



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

**Wednesday, November 16, 2016**

**5:30 p.m.**

**LTD Board Room**

**3500 E. 17<sup>th</sup> Avenue, Eugene (in Glenwood)**

**A G E N D A**

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- I. CALL TO ORDER
- II. ROLL CALL
  - Gillespie \_\_\_\_\_ Wildish \_\_\_\_\_ Nordin \_\_\_\_\_ Grossman \_\_\_\_\_
  - Necker \_\_\_\_\_ Yeh \_\_\_\_\_ Pierce \_\_\_\_\_
- III. PRELIMINARY REMARKS BY BOARD PRESIDENT ( 2 minutes)
- IV. COMMENTS FROM THE GENERAL MANAGER ( 2 minutes) 5
- V. ANNOUNCEMENTS AND ADDITIONS TO AGENDA ( 2 minutes) 6
- VI. BOARD CALENDARS ( 2 minutes) 7
- VII. EMPLOYEE OF THE MONTH – DECEMBER ( 2 minutes) 8
- VIII. AUDIENCE PARTICIPATION (10 minutes)
  - ◆ *Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the Audience Participation form for submittal to the Clerk of the Board. When your name is called, please step up to the podium and give your name and address for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.*
  - ◆ *Citizens testifying are asked to limit testimony to three minutes.*
- IX. ITEMS FOR ACTION AT THIS MEETING
  - A. Consent Calendar ( 1 minute) 9
    - 1. Minutes of the October 10, 2016, Special Board Meeting/ Work Session (Page 10)
    - 2. Minutes of the October 19, 2016, Regular Board Meeting (Page 17)

- 3. Support of the Go Oregon Project (Page 26)
- 4. Insurance Best Practices Checklist (Page 27)

B. Proclamation Honoring Eugene Mayor Kitty Piercy’s Contribution to Transit [Aurora Jackson]	(10 minutes)	30
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X. ITEMS FOR INFORMATION AT THIS MEETING

A. Board Member Reports	(10 minutes)	32
1. Meetings Held		
a. EmX Steering Committee – November 2		
b. Metropolitan Policy Committee (MPC) – November 3		
c. Lane Area Commission on Transportation (LaneACT) – November 9		
d. Accessible Transportation Committee (ATC) – November 15		
2. No Meeting/No Reports		
a. Vision Zero Task Force – November 16		
b. LTD Board Human Relations Committee		
c. LTD Pension Trusts		
d. Lane Council of Governments (LCOG) Board of Directors		
e. Main Street Projects Governance Team		
f. MovingAhead Oversight Committee		
g. LTD Board Finance Committee		
h. LTD Board Service Committee		
B. Point2point Program Summary and Measurements [Theresa Brand]	(15 minutes)	34
C. American Bus Benchmarking Update [Mark Johnson]	(20 minutes)	70
D. Trillium Update [Mark Johnson]	( 5 minutes)	71
E. Rural Service Issues and Opportunities [Tom Schwetz, Cosette Rees]	(20 minutes)	72
F. Monthly Financial Reports – August [Aurora Jackson]	( 5 minutes)	73

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G.	Monthly Cash Disbursements – October [Ralph Lambert]	( 2 minutes)	74
H.	Monthly Performance Reports – August/September (respond if questions) [Aurora Jackson]		80
I.	Monthly Grant Report – August (respond if questions) [Aurora Jackson]		88
J.	Monthly Department Reports – November (respond if questions)		89
XI.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING		98
A.	MovingAhead Project Update (December)		
B.	Main-McVay Project Update (December)		
C.	RideSource Services Request for Proposals (December)		
D.	Outreach Bus (December/January)		
E.	Utility Consumption Report (January)		
F.	Human Services Coordinated Plan (January)		
G.	Accessible Transportation Committee Grant Allocation Recommendations (January/February)		
H.	Board Work Session (February)		
I.	Board Member Committee Assignments (February/March)		
J.	Draft Procurement Policies (February/March/April)		
K.	Selection of Pension Trustee-elect (March)		
L.	Environmental and Sustainability Management System Solar Analysis Report (March)		
M.	TransitStat		
N.	Long-Range Transit Plan		
XII.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD		100
A.	Fare Management Technology (February)		
B.	Contract/Signature Authority Approval Levels		
XIII.	ADJOURNMENT		

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

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 16, 2016

**ITEM TITLE:** COMMENTS FROM THE GENERAL MANAGER

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

**ACTION REQUESTED:** None

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**BACKGROUND:**

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

**ATTACHMENTS:** None

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 16, 2016

**ITEM TITLE:** ANNOUNCEMENTS AND ADDITIONS TO AGENDA

**PREPARED BY:** Jeanne Schapper, Clerk of the Board

**ACTION REQUESTED:** None

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**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:** November 16, 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

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**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.

Q:\Reference\Board Packet\2016\November\Nov 16 Reg Mtg\BD Calendars AIS.docx

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 16, 2016

**ITEM TITLE:** DECEMBER EMPLOYEE OF THE MONTH

**PREPARED BY:** Jeanne Schapper, Clerk of the Board

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### BACKGROUND:

Engineering Technician Ana Hewitt has been selected to receive the December 2016 Employee of the Month (EOM) award. Ana joined LTD's Fleet Maintenance team in April 2013. Ana is a past member of the Employee Events Committee and is an active member of the Bus Rodeo Committee. She also is a past recipient of a *Take Initiative* Monthly Value Award.

Ana was nominated for this award by a coworker who truly appreciated her willingness to volunteer her time when there was extra work to be done. "If a task needs to be done, and if she feels she can help (whether or not it is 'her job'), she is the first employee to jump in and volunteer," described her coworker.

When learning that Ana had been named the EOM for December, Information Technology Systems (ITS) Manager Steve Parrott said:

I am very happy to learn that Ana's kindhearted consideration for her fellow coworkers is acknowledged by this award. Ana brings an infectious, cheerful energy to work every day. Her friendly "can do" attitude makes doing even the most tedious of tasks an enjoyable experience.

Ana assists Fleet Service staff with the technical knowledge and experience needed to support the numerous electronic systems on LTD vehicles. She helps inspect ITS systems being installed during bus builds at the vendor's manufacturing facilities.

Ana fills her free time instructing classes and helping students with lab projects in the electronics program at Lane Community College. She unwinds by playing guitar and drums in local bands, hiking, and running, and Ana is very dedicated to her family and friends.

### AWARD:

Ana will attend the November 16 meeting to be introduced to the Board and to receive her award.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 16, 2016

**ITEM TITLE:** CONSENT CALENDAR

**PREPARED BY:** Jeanne Schapper, Clerk of the Board

**ACTION REQUESTED:** Approval of Consent Calendar items

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### **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 November 16, 2016, consists of:

- 1) Approval of the minutes of the October 10, 2016, Special Board Meeting/Work Session
- 2) Approval of the minutes of the October 19, 2016, Regular Board Meeting
- 3) Approval of request to support the Go Oregon project
- 4) Approval of 2017 Oregon Ethics Law Best Practices Checklist

**ATTACHMENT:**

- 1) Minutes of the October 10, 2016, Special Board Meeting/Work Session
- 2) Minutes of the October 19, 2016, Regular Board Meeting
- 3) Request to Support the Go Oregon Project
- 4) Request to Approve 2017 Oregon Ethics Law Best Practices Checklist

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

LTD Resolution No. 2016-11-16-038; It is hereby resolved that the Consent Calendar for November 16, 2016, is approved as presented.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING/WORK SESSION

Monday, October 10, 2016

Pursuant to notice given to *The Register-Guard* for publication on October 6, 2016, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special board meeting/work session on Monday, October 10, 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  
Don Nordin, Treasurer  
Angelynn Pierce  
Carl Yeh  
A.J. Jackson, General Manager  
Jeanne Schapper, Clerk of the Board  
Lynn Taylor, Minutes Recorder

Absent: Julie Grossman

**CALL TO ORDER/ROLL CALL:** Mr. Wildish convened the meeting and called the roll at 5:31 p.m.

**PRELIMINARY REMARKS BY BOARD PRESIDENT:** Mr. Wildish thanked those present for attending the special meeting.

**ANNOUNCEMENTS:** There were no announcements.

**WORK SESSION:**

**Fares and Fare Management:** Assistant General Manager Service Delivery Mark Johnson said that studies of a fare-free transit system had been conducted in 1999 and 2008, and now was an appropriate time to revisit the topic. He reviewed the results of a 2012 Transit Cooperative Research Program (TCRP) study of fare-free systems. He said justifications for a fare-free system included increased ridership, the cost of collecting fares, improved running times, reduced congestion, reduced cost for commuters, and social equity.

Mr. Johnson explained that there were three types of services where fare-free systems worked:

- 1) Small rural systems: Often begin as a free service; the cost of collecting revenue outweighs the revenue collected; lost fare on rural systems is often covered by the Federal Transit Administration (FTA); systems have low to moderate ridership.

- 2) Resort community systems: Seasonal peaks; short trips; community expectations; increased road capacity during tourist season; tourist taxes often pay for service.
- 3) University community systems: Fares/revenue covered by a third party; 75 percent or more of riders are students with prepaid fares; low fare collection outside the university; cost of collection outweighs revenue; typically small systems.

Mr. Johnson used a table to compare fare-free systems in several university communities. He noted that the systems had significantly lower ridership than LTD. In response to a question from Mr. Yeh, he said the systems were supported by contributions from the educational institution and often a local sales tax. He said Corvallis levied a city service fee to support its system, which was also much smaller than LTD's.

Reviewing a summary of the TCRP analysis, Mr. Johnson said the largest jurisdictions currently providing fare-free service had populations of about 175,000. He said being fare-free made the most sense for systems with low farebox recovery ratios, and FTA 5311 grant funds to small and rural systems were reduced by the amount of fares the system collected. Fare-free public transit in resort communities was regarded as a vital component of making the communities attractive to visitors. In some states, some of transit's financial support was determined by formula, including total ridership. Attracting more riders with free transit brought in more state funding.

Mr. Johnson noted some negative aspects of offering fare-free service, such as the need for additional maintenance, security, and possibly equipment. In LTD's case, that would mean giving up about \$7 million in revenue and reducing service, while ridership increased. The increased ridership tended to be current customers riding more frequently, with a small shift of customers from other motorized modes.

Mr. Johnson summarized the impacts on LTD of converting to a fare-free system:

- Loss of \$7.5 million in revenue
- Increased public safety costs
- Increased ridership
- Saves the costs of fare collection
- Political fallout - perception that transit customers don't pay their way

Mr. Necker asked if people seeking shelter by staying on buses would contribute to the increased public safety costs. Mr. Johnson said the current premise was that someone had to be doing business with LTD to be on the District's property. If fares were eliminated, there would be no ability to make that distinction, and public safety issues would need to be managed very differently.

Mr. Johnson said impacts on existing service included:

- Loss of revenue resulting in a reduction of service if another funding source was not found
- Overloads during peak times would increase
- Decrease in choice riders due to overcrowding
- Increase in problem passengers
- Increased cost of paratransit and reduction of revenues (\$350,000)

In response to questions from Mr. Gillespie and Mr. Nordin, Mr. Johnson said that paratransit fares were limited to no more than twice the fixed-route fare. While paratransit services were subsidized, a fare-free system would increase the demand for paratransit services, which were much more costly to provide than fixed-route trips. Mr. Necker pointed out that paratransit services did not pay for themselves; the District had to support the services with General Fund money.

Ms. Pierce commented that the legislature attempted to pass a transportation package during the last legislative session included a personal payroll tax that would secondarily increase LTD's revenue. She asked what the estimated revenue would be if the legislature were able to pass the legislation during the next session. Director of Public Affairs Edward McGlone estimated the increased revenue at \$7 million annually, which could offset the cost of a fare-free system. He said that a number of legislators who would be considering transportation legislation had expressed concern with LTD going to a fare-free system and were studying the farebox recovery rates of the state's transit districts.

Mr. Gillespie noted that the District already had a fare-free system for about 50 percent of its riders, including university students and group pass holders. He said that the question was how to achieve a fareless system for all riders.

Mr. McGlone said that there was a proposal before the 2015 Legislature to restore the student group pass program; and although it did not pass, a student transportation work group was formed to re-examine the concept. He said it would be possible to identify some groups that could be transitioned to a group pass program, moving LTD closer to a fare-free system by collecting fares in a different way, rather than at the door of the bus.

Mr. Johnson said that LTD could not absorb a significant revenue loss. Staff recommended continuing to operate a fare system under current conditions, while developing a fare policy with specific goals in mind to provide clarity on what the Board wanted to accomplish with a fare-free system.

Mr. Nordin said that he felt that those riding the system should invest in it in some fashion, and that opinion was shared by businesses that supported the system through taxes. Paying for service would exclude aimless riders. Mr. Nordin added that things provided for free were often perceived as having no value.

Mr. Necker agreed with the staff recommendation to stay with the current fare system - given the current political climate, the potential reduction in service, and the lack of an alternative revenue source; but he advised revisiting the matter in the future.

Mr. Yeh said his interest in the topic was based on the District's study of, and investments in, fare recovery and a desire to see if there was a better way to operate, as well as to simplify the system.

Mr. Johnson encouraged a Board discussion of its goals with respect to fare structure as there were many strategies to consider in addition to going fare-free. He thanked staff for researching the subject.

Mr. Gillespie stated his support for continuing to pursue the topic of a fare-free system sometime in the future.

In response to a question from Mr. Nordin, Ms. Jackson noted that a future presentation to the Board would address fare management. She said that LTD had an opportunity to join TriMet in a pilot program, and many transit districts were exploring upgrades to their fare management systems. She said LTD's Group Pass Program was very successful, and more research was necessary to avoid any negative impacts from a new system. Group pass programs appeared to be fareless (although fares were still being paid) and had the lowest cost to the user with the greatest benefit to the community. The District would continue to research options that would work well for the District and provide a seamless system to the community. She added that a placeholder was included in the Capital Improvements Program (CIP), and LTD could potentially be moving toward a new fare management structure as early as next year.

