



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

Wednesday, October 19, 2016

5:30 p.m.

LTD Board Room

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

A G E N D A

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- | | | | |
|-------|--|-----------------|---------------|
| I. | CALL TO ORDER | | |
| II. | ROLL CALL | | |
| | Pierce _____ | Gillespie _____ | Wildish _____ |
| | Grossman _____ | Necker _____ | Yeh _____ |
| III. | PRELIMINARY REMARKS BY BOARD PRESIDENT | (2 minutes) | |
| IV. | COMMENTS FROM THE GENERAL MANAGER | (5 minutes) | 4 |
| V. | ANNOUNCEMENTS AND ADDITIONS TO AGENDA | (2 minutes) | 5 |
| VI. | BOARD CALENDARS | (3 minutes) | 6 |
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| VIII. | AUDIENCE PARTICIPATION | | |
| | ◆ <i><u>Public Comment Note:</u> This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.</i> | | |
| | ◆ <i>Citizens testifying are asked to limit testimony to three minutes.</i> | | |
| IX. | ITEMS FOR ACTION AT THIS MEETING | | |
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b. Lane Council of Governments (LCOG) Board of Directors – September 22		
c. Lane Area Commission on Transportation (LaneACT) – October 12		
d. LTD Board Human Relations Committee – October 17		
2. No Meeting/No Reports		
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b. Metropolitan Policy Committee (MPC)		
c. Vision Zero Task Force		
d. Main Street Projects Governance Team		
e. LTD Pension Trusts		
f. MovingAhead Oversight Committee		
g. LTD Board Finance Committee		
h. LTD Board Service Committee		
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The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact LTD’s Administration office as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please call 682-5555 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairments.

AGENDA ITEM SUMMARY

DATE OF MEETING: October 19, 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.

Lane Transit District and its project partner, Bell+Funk, received a significant honor recently. The Telly Award is a premiere international recognition of groundbreaking videos, films, web, and television commercials. LTD was awarded the Bronze Telly award, which is one step below the Silver Telly level. The Silver level is considered the highest achievement category and is rarely given. The Telly Awards receives more than 13,000 entries each year from organizations on five continents, including all 50 states here in the United States.

LTD's brand video is a 2.5-minute snapshot of our transit services, a profile of our community, and the story of LTD's relevance as told by people we serve. The purpose of this video is:

- To further understanding of LTD and the services we provide
- To support pride among funding partners, business leaders, and community stakeholders
- To raise a sense value for transit within the general public
- To encourage employee pride in the important work they do

The general manager will present the award for LTD's brand video, *This is What Drives Us*, to the Board and share the video. The project team will be attending the meeting and includes:

- Meg Kester and Renee Jones, LTD Marketing and Communications staff
- Jen Bell, principal of Bell+Funk advertising agency (art director for project)
- Ryan Postma, principal of Attic Media (videographer and editor)

ATTACHMENTS: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 19, 2016

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

PREPARED BY: Jeanne Schapper, 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

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 19, 2016

ITEM TITLE: BOARD CALENDARS

PREPARED BY: Jeanne Schapper, Clerk of the Board

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

BACKGROUND:

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

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

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

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 19, 2016

ITEM TITLE: NOVEMBER EMPLOYEE OF THE MONTH

PREPARED BY: Jeanne Schapper, Clerk of the Board

BACKGROUND:

Bus Operator Cesar Saavedra has been selected to receive the November 2016 Employee of the Month (EOM) award. Cesar has been with the District since 2007, and during that time, has received eight Safe Driving awards and five Monthly Value awards, and he received the General Manager Award for Excellence in 2008. He also received the EOM award in February 2010. He is the Basic Spanish instructor for new operators and the football service coordinator, and he is a member of the Diversity Council.

Cesar was nominated for this award by a rider who witnessed Cesar exceeding the rider's expectations. Cesar was on a four-minute layover on an exceptionally hot day, and the bus's air conditioning was having difficulty keeping up. Rather than taking a break and getting out of the heat, he assisted a family of four who were trying to transfer between buses while struggling with a considerable number of bags. Time was a factor, and Cesar's selfless act assured that the family made its connection.

When learning that Cesar had been named the EOM for November, Transit Operations Supervisor Josh Schmit said:

Cesar was nominated for this award for his willingness to go above and beyond the call of duty. A passenger noticed Cesar helping a family carry their groceries to a bus so they could make transfers. The family of four had many bags and was unable to carry them by themselves. Without Cesar they would have missed their next bus.

During the nine years Cesar has been with LTD, he has received many awards. This is truly a testament to the kind of an operator Cesar is. Cesar has been a great addition to the LTD family, and I have noticed his ability to handle many difficult situations. Cesar has a wonderful personality and is well liked by his fellow employees.

Cesar continues to have a positive effect on his coworkers. His commitment to quality customer service and building positive relationships has made many friends in the community on behalf of LTD. He is an exemplary employee who is a true benefit to this organization. I know he'll continue to do great things and is very deserving of the Employee of the Month award.

AWARD: Cesar will attend the October 19 meeting to be introduced to the Board and to receive his award.

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 19, 2016

ITEM TITLE: CONSENT CALENDAR

PREPARED BY: Jeanne Schapper, 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 October 19, 2016, consists of approval of the minutes of the September 21, 2016, Regular Board meeting.

ATTACHMENT: Minutes of the September 21, 2016, Regular Board Meeting

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

LTD Resolution No. 2016-10-19-035; It is hereby resolved that the Consent Calendar for October 19, 2016, is approved as presented.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, September 21, 2016

Pursuant to notice given to *The Register-Guard* for publication on September 15, 2016, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular Board meeting on Wednesday, September 21, 2016, beginning at 5:30 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Gary Wildish, President
Gary Gillespie, Vice President
Ed Necker, Secretary
Julie Grossman (arrived 5:58 p.m.)
Angelynn Pierce
Carl Yeh
A.J. Jackson, General Manager
Jeanne Schapper, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: Don Nordin, Treasurer

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

PRELIMINARY REMARKS BY BOARD PRESIDENT: Mr. Wildish said there had been a death in Mr. Nordin's family and asked for a moment of silence. He mentioned that he had received a Thank You note from Congressman Peter DeFazio for the Board's letter of thanks for his support of the FAST Act, which provided a grant opportunity to purchase buses.

Mr. Gillespie followed with the announcement that Congressman DeFazio had recently received an award for his work on public transportation.

COMMENTS FROM THE GENERAL MANAGER: Ms. Jackson said LTD's recent addition of 14,000 hours of service was receiving attention from local media.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA: There were no announcements. Mr. Gillespie asked to speak at the end of the meeting under Other Business.

BOARD CALENDARS: Ms. Jackson briefly reviewed coming events and activities. She said that the Federal Transit Administration (FTA) would be conducting an onsite procurement review next week and staff were busy preparing. She said that she would be attending the September 26 meeting of the Springfield City Council at which a grant from the state to study medians along the corridor would be discussed.

EMPLOYEE OF THE MONTH: The Board recognized Bus Operator Bob Younger as the October 2016 Employee of the Month. Mr. Wildish presented Mr. Younger with his award and thanked him for his outstanding service and dedication to LTD's mission. Mr. Younger thanked the Board for the honor.

AUDIENCE PARTICIPATION: There was no one wishing to speak.

ITEMS FOR ACTION AT THIS MEETING:

MOTION Consent Calendar: Mr. Necker moved 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. The Consent Calendar consisted of the Minutes of the August 17, 2016, Regular Board Meeting. Ms. Pierce provided the second.

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

Public Hearing and Adoption: Fiscal Year 2017-2026 Capital Improvements Program (CIP): Ms. Jackson explained that the FY 2017-2016 CIP had been presented to the Budget Committee on September 6. It established a 10-year capital plan. She said that adoption of the CIP also included appropriation of funding for FY 2017; that was the year for which LTD had authority to spend funds, and the projects in that year were ones that the District was planning to do and for which funding had been secured. She said the other projects were ones identified as needed over the 10-year period of the CIP, and the list would be modified as necessary. This would allow staff to seek funding for those future projects. When funding was secured, it would be appropriated by the Board prior to project implementation. She said that the CIP also mapped out the District's financial needs during that 10-year period. She briefly reviewed current major projects:

- West Eugene EmX Extension
- Willow Creek Station
- Santa Clara/River Road Station
- Glenwood Facility Bus Parking Improvements

Director of Administrative Services Roland Hoskins said that the District had to develop a 10-year CIP, but the Board's decision would approve the FY 2017 CIP and appropriate funds for those projects. The new CIP budget format identified all projects and allocated matching funds for any project that would move forward, so those dollars were no longer available in the General Fund.

In response to a question from Mr. Necker, Mr. Hoskins said that the total cost of the Santa Clara/River Road Station was \$10 million. Those projects with funding identified in FY 2017 had the potential to be started; and in order to do that, the Board needed to approve them. Some of them would extend into future years, but it was necessary to identify and set aside

the necessary General Fund matching dollars. The District had an obligation to provide matching funds for the grants that had been or would be received.

Mr. Gillespie pointed out that the language of the proposed motion that was included in the Board meeting packet would approve FY 2017-2026, not FY 2017 only. In response, Ms. Jackson differentiated between approval and appropriation. Approval of the CIP meant that the Board approved the 10-year plan and appropriated the matching funds for FY 2017, so they were no longer shown in the General Fund reserve. She said that past practice was to approve the CIP with matching dollars left in the General Fund. This gave the impression that there was a large amount of money in reserve when much of it was actually obligated to projects as match.

Ms. Grossman arrived at 5:58 p.m.

Mr. Necker expressed concern with the wording of the motion. Ms. Jackson clarified that the wording would accomplish the stated purpose, but the Board could amend it if they wished to have more clarity as they were being asked to approve the FY 2017-2026 CIP and appropriating funds for FY 2017.

Mr. Wildish opened the public hearing. He determined there was no one wishing to speak and closed the hearing. He announced that no written comments had been received.

MOTION Mr. Gillespie moved the following resolution: LTD Resolution No. 2016-09-21-033: It is hereby resolved that the Fiscal Year 2017-2018 Capital Improvements Program is appropriated and the Fiscal Year 2017-2026 Capital Improvements Program is approved as presented. Ms. Pierce provided the second.

AMENDMENT Mr. Yeh moved to amend the motion to state that the Fiscal Year 2017 Capital Improvements Program is appropriated. Mr. Necker provided the second.

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

AMENDED MOTION It is hereby resolved that the Fiscal Year 2017 Capital Improvements Program is appropriated and the Fiscal Year 2017-2026 Capital Improvements Program is approved as presented.

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

Public Hearing and Adoption: Fiscal Year 2016-2017 Supplemental Budget: Mr. Hoskins said that the Budget Committee had recommended approval of the FY 2016-2017 Supplemental Budget at its September 6 meeting. Ms. Jackson said the Budget Committee's report had recommended further study of the issue of bringing public safety officers in-house, but that was budget-neutral and did not impact the budget as presented.

Mr. Wildish noted that the Board and Budget Committee members had a comprehensive discussion of all aspects of the budget at the September 6 meeting.

Mr. Wildish opened the public hearing. He determined there was no one wishing to speak and closed the hearing.

MOTION Mr. Necker moved approval of Resolution No. 2016-09-21-034, which amends the LTD Fiscal Year 2016-2017 budget as represented in the resolution. Mr. Yeh provided the second.

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

ITEMS FOR INFORMATION AT THIS MEETING

Award Announcement: Public Safety Manager Frank Wilson announced that Lieutenant Todd Uhler, G4S public safety officer, had been recognized as the officer of the year for the entire Pacific Northwest Region and recently had been nominated for the Outstanding Security Officer Performance Award by an international organization. He said there were thousands of nominations in six different categories and Lt. Uhler was one of the top four finalists. He commended Lt. Uhler for the recognition of his skills and performance and thanked him for keeping those who used the LTD transit system safe.

Board Member Reports: Mr. Yeh said that the City of Eugene's Vision Zero Task Force had its first meeting, and he was pleased with the wide range of representation on the group and their commitment to moving the Vision Zero concept forward.

Mr. Gillespie reported on the American Public Transportation Association's Annual Meeting that was held in Los Angeles on September 11 – 14. One of the workshops he attended was on transit security. He said that the LTD Board was asking all the right questions about contracting security or bringing it in-house. He described a number of tours of other transit agencies and said there was a good exchange of information. He also visited the manufacturer of LTD's buses and saw vehicles that were in various stages of the manufacturing process.

Ms. Jackson described some of the electric buses that were in use and commented that the use of solar power for charging buses had been discussed.

Monthly Financial Report: Ms. Jackson said the financial report was unaudited at this point.

Mr. Wildish observed that the District's financial position with respect to Medicaid had improved since January 1, and he commended staff for their efforts to resolve issues with Trillium.

Monthly Report of Executed Contracts – July: There were no questions. Ms. Jackson pointed out that the contract amount was only the amount authorized to be spent, not the actual expenditures.

Mr. Wildish confirmed that the landscape maintenance contract was an extension of an existing contract.

Monthly Cash Disbursements – July: Mr. Wildish said that he was pleased with the new report and the information it provided to the Board. He noted that Special Mobility Services, the operator of RideSource, accounted for about a third of monthly expenditures.

Monthly Performance Reports: Ms. Jackson reported that trends were currently stable. Mr. Wildish observed that there had been a slight increase in ridership and that maintenance calls remained down.

Monthly Grant Report: In response to a question from Mr. Necker, Ms. Jackson said that the grants in the report were those that were currently funded.

Monthly Department Reports — There were no questions.

Future Information/Action Items Requested by the Board: Mr. Gillespie said the San Antonio transit agency had a bus seat dedicated to Rosa Parks and asked staff to research the cost for putting a similar seat on all LTD buses. Ms. Jackson said that staff would check with San Antonio on the agency's experience with its project.

Mr. Yeh reminded staff of his request for information on a fareless system and asked to include fare media.

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

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

The Board entered executive (non-public) session at 6:32 p.m. Other attendees included John Brown, Evans, Elder, and Brown; Director of Service Planning Tom Schwetz; Director of Public Affairs Edward McGlone; and Internal Auditor Cheryl Munkus.

RETURN TO REGULAR (OPEN) SESSION: The Board returned to regular session at 7:03 p.m.

ADJOURNMENT: There being no further business, Mr. Wildish adjourned the meeting at 7:03 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: October 19, 2016

ITEM TITLE: PUBLIC SAFETY PROGRAM

PREPARED BY: Aurora Jackson, General Manager

ACTION REQUESTED: Board approval of LTD hiring Public Safety staff

BACKGROUND:

During the September 21, 2016, Board meeting, it was proposed by staff that the Public Safety Division's G4S contracted staff be replaced with LTD employees. The Board asked for further discussion about the details of the transition.

At the October 10, 2016, Board work session, the Board discussed the transition from contracted Public Safety workers to staff employed by the District. An informative exchange between members of the Board and staff was held, outlining details of the proposed transition. The discussion included many facets of the transition that would be to the District's advantage, including continuity of staffing and cost controls. Also discussed were the abilities to field a better trained, more diverse workforce, that would more effectively represent the District to the public.

Based on that discussion, it is the recommendation of staff that the Board approve permitting the current Security Services contract to expire on December 31, 2016, and that those contracted personnel be replaced with persons selected, vetted, trained, and employed by the Lane Transit District.

ATTACHMENTS: *The Public Safety and System Security Division Organizational Chart and Budget Worksheet will be provided under separate cover to Board members and will be available at ltd.org.*

PROPOSED MOTION: LTD Resolution No. 2016-10-19-036:

Be it resolved that the Lane Transit District Board of Directors approves the expiration of the current Security Services contract with G4S on December 31, 2016, and that those contracted personnel be replaced with persons employed by the Lane Transit District.

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 19, 2016

ITEM TITLE: GENERAL COUNSEL'S ATTENDANCE AT BOARD MEETINGS

PREPARED BY: Aurora Jackson, General Manager

ACTION REQUESTED: Board approval of General Counsel's attendance at Board meetings

BACKGROUND:

The Board of Directors have expressed interest in reviewing and consider adopting best practices from other public entities. One of those best practices includes having general counsel present at Board meetings, a practice that exists in most transit and other government entities.

The existing contract with Thorp, Purdy, Jewett, Urness, & Wilkinson, P.C. allows for the Board to approve this item.

ATTACHMENTS: None

PROPOSED MOTION: Resolution No. 2016-10-19-037

Be it resolved that the Lane Transit District Board of Directors requests the presence of general counsel at regular, special, and emergency Board meetings, and any other public meetings of which the Board deems necessary.

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 19, 2016

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Jeanne Schapper, 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 September 20 meeting, the Committee updated its membership roster and held elections. The Committee also solicited volunteers to form a grant subcommittee to advise the ATC on the coming grant budget cycle. The October meeting was canceled; the next meeting will be held on November 15.
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. At the September 22 meeting, the Board reviewed its public contracting rules, voted on two new appointments to the Senior Services Advisory Committee, reviewed the 2017-2020 Area Plan on Aging and Disability Services for Lane County, and reviewed survey results about the need for a new Senior and Disability Services building.
3. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, Lane Council of Governments, and LTD, and meets on the second Wednesday of the month. Board Member Don Nordin serves as LTD's representative on this Commission. At the October 12 meeting, multiple members of the Oregon Freight Advisory Committee visited LaneACT to discuss roles, priorities, and future efforts. The ACT also is planning an informal recruitment to fill the vacant trucking representative position.

