreased by \$4.2 million of federal 5307 grant funding that has been used to augment preventive maintenance expense in the General Fund since the recession that began in late 2007. Previous to the recession, 5307 funding was fully used for capital investment. Due to the improved economy, General Fund revenue has increased sufficiently for 5307 funding to again be utilized for capital investment. Self-employment tax and state-in-lieu revenues have been increased for FY 2016-17 to reflect an increase in actual receipts during FY 2015-16. Total estimates for payroll-related tax revenue for FY 2016-17 remain conservative.
- Requirements – There are several actions affecting General Fund expenditures: (1) a restructuring of internal departments, including the addition of key positions; (2) creating an in-house Public Safety Services division rather than contracting for this service; (3) adding a budget for contractual service for the period before the vacant finance manager and controller positions in Finance are filled; (4) moving budgeted funds for travel and training to the Human Resources and Executive divisions to enhance control and recordkeeping over training; and (5) correcting minor errors in the Adopted Budget.

Additionally, this Supplemental Budget incorporates adjustments to comply with the Fund Balance and Budgetary Reserve Policy approved by the Board on August 17, 2016. Ending working capital (or unrestricted fund balance) is budgeted equal to two months of operating expenditures and is not appropriated. This is a change from the prior policy of appropriating all ending working capital/fund balance as a reserve. The balance of working capital is budgeted for transfer to the Capital Projects Fund.

Accessible Services Fund

- Resources – Federal and state grant revenue are increased for Oregon Department of Transportation (ODOT) Agreement No. 31386, which funds 100 percent of three pilot programs in the Accessible Services Fund and provides match for federal funding.

- Requirements – Appropriations are increased for the three pilot programs, which: (1) increase public transportation service for seniors and individuals with disabilities between Florence and Yachats; (2) reinitiates a half-fare program with revised eligibility requirements and adds a customer service animal eligibility program through the Accessible Transportation Eligibility Pilot Program; and (3) maintains a regional volunteer driving pool.

Capital Projects Fund

- Resources – Federal 5307 formula funding is anticipated for the Willow Creek Station, the West Eugene EmX Extension, purchase of eleven 40-foot buses, the bus parking lot and Facilities office expansion project, security upgrades, and other small projects. A federal 5309 grant also will be used to fund the West Eugene EmX Extension. The MovingAhead project will use a Surface Transportation Improvement Program Enhance grant. From the State, lottery funding is programmed for the West Eugene EmX Extension, and *ConnectOregon* funding is anticipated for the Santa Clara/River Road Station and will fund the City of Eugene pedestrian bridge project.
- Requirements – The FY 2016-17 amended Capital Projects Fund budget includes appropriations for the ongoing West Eugene EmX Extension and for new projects, including the Santa Clara/River Road and Willow Creek stations, the MovingAhead project, and various other improvements to the frequent transit network. Additionally, it funds eleven 40-foot buses and two Accessible Services vehicles; security improvements; and various station, shelter, and facilities improvements, including expanding the bus parking lot, adding electric charging stations, and improving the fuel dispensing and bus interior cleaning systems. Appropriations also are included for an automated vehicle locator system and for computers, communications, and shop and other equipment.

RESULTS OF RECOMMENDED ACTION:

The Fiscal Year 2016-2017 Adopted Budget will be modified for the noted changes so that anticipated expenditures and transfers will not exceed amended appropriations as required by Oregon Local Budget Law.

- ATTACHMENTS:**
- (1) Proposed Fiscal Year 2016-2017 Supplemental Budget Summary by Fund
 - (2) LTD Resolution No. 2016-09-21-034

PROPOSED MOTION: I move approval of LTD Resolution No. 2016-09-21-034, which amends the LTD Fiscal Year 2016-2017 budget as represented in the resolution.

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

Resources	FY 2015-16 Budget	FY 2015-16 Estimate	FY 2016-17 Adopted	FY 16-17 Supplemental (1) Change	FY 2016-17 Amended
Beginning Working Capital	\$17,908,200	\$22,537,340	\$32,084,900	(\$1,244,904)	\$30,839,996
Operating Revenues					
Cash Fares & Passes	4,714,500	4,453,264	4,684,037		4,684,037
Group Passes	2,550,000	2,522,038	2,640,000		2,640,000
Advertising	437,000	443,887	445,000		445,000
Special Services	152,000	142,023	145,000		145,000
	\$7,853,500	\$7,561,212	\$7,914,037	\$0	\$7,914,037
Nonoperating Revenues					
Payroll Taxes	30,100,200	36,000,000	36,257,400		36,257,400
Self-employment Taxes	1,680,000	1,800,000	1,812,870	200,000	2,012,870
State-in-Lieu	200,000	340,172	350,000	62,000	412,000
Federal Assistance	5,050,000	5,437,966	5,050,000	(4,200,000)	850,000
State Assistance	0	0	0		0
Local Assistance	15,000	16,500	15,000		15,000
Miscellaneous	253,400	264,591	296,400		296,400
Interest	48,000	65,255	65,000		65,000
	\$37,346,600	\$43,924,484	\$43,846,670	(\$3,938,000)	\$39,908,670
Total Resources	\$63,108,300	\$74,023,036	\$83,845,607	(\$5,182,904)	\$78,662,703

Requirements	FY 2015-16 Budget	FY 2015-16 Estimate	FY 2016-17 Adopted	FY 16-17 Supplemental (1) Change	FY 2016-17 Amended
Operating Requirements					
Personnel Services	31,626,600	28,002,957	35,893,193	82,759	35,975,952
Materials & Services	9,848,200	8,318,788	9,995,675	67,114	10,062,789
Insurance & Risk Services	1,108,300	955,100	1,053,718	10,800	1,064,518
	\$42,583,100	\$37,276,845	\$46,942,586	\$160,673	\$47,103,259
Transfers					
Transfer to Accessible Services Fund	2,586,900	1,733,596	2,508,791		2,508,791
Transfer to Medicaid Fund	195,000	1,260,127	275,000		275,000
Transfer to Capital Projects Fund	1,667,600	1,667,600	2,509,300	15,978,623	18,487,923
	\$4,449,500	\$4,661,323	\$5,293,091	\$15,978,623	\$21,271,714
Reserves					
Operating Contingency	1,000,000		1,000,000		1,000,000
Self-Insurance, Risk, and HRA Liability	1,000,000		1,000,000		1,000,000
Working Capital	14,075,700		29,609,930	(29,609,930)	0
	\$16,075,700	\$0	\$31,609,930	(\$29,609,930)	\$2,000,000
Total Requirements	\$63,108,300	\$41,938,168	\$83,845,607	(\$13,470,634)	\$70,374,973
Unappropriated Ending Working Capital				\$8,287,730	\$8,287,730
Requirements and Working Capital	\$63,108,300	\$41,938,168	\$83,845,607	(\$5,182,904)	\$78,662,703

Total FTE	322.52	322.52	342.52	19.75	362.27
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Percentage Change Analysis	FY 2015-16 Estimate compared with FY 2014-15 Actual	FY 2016-17 Adopted compared with FY 2015-16 Budget		FY 2016-17 Amended compared with FY 2015-16 Budget
Total Resources	15.0%	32.9%		24.6%
Total Operating Revenues	-4.2%	0.8%		0.8%
Total Nonoperating Revenues	13.8%	17.4%		6.9%
Total Requirements	0.2%	32.9%		11.5%
Total Operating Requirements	0.8%	10.2%		10.6%
Total Transfers	-3.6%	19.0%		378.1%
Total Reserves		96.6%		-87.6%



**Lane Transit District
Department Summary
Fiscal Year 2016-2017**

Department Budget	FY 2015-16 Budget	FY 2015-16 Estimate	FY 2016-17 Adopted	FY 16-17 Supplemental (1) Change	FY 2016-17 Amended
EXECUTIVE OFFICE					
Executive Office					
Personnel Services	556,000	524,579	527,970	231,677	759,647
Materials & Services	175,100	154,080	200,015	6,525	206,540
	\$731,100	\$678,659	\$727,985	\$238,202	\$966,187
Public Affairs					
Personnel Services	124,600	103,643	126,200	293,680	419,880
Materials & Services	147,500	132,380	188,750	8,600	197,350
	\$272,100	\$236,023	\$314,950	\$302,280	\$617,230
Internal Audit					
Personnel Services	129,700	106,093	128,900	0	128,900
Materials & Services	9,700	4,630	10,700	(1,500)	9,200
	\$139,400	\$110,723	\$139,600	(\$1,500)	\$138,100
ADMINISTRATIVE SERVICES					
Human Resources					
Personnel Services	736,000	653,750	805,042	(56,834)	748,208
Materials & Services	328,000	279,000	358,500	83,000	441,500
	\$1,064,000	\$932,750	\$1,163,542	\$26,166	\$1,189,708
Finance					
Personnel Services	954,000	846,900	1,043,950	25,542	1,069,492
Materials & Services	233,700	251,460	293,800	431,000	724,800
	\$1,187,700	\$1,098,360	\$1,337,750	\$456,542	\$1,794,292
Information Technology					
Personnel Services	598,300	437,150	551,523	(42,608)	508,915
Materials & Services	468,200	409,800	580,100	(6,800)	573,300
	\$1,066,500	\$846,950	\$1,131,623	(\$49,408)	\$1,082,215
Insurance & Risk Services					
Materials & Services	9,000	8,000	10,800	5,400	16,200
Insurance & Risk Services	1,108,300	955,100	1,053,718	5,400	1,059,118
	\$1,117,300	\$963,100	\$1,064,518	\$10,800	\$1,075,318
CUSTOMER SERVICES & PLANNING					
Customer Services					
Personnel Services	644,200	553,300	662,462	107,870	770,332
Materials & Services	42,800	17,048	31,270	(4,000)	27,270
	\$687,000	\$570,348	\$693,732	\$103,870	\$797,602
Accessible Services					
Personnel Services	93,900	140,430	136,827	(15,599)	121,228
Materials & Services	0	0	0	(2,000)	(2,000)
	\$93,900	\$140,430	\$136,827	(\$17,599)	\$119,228
Marketing					
Personnel Services	661,800	569,540	584,747	13,198	597,945
Materials & Services	592,800	527,300	592,800	25,000	617,800
	\$1,254,600	\$1,096,840	\$1,177,547	\$38,198	\$1,215,745
Planning & Development					
Personnel Services	269,700	307,350	335,671	42,315	377,986
Materials & Services	57,400	54,700	178,900	(5,800)	173,100
	\$327,100	\$362,050	\$514,571	\$36,515	\$551,086
Service Planning					
Personnel Services	527,900	450,050	556,676	(32,536)	524,140
Materials & Services	114,500	124,600	96,800	(200)	96,600
	\$642,400	\$574,650	\$653,476	(\$32,736)	\$620,740
Point2point					
Personnel Services	512,400	449,300	567,725	(9,953)	557,772
Materials & Services	662,500	439,100	455,550	(4,125)	451,425
	\$1,174,900	\$888,400	\$1,023,275	(\$14,078)	\$1,009,197
Facilities Management					
Personnel Services	988,300	905,746	1,166,590	(289)	1,166,301
Materials & Services	1,367,400	1,464,700	1,531,600	75,000	1,606,600
	\$2,355,700	\$2,370,446	\$2,698,190	\$74,711	\$2,772,901



**Lane Transit District
Department Summary
Fiscal Year 2016-2017**

Department Budget	FY 2015-16 Budget	FY 2015-16 Estimate	FY 2016-17 Adopted	FY 16-17 Supplemental (1) Change	FY 2016-17 Amended
OPERATIONS & CUSTOMER SATISFACTION					
Transit Operations					
Personnel Services	19,830,000	17,278,900	23,156,108	(1,077,511)	22,078,597
Materials & Services	865,600	870,600	1,069,250	(859,800)	209,450
	\$20,695,600	\$18,149,500	\$24,225,358	(\$1,937,311)	\$22,288,047
Maintenance					
Personnel Services	4,576,700	4,181,400	4,977,579	(54,873)	4,922,706
Materials & Services	4,430,200	3,255,400	4,013,650	59,290	4,072,940
	\$9,006,900	\$7,436,800	\$8,991,229	\$4,417	\$8,995,646
Transit Training					
Personnel Services	219,800	267,176	239,924	(11,283)	228,641
Materials & Services	41,400	37,750	27,550	(6,500)	21,050
	\$261,200	\$304,926	\$267,474	(\$17,783)	\$249,691
Intelligent Transportation Systems					
Personnel Services	203,300	227,650	325,299	(15,409)	309,890
Materials & Services	302,400	288,240	355,640	(1,300)	354,340
	\$505,700	\$515,890	\$680,939	(\$16,709)	\$664,230
Public Safety Services					
Personnel Services				685,372	685,372
Materials & Services				270,724	270,724
	\$0	\$0	\$0	\$956,096	\$956,096
Total	\$42,583,100	\$37,276,845	\$46,942,586	\$160,673	\$47,103,259