Ms. Pierce stated her preference for a phased approach while the Board developed its intent regarding the fare system.

Mr. Gillespie suggested a "Pay what you think the service is worth" day to determine what value people placed on transit.

Mr. Wildish said fare recovery was important from a political standpoint. LTD's fare recovery was 17 percent, TriMet's was 26 percent, and fare recovery rates around the country ranged above and below those percentages. He noted that LTD was funded differently from most agencies, with 75 percent of its revenue coming from the payroll tax. Businesses paying that tax were interested in seeing a reasonable rate of recovery from the farebox. He said that he appreciated the information provided from staff and that he hoped to see future discussions by the Board.

**Eugene Airport Connector Service:** Director of Planning and Development Tom Schwetz noted that representatives from LTD's partner agencies in the connector service (Jennifer Hayward, Lane Community College (LCC); and Casey Boatman, City of Eugene) were present to respond to questions. He said that the one-year pilot project was to provide a connector service from Route 95 to the Eugene Airport. LCC classes were held at Lane Aviation Academy at the airport, and Eugene had a contract for shuttle services. The partners split the program cost of \$100,000 evenly among them.

Mr. Schwetz reported that over the course of the past year, the service carried approximately 2,500 people, which equated to about \$40.00 per ride. A survey of riders indicated that the connector was used primarily by LCC students attending the Aviation Academy and travelers flying out of the airport. Riders expressed concern that the service did not depart early enough or operate late enough and did not meet needs, resulting in very poor performance. The partners, after reviewing performance data, had decided to discontinue the service on November 30, 2016. He said LTD would work with Point2point Solutions to find ways to transport students to the airport. He said the City's land use plans identified the vicinity of the airport as an area of future growth; so at some point, the area could become an employment center and better market for transit.

Mr. Wildish agreed that the cost of the connector was too high. He suggested that LTD continue to work with the City on providing specific services to respond to special events such as the 2021 track championships. He said that he doubted that longer hours of service would have made a significant impact on the route's productivity.

Mr. Schwetz recommended reading Jarrett Walker's article, *Keys to Great Airport Transit*, which laid out principles for service.

Marketing and Communications Manager Meg Kester shared that the survey of riders indicated that the wide range of shift times and changes made it difficult for many airport employees to use the connector because of its limited span of service.

Mr. Boatman and Ms. Hayward expressed their appreciation for LTD's partnership on the connector pilot project. Both said that they looked forward to continuing to work with LTD on commuter solutions.

**Public Safety:** Mr. Johnson introduced the topic as a continuation of the Budget Committee's discussion regarding bringing public safety officers in-house rather than contracting for the service. In response to the Board's request, staff had done further research on several aspects of the proposal, and the evening's presentation would provide information on several areas of concern.

Public Safety Services Manager Frank Wilson described his background in public safety and law enforcement, including transit security. He said that he was hired by LTD in 2014 to assure a safe, comfortable transit system. He said the next logical step in that process was to stop contracting for essential staff and bring those employees in-house. He said that security contractors needed to maintain profit margins, and the demand for public safety services in the workplace was increasing nationally. There were only three security contracts in the local area and their prices were increasing. LTD had the ability to hire, train, and deploy officers based on the District's specific needs.

Ms. Pierce asked how LTD would recruit quality applicants. Mr. Wilson said that it would not be difficult to recruit desirable candidates because LTD would offer a living wage pay scale and benefits package, making LTD employment a career, not just a job. Security contractors had a difficult time recruiting and retaining employees because of low wages and lack of benefits. He said that he felt that many current G4S employees and retired law enforcement officers would be interested in applying for the LTD positions.

Mr. Gillespie asked how much above what G4S paid for actual wages was LTD charged for the contracted services. Mr. Wilson said it was about a 55 percent increase, and turnover was a chronic problem for G4S.

Mr. Wildish said a Budget Committee member had commented on the fact that LTD staff provided exceptional customer service and established excellent relationships with riders. The public safety employees proposed as LTD employees would be representing the District throughout the system and could be trained in LTD's organizational, customer service-oriented culture. He noted that the public safety officers would have authority only on District property, and there would be less risk to the District with employees receiving LTD training in how to respond to customers and the public.

Mr. Wilson described G4S training protocols and compared them to the training that LTD would provide, including training provided by the Lane County Sheriff's Reserve program that was not available to private contractors. He said that also applied to other state and federal sources of training. He said training would also be developed based on LTD's needs.

Mr. Yeh stated his support for bringing public safety officers in house.

Mr. Gillespie also stated his support for bringing officers in house, as being an LTD employee would provide much more ownership of the job than being part of a contracted service. He asked if the positions would be salaried or represented. Mr. Wilson said that initially the positions would be administrative, with two positions exempt.

Ms. Pierce asked if the number of public safety positions would remain consistent at 14.5 full-time equivalent (FTE). Mr. Wilson said that the numbers would stay consistent during the current year, but would likely increase when the West Eugene EmX route became operational. He added that the Federal Transit Administration (FTA) published a security manpower planning model; and based on that, 20 FTE were recommended for LTD's system. He planned to use existing resources to the fullest extent possible.

Ms. Pierce said there had been considerable public push back when the subject of bringing security officers in-house was raised last year. She asked if there had been any discussions or outreach to the community since that time. Mr. Wilson said that the earlier discussion had addressed establishing a transit police department with armed police officers working for the District. The current proposal was not likely to generate the same negativity but would need to be a transparent process from the public's perspective.

Ms. Pierce offered that LTD had struggled with public perception in the past; and while things had improved, it was important to keep the public well informed about any changes. Mr. Wilson said that he agreed, adding that the Public Affairs staff could make sure the information was made available in a way that was sensitive to public concerns.

Mr. Necker left the meeting at 7:19 p.m.

Ms. Pierce asked what the timeframe would be for transitioning to in-house officers. Mr. Wilson said that he did not want to renew the G4S contract, which would expire on December 31, 2016. While that seemed fast, he said that the issue had been discussed for some time and the transition had been worked into the budget.

Ms. Jackson asked for information on the implementation and messaging plan that would be in place before the matter was brought back to the Board.

Mr. Wilson said that Human Resources staff had already developed positions descriptions, qualifications, and job announcements. Once the Board approved the proposal, recruitment would begin. He described the interview and screening process, noting that the lieutenant, sergeant, and administrative positions could be filled within two weeks. He added that recruitment would be competitive and both internal and external candidates.

Mr. Wildish and Mr. Yeh asked for a detailed budget, even though the proposal was budget neutral.

Ms. Jackson said that staff needed to understand messaging issues and concerns associated with the proposal.

Board members offered the following concerns raised by the public:

- Complaints from parents received at an earlier Board meeting about their children being taken off the bus.
- Security officers being armed.
- Use of police officers.

Mr. Gillespie suggested a media event to announce the transition. Mr. McGlone said that the reconfiguration of a Public Affairs Department would allow for better coordinated and consistent messaging; and if the Board approved the proposal, there were many strategies for informing the community in a proactive manner and working with the media.

In response to a question from Ms. Pierce, staff indicated that if the Board made a decision on the proposal at its regular October meeting, that there was sufficient time to accomplish the necessary messaging and the recruitment and employment of staff prior to the expiration of the G4S contract.

Board members indicated that, with receipt of this additional information, they felt comfortable making a decision at the October 19, 2016, meeting.

Mr. Yeh asked for an organizational chart with an explanation of the duties of each position, implementation timeline, and highlights of the training that would be provided to public safety personnel.

Mr. Wilson said that he planned to engage community groups and organizations in the recruitment process to improve the diversity of security personnel.

Mr. Gillespie said that Seattle Transit had a riders' blog and suggested that staff review it. Mr. McGlone said that Communications staff had been exploring how to establish a riders' blog on the LTD website.

**ADJOURNMENT:** There being no further business, Mr. Wildish adjourned the meeting at 7:45 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

\_\_\_\_\_  
Ed Necker  
Board Secretary

\_\_\_\_\_  
Jeanne Schapper  
Clerk of the Board

Date Approved: \_\_\_\_\_



MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, October 19, 2016

Pursuant to notice given to *The Register-Guard* for publication on October 13, 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, October 19, 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  
Don Nordin, Treasurer  
Julie Grossman  
Angelynn Pierce  
Carl Yeh  
  
A.J. Jackson, General Manager  
Jeanne Schapper, Clerk of the Board  
Lynn Taylor, Minutes Recorder

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

**PRELIMINARY REMARKS BY BOARD PRESIDENT:** Mr. Wildish remarked that the Board's work session on October 10, 2016, had been very informative and productive, and he thanked Board members for their participation.

**COMMENTS FROM THE GENERAL MANAGER:** Ms. Jackson announced that an LTD marketing video produced in partnership with Bell+Funk and Attic Media had received a bronze-level Telly award. Marketing Manager Meg Kester showed the video to the Board.

**ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA:** Board members agreed to Mr. Nordin's request to address the topic of solar energy at the end of the meeting.

**BOARD CALENDARS:** Ms. Jackson briefly reviewed upcoming events and activities. At the November regular meeting, the Board members will be asked to decide on what day to have the December meeting as the regular meeting date is quite close to the Christmas holiday.

**EMPLOYEE OF THE MONTH:** The Board recognized Bus Operator Cesar Saavedra as the November 2016 Employee of the Month. Mr. Wildish presented Mr. Saavedra with his award and thanked him for his outstanding service and dedication to LTD's mission. Mr. Saavedra thanked the Board for the honor and expressed his appreciation for his LTD co-workers.

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

**Carl Faddis**, representing the Amalgamated Transit Union (ATU), spoke to the positive impact and value to LTD of G4S transit officers. He listed the specific characteristics of transit system security officers and said that over time, G4S officers had acquired those characteristics and gained the respect of LTD bus operators. He said the G4S officers understood the security needs of a transit system and its employees and worked tirelessly to assure the safety of both operators and customers in a compassionate and respectful manner.

### ITEM FOR ACTION AT THIS MEETING

**MOTION Consent Calendar** — Mr. Necker moved 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. The Consent Calendar consisted of the Minutes of the September 21, 2016, Regular Board Meeting. Mr. Gillespie provided the second.

**VOTE** The resolution was adopted as follows:

AYES: Gillespie, Grossman, Necker, Nordin, Pierce, Wildish, Yeh (7)

NAYS: None

ABSTENTIONS: None

EXCUSED: None

**Public Safety Program:** Finance Manager/CFO Christina Shew reviewed the organizational structure and budget details for Public Safety Services. She noted that key assumptions upon which the structure and budget were based also were included. She indicated that all Public Safety personnel would be hired by December 31, 2016, and an extension of the G4S contract would not be necessary. Public Safety employees would be hired at the lowest base LTD pay for their pay grade. She said all projected expenditures were within the approved budget for Fiscal Year 2017. She reviewed the detailed Public Safety Budget, which included contractual payments to G4S through December 31, 2016, and the cost of in-house services from January 1 through June 30, 2017, providing a clear picture of FY 2016-2017 Public Safety costs. She anticipated an approximate 20 percent increase in costs during the next fiscal year. The increase was due to assumed merit increases, a full 12 months of fringe benefits, and some increases in training and travel expenses.

Ms. Pierce asked about potential risk if G4S challenged non-renewal of the contract. Ms. Shew said that the contract language was unclear about the required length of time for notifications if LTD did not intend to renew. Public Safety Manager Frank Wilson offered that a 30-day notice was required for early termination--with or without cause. The contract also allowed LTD to increase or reduce the staffing level at will. He said the contract actually expired on June 30, 2016, and G4S was issued a 180-day extension, which would expire on December 31, 2016. He was scheduled to meet with G4S next week following Board action. He noted that there was no risk to LTD.

Mr. Gillespie asked if the base rate of grade pay for new hires would apply to all, including any G4S employees who might apply for the LTD positions, and was the base rate of pay higher than G4S personnel were currently making. Ms. Shew said the rate would apply to everyone. Mr. Wilson confirmed that the LTD base pay was higher than G4S pay.

Mr. Gillespie asked what was included in the fringe benefit rate. Ms. Shew said that a large part was the pension but also included were payroll taxes, insurance, workers compensation, unemployment insurance, and vacation. She said that medical insurance comprised about 42 percent of the total.

Mr. Wildish observed that the fringe rate was very high and asked for a future Board discussion of the matter.

Mr. Wilson stated that the proposed resolution, if approved, would allow LTD to have a public safety force that was stable, cost controlled, and efficient going forward. He said that existing resources needed to be better used and turnover and training time reduced. It would be an incremental transition, with contract staffing adjusted, as LTD brought people on board. Hiring would begin with supervisory and support staff, and the testing process would be conducted in one day.

In response to questions from Board members, Ms. Jackson said that recruitment for the Public Safety positions would be open and competitive, encourage workforce diversity, and offer job opportunities for community members. The recruitment process would be managed by Human Resources staff.

In response to questions from Ms. Pierce, Mr. Wilson said that the positions would be administrative, not represented. He did not feel there would be a shortage of applicants as retired or retiring law enforcement staff had expressed an interest in transit security work.

Ms. Grossman asked if there were any concerns with having an in-house security force. Ms. Jackson said that because it was a new program, it was important to assure that the community was supportive. She said that LTD would continue to obtain community input and refine the program through continuous feedback. She felt confident in Mr. Wilson's leadership of the program and the cohesive training that would be provided under Assistant General Manager Mark Johnson's leadership. She emphasized the importance of providing the best return on investment to the community. Mr. Wilson added that he was less concerned with unknown factors going forward under the new system than he was remaining with the current system.

Mr. Gillespie expressed concern with starting all employees at the lowest pay step; although if the pay was higher than what G4S employees currently made, he could accept that. He supported the transition because the quality of work of in-house employees was typically higher than contracted services. He said that it was a positive step for LTD. He expressed some concern that the public would perceive the change as increasing the budget--even though the Board and staff had determined that it would be budget neutral.

Mr. Wilson said that all parts of the LTD organization worked to make the program succeed, and he appreciated employees' support. He realized there were concerns about public perception of the program; but he had shared the information widely with different groups of community stakeholders, and the transition was viewed as a very positive change.