4. **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. At the October 17 meeting, the Committee designed the process for the general manager's one-year evaluation.

NO MEETINGS HELD:

1. **EmX Steering Committee:** The EmX Steering Committee generally meets every two months and is composed of Chair Carl Yeh, Board Members Julie Grossman and Gary Gillespie, members of local units of government, and community representatives. The October 4 meeting was cancelled due to lack of a quorum but is being rescheduled.
2. **Metropolitan Policy Committee (MPC):** Board Member Gary Wildish and Board Member Gary Gillespie are LTD's MPC representatives, with Board Member Julie Grossman serving as an alternate. MPC meetings are held on the first Thursday of each month. The October 6 meeting was canceled; the next meeting will be held on November 3.
3. **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 was held on September 21; the next meeting is scheduled to be held on November 16.
1. **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 October 13 meeting was canceled; the next meeting is scheduled to be held on November 28.
2. **LTD Pension Trusts:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board Member Gary Gillespie serves as one of the trustees. The next meeting is scheduled to be held on December 7.
3. **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.
4. **LTD Board Finance Committee:** The Board Finance Committee is composed of Chair Gary Wildish and Board Members Carl Yeh and Ed Necker. Meetings are scheduled on an as-needed basis. The next Committee meeting has not been scheduled.
5. **LTD Board Service Committee:** The Board Service Committee is composed of Chair Ed Necker and Board Members Gary Gillespie and Angelynn Pierce. Meetings are scheduled on an as-needed basis. The next meeting has not been scheduled.

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 19, 2016

ITEM TITLE: RIDERSHIP, MARKETING, AND AWARENESS CAMPAIGN

PREPARED BY: Meg Kester, Marketing and Communications Manager

ACTION REQUESTED: Briefing and discussion

BACKGROUND:

A ridership marketing and service awareness campaign just launched, timed with LTD's fall service change. The campaign is a multiphase education and outreach effort occurring over the next 18 months. It will highlight several planned phases of service enhancements and integrate the launch of the West Eugene EmX line. The campaign objectives are to attract new riders and to encourage existing customers to use transit services more. Primary target markets are college students, commuters, seniors and event goers.

LTD ridership has dropped in recent years. This is related to service reductions tied to the economic downturn and reduced enrollment at area colleges. There also has been an increased level of one-seat rides due to service alignment improvements, which has resulted fewer boarding counts. Gas prices also remain relatively low and are not a disincentive to most motorists.

Primary campaign objectives include:

- Increasing ridership on LTD bus service
- Raising the visibility of LTD's innovative programs and services
- Improving the perception of LTD as an important community-oriented organization
- Developing ridership for the West Eugene EmX line

Elements of the first phase of the campaign include print and television advertising, bus wraps and outdoor displays, web, and social media, tabling, and field outreach. Outreach is occurring at targeted locations this fall on University of Oregon, Northwest Christian University, and Lane Community College campuses as well as to Duck fans traveling on the Autzen Express.

ATTACHMENTS: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 19, 2016

ITEM TITLE: BROADENING EmX STEERING COMMITTEE ROLES AND RESPONSIBILITIES

PREPARED BY: Tom Schwetz, Director of Planning and Development

ACTION REQUESTED: Review work of EmX Steering Committee Re-chartering Subcommittee and provide any further guidance.

BACKGROUND:

At its July 19, 2016, meeting, the LTD Board of Directors directed staff to *develop a broader range of responsibilities of the EmX Steering Committee to better align its efforts with the needs of the organization collaboratively with the existing EmX Steering Committee*. Following that meeting, the Steering Committee discussed this action at its regular meeting on August 2, 2016. The Minutes related to the Steering Committee's discussion is attached. At that meeting, the Steering Committee voted to *establish a subcommittee composed of EmX Steering Committee and Board members to develop a specific proposal regarding the Committee's future role*.

That subcommittee met on September 23, 2016, and outlined a number of elements to be included in a discussion of re-chartering the Steering Committee. The notes from that discussion are attached. The elements identified by the subcommittee include:

1. Articulate the Steering Committee's relationship with the LTD Board
2. Articulate the mission of the Steering Committee
3. Decide if the Steering Committee should have a new name
4. Discuss broadening membership
5. Discuss governance and Committee leadership

The purpose of this agenda item is to have the Board review and provide comment on the work of the subcommittee and provide any further guidance. As additional context, background on the original formation of the Steering Committee is attached.

ATTACHMENTS:

- 1) Minutes from August 2, 2016, EmX Steering Committee Meeting
- 2) Notes from September 23, 2016, meeting of EmX Steering Committee Re-chartering Subcommittee
- 3) Background on Original Formation of EmX Steering Committee and Recent Changes

PROPOSED MOTION: None.

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MINUTES OF MEETING
LANE TRANSIT DISTRICT
EmX STEERING COMMITTEE

Tuesday, August 2, 2016

VI. BROADENING EMX STEERING COMMITTEE ROLES AND RESPONSIBILITIES

Mr. Schwetz said that this item was the continuation of the Steering Committee's discussion of LTD's 10-year implementation plan that was under development. He said the plan affected more than just EmX; it was many other things that were key to LTD's future success, including moving from a hub-and-spoke configuration to create more connectivity with the regular service. He said that the LTD Board had passed a motion directing staff to develop a broader range of responsibilities to better align the EmX Steering Committee collaboratively with the organization's needs.

Mr. Yeh encouraged an open discussion about the topic. He said that the Board was very interested in the evolution of the Steering Committee's role and the opportunity to utilize its strengths and possibly expand membership to further diversify community representation, particularly from riders.

Mr. Satre and Mr. Gaydos arrived at 5:40 p.m.

Mr. Skov agreed that the Steering Committee's composition could be diversified to include more segments of the community.

Mr. Hauser asked if broadening the Steering Committee's focus meant expanding beyond EmX and thinking more broadly about how to improve transit service generally. Ms. Jackson replied that the Board Service Committee reviewed the deployment of service on an annual basis. She said the Board was interested in a group that looked at the functions of the entire system, including EmX, and how they connected with the community. She said that the group should be inclusive and have key stakeholders/constituents at the table, including elected officials, businesses, and riders.

Mr. Hauser said that a broader involvement for the Steering Committee seemed a logical progression of its role and put the Committee in a position to think more holistically about the system and transit's role in the community.

Mr. Gillespie agreed that a broader role for the Steering Committee was appropriate. He hoped to see future discussions of connected routes and next steps to achieve future connectivity. He felt that taking a holistic approach to the system would re-energize the Committee.

Ms. Moore asked what representation from specific groups would be considered if Steering Committee membership was expanded. She said that sometimes a larger committee was not as effective, and she suggested that various members of the Committee could be assigned to obtain feedback from specific groups in the community. She asked if current members provided reports or feedbacks about the needs and concerns of the populations they represented, such as students or riders.

Mr. Eyster said that the Steering Committee's purpose should be to provide assistance and be of value to the LTD Board as a decision-making body. He cited the Budget Committee as an example of a group that recommended a budget to the Board for approval.

Mr. Skov suggested that the LTD Board members consider what additional advisory functions they would like to see the Steering Committee undertake. He said it was also essential to clarify what information would be communicated to the Board and how it would be conveyed. He liked the idea of broadening the Committee's role to consider transit more broadly and agreed with Mr. Hauser's comments. He added that the Steering Committee could explore a more clearly defined relationship with BEST and riders.

Mr. Satre questioned how representation could be diversified. He noted that the Committee was already a large group. With respect to broadening the Committee's role, he said that perhaps the role could mature and evolve with the system--although if it was no longer the EmX Steering Committee and became a steering committee for the whole array of transit, that could mean a loss of focus and effective input to the Board. There was still significant EmX planning occurring.

Mr. Yeh asked if there was interest in expanding Steering Committee membership.

Mr. Skov said that a major consideration was the division of labor with the Board. He said there could be issues that the Board did not have time for, and perhaps some of those could be handed off to the Steering Committee. He stressed the importance of clearly defining the process for communication between the Board and Committee.

Mr. Yeh pointed out that the Steering Committee had demonstrated its ability to independently generate issues and bring them to the Board's attention. He saw the relationship as one in which the Board could refer issues to the Committee and the Committee could also raise issues it felt the Board should consider.

Mr. Biddle suggested that the Steering Committee's meetings could be better timed sequentially with Board meetings.

Mr. Hauser remarked that as the Steering Committee's role and responsibilities were better defined, it would be easier to determine if the current membership was appropriate or expansion was required. He asked if a broader committee role might include providing advice on development of the 10-year implementation plan. Ms. Jackson said that would be an ideal starting point as the Steering Committee represented key community stakeholders and could engage in an exchange of ideas. Instead of expanding the Committee with more permanent members, she said that including other perspectives could occur when needed by inviting people to participate in Steering Committee discussions of specific issues as system development moved forward. Those additional perspectives could help inform the Committee's advice to the Board on various matters and assure that all community interests affected by a particular decision were heard.

Mr. Gillespie said that most of his district was within the West Eugene EmX area. He added that he was a transit-dependent person, and he was in favor of Committee diversification. He noted that LTD was the highest ranked transit district for its size in the country and had completed three successful EmX routes in operation. He said there had been four different Board members on the Steering Committee over the years, and it had primarily been the Committee that questioned its value, not the Board.

Ms. Brindle said she had struggled with the role of the Steering Committee during her membership--especially with respect to what occurred in a jurisdiction when it was grappling with the issue of EmX service, such as what was occurring in Springfield with Main Street. She questioned if the Committee was silent too often when cities were struggling with EmX issues and receiving feedback mostly from concerned businesses who were not the only stakeholders. She said that

perhaps it was a role of the Steering Committee to advocate or recommend on those issues and try to influence outcomes.

Ms. Moore thanked LTD for its involvement in the Olympic Trials and doing a wonderful job of moving people around the area. As a new member of the Steering Committee, she had initially questioned why there had been a presentation on Eugene's bike rental program; but upon reflection, she realized that the transit system involved all modes, and making those connections was part of growing the transit system. She commented that the title "EmX Steering Committee" seemed somewhat limiting when actually the Committee looked at a wide range of transportation-related issues such as bikes and pedestrian safety.

Mr. Skov asked what additional role LTD saw for the Steering Committee under a 10-year implementation plan. Ms. Jackson said that the District hoped to engage community members in a continuous discussion of transportation needs throughout the region, along with development of a sustainable 10-year plan that would evolve along with regional needs. She said the plan would address transportation needs through a connectivity and system approach. She envisioned the Committee as part of that strategy as it represented many community interests.

Mr. Eyster questioned the intent of the discussion when the Board had not asked the Steering Committee for help. Mr. Skov agreed that the Board should be decide how the Committee could be of assistance.

Mr. Hauser commented that the Board did direct the Steering Committee to consider broadening its focus, which he felt indicated an interest in having the Committee focus more at the system level, rather than limiting itself to EmX.

MOTION: Mr. Skov, seconded by Mr. Eyster, moved to establish a subcommittee composed of EmX Steering Committee and Board members to develop a specific proposal regarding the Committee's future role.

Mr. Satre said the subcommittee could be charged with bringing a proposal to the Steering Committee's October meeting for discussion and refinement by all members.

In response to Mr. Yeh's call for volunteers to serve on the subcommittee, the following members agreed to serve: Brindle, Gillespie, Hauser, Skov, and Biddle.

VOTE: The motion passed unanimously, 12:0.

Notes on September 23, 2016, Meeting of EmX Steering Committee Re-chartering Subcommittee

In its discussion on the possible re-chartering of the EmX Steering Committee, the Subcommittee identified the following elements to be included in a re-chartering discussion:

1. Articulate the Steering Committee's relationship with the LTD Board
2. Articulate the mission of the Steering Committee
3. Decide if the Steering Committee should have a new name
4. Discuss broadening membership
5. Discuss governance and Committee leadership

The Subcommittee's discussion of each of these elements is summarized below.

1. Articulate the Steering Committee's relationship with the LTD Board

The purpose of this committee would be to provide LTD's Board of Directors with guidance and community input on strategic issues. This committee would bring strategic issues to the Board for direction and policy-level decision making. This committee would serve a role distinct from the other LTD committees, which include committees on finance, budget, accessible services, human resources, and service.

2. Articulate the mission of the Steering Committee

The Committee would be an advisory body to help guide LTD towards achieving its overarching goal of efficient mobility while focusing on the broad elements of LTD's transit strategy:

- Making better connections
- Less waiting – faster trips
- Create safer places to walk and wait for service
- Bridge the first and last mile
- Right size transit solutions for outlying areas

Generally, the Committee would be responsible for providing guidance to the LTD Board on issues of a strategic nature and would avoid getting into tactical details.

Examples of strategic issues to include in the Committee's mission/work plan could include:

- LTD's conceptual system network design (i.e., transition from hub/spoke design)
 - Frequent Transit Network
- Multi-modal integration
 - Bike Share
 - First/last mile connections
- Ten-year implementation plan
- Three-year plan
- Long-Range Transit Plan
- Vision Zero

- Integration with highway improvements
- Transportation Options (Point2point)
- Facilities
- External communications
- Main-McVay Transit Study
- MovingAhead
- New Franklin Boulevard (as it relates to multi-modal integration)

Examples of tactical issues to avoid would include:

- Service Planning
 - Route design
 - Scheduling
- Financial Detail
- Human Resources

3. Decide if the Steering Committee should have a new name

If not exclusively focused on EmX, then the Committee should have a new name. One possible name could be *System Development Committee*.

4. Discuss broadening membership

Membership should be limited to a workable size but should ensure broad community representation. Members could represent more than one community group. Unrepresented or underrepresented community groups also could be invited to specific meetings dealing with relevant issues. Groups important to represent could include the following brainstormed list:

- Eugene and Springfield Chambers of Commerce
- Cities, County
- Non-profit organizations
- Neighborhoods
- Eugene Neighborhood Leaders Council
- Springfield residents
- State of Oregon
- Travel Lane County
- Student populations: K-12 and higher education
- U of O, LCC: Faculty, staff, and students
- School transportation
- Transportation Options
- Bike community
- Environmental groups/GHG and climate change experts
- Development industry
- Equity/environmental justice community
- Customers/bus riders

- Rural
- Industry
- Large employers
- Diversity
- Public health
- Transit advocacy group

5. Discuss governance and Committee leadership

The Subcommittee discussed the possibility of having a chair for this committee who was not an LTD Board member but would be elected by the Committee. This is similar to how LTD's Accessible Transportation Committee (ATC) is run. There was discussion that the agenda-setting committee could continue. There also was discussion that setting Committee bylaws, while not required, could be helpful in managing this committee moving forward.

Background on Original Formation of EmX Steering Committee and Recent Changes

The LTD Board of Directors first established a Bus Rapid Transit Steering Committee in early 1998. The first meeting of the Committee was held on May 14, 1998. The Committee's name changed to "EmX Steering Committee" in April 2006. The original Committee members included:

- Rob Bennett, LTD Board, Committee Chair
- Kirk Bailey, LTD Board
- Mary Murphy, LTD Board
- Peter Sorenson, Lane County Board
- Don Ehrich, ODOT
- Maureen Maine, Springfield City Council
- Scott Meisener, Eugene City Council
- Dave Jewett, At-Large
- John Lively, At-Large

The original charge of the Committee was as follows:

The Bus Rapid Transit (BRT) Steering Committee is charged with providing oversight on LTD's proposed BRT project. BRT is, in essence, using buses to emulate the positive characteristics of a rail system. Steering Committee members have two basic responsibilities:

- 1) *Participate in the review and formulation of recommendations regarding the development of the BRT system*
- 2) *Provide two-way communication links with the group the member represents*

The Steering Committee will be involved in all aspects of the BRT Pilot Corridor project. Significant issues to be addressed by the Committee include the following:

- Determination of the specific alignment for the pilot corridor
- Location of bus stops along the corridor
- The design of BRT stations and amenities to be provided at bus stops
- Determination of transit priority techniques to be used
- Use of a transit signal priority system
- Determination of bus type to use on BRT corridor
- Determination of possible use of bus guideway system
- Design of feeder bus routes tying into the pilot BRT corridor
- Review of ridership and cost estimates for the pilot corridor
- Recommendation on whether or not to proceed with the implementation of BRT on the pilot corridor

As noted in a staff memo from June 5, 2001:

"From a staff perspective, the BRT Steering Committee has achieved these goals. The Committee provided recommendations to the LTD Board, the cities, and the county on all key aspects of the Phase 1 Project. Discussions by the Steering Committee helped guide staff efforts on the project and appeared to have a significant influence on decisions by the LTD Board, as evidenced by the fact that every recommendation from the Steering Committee was approved by the Board. The two-way communication between Steering Committee members and the groups they represent was, in most cases, achieved."

That memo continued with recommending that the Steering Committee continue, given the ongoing work with the Franklin corridor and work beginning on the Pioneer Parkway (Gateway) corridor.