Summary by Type	FY 2015-16 Budget	FY 2015-16 Estimate	FY 2016-17 Adopted	FY 16-17 Supplemental (1) Change	FY 2016-17 Amended
Personnel Services	31,626,600	28,002,957	35,893,193	82,759	35,975,952
Materials & Services	9,848,200	8,318,788	9,995,675	67,114	10,062,789
Insurance & Risk Services	1,108,300	955,100	1,053,718	10,800	1,064,518
Total	\$42,583,100	\$37,276,845	\$46,942,586	160,673	47,103,259

Personnel Profile	FY 2015-16 Budget	FY 2015-16 Estimate	FY 2015-16 Adopted	FY 16-17 Supplemental (1) Change	FY 2016-17 Amended
Executive Office	4.00	4.00	4.00	1.00	5.00
Public Affairs	1.00	1.00	1.00	3.00	4.00
Internal Audit	1.00	1.00	1.00	0.00	1.00
Human Resources	6.40	6.40	6.40	(0.40)	6.00
Finance	9.10	9.10	9.00	0.70	9.70
Information Technology	5.30	5.30	5.40	(0.30)	5.10
Customer Services	6.60	6.60	6.60	1.90	8.50
Accessible Services	2.60	2.60	2.60	(0.10)	2.50
Marketing	8.30	8.30	7.30	0.20	7.50
Planning & Development	5.64	5.64	5.94	0.90	6.84
Service Planning	3.70	3.70	3.70	(0.20)	3.50
Point2point	4.78	4.78	4.48	(0.10)	4.38
Facilities Management	10.10	10.10	11.10	(0.10)	11.00
Transit Operations	206.40	206.40	226.40	(0.40)	226.00
Maintenance	44.40	44.40	44.40	(0.40)	44.00
Transit Training	1.10	1.10	1.10	(0.10)	1.00
Intelligent Transportation Services	2.10	2.10	2.10	(0.10)	2.00
Public Safety Services				14.25	14.25
Total Full Time Equivalent (FTE)	322.52	322.52	342.52	19.75	362.27



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

Resources	FY 2015-16 Budget	FY 2015-16 Estimate	FY 2016-17 Adopted	FY 16-17 Supplemental (1) Change	FY 2016-17 Amended
Beginning Working Capital	\$215,200	\$212,330	\$212,200		\$212,200
Operating Revenues					
Passenger Fares	362,200	337,246	348,500		348,500
Federal Assistance	2,697,400	2,660,461	2,672,167	2,000	2,674,167
State Assistance	1,076,300	1,035,446	1,119,029	197,300	1,316,329
Local Assistance	123,200	123,400	123,408		123,408
Miscellaneous	0	50	0		0
	\$4,259,100	\$4,156,603	\$4,263,104	\$199,300	\$4,462,404
Other Sources					
Transfer from General Fund	2,586,900	1,733,596	2,508,791		2,508,791
	\$2,586,900	\$1,733,596	\$2,508,791	\$0	\$2,508,791
Total Resources	\$7,061,200	\$6,102,529	\$6,984,095	\$199,300	\$7,183,395

Requirements	FY 2015-16 Budget	FY 2015-16 Estimate	FY 2016-17 Adopted	FY 16-17 Supplemental (1) Change	FY 2016-17 Amended
Operating Requirements					
Eugene/Springfield Services					
ADA RideSource	5,823,800	4,949,645	5,819,400		5,819,400
Transit Training and Hosts	144,400	114,030	149,695		149,695
Special Transport	99,900	117,872	100,500		100,500
	\$6,068,100	\$5,181,547	\$6,069,595	\$0	\$6,069,595
Rural Lane County Services					
South Lane	124,900	128,104	126,200		126,200
Florence	193,800	186,265	199,600	75,000	274,600
Oakridge	243,800	209,587	233,100		233,100
	\$562,500	\$523,956	\$558,900	\$75,000	\$633,900
Other Services					
Mobility Management	175,000	117,407	150,000		150,000
Crucial Connections	5,300	2,805	5,300		5,300
Volunteer Coordination Pilot				37,800	37,800
EZ Access Pilot				86,500	86,500
Veterans Transportation	20,300	8,081	10,300		10,300
Lane County Coordination	100,000	56,525	60,000		60,000
	\$300,600	\$184,818	\$225,600	\$124,300	\$349,900
Total Operating Requirements	\$6,931,200	\$5,890,321	\$6,854,095	\$199,300	\$7,053,395
Transfer to Capital Fund	\$0	\$0	\$0	\$0	\$0
Contingency	\$130,000	\$0	\$130,000	\$0	\$130,000
Total Requirements	\$7,061,200	\$5,890,321	\$6,984,095	\$199,300	\$7,183,395

Percentage Change Analysis	FY 2015-16 Estimate compared with FY 2014- 15 Actual	FY 2016-17 Adopted compared with FY 2015- 16 Budget		FY 2016-17 Amended compared with FY 2015-16 Budget
Total Resources	0.2%	-1.1%		1.7%
Transfer from General Fund	42.7%	-3.0%		-3.0%
Total Requirements	0.2%	-1.1%		1.7%



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

Resources	FY 2015-16 Budget	FY 2015-16 Estimate	FY 2016-17 Adopted	FY 16-17 Supplemental (1) Change	FY 2016-17 Amended
Beginning Working Capital	\$134,200	\$178,690	\$180,700	\$0	\$180,700
Operating Revenues					
Medicaid Nonemergency Medical Transport	8,578,000	9,150,700	11,175,754		11,175,754
Medicaid Waivered Transportation	638,600	430,987	454,593		454,593
State Assistance					
Interest					
	\$9,216,600	\$9,581,687	\$11,630,347	\$0	\$11,630,347
Other Sources					
Transfer from General Fund	195,000	1,260,127	275,000		275,000
	\$195,000	\$1,260,127	\$275,000	\$0	\$275,000
Total Resources	\$9,545,800	\$11,020,504	\$12,086,047	\$0	\$12,086,047

Requirements	FY 2015-16 Budget	FY 2015-16 Estimate	FY 2016-17 Adopted	FY 16-17 Supplemental (1) Change	FY 2016-17 Amended
Operating Requirements					
Medicaid Medical Services					
Services	7,197,500	8,302,300	9,247,600		9,247,600
Mobility Management	123,300	63,100	66,300		66,300
Program Administration	1,257,200	1,581,400	1,660,400		1,660,400
	\$8,578,000	\$9,946,800	\$10,974,300	\$0	\$10,974,300
Medicaid Non-Medical (Waivered) Services					
Services	608,600	619,089	690,000		690,000
Mobility Management	38,600	53,303	56,000		56,000
Program Administration	4,200	3,393	4,400		4,400
Grant Program Match Requirements	182,200	217,174	230,000		230,000
	\$833,600	\$892,959	\$980,400	\$0	\$980,400
Contingency	\$134,200	\$0	\$131,347		\$131,347
Total Requirements	\$9,545,800	\$10,839,759	\$12,086,047	\$0	\$12,086,047

Percentage Change Analysis	FY 2015-16 Estimate compared with FY 2014- 15 Actual	FY 2016-17 Adopted compared with FY 2015- 16 Budget		FY 2016-17 Amended compared with FY 2015- 16 Budget
Total Resources	23.6%	26.6%		26.6%
Total Requirements	24.1%	26.6%		26.6%



**Lane Transit District
Capital Projects Fund
Fiscal Year 2016-2017**

Resources	FY 2015-16 Budget	FY 2015-16 Estimate	FY 2016-17 Adopted	FY 16-17 Supplemental (1) Change	FY 2016-17 Amended
Beginning Working Capital	\$5,356,800	\$1,794,230	\$13,410,600	(\$13,410,600)	\$0
Grants					
Federal Assistance	78,379,700	36,210,849	58,990,035	(22,426,750)	36,563,285
State Assistance	15,483,000	15,312,915	9,177,473	1,455,382	10,632,855
Local Assistance	0	0	515,000	(515,000)	
	\$93,862,700	\$51,523,764	\$68,682,508	(\$21,486,368)	\$47,196,140
Other Sources					
Transfer from General Fund	1,667,600	1,667,600	2,509,300	15,978,623	18,487,923
Transfer from Accessible Services Fund	0	0	0		
	\$1,667,600	\$1,667,600	\$2,509,300	\$15,978,623	\$18,487,923
Total Resources	\$100,887,100	\$54,985,594	\$84,602,408	(\$18,918,345)	\$65,684,063

Requirements	FY 2015-16 Budget	FY 2015-16 Estimate	FY 2016-17 Adopted	FY 16-17 Supplemental (1) Change	FY 2016-17 Amended
Capital Outlay					
Frequent Transit Network					
West Eugene EmX Extension	72,740,000	36,641,368	40,744,200	(5,379,200)	35,365,000
Gateway EmX Extension		250	12,000	(12,000)	
Main Street-McVay Transportation Study	1,850,000	152,413	590,000	(265,000)	325,000
Santa Clara/River Road Station				3,900,000	3,900,000
Baldy View Bus Only Lane				70,000	70,000
18th & Oak Patch Traffic Signal				225,000	225,000
Franklin Boulevard Phase 1 Transit Stations				200,000	200,000
Willow Creek Station				2,000,000	2,000,000
Moving Ahead		950,561	1,590,545	409,455	2,000,000
	\$74,590,000	\$37,744,592	\$42,936,745	\$1,148,255	\$44,085,000
Other Projects					
Revenue Vehicles - Fixed Route	6,930,000	16,380	9,995,866	(2,141,866)	7,854,000
Revenue Vehicles - Accessible Services	0	880,628	875,000	(674,523)	200,477
Support Vehicles	100,000	143,025	250,000	0	250,000
Stations, Shelters & Facilities	2,421,800	815,304	3,980,304	1,894,991	5,875,295
Computer Hardware & Software	5,145,600	593,887	1,573,500	65,000	1,638,500
Intelligent Transportation Systems	698,000	165,890	3,531,300	(2,155,900)	1,375,400
Transit Security Projects	715,000	1,000,000	816,600	(715,000)	101,600
Communications Equipment	439,700	197,991	199,500	603,000	802,500
Shop Equipment	75,000	17,302	64,000	186,000	250,000
Miscellaneous Equipment	816,600		120,000	53,000	173,000
	\$17,341,700	\$3,830,407	\$21,406,070	(\$2,885,298)	\$18,520,772
Total Capital Outlay	\$91,931,700	\$41,574,999	\$64,342,815	(\$1,737,043)	\$62,605,772
Reserve for Future Capital	\$8,955,400	\$0	\$20,259,593	(\$17,181,302)	\$3,078,291
Total Requirements	\$100,887,100	\$41,574,999	\$84,602,408	(\$18,918,345)	\$65,684,063

LANE TRANSIT DISTRICT RESOLUTION NO. 2016-09-21-034

Be it resolved that appropriations for the Fiscal Year 2016-2017 Budget adopted by the Lane Transit District Board of Directors be amended as indicated below.

	Adopted	Increase (Decrease)	Amended
General Fund			
Resources			
Beginning Working Capital	32,084,904	(1,244,904)	30,840,000
Self-Employment Taxes	1,812,870	200,000	2,012,870
State-in-Lieu	350,000	62,000	412,000
Federal Assistance	5,050,000	(4,200,000)	850,000
	<u>39,297,774</u>	<u>(5,182,904)</u>	<u>34,114,870</u>
Requirements			
Personnel Services	35,893,193	82,759	35,975,952
Materials & Services	9,995,675	67,114	10,062,789
Insurance & Risk Services	1,053,718	10,800	1,064,518
Transfer to Capital Projects Fund	2,509,300	15,978,623	18,487,923
Working Capital Reserve	29,609,930	(29,609,930)	-
	<u>79,061,816</u>	<u>(13,470,634)</u>	<u>65,591,182</u>
*Unappropriated Ending Working Capital	-	8,287,730	8,287,730
	<u>79,061,816</u>	<u>(5,182,904)</u>	<u>73,878,912</u>

* Unappropriated Ending Working Capital is not appropriated and is shown for informational purposes only.