Mr. Yeh stated his support for the proposal, which would provide better control for LTD and access to better training for employees, as well as give employees more ownership of their job duties.

Director of Public Affairs Edward McGlone described the Public Affairs plan for the Public Safety proposal. He said that some segments of the community wanted public safety provided to them, and others wanted the public to be safe but had discomfort with the process of law enforcement and public safety enforcement. He said that LTD needed to focus its attention on groups with concerns about enforcement, and most of them were regular transit users. He said that staff had conducted outreach with a number of those groups most impacted by law enforcement to establish relationships and introduce the subject of transit safety. The challenge was determining the extent to which the transition to in-house public safety should be publicized. It was important to stress that the change from contracting out to in-house services would not alter the level or type of services or increase the power or authority of transit officers. He said that staff recommended taking a minimalist approach but be prepared for a larger effort, if required. A draft communication had been prepared explaining the reasons for the change and the value it could bring to the community. If the Board approved the proposal, Ms. Jackson would distribute it to key community stakeholders. He noted that the communication would also include the offer to have an LTD representative meet with the community member to further discuss the matter.

Ms. Grossman asked what the biggest concerns with public perception were. Mr. McGlone replied that lack of trust in law enforcement and LTD would present the greatest challenge. He said that he was not concerned about the fiscal aspect of the proposal.

Mr. Gillespie said that recruitment of personnel who better reflected the diversity of people who rode the bus was important.

Mr. Yeh said that he liked the communications plan, and he agreed that recruitment was an important aspect of the proposal.

Ms. Grossman urged that "jobs to careers" and "revenue neutrality" should be part of the message to the community.

Ms. Pierce said she supported the proposal and implementation and communications plans, but she was still uncomfortable with the speed at which the transition was happening.

**MOTION** Mr. Gillespie moved 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. Mr. Nordin provided the second.

**VOTE** The motion to amend was approved as follows:  
AYES: Gillespie, Grossman, Necker, Nordin, Pierce, Wildish, Yeh (7)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**General Counsel's Attendance at Board Meetings:** Ms. Jackson explained that staff worked closely with general counsel during the process of updating and improving policies, procedures, and other internal structures such as contract templates. She said it took considerable time for staff to inform general counsel about the changes being made, reasons for the changes, internal discussions, and Board direction. She said having general counsel in attendance at Board meetings was the practice of many public sector agencies and was a more efficient approach to keeping counsel informed. She said General Counsel Dwight Purdy reported directly to the Board, and therefore, it was the Board's decision on whether or not to request his presence at Board meetings.

Mr. Yeh asked about any monetary impact to having Mr. Purdy attend Board meetings. Mr. Purdy estimated the cost at \$1,000 per month, but having insight into the Board's thinking on various issues would help legal counsel more efficiently handle projects referred by staff. In addition, it was useful for the Board to be able to consult legal counsel during meetings when questions arose.

Mr. Gillespie agreed that it would be beneficial to have legal counsel available to answer questions during Board meetings so that everyone received information at the same time.

Mr. Wildish commented that the presence of general counsel at meetings, while not budget neutral, was a good value for the District and would reduce the amount of time senior staff spent providing background information when legal advice was sought.

In response to a question from Mr. Yeh, Mr. Purdy listed the jurisdictions and agencies in Lane County that routinely had legal counsel present at meetings of their governing bodies.

**MOTION** Mr. Yeh moved 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. Ms. Pierce provided the second.

Mr. Purdy clarified that the standard practice was to attend regular Board meetings and be present at other Board meetings as requested.

**VOTE** The resolution was approved as follows:  
AYES: Gillespie, Grossman, Necker, Pierce, Wildish, Yeh (7)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

#### **ITEMS FOR INFORMATION AT THIS MEETING**

**Board Member Reports:** Ms. Grossman reported that the Board Human Resources (HR) Committee had discussed the coming annual evaluation of the general manager. She said that Ms. Jackson was preparing a report for the Board on meeting the expectations the Board set forth for her. To compliment Ms. Jackson's report, the Committee discussed the importance of obtaining feedback from community leaders and stakeholders on how well LTD was doing and their perceptions of the District to help inform the Board's evaluation of Ms. Jackson's performance. She distributed four handouts:

- A list of community leaders previously contacted by Board members that could be used for follow-up discussions about LTD's progress
- Community Survey containing six questions
- LTD Survey containing 12 questions
- A second list of key contacts

Mr. Gillespie explained that the lengthier LTD survey that also would be completed by employees was based on the expectations and goals set forth for Ms. Jackson and some of the personnel issues she faced at the beginning of her tenure. Ms. Grossman said the shorter only addressed broader community issues because the Board had only one employee, and its expectations of results included an implicit understanding that those would only be achieved if the general manager had a solid team working well with her. She noted that in Mr. Gillespie's absence from the recent HR Committee meeting, she and Mr. Wildish had agreed that including other issues and obtaining feedback directly from staff would blur the issues. She said that the Board was responsible to the community, Ms. Jackson was responsible to the Board, and employees were responsible to Ms. Jackson.

Mr. Gillespie said that not seeking employee feedback blocked an avenue of communication; it was up to the Board to interpret the feedback. He said that he felt it was a mistake to exclude employee feedback.

Ms. Pierce agreed that employee feedback was very important, but she said that she did not feel it was appropriate to include that feedback in an official review of Ms. Jackson.

Ms. Grossman said that circumventing the relationship between Ms. Jackson and her staff as part of the formal review was intrusive. Ms. Jackson should solicit that feedback and provide the information to the Board. It was critical to the health of the organization that staff felt supported and positive about working for LTD, but that had to occur through the relationship between Ms. Jackson and her staff.

Mr. Gillespie questioned how that relationship could be deemed critical if the Board did not ask for employee feedback. Ms. Grossman said that establishing good working relationships with staff was one of the goals the Board had identified for Ms. Jackson, but that information needed to come through Ms. Jackson.

Mr. Wildish said that guidelines published by the American Public Transportation Association (APTA) included comprehensive information on the recruitment, hiring, and evaluation of transit CEOs. He encouraged Board members to review the information. He said that it was important for the Board to support its sole employee.

Ms. Grossman added that finalizing the specifics of the review process could be addressed further by the HR Committee while Board members began discussions with community leaders and key contacts. Interviews would follow the questions on the six-question LTD Community Survey to assure there was consistent collection of information.

Mr. Nordin recommended adding all Lane County commissioners to the list.

Mr. Wildish asked Board members to let Ms. Schapper know which community leaders and key stakeholders they would contact, as well as suggest any additional names for those lists.

Mr. Nordin reported that even though the meeting lacked a quorum, the members present of the LaneACT (Area Commission on Transportation) received a presentation from the Freight Advisory Committee on October 12. During the group discussion, there also was a request from an ACT member regarding transit service to Florence.

**Ridership, Marketing, and Awareness Campaign:** Marketing and Communications Manager Meg Kester introduced Jen Bell with Bell+Funk, the firm that provided advertising placement and marketing support to LTD, and was a member of the team working on the ridership, marketing, and awareness campaign.

Ms. Kester said the new campaign addressed both ridership and service awareness. Primary objectives included:

- Increase 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

Mr. Necker left the meeting at 7:20 p.m.

Ms. Kester said the initiative was intended to reverse the negative ridership trend, attract new riders, encourage current riders to use the service more, increase LTD's relevance in the community, and demonstrate LTD's value to both riders and non-riders. She said the campaign would be implemented in five phases over an 18-month period and was launched last month with the fall bid. She said potential outcomes include reducing barriers, educating potential users, developing specific appeals to target groups such as students, turning occasional riders into regular users, and promoting existing pass programs. The campaign would take a layered approach with brand awareness and new creativity. Ms. Kester gave examples of various brand campaigns and marketing materials and explained how they would be used. She also described field outreach activities and reviewed the campaign schedule for the remainder of 2016 and 2017.

Mr. Yeh asked why it was difficult to attract younger riders to use the bus. Ms. Kester said there were more disincentives than incentives to using transit. Many young people did not grow up with the concept of riding the bus, and it was foreign to them. They were more likely to use transit if going with another person or in a group. The student campaign would emphasize that transit was the ticket to life off campus and suggest destinations, as well as make the connection between EmX and the bus clear.

Mr. Yeh asked if Uber and Lyft had an impact on ridership. Ms. Kester said that Uber and Lyft could actually be an enhancement to transit by emphasizing transportation modes besides the private automobile.

Mr. Yeh asked if advertising on streaming services such as Hulu had been considered. Ms. Bell replied that most videos were through local media and Google, using geotargeting. She said that many of the streaming services required a certain level of hits and LTD did not generate enough to use those services. Videos targeted to youth were available online through various sites and materials are made available around campus.

Mr. Nordin asked if the campaign would address how LTD could be used to travel outside of the metro area. Ms. Kester said that messaging related to outlying communities and transit services would occur in later phases of the campaign.

Mr. Wildish asked if destinations were paying to be identified on the system map and marketing campaign. Ms. Kester said that staff were not trying to make the campaign a direct revenue generator, but transit also was about economics; and if LTD could demonstrate it was helping to identify local business destinations and encouraging people to get to them, that had value to the businesses and to LTD in terms of being a good business partner.

In response to a question from Mr. Wildish, Ms. Kester explained how data would be collected and analyzed to determine the success of the campaign.

**Broadening EmX Steering Committee Roles and Responsibilities:** This item was postponed to a future meeting.

**Monthly Financial Report:** Ms. Jackson introduced newly hired Controller Ralph Lambert. Mr. Lambert said that due to a number of changes in financial services personnel, he was unable to reach a level of confidence for three of the schedules usually presented at Board meetings; those were the Medicaid Fund, Accessible Services Fund, and Capital Projects Fund. Those reports would be presented at the December Board meeting. He had reached a level of confidence for the General Fund, but the one exception was with payroll tax revenue. He said the amount was about \$1 million less than budgeted, which caused expenditures to appear to be higher due to timing issues. He said that based on preliminary August figures, that would be rectified in the next report.

**Monthly Report of Executed Contracts:** Mr. Nordin noted that LTD was paying Valley River Center for station space, and he asked if some reduction in cost could be negotiated based on the new marketing campaign and bringing revenue to the mall.

**Monthly Cash Disbursements:** There were no questions.

**Monthly Performance Reports:** There were no questions.

**Monthly Grant Report:** Ms. Jackson announced that LTD was awarded a grant for \$450,000 from the Federal Transit Administration (FTA). Director of Planning and Development Tom Schwetz explained that the grant was from an FTA pilot program to assist in the planning of transit-oriented development. The project was oriented around work the City of Eugene would complete along River Road, a key corridor for Envision Eugene as well as a MovingAhead corridor. The project would bring land use and transportation together.

**Monthly Department Reports:** Ms. Jackson pointed out that there was now a general manager report included with the Department Reports.

**Items for Action/Information at a Future Meeting:** There were no questions.



**Items for Action/Information at a Future Meeting-Requested by the Board:** Mr. Nordin requested a discussion of LTD's use of solar energy, particularly for charging the new electric buses. He cited several successful large installations of solar panels at facilities around the state. He said LTD could help the solar energy industry, employ people in the community, and do the right thing by reducing dependence on fossil fuels. He said that Ms. Pierce and Ms. Grossman would be leaving the Board at the end of December and he hoped to see the Board express its intention to pursue solar energy before that time as it would take a while for new Board members to get up to speed.

Mr. Yeh supported Mr. Nordin's request and suggested that staff obtain cost estimates for using solar energy for all possible uses.

Ms. Jackson said that the Environmental and Sustainability Management System (ESMS) Team had begun an analysis of the issue. She said that staff already had an estimate of the cost, but the District lacked the ability to fund a solar energy system because Oregon did not provide any financial assistance like is offered in California. She said it was cost prohibitive without that assistance because LTD would have to make that investment itself; and it was a 20-year return on the investment, at which point the solar panels would have reached the end of their useful life. She agreed that use of solar energy was a desirable goal, but there had to be a plan for making it financially feasible. She said it would cost \$5 million for the solar panels to charge 10 buses.

Mr. Gillespie thanked staff for the information on placing seats dedicated to Rosa Parks on buses. He asked if the new buses had been delivered. Ms. Jackson said that delivery had been delayed because Build Your Dream (BYD) was behind on its production schedule. LTD agreed to the delay to assure that bus construction was not rushed.

**ADJOURNMENT:** There was no further business, and Mr. Wildish adjourned the meeting at 8:05 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

\_\_\_\_\_  
Ed Necker  
Board Secretary

\_\_\_\_\_  
Jeanne Schapper  
Clerk of the Board

Date Approved: \_\_\_\_\_

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Lane Transit District  
P. O. Box 7070  
Springfield, Oregon 97475  
(541) 682-6100  
Fax: (541) 682-6111

**CONSENT CALENDAR ITEM:  
APPROVE REQUEST TO SUPPORT THE GO OREGON PROJECT**

November 16, 2016

**Background:**

Citizens, employers, non-profit organizations, community leaders, and transportation advocates from across the state are being asked to call for state policy makers to take bold action during the 2017 Legislative Session and take immediate action to increase the investment necessary to maintain and enhance Oregon's transportation system. In response to this call for action, a project, called "Go Oregon," is gathering support from around the state for a bold transportation package. The Go Oregon effort is a spinoff of the Oregon Transportation Forum, of which Lane Transit District is an active member.

Go Oregon's website ([www.GoOregon.org](http://www.GoOregon.org)) notes that, "Oregon's robust transportation system has served the state well, but aging infrastructure and rapid growth have put at risk our ability to remain economically competitive, meet long-range greenhouse gas emission goals, as well as simply get to and from work or school. With smart investments today, we can create the kind of transportation system Oregon deserves – one that will support healthy and livable communities, improve safety and reliability, increase freight mobility and efficiency, and ensures our economy continues to create good paying jobs throughout the state."