The Committee continued to meet more or less quarterly beginning in 2006. In 2014 the Committee began discussion around how to improve its engagement. At its June 17, 2014, meeting, the EmX Steering Committee discussed the results of a survey of the Committee membership. The general themes of the Committee's discussion are as follows:

- 1) ***There has been a growing disconnect between the Board and the Committee*** - Those members who have been on the Committee for a number of years contrasted the Committee's fairly intense engagement in the development of the Franklin and Gateway projects with the relatively high level and disconnected engagement in the West Eugene project and the planning work completed to date on the Main Street project.
- 2) ***The Committee members see themselves as "keepers of the flame,"*** but need direction from the LTD Board as to what that means and how the members can be of best use to the Board. This could include playing a more effective role as a conduit of information.
- 3) ***Committee members provided a number of specific proposals for changing the process of their engagement,*** including restructuring the agenda as follows:
 - a. Long-range planning issues
 - b. Current operations status
 - c. Key points of communication to represented groups
 - d. Reports from Committee members relative to transit in general and EmX specifically

With respect to developing direction to the Committee from the Board, LTD Board Member Carl Yeh developed the following draft directives for consideration by the Board:

- 1) Develop specific strategies to improve existing EmX (e.g., more dedicated lanes, station/path adjustments, more effective transit signal priority, etc.).
- 2) Building on lessons learned from previous corridors, develop recommendations for public and stakeholder engagement to be used in the development of future corridors.
- 3) Build/maintain relationships with EmX partners and riders.
- 4) Other EmX Steering Committee goals determined by the Committee.

At its August 13, 2014, meeting, the EmX Steering Committee reviewed an updated set of charges proposed by LTD Board Member Carl Yeh. Steering Committee members generally agreed with these charges and suggested that further description of each charge be added. The draft directives and descriptions are as follows:

- 1) **Develop specific strategies to improve existing EmX (e.g., more dedicated lanes and station/path adjustments, more effective transit signal priority, etc.).**

Description: There is an ongoing need to monitor the performance of each EmX line. As development occurs along a line, and as LTD gains operational experience with EmX, additional investment and strategies to improve current operations may be needed. This could involve further investments in the short term (transit signal priority, passenger boarding improvements, station area development), as well as investments in the longer term (higher frequency service, preservation of travel time) as additional segments of the EmX system become operational.

- 2) **Build on lessons learned from previous corridors; develop recommendations for public and stakeholder engagement to be used in the development of future corridors.**

Description: Each new line added to the operational system brings new lessons learned that can be applied to the development of future corridors. In particular, it is important to continue to refine the ways in which LTD engages the community in the planning and development of EmX projects.

- 3) **Build/maintain relationships with EmX partners and riders.**

Description: The LTD Board has strived to identify a broad range of community leaders to participate on the EmX Steering Committee. An expectation of the Board is that the community leaders serving on the Steering Committee will actively assist LTD in building and maintaining the critical relationships it has with partners and users of the system. Steering Committee members can help LTD more effectively understand community needs and concerns around the EmX system as well as help keep the community informed on EmX-related matters.

- 4) **Other EmX Steering Committee goals determined by the Committee.**

Description: As the Steering Committee continues its work, additional Committee goals may arise. As new goals arise, the Committee will propose adding them to the overall set of charges and request LTD Board approval.

These directives were discussed and approved by the LTD Board at its October 19, 2014, meeting. As a result of these changes, the Committee formed an agenda subcommittee that meets to develop the Committee's agendas. In addition, the Committee agreed to meet six times per year.

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AGENDA ITEM SUMMARY

DATE: October 19, 2016

ITEM TITLE: MONTHLY FINANCIAL REPORTS

PREPARED BY: Christina Shew, Finance Director

ACTION REQUESTED: None

BACKGROUND:

The July financial reports were not available for inclusion in the October 19, 2016, Board meeting packet. The financial reports will be provided on Tuesday, October 18, 2016, under separate cover to Board members and will be available at ltd.org.

ATTACHMENTS: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: October 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 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.

ATTACHMENTS: Executed Contracts September 2016

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2016\October\Oct 19 Reg Mtg\Sep 2016 Contract Report.docx

**LANE TRANSIT DISTRICT
EXECUTED CONTRACTS
September 2016**

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	NOTES
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WEE Complimentary Group Passes

9/9/2016	Hampton Inn	West Eugene EmX Community Outreach	Group Pass	Sep - Dec 2016	Project Specific	\$ 210.96	Agreement for up to 20 total employees (\$1,406.40); 3 employees participating
9/27/2016	NWSS Mini Storage	West Eugene EmX Community Outreach	Group Pass	Sep - Dec 2016	Project Specific	\$ 281.28	Agreement for up to 4 total employees; all employees participating
9/27/2016	UPS Store #5379	West Eugene EmX Community Outreach	Group Pass	Sep - Dec 2016	Project Specific	\$ 70.32	Agreement for 1 employee

Contracts

8/26/2016	Lane Council of Governments	Business Commute Challenge Third-Party Website Hosting	IGA	Jul 1 - Dec 31	NA	\$ 1,300.00	Reimbursement of hourly rates and direct expenses associated with the webhosting; agreement is temporary to provide LTD with opportunity to obtain webhosting services independent of LCOG in light of its decision to discontinue provision of said services.
9/1/2016	Cascade Title Company	On-Call Land Titling Services	Fixed Price/Labor Hour	Sept 1, 2016 - Jun 30, 2018	Annual/Auto Renew		Reimbursement of hourly rates and direct expenses associated with the webhosting; agreement is temporary to provide LTD with opportunity to obtain webhosting services independent of LCOG in light of its decision to discontinue provision of said services.
9/2/2016	City of Eugene	18th Avenue and Oak Patch Signalized Intersection Improvements	IGA			\$ 225,000.00	Project being funded by a Surface Transportation Program - Urban (STP-U) grant awarded by ODOT. Project is estimated at \$707,462. LTD providing matching funds.
9/8/2016	Lane Council of Governments	SmartTrips Springfield Third-Party Website Hosting	IGA	Jul 1 - Dec 31	NA	\$ 1,300.00	Reimbursement of hourly rates and direct expenses associated with the webhosting; agreement is temporary to provide LTD with opportunity to obtain webhosting services independent of LCOG in light of its decision to discontinue provision of said services.
9/16/2016	Bridgeway House	Ten (10) Month Student Contract	Group Pass	Oct 1, 2016 - Jun 30, 2017	Annual	\$ 450.45	13 participating students
9/19/2016	Chambers Construction Co.	Miscellaneous Construction Services	Extension	Jul 1 - Oct 31	NA	\$ 379,422.00	Contract value represents average of last three years' expenditures. These services are currently being resolicited. This extension is for the purpose of allowing time for projects currently underway to be completed.
9/19/2016	2G Construction Co.	Miscellaneous Construction Services	Extension	Jul 1 - Oct 31	NA	\$ 109,081.66	Contract value represents average of last three years' expenditures. These services are currently being resolicited. This extension is for the purpose of allowing time for projects currently underway to be completed.

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	NOTES
9/29/2016	Grove, Mueller & Swank, P.C.	Pension Trust Audit Services	Extension	Jul 1, 2016 - May 30, 2017	Annual	\$ 16,000.00	Contract value represents an estimate of the fees for this audit. The District will be billed actual hours and expenses related to these services. This is the final extension for this contract.

Miscellaneous

9/22/2016	Enterprise Holdings dba Enterprise CarShare	Point2point Drive Less Challenge Advertising	Cash Sponsorship	Event Specific	NA	\$ 250.00	Full color 1/8 page advertisement in the Drive Less Challenge Guide to be published in the <i>Register-Guard</i> ; recognition on social media and during kick-off party
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AGENDA ITEM SUMMARY

DATE OF MEETING: October 19, 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 September 2016.

ATTACHMENTS: *September cash disbursements were not available for inclusion in this meeting packet. They will be provided under separate cover to Board members and will be available at [ltd.org](#).*

PROPOSED MOTION: None

Q:\Reference\Board Packet\2016\October\Oct 19 Reg Mtg\Cash Disbursement AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: October 19, 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) *July 2016 Performance Reports were not available for inclusion in this meeting packet. They will be provided under separate cover to Board members and will be available at ltd.org.*
- 2) August 2016 RideSource Activity and Productivity reports

PROPOSED MOTION: None

Q:\Reference\Board Packet\2016\October\Oct 19 Reg Mtg\Performance Report AIS.docx

Special Mobility Services: RideSource Activity and Productivity Information

August-16	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	15,254	16,145	-5.5%	28,958	33,334	-13.1%	186,746	197,984	-5.7%
RideSource(All Modes)	12,837	13,698	-6.3%	24,797	28,241	-12.2%	157,496	166,868	-5.6%
Shopper	580	580	0.0%	1,040	1,216	-14.5%	6,770	7,354	-7.9%
Escort Volunteers-Metro	1,296	1,258	3.0%	2,269	2,529	-10.3%	16,738	14,637	14.4%
Escort Volunteers-Rural	541	609	-11.2%	852	1,348	-36.8%	5,742	9,125	-37.1%
RideSource Cost per Ride	\$ 25.89	\$ 22.68	14.1%	\$ 26.35	\$ 22.56	16.8%	\$ 24.43	\$ 23.04	6.0%
RideSource(All Modes)	\$ 29.55	\$ 25.65	15.2%	\$ 29.64	\$ 25.51	16.2%	\$ 27.83	\$ 26.19	6.3%
RideSource Shopper	\$ 15.48	\$ 11.88	30.4%	\$ 15.85	\$ 11.65	36.1%	\$ 13.19	\$ 12.23	7.8%
RideSource Escort	\$ 3.61	\$ 4.29	-15.8%	\$ 3.75	\$ 4.47	-16.0%	\$ 3.96	\$ 4.23	-6.2%
Ride Reservations	14,126	15,006	-5.9%	27,357	31,333	-12.7%	175,726	184,775	-4.9%
Cancelled Number	1,248	1,381	-9.6%	2,499	2,986	-16.3%	17,739	17,942	-1.1%
Cancelled % of Total	8.83%	9.20%		9.13%	9.53%		10.09%	9.71%	
No-Show Number	90	111	-18.9%	158	252	-37.3%	1,037	1,577	-34.2%
No-Show % of Total	0.64%	0.74%		0.58%	0.80%		0.59%	0.85%	
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	8,406	7,786	8.0%	15,997	16,160	-1.0%	95,794	95,280	0.5%
Agency Staff	8,406	7,673	9.6%	15,991	15,942	0.3%	94,908	93,768	1.2%
Agency SMS Volunteer	-	113	-100.0%	6	218	-97.2%	886	1,512	-41.4%
Avg. Trips/Service Hr.	1.60	1.83	-12.6%	1.62	1.82	-11.0%	1.71	1.83	-6.6%
RideSource System Miles	99,349	99,291	0.1%	189,396	204,908	-7.6%	1,181,943	1,207,573	-2.1%
Avg. Miles/Trip	7.40	6.95	6.5%	7.33	6.96	5.4%	7.20	6.93	3.8%
Miles/Vehicle Hour	11.82	12.75	-7.3%	11.84	12.68	-6.6%	12.34	12.67	-2.6%

Special Mobility Services: RideSource Activity and Productivity Information

<u>August-16</u>	<u>Current Month</u>	<u>Prior Year's Month</u>	<u>% Change</u>	<u>Current YTD</u>	<u>Previous YTD</u>	<u>% Change</u>	<u>Current 12 Month</u>	<u>Prior 12 Month</u>	<u>% Change</u>
On-Time Performance %	89.0%	87.1%	2.2%	88.1%	86.6%	1.7%	86.7%	84.2%	3.0%
Sample	11,773	12,401		22,655	25,693		144,087	152,213	
On-Time	10,475	10,800		19,970	22,262		124,954	128,109	

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

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

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

Productivity Cost Model

FY 2017

August-16

	Current Month	Last Yr Curr Month	Curr YTD	Last Yr YTD	Curr 12 Months	Last Yr 12 months
Total Cost per Model	510,367	472,247	994,383	981,833	6,017,344	5,712,917
Less Brokerage	115,123	105,996	230,384	229,336	1,452,537	1,143,674
Less Oakridge	317	69	875	578	2,988	7,987
RS Total	394,927	366,182	763,124	751,919	4,561,819	4,561,256
Less Shopper	8,981	6,888	16,488	14,163	89,303	89,964
Less Vol Escort	6,637	8,007	11,719	17,336	89,123	100,475
RS All Modes	379,309	351,287	734,917	720,420	4,383,393	4,370,817

AGENDA ITEM SUMMARY

DATE: October 19, 2016

ITEM TITLE: MONTHLY GRANT REPORT

PREPARED BY: Richard Lopez, Financial Consultant

ACTION REQUESTED: None; information only.

BACKGROUND:

The July Grant Report following this summary contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) 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 is now utilizing the new Transit Award Management System (TrAMS) for grant applications, grant reporting, and project reporting. LTD has submitted one grant application for bus purchases against existing formula appropriations from fiscal years ending 2013, 2014, and 2015.

Federal Transit Administration Hybrid-Electric Bus Purchase

Lane Transit District (LTD) was awarded a grant (FTA Grant OR-2016-020-00) in the amount of \$582,947 on September 21, 2016, under Formula 5339 Funds to purchase a replacement of one hybrid-electric, articulated bus. The grant amount represents 80 percent of the expected purchase price of \$728,683, leaving LTD's match requirement of \$145,736. This purchase is consistent with LTD's Fleet Management Plan that replaces buses after they have exceeded their useful life expectancy.

Federal Transit Administration 2016-2017 Formula Funds Application

LTD has submitted its application for 2016-2017 Section 5307 Formula Funds in the amount of \$8,931,200. The application will include requests for the funding of the West Eugene EMX Extension, Willow Creek Terminus Station, the Santa Clara Station, and the Glenwood Bus Parking Lot Reconfiguration projects. In accordance with the FY 2016-2017 approved budget, LTD will no longer use 5307 funds for preventive maintenance expenditures.

Federal Transit Administration Grant Revision

LTD has an existing grant from FTA (OR-03-0122), which funded the Pioneer Parkway Project. The overall project was completed, and there remains \$1,336,346 of funds still available from FTA. LTD is in the process of submitting a grant revision to FTA to allow for these funds to be utilized for the purchase of two (2) new West Eugene EmX buses. The purchase is expected to be in the current 2016-2017 fiscal year.

Federal Transit Administration Grant

LTD was awarded a grant from FTA for its River Road Transit Community Implementation Plan. The grant will cover \$450,000 of the \$564,000 project costs. The project will be managed by the City of Eugene. The required match of \$114,000 will be made by the City, who will contribute \$79,800 (70 percent), and LTD, who will contribute the remaining \$34,200 (30 percent). Both the City and LTD matched costs will consist of employee staff time and related labor costs and will not require either agency to contribute additional resources. The project specifically focuses on identifying opportunities and enabling the development of Transit-Oriented Development.

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.

ODOT Safe Routes to Schools Non-Infrastructure Grant for Springfield SRTS Program

LTD submitted a grant application to ODOT for \$149,921 to provide funding for the Springfield Safe Routes to Schools Program, which will continue the efforts to establish a long-term Safe Routes to Schools Program within the Springfield school district. The funding will pay for .5 FTE staff to work in the Springfield Public School Transportation Department, who will initiate and run the program within the school district. The grant will also pay for outreach, map printing, a portable speed reader, safety materials, and a small amount of pedestrian and bicycle safety in-class programming. The grant is pending completion of a Memorandum of Understanding with the Springfield School District.