Accessible Services fund

Resources			
Federal Assistance	2,672,167	2,000	2,674,167
State Assistance	1,119,029	197,300	1,316,329
	<u>3,791,196</u>	<u>199,300</u>	<u>3,990,496</u>
Requirements			
Rural Lane County Services - Florence	199,600	75,000	274,600
Volunteer Coordination Pilot		37,800	37,800
EZ Access Pilot		86,500	86,500
	<u>199,600</u>	<u>199,300</u>	<u>398,900</u>

Capital Projects Fund

Resources			
Beginning Working Capital	13,410,600	(13,410,600)	-
Federal Assistance	58,990,035	(22,426,750)	36,563,285
State Assistance	9,177,473	1,455,382	10,632,855
Local Assistance	515,000	(515,000)	-
Transfer from General Fund	2,509,300	15,978,623	18,487,923
Total Resources	<u>84,602,408</u>	<u>(18,918,345)</u>	<u>65,684,063</u>
Requirements			
West Eugene EmX Extension	40,744,200	(5,379,200)	35,365,000
Gateway EmX Extension	12,000	(12,000)	-
Main Street-McVay Transportation Study	590,000	(265,000)	325,000
Santa Clara/River Road Station		3,900,000	3,900,000
Baldy View Bus Only Lane		70,000	70,000
18th & Oak Patch Traffic Signal		225,000	225,000
Franklin Boulevard Phase 1 Transit Stations		200,000	200,000
Willow Creek Station		2,000,000	2,000,000
Moving Ahead	1,590,545	409,455	2,000,000
Revenue Vehicles - Fixed Route	9,995,866	(2,141,866)	7,854,000
Revenue Vehicles - Accessible Services	875,000	(674,523)	200,477
Support Vehicles	250,000		250,000
Stations, Shelters & Facilities	3,980,304	1,894,991	5,875,295
Computer Hardware & Software	1,573,500	65,000	1,638,500
Intelligent Transportation Systems	3,531,300	(2,155,900)	1,375,400
Transit Security Projects	816,600	(715,000)	101,600
Communications Equipment	199,500	603,000	802,500
Shop Equipment	64,000	186,000	250,000
Miscellaneous Equipment	120,000	53,000	173,000
Reserve for Future Capital	20,259,593	(17,181,302)	3,078,291
Total Requirements	<u>84,602,408</u>	<u>(18,918,345)</u>	<u>65,684,063</u>

Adopted by Lane Transit District Board of Directors on the 21st day of September, 2016.

Board President

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 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 August 16 meeting, the Committee approved the LTD Reasonable Accommodation Policy.
2. **LTD Pension Trusts:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board Member Gary Gillespie serves as one of the trustees. At the August 17 meeting, the trustees approved the new Travel Policy for the plans; and approved a split of the third party administrator fees, with 65 percent being charged to the Amalgamated Transit Union plan and 35 percent being charged to the Salaried plan.
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 September 1 meeting, MPC approved the Metropolitan Transportation Improvement Program to program Surface Transportation Program funds for the Main McVay Transit Study. The group discussed Surface Transportation Improvement Program (STIP) Enhance non-highway funding priorities; continued the discussion of Congestion Mitigation and Air Quality (CMAQ) funding for Eugene, Springfield, and Salem areas that are now eligible; and finalized the letter to the Joint Legislative Committee on Transportation Preservation and Modernization calling for an increase in the gas tax.

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 September 14 meeting, the Commission made final changes to the Joint Legislative Committee on Transportation Preservation and Modernization and reviewed its work program; received an update on the SuperACT's determination of funding for STIP Enhance proposals; LTD, Oregon Department of Transportation, and Lane County staff gave a presentation on rural routes and services; and discussed topics for the Oregon Freight Advisory Committee's visit with the ACT in October.

NO MEETINGS HELD:

1. **Vision Zero Task Force:** The City of Eugene, as part of its Vision Zero implementation, has developed a Vision Zero Task Force. Board Member Carl Yeh has been appointed the LTD representative to the Task Force. The first meeting will be held on September 21.
2. **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.
3. **EmX Steering Committee:** The EmX Steering Committee generally meets every two months and is composed of Chair Carl Yeh, Board Members Julie Grossman and Gary Gillespie, members of local units of government, and community representatives. The next meeting is scheduled to be held on October 4.
4. **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 September 6 meeting was canceled. The next meeting is scheduled to be held on October 13.
5. **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 September 19 meeting was canceled; the next meeting is tentatively scheduled to be held on October 17.
6. **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.
7. **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.
8. **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: September 21, 2016

ITEM TITLE: MONTHLY FINANCIAL REPORTS

PREPARED BY: Ralph J. Lambert, Interim Controller

ACTION REQUESTED: None

BACKGROUND:

Following this summary are the June 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 10.4 percent over budget through June 30. The primary driver is payroll-related taxes, which are \$4.3 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.

Downward ridership trends account for the year-to-date passenger fare revenue being 1.2 percent below budget (an improvement from December 31, 2015, when passenger fares were 4.9 percent below budget).

Personnel Services costs as of June 30 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. Year-to-date fuel prices continue to contribute positively to the budget. However, the year-to-date price per gallon is currently \$.53 over the budgeted price per gallon of \$3.15 as a result of fuel transfers from the off-site fuel storage.

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 39.2 percent below budget as of June 30. Total Expenditures are also under budget year to date by 13 percent.

Medicaid Fund

Year-to-date revenue is 12.1 percent over budget through June 30. 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.

Capital Projects Fund

West Eugene EmX construction is the primary driver of Capital Projects Fund costs. A total of \$41.1 million has been paid on the project through June 30. 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: June 2016 Financial Reports

PROPOSED MOTION: None

Q:\Reference\Board Packet\2016\September\Reg Mtg 09-21-16\Financial Report - June 2016 - AIS.docx



Lane Transit District
General Fund
 Schedule of Revenues and Expenditures
June 30, 2016
 Unaudited

June 01 - 30					Revenues & Other Sources		Year to Date Through June 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
365,790	377,646	103.2%	368,710	102.4%	Passenger Fares	4,714,500	4,640,737	4,657,379	100.4%	4,714,500	98.8%
232,022	213,784	92.1%	235,000	91.0%	Group Pass	2,550,000	2,642,185	2,565,681	97.1%	2,550,000	100.6%
-	-	N/A	-	N/A	Advertising	437,000	437,950	443,887	101.4%	437,000	101.6%
-	-	N/A	-	N/A	Special Service	152,000	172,997	141,358	81.7%	152,000	93.0%
597,812	591,430	98.9%	603,710	98.0%	Total Operating	7,853,500	7,893,869	7,808,305	98.9%	7,853,500	99.4%
4,312,305	(278,344)	-6.5%	189,400	-147.0%	Payroll Tax	30,100,200	30,981,560	34,394,558	111.0%	30,100,200	114.3%
21,838	33,112	151.6%	5,000	662.2%	Self-employment Tax	1,680,000	1,683,987	1,902,866	113.0%	1,680,000	113.3%
87,704	124,624	142.1%	50,000	249.2%	State-in-Lieu	200,000	609,979	400,795	65.7%	200,000	200.4%
140,960	50,716	36.0%	422,010	12.0%	Operating Grants	5,065,000	4,891,254	5,054,161	103.3%	5,065,000	99.8%
4,071	8,805	216.3%	17,320	50.8%	Miscellaneous	253,400	375,877	258,052	68.7%	253,400	101.8%
2,047	13,454	657.3%	4,000	336.4%	Interest Income	48,000	52,359	99,207	189.5%	48,000	206.7%
4,568,925	(47,633)	-1.0%	687,730	-6.9%	Total Nonoperating	37,346,600	38,595,016	42,109,639	109.1%	37,346,600	112.8%
5,166,737	543,797	10.5%	1,291,440	42.1%	Total Revenues & Other Sources	45,200,100	46,488,885	49,917,944	107.4%	45,200,100	110.4%

June 01 - 30					Expenditures & Other Uses		Year to Date Through June 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
803,187	785,187	97.8%	898,640	87.4%	Administration	10,815,800	9,855,027	10,183,462	103.3%	10,815,800	94.2%
1,585,244	1,813,384	114.4%	1,829,380	99.1%	Amalgamated Transit Union	21,958,500	19,422,721	21,090,410	108.6%	21,958,500	96.0%
(104,260)	(55,534)	53.3%	(95,550)	58.1%	Less Grant-Funded Expenditures	(1,147,700)	(897,655)	(777,784)	86.6%	(1,147,700)	67.8%
2,284,171	2,543,037	111.3%	2,632,470	96.6%	Total Personnel Services	31,626,600	28,380,093	30,496,088	107.5%	31,626,600	96.4%
22,100	20,795	94.1%	21,730	95.7%	Executive Office	332,300	294,830	287,588	97.5%	332,300	86.5%
208,088	200,559	96.4%	167,520	119.7%	Administrative Services	2,147,200	1,789,668	1,821,305	101.8%	2,147,200	84.8%
284,979	266,247	93.4%	252,344	105.5%	Customer Services & Planning	2,837,400	2,164,391	2,367,044	109.4%	2,837,400	83.4%
300,536	1,236,142	411.3%	464,498	266.1%	Operations & Customer Satisfaction	5,639,600	4,418,296	4,282,424	96.9%	5,639,600	75.9%
815,703	1,723,743	211.3%	906,092	190.2%	Total Materials & Services	10,956,500	8,667,185	8,758,361	101.1%	10,956,500	79.9%
173,249	(334,484)	-193.1%	215,520	-155.2%	Transfer to Accessible Services Fund	2,586,900	1,214,451	1,578,796	130.0%	2,586,900	61.0%
84,245	(322,942)	-383.3%	16,250	-1987.3%	Transfer to Medicaid Fund	440,000	272,000	657,537	241.7%	440,000	149.4%
-	-	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%
257,494	(657,426)	-255.3%	231,770	-283.7%	Total Other Uses	4,449,500	4,837,551	3,903,933	80.7%	4,449,500	87.7%
3,357,368	3,609,354	107.5%	3,770,332	95.7%	Total Expenditures & Other Uses	47,032,600	41,884,829	43,158,382	103.0%	47,032,600	91.8%

(2,289,976)	(2,565,840)	112.0%	(2,478,892)	103.5%	Revenues less Expenditures	(1,832,500)	504,711	7,259,280	1438.3%	(1,832,500)	-396.1%
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Lane Transit District
Accessible Services Fund
 Schedule of Revenues and Expenditures
June 30, 2016
 Unaudited

June 01 - 30					Revenues & Other Sources		Year to Date Through June 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
37,095	27,659	74.6%	30,110	91.9%	Passenger Fares	362,200	355,814	349,938	98.3%	362,200	96.6%
227,309	108,058	47.5%	229,690	47.0%	Federal Assistance	2,758,700	2,853,991	2,639,931	92.5%	2,758,700	95.7%
130,083	69,705	53.6%	91,250	76.4%	State Assistance	1,099,400	1,343,441	1,044,898	77.8%	1,099,400	95.0%
874	857	98.1%	10,120	8.5%	Local Assistance	123,200	110,144	125,921	114.3%	123,200	102.2%
395,361	206,279	52.2%	361,170	57.1%	Total Revenues	4,343,500	4,663,390	4,160,688	89.2%	4,343,500	95.8%
173,249	(369,594)	-213.3%	215,440	-171.6%	Transfer from General Fund	2,587,700	1,214,451	1,573,537	129.6%	2,587,700	60.8%
173,249	(369,594)	-213.3%	215,440	-171.6%	Total Other Sources	2,587,700	1,214,451	1,573,537	129.6%	2,587,700	60.8%
568,610	(163,315)	-28.7%	576,610	-28.3%	Total Revenues & Other Sources	6,931,200	5,877,841	5,734,225	97.6%	6,931,200	82.7%

June 01 - 30					Expenditures & Other Uses		Year to Date Through June 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
418,352	267,548	64.0%	485,390	55.1%	ADA RideSource	5,823,800	4,922,226	5,078,977	103.2%	5,823,800	87.2%
9,827	9,090	92.5%	11,960	76.0%	Transit Training & Hosts	144,400	112,086	112,415	100.3%	144,400	77.8%
9,735	6,657	68.4%	8,270	80.5%	Special Transport	99,900	99,806	112,030	112.2%	99,900	112.1%
437,914	283,295	64.7%	505,620	56.0%	Total Eugene/Springfield Services	6,068,100	5,134,118	5,303,422	103.3%	6,068,100	87.4%
9,093	8,379	92.1%	10,280	81.5%	South Lane	124,900	129,157	127,503	98.7%	124,900	102.1%
14,269	15,838	111.0%	15,930	99.4%	Florence	193,800	183,134	186,635	101.9%	193,800	96.3%
16,646	18,581	111.6%	20,390	91.1%	Oakridge	243,800	203,189	211,660	104.2%	243,800	86.8%
40,008	42,798	107.0%	46,600	91.8%	Total Rural Lane County Services	562,500	515,480	525,798	102.0%	562,500	93.5%
16,568	7,585	45.8%	14,620	51.9%	Mobility Management	175,000	128,130	113,971	88.9%	175,000	65.1%
20	371	1855.0%	350	106.0%	Crucial Connections	5,300	3,319	3,602	108.5%	5,300	68.0%
2,961	958	32.4%	1,600	59.9%	Veterans Transportation	20,300	20,893	8,515	40.8%	20,300	41.9%
6,671	9,983	149.6%	8,370	119.3%	Lane County Coordination	100,000	78,801	75,599	95.9%	100,000	75.6%
26,220	18,897	72.1%	24,940	75.8%	Total Other Services	300,600	231,143	201,687	87.3%	300,600	67.1%
504,142	344,990	68.4%	577,160	59.8%	Total Expenditures & Other Uses	6,931,200	5,880,741	6,030,907	102.6%	6,931,200	87.0%