While the project is not drafting a transportation package and is not setting forth any specific provisions for one, the project mentions three major areas of concern and what is needed under each: 1) Maintenance and Seismic Preparedness; 2) Congestion; and 3) Transit.

The Lane Transit District has previously supported efforts to pass a comprehensive transportation package, including testifying before the Joint Interim Committee on Transportation Preservation and Modernization. The issues and solutions outlined by Go Oregon are consistent with the legislative goals and priorities outlined by the LTD Board. TriMet, the City of Eugene, the City of Springfield, and the Central Lane Metropolitan Policy Organization's Metropolitan Policy Committee have supported Go Oregon.

*Note: This language was adapted from an MPC Agenda Item Summary.*

**Attachments:** None

**Recommended Action:**

As part of the Consent Calendar presented for approval by the Board at the November 16, 2016, meeting, the LTD Board of Directors is asked to approve the use of LTD's name, logo, and staff time to endorse Go Oregon and support efforts to pass a comprehensive transportation package.

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Lane Transit District  
P. O. Box 7070  
Springfield, Oregon 97475  
(541) 682-6100  
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**CONSENT CALENDAR ITEM:  
INSURANCE BEST PRACTICES CHECKLIST**

November 16, 2016

**Background:**

Completion of the 2017 Oregon Ethics Law Best Practices Checklist will reduce the insurance premium LTD pays to Special Districts Insurance Services for its General Liability coverage by 2 percent. LTD earned a premium reduction of \$4,310, for this coverage in 2016 by submitting a completed Board-approved Best Practices Survey for that year.

Special Districts Insurance Services (SDIS) has narrowed the focus of its 2017 checklist to LTD compliance with the Oregon Ethics Law. SDIS will not score or evaluate the answers given. The intent is to raise awareness of what the law requires of public officials.

Before the 2017 Oregon Ethics Law Best Practices Checklist can be submitted, it must be approved by the LTD Board of Directors and signed by a representative of the Board. The signature serves to certify that the Lane Transit District Board of Directors has reviewed and approved the completed Checklist.

**Attachment:** 2017 Oregon Ethics Law Best Practices Checklist

**Recommended Action:**

The Board is asked to approve the 2017 Best Practices Checklist as part of the Consent Calendar presented for approval by the Board at the November 16, 2016, meeting.

**Results of Recommended Action:**

Approval of this checklist will allow LTD to submit the 2017 Oregon Ethics Law Best Practices Checklist and receive a 2 percent reduction in its 2017 General Liability premium.

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## Oregon Ethics Law Best Practices Checklist

**\*\* To be completed by the Board of Directors\*\***

**District Name: Lane Transit District**

Below is the Best Practices Checklist for you to complete and return. Your answers will not be scored but are to be used for self-assessment. Submission of your complete and signed checklist verifying review from your board of directors (signature line on page 2) will result in a 2% credit to your 2017 property/casualty insurance contributions.

Steps to receive this credit to your 2017 general liability, auto liability, and property insurance contributions:

- Board of Directors and District Manager (if applicable) complete all questions on checklist.
- Board of Directors review and approve answers.
- Representative of the Board fill out and sign page 2 of the checklist.
- After filling out and signing page 2, return **entire checklist** by mail, email, or fax (OR complete online) to SDIS by **November 15, 2016**.

**\*\*Our insurance services website is changing!** The site will be launched in **October**. At that time, the Best Practices checklist will be available to complete online.\*\*

Completing the checklist online saves time and gives you immediate access to valuable resources. After the new insurance site has been launched, you will be able to complete the checklist online using the following steps:

- Go to **www.sdao.com**
- Click the Sign In button and enter your user credentials.
- After signing in, click on the Insurance Site tab.
- Once on the SDIS Insurance Site homepage, click Insurance on the left.
- Click Best Practices on the left, under Forms.
- Click Take Survey.
- Complete survey and click Save.

*Read the statement and check Yes if the statement is true of your board and No if it is not.*

		Yes	No
1.	Familiar with the permissible statutory provisions regarding Oregon Ethics Law (ORS 244), i.e., conflicts of interest, gifts, and financial gain.	X	
2.	Aware that Oregon Government Ethics Commission, or OGEC, enforces government ethics laws.	X	
3.	Recognize that ethics laws apply to all district elected or appointed officials, employees, and agents, irrespective of whether the person is compensated for services.	X	
4.	Distribute a copy of OGEC's Guide for Public Officials and 2015 Supplement to each board and staff member.		X
5.	Adopt an Oregon Ethics Law policy (sample available through SDAO).	X	
6.	Provide annual ethics trainings to all board members and staff.		X
7.	Understand the difference between an actual and potential conflict of interest.		X
8.	Aware of the requirements for declaring an actual or potential conflict of interest under Oregon Ethics Law.	X	

9.	Informed of who is considered a relative for the purpose of the ethics laws.	X	
10.	Understand the “but for” test and how it relates to financial gain or avoiding financial detriment.	X	
11.	Recognize that anything acquired through an official compensation package is not financial gain.	X	
12.	Aware that a “gift” is something of economic value received by a public official, his relatives, or household members.	X	
13.	Realize that food and beverages at a reception, when they are an incidental part of the reception or consumed at an event when a public official represents the district, are not a gift.	X	
14.	Familiar with the definition of “legislative or administrative” interest.	X	
15.	Aware that there is a \$50 gift limit from a source that has an administrative or legislative interest in the district. This includes invitations to events or activities such as concerts, plays, sporting events, and hunting.	X	
16.	Realize that the maximum penalty for an ethics violation is \$5,000. In addition to this penalty, if a public official financially benefits by violating Oregon Ethics Law, the OGEC can impose a civil penalty in an amount equal to twice the amount the public official realized as a result of the violation.		X

Filling out the form below certifies that your Board of Directors has reviewed and approved all answers:

**District Name: Lane Transit District**

**Your Name:** \_\_\_\_\_ **Your Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return the signed checklist (OR complete online) by **November 15, 2016** to receive a 2% credit to your 2017 general liability, auto liability, and property insurance contributions.

### How to Submit Your Best Practices Checklist

Mail	Email	Fax	Online
SDIS PO Box 12613 Salem, OR 97309-0613	<a href="mailto:memberservices@sdao.com">memberservices@sdao.com</a>	(503) 371-4781	<a href="http://www.sdao.com">www.sdao.com</a>

If you have any questions, please contact SDAO Member Services at 800-285-5461 or by email at [memberservices@sdao.com](mailto:memberservices@sdao.com).

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 16, 2016

**ITEM TITLE:** PROCLAMATION HONORING EUGENE MAYOR KITTY PIERCY

**PREPARED BY:** Aurora Jackson, General Manager

**ACTION REQUESTED:** That the LTD Board of Directors approves a proclamation honoring Eugene Mayor Kitty Piercy for her years of public service.

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**BACKGROUND:**

At the conclusion of her term in January 2017, Eugene Mayor Kitty Piercy will be retiring from office. After 12 years and three terms of service, Mayor Piercy has been a steadfast champion for public transit and the communities it serves.

**ATTACHMENT:** Proclamation Honoring Eugene Mayor Kitty Piercy

**PROPOSED MOTION:**

Resolution No. 2016-11-16-039: Be it resolved that the Lane Transit District Board of Directors expresses the gratitude of the District to Mayor Kitty Piercy for her years of service to the City of Eugene and LTD, as stated in further detail in the attached Proclamation.

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**LANE TRANSIT DISTRICT  
PROCLAMATION OF APPRECIATION  
EUGENE MAYOR KITTY PIERCY**

**WHEREAS**, transportation is a key economic driver for Eugene;

**WHEREAS**, investments in transit improve the economic vitality of the region;

**WHEREAS**, public transportation provides a critical service and is important to the quality of life and economic well-being of the citizens of Eugene;

**WHEREAS**, partners like the City of Eugene are vital to the success and support of public transportation;

**WHEREAS**, Kitty Piercy has been the Mayor of Eugene since January 2005;

**WHEREAS**, in this position, Mayor Piercy has been an ardent supporter of public transportation and taken significant personal political risk to support transit;

**WHEREAS**, in 2005 Mayor Piercy helped mediate negotiations to end a transit labor strike that gripped the community for nearly a week;

**WHEREAS**, the Franklin Boulevard EmX was among the first Bus Rapid Transit lines opened in the United States;

**WHEREAS**, during Mayor Piercy's tenure, LTD has opened two new EmX Bus Rapid Transit routes with a third scheduled to open in September 2017;

**WHEREAS**, EmX has facilitated more than \$250 million in private development, connecting more than 50,000 people to 80,000 jobs;

**WHEREAS**, during her 12-year tenure as Mayor, Kitty Piercy has shown visionary leadership on behalf of public transit, transit riders, and responsible transportation investments that ensure availability of a wide range of mobility options; and

**WHEREAS**, in addition to serving as Mayor of the City of Eugene, Mayor Piercy has served the public as a Peace Corps volunteer, school teacher, and three terms as a State Representative;

**NOW, THEREFORE, BE IT RESOLVED** that the **Lane Transit District Board of Directors express gratitude to Mayor Kitty Piercy** for your support of LTD's operations and capital construction projects that will support our community long into the future; and

**FURTHERMORE**, we express our thanks to you for your career in public service, which has advanced Eugene as a national leader, helped create jobs and support the economy, and addressed concerns regarding climate change.

**Dated this 16th day of November, 2016.**

\_\_\_\_\_  
**Gary Wildish, President**

\_\_\_\_\_  
**Gary Gillespie, Vice President**

\_\_\_\_\_  
**Ed Necker, Secretary**

\_\_\_\_\_  
**Don Nordin, Treasurer**

\_\_\_\_\_  
**Julie Grossman, Member**

\_\_\_\_\_  
**Angelynn Pierce, Member**

\_\_\_\_\_  
**Carl Yeh, Member**

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 16, 2016

**ITEM TITLE:** BOARD MEMBER REPORTS

**PREPARED BY:** Jeanne Schapper, Clerk of the Board

**ACTION REQUESTED:** None

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### BACKGROUND:

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

### MEETINGS HELD:

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

1. **EmX Steering Committee:** The EmX Steering Committee generally meets every two months and is composed of Chair Carl Yeh, Board Members Julie Grossman and Gary Gillespie, members of local units of government, and community representatives. At the November 2 meeting, the group discussed the re-chartering of the Committee to broaden its scope. The group also received status updates on the Main Street-McVay Transit Study and the MovingAhead project.
2. **Metropolitan Policy Committee (MPC):** Board Member Gary Wildish and Board Member Gary Gillespie are LTD's MPC representatives, with Board Member Julie Grossman serving as an alternate. MPC meetings are held on the first Thursday of each month. At the November 3 meeting, the Committee reviewed draft chapters 1-4 of the Regional Transportation Plan, reviewed the Oregon Metropolitan Planning Organization Consortium (OMPOC) 2017 Transportation Package Position Paper, approved the governor's request to support the Go Oregon project, discussed possible Congestion Mitigation and Air Quality (CMAQ) Improvement funding possibilities from Oregon Department of Transportation (ODOT), and reviewed talking points and attendance for the November 18 Oregon Transportation Commission (OTC) meeting being held in Eugene.
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 November 9 meeting, the group heard a presentation from the Confederated Tribes of the Coos, Lower Umpqua, and Siuslaw Indians who said they were interested in finding other partners willing to work on a transit route between Eugene and Florence. The group also approved the 2016-2017 work plan, and Chair Sid



Leiken and Vice Chair Joe Henry agreed to continue in their current positions for another year. In addition, the group heard presentations about Lane County safety plans and the aviation grant program.

4. **Accessible Transportation Committee (ATC):** The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex officio position representing the LTD Board on this committee. At the November 15 meeting, the ATC reviewed and approved the RideSource Call Center No Show Policy and Procedure and reviewed the Lane Coordinated Public Transit – Human Services Transportation Plan Update.

#### **NO MEETINGS HELD:**

1. **Vision Zero Task Force:** The City of Eugene, as part of its Vision Zero implementation, has developed a Vision Zero Task Force. Board Member Carl Yeh has been appointed the LTD representative to the Task Force. The next meeting is scheduled to be held on November 16.
2. **LTD Board Human Relations Committee:** The Board Human Relations Committee is composed of Chair Gary Gillespie and Board members Julie Grossman and Gary Wildish, and generally meets on the third Monday of the month. The next meeting is scheduled to be held on December 5.
3. **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.
4. **Lane Council of Governments (LCOG) Board of Directors:** LTD Board Member Carl Yeh represents LTD on the LCOG Board of Directors as a non-voting member, with Board Member Don Nordin as alternate. The LCOG Board meets five times a year. The next meeting is scheduled to be held on December 8.
5. **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 and November meetings were canceled. The next meeting has not been scheduled.
6. **MovingAhead Oversight Committee:** This committee is composed of representatives from the City of Eugene, LTD, and regional partners with the goal of a system-level approach to corridor improvements. LTD Board members Gary Gillespie and Angelynn Pierce serve as LTD's representatives on this committee. The next meeting has not been scheduled.
7. **LTD Board Finance Committee:** The Board Finance Committee is composed of Chair Gary Wildish and Board Members Carl Yeh and Ed Necker. Meetings are scheduled on an as-needed basis. The next Committee meeting has not been scheduled.
8. **LTD Board Service Committee:** The Board Service Committee is composed of Chair Ed Necker and Board Members Gary Gillespie and Angelynn Pierce. Meetings are scheduled on an as-needed basis. The next meeting has not been scheduled.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 16, 2016

**ITEM TITLE:** POINT2POINT PROGRAM SUMMARY AND MEASUREMENTS

**PREPARED BY:** Theresa Brand, Transportation Options Manager

**ACTION REQUESTED:** None; information only.

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### BACKGROUND:

Point2point's purpose is to help the region's traveling public be aware of and use the regional transportation system effectively. Through the promotion of all of the available transportation options, Point2point helps the region maximize and preserve the transportation system and related infrastructure, along with help air quality improve by assisting in lowering single-occupancy vehicle use in the region.