ATTACHMENT: July 2016 Grant Report

PROPOSED MOTION: None

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30136 ODOT - ODOT ConnectOregon	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
City of Eugene Pedestrian Bridge	12,001.00	1,543,306.00	262,059.24	1,281,246.76
WEEE Pedestrian Bridges	-	2,040,000.00	142,500.00	1,897,500.00
	12,001.00	3,583,306.00	404,559.24	3,178,746.76

30139 ODOT - ODOT ConnectOregon	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
Franklin Transit Stations	-	648,000.00	23,256.14	624,743.86

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	629,407.00	7,447,094.00	5,587,041.21	1,860,052.79
14.02.20 Stations & Stops	176,001.00	7,978,019.00	3,783,559.65	4,194,459.35
14.03.30 Support Facilities	-	50,000.00	937.31	49,062.69
14.04.40 Sitework & Special Conditions	2,074,294.00	38,770,734.00	29,253,296.00	9,517,438.00
14.04.40 Sitework & Special Conditions Ped Bridges	-	2,040,000.00	142,500.00	1,897,500.00
14.05.50 Systems	108,711.00	4,910,219.00	1,045,810.08	3,864,408.92
14.06.60 ROW, Land, Existing Improvements	366,739.00	3,208,620.00	2,573,104.60	635,515.40
14.09.90 Unallocated Contingency	-	1,372,533.00	-	1,372,533.00
	3,355,152.00	65,777,219.00	42,386,248.85	23,390,970.15

OR-03-0128 - FTA 5309 Bus & Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
13.13.06 EmX Vehicles	-	1,672,925.00	996,383.15	676,541.85
14.05.50 Systems	-	260,281.00	260,281.00	-
	-	1,933,206.00	1,256,664.15	676,541.85

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



OR-04-0038 - FTA 5309 Bus and Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 Hybrid Electric 40' Buses	1,848.00	3,875,000.00	27,350.29	3,847,649.71
11.12.06 Hybrid Electric Articulated Buses	-	3,000,000.00	2,970,327.78	29,672.22
	<u>1,848.00</u>	<u>6,875,000.00</u>	<u>2,997,678.07</u>	<u>3,877,321.93</u>

OR-04-0041 - FTA 5309 VTCLI	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.08 Call Center Software	3,335.00	1,062,000.00	716,860.11	345,139.89
11.62.02 Call Center Telephone System	-	298,000.00	298,000.00	-
	<u>3,335.00</u>	<u>1,360,000.00</u>	<u>1,014,860.11</u>	<u>345,139.89</u>

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

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

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

OR-39-0007 - FTA 5339 Alternatives Analysis Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
44.23.02 Main St/McVay Planning Study	-	937,500.00	934,572.37	2,927.63

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	638,449.00	18,750,534.00	17,855,907.07	894,626.93
	<u>638,449.00</u>	<u>21,042,500.00</u>	<u>20,147,873.07</u>	<u>894,626.93</u>

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



OR-57-X014 - FTA 5317 New Freedom	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.7L.00 Mobility Management	816.00	98,155.00	36,691.98	61,463.02
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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	52,287.00	350,000.00	350,000.00	-
11.42.08 Software	-	289,200.00	289,200.00	-
11.42.09 Security Improvements	-	431,600.00	431,600.00	-
11.42.09 Security_01	-	73,375.00	73,375.00	-
11.42.09 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	25,018.00	100,000.00	100,000.00	-
11.42.20 Miscellaneous equipment	-	105,100.00	105,100.00	-
11.43.03 Facility_Staff_Building_Parking_Lot_Exp_02	-	270,000.00	269,980.99	19.01
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)
	77,305.00	17,321,826.00	16,655,676.04	666,149.96

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	746.00	2,340,354.00	2,087,539.20	252,814.80
11.7F.00 Gateway SmartTrips	-	100,301.00	100,301.00	-
	746.00	2,440,655.00	2,187,840.20	252,814.80

OR-95-X035 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.72.11 Rideshare	-	358,633.71	358,633.71	-
11.72.11 Safe Routes to School	-	83,584.00	41,208.78	42,375.22
11.72.11_Rideshare_Bike_Sharing	-	3,596.95	3,596.95	-
11.72.11_Rideshare_Carpool	-	922.03	922.03	-
11.72.11_Rideshare_CMP	-	905.57	905.57	-
11.72.11_Rideshare_ETC	-	5,956.88	5,956.88	-
11.72.11_Rideshare_Group Pass	-	35,212.82	35,212.82	-
11.72.11_Rideshare_Park and Ride	-	1,872.04	1,872.04	-
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	-	1,047,911.00	1,005,535.78	42,375.22



OR-95-X055 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 Hybrid 40' Bus Replacement_01	-	1,878,998.00	-	1,878,998.00
11.33.02 Pavilion Station Construction_01	-	445,782.00	445,782.00	-
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
11.7L.00 Rideshare_00	-	441,436.00	441,436.00	-
11.7L.00 Rideshare_01	-	453,694.00	453,694.00	-
11.7L.00 Rideshare_02	-	454,336.00	454,336.00	-
11.7L.00 Safe Routes-School Districts_00	-	129,834.00	129,834.00	-
11.7L.00 Safe Routes-School Districts_01	-	135,421.00	135,421.00	-
11.7L.00 Safe Routes-School Districts_02	-	135,421.00	100,402.35	35,018.65
11.7L.00 SmartTrips 2	-	384,487.00	384,487.00	-
11.7L.00 SmartTrips_02	-	415,472.00	-	415,472.00
44.23.02 Bike Parking Study	-	100,301.00	100,301.00	-
44.23.02 Bike Share Study_01	-	111,445.00	97,721.30	13,723.70
44.23.02 NW Eugene-LCC Transit Corridor Plan_01	-	651,711.00	651,711.00	-
	-	<u>6,295,565.00</u>	<u>3,952,352.65</u>	<u>2,343,212.35</u>

AGENDA ITEM SUMMARY

DATE OF MEETING: October 19, 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 – October 2016

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MONTHLY DEPARTMENT REPORTS

October 19, 2016

OFFICE OF THE GENERAL MANAGER

Aurora Jackson, General Manager

This section is new to the Department Reports and has been added to communicate information regarding the activities of the general manager and to provide responses to specific requests from the Board of Directors.

Solar Energy

In September LTD staff and one Board member visited the BYD facility to view the building of LTD's first all-electric buses. During the tour, staff learned that BYD is one of the largest manufacturers of solar technology. Given the existing relationship with BYD, staff will explore the potential of requesting a solar energy analysis of LTD's facilities. Typically, these types of analysis are performed at no or low costs. Should this not be the case, LTD will be required to conduct a cost analysis and secure funds to pay for the costs of performing a solar energy cost benefit analysis.

This topic will be explored further by the internal Environmental and Sustainability Management System (ESMS) Committee in order to set priorities and goals for LTD in a well thought out and strategic manner.

Rosa Parks Reserved Seat

At the September regular meeting, the Board requested that staff provide information regarding reserving one seat on every LTD bus as a tribute to Rosa Parks, similar to the tribute displayed on San Antonio, Texas' VIA Metro buses (image seen below).



According to VIA's management staff, this is a project that took several years to implement in order to maintain costs. Currently, a local business in San Antonio manufactures the customized seats on an as-needed basis.

The cost to replicate a Rosa Parks reserved seat tribute is unknown at this time. Staff would need to develop a specification for a reserve seat on each type of bus and put this item out for competitive bidding.

SERVICE DELIVERY

Mark Johnson, Assistant General Manager

TRANSIT OPERATIONS

Jake McCallum, Director of Operations

There is no Transit Operations report this month.

FLEET MAINTENANCE

Ernie Turner, Director of Fleet Maintenance

The New Flyer pilot bus is in its final stages of production and will be driven to Aniston, Alabama, for BAE (hybrid propulsion system) testing. Once the testing is complete, the bus will be delivered to LTD for acceptance. The other four buses will begin production the week of November 21, with tentative delivery to LTD sometime between December 30 and January 20. The BYD bus build also is in process, with tentative delivery to LTD sometime between December 15 and January 15.

ACCESSIBLE AND CUSTOMER SERVICES

Cosette Rees, Accessible and Customer Services Manager

Reasonable Accommodation

At the September meeting, the Accessible Transportation Committee approved a new Reasonable Modification Rule. This Federal Transit Administration (FTA) requirement provides guidelines on how the District reviews its policies, practices, and procedures as requested. This ensures that individuals with disabilities have equitable access to programs.

Staffing

- The division has two retirements to report. On September 30, after more than 29 years of service, Susan Hekimoglu retired. For the past four years, Susan has served as the Accessible Services specialist. Her passion and compassion for serving our customers, and especially people with disabilities and seniors, has been exemplary. And in October, Gail Beasley will retire from Customer Service after guiding many riders for more than 21 years. Gail has been a valued member of our CSC team and also will be sorely missed.
- LTD welcomes John Ahlen who assumes the role of Accessible Services specialist, and Emily Cassell who joins our Customer Service team.

RideSource Request for Proposal

Before the end of October, LTD will release a Request for Proposal for operations of the RideSource Call Center. This is a significant contract as part of the District's Americans with Disabilities Act (ADA) compliance; and even more importantly, creates access to this community for people who cannot ride LTD's fixed-route buses. This service provides independence for many in this community.

NOVUS Update

LTD continues to collaborate with Trapeze on the development of the RideSource operation software. Staff are working with a small division called TripSpark, and feel progress is being made. Although the official implementation date is September 2017, staff are optimistic that it will be earlier. Through this collaboration, the District receives software that can handle the highly integrated nature of the Call Center. This software will enable the agency to operate more efficiently and effectively.

Non-Emergency Medical Transportation (NEMT)

NEMT service contracted through Trillium is undergoing a transition to Centene, which recently purchased Trillium. LTD is working with Centene to complete the transition, which should be accomplished very soon. A committee has been convened composed of staff from LTD, Trillium, RideSource, and private providers to meet regularly to review policies and to explore options to make the service more efficient.

POINT2POINT

Theresa Brand, Transportation Options Manager

- Point2point staff were busy in September preparing for the coming Oregon Drive Less Challenge events and program along with wrapping up the Thurston Smart Trips program.
- As the grocer opened its doors, staff worked closely with Whole Foods to assist with any transportation-related information they needed, including speaking with the new staff about their options for travel to the new business.
- Staff continue to work with local employers to schedule transportation fairs on their worksites this fall.
- Staff continue to work closely with the Safe Routes to Schools staff in preparation for fall back-to-school events, along with laying the groundwork for this year's Walk and Bike events happening in October.

Smart Trips

The Smart Trips Thurston program officially ended on September 9 and was a huge success. Staff delivered 417 household travel kits, which reflects a 13.9 percent participation rate. Staff hosted or staffed tables at 17 community events, engaging with more than 575 Springfield residents. In addition, staff followed up via phone and e-mail with homes that had received materials but who were not available at that time to ask questions or to address any barriers of concern to using transportation options in the region.

Staff mailed out the post-program survey on September 16; the survey was to be returned by October 7. The survey also was available in an online version and in Spanish. Now that the surveys are returned, analysis will begin on the programs reach and effectiveness, and this information will be compiled and presented to City of Springfield staff, City Council, and the LTD Board of Directors.

School Programs

- Safe Routes to School (SRTS) coordinators spent the month of September kicking off this school year's SRTS programming by meeting with school principals, staff, and parent champions and assisting them with registering for Walk and Bike to School Day that happened on October 5.

- Eugene 4J School District has begun the process of replacing SRTS Coordinator Shane MacRhodes. Shane will stay on part-time until the new coordinator is hired and trained. The position will be posted some time during the month of October.
- Staff continue to do outreach for the SchoolPool program. During the month of September, staff attended four back-to-school events. Currently there are 35 people registered in the SchoolPool program.

Be Seen Be Safe

Staff provided free walking and bike lights at safety events in Eugene and Springfield as part of the Be Safe Be Seen statewide effort. About 200 individuals received the safety materials and were reminded about safety tips as the dark season begins.

Drive Less Connect/Oregon Drive Less Challenge

Planning and outreach are well underway for the Oregon Drive Less Challenge that kicked off on October 1 and runs through October 15. The Oregon Drive Less Challenge encourages all Oregonians to leave their cars at home and bus, bike, walk, carpool, vanpool, ride the train, or telework. This challenge encompasses all trips: work, recreation, shopping, errands, etc. The Challenge coordinator, Tracy Ellis, has secured more than \$2,200 in local prizes and sponsorships for the two-week long campaign.

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

- 292 new users enrolled in DLC
- 4,556 non-drive-alone trips reported
- 64,345 non-drive-alone miles reported
- 116 Ridematch searches performed
- 28 Ridematch requests sent

Vanpool Program

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

- 16 vanpools traveling to/from Eugene-Springfield (One van is on summer hiatus)
- 3,737 passenger boardings
- 180,437 passenger miles
- 109,706 pounds CO₂ reduced

CarShare Program

- There is no Carshare report for August *(reporting experiences a 30-day lag)*.

Employer Programs/Employer Outreach

- Whole Foods Market enrolled in the Emergency Ride Home Program.
- Ten individuals registered for the Emergency Ride Home Program
- Staff conducted outreach at the Lane Job Fair, Eugene Water and Electric Board, Royal Caribbean Cruise Lines, and Whole Foods.

General Outreach

- The Train the Trainer presentation was given to staff at the Eugene and Junction City Departments of Motor Vehicles, informing them of all the transportation services available to their clients who have to surrender their licenses. This was also presented to the Eugene Active Transportation Committee.
- In partnership with the City of Springfield, staff participated in the Wheels by the Willamette event on September 23, offering safety related items, letting them know about the Oregon Drive Less Challenge, offering general transportation information, and providing free bike tune-ups from Hutch's Springfield.
- In working with Cornerstone Housing, staff will be at nine housing events over the fall to help residents with their transportation needs.
- Staff tabled at the Eugene Sunday Streets event on Sunday, September 25.

SERVICE SUPPORT

Roland Hoskins, Assistant General Manager

HUMAN RESOURCES

David Collier, Director of Human Resources

There is no Human Resources report this month.

FINANCE

Christina Shew, Finance Manager/Chief Financial Officer

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

INFORMATION TECHNOLOGY

James Hanna, Director of Technology

There is no Information Technology report this month.

FACILITIES

Joe McCormack, Director of Facilities Management

There is no Facilities report this month.

PUBLIC AFFAIRS

Edward McGlone, Director of Public Affairs

GOVERNMENT RELATIONS

With election season in full swing, there is little progress on legislative matters as most elected officials are focused on the coming November election. Most work for the department has centered on staffing, structure, and processes to align the department with the new agency organizational structure.

MARKETING AND COMMUNICATIONS

Meg Kester, Marketing and Communications Manager

Marketing

- A **ridership marketing and service awareness** campaign has launched with LTD's fall service enhancement. A detailed report is included separately in the Board meeting packet.
- A new program is under development. LTD's **Street Team** will do field outreach at targeted locations to raise awareness of LTD services and encourage trial use. The initial targets are students at the University of Oregon, Northwest Christian University, and Lane Community College, and Duck fans traveling on the Autzen Express.
- The **1Pass Summer Youth Pass** program hit a new sales record with 1,608 passes sold this past summer--a 51 percent increase over the previous year.

Website

Website diagnostics have shown significant activity increases on the Monday following the fall service change (September 19) with 11,870 page views on that day. An even higher level of use was seen the following Monday (September 26) as college students returned to school. This is the second largest number of page views in the history of the District's new website.

Community Engagement & Outreach (Recent and Coming Soon)

Events:

- October 3: **UO Benefits Fair** – Staffing tables and transportation options awareness
- October 11: **UO Transportation Fair** – Staffing tables and ridership marketing
- October 12: **LCC Benefits Fair** – Staffing tables and ridership marketing
- October 20: **Eugene Chamber Business Expo** – Staffing tables, and promotion of transportation options for businesses and commuters and LTD pass programs

Sponsorships:

- September 24: **RideAble Night at the Races** – Program sponsor
- September 25: **Sunday Streets** - South University - Day Pass coupons, exterior and interior bus cards, social media, *Bus Talk*, and website

- October 1: **Springfield Hop Fest** - Day Pass coupons, interior bus cards, social media, *Bus Talk*, and website
- May, June, September, October: **Oregon mORe** (underage drinking prevention program) – internal bus cards
- November 12: **MillerCoors Free Ride Saturday** – System buy-out and cross-promotional partnership for University of Oregon home football game

Donations:

- October 14: **Veteran’s Stand Down** - Free day passes for veterans who attend to the event.
- October 16: **Hop-to-Hop Walkathon** (to raise money for Eugene chapter of the American Cancer Society) – Three hours of bus service returning participants to the starting point after the end of the race

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

MAIN STREET-MCVAY TRANSIT STUDY

Main Street Safety Project

Over the summer, \$6.9 million was awarded to the City of Springfield by Oregon Department of Transportation (ODOT) to build safety projects in Springfield. The City Council discussed the safety funding allocations from ODOT’s safety program at its September 26 work session. The largest project is \$3.8 million in funding for a raised center median along Main Street. Main Street has one of the worst safety records in the state of Oregon. This project will create \$31 million worth of safety benefits. The objective of projects selected is to reduce the severity and frequency of all crashes, with the overall goal of saving lives and reducing life altering injuries to people.

The City Council supported accepting additional funding to study and further analyze the potential benefits and impacts of a raised safety median. In order to develop a safety median project, the City and ODOT are required to involve each business and property owner along the corridor as part of the economic and safety analyses, as well as detailed design of street and private land access and circulation. They will continue working with business and property owners and the community on safety solutions for Main Street as they move forward.

Coordinating Main Street Safety Project with Transit Study

The Main-McVay Transit Study appreciates the time and input business owners, property owners, and community members have contributed. Conversations are occurring among partner agencies to outline how the Main-McVay Transit Study will be adjusted to ensure coordination with the process to consider the Main Street safety median. In 2017 project staff will reach out and set up meetings with interested parties to discuss how both transit and safety efforts along Main Street will be coordinated moving forward.

Governance Team

The Governance Team meeting is being rescheduled from October 13, 2016, to later this fall and will cover the updated planning process and next steps. Once determined, meeting details will be posted on the project website, as well as shared with known interested parties via e-mail.

Next Steps

Staff will work with ODOT to identify a scope of work needed to research and analyze a possible raised center median on Main Street. Staff will keep the LTD Board informed as additional next steps are identified.

MOVINGAHEAD

The MovingAhead project team is continuing to complete the technical evaluation of impacts and benefits of the alternatives being studied for the project. The team is also continuing to educate the community about the project by attending and staffing various events around the area. Once the technical evaluation is complete in early Spring 2017, the team will share the findings and seek community input through open houses, listening sessions, neighborhood association meetings, and other community events.