64,468	(508,305)	-788.5%	(550)	92419.1%	Revenues less Expenditures	-	(2,900)	(296,682)	10230.4%	-	N/A
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Lane Transit District
Medicaid Fund
 Schedule of Revenues and Expenditures
June 30, 2016
 Unaudited

June 01 - 30					Revenues & Other Sources		Year to Date Through June 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
650,336	832,256	128.0%	714,650	116.5%	Medicaid Nonemergency Medical Transportation	8,578,000	7,861,688	9,192,314	116.9%	8,578,000	107.2%
62,037	101,356	163.4%	53,290	190.2%	Medicaid Waivered Transportation	638,600	648,172	704,137	108.6%	638,600	110.3%
712,373	933,612	131.1%	767,940	121.6%	Total Revenues	9,216,600	8,509,860	9,896,451	116.3%	9,216,600	107.4%
(5,431)	(293,091)	5396.6%	16,140	-1815.9%	Transfer from General Fund	440,000	182,324	657,537	360.6%	440,000	149.4%
(5,431)	(293,091)	5396.6%	16,140	-1815.9%	Total Other Sources	195,000	182,324	657,537	360.6%	195,000	337.2%
706,942	640,521	90.6%	784,080	81.7%	Total Revenues & Other Sources	9,411,600	8,692,184	10,553,988	121.4%	9,411,600	112.1%

June 01 - 30					Expenditures & Other Uses		Year to Date Through June 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
683,359	609,091	89.1%	599,700	101.6%	Services	7,197,500	6,613,501	8,189,620	123.8%	7,197,500	113.8%
8,651	8,928	103.2%	10,330	86.4%	Mobility Management	123,300	111,162	68,537	61.7%	123,300	55.6%
115,443	136,977	118.7%	104,620	130.9%	Program Administration	1,257,200	1,182,111	1,557,094	131.7%	1,257,200	123.9%
807,453	754,996	93.5%	714,650	105.6%	Total Medicaid NEMT (Medical)	8,578,000	7,906,774	9,815,251	124.1%	8,578,000	114.4%
58,659	52,993	90.3%	50,680	104.6%	Services	608,600	595,635	695,754	116.8%	608,600	114.3%
5,349	3,240	60.6%	3,180	101.9%	Mobility Management	38,600	40,922	35,366	86.4%	38,600	91.6%
297	370	124.6%	240	154.2%	Program Administration	4,200	3,726	4,293	115.2%	4,200	102.2%
16,985	19,171	112.9%	15,220	126.0%	Grant Program Match Requirements	182,200	190,265	186,361	97.9%	182,200	102.3%
81,290	75,774	93.2%	69,320	109.3%	Total Medicaid Waivered (Non-Medical)	833,600	830,548	921,774	111.0%	833,600	110.6%
888,743	830,770	93.5%	783,970	106.0%	Total Expenditures & Other Uses	9,411,600	8,737,322	10,737,025	122.9%	9,411,600	114.1%

(181,801)	(190,249)	104.6%	110	-172953.6%	Revenues less Expenditures	-	(45,138)	(183,037)	405.5%	-	N/A
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Lane Transit District
Capital Projects Fund
 Schedule of Revenues and Expenditures
June 30, 2016
 Unaudited

June 01 - 30					Revenues & Other Sources		Year to Date Through June 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
2,643,796	122,851	4.6%	6,531,660	1.9%	Federal Assistance	78,379,700	17,051,329	35,060,350	205.6%	78,379,700	44.7%
3,033,762	-	0.0%	1,290,250	0.0%	State Assistance	15,483,000	3,033,762	5,374,812	177.2%	15,483,000	34.7%
5,684,008	149,243	2.6%	7,821,910	1.9%	Total Revenues	93,862,700	20,091,541	40,576,553	202.0%	93,862,700	43.2%
-	-	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%
5,684,008	149,243	2.6%	7,821,910	1.9%	Total Revenues & Other Sources	95,530,300	23,442,641	42,244,153	180.2%	95,530,300	44.2%

June 01 - 30					Expenditures & Other Uses		Year to Date Through June 30				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
3,097,690	3,021,600	97.5%	6,061,630	49.8%	West Eugene EmX Extension	72,740,000	15,573,516	41,128,953	264.1%	72,740,000	56.5%
6,314	45,166	715.3%	16,630	271.6%	Main Street/McVay Transit Study	200,000	530,155	233,024	44.0%	200,000	116.5%
156,197	49,679	31.8%	137,500	36.1%	MovingAhead	1,650,000	370,309	720,088	194.5%	1,650,000	43.6%
3,260,201	3,116,445	95.6%	6,215,760	50.1%	Total Frequent Transit Network	74,590,000	16,484,351	42,082,315	255.3%	74,590,000	56.4%
1,035	-	0.0%	577,390	0.0%	Revenue Vehicles - Fixed Route	6,930,000	2,865,601	81,970	2.9%	6,930,000	1.2%
3,661	-	0.0%	8,370	0.0%	Support Vehicles	100,000	78,371	128,416	163.9%	100,000	128.4%
3,479,465	623,100	17.9%	921,900	67.6%	Stations, Shelters & Facilities	1,830,800	4,163,558	1,816,244	43.6%	1,830,800	99.2%
89,235	30,934	34.7%	428,800	7.2%	Computer Hardware & Software	5,145,600	1,335,475	950,298	71.2%	5,145,600	18.5%
75	55,300	73733.3%	3,880	1425.3%	Intelligent Transportation Systems	698,000	6,252	221,190	3537.9%	698,000	31.7%
-	-	N/A	29,070	0.0%	Transit Security Projects	715,000	9,939	1,006,790	10129.7%	715,000	140.8%
-	-	N/A	-	N/A	Communications Equipment	439,700	41,723	197,887	474.3%	439,700	45.0%
-	-	N/A	6,250	0.0%	Shop Equipment	75,000	107,134	18,173	17.0%	75,000	24.2%
-	-	N/A	68,050	0.0%	Miscellaneous Equipment	816,600	5,103	-	0.0%	816,600	0.0%
3,577,807	709,363	19.8%	2,043,710	34.7%	Total Other Capital Outlay	16,750,700	8,739,800	5,301,583	60.7%	16,750,700	31.6%
6,838,008	3,825,808	55.9%	8,259,470	46.3%	Total Expenditures & Other Uses	91,340,700	25,224,151	47,383,898	187.9%	91,340,700	51.9%

(1,154,000)	(3,676,565)	318.6%	(437,560)	840.2%	Revenues less Expenditures	4,189,600	(1,781,510)	(5,139,745)	288.5%	4,189,600	-122.7%
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AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 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 (Board) in establishing contract/signature authority approval levels, the general manager has requested that Procurement provide a monthly report of contracts entered into during the prior month.

ATTACHMENT: Executed Contracts - August 2016

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2016\September\Reg Mtg 09-21-16\Aug 2016 Contract Report.docx

**LANE TRANSIT DISTRICT
EXECUTED CONTRACTS
August 2016**

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	NOTES
WEE Complimentary Group Passes							
8/8/2016	Kentucky Fried Chicken	West Eugene EmX Community Outreach	Group Pass	Aug - Dec	Project Specific	\$ 140.64	Agreement for up to 25 total employees (\$1758.00); 2 employees participating
8/18/2016	HairMaster	West Eugene EmX Community Outreach	Group Pass	Aug - Dec	Project Specific	\$ 210.96	Agreement for up to 7 total employees (\$492.24); 3 employees participating
8/19/2016	Hole in the Wall BBQ	West Eugene EmX Community Outreach	Group Pass	Aug - Dec	Project Specific	\$ 140.64	Agreement for up to 8 total employees (\$562.56); 2 employees participating
8/24/2016	Oregon Community Credit Union	West Eugene EmX Community Outreach	Group Pass	Aug - Dec	Project Specific	\$ 140.64	Agreement for up to 11 total employees (\$773.52); 2 employees participating
Contracts							
8/16/2016	Red Barn Natural Grocery	Group Pass Program	Revenue	Aug 16 - Dec 2017	Annual/auto renew	\$ 4,200.50	Agreement for 25 employees; Contract total represents service fee and per participant cost for initial term. Each term thereafter will be at a cost of \$3252 annually for the employer.
8/23/2016	City of Eugene	LTD Cantilever Shelter Relocation at Willamette Street and 12th Alley	IGA	Project Specific	NA	\$ 9,000.00	Total bid was for \$18,000. LTD and the City are sharing the costs at 50% as the relocation of the shelter has been added to the City's 2016 Paving Project along Willamette Street.
8/25/2016	Elms Landscape Services, Inc.	Landscape Maintenance Services	Extension	Aug 1, 2016 - Jan 10, 2017	Annual	\$ 87,677.83	Change Notice #5; This is the final extension. Contract expires January 2017. Contract value represents the average of last three years' expenditure with vendor (based upon calendar year).
8/25/2016	Cindi Hamm, CPA	CPA Services	Amendment/ Extension	Jul 1 - Dec 31	NA	\$ 100,000.00	Contract revision to define scope, payment terms, and deliverables, as well as to authorize work through the end of the calendar year.
8/25/2016	City of Springfield	Main-McVay Roundabout Transit Study	IGA	Jun 30, 2017	NA	\$ 9,000.00	Contract value represents LTD contribution to study; Total cost is \$18,000.
8/25/2016	City of Eugene	18th Street & Oak Patch Signalized Intersection Improvements	IGA	Mar 2018	NA	\$ 225,000.00	Contract value represents LTD's match of a \$707,462 Surface Transportation Program - Urban (STP-U) grant. City of Eugene is the Certified Agency for this grant from ODOT. Agreement expiration is six (6) months following issuance of 3rd Notification to construction contractor.
8/29/2016	Eugene Water & Electric Board	New Service - LTD West Eugene EmX Driver Relief Facility (W. 11th Avenue between Beltline & Commerce	Fixed Price	NA	NA	\$ 19,086.25	

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	NOTES
8/29/2016	Eugene Water & Electric Board	New Service - LTD West Eugene EmX Secondary Extension (W. 11th Avenue)	Fixed Price	NA	NA	\$ 3,796.99	
8/29/2016	Lobby Oregon	State Lobbying Services	Extension	Oct 1, 2016 - Sep 30, 2017	Annual	\$ 30,000.00	
8/30/2016	KL2 Connect	Employment Recruiting Services	Professional Services		Annual		Contractor engaged to assist in recruiting some of the positions in which it has been difficult to recruit or find skilled talent.
8/30/2016	Lopez and Company, LLP	Financial Management Services	Amendment/ Extension	Jul 1 - Dec 31	NA	\$ 250,000.00	Contract revision to define scope, payment terms, and deliverables, as well as to authorize work through the end of the calendar year.
Service Agreements							
8/2/2016	PeaceHealth	Sales Outlet Agreement	Revenue	Jul 1 - Dec 31	Annual/auto renew		
8/18/2016	Reality Kitchen Nonprofit, Inc.	Food Cart at Eugene Station	Commercial Lease		Annual	\$ -	Lease is being entered into on a trial basis from Aug 20, 2016 - Mar 31, 2017. If at end of trial period both parties agree to continue the lease, the lease may be renewed for up to 4 additional lease terms. LTD has waived rent during the trial. Compensation will be agreed upon at time of renewal and a change notice issued to indicate rental agreement.
8/24/2016	CBT Nuggets, LLC	Subscription: Streaming IT Video Training	Software Licenses		Annual/auto renew	\$ 4,315.68	License for two users; 3-year agreement.

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 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 August 2016.