With funding from Oregon Department of Transportation (ODOT) and the Central Lane Metropolitan Policy Organization (MPO), and through local partner agencies (including the cities of Eugene, Springfield, and Coburg; and Lane County) and in-kind support from Lane Transit District, Point2point offers direct services such as the Emergency Ride Home Program, Regional Vanpools, the Drive Less Connect rideshare program, and Smart *Trips* individualized outreach programs. Point2point also delivers regional awareness campaigns, including the Business Commute Challenge and the Oregon Drive Less Challenge. In addition, Point2point promotes the awareness and use of all transportation services such as the popular Lane Transit District Group Pass Program and other options in the region including Carshare, the Northwest POINT bus, and Amtrak. Point2point also serves as the grant agent and provides leadership to the Regional Safe Routes to Schools program, which is offered in all three of the Central Lane MPO school districts.

Point2point receives program/service guidance and direction from the regional transportation partner agencies. Additional policy support and direction come from the goals outlined in the following policy documents:

- The Central Lane MPO Regional Transportation Options Plan (RTOP)
- Oregon Department of Transportation, Transportation Options Plan (ODOT TO Plan)
- Central Lane MPO TransPlan

From this policy guidance, Point2point, with partner input, has developed the 2015-2020 Strategic Plan. During this past year, Point2point began developing actions and strategies to meet the goals outlined in the Plan, and will continue this effort into the future.

Each year, as outlined in the Strategic Plan, Point2point leads outreach events and educational efforts including:

- Tabling at local businesses, health and transportation fairs, and community events.
- Leadership of events such as Wheels by the Willamette, Business Commute Challenge Walk-a-Bouts, helmet giveaways, Tune-up Tuesdays, and Transportation Options Night at a Eugene Ems baseball game.
- Outreach efforts with local schools such as health fairs and Back-to-School Nights.

- Vanpool formation and consultation events.
- One-on-one employer consultations on program and site suggestions in order to maximize awareness and use of transportation options for employees for their individual business and/or site.

Through these efforts, Point2point reaches thousands of people helping answer their transportation questions, educating them on how to access local transportation options, and overcome their own personal barriers to choosing options beyond driving alone.

Additionally, Point2point assists the Regional Safe Routes to Schools program with all aspects of the program, including the development of the bicycle and pedestrian safety education programs offered within the three local school districts. The program serves many thousands of children and helps foster safety and confidence in local youth, along with supporting the encouragement activities within the school districts either financially with stipends or with staff time at events.



***Results of this effort and regional investment include:***

- A reduction in vehicle miles traveled in the region.
- Assisting the regional partner agencies in meeting their transportation goals.
- Increased awareness of and use of a variety of transportation options in the region.
- Increased education and awareness of how to use services and overcome barriers to use of options such as the bus, carshare vehicles, and vanpools.
- Improved air quality.
- Reduced wear and tear on the regional transportation infrastructure.
- Improved health outcomes from increased walking, biking, and transit use (walking to and from transit).
- Increased support for local business employers wanting to assist their employees in choosing transportation options when traveling to and from work.
- Increase in the number of children walking and biking to school (through the regional leadership of the Safe Routes to Schools program).
- Increased mobility options.

**SUMMARY:**

Each year, through direction and support of the Regional Transportation Option Program, Point2point develops and leads transportation options services in the region. Additionally, Point2point conducts education and outreach efforts region-wide to assist the region's travelers with learning more about their travel options while at the same time, assisting them with any barriers to their use. This effort results in millions of miles not traveled in and out of the Central Lane MPO area, an increase in travel safety awareness by youth in this region, along with an increased knowledge of the options available for their travel.

***Some key examples of this effort from this last year (2015) include:***

- **A reduction in 1.94 million miles traveled** (2014) up and down Interstate 5 each year coming in and out of the Lane MPO due to the 17 vanpools that are operated by Point2point.
- Through the Business Commute Challenge (BCC), **2,584 employees from 240 teams** (May 2015) chose a non-drive-alone mode of travel to get to and from work during Challenge week.
- Out of those BCC participants, **29,308 miles were bicycled or walked** during the Challenge week, helping to improve the health of these local employees and improve local air quality.
- **1,258 5<sup>th</sup> or 6<sup>th</sup> graders** (depending on the school) learned how to be safe while bicycling to school, and **1,460 2<sup>nd</sup> graders** throughout the region learned about pedestrian safety at school through the Safe Routes to Schools Pedestrian Education program.
- More than **4,800 students** participated in fall walking and biking encouragement events within the three local school districts (October 2015).
- A **6.6 percent reduction in drive-alone trips** reported from the Main Street Smart *Trips* program households in Springfield (28<sup>th</sup> and Main Street to 62<sup>nd</sup> and Main Street area of Springfield), which can result in a daily estimated **reduction in 3,396 cars** on the road with a corresponding **2,758 pounds of daily CO<sub>2</sub>** not being emitted into the air.

**ATTACHMENTS:**

- 1) Point2point 2015-2020 Strategic Plan
- 2) Point2point CO<sub>2</sub> and Vehicle Miles Reduced (VMR) Program Statistics for FY 2010-2015
- 3) Business Commute Challenge Participation 2010-2015

**PROPOSED MOTION:** None.

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# Point2point

## 2015–2020 Strategic Work Plan



**Point2point**

Helping to Reduce Single Occupancy Vehicle Miles Traveled in the Region





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# Acknowledgements

The following staff from Point2point/LTD and our partner agencies have provided input, direction, and support for the development of this 5-Year Strategic Work Plan.

Rob Inerfeld, Transportation Manager	City of Eugene
Lindsay Selser, Transportation Options Coordinator	City of Eugene
Petra Schuetz, City Administrator/Planner	City of Coburg
Mary McGowan, Transportation Planner	Lane Council of Governments
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Lydia McKinney, Transportation Manager	Lane County
Becky Taylor, Transportation Planner	Lane County
Sasha Luftig, Development Planner	Lane Transit District
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Jean Palmateer, Region 2 Transit Coordinator	ODOT
David Reesor, Transportation Planner, Area 5	ODOT
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Cody Franz, SmartTrips Coordinator	Point2point
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Ellen Currier, Schools Program Leader	Point2point
Theresa Brand, Transportation Options Manager	Point2point
Gwen Bolden, Director of Parking & Transportation	University of Oregon
Project Consultants:	
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# Program Purpose

**Point2point programs and services** contribute to the Central Lane Metropolitan area system and supports the mobility of the region's travelers. These efforts are more important than ever. There is direction at the regional level on existing and emerging transportation options, programs and services coupled with the

policy guidance at the State level, through the State Transportation Options Plan. How transportation options programs adopt and adapt to the proposed direction requires thoughtful consideration of both the opportunities and challenges.

The recent adoption of the Central Lane Metropolitan Planning Organization's Regional

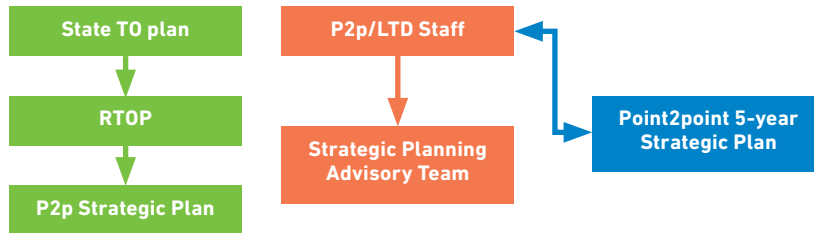
Transportation Options Plan (RTOP) and the Oregon Transportation Options Plan (ODOT) provide regional and state strategic guidance for effective development and delivery of transportation options.

The RTOP identifies strategic recommendations for the most effective application of transportation options (TO) programs, strategies, and services. These recommendations serve to address the changing demands for transportation in the Central Lane region over the next ten years.

The Oregon Transportation Options Plan provides policy guidance for state and local partners to enhance and expand transportation access for all Oregonians, while ensuring that transportation investments are efficient and support broader community goals such as growing the economy and improving personal and environmental health.

Adapting to this new direction and policies requires a fresh look and close analysis of the proposed programs and services best suited for Point2point to offer over the next five-year horizon. To that end, Point2point staff engaged the regional partner agencies in a planning process with the goal of developing a five-year strategic plan to guide Point2point's implementation of effective programs and services. This new plan outlines how best to expand Point2point's capacities to meet the current and growing transportation needs in the region, help build off of existing strengths, test new strategies, adapt new technologies, and nurture new collaborations.

## Point2point Strategic Planning Process





## What does Point2point Do?

The Point2point program serves as the Central Lane Metropolitan Planning Organization's (MPO) comprehensive regional transportation options program. This program, started by Lane Transit District (LTD) in 1995, is funded annually with regional partners' approval through the Surface Transportation Local Urban (STP-U) funds and the Oregon Department of Transportation (ODOT) various funds.

## Mission:

Point2point's mission is to reduce single occupancy vehicle (SOV) miles with transportation options programs and services.

Point2point's regional role is to ensure that transportation options reflect and help to further the Central Lane Regional Transportation Plan's goals and policies, and support local and regional jurisdictions land use, transportation, safety, and environmental planning.

## Accomplishments

Over the last 18 years, Point2point has been recognized by Oregon Transportation Options professionals as one of the premier transportation options programs in the State of Oregon, receiving a number of program awards.



**Key Recent Program Accomplishments**

Some of the Point2point program accomplishments over the past five years include the following:

- Expanding the regional vanpool program to 17 vanpools. Together they reduce over 1.5 million vehicle miles traveled annually in the Willamette Valley.
- Partnering with the private sector to bring car-sharing to the Eugene/Springfield area.
- Implementing the Driveless Connect ridesharing database in the region and signing up over 500 commuters in the first year.
- Developing and implementing three new *SmartTrips* programs in Springfield and partnering to secure funding for Eugene *SmartTrips* programs (through joint grant writing efforts).
- Growing the Regional Business Commute Challenge to serve a regional audience and more than 2,000 employees.
- Expanding the Regional Safe Routes to Schools (SRTS) program to the Springfield School District, which now serves all three public school districts in the region.
- Mapping nearly all of the region’s elementary and middle schools for school walking maps (slated for completion in early 2016).
- Enhancing the Emergency Ride Home (ERH) program to serve 134 regional businesses.
- Serving on the planning team to develop and finalize the Regional Transportation Options Plan (RTOP), in addition to providing input to ODOT on the first Transportation Options Plan for the State of Oregon.

Despite the many successes of Point2point, it was recognized by regional partners that it is critical for Point2point to adapt programs and services to meet the changing realities of the community we serve; including stronger partnership linkages, new technology options, enhanced performance measures, and a dedicated funding base.

**Transportation Options – Why It’s Important To The Region**

Transportation Options are the number of accessible travel options available for a trip, taking into account the traveler’s specific needs and abilities.

A Transportation Options Program is designed to support and promote travel choices as well as advocate and innovate for new service options.

There are a number of community benefits that come from a robust Transportation Options Program including:

- More efficient use of existing transportation infrastructure.
- Enhanced mobility options for all ages.
- The reduction of vehicle miles traveled and greenhouse gas emissions.
- Increased physical activity.
- Lower personal transportation expenses and the potential to impact the local economy.
- More equity and accessibility.
- Reduction in traffic congestion and the potential to enhance freight movement.

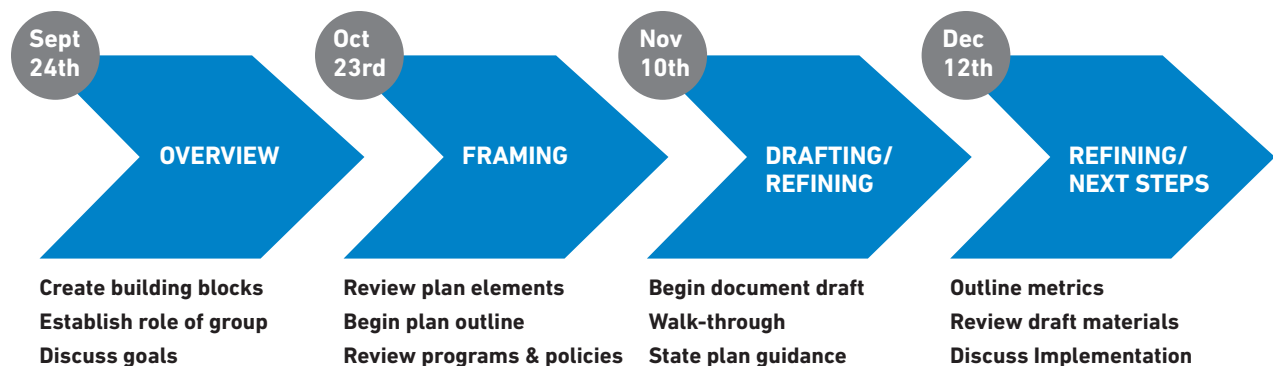
## The Strategic Planning Process

Point2point established a Strategic Plan Advisory Team in the fall of 2014 to assist with the development of a five-year strategic plan. The group included transportation representatives from the following partner agencies and organizations:

- Oregon Department of Transportation
- Lane County
- City of Coburg
- City of Eugene
- City of Springfield
- Lane Transit District
- Lane Council of Governments
- University of Oregon

## Point2point Strategic Planning

Technical Advisory Team



The four-step process included several meetings with the Strategic Planning Advisory Team (SPAT) to assess the program, define key challenges and opportunities over the next five years, outline key goals for the programs and services, and develop a more detailed action plan for future service offerings. The following provides an overview of the outcomes.

## Challenges & Opportunities

The focus of the transportation options, trip reduction, and associated policies in the Central Lane area are continually being shaped by a wide variety of factors. Some of the issues that the region is grappling with today include new trends in mobility, climate change, demographic shifts, and a renewed focus on regional transportation equity and fairness. All of these issues offer compelling opportunities and pose challenges.