Q:\Reference\Board Packet\2016\October\Oct 19 Reg Mtg\Dept Report.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: October 19, 2016

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

PREPARED BY: Jeanne Schapper, Clerk of the Board

ACTION REQUESTED: None

BACKGROUND:

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

- A. **Point2point Performance Measures**: At the November 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.
- B. **Outreach Bus**: The Marketing Division is retrofitting a former *Breeze* bus to serve as LTD's new Outreach Bus. The new bus should be operational and ready for a tour by Board members before the December meeting.
- C. **Board Work Session**: It is anticipated that the governor will appoint two new members to the Board early this winter, with Senate confirmation occurring in February. After the new Board members have joined, a work session will be held to discuss items requested by the Board, such as ADA rural service and analysis of solar utilization in District facilities.
- D. **Board Member Committee Assignments**: After the two new members have joined the Board, members will be asked to communicate their preferences for committee work, and assignments will be reviewed and revised as needed.
- E. **Selection of Pension Trustee-elect**: Pension Trustee and Board Member Gary Gillespie's term expires at the end of 2017. After the two new members have been appointed, 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.
- F. **Draft Procurement Policies**: In February staff will present resolutions establishing contracting authority, updating purchasing thresholds, updating the travel policy, and updating the purchasing card policy. In March staff will present the draft Procurement Policy for the Board's information; and in April, will present the Procurement Policy for Board adoption.
- G. **Emergency Preparedness – Planning, Response, and Communications**: The District continually refines its emergency plans. At a future meeting, staff will review with the Board lessons learned from a recent event and will include how the plan, initial response, and communications efforts were implemented.
- H. **MovingAhead Project Update**: Staff will provide periodic updates to the Board on the progress of this project.

- I. **Main-McVay Project Update**: Staff will provide periodic updates to the Board on the progress of this project.
- 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: October 19, 2016

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

PREPARED BY: Jeanne Schapper, 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. **Exurb Communities' Service**: At the Board's request, staff bring additional information on the demand for ridership and service costs in exurb communities to the Board in November or December.
- B. **Fare Management Technology**: At the February meeting, the Board will be provided with information on future fare management technology, including fare media.
- C. **Contract/Signature Authority Approval Levels, Policies**: The Board has requested that staff present at a future meeting recommendations for contract approval levels, checks and balances for District bank accounts, credit card policy and procedures, and policies on travel and donations.

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93512	09/01/2016	AIR TOOL MAINTENANCE	65.00
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93514	09/01/2016	AMERICAN FAMILY LIFE	1,932.89
93515	09/01/2016	BRATTAIN INTERNATIONAL TRUCKS	1,827.52
93516	09/01/2016	CHAPTER 13 TRUSTEE	69.23
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93521	09/01/2016	PERRY A. CRAWFORD	116.50
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93524	09/01/2016	EAGLE WEB PRESS	24,546.50
93525	09/01/2016	LLC FUSSY'S @ VALLEY RIVER PLAZA	37.75
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
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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
93536	09/01/2016	MCKENZIE SEW-ON	1,135.00
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93539	09/01/2016	OREGON DEPARTMENT OF REVENUE	550.54
93540	09/01/2016	OREGON STATE POLICE	390.00
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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
93545	09/01/2016	SPRING HILL PRESS, LLC	750.00
93546	09/01/2016	SPRINGFIELD MOTORS, INC.	274.38
93547	09/01/2016	SPRINGFIELD PUBLIC SCHOOLS	159.25
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
93551	09/01/2016	VALLEY CREDIT SERVICE, INC.	535.15
93552	09/01/2016	VERIZON WIRELESS	7,809.24
93553	09/01/2016	WHITE BIRD CLINIC	6,952.00
93554	09/01/2016	WILLAMETTE COMM HEALTH SOLUTNS	1,173.63
93555	09/01/2016	FRANK D WILSON	265.50
93556	09/01/2016	WYATT'S TIRE COMPANY	12,695.13
93557	09/01/2016	ANA LABORATORIES, INC	495.60
93558	09/01/2016	DOUGLAS M. BARBER	2,500.00
93559	09/01/2016	BELL+FUNK	7,362.23
93560	09/01/2016	CAIC PRIMARY	1,227.92
93561	09/01/2016	CUMMINS NORTHWEST, INC.	15,154.53
93562	09/01/2016	FIELDPRINT, INC.	25.00
93563	09/01/2016	GILLIG CORPORATION	2,579.35

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93574	09/01/2016	THE PAPE GROUP	400.00
93575	09/01/2016	PRE-PAID LEGAL SERVICES INC.	173.45
93576	09/01/2016	SIGN LANGUAGE	383.00
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
93580	09/01/2016	UNITED WAY OF LANE COUNTY	1,002.00
93581	09/01/2016	WILDISH BUILDING COMPANY	3,135,895.96
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
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93590	09/08/2016	EUGENE WATER & ELECTRIC BOARD	554,611.01
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93592	09/08/2016	FEDEX EXPRESS SHIPPING	3.12
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93597	09/08/2016	I & E INDUSTRIES, LLC	231.30
93598	09/08/2016	AURORA E. JACKSON	480.00
93599	09/08/2016	KUHN INVESTMENTS, INC.	16,713.69
93600	09/08/2016	LTD REIMBURSEMENT PLAN	2,415.48
93601	09/08/2016	FRASER M MAC CARTNEY, JR	700.00
93602	09/08/2016	JOSEPH C MCCORMACK	160.00
93603	09/08/2016	EDWARD S. MCGLONE	416.00
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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93610	09/08/2016	RG MEDIA COMPANY	1,438.92
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93612	09/08/2016	SIX ROBBLEES' INC	89.40
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93614	09/08/2016	SPRINGFIELD UTILITY BOARD	1,455.16
93615	09/08/2016	WESTATES FLAGMAN, INC	273.40
93616	09/08/2016	WHA INSURANCE AGENCY, INC.	703.95
93617	09/08/2016	CARL YEH	1,252.62

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93622	09/08/2016	GILLIG CORPORATION	719.20
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93637	09/15/2016	CAPITAL ONE COMMERCIAL	428.81
93638	09/15/2016	WINONA J CARLSON	177.00
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93655	09/15/2016	KOKE NEW CENTURY, INC.	998.00
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93665	09/15/2016	SMITH SYSTEM DRIVER IMPROVEMNT	6,856.60
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93669	09/15/2016	USDA APHIS WILDLIFE SVCS	1,011.47
93670	09/15/2016	VALLEY CREDIT SERVICE, INC.	528.70
93671	09/15/2016	VERIZON WIRELESS	813.52

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93674	09/15/2016	BELL+FUNK	7,064.66
93675	09/15/2016	BPA VEBA-HRA SERVICES	83.00
93676	09/15/2016	C & K PETROLEUM EQUIPMENT CO,	14,712.94
93677	09/15/2016	CENTRO LATINO AMERICANO	170.28
93678	09/15/2016	CJ FIRE PROTECTION, LLC	4,127.00
93679	09/15/2016	EAN HOLDINGS, LLC	5,725.00
93680	09/15/2016	ENVIRONMENTAL SCIENCE &	1,644.50
93681	09/15/2016	GLORIA, J GALLARDO	7,287.50
93682	09/15/2016	GILLIG CORPORATION	303.71
93683	09/15/2016	GRAINGER INC	13.88
93684	09/15/2016	THE JERRY BROWN CO., INC.	1,316.42
93685	09/15/2016	JOHN PARKER CONSULTING LLC	2,062.50
93686	09/15/2016	LOPEZ AND COMPANY, LLP	27,305.98
93687	09/15/2016	LTD & ATU PENSION TRUST	108,969.10
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93697	09/15/2016	SILKE COMMUNICATIONS, INC.	42.99
93698	09/15/2016	SPECIAL MOBILITY SERVICES INC.	192,254.27
93699	09/15/2016	TASER INTERNATIONAL, INC.	2,427.52
93700	09/15/2016	TOUCHPOINT NETWORKS LLC	260.00
93701	09/15/2016	TRAPEZE ITS USA, LLC	175.32
93702	09/15/2016	UNITED WAY OF LANE COUNTY	1,002.00
93703	09/15/2016	US POSTAL SERVICE	550.71
93704	09/15/2016	WANNAMAKER CONSULTING, INC.	4,480.00
93705	09/22/2016	BARRETT BUSINESS SERVICES INC	2,542.58
93706	09/22/2016	SHAWNA M BIGELOW	147.50
93707	09/22/2016	CASCADE TITLE & ESCROW	74,337.41
93708	09/22/2016	COASTWIDE LABORATORIES	159.31
93709	09/22/2016	EUGENE WATER & ELECTRIC BOARD	2,551.00
93710	09/22/2016	LYDIA FABIAN	332.10
93711	09/22/2016	FIRST AMERICAN TITLE COMPANY	144.00
93712	09/22/2016	LLC FUSSY'S @ VALLEY RIVER PLAZA	23.85
93713	09/22/2016	CINDI HAMM	33,868.24
93714	09/22/2016	MARK JOHNSON	147.50
93715	09/22/2016	JOSEPH C MCCORMACK	352.00
93716	09/22/2016	MCKENZIE SEW-ON	3,207.50
93717	09/22/2016	AARON D MELNYCHUK	236.50
93718	09/22/2016	PITNEY BOWES	201.00
93719	09/22/2016	SEVER STOREY, LLP	67,000.00
93720	09/22/2016	SIX ROBBLEES' INC	259.55
93721	09/22/2016	THOMSON REUTERS - WEST	222.60
93722	09/22/2016	UNITED STATES TREASURY	34.25
93723	09/22/2016	VALLEY FREIGHTLINER, INC	356.73
93724	09/22/2016	WHITE BIRD CLINIC	7,717.00
93725	09/22/2016	WYATT'S TIRE COMPANY	427.80

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93729	09/22/2016	GILLIG CORPORATION	1,768.61
93730	09/22/2016	ISLER CPA	15,360.00
93731	09/22/2016	THE JERRY BROWN CO., INC.	30,772.83
93732	09/22/2016	LANE COUNCIL OF GOVERNMENTS	35,000.69
93733	09/22/2016	LOPEZ AND COMPANY, LLP	20,154.35
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93735	09/22/2016	LTD SALARIED EMP. PENSION PLAN	395,000.00
93736	09/22/2016	MOHAWK MANUFACTURING & SUPPLY	459.47
93737	09/22/2016	MUNCIE TRANSIT SUPPLY	839.56
93738	09/22/2016	MYRMO & SONS	1,170.30
93739	09/22/2016	NEW FLYER OF AMERICA, INC.	864.31
93740	09/22/2016	PACIFIC POWER GROUP, LLC	410.05
93741	09/22/2016	THE PAPE GROUP	200.00
93742	09/22/2016	SPECIAL MOBILITY SERVICES INC.	248,839.95
93743	09/22/2016	SPX CORPORATION	211.71
93744	09/29/2016	BARRETT BUSINESS SERVICES INC	4,854.26
93745	09/29/2016	CHAPTER 13 TRUSTEE	595.38
93746	09/29/2016	CINTAS CORPORATION	2,752.00
93747	09/29/2016	CINTAS CORPORATION	0.00
93748	09/29/2016	CINTAS CORPORATION	0.00
93749	09/29/2016	CINTAS CORPORATION	0.00
93750	09/29/2016	CINTAS CORPORATION	19,551.65
93751	09/29/2016	COASTWIDE LABORATORIES	141.54
93752	09/29/2016	DAVID COLLIER	416.00
93753	09/29/2016	COMCAST	188.45
93754	09/29/2016	CROCKETTS INTERSTATE TOWING	250.00
93755	09/29/2016	TALLMADGE DOYLE	2,200.00
93756	09/29/2016	ELMS LANDSCAPE MAINTENANCE INC	8,749.00
93757	09/29/2016	EUGENE WATER & ELECTRIC BOARD	1,148.15
93758	09/29/2016	FEDEX EXPRESS SHIPPING	90.00
93759	09/29/2016	JANICE R. FRIEND	900.00
93760	09/29/2016	ROLAND M. HOSKINS	416.00
93761	09/29/2016	JMACK INVESTMENTS	279.50
93762	09/29/2016	LIFEMAP ASSURANCE COMPANY	13,221.80
93763	09/29/2016	LOOMIS ARMORED US, LLC	5,791.86
93764	09/29/2016	JOSEPH C MCCORMACK	364.57
93765	09/29/2016	MCKENZIE SEW-ON	213.00
93766	09/29/2016	MCKENZIE WILLAMETTE MEDICAL	397.15
93767	09/29/2016	MIDWEST BUS	1,028.00
93768	09/29/2016	MOHAWK METAL CO., INC.	1,515.00
93769	09/29/2016	MOTOR VEHICLES DIVISION	36.00
93770	09/29/2016	NIELSEN FASTENER	773.92
93771	09/29/2016	OREGON DEPARTMENT OF REVENUE	548.52
93772	09/29/2016	OREGON DEPT. OF TRANSPORTATION	774.11
93773	09/29/2016	OREGON POWDER COATING &	1,820.00
93774	09/29/2016	PIVOT ARCHITECTURE	9,461.59
93775	09/29/2016	PRO WALK/PRO BIKE 2016	560.00
93776	09/29/2016	PROTECTIVE SERVICE LLC	754.33
93777	09/29/2016	R E AUTO ELECTRIC, INC.	750.00
93778	09/29/2016	RECORDXPRESS OF CALIFORNIA,LLC	56.34
93779	09/29/2016	RG MEDIA COMPANY	260.00



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Page 6 of 7

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
93780	09/29/2016	SMALL WORLD AUTO CENTER, INC	2,109.14
93781	09/29/2016	SPRINGFIELD UTILITY BOARD	1,222.05
93782	09/29/2016	THOMSON REUTERS - WEST	222.60
93783	09/29/2016	TRAPEZE SOFTWARE GROUP, INC	300.00
93784	09/29/2016	VERIZON WIRELESS	7,809.08
93785	09/29/2016	VRIDE, INC.	4,175.00
93786	09/29/2016	KAY L WAFFORD	95.16
93787	09/29/2016	WESTATES FLAGMAN, INC	198.40
93788	09/29/2016	WILLAMALANE PARK & RECREATION	516.67
93789	09/29/2016	WILLAMETTE COMM HEALTH SOLUTNS	1,522.00
93790	09/29/2016	WYATT'S TIRE COMPANY	629.00
93791	09/29/2016	ART THREAD, LLC	3,306.29
93792	09/29/2016	CUMMINS NORTHWEST, INC.	1,408.27
93793	09/29/2016	DEPARTMENT OF HUMAN SERVICES	19,077.86
93794	09/29/2016	EAN HOLDINGS, LLC	100.00
93795	09/29/2016	EUGENE FASTENER & SUPPLY CO.	101.35
93796	09/29/2016	FUCHS LUBRICANTS CO.	807.82
93797	09/29/2016	GILLIG CORPORATION	1,647.27
93798	09/29/2016	GRAINGER INC	115.50
93799	09/29/2016	THE JERRY BROWN CO., INC.	775.00
93800	09/29/2016	LTD & ATU PENSION TRUST	99,515.28
93801	09/29/2016	LTD SALARIED EMP. PENSION PLAN	20,187.68
93802	09/29/2016	MODA HEALTH	2,295.54
93803	09/29/2016	MOHAWK MANUFACTURING & SUPPLY	373.30
93804	09/29/2016	NEW FLYER OF AMERICA, INC.	534.59
93805	09/29/2016	NORTH COAST ELECTRIC	51.30
93806	09/29/2016	OFFICEMAX CONTRACT, INC.	478.44
93807	09/29/2016	PACIFICSOURCE HEALTH PLANS	515,422.30
93808	09/29/2016	PARKEON, INC.	1,470.00
93809	09/29/2016	ROADRUNNER DELIVERY	372.06
93810	09/29/2016	SILKE COMMUNICATIONS, INC.	1,050.00
93811	09/29/2016	SITECRAFTING, INC.	400.00
93812	09/29/2016	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS	8,893.11
93813	09/29/2016	SOUTHWICK SPECIALTY ADVRTSNG	798.20
93814	09/29/2016	SPECIAL MOBILITY SERVICES INC.	462,395.39
93815	09/29/2016	SPRAGUE PEST SOLUTIONS	65.00
93816	09/29/2016	UNITED WAY OF LANE COUNTY	997.00
93817	09/29/2016	VISION SERVICE PLAN	4,384.70
93818	09/29/2016	WILDISH BUILDING COMPANY	2,803,753.95
93819	09/29/2016	ZONES, INC.	4,002.90
91100116	09/30/2016	BENEFIT PLANS ADMIN SVCS, LLC	24,050.00
92100116	09/30/2016	BENEFIT PLANS ADMIN SVCS, LLC	9,307.00
93090316	09/07/2016	BENEFIT PLANS ADMIN SVCS, LLC	15,534.40
801886795	09/01/2016	VALIC %CHASE BANK OF TEXAS	61,926.10
801900575	09/15/2016	VALIC %CHASE BANK OF TEXAS	64,847.20
801915043	09/29/2016	VALIC %CHASE BANK OF TEXAS	63,831.52
803160831	09/01/2016	OREGON DEPARTMENT OF REVENUE	44,395.72
804357578	09/02/2016	BANK OF AMERICA	24.90
804357584	09/02/2016	BANK OF AMERICA	1,838.91
804357585	09/02/2016	BANK OF AMERICA	2,343.73
810212251	09/07/2016	INTERNAL REVENUE SERVICE-EFTPS	4,702.15
810455631	09/01/2016	MASS MUTUAL FINANCIAL GROUP	10,217.63
812262570	09/29/2016	MASS MUTUAL FINANCIAL GROUP	3,160.86
818262303	09/15/2016	MASS MUTUAL FINANCIAL GROUP	3,337.31