ATTACHMENTS: August 2016 Cash Disbursements

PROPOSED MOTION: None

Q:\Reference\Board Packet\2016\September\Reg Mtg 09-21-16\Cash Disbursement AIS.docx



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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
80693	08/30/2012	BART L SWANCOAT	84.00
93268	08/04/2016	AMERICAN FAMILY LIFE	2,034.96
93271	08/04/2016	CHAPTER 13 TRUSTEE	69.23
93272	08/04/2016	CHILD SUPPORT ENFORCEMENT AGCY	160.00
93284	08/04/2016	LIFEMAP ASSURANCE COMPANY	1,711.74
93287	08/04/2016	MCDONALD'S CORPORATION	40,000.00
93291	08/04/2016	OREGON DEPARTMENT OF REVENUE	545.74
93311	08/04/2016	CAIC PRIMARY	1,227.92
93323	08/04/2016	LTD & ATU PENSION TRUST	99,272.64
93324	08/04/2016	LTD EMPLOYEES FUND	210.00
93325	08/04/2016	LTD SALARIED EMP. PENSION PLAN	20,548.93
93335	08/04/2016	PRE-PAID LEGAL SERVICES INC.	173.45
93342	08/04/2016	UNITED WAY OF LANE COUNTY	1,012.00
93345	08/04/2016	LTD SALARIED EMP. PENSION PLAN	112,080.00
93347	08/11/2016	A-1 FIRE PROTECTION	76.00
93348	08/11/2016	ADVANCED SECURITY, INC.	702.00
93352	08/11/2016	CINTAS CORPORATION	1,621.00
93364	08/11/2016	MCKENZIE SEW-ON	841.50
93366	08/11/2016	NORTHWEST NATURAL GAS	1,014.71
93370	08/11/2016	DON ROSS	325.00
93372	08/11/2016	THOMAS B SCHWETZ	226.00
93374	08/11/2016	SMALL WORLD AUTO CENTER, INC	2,335.06
93377	08/11/2016	SPRINGFIELD UTILITY BOARD	16,270.10
93379	08/11/2016	THERMO KING NORTHWEST, INC.	205.10
93381	08/11/2016	ZILKOSKI AUTO ELECTRIC, INC.	165.00
93384	08/11/2016	CUMMINS NORTHWEST, INC.	1,191.56
93388	08/11/2016	GILLIG CORPORATION	2,195.64
93389	08/11/2016	GRAINGER INC	51.28
93394	08/11/2016	MOTION & FLOW CONTROL PRD, INC	16.23
93395	08/11/2016	MUNCIE TRANSIT SUPPLY	566.38
93400	08/11/2016	SPECIAL MOBILITY SERVICES INC.	476,435.81
93401	08/11/2016	SPRAGUE PEST SOLUTIONS	65.00
93404	08/18/2016	A-1 FIRE PROTECTION	168.00
93405	08/18/2016	AMAL TRANSIT UNION #757	14,611.46
93406	08/18/2016	BARRETT BUSINESS SERVICES INC	851.20
93407	08/18/2016	BRATTAIN INTERNATIONAL TRUCKS	3,739.75
93408	08/18/2016	CHAPTER 13 TRUSTEE	69.23
93409	08/18/2016	CHILD SUPPORT ENFORCEMENT AGCY	160.00
93410	08/18/2016	COASTWIDE LABORATORIES	17.60
93413	08/18/2016	EUGENE WATER & ELECTRIC BOARD	9,252.40
93414	08/18/2016	INSIGHT PUBLIC SECTOR	1,429.28
93415	08/18/2016	JIM BARR ENT, INC.	115.00
93416	08/18/2016	DAVID B LINDELIEN	220.38
93418	08/18/2016	MCKENZIE SEW-ON	206.00
93419	08/18/2016	MEADOW VIEW SCHOOL	200.00
93420	08/18/2016	OREGON DEPARTMENT OF REVENUE	543.97
93422	08/18/2016	SELECTIVE TRANSIT PARTS	307.10
93425	08/18/2016	SMALL WORLD AUTO CENTER, INC	45.12
93427	08/18/2016	SPECIAL DISTRICTS INSURANCE SV	5,000.00
93428	08/18/2016	SPRINGFIELD MOTORS, INC.	103.25
93429	08/18/2016	THERMO KING NORTHWEST, INC.	1,035.11
93430	08/18/2016	TRANSIT LABOR EXCHANGE	750.00
93433	08/18/2016	CUMMINS NORTHWEST, INC.	10,639.46
93434	08/18/2016	DATALED TECHNOLOGIES, INC.	720.00

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
93437	08/18/2016	GILLIG CORPORATION	892.28
93439	08/18/2016	THE JERRY BROWN CO., INC.	531.96
93441	08/18/2016	LTD & ATU PENSION TRUST	95,889.17
93442	08/18/2016	LTD SALARIED EMP. PENSION PLAN	20,773.36
93443	08/18/2016	MOHAWK MANUFACTURING & SUPPLY	1,435.52
93444	08/18/2016	MOTION & FLOW CONTROL PRD, INC	441.26
93445	08/18/2016	MUNCIE TRANSIT SUPPLY	1,304.91
93446	08/18/2016	NEW FLYER OF AMERICA, INC.	263.92
93448	08/18/2016	OFFICEMAX CONTRACT, INC.	85.10
93450	08/18/2016	SPECIAL MOBILITY SERVICES INC.	216,067.24
93452	08/18/2016	UNITED WAY OF LANE COUNTY	1,012.00
93455	08/25/2016	BARRETT BUSINESS SERVICES INC	837.90
93456	08/25/2016	BRATTAIN INTERNATIONAL TRUCKS	26.45
93457	08/25/2016	COASTWIDE LABORATORIES	200.10
93458	08/25/2016	ELMS LANDSCAPE MAINTENANCE INC	11,274.00
93459	08/25/2016	EUGENE WATER & ELECTRIC BOARD	132.60
93461	08/25/2016	CINDI HAMM	28,218.55
93462	08/25/2016	HARVEY & PRICE COMPANY	4,593.00
93463	08/25/2016	ROLAND M. HOSKINS	333.00
93464	08/25/2016	KAISER BRAKE & ALIGNMENT INC.	100.70
93467	08/25/2016	LTD REIMBURSEMENT PLAN	6,491.85
93468	08/25/2016	OREGON STATE POLICE	85.50
93471	08/25/2016	PIVOT ARCHITECTURE	16,293.24
93473	08/25/2016	SIX ROBBLEES' INC	1,820.65
93474	08/25/2016	SMALL WORLD AUTO CENTER, INC	293.62
93476	08/25/2016	SPRINGFIELD UTILITY BOARD	657.77
93477	08/25/2016	THERMO KING NORTHWEST, INC.	607.57
93480	08/25/2016	WHA INSURANCE AGENCY, INC.	225.00
93481	08/25/2016	WYATT'S TIRE COMPANY	15,590.79
93485	08/25/2016	CUMMINS NORTHWEST, INC.	2,441.54
93486	08/25/2016	ENVIRONMENTAL SCIENCE &	802.50
93487	08/25/2016	GILLIG CORPORATION	1,274.02
93488	08/25/2016	GRAINGER INC	107.29
93489	08/25/2016	HDR ENGINEERING, INC.	676.65
93491	08/25/2016	IVOXY CONSULTING, LLC.	5,000.00
93492	08/25/2016	JOHN PARKER CONSULTING LLC	281.25
93494	08/25/2016	LOPEZ AND COMPANY, LLP	30,347.61
93497	08/25/2016	MOHAWK MANUFACTURING & SUPPLY	398.10
93498	08/25/2016	MUNCIE TRANSIT SUPPLY	35.80
93499	08/25/2016	NEW FLYER OF AMERICA, INC.	156.51
93500	08/25/2016	OFFICEMAX CONTRACT, INC.	932.98
93502	08/25/2016	THE PAPE GROUP	37,540.00
93504	08/25/2016	SITECRAFTING, INC.	400.00
93505	08/25/2016	SPECIAL MOBILITY SERVICES INC.	217,960.05
93506	08/25/2016	US POSTAL SERVICE	967.20
93508	08/25/2016	WANNAMAKER CONSULTING, INC.	32,976.08
93509	08/25/2016	ZONES, INC.	1,071.00
93510	09/01/2016	A-1 AUTO GLASS	85.00
93512	09/01/2016	AIR TOOL MAINTENANCE	65.00
93515	09/01/2016	BRATTAIN INTERNATIONAL TRUCKS	1,827.52
93518	09/01/2016	COASTWIDE LABORATORIES	199.05
93519	09/01/2016	KERRY K COOPER	116.50
93520	09/01/2016	PERRY A. CRAWFORD	356.50
93521	09/01/2016	PERRY A. CRAWFORD	116.50

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
93522	09/01/2016	CRESWELL CHAMBER OF COMMERCE	275.00
93523	09/01/2016	JOHN S DAHL	143.50
93524	09/01/2016	EAGLE WEB PRESS	24,546.50
93526	09/01/2016	GROVE MUELLER & SWANK, P.C.	15,000.00
93527	09/01/2016	SETH W HAMLIN	143.50
93528	09/01/2016	KELLY E HOELL	162.00
93529	09/01/2016	KELLY E HOELL	160.00
93530	09/01/2016	MARK JOHNSON	79.50
93531	09/01/2016	LARSCO, INC	91.12
93533	09/01/2016	JUSTIN MARTIN	116.50
93534	09/01/2016	JORDAN T MAY	116.50
93535	09/01/2016	JACOB H MCCALLUM	188.50
93537	09/01/2016	JULIE MCMILLAN	338.84
93540	09/01/2016	OREGON STATE POLICE	390.00
93542	09/01/2016	THOMAS B SCHWETZ	160.00
93543	09/01/2016	SIX ROBBLEES' INC	593.48
93544	09/01/2016	SMALL WORLD AUTO CENTER, INC	159.04
93546	09/01/2016	SPRINGFIELD MOTORS, INC.	274.38
93548	09/01/2016	DAVID W SVENDSEN	716.50
93549	09/01/2016	ERNEST C TURNER	548.00
93550	09/01/2016	UNITED INDUSTRIAL EQUIPMENT	99.98
93552	09/01/2016	VERIZON WIRELESS	7,809.24
93554	09/01/2016	WILLAMETTE COMM HEALTH SOLUTNS	1,173.63
93556	09/01/2016	WYATT'S TIRE COMPANY	12,695.13
93561	09/01/2016	CUMMINS NORTHWEST, INC.	15,154.53
93563	09/01/2016	GILLIG CORPORATION	2,579.35
93564	09/01/2016	GRAINGER INC	19.01
93565	09/01/2016	IVOXY CONSULTING, LLC.	1,500.00
93569	09/01/2016	MOHAWK MANUFACTURING & SUPPLY	726.00
93570	09/01/2016	MOTION & FLOW CONTROL PRD, INC	133.95
93571	09/01/2016	MUNCIE TRANSIT SUPPLY	1,321.04
93572	09/01/2016	MYRMO & SONS	2,218.50
93573	09/01/2016	NEW FLYER OF AMERICA, INC.	3,244.06
93574	09/01/2016	THE PAPE GROUP	400.00
93577	09/01/2016	SILKE COMMUNICATIONS, INC.	1,053.90
93578	09/01/2016	SPECIAL MOBILITY SERVICES INC.	189,410.20
93579	09/01/2016	SPX CORPORATION	295.03
93582	09/08/2016	AIRGAS USA, LLC	21.54
93583	09/08/2016	BARRETT BUSINESS SERVICES INC	1,489.60
93584	09/08/2016	THERESA M BRAND	545.00
93585	09/08/2016	CITY OF EUGENE	12,000.75
93586	09/08/2016	COMCAST	188.45
93587	09/08/2016	COMFORT FLOW HEATING	1,092.00
93588	09/08/2016	DISH NETWORK	102.02
93589	09/08/2016	EUGENE WATER & ELECTRIC BOARD	250.79
93592	09/08/2016	FEDEX EXPRESS SHIPPING	3.12
93593	09/08/2016	FIRST AMERICAN TITLE COMPANY	12,897.00
93594	09/08/2016	FIRST AMERICAN TITLE COMPANY	5,617.00
93599	09/08/2016	KUHN INVESTMENTS, INC.	16,713.69
93604	09/08/2016	MEYERS ENVIRONMENTAL SRVC, INC	468.36
93605	09/08/2016	MID-STATE INDUSTRIAL SERVICE	357.50
93606	09/08/2016	NORTHWEST NATURAL GAS	577.40
93607	09/08/2016	NUMOTION	332.81
93608	09/08/2016	OIL PRICE INFORMATION SERVICE	216.00