The challenges are complex, as are the opportunities. A summary of those issues identified by LTD and partners include the following:

- Fewer resources in terms of money and time, yet an increased need for outreach and options.
- Mobility Services are constantly evolving and expanding. As such, the opportunities for new technologies and data solutions to best support transportation choices are increasing.
- Partnerships have played a strong role in the past. Point2point has a strong history of engaging the community and providing outreach to businesses, schools, and the general public. Despite this, regional partners still have high expectations for their investment and need enhanced efforts to engage new partnerships.

## Vision

The Point2point Strategic Plan aligns with the both the regional and state visions for the role of transportation options:

### Regional Transportation Options Plan:

Promote and provide for safe, efficient, and equitable transportation options throughout the region that support economically vibrant and livable communities, improve public health through active transportation, and enhance environmental sustainability.

### State Transportation Options Plan:

Oregon's state, regional, and local transportation systems provide travelers of all ages and abilities with transportation options to access goods, services, and opportunities needed across the state. Public and private investments in a range of transportation options strategies, programs, and services provide travel choices for Oregonians and improve the efficiency with which people and goods move through the transportation system. People in Oregon have better options to travel and can readily access information to choose the options that best meet their transportation needs, budget, and preferences. By using efficient transportation options, people improve the economic, human, community, and environmental health in their communities.

## Point2Point's Strategic Direction

Point2point is committed to ensuring that the region's traveling public has access to transportation options information and resources in order to assist in daily travel choices and reduce mobility barriers. The Strategic Plan Advisory Team (SPAT) has collectively outlined five key strategic goals, or the collective ambition by the region, for the Point2point program to serve as a guide for all future program and service efforts:

<b>GOAL 1</b>	Support the needs of individuals of all ages in the Eugene/Springfield area;
<b>GOAL 2</b>	Accomplish the region's vision for transportation options through partnerships;
<b>GOAL 3</b>	Apply innovative technologies to enhance the regional transportation options services;
<b>GOAL 4</b>	Seek and secure stable funding for regional transportation options;
<b>GOAL 5</b>	Commit to ongoing monitoring and measuring of services in order to meet the regional needs and goals.

## Action Plan

Using these goals as a guide, the Strategic Plan Advisory Team (SPAT) went through a process to review a comprehensive list of Point2point's current programs and services. The team identified which programs should continue and/or expand, and which programs should be reduced or even eliminated in the future. In addition, the SPAT recommended a number of new areas in which Point2point should prioritize over the next five-year planning period. These recommendations are identified in the chart on the next page.

A slate of recommended programs, existing and new, were outlined by the Strategic Plan Advisory Team. These are identified below in the **Key Priorities** and **Strategic Action Plan Strategies** section below. In addition, these strategies are identified in more detail in the **Point2point Strategic Plan Action Plan Detail Chart**. This lists recommended action, impact, ease of implementation, implementation strategy, estimated costs, including additional costs beyond the current level of allocated funding, time frame for initiation, and the partnerships that may be involved.

## Key High Priority Areas of Focus:

These are the highest priorities for the five-year workplan horizon.

1. Expand regional TO outreach
2. Strengthen all employer programs
3. Strengthen all metrics
4. Develop new and maximize existing partnerships

## Strategic Action Plan Strategies:

- Expand outreach programs including *SmartTrips* to new markets such as new residents and low-income housing.
- Development of a plan and pilot program on how to revisit a *SmartTrips* area already served.
- Expand general and brand awareness of Point2point and TO in region.
- Expand outreach efforts by using a Train-the-Trainer approach.
- Expand outreach to new markets beyond the regular users of alternative transportation options.
- Expand outreach to rural satellite cities that flow into the MPO.



- Pilot test the mobility hub concept.
- Increase awareness of TO for families of school age children and school staff.
- Coordinate efforts to support the Regional Safe Rides to School Strategy.
- Expand and enhance the Employer Transportation Coordinator (ETC) Program.
- Strengthen all employer services.
- Market increased awareness and use of new options such as carsharing and bikesharing.
- Develop new partnerships with health, social services, and businesses.
- Test ridesharing tools to ensure effectiveness.
- Stay abreast of new technologies and share with the regional partners.
- Support the centralization of data.
- Seek ongoing base funding and funding for new projects, special service offerings or pilot tests.
- Measure travel impacts of customers.
- Measure participation and satisfaction.
- Measure program or campaign awareness.
- Measure behavior change.
- Measure ETC and school pool program awareness and effectiveness.

Please note the following:

- \* Identifies costs that can be covered by the Point2point Base Funds.
- \*\* Identifies when additional funds need to be secured for this effort.



# Point2point Strategic Plan Action Plan Detail

Goal 1: Support the Needs of Individuals 8 – 80				
ACTION	IMPACT	EASE OF IMPLEMENTATION	IMPLEMENTATION	
Expand Outreach and Education to new markets such as new residents, and low income housing using a <i>SmartTrips</i> model.	Can increase mode shift and use of options in the target population up to 13%.	Moderate effort. Point2point has experience running the program but each new area requires a fair amount of unique preparation and development of new materials.	To be determined by the regional partners. Point2point staff suggest including new resident in partnership with all 3 cities and low income housing pilot.	
Develop a plan and do a test pilot on how to revisit a <i>SmartTrips</i> area already served.	Can assist in sustaining new behaviors/mode shift.	Minimal effort.	Develop scope and a target neighborhood to revisit.	
Expand general brand awareness of Point2point and TO in the region.	Enhance recognition and use of TO's in the region. Help make connection to Point2point as a key source of information and resources.	Minimal effort.	Increase amount of general TO outreach efforts.	
Expand outreach programs to include Train the Trainer approach.	Will expand the reach and awareness of available options to more markets.	Minimal effort.	Development of a training curriculum for a variety of audiences along with a target list.	
Expand outreach to new markets beyond the 'choir'. (Regular users of TO)	Can focus Point2point time and energy where it can receive the most return on investment along with testing new markets.	Minimal effort.	Development of a tracking system that identifies, targets, and tracks success of efforts. Examples can include community events, or low income housing.	
Expand outreach to include rural – Satellite cities that flow into the MPO.	Increase awareness and use of TO in the three rural cities. Increased equity of service provision.	Minimal effort.	Focus should be on sharing existing TO available to Florence, Cottage Grove, and Oakridge residents.	
Pilot test the mobility hub concept.	Can increase access to TO information at a number of sites through portable kiosk. River Road Hub could serve as a model for future hub efforts.	Minimal to Moderate effort.	Focus on portable information kiosk along with working with LTD to pilot a more formal hub at River Road Station.	
Increase awareness of TO for families of school age children and school staff and coordinate efforts that support the Regional SRTS Strategy.	Can help reduce impacts of congestion around schools during the school year and help with student, family, and school staff awareness around their own personal travel choices. Can help maximize awareness and support for the regional SRTS programs in all three districts. End result can be an increase in walking, biking, and awareness of safe travel in the region by students and their families.	Minimal effort.	Develop an annual strategy and work plan that outlines the specific goals and targets for the year, in coordination with SRTS staff. Work with SRTS and school staff to maximize all SRTS efforts, outreach, and impacts of programs. Examples include: support efforts at walk/bike events, tabling at PTA/school sponsored events, developing infrastructure wish lists and update, school action plans, promote, awareness/use of school walking maps.	

# STRATEGIC PLANNING PROCESS | ACTION PLAN

	ESTIMATED ANNUAL COST	YEAR INITIATED	PARTNERSHIP INVOLVEMENT
	** \$100,000 - \$125,000 depending on size of target area. TBD for revisit program.	2016	Host city or agency, low.
	** TBD depending on size of target. Existing staff can be used. Costs for printing/marketing estimated \$10,000 +	TBD by region and available funds. Could request pilot grant funds from ODOT.	ODOT, LTD and Host city.
	**\$10,000 for additional materials/marketing expenses.	2016	Leverage work on LTD and other partners including school district, cities, county, and businesses.
	* Existing funds can be used.	2017	LTD Accessible Services, Lane County Health, United Way, and regional partner agencies.
	* Existing funds can be used.	2016	Point2point with advice from partner agencies.
	**Minimal. Costs could include up to \$5,000 for any needed materials/safety supplies.	Expand in 2016. Initial efforts started in 2015.	LTD, LCOG, ODOT, Cities of Oakridge, Florence, and Cottage Grove, along with business partners.
	* Minimal.  ** Any work on the River Road location would be identified and paid for by LTD.	2016 for portable kiosk. 2018 or 2019 for River Road Hub.	LTD
	* Existing funds can be used.	Ongoing.	SRTS Staff, regional partner agencies, and school districts.

# Point2point Strategic Plan Action Plan Detail

## Goal 2: Accomplish the region’s vision for transportation options through partnerships

ACTION	IMPACT	EASE OF IMPLEMENTATION	IMPLEMENTATION
<b>Expand and enhance the Employer Transportation Coordinator – ETC Program.</b>	Can help increase the number of employees that are aware of and choose TO in their commute travel. This could help reduce congestion and improve travel times for other road users. Additional impacts may include new champions for annual challenges such as: the Business Commute Challenge, Oregon Drive Less Challenge, and the BTA Bike Challenge.	Moderate effort.	Enhance the overall ETC program to include a more comprehensive approach to ETC efforts based on national best practices and input from regional partners existing GPP, and current ETC’s. Conduct an evaluation of the program to identify baseline program, then post once new strategies are implimented.
<b>Strengthen all employer services.</b>	Can help increase use of all services which may assist in reduction of commute SOV. This may help reduce congestion and help maximize the regional transportation system.	Minimal effort.	Focus on enhancing awareness of & use of employer programs such as the Emergency Ride Home (ERH), Group Pass Program, Commute Club Voucher Program, Employer fairs/abling, Business Commute Challenge.
<b>Market awareness and use of new options in the region such as carsharing and bikesharing.</b>	Can result in the increased awareness and use of these options. Effort will include seeking use information on a regular basis.	Minimal effort.	Share current information on all new options through information provided by the host agency or business partner.
<b>Develop New Partnerships, i.e. health, insurance, and social services.</b>	Results may include new program development and new opportunities to closely coordinate health and active transportation efforts and outcomes. Long term efforts may result in new ways to track and measure active transportation impacts.	Minimal effort.	Develop a target list and timeframe for forming new partnerships with health, insurance and social service providers.
<b>Develop New Partnerships with Businesses.</b>	Can help maximize program awareness and business support for certain programs, i.e. as the Business Commute Challenge or the Oregon Drive Less Challenge. May have co-benefit to each side.	Minimal effort.	Engage local businesses as new partners including new sponsorships or programs.

# STRATEGIC PLANNING PROCESS | ACTION PLAN

	ESTIMATED ANNUAL COST	YEAR INITIATED	PARTNERSHIP INVOLVEMENT
	<p>* None to start.</p> <p>** Could see additional costs if program gets large (&gt;\$10,000).</p>	Establish baseline survey in 2016 and implement enhanced program elements in 2017.	Business partners and coordination with city and county partner agencies.
	* Existing funds.	Ongoing.	Close coordination with LTD Group Pass Coordinator, business partners, cities, and county.
	* Existing funds. Materials cost would be covered by sponsoring business or agency.	Ongoing.	Close coordination with agency or business to offer current information.
	* Existing funds.	2017 and expand list in 2018.	Close coordination with LTD Accessible Services, Lane County Health, and private health providers.
	* Existing funds.	2016	Identifying interested partners, then securing short or long term agreements for program support.

# Point2point Strategic Plan Action Plan Detail

## Goal 3: Apply Innovative Technology

ACTION	IMPACT	EASE OF IMPLEMENTATION	IMPLEMENTATION	
Test ridesharing tools to ensure effectiveness.	Can result in a change in the tool used. For the DriveLess Connect tool, ODOT would have to be a major partner in any change or modification.	Moderate effort.	Review the current ridesharing tools and processes to ensure ongoing effectiveness.	
Stay abreast of new TO technologies and share with the regional partners.	Could result in change and improvements in regional TO technology.	Minimal effort.	Continual effort to stay on top of new tools and technologies nationally and seek out demos and information that shares applicability information. Bring experts to the region from private sector when possible.	
Support the centralization of data.	Increased access and awareness to Point2point program data.	Minimal to moderate effort.	Identify historical and existing data sources in current programs and services, collect and send to LCOG. Develop a longer term plan for continuous flow of program data to LCOG data portal.	

## Goal 4: Secure Funding For Regional TO

ACTION	IMPACT	EASE OF IMPLEMENTATION	IMPLEMENTATION	
Seek ongoing funding for base Point2point.	Stable funding is key to any long term program stability and growth. Stable funding allows for consistent professional staff to lead regional program efforts.	Hard to determine as each funding cycle includes funding prioritization by regional partner agencies.	Use program results to continue to make the case for consistent investment of the region in the state of service offerings.	
Seek new funds for new projects, special service offerings or pilot tests.	Allows Point2point to expand services to meet more regional priorities and needs as identified.	Moderate effort.	Focus of efforts are on securing funds for regional priorities that are not funded out of the base funds. One example could be additional support for more bicycle and pedestrian education classes in more regional schools.	

# STRATEGIC PLANNING PROCESS | ACTION PLAN

	ESTIMATED ANNUAL COST	YEAR INITIATED	PARTNERSHIP INVOLVEMENT
	*Existing funds.	2017 & coordinate with any ODOT related efforts.	ODOT and regional partner agencies.
	*Existing Funds can be used (unless the new technology is brought to the region).	Ongoing.	State and National TO Partners, ODOT, Shared Use Mobility Center and research centers such as UCB, PSU, and Mobility Lab. Private Business TO experts.
	*Existing funds/staff time can be used.	2016 Identify historical and current data available. By 2018 establish a protocol on how data will be captured and sent to LCOG.	LCOG

	ESTIMATED ANNUAL COST	YEAR INITIATED	PARTNERSHIP INVOLVEMENT
	\$300,000 to region and \$100,000 from ODOT.	Every year of major funding cycles.	LTD, City of Eugene, City of Springfield, City of Coburg, Lane County, Lane Council of Governments and ODOT.
	**Determined by cost of service. Bicycle education costs are \$1,000 per class and \$200 per class for pedestrian education.	As needed by program efforts, as funding is available, and per direction from partners.	Verbal and written support from partner agencies when funding source is identified and sought.