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Community Leaders – General Manager Evaluation 2016

<p>Ms. Vonnie Mikkelsen Executive Director Springfield Chamber of Commerce P.O. Box 155 Springfield, OR 97477 (541) 746-1651 vonnie@springfield-chamber.org</p>	<p>Mr. Gino Grimaldi City Manager City of Springfield 225 Fifth Street Springfield, OR 97477 (541) 726-3700 ggrimaldi@ci.springfield.or.us</p>	<p>Mr. David Hauser President Eugene Chamber of Commerce P.O. Box 1107 Eugene, OR 97440 (541) 484-1314 daveh@eugenechamber.com</p>
<p>Ms. Brenda Wilson Executive Director Lane Council of Governments 99 East Broadway, Suite 400 Eugene, OR 97401-3111 (541) 682-4395 bwilson@lco.org</p>	<p>Mr. Jon Ruiz City Manager City of Eugene 777 Pearl Street, Room 105 Eugene, OR 97401 (541) 682-5010 jon.r.ruiz@ci.eugene.or.us</p>	<p>Mr. Steve Mokrohisky County Administrator Lane County 125 E. 8th Avenue, 2nd Floor Eugene, OR 97401 (541) 682-4203 Steve.Mokrohisky@co.lane.or.us</p>
<p>Mr. Richard Meyers City Manager City of Cottage Grove 400 Main Street Cottage Grove, OR 97424 (541) 942-5501 citymanager@cottagegrove.org</p>	<p>Ms. Christine Lundberg Mayor City of Springfield 225 Fifth Street Springfield, OR 97477 (541) 726-3700 mayor@ci.springfield.or.us</p>	<p>Ms. Kitty Piercy Mayor City of Eugene 777 Pearl Street, Room 105 Eugene, OR 97401-2793 (541) 682-5010 kitty.piercy@ci.eugene.or.us</p>
<p>Mr. Dan Giustina G Group LLC P.O. Box 529 Eugene, OR 97440 (541) 485-1500 giustinad@giustina.com</p>	<p>Mr. Steve Korth McKay Investments 2350 Oakmont, Suite 204 Eugene, OR 97401 (541) 485-4711 steve@oakwaycenter.com</p>	<p>Mr. Jeff Miller Pacfic Benefit Consultants 450 Country Club Road, Suite 330 Eugene, OR 97401 (541) 484-6624 jmillier@pbcins.com</p>
<p>Mr. Robert D. Bennett Bennett Management Co., LLC 980 Willamette Street, Suite 200 Eugene, OR 97401 (541) 485-6991 Ext. 110 r.bennett@bmc-llc.com</p>	<p>Mr. Thomas Munroe, Mayor City of Cottage Grove 400 E. Main Street Cottage Grove, OR 97424 (541) 942-5501 mayor@cottagegrove.org</p>	<p>Mr. Ray Smith, Mayor City of Coburg PO Box 8316 Coburg, OR 97408 (541) 682-7850 Ray.smith@ci.coburg.or.us</p>
<p>Mr. Dave Sohm Gillespie & Associates 280 East 11th Avenue Eugene, OR 97401 (541) 343-2299</p>	<p>Mr. Rand O'Leary Chief Administrative Officer PeaceHealth Oregon Region 770 East 11th Avenue Eugene, OR 97401 Contact Exec. Asst. Sarah Mieher, smieher@peacehealth.org</p>	<p>Mr. David Braunschweiger Program Manager Special Mobility Services 240 Garfield Eugene, OR 97402 (541) 682-6457 davidb@sms1.org</p>

<p>Mr. Chad Campbell Chief Executive Officer McKenzie-Willamette Medical Center 1460 G Street Springfield, OR 97477 (541) 726-4400</p>	<p>Mr. Bill Van Vactor Attorney at Law Leahy, Van Vactor, & Cox 223 A Street, Suite D Springfield, OR 97477 (541) 746-9621 bvv@emeraldslaw.com</p>	<p>Mr. Jacob Fox, Executive Director Lane County Housing & Community Services 177 Day Island Road Eugene, OR 97401 (541) 682-3755 jfox@hacsa.us</p>
<p>Ms. Sheila Thomas Executive Director Lane Independent Living Alliance 99 West 10th, Suite 117 Eugene, OR 97401 (541) 607-7020 lila@lilaoregon.org</p>	<p>Ms. Noreen J. Dunnells President and CEO United Way of Lane County 3171 Gateway Loop Springfield, OR 97477 (541) 741-6000 ndunnells@unitedwaylane.org</p>	<p>Mr. Fred Stoffer President Special Mobility Services 2101 NE Flanders Portland, OR 97232 (503) 232-1440 freds@sms1.org</p>
<p>Mr. Michael H. Schill, President Office of the President University of Oregon 1226 University of Oregon Eugene, OR 97403-1226 (541) 346-3036 pres@uoregon.edu</p>	<p>Ms. Ann Mehlum, CEO Summit Bank 975 Oak Street, Suite 280 Eugene, OR 97401 (541) 684-7526 ann.mehlum@summitbankonline.com</p>	<p>Ms. Jody Cline, Director Senior & Disabled Services 1015 Willamette Street Eugene, OR 97401 (541) 682-4432 jcline@lcog.org</p>
<p>Ms. Susan Rieke-Smith, Ed.D Superintendent Springfield School District 19 525 Mill Street Springfield, OR 97477 (541) 726-3200 susan.riekesmith@springfield.k12.or.us</p>	<p>Dr. Gustavo Balderas, Superintendent Eugene School District 4J 200 N. Monroe Eugene, OR 97402 (541) 687-3321 balderas_g@4j.lane.edu</p>	<p>Ms. Mary Spilde President Lane Community College 4000 E. 30th Avenue Eugene, OR 97405 (541) 463-5200 spildem@laneccl.edu</p>
<p>Ms. Chris Parra Superintendent Bethel School District #52 4640 Barger Dr. Eugene, OR 97402 (541) 689-3280 ext. 2010 chris.parra@bethel.k12.or.us</p>	<p>Mr. Logan Molen Publisher and Chief Executive Officer The Register-Guard PO Box 10188 Eugene, OR 97440-2188 (541) 484-1234 logan.molen@registerguard.com</p>	<p>South Willamette Economic Development Corporation Mr. Jack Roberts Executive Director Lane Metro Partnership P.O. Box 10398 Eugene, OR 97440 (541) 686-2741 jack@lanemetro.com</p>

AGENDA ITEM SUMMARY

DATE: October 19, 2016

ITEM TITLE: MONTHLY FINANCIAL REPORTS

PREPARED BY: Ralph J. Lambert, Controller

ACTION REQUESTED: None

BACKGROUND:

Following this summary are the July 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

Total Revenues & Other Sources is 26.3 percent under budget year-to-date through July 31. This mostly due to Total Non-Operating Revenue, which is 37.7 percent under budget. A primary driver for this is Payroll tax revenue, which is \$957,149 under budget year-to-date through July 31. This is related to the timing of receipt of the revenue. LTD received large revenue deposits in the first week of August instead of the final week of July.

Total Operating Revenue is 36.7 percent over budget year-to-date through July 31. The primary drivers are Advertising revenue and Special Services revenue. Advertising revenue is \$292,417 over budget year-to-date through July 31 primarily as a result of the receipt of \$260,000 for exterior/interior bus advertising. Special Services revenue is \$35,400 over budget year-to-date through July 31 because of the receipt of \$34,300 in revenue from our contract for services with Lane Community College.

Total Expenditures & Other Uses costs are under budget year-to-date through July 31. Overall, for the period ending July 31, 2016, Expenditures are \$269,753 more than Revenues principally as a result of Non-Operating revenue coming in under budget. There have been no transfers from the General Fund.

ATTACHMENTS: July 2016 General Fund Financial Report

PROPOSED MOTION: None



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

July 01 - 31					Revenues & Other Sources		Year to Date Through July 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
385,800	375,733	97.4%	390,336	96.3%	Passenger Fares	4,684,037	385,800	375,733	97.4%	390,336	96.3%
151,174	148,919	98.5%	220,000	67.7%	Group Pass	2,640,000	151,174	148,919	98.5%	220,000	67.7%
69,500	329,500	474.1%	37,083	888.5%	Advertising	445,000	69,500	329,500	474.1%	37,083	888.5%
38,457	47,483	123.5%	12,083	393.0%	Special Service	145,000	38,457	47,483	123.5%	12,083	393.0%
644,931	901,635	139.8%	659,502	136.7%	Total Operating	7,914,037	644,931	901,635	139.8%	659,502	136.7%
4,176,098	2,064,301	49.4%	3,021,450	68.3%	Payroll Tax	36,257,400	4,176,098	2,064,301	49.4%	3,021,450	68.3%
22,311	33,996	152.4%	151,072	22.5%	Self-employment Tax	1,812,870	22,311	33,996	152.4%	151,072	22.5%
-	124,624	N/A	29,167	427.3%	State-in-Lieu	350,000	-	124,624	N/A	29,167	427.3%
438,165	5,662	1.3%	422,083	1.3%	Operating Grants	5,065,000	438,165	5,662	1.3%	422,083	1.3%
7,319	32,672	446.4%	24,700	132.3%	Miscellaneous	296,400	7,319	32,672	446.4%	24,700	132.3%
1,089	14,503	1331.8%	5,417	267.7%	Interest Income	65,000	1,089	14,503	1331.8%	5,417	267.7%
4,644,982	2,275,758	49.0%	3,653,889	62.3%	Total Nonoperating	43,846,670	4,644,982	2,275,758	49.0%	3,653,889	62.3%
5,289,913	3,177,393	60.1%	4,313,391	73.7%	Total Revenues & Other Sources	51,760,707	5,289,913	3,177,393	60.1%	4,313,391	73.7%

July 01 - 31					Expenditures & Other Uses		Year to Date Through July 31				
Prior Year	Current Year	% Prior	Budget	% Budget		Annual Budget	Prior Year	Current Year	% Prior	Budget	% Budget
837,414	787,089	94.0%	965,397	81.5%	Administration	11,584,759	837,414	787,089	94.0%	965,397	81.5%
1,746,380	1,930,913	110.6%	2,070,757	93.2%	Amalgamated Transit Union	24,849,085	1,746,380	1,930,913	110.6%	2,070,757	93.2%
(82,247)	(60,297)	73.3%	(88,008)	68.5%	Less Grant-Funded Expenditures	(1,056,099)	(82,247)	(60,297)	73.3%	(88,008)	68.5%
2,501,547	2,657,705	106.2%	2,948,146	90.1%	Total Personnel Services	35,377,745	2,501,547	2,657,705	106.2%	2,948,146	90.1%
72,230	79,990	110.7%	33,289	240.3%	Executive Office	399,464	72,230	79,990	110.7%	33,289	240.3%
238,994	315,399	132.0%	190,510	165.6%	Administrative Services	2,286,115	238,994	315,399	132.0%	190,510	165.6%
186,569	165,975	89.0%	240,576	69.0%	Customer Services & Planning	2,886,911	186,569	165,975	89.0%	240,576	69.0%
407,790	220,537	54.1%	453,691	48.6%	Operations & Customer Satisfaction	5,444,297	407,790	220,537	54.1%	453,691	48.6%
905,583	781,901	86.3%	918,066	85.2%	Total Materials & Services	11,016,787	905,583	781,901	86.3%	918,066	85.2%
59,233	7,540	12.7%	209,066	3.6%	Transfer to Accessible Services Fund	2,508,791	59,233	7,540	12.7%	209,066	3.6%
17,052	-	0.0%	22,917	0.0%	Transfer to Medicaid Fund	275,000	17,052	-	0.0%	22,917	0.0%
1,667,600	-	0.0%	209,108	0.0%	Transfer to Capital Projects Fund	2,509,300	1,667,600	-	0.0%	209,108	0.0%
1,743,885	7,540	0.4%	441,091	1.7%	Total Other Uses	5,293,091	1,743,885	7,540	0.4%	441,091	1.7%
5,151,015	3,447,146	66.9%	4,307,303	80.0%	Total Expenditures & Other Uses	51,687,623	5,151,015	3,447,146	66.9%	4,307,303	80.0%

138,898	(269,753)	-194.2%	6,089	-4430.2%	Revenues less Expenditures	73,084	138,898	(269,753)	-194.2%	6,089	-4430.2%
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LANE TRANSIT DISTRICT
July 2016 Performance Report *
 19-October-2016

Performance Measure	Current Month	Prior Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	719,052	760,611	- 5.5%	719,052	760,611	- 5.5%	10,208,668	10,638,628	- 4.0%
Mobility Assisted Riders	14,402	14,801	- 2.7%	14,402	14,801	- 2.7%	164,366	158,700	+ 3.6%
Average Passenger Boardings:									
Weekday	27,523	27,830	- 1.1%	27,523	27,830	- 1.1%	33,846	35,327	- 4.2%
Saturday	17,820	19,084	- 6.6%	17,820	19,084	- 6.6%	19,102	19,581	- 2.4%
Sunday	10,393	11,260	- 7.7%	10,393	11,260	- 7.7%	9,817	9,802	+ 0.2%
Monthly Revenue Hours	20,976	21,549	- 2.7%	20,976	21,549	- 2.7%	267,437	255,494	+ 4.7%
Boardings Per Revenue Hour	34.3	35.0	- 2.0%	34.28	35.30	- 2.9%	38.17	41.64	- 8.3%
Weekly Revenue Hours	4,844	4,676	+ 3.6%	4,844	4,676	+ 3.6%	5,144	4,917	+ 4.6%
Weekdays	20	23		20	23		256	256	
Saturdays	5	3		5	3		53	51	
Sundays	5	5		5	5		54	56	