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
93609	09/08/2016	PACIFCSOURCE ADMINISTRATORS,	389.65
93610	09/08/2016	REGISTER GUARD	1,438.92
93612	09/08/2016	SIX ROBBLEES' INC	89.40
93614	09/08/2016	SPRINGFIELD UTILITY BOARD	1,455.16
93615	09/08/2016	WESTATES FLAGMAN, INC	273.40
93618	09/08/2016	BUCK'S SANITARY SERVICE, INC.	86.50
93619	09/08/2016	CUMMINS NORTHWEST, INC.	5,212.92
93620	09/08/2016	EDGE CONSTRUCTION SUPPLY	900.00
93621	09/08/2016	G4S SECURE SOLUTIONS (USA) INC	53,504.33
93622	09/08/2016	GILLIG CORPORATION	719.20
93623	09/08/2016	GRAINGER INC	1,441.15
93624	09/08/2016	JERRY'S HOME IMPROVEMENT CTR	280.53
93625	09/08/2016	MOHAWK MANUFACTURING & SUPPLY	314.82
93626	09/08/2016	MUNCIE TRANSIT SUPPLY	1,417.09
93627	09/08/2016	NEW FLYER OF AMERICA, INC.	12.62
93628	09/08/2016	NINFAS ELITE CORPORATION	45,335.58
93629	09/08/2016	OFFICEMAX CONTRACT, INC.	894.85
93630	09/08/2016	ONE CALL CONCEPTS, INC.	29.40
93631	09/08/2016	PARSONS BRINCKERHOFF, INC.	104,633.51
93082016	08/24/2016	BENEFIT PLANS ADMIN SVCS, LLC	2,488.90
801857236	08/04/2016	VALIC %CHASE BANK OF TEXAS	67,322.16
801871745	08/18/2016	VALIC %CHASE BANK OF TEXAS	61,049.49
809160817	08/24/2016	OREGON DEPARTMENT OF REVENUE	766.74
809503132	08/18/2016	MASS MUTUAL FINANCIAL GROUP	3,026.17
809504945	08/04/2016	MASS MUTUAL FINANCIAL GROUP	2,929.01
811511927	08/02/2016	BANK OF AMERICA	24.90
811511933	08/02/2016	BANK OF AMERICA	1,722.50
811511934	08/02/2016	BANK OF AMERICA	2,625.02
813160817	08/18/2016	OREGON DEPARTMENT OF REVENUE	44,475.90
821830285	08/18/2016	INTERNAL REVENUE SERVICE-EFTPS	183,642.30
833303401	08/04/2016	INTERNAL REVENUE SERVICE-EFTPS	180,838.80
851236827	08/18/2016	OREGON DEPARTMENT OF JUSTICE	2,312.00
851338745	08/04/2016	OREGON DEPARTMENT OF JUSTICE	2,312.00
891425937	08/24/2016	INTERNAL REVENUE SERVICE-EFTPS	4,476.49
899160803	08/04/2016	OREGON DEPARTMENT OF REVENUE	43,505.75
968022016	08/02/2016	BENEFIT PLANS ADMIN SVCS, LLC	358.00
968032016	08/03/2016	BENEFIT PLANS ADMIN SVCS, LLC	2,350.44
968042016	08/04/2016	BENEFIT PLANS ADMIN SVCS, LLC	816.88
968082016	08/08/2016	BENEFIT PLANS ADMIN SVCS, LLC	2,385.95
968092016	08/09/2016	BENEFIT PLANS ADMIN SVCS, LLC	348.66
968102016	08/10/2016	BENEFIT PLANS ADMIN SVCS, LLC	76.33
968112016	08/11/2016	BENEFIT PLANS ADMIN SVCS, LLC	546.91
968122016	08/12/2016	BENEFIT PLANS ADMIN SVCS, LLC	4.70
968152016	08/15/2016	BENEFIT PLANS ADMIN SVCS, LLC	436.65
968172016	08/17/2016	BENEFIT PLANS ADMIN SVCS, LLC	305.33
968182016	08/18/2016	BENEFIT PLANS ADMIN SVCS, LLC	433.38
968192016	08/19/2016	BENEFIT PLANS ADMIN SVCS, LLC	534.46
968222016	08/22/2016	BENEFIT PLANS ADMIN SVCS, LLC	943.26
968232016	08/23/2016	BENEFIT PLANS ADMIN SVCS, LLC	953.21
968252016	08/25/2016	BENEFIT PLANS ADMIN SVCS, LLC	21.95
968262016	08/26/2016	BENEFIT PLANS ADMIN SVCS, LLC	46.10
968292016	08/29/2016	BENEFIT PLANS ADMIN SVCS, LLC	315.92
968302016	08/30/2016	BENEFIT PLANS ADMIN SVCS, LLC	267.00
968312016	08/31/2016	BENEFIT PLANS ADMIN SVCS, LLC	9.40



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216		Checks	\$2,766,243.08

AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 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) June 2016 Performance Reports
- 2) July 2016 RideSource Activity and Productivity reports

PROPOSED MOTION: None

Q:\Reference\Board Packet\2016\September\Reg Mtg 09-21-16\Performance Report AIS.docx

LANE TRANSIT DISTRICT
June 2016 Performance Report *
12-September-2016

Performance Measure	Current Month	Prior Year's		Current Y-T-D	Previous Y-T-D	%		Current 12 Month	Prior 12 Month	%
		Month	Month			Change	Change			
Fixed Route Service										
Passenger Boardings	788,211	783,407	+ 0.6%	10,250,227	10,702,638	- 4.2%	10,250,227	10,702,638	- 4.2%	
Mobility Assisted Riders	14,317	13,087	+ 9.4%	164,765	158,478	+ 4.0%	164,765	158,478	+ 4.0%	
<u>Average Passenger Boardings:</u>										
Weekday	30,886	30,586	+ 1.0%	33,871	35,597	- 4.8%	33,871	35,597	- 4.8%	
Saturday	17,316	17,041	+ 1.6%	19,207	19,722	- 2.6%	19,207	19,722	- 2.6%	
Sunday	9,865	8,001	+ 23.3%	9,889	9,834	+ 0.6%	9,889	9,834	+ 0.6%	
Monthly Revenue Hours	22,158	20,997	+ 5.5%	268,010	254,779	+ 5.2%	268,010	254,779	+ 5.2%	
Boardings Per Revenue Hour	35.6	36.8	- 3.4%	38.25	42.01	- 9.0%	38.25	42.01	- 9.0%	
Weekly Revenue Hours	5,117	4,829	+ 6.0%	5,130	4,912	+ 4.4%	5,130	4,912	+ 4.4%	
Weekdays	22	22		259	255		259	255		
Saturdays	4	4		51	52		51	52		
Sundays	4	4		54	56		54	56		

Passenger Revenues & Sales

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

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

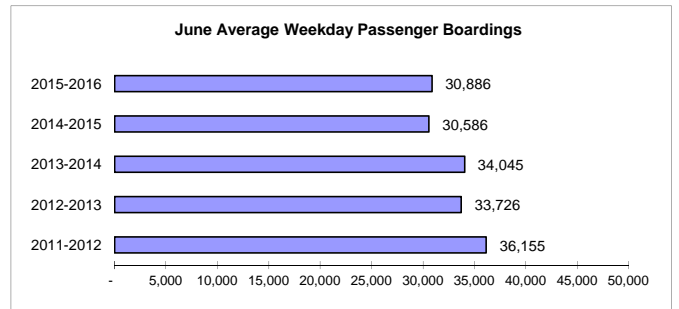
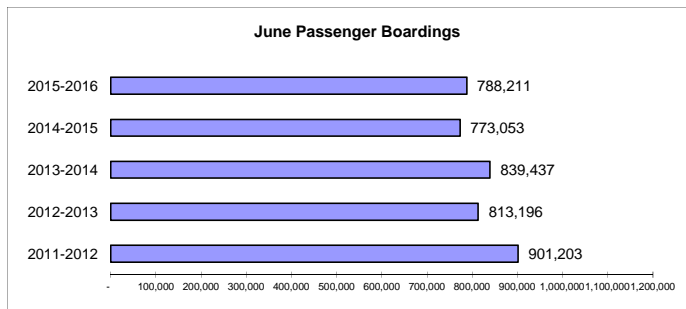
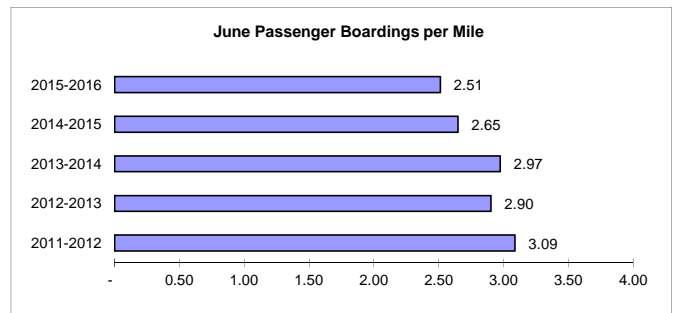
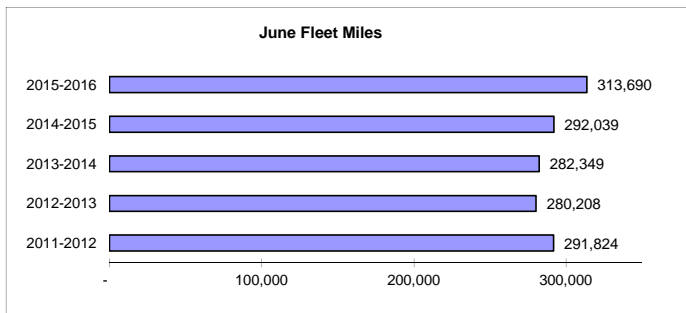
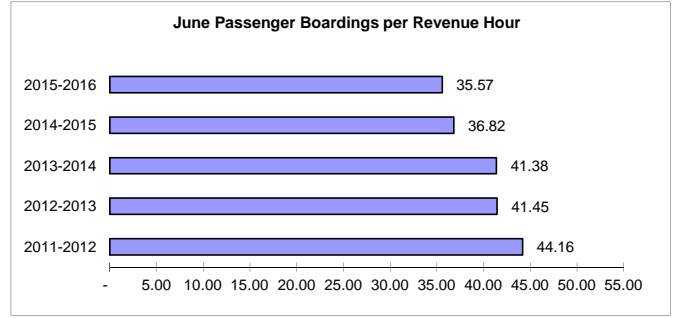
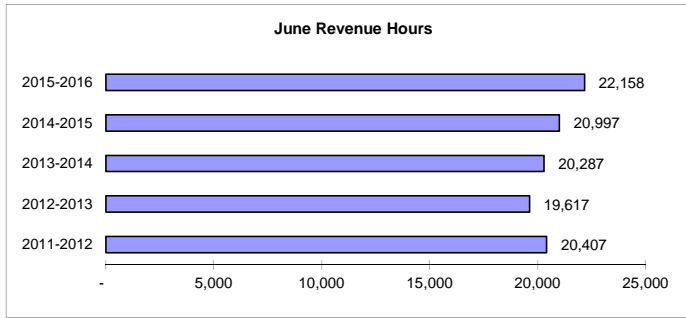
Fleet Services

Fleet Miles	313,690	292,039	+ 7.4%	3,750,517	3,554,759	+ 5.5%	3,750,517	3,554,759	+ 5.5%
Average Passenger Boardings/Mile	2.51	2.68	- 6.3%	2.73	3.01	- 9.2%	2.73	3.01	- 9.2%
Fuel Cost	\$304,194	\$185,485	+ 64.0%	\$2,086,824	\$2,390,691	- 12.7%	\$2,086,824	\$2,390,691	- 12.7%
Fuel Cost Per Mile	\$0.970	\$0.635	+ 52.7%	\$0.556	\$0.673	- 17.3%	\$0.556	\$0.673	- 17.3%
Repair Costs	\$248,815	\$207,238	+ 20.1%	\$2,760,242	\$2,692,172	+ 2.5%	\$2,760,242	\$2,692,172	+ 2.5%
Total Repair Cost Per Mile	\$0.793	\$0.710	+ 11.8%	\$0.736	\$0.757	- 2.8%	\$0.736	\$0.757	- 2.8%
Preventive Maintenance Costs	\$36,171	\$31,167	+ 16.1%	\$392,419	\$399,364	- 1.7%	\$392,419	\$399,364	- 1.7%
Total PM Cost Per Mile	\$0.115	\$0.107	+ 8.0%	\$0.105	\$0.112	- 6.9%	\$0.105	\$0.112	- 6.9%
Mechanical Road Calls	43	49	- 12.2%	462	541	- 14.6%	462	541	- 14.6%
Miles/Mech. Road Call	7,295	5,960	+ 22.4%	8,118	6,571	+ 23.5%	8,118	6,571	+ 23.5%