# Point2point Strategic Plan Action Plan Detail

## Goal 5: Commit to Ongoing Monitoring and Measurements

ACTION	IMPACT	EASE OF IMPLEMENTATION	IMPLEMENTATION	
Measure travel impacts of customers.	Can show mode shift and reductions in specific mode travel.	Moderate effort.	On Vehicle miles traveled (VMT) reduction, cost savings, and SOV rate reduction.	
Measure program participation.	Can show program interest and effectiveness of marketing efforts.	Minimal effort.	Number of people participating in activities. Example will include number of carpools formed, and number of new vanpools formed.	
Measure Program awareness.	Can show awareness of program and branding efforts.	Moderate effort.	Securing ways to contact specific markets. Would need contact information.	
Measure Program Satisfaction.	Can show program support or need for program modifications.	Moderate effort.	Measurement on participation or business satisfaction.	
Measure Behavior Change.	Can show specific changes in targeted behavior.	Moderate effort.	Focus on changes in target behavior around mode shift.	
Measure Safety Campaign Awareness.	Can be a baseline to start to measure program each and awareness.	Moderate effort.	Identify target audience for program, do sample survey.	
Measure ETC Program Awareness & Effectiveness.	Feedback will enhance program efforts and encourage continual program improvement and modification.	Moderate effort.	Phase 1: Develop a survey to measure program awareness phase 2: Measure effectiveness in a follow up survey, 1 year later.	
Measure use of and effectiveness of SchoolPool program.	Greater understanding of the effectiveness of the schoolpool program and more information on the best ways to modify and possible sunset the program.	Minimal effort.	Develop criteria, and pilot test the effectiveness of the schoolpool program/database.	

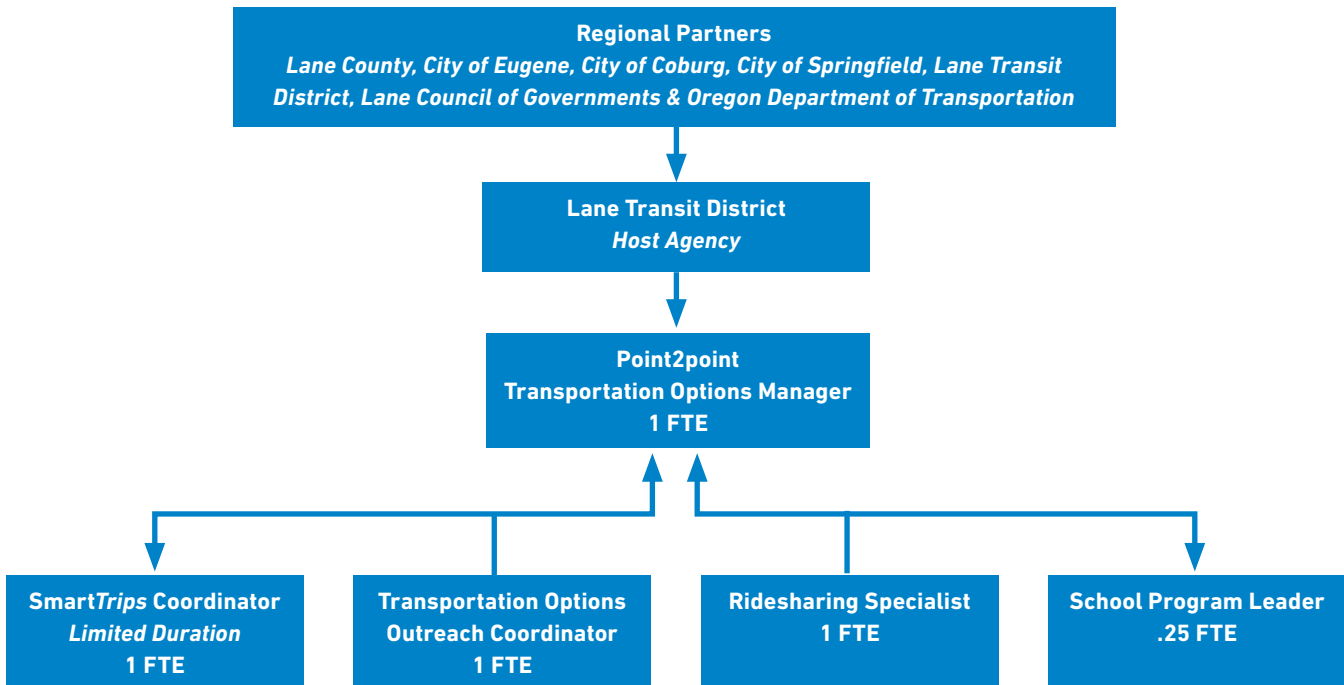


# STRATEGIC PLANNING PROCESS | ACTION PLAN

	ESTIMATED ANNUAL COST	YEAR INITIATED	PARTNERSHIP INVOLVEMENT
	*TBD by program. Pre and post program surveys can increase costs.	Identify targets for reporting in 2016. Do Pilot with LCOG to load data in the Data Portal – 2016. Review and add to annually. Will align with the State TO Plan recommendations once completed.	Participants and host agency or city.
	*Existing funds.	Annually.	None.
	*Existing funds ** If an outside contractor is used to do analysis. Potential of \$5,000 – \$10,000 at a minimum if needed.	Formalize process in 2017.	None, unless joint measurement is used.
	*Depends on size of sample and ** who does the analysis. Could run \$0 – \$10,000 and up.	Develop tools for this effort in late 2016 and into 2017.	Participant or business partner.
	TBD by program. Generally requires pre and post survey.	Identify targets in 2016 and modify annually with partner feedback.	Participants and host agency or city.
	** TBD on size of pop surveyed. Some cost for survey analysis – \$5,000.	Early 2017 after Be Safe Be Seen – Safety Campaign Events.	Cities, LTD, County, LCOG, and Health Department.
	*TBD on sample size. Could use survey monkey and do inhouse analysis. Do interviews in phase 1 to increase awareness of needs and ideal program expansion design.	Phase 1 – 2016. Phase 2 – mid 2017.	LTD and Business partners.
	** Costs may include survey and analysis if contractor is utilized. Up to \$5,000.	Pilot in 2016, measure in early 2017.	SRTS Coordinators and identified schools.



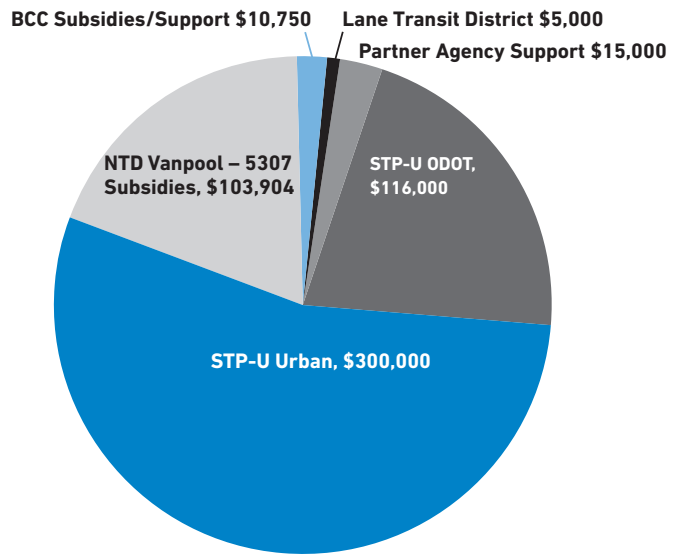
# Point2point Organizational Chart



Point2point Organizational Chart – More complete program descriptions are listed in the Appendix.



## Point2point Base Funding — FY 2015–2016



## Point2point Financial Information

Point2point receives funding from regional partners through the STP-U, Surface Transportation Program, along with direct funding from various ODOT funds. Additional funding sources include vanpool subsidies through the USDOT FTA's Urban Formula Funds. Additional in-kind support from Lane Transit District includes facility/office overhead, marketing and graphics support, and financial management support (Estimated value = \$45,000+). The chart above identifies a Point2point's typical annual base funding sources.

Base Budget:	
Lane Transit District	\$5,000.00
Partner Agency Support/Match – City of Eugene, City of Springfield and Lane County.	\$15,000.00
Partner Agency Support/Match – City of Eugene, City of Springfield and Lane County.	\$15,000.00
STIP-U ODOT - Region 2	\$116,000.00
STP-Urban – Allocated from Lane MPO	\$300,000.00
NTD Vanpool Subsidies – 5307 Formula Funds	\$103,904.00
BCC Subsidies/Support – Business Sponsors/Underwriters for Specific BCC events.	\$10,750.00
<b>Total Base Budget</b>	<b>\$550,654</b>
<b>Total FTE</b>	<b>3.25</b>

# POINT2POINT FINANCIAL INFORMATION

## Special Project Funds:

In addition, Point2point has been successful at receiving special project funds which are generally used for limited duration projects.

Two current examples of this include the SmartTrips program funding for projects along Main Street in Springfield and the SRTS Mapping Project. Each of these projects will sunset when the funding is expended.

## Special Project Budget:

STP-U - SRTS Mapping Project - Carryover - .25 FTE	\$40,000	Through 2016
ODOT SRTS – Springfield School District = .50 FTE	\$49,482	Through 2016
STP-U - SRTS 4J School District = 1.0 FTE	\$76,000	Through 9/15
STP-U – SRTS Bethel School District = .50 FTE	\$40,500	Through 9/15
ODOT - Drive Less Connect .20 FTE	\$61,434	Through 6/16
ODOT – DLC Challenge TO Funding	\$28, 975	Through 6/16
Flex Fund 2 -SmartTrips Main Street 1 – Carryover 1.15 FTE (portion of program year remaining)	\$56,571	Through 6/15
STIP Enhance - SmartTrips Main Street 2 – 1.15 FTE	\$155,125	Through 12/16
ODOT Carshare - Membership - Carryover	\$5,000	Until Expended
ODOT Carshare supplemental grant - Marketing	\$5,000	Through 6/15
<b>Total Special Project Budget</b>	<b>\$518,087</b>	
Project Funded Staff: 1.0 FTE – Limited Duration SmartTrips Coordinator .15 FTE – Part Time SmartTrips Assistant ( 5 months) .20 FTE – DLC Staff Time .25 FTE – Limited Duration Part Time Mapping Project Leader		
Total Limited Duration FTE (Does not include School District SRTS Staff)	1.60	







## Strategic Plan Evaluation and Update Schedule

Point2point will review the 2015–2020 Strategic Work Plan each year through a scheduled review process that will include the review of the year's accomplishments and will seek input and assistance with refinement of the work plan. The development of metrics, as established under Goal 5 of this plan will be an ongoing process further refined during the planning period, and is likely to change. Initial benchmarks will be established in 2016 by Point2point Staff in consultation with regional partner agencies. One of the first Initial efforts will involve gathering all past and existing data, then testing a pilot with LCOG to load that data on the Data Portal. The review process of the metrics will include members of the Transportation Planning Committee (TPC) and the Transportation Options Advisory Committee (TOAC), and will occur during the month of May of each calendar year beginning in 2016 and ending in May of 2020.

*Note: Once the State TO metrics have been defined, and guidance established statewide by the Performance Measures Working Group, then an assessment will be completed to identify which of these measurements should align or be incorporated into the Point2point measurement process as initially outlined in Goal 5 of this plan. Suggested metrics will be brought to the Transportation Planning Committee for review and recommendation. If approved, these metrics will then be incorporate into this plan during the next annual review cycle. Additional effortswill be developed to streamline the flow of data between Point2point and Lane Council of Governments.*

## Conclusion

Over the next five years, a process of continual evaluation and fine tuning of the programs and services will be conducted. Each year a review of the metric will be conducted, and metrics added, if recommended by the regional partner agencies. In addition, the measurement process will be influenced by what happens at the state level with the State Transportation Options Plan and corresponding performance measures that are scheduled to be finalized in mid-2016.



## Point2point Strategic Work Plan 2015-2020

Point2point offers a comprehensive suite of programs and services in order to reduce single occupancy vehicle travel, while lowering emissions and helping to meet customer travel needs. By-products of these efforts can help reduce regional congestion and maximize the efficiency of the transportation system.

A description of service offerings follow that reflect the outcomes of the recent strategic planning process including the following service or program areas:

- Employer programs
- Outreach and education
- School programs
- Partnerships
- Technology
- Ridesharing

### Employer Programs:

*(\*Notes future programs and service).*

Point2point, in coordination with Lane Transit District's Group Pass Coordinator, share TO related information frequently with local business Employer Transportation Coordinators (ETC). Staff work with businesses on a one-on-one basis to establish relationships and share information on all TO for employers/employees. This information includes programs and services such as:

- Emergency Ride Home (free workplace program for employees who use alternative commute modes).
- Group Pass/CCV – LTD's Group Bus Pass and Commuter Club Voucher Program.
- ETC Education.
- Employer Survey Research (Point2point will work with employers to develop a tool that the business administrators can use to learn more about employee commute habits, and travel needs).
- Employer/Activity Center Site Maps – These are site specific maps that identify what TO options are available for each specific work site.
- Dot Maps – These are geocoded maps that show where the business' employees live to assist with finding carpool partners.
- Drive Less Connect – Online rideshare matching database.





- Carpool Preferential Parking – Point2point staff encourage employers (if interested) to assist them with setting up areas for preferential carpool/vanpool parking areas on their site. Encourage employers to offer a discounted rate for parking to those that carpool if they pay for their employees parking.
- Employer Fairs – Point2point staff tables at an employer's worksite to assist employees with their commute options.
- Marketing Materials for Employees – Point2point provides informational materials on carpool, vanpool, carshare, BCC, bus schedules etc., to provide employees with specific information for their travel interests.
- Awareness of and support of the Business Commute Challenge – Direct work with employers to maximize participation in the annual BCC events including internal, encouragement activities to promote employees participation.