Passenger Revenues & Sales

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

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

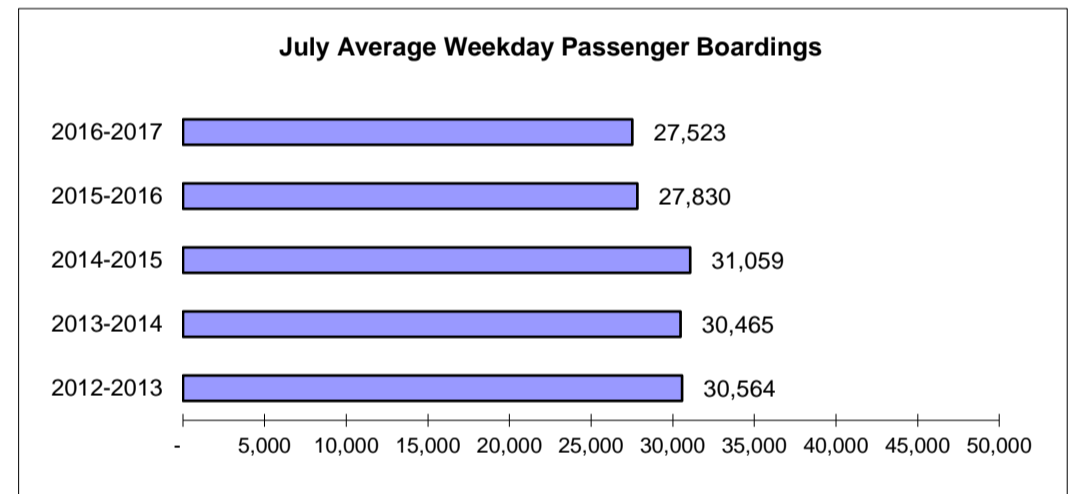
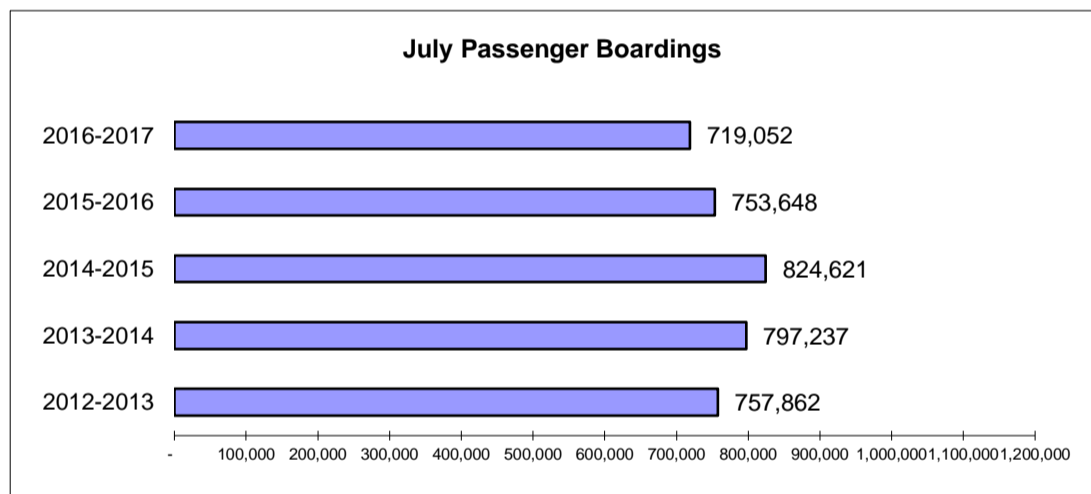
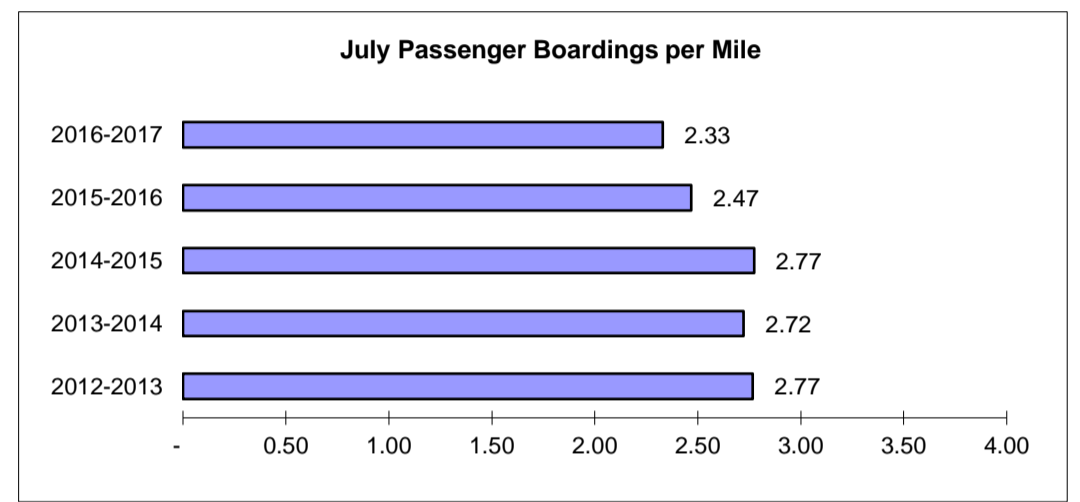
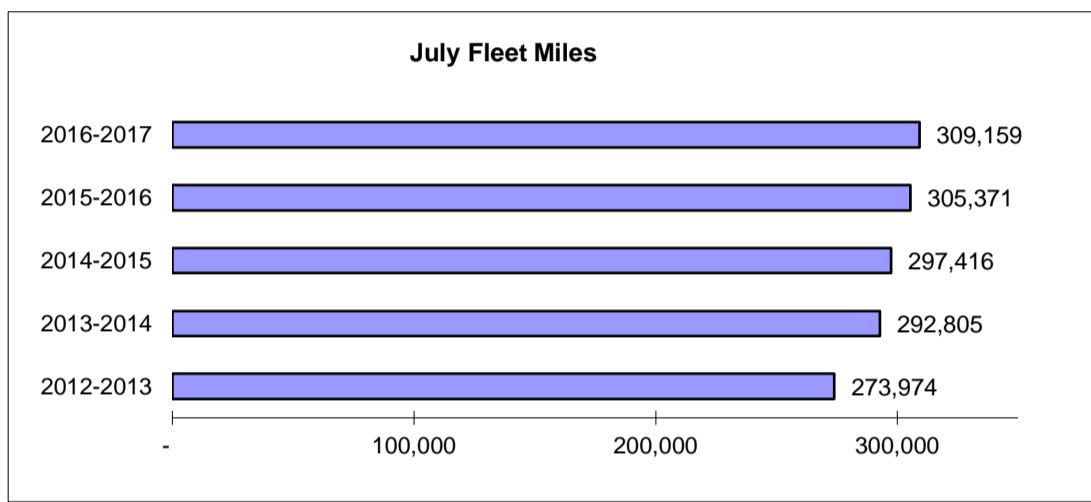
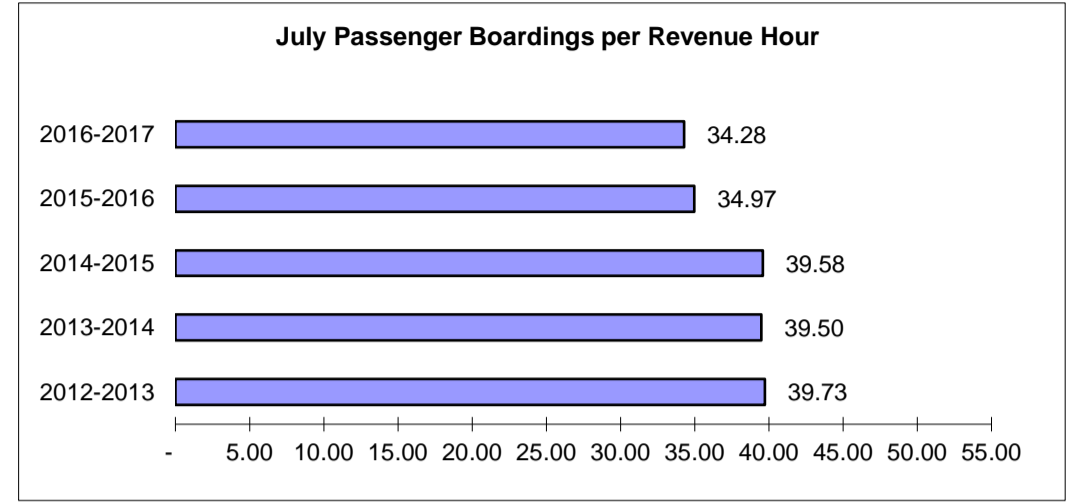
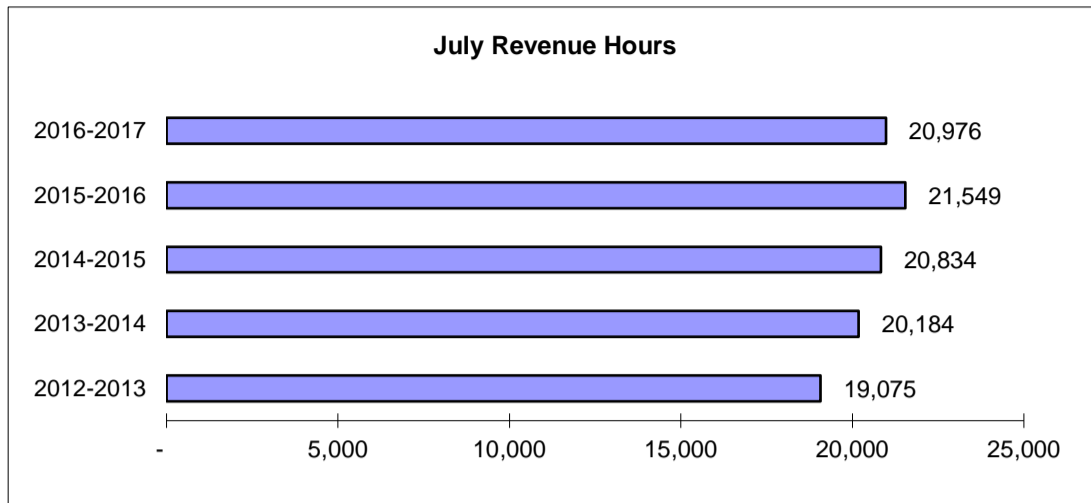
Fleet Services

Fleet Miles	309,159	305,371	+ 1.2%	309,159	305,371	+ 1.2%	3,754,305	3,562,714	+ 5.4%
Average Passenger Boardings/Mile	2.33	2.49	- 6.6%	2.33	2.49	- 6.6%	2.72	2.99	- 8.9%
Fuel Cost	\$299,340	\$182,002	+ 64.5%	\$299,340	\$182,002	+ 64.5%	\$2,204,162	\$2,291,724	- 3.8%
Fuel Cost Per Mile	\$0.968	\$0.596	+ 62.5%	\$0.968	\$0.596	+ 62.5%	\$0.587	\$0.643	- 8.7%
Repair Costs	\$168,528	\$215,978	- 22.0%	\$168,528	\$215,978	- 22.0%	\$2,712,793	\$2,672,708	+ 1.5%
Total Repair Cost Per Mile	\$0.545	\$0.707	- 22.9%	\$0.545	\$0.707	- 22.9%	\$0.723	\$0.750	- 3.7%
Preventive Maintenance Costs	\$39,852	\$28,461	+ 40.0%	\$39,852	\$28,461	+ 40.0%	\$403,811	\$396,733	+ 1.8%
Total PM Cost Per Mile	\$0.129	\$0.093	+ 38.3%	\$0.129	\$0.093	+ 38.3%	\$0.108	\$0.111	- 3.4%
Mechanical Road Calls	16	48	- 66.7%	16	48	- 66.7%	430	531	- 19.0%
Miles/Mech. Road Call	19,322	6,362	+ 203.7%	19,322	6,362	+ 203.7%	8,731	6,709	+ 30.1%

Special Mobility Service

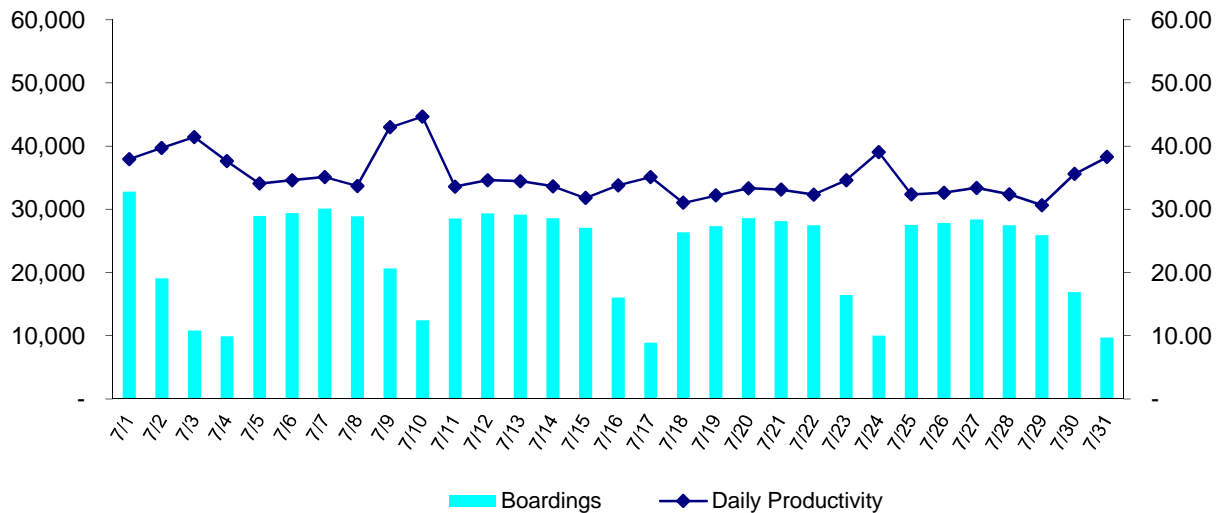
SMS Rides	13,657	17,147	- 20.4%	13,657	17,147	- 20.4%	186,804	195,085	- 4.2%
SMS Ride Refusals	-	-	+ 0.0%	-	-	+ 0.0%	8	2	+ 300.0%
RideSource	7,040	7,897	- 10.9%	7,040	7,897	- 10.9%	88,001	89,221	- 1.4%
RideSource Refusals	-	-	+ 0.0%	-	-	+ 0.0%	2	2	+ 0.0%

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



Daily Ridership Recap July 2016

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
7/1/2016	Friday	Weekday	32,803	799	864.00	37.97
7/2/2016	Saturday	Saturday	19,066	430	480.00	39.72
7/3/2016	Sunday	Sunday	10,818	300	261.00	41.45
7/4/2016	Monday	Weekday	9,935	176	264.00	37.63
7/5/2016	Tuesday	Weekday	28,974	577	850.00	34.09
7/6/2016	Wednesday	Weekday	29,399	591	849.00	34.63
7/7/2016	Thursday	Weekday	30,109	566	857.00	35.13
7/8/2016	Friday	Weekday	28,890	500	857.00	33.71
7/9/2016	Saturday	Saturday	20,638	357	480.00	43.00
7/10/2016	Sunday	Sunday	12,466	187	279.00	44.68
7/11/2016	Monday	Weekday	28,563	552	850.00	33.60
7/12/2016	Tuesday	Weekday	29,373	552	848.00	34.64
7/13/2016	Wednesday	Weekday	29,167	587	846.00	34.48
7/14/2016	Thursday	Weekday	28,610	478	850.00	33.66
7/15/2016	Friday	Weekday	27,068	562	851.00	31.81
7/16/2016	Saturday	Saturday	16,026	410	474.00	33.81
7/17/2016	Sunday	Sunday	8,921	198	254.00	35.12
7/18/2016	Monday	Weekday	26,390	612	850.00	31.05
7/19/2016	Tuesday	Weekday	27,349	517	849.00	32.21
7/20/2016	Wednesday	Weekday	28,594	616	857.00	33.37
7/21/2016	Thursday	Weekday	28,160	585	850.00	33.13
7/22/2016	Friday	Weekday	27,477	603	850.00	32.33
7/23/2016	Saturday	Saturday	16,453	393	475.00	34.64
7/24/2016	Sunday	Sunday	10,035	239	257.00	39.05
7/25/2016	Monday	Weekday	27,517	586	850.00	32.37
7/26/2016	Tuesday	Weekday	27,820	511	852.00	32.65
7/27/2016	Wednesday	Weekday	28,420	547	851.00	33.40
7/28/2016	Thursday	Weekday	27,466	460	848.00	32.39
7/29/2016	Friday	Weekday	25,902	537	844.00	30.69
7/30/2016	Saturday	Saturday	16,916	359	475.00	35.61
7/31/2016	Sunday	Sunday	9,727	215	254.00	38.30
Totals			719,052	14,602	20,976	34.28



LANE TRANSIT DISTRICT

Five Year History of Passenger Boardings



Special Mobility Services: RideSource Activity and Productivity Information

August-16	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	15,254	16,145	-5.5%	28,958	33,334	-13.1%	186,746	197,984	-5.7%
RideSource(All Modes)	12,837	13,698	-6.3%	24,797	28,241	-12.2%	157,496	166,868	-5.6%
Shopper	580	580	0.0%	1,040	1,216	-14.5%	6,770	7,354	-7.9%
Escort Volunteers-Metro	1,296	1,258	3.0%	2,269	2,529	-10.3%	16,738	14,637	14.4%
Escort Volunteers-Rural	541	609	-11.2%	852	1,348	-36.8%	5,742	9,125	-37.1%
RideSource Cost per Ride	\$ 25.89	\$ 22.68	14.1%	\$ 26.35	\$ 22.56	16.8%	\$ 24.43	\$ 23.04	6.0%
RideSource(All Modes)	\$ 29.55	\$ 25.65	15.2%	\$ 29.64	\$ 25.51	16.2%	\$ 27.83	\$ 26.19	6.3%
RideSource Shopper	\$ 15.48	\$ 11.88	30.4%	\$ 15.85	\$ 11.65	36.1%	\$ 13.19	\$ 12.23	7.8%
RideSource Escort	\$ 3.61	\$ 4.29	-15.8%	\$ 3.75	\$ 4.47	-16.0%	\$ 3.96	\$ 4.23	-6.2%
Ride Reservations	14,126	15,006	-5.9%	27,357	31,333	-12.7%	175,726	184,775	-4.9%
Cancelled Number	1,248	1,381	-9.6%	2,499	2,986	-16.3%	17,739	17,942	-1.1%
Cancelled % of Total	8.83%	9.20%		9.13%	9.53%		10.09%	9.71%	
No-Show Number	90	111	-18.9%	158	252	-37.3%	1,037	1,577	-34.2%
No-Show % of Total	0.64%	0.74%		0.58%	0.80%		0.59%	0.85%	
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	8,406	7,786	8.0%	15,997	16,160	-1.0%	95,794	95,280	0.5%
Agency Staff	8,406	7,673	9.6%	15,991	15,942	0.3%	94,908	93,768	1.2%
Agency SMS Volunteer	-	113	-100.0%	6	218	-97.2%	886	1,512	-41.4%
Avg. Trips/Service Hr.	1.60	1.83	-12.6%	1.62	1.82	-11.0%	1.71	1.83	-6.6%
RideSource System Miles	99,349	99,291	0.1%	189,396	204,908	-7.6%	1,181,943	1,207,573	-2.1%
Avg. Miles/Trip	7.40	6.95	6.5%	7.33	6.96	5.4%	7.20	6.93	3.8%
Miles/Vehicle Hour	11.82	12.75	-7.3%	11.84	12.68	-6.6%	12.34	12.67	-2.6%