Special Mobility Service

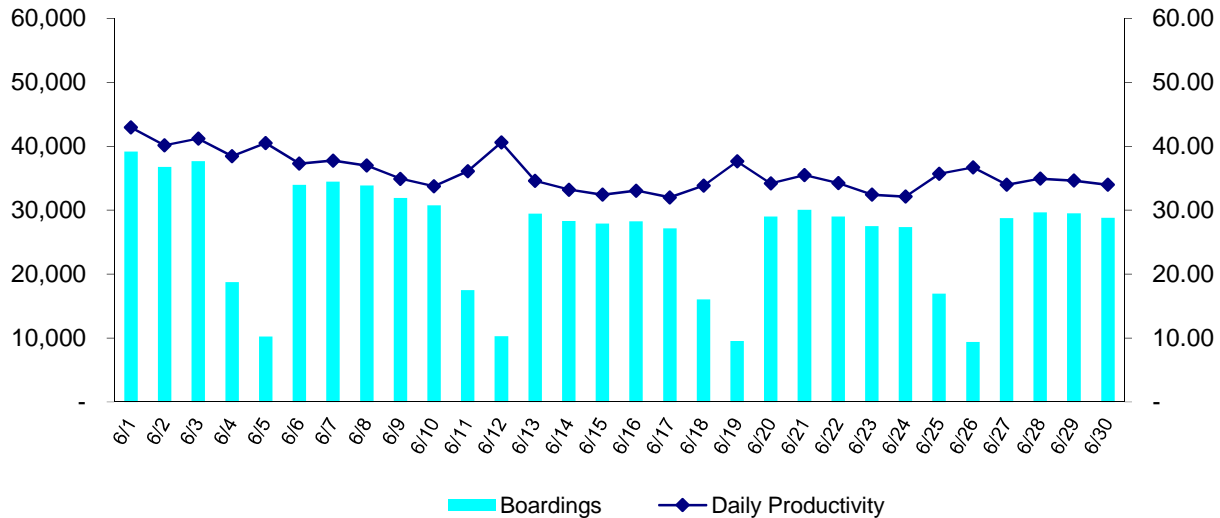
SMS Rides	15,539	16,658	- 6.7%	190,294	194,319	- 2.1%	190,294	194,319	- 2.1%
SMS Ride Refusals	-	-	+ 0.0%	8	2	+ 300.0%	8	2	+ 300.0%
RideSource	7,231	7,774	- 7.0%	88,858	88,188	+ 0.8%	88,858	88,188	+ 0.8%
RideSource Refusals	-	-	+ 0.0%	2	2	+ 0.0%	2	2	+ 0.0%

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



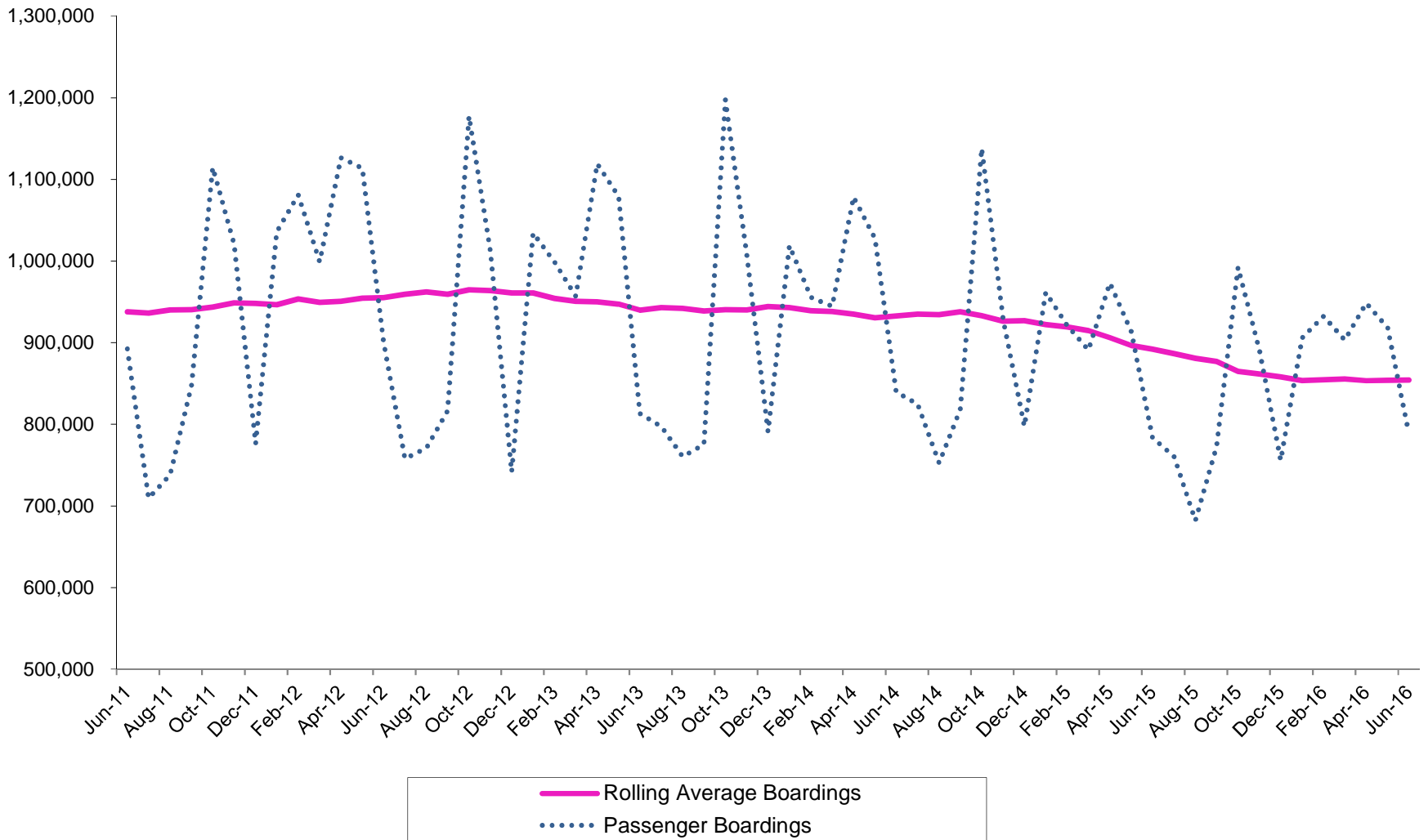
Daily Ridership Recap June 2016

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
6/1/2016	Wednesday	Weekday	39,164	615	912	42.94
6/2/2016	Thursday	Weekday	36,760	543	916	40.13
6/3/2016	Friday	Weekday	37,698	784	915	41.20
6/4/2016	Saturday	Saturday	18,749	446	488	38.42
6/5/2016	Sunday	Sunday	10,238	281	253	40.47
6/6/2016	Monday	Weekday	33,971	577	911	37.29
6/7/2016	Tuesday	Weekday	34,468	582	913	37.75
6/8/2016	Wednesday	Weekday	33,852	548	915	37.00
6/9/2016	Thursday	Weekday	31,904	588	914	34.91
6/10/2016	Friday	Weekday	30,760	489	912	33.73
6/11/2016	Saturday	Saturday	17,496	421	485	36.07
6/12/2016	Sunday	Sunday	10,308	238	254	40.58
6/13/2016	Monday	Weekday	29,473	502	852	34.59
6/14/2016	Tuesday	Weekday	28,325	459	853	33.21
6/15/2016	Wednesday	Weekday	27,926	490	861	32.43
6/16/2016	Thursday	Weekday	28,259	467	855	33.05
6/17/2016	Friday	Weekday	27,173	530	849	32.01
6/18/2016	Saturday	Saturday	16,068	316	475	33.83
6/19/2016	Sunday	Sunday	9,522	215	253	37.64
6/20/2016	Monday	Weekday	29,010	552	849	34.17
6/21/2016	Tuesday	Weekday	30,073	547	848	35.46
6/22/2016	Wednesday	Weekday	29,036	502	848	34.24
6/23/2016	Thursday	Weekday	27,509	433	848	32.44
6/24/2016	Friday	Weekday	27,345	539	851	32.13
6/25/2016	Saturday	Saturday	16,952	399	475	35.69
6/26/2016	Sunday	Sunday	9,392	194	256	36.69
6/27/2016	Monday	Weekday	28,773	508	847	33.97
6/28/2016	Tuesday	Weekday	29,665	481	849	34.94
6/29/2016	Wednesday	Weekday	29,533	540	853	34.62
6/30/2016	Thursday	Weekday	28,809	531	848	33.97
Totals			788,211	14,317	22,158	35.57



LANE TRANSIT DISTRICT

Five Year History of Passenger Boardings



July-16	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	13,704	17,189	-20.3%	13,704	17,189	-20.3%	187,637	198,598	-5.5%
RideSource(All Modes)	11,960	14,543	-17.8%	11,960	14,543	-17.8%	158,357	167,221	-5.3%
Shopper	460	636	-27.7%	460	636	-27.7%	6,770	7,329	-7.6%
Escort Volunteers-Metro	973	1,271	-23.4%	973	1,271	-23.4%	16,700	14,881	12.2%
Escort Volunteers-Rural	311	739	-57.9%	311	739	-57.9%	5,810	9,167	-36.6%
RideSource Cost per Ride	\$ 26.87	\$ 22.44	19.7%	\$ 26.87	\$ 22.44	19.7%	\$ 24.11	\$ 23.13	4.2%
RideSource(All Modes)	\$ 29.73	\$ 25.38	17.1%	\$ 29.73	\$ 25.38	17.1%	\$ 27.42	\$ 26.33	4.1%
RideSource Shopper	\$ 16.32	\$ 11.44	42.7%	\$ 16.32	\$ 11.44	42.7%	\$ 12.84	\$ 12.36	3.9%
RideSource Escort	\$ 3.96	\$ 4.64	-14.7%	\$ 3.96	\$ 4.64	-14.7%	\$ 4.21	\$ 4.20	0.4%
Ride Reservations	13,231	16,327	-19.0%	13,231	16,327	-19.0%	176,606	184,956	-4.5%
Cancelled Number	1,251	1,605	-22.1%	1,251	1,605	-22.1%	17,872	17,897	-0.1%
Cancelled % of Total	9.46%	9.83%		9.46%	9.83%		10.12%	9.68%	
No-Show Number	68	141	-51.8%	68	141	-51.8%	1,058	1,621	-34.7%
No-Show % of Total	0.51%	0.86%		0.51%	0.86%		0.60%	0.88%	
Ride Refusals Number	0	0	#DIV/0!	0	0	#DIV/0!	8	4	100.0%
Ride Refusals % of Total	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	
Service Hours	7,591	8,374	-9.4%	7,591	8,374	-9.4%	95,174	95,506	-0.3%
Agency Staff	7,585	8,269	-8.3%	7,585	8,269	-8.3%	94,175	93,979	0.2%
Agency SMS Volunteer	6	105	-94.3%	6	105	-94.3%	999	1,527	-34.6%
Avg. Trips/Service Hr.	1.64	1.81	-9.4%	1.64	1.81	-9.4%	1.74	1.83	-4.9%
RideSource System Miles	90,047	105,617	-14.7%	90,047	105,617	-14.7%	1,181,885	1,209,346	-2.3%
Avg. Miles/Trip	7.25	6.96	4.2%	7.25	6.96	4.2%	7.16	6.93	3.3%
Miles/Vehicle Hour	11.86	12.61	-5.9%	11.86	12.61	-5.9%	12.42	12.66	-1.9%

July-16	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
On-Time Performance %	87.3%	86.2%	1.2%	87.3%	86.2%	1.2%	86.6%	83.9%	3.2%
Sample	10,882	13,292		10,882	13,292		144,715	152,374	
On-Time	9,495	11,462		9,495	11,462		125,279	127,847	

- RideSource (All Modes) includes rides done by SMS volunteers.
- Escort Volunteers-Metro includes in-district volunteer rides and SMS volunteer escort rides.
- Escort Volunteers-Rural is out of district volunteer rides.

- RideSource cost per Ride (All Modes) is from the current cost model less Brokerage, Oakridge, volunteer escort, and Shopper
- Shopper cost per ride is from the current cost model
- Escort cost per ride is from the current cost model

- 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 2017**

7/31/2016

	Current Month	Last Yr Curr Month	Curr YTD	Last Yr YTD	Curr 12 Mo	Last Yr 12 months
Current Cost per Model	484,016	509,586	484,016	509,586	5,979,224	5,717,179
Less Brokerage	115,261	123,340	115,261	123,340	1,451,881	1,114,482
Less Oakridge	557	509	557	509	4,035	8,533
RS Total	368,198	385,737	368,198	385,737	4,523,308	4,594,164
Less Shopper	7,508	7,276	7,508	7,276	86,902	90,586
Less Vol Escort	5,083	9,330	5,083	9,330	94,820	100,915
RS All Modes	355,607	369,131	355,607	369,131	4,341,586	4,402,663

AGENDA ITEM SUMMARY

DATE: September 21, 2016

ITEM TITLE: MONTHLY GRANT REPORT

PREPARED BY: Richard Lopez, Acting Finance Manager/CFO

ACTION REQUESTED: None; information only.