Special Mobility Services: RideSource Activity and Productivity Information

<u>August-16</u>	<u>Current Month</u>	<u>Prior Year's Month</u>	<u>% Change</u>	<u>Current YTD</u>	<u>Previous YTD</u>	<u>% Change</u>	<u>Current 12 Month</u>	<u>Prior 12 Month</u>	<u>% Change</u>
On-Time Performance %	89.0%	87.1%	2.2%	88.1%	86.6%	1.7%	86.7%	84.2%	3.0%
Sample	11,773	12,401		22,655	25,693		144,087	152,213	
On-Time	10,475	10,800		19,970	22,262		124,954	128,109	

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

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

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

Productivity Cost Model
FY 2017

August-16

	Current Month	Last Yr Curr Month	Curr YTD	Last Yr YTD	Curr 12 Months	Last Yr 12 months
Total Cost per Model	510,367	472,247	994,383	981,833	6,017,344	5,712,917
Less Brokerage	115,123	105,996	230,384	229,336	1,452,537	1,143,674
Less Oakridge	317	69	875	578	2,988	7,987
RS Total	394,927	366,182	763,124	751,919	4,561,819	4,561,256
Less Shopper	8,981	6,888	16,488	14,163	89,303	89,964
Less Vol Escort	6,637	8,007	11,719	17,336	89,123	100,475
RS All Modes	379,309	351,287	734,917	720,420	4,383,393	4,370,817

Thoughtful Intention:

LTD's Implementation Planning and the EmX
Steering Committee

Tom Schwetz

Planning and Development Director

Lane Transit District Board of Directors Meeting

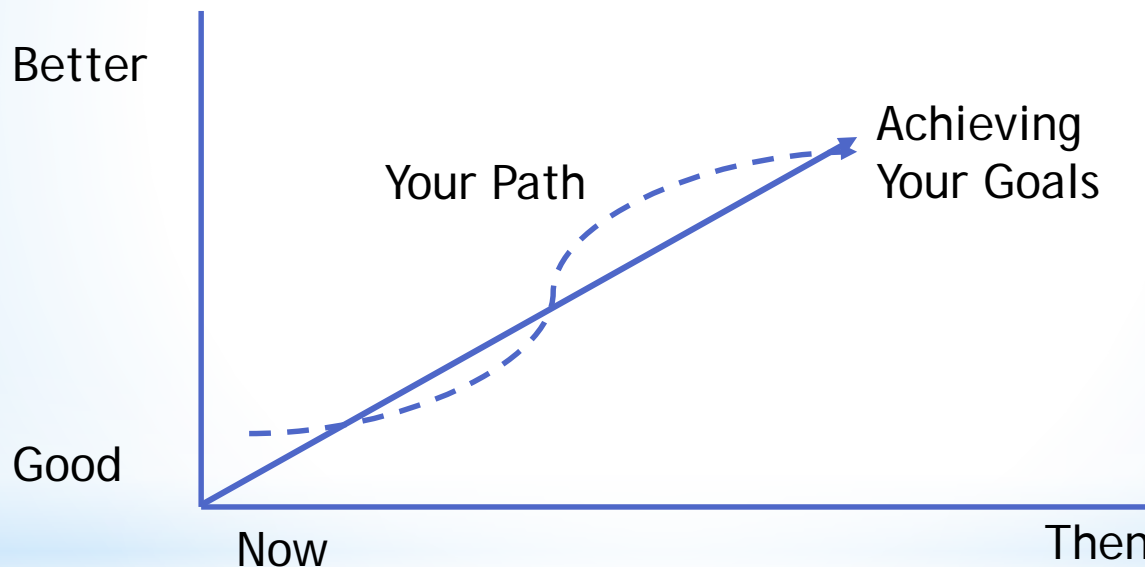
October 19, 2016



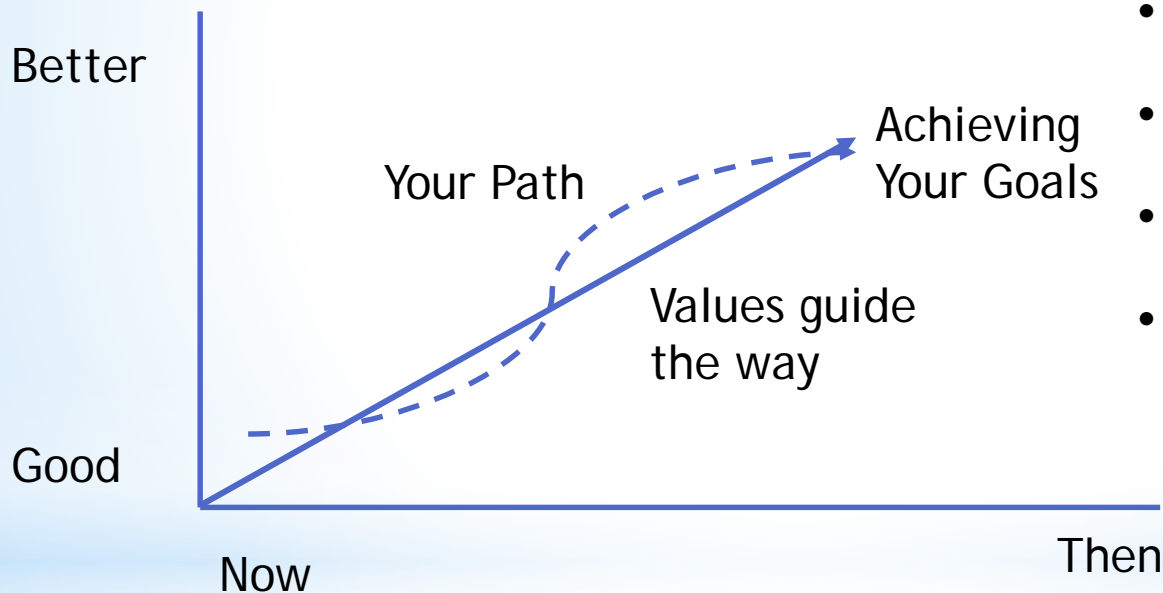
* A Presentation in Two Parts

1. Deeper context on LTD's implementation planning
2. Engaging the steering committee in developing the implementation plan

*The Secret of Planning



The Secret of Planning



- Making Better Connections
- Design for Less Waiting and Faster Trips
- Create Safer Places to Walk in Weight
- Bridge the First and Last Mile
- Right Size Transit Solutions for Outlying Areas

Making Implementation Decisions

1. Start with a Solid Foundation
2. Consider Your Trajectory
3. Adapt and Learn
4. Seek Wise Counsel



***Everything
Changes;
Everything is
Connected;
Pay Attention
- Jane Hirshfield**



Questions and Discussion



Key Contacts for General Manager Review

Shirley Block – ATU 757 President
Vonnie Mikkelsen – Springfield
Dave Hauser – Eugene Chamber
Jon Ruiz – Eugene City Manager
Gino Grimaldi – Springfield City Manager
Sue Reike-Smith – Superintendent Springfield Public Schools
Eric Richardson – Lane County NAACP
Gwen Bolden – Transportation UO
Peter DeFazio - Congressman
Karmen Fore – Transportation Adviser, Governor of Oregon
Kitty Piercy – Mayor, Eugene
Kari Westlund – Travel Lane County
Noreen Dunnels - United Way Lane County
Darcy Phillips – Cornerstone Community Housing
Steve Mokorhisky – Lane County Administrator
Brenda Wilson – Executive Director, LCOG
Mary Spilde – President, Lane Community College
Rob Zako, Joshua Skov – Better Eugene Springfield Transit
Frank Lawson – GM, EWEB
Petra Schuetz – Coburg
Rick Ingham – Veneta City Manager
Ruth Linoz – South Lane Wheels
Jay Harlan – Consultant to Eugene Chamber of Commerce and Private Business
Sid Leiken, Pat Farr, Jay Bozievich – Lane County Commissioners
Greg Evans – Eugene City Council
Bob Keefer – Fmr. Executive Director Willamalane Parks and Recreation District
Carrie Deichl – FTA
Mike Eyster – Chair, Springfield Chamber of Commerce Board of Directors

Rough Draft

LTD SURVEY

	Unacceptable		Average				Outstanding		Exceptional		Improving <input type="radio"/>	Not Improving <input type="radio"/>	Same <input type="radio"/>
	1	2	3	4	5	6	7	8	9	10			
1. How is LTD's engagement, interaction and communication with the community?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
2. What is LTD's political reputation and how does it interact with its partners?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
3. How does LTD do in communicating with its staff?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
4. How are LTD's business practices?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
5. How is LTD's service quality?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
6. How does LTD do in building relationships with the community?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
7. Is LTD developing operational procedures to improve the organization?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
8. Is LTD refining the roles of their personnel to improve the overall organization?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
9. How is LTD doing in developing a long range transportation plan?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
10. How is LTD doing in developing a short range transportation plan?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
11. How is LTD doing in investigating additional revenue sources for transit?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
12. Is LTD being fiscally responsible?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			

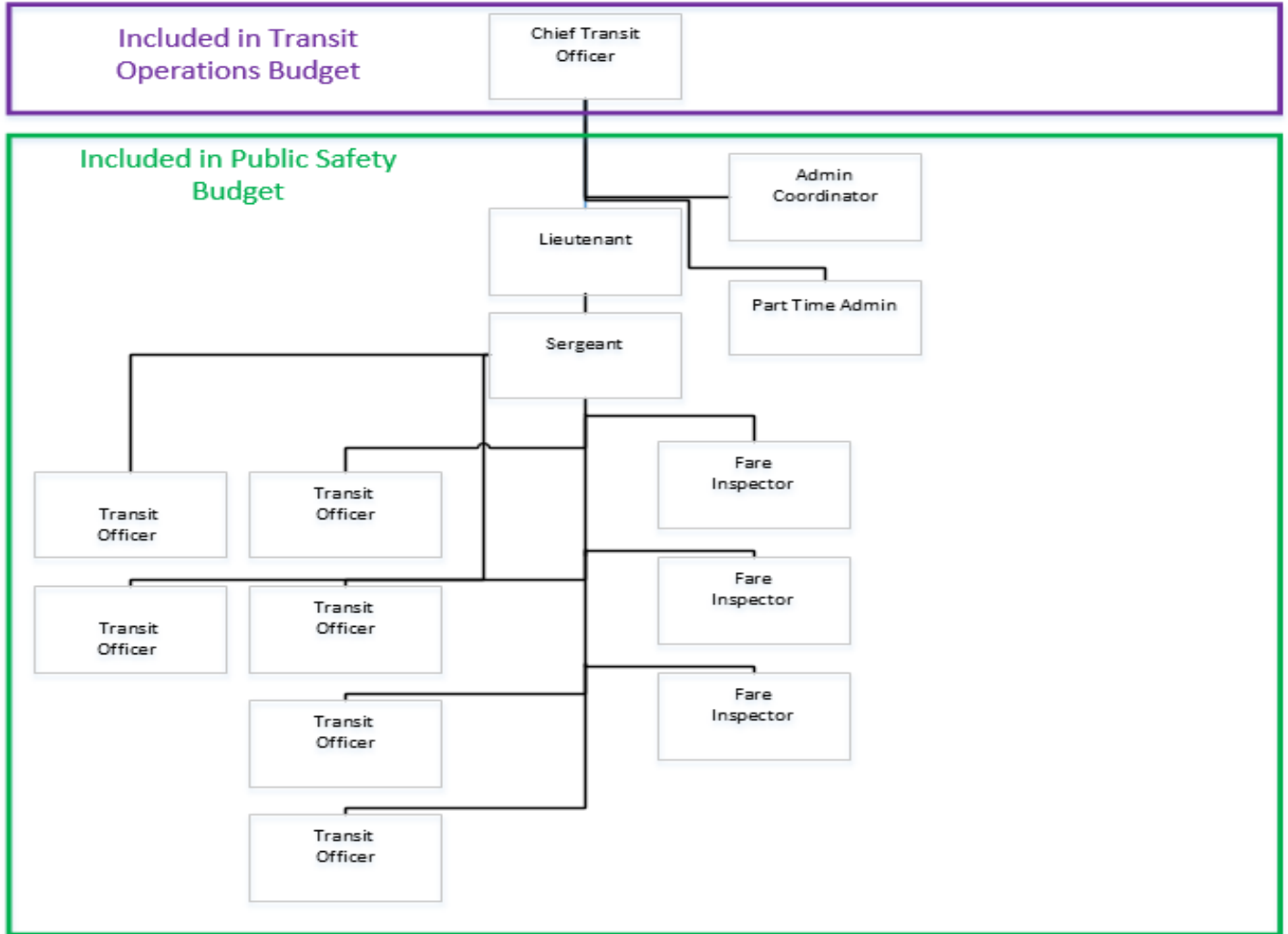
LTD COMMUNITY SURVEY

Unacceptable Average Outstanding Exceptional
 1 2 3 4 5 6 7 8 9 10

	1	2	3	4	5	6	7	8	9	10			
1. How is LTD doing in engaging, interacting and communicating with the community?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Improving <input type="radio"/>	Worse <input type="radio"/>	Same <input type="radio"/>
2. What is LTD's political reputation and how does it interact with its partners?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Improving <input type="radio"/>	Worse <input type="radio"/>	Same <input type="radio"/>
3. How is LTD's service quality?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Improving <input type="radio"/>	Worse <input type="radio"/>	Same <input type="radio"/>
4. How does LTD do in building relationships with the community?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Improving <input type="radio"/>	Worse <input type="radio"/>	Same <input type="radio"/>
5. Is LTD being fiscally responsible?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Improving <input type="radio"/>	Worse <input type="radio"/>	Same <input type="radio"/>
6. How is LTD doing in providing mass transit for Lane County?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Improving <input type="radio"/>	Worse <input type="radio"/>	Same <input type="radio"/>

Comments:

Public Safety Services



Key Assumptions

All new hires are at the lowest base pay for their LTD pay grade.

Chief Transit Officer's (CTO) plan is to hire all Public Safety staff on or before Dec. 31, 2016. Any staff not hired will not be filled with G4S officers and/or a contract extension.

New hire medical, dental, and vision will not start until February 2017 (hires will start Dec. 20, 2016, or after)

All new hires start with full certification & training. No certifications and trainings will be needed the first 6 months.

Uniforms and body armor are included in budget based on CTO's estimates. Replacement for body armor is expected to be required every 5 years.

No change to liability insurance costs asserted by CTO.

Advanced security emergency contract needs are \$2K as approved in the supplemental budget for FY17.

Assumes no additional administrative costs to manage.

Fringe rate used is 92% for the remaining 6 months of FY17.

All controllable spend is based on the amended and approved supplemental budget FY17.

G4S contract fees for Oct., Nov., and Dec. are based on run rate estimates based on fees paid to G4S through Oct. 13, 2016.

No penalties for ending G4S contract (per written contract). Note: Procurement identified a potential risk if G4S challenges the contract cancellation.

Chief Transit Officer's salary is included in the Transit Operations budget for FY17 (excluded in the FY17 Public Safety budget).

Personnel Services	FY 2015-16 Actual (G4S)	FY 2016-17 Budget (July - Dec)	FY 2016-17 Budget (6 months)	FY 2016-17 Estimate (6 months)
Administration (excludes CTO)			400,566	400,566
	N/A	N/A	\$ 400,566	\$ 400,566

Materials & Services	FY 2015-16 Actual (G4S)	FY2016-17 Budget (July - Dec)	FY 2016-17 Budget (6 months)	FY 2016-17 Estimate (6 months)
Dues, publications, & membership			500	500
Miscellaneous equipment			11,250	11,250
General business expenses			500	500
Copier/printer paper			500	500
Copier supplies			2,000	2,000
Miscellaneous office supplies			800	800
Printed materials			1,300	1,300
Misc. program materials			1,000	1,000
Uniforms & outerwear			12,100	12,100
Uniform cleaning			300	300
Security supplies			2,000	2,000
Contractual services - general		355,304	2,000	2,000
Training & travel			14,400	14,400
Local carrier services			9,000	9,000
Cellular comm services			500	500
	N/A	\$ 355,304	\$ 58,150	\$ 58,150

Total Public Safety	N/A	\$ 355,304	\$ 458,716	\$ 458,716
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Personnel Services	FY 2015-16 Actual (G4S)	FY 2016-17 Budget (July - Dec)	FY 2016-17 Budget (6 months)	FY 2016-17 Estimate (6 months)
Administration (Transit Operations Budget CTO Salary & Fringe)		82,894	82,894	82,894
	N/A	\$ 82,894	\$ 82,894	\$ 82,894

Total Public Safety + CTO (from Transit budget)	N/A	\$ 438,198	\$ 541,610	\$ 541,610
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Personnel Profile	FY 2015-16 Actual (G4S)	FY 2016-17 Budget (July - Dec)	FY 2016-17 Budget (6 months)	FY2016-17 Estimate (6 months)
Chief Transit officer (Transit Ops)	1	1	1	1
Captain	1	1	0	0
Lieutenant	1	1	1	1
Sergeant	0	0	1	1
Administrative Coordinator	1	1	1	1
Part-time Administrator	0	0	0.5	0.5
Transit Officer I	5	5	6	6
Mobile Patrol	3	3	0	0
Transit Officer II	0	0	0	0
Fare Inspector	3	3	3	3
Senior Fare Inspector	0	0	0	0
Total FTE	15	15	13.5	13.5