BACKGROUND:

The June 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: June 2016 Grant Report

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2016\September\Reg Mtg 09-21-16



30136 ODOT - ODOT ConnectOregon	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
City of Eugene Pedestrian Bridge	105,567.00	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
	105,567.00	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	-	7,447,094.00	4,385,217.33	3,061,876.67
14.02.20 Stations & Stops	-	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	524,062.00	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	-	4,910,219.00	858,640.72	4,051,578.28
14.06.60 ROW, Land, Existing Improvements	408,330.00	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
	932,392.00	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	88.00	1,672,925.00	996,383.15	676,541.85
14.05.50 Systems	-	260,281.00	260,281.00	-
	88.00	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	-	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
	-	6,875,000.00	2,987,182.77	3,887,817.23

OR-04-0041 - FTA 5309 VTCLI	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Call Center Software	648.00	1,062,000.00	714,718.79	347,281.21
11.62.02 Call Center Telephone System	-	298,000.00	298,000.00	-
	648.00	1,360,000.00	1,012,718.79	347,281.21

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
	-	1,273,500.00	1,005,287.50	268,212.50

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

OR-37-X024 - FTA 5316 Job Access/Reverse Commute	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.7L.00 Mobility Management	-	214,774.00	157,347.12	57,426.88

OR-39-0007 - FTA 5339 Alternatives Analysis Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
44.23.02 Main St/McVay Planning Study	6,794.00	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	62,536.00	18,750,534.00	16,902,558.46	1,847,975.54
	62,536.00	21,042,500.00	19,194,524.46	1,847,975.54

OR-57-X014 - FTA 5317 New Freedom	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.7L.00 Mobility Management	7,585.00	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	-	500,000.00	-	500,000.00
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	-	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	640.00	105,100.00	90,529.02	14,570.98
11.43.03 Facility_Staff_Building_Parking_Lot_Exp_02	-	270,000.00	269,962.86	37.14
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	-	2,553,025.00	2,553,025.00	-
11.92.02 Shelters	-	74,818.00	74,845.81	(27.81)
	<u>640.00</u>	<u>17,321,826.00</u>	<u>16,587,397.67</u>	<u>734,428.33</u>

OR-95-X030 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.33.02 U of O Station Construction	32,729.00	2,340,354.00	2,080,620.53	259,733.47
11.7F.00 Gateway SmartTrips	-	100,301.00	100,301.00	-
	<u>32,729.00</u>	<u>2,440,655.00</u>	<u>2,180,921.53</u>	<u>259,733.47</u>

OR-95-X035 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.72.11 Rideshare	-	358,633.71	358,633.71	-
11.72.11 Safe Routes to School	93.00	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	-
	<u>93.00</u>	<u>1,047,911.00</u>	<u>1,005,295.02</u>	<u>42,615.98</u>



OR-95-X055 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 Hybrid 40' Bus Replacement_01	-	1,878,998.00	-	1,878,998.00
11.33.02 Pavilion Station Construction_01	-	445,782.00	445,782.00	-
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
11.7L.00 Rideshare_00	-	441,436.00	441,436.00	-
11.7L.00 Rideshare_01	-	453,694.00	453,694.00	-
11.7L.00 Rideshare_02	-	454,336.00	454,446.65	(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	7,982.00	135,421.00	75,803.59	59,617.41
11.7L.00 SmartTrips 2	-	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	83.00	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>8,065.00</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: September 21, 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 - September 2016

Q:\Reference\Board Packet\2016\September\Reg Mtg 09-21-16\Dept Report AIS.docx



MONTHLY DEPARTMENT REPORTS

September 21, 2016

Government Relations

Edward McGlone, Government Relations Manager

There is no Government Relations Report this month.

Customer Services and Planning

MARKETING AND COMMUNICATIONS

Meg Kester, Marketing and Communications Manager

There is no Marketing and Communications Report this month.

ACCESSIBLE AND CUSTOMER SERVICES

Cosette Rees, Accessible and Customer Services Manager

There is no Accessible and Customer Services Report this month.

FACILITIES

Joe McCormack, Director of Facilities Management

West Eugene EmX Project

- From Tyinn Street to Seneca Road, the concrete lane is almost entirely poured and crews are now working on the new curb/gutter/sidewalk. The plan is to finish the east end of the concrete lane and pave driveways prior to the September Board meeting. Parking impacts from sidewalk construction will continue for another two to four weeks.
- From the West 11th Fred Meyer to Bailey Hill Road, the sidewalk is nearly complete and retaining wall construction has begun.
- The work along the north side of the section between Bailey Hill and Bertelsen Road is nearly complete; just some landscape work is left.
- Crews are nearly complete with the section between Beltline and Bertelsen.
- From the Sherman-Williams store to Seneca, the plan is to start this section the week after Labor Day. During the second week of September, crews started creating an EmX/right-turn lane and also new sidewalk on the south side of 11th Avenue approaching the Seneca intersection.

- NEW: Seneca to West 11th Archery.
- Also during the second week of September, work on the section between Seneca and the West 11th Archery store began. Crews are building an EmX/right-turn lane and new sidewalk.
- Utility work continues between Seneca Road and Garfield Street.
- Along Garfield, work will continue on the sidewalk and concrete median near 7th Place.
- Bridge crews placed rip rap for the Wallis Street Bridge and will continue the Fern Ridge Path work under the West 11th bridge.

POINT2POINT

Theresa Brand, Transportation Options Manager

- August was another very busy and productive month for the Point2point Division with continued campaign efforts for the SmartTrips Thurston program, summer outreach events, and with preparation for the coming Oregon Drive Less Challenge.
- Preparations are being finalized for Be Safe Be Seen Safety Awareness events within the Metropolitan Planning Organization cities and, potentially, in three rural cities should an Oregon Department of Transportation (ODOT) grant request be awarded to pay for the related materials.
- Staff have completed a draft Transportation Options checklist to be used with local employers when they are new to the area or are relocating their businesses. The checklist will assist them in learning more about how to encourage the awareness and use of transportation options by their employees. After another round of vetting with local transportation staff, it will be used as part of the arsenal of transportation options information shared with regional employers.

Smart Trips:

The Springfield Thurston Smart *Trips* program ended on September 9. The program was launched in early June and has run throughout the summer, and offered a number of tailored transportation-related events. The program also included customized travel kits that were delivered to households in the Thurston target area. To date, 296 travel kits orders have been placed, and staff have delivered 43 Smart *Trips*-themed yard signs. Staff hosted six events during the month of August:

Event Name	Date	Participants
Explore the Natural World	8/13/2016	4
Waggin' and Walkin'	8/17/2016	0
Bus to the Ballgame	8/18/2016	35
Helmet Giveaway tabling	8/22/2016	50
Tune-up Tuesday	8/23/2016	11
It's a Hole in One!	8/27/2016	23
Thurston High School Registration (tabling)	8/30/2016	21
Total		144

The post program survey will be mailed out to all 3,015 residents on September 16, with responses requested back by October 7.

School Programs:

- Staff continue to attend outreach events and promote the SchoolPool program. SchoolPool flyers are being included in back-to-school packets at various schools in the region, and posters are being hung around all schools in the region. Throughout the month of September, schools hold "back-to-school nights," which provide opportunities for parents to meet their children's teachers and become acquainted with the school. Staff will be attending these events to register parents for SchoolPool.
- Safe Routes to School (SRTS) staff continue to make progress on the Safe Routes to Schools Regional Plan; expected completion is early September. Staff are preparing for back-to-school as well as promotion of Walk + Bike to School Day on October 5.
- Shane MacRhodes, Eugene 4J Schools SRTS coordinator, is stepping down from his position as school begins. Mr. MacRhodes will be staying on part time through mid-November to assist with the transition to a new coordinator. The 4J School District has not set a timetable on when recruitment for this position will begin.

Drive Less Connect/Oregon Drive Less Challenge:

Planning continues for the Oregon Drive Less Challenge occurring on October 1–15, 2016. The Oregon Drive Less Challenge is a statewide transportation challenge that encourages travel by all non-single occupancy vehicle (SOV) modes and is sponsored by ODOT. Point2point leads the challenge efforts in Lane County. As part of this effort, Point2point has sought out and has received sponsorships and prize donations valued at just over \$1,800 for this year's Challenge. Outreach promoting the event is beginning in earnest during September.

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

- 22 new users enrolled in DLC
- 1,049 non-drive-alone trips reported
- 15,307 non-drive-alone miles reported

Vanpool Program

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

- 16 vanpools traveling to/from Eugene-Springfield (One van is on summer hiatus)
- 3,053 passenger boardings
- 162,882 passenger miles
- 99,032 pounds CO₂ reduced

CarShare Program

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

- 9 new members
- 100 reservations
- 875 hours used

Employer Programs/Employer Outreach

- An employer outreach packet has been completed in partnership with the LTD Marketing Department and will be utilized to promote all the transportation options services that Point2point and LTD offers to businesses.
- Oregon State Hospital in Junction City and Red Barn Natural Grocery in Eugene enrolled in the Emergency Ride Home Program.
- Point2point staffed an information table at an Oregon State Hospital employee event.

General Outreach

- Point2point staffed a number of summer outreach events this year in order to promote the awareness and use of transportation options, and these included:
 - Sunday Streets, July 31
 - Bethel Party in the Park, August 9
 - Awbrey Park Party in the Park, August 16
 - Campbell Center Ice Cream Social, August 25
- Staff have launched the Train the Trainer program. The first session is with the City of Eugene Transportation staff. At the meeting, details of the available local transportation options in this region will be shared, along with the services that Point2point offers. The goal is to have consistent information and messaging be shared when other groups (such as City of Eugene staff and members of the Bicycle and Pedestrian Committee) are staffing events in the community. Future trainings will be scheduled with the Departments of Motor Vehicles in Junction City and Eugene in order for DMV staff to be better able to share transportation resources for people who no longer possess a driver's license.
- Point2point was the Kendall Community Spotlight partner during the Eugene Emeralds game on August 18. Program Manager Theresa Brand threw out the first pitch of the game. A 60-second video highlighting Point2point's programs and services played at the beginning of the game, and Point2point's logo and announcer recognition was repeated 15 times. There were 3,053 people in attendance that night, and 230 baseball fans visited Point2point's booth on the concourse.

Transit Operations and Customer Satisfaction

Mark Johnson, Director of Transit Operations and Customer Satisfaction

TRANSIT OPERATIONS

There is no Transit Operations Report this month.

FLEET MAINTENANCE

Ernie Turner, Fleet Maintenance Manager

There is no Fleet Maintenance Report this month.

Administrative Services

Roland Hoskins, Director of Administrative Services

HUMAN RESOURCES

David Collier, Human Relations Manager

There is no Human Resources Report this month.

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. **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 one of the October meetings.
- B. **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.
- C. **MovingAhead Project Update**: Staff will provide an update to the Board on the progress of this project at the October regular meeting.
- D. **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.
- E. **Airport Connector Service**: Near the one-year anniversary of this service, an update will be brought to the Board in October.
- F. **Draft Procurement Policies and Procedures**: Staff will present this item for the Board's information in October and bring back to the Board for adoption in November.
- G. **Main-McVay Project Update**: Staff will provide updates to the Board on the progress of this project in October and November.
- H. **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.
- I. **Emergency Preparedness – Planning, Response, and Communications**: The District continually refines its emergency plans. At a future meeting, staff will review with the Board lessons learned from a recent event and will include how the plan, initial response, and communications efforts were implemented.

- J. **Trillium Updates**: The Board will be provided quarterly updates regarding costs on the new contract in order to appropriately track expenditures.
- K. **TransitStat**: The Board will receive periodic updates from this work group on TransitStat accomplishments to date.
- L. **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.
- C. **Exurb Communities' Service**: At a recent meeting, the Board requested that staff bring additional information on the demand for ridership and service costs in exurb communities to the Board at a future meeting.

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AGENDA ITEM SUMMARY

DATE OF MEETING: September 21, 2016

ITEM TITLE: EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(e)

PREPARED BY: Tom Schwetz, Service Planning Manager

ACTION REQUESTED: That the Board move into Executive (non-public) Session pursuant to ORS 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

ATTACHMENT: None

PROPOSED MOTION: I move 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.

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