*\* Expansion of the ETC program is recommended and may include the addition of a monthly ETC newsletter, the development of ETC training and support programs, and more individual coaching and problem solving. Research on best practices for ETC education will be completed and used to enhance the program.*

## Outreach & Education:

Point2point dedicates staff time year-round to raise general public awareness through a variety of channels including direct marketing, social media, print media, radio interviews, community outreach, and conducting special events.

Programs and Services include:

- Point2point also provides sponsorships in the range of \$100 – \$400, depending on available funds, to partners who are fostering transportation options awareness such as City of Eugene's Sunday Streets.
- Oregon Drive Less Challenge events.
- Direct management and leadership of the Springfield SmartTrips Individualized Marketing/Community Education Program.
- Promoting the awareness of the regional private carshare programs.
- Developing frequent weekly communications through social media sites and boosting posts for more exposure.

- Promoting the use of Park & Ride lots for meeting carpools, riding bikes, or taking transit.
- Educational presentations to community groups in a variety of community settings.
- Conduct program research when needed to assess future program needs or direction. Previous examples include the Carsharing Feasibility Study (2010) and the Student Transit Pass research pilot (2004). Future examples could include schoolpool pilot testing at Magnet or alternative schools and new outreach models for outreach in manufacturing/shift work oriented businesses to identify the best options for a specific employer's needs.
- Oregon Drive Less Challenge. The ODLC is a two-week incentive program to encourage the use of Transportation Options on a statewide level. The ODLC is sponsored by ODOT. Statewide campaign strategy and media plan is developed by PacWest, a Portland based communications firm. The Point2point Rideshare Coordinator works in conjunction with PacWest to develop local promotions and communications.

*\* Point2point will expand outreach and education efforts to maximize regional awareness of Point2point and TO messaging. Point2point will develop, additional brochures, third cut one page pieces, posters, small and full size ads for publications, table tents for public speaking events, a customized tent design for outdoor events, social media posts on general and specific program topics and bus ads. In addition, Point2point will begin tracking customer feedback and will relay any information to local and regional jurisdictions needed. Point2point will focus on new customer markets, reducing time spent sharing the TO messages with those we consider the "choir."*

*Point2point staff will develop a "Train the Trainer" education program that will focus on sharing TO information with community organizations, agencies and groups that serve and directly engage with the public, including but not limited to, housing staff, senior centers, transportation service providers, social service, and health agencies.*

*Point2point will continue to expand outreach efforts to satellite cities in rural areas of Lane County to assist those communities with accessing more information about their local transportation options. Any material expenses would need to be paid for by ODOT grant support. Point2point will work closely with LTD's Accessible Services Staff, Lane County, and ODOT on coordination of these efforts.*



**SRTS Bike Safety Education class**

*Point2point will seek additional funding streams to develop and create SmartTrips type programs (Individualized marketing and outreach programs focusing on transportation options materials targeted to the individual) for new regional residents and older adults. This effort may be in coordination with the Oregon Department of Motor Vehicles (ODMV).*

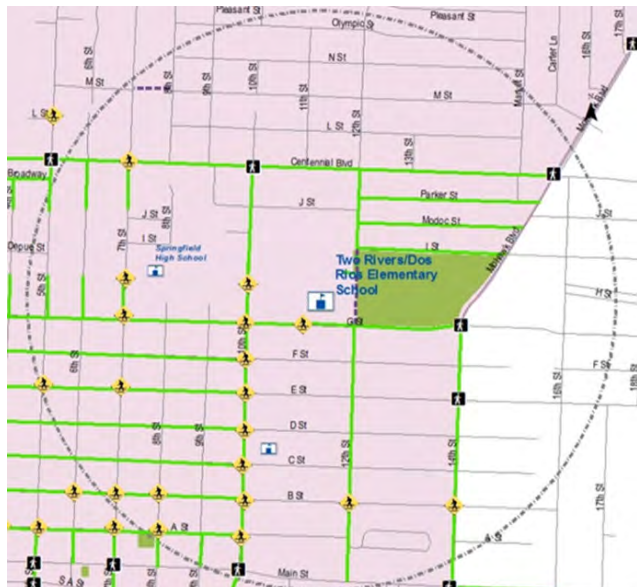
*Point2point will pilot the mobility hub concept (defined as places of connectivity where different modes of transportation – from walking to biking to riding transit come together). Mobility hubs can range from a static mobile display to an electronic information kiosk up to a multi modal location that brings together a number of modes in one location such as transit, car-sharing, biking and walking. Point2point will develop a pilot to test, and electronic kiosk prototype. Additional funds will be sought for this effort.*

**School Programs:**

Point2point began operating school related programs in 2004 when a research pilot for school travel needs was initiated. Upon completion, the schoolpool program and the student transit pass were developed to assist regional families with their travel options. In 2007, Point2point received a grant to establish the Safe Routes to Schools Program in the 4J School District and the first school SRTS Coordinator was hired. Soon thereafter, Point2point assisted with obtaining funds to maintain the SRTS Coordinator in the Bethel School District after their funding was discontinued.

Currently, Point2point staff operates the Schoolpool Carpool Matching program and markets that extensively during the back to school period each fall. Additionally, Staff provide support and coordination efforts to assist the SRTS School District Coordinators in a variety of manners. The Point2point School Program Leader manages the SRTS and school project grant funds and reporting.

Point2point will continue to develop school walking maps, and finish the map review and approval process at the 48 local schools. Point2point will work closely with the SRTS Coordinators to promote the availability of the mapping resource and use stipends to assist the regional schools fund their walk and bike to school activities during the International Walk and Bike to School Day each year.



**SRTS Walking/Bike map for Twin Rivers/ Dois Rios Elementary (For use by families walking to school)**

A number of schools or school programs continue to use a student group pass which they fund directly. Lane Transit District is pursuing funding for a two-year pilot project to fund a renewed Student Transit Pass Program through the State Legislature.

*\*Point2point will enhance the level of student and parent outreach for all their trips through outreach and education at school related events in coordination with the School SRTS Coordinators. Additional effort will be placed on assessing the most effective tool for encouraging family carpool trips.*

### Partnerships:

The development and cultivation of partnerships has always been very important to Point2point and will continue into the future. Partnerships include the regional partner agencies cities of Eugene, Springfield, Coburg, and Lane County, Lane Council of Governments, Oregon Department of Transportation, Willamalane, Eugene Recreation, and numerous local businesses. Point2point will continue to maintain strong partnerships with other statewide TO providers, and will have an active role with Transportation Options Group of Oregon (TOGO) and the State Safe Routes to Schools Advisory Committee. Point2point will continue to seek out information and best practices from national TO providers such as the Arlington Partners along with the Washington State Ridesharing Association.

*\*Future efforts will focus on developing partnerships with groups such as social service, health, additional private businesses, neighborhood and housing oriented organizations. Additional efforts will include the development of joint health and transportation grants that support health and encourage and foster active transportation in the region. These will target interested private businesses such as health insurance, health care and other businesses that wish to align with active transportation efforts in the region.*

### Technology:

Point2point currently manages four program web sites and three Facebook social media sites. The social media sites are updated multiple times weekly as this becomes an increasingly important channel for communicating with the region's travelers.

*\*Point2point will continue to stay abreast of emerging TO technologies that are developed and assess them for regional applicability. Point2point will present information to the regional partner agencies for consideration. In addition, Point2point also will coordinate TO Intelligent Transportation Systems (ITS) efforts with the regional partners and ITS Committee.*

### Ridesharing:

Point2point currently serves as one of three partners for the Valley Vanpool program. Point2point staff facilitate the development of new vanpools and work closely with the two private vanpool vendors, vRide and Enterprise Rideshare. Point2point at Lane Transit District provides a monthly subsidy to area vanpools to reduce the monthly cost of commuting. Subsidy funds are paid for through 5307 funds. The 5307 funds are from the Federal Transit Administration and are Urbanized Area Formula Funds. Vanpool subsidies are one of the identified use for these type of funds. Point2point manages all vanpool issues with the 17 vanpools that travel into or out of the Central Lane MPO area. Point2point has set a goal of increasing the number of vanpools by 2 percent for 2015/16 and a total of 10 percent by 2020.

Point2point serves as the Drive Less Connect Regional Network Administrator for Lane County. Drive Less Connect (DLC) is Oregon's online rideshare matching database provided by ODOT. Point2point staff develop ongoing outreach efforts to make the region's travelers aware of this ridesharing tool and its function to find carpool partners. Funding for the maintenance of the software and for additional program outreach is supplied to Point2point and other statewide TO providers through supplemental DLC grants. The program goal is to have 50 percent success rate in ride match searches. In addition, a goal of 300 new registrants a year for each of the five years.

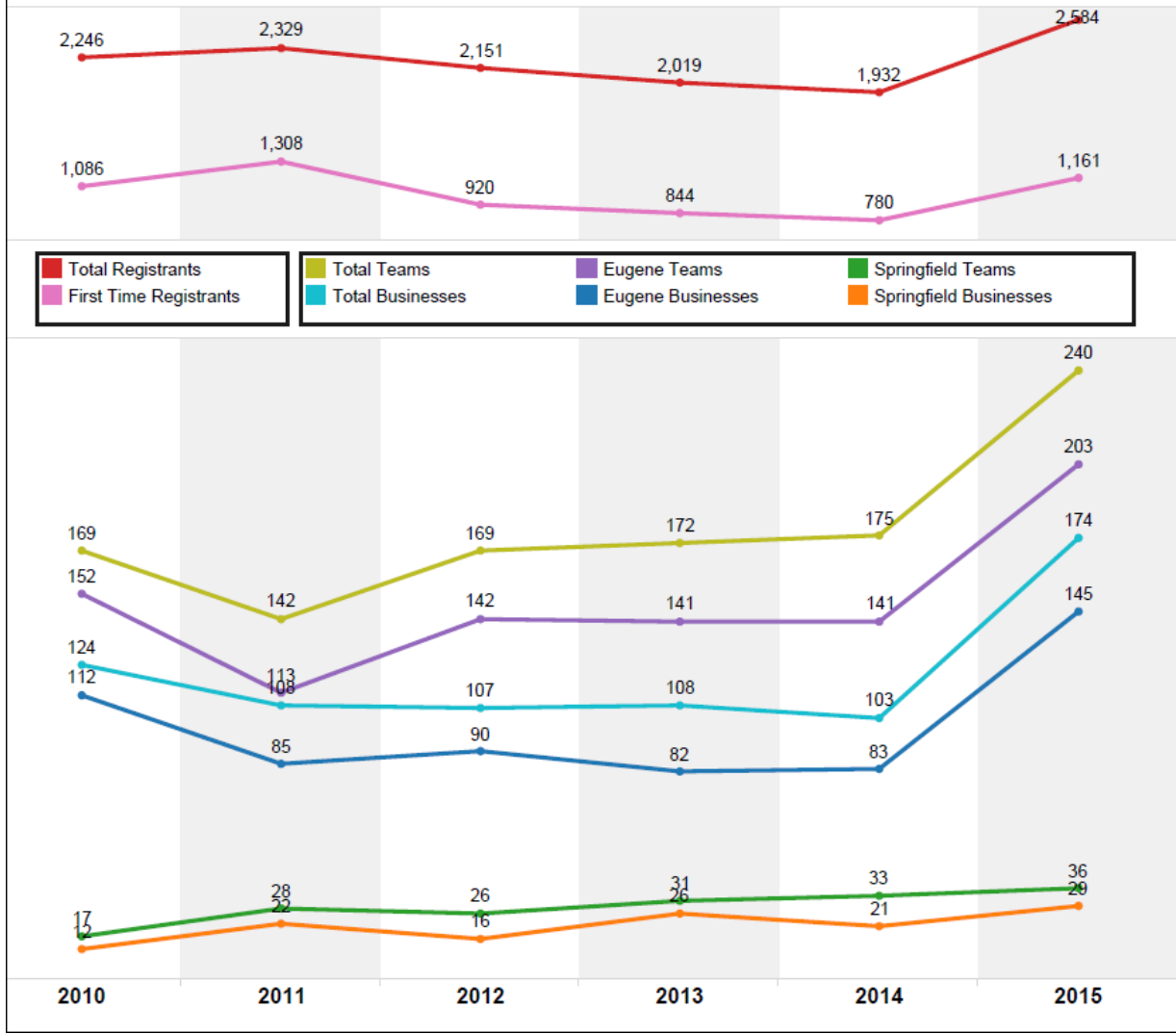
Point2point works with the region's employers to help facilitate the development of preferential carpool and vanpool parking at their business location. Once developed, the signage and site management is the responsibility of the private business.

*\* Future Point2point efforts will include continual testing and evaluation of the current rideshare tool/database Drive Less Connect and communicate those findings and recommendations to ODOT.*

Point2point- CO2 & VMR Program Statistics FY 2010-2015	Year – 2010/11	Year – 2011/12	Year – 2012/13	Year – 2013/14	Year – 2014/15
<b>Vanpool Program</b>					
Non SOV Miles Reduced	1,320,000	990,000	1,200,000	1,320,000	1,940,000
CO2 Reduction - lbs.	1,060,000	790,000	960,000	1,050,000	1,550,000
<b>Business Commute Challenge</b>					
Non SOV Miles Reduced	*92,958	68,784	69,027	68,987	90,987
CO2 Reduction – lbs.	75,270	55,695	**70,676	**70,234	**96,121
<i>*telecommute high, **active mode share higher (per UO calculation)</i>					
<b>Oregon Drive Less Challenge</b>					
Non SOV Miles Reduced	N/A	N/A	N/A	106,160	245,0177
CO2 Reduction – lbs.	N/A	N/A	N/A	69,809	169,455
<b>SmartTrips – Springfield</b>					
Non SOV Miles Reduced		1,935,000	148,000	1,443,709	1,239,464
CO2 Reduction – lbs.		1,574,134	121,000	1,172,555	1,006,672
Neighborhood Focus Area		Gateway	Hayden Bridge	Main St. 1	Main St. 2
<b>Total Reductions from Key Program Efforts:</b>					
Non SOV Miles Reduced	1,412,958	2,993,784	1,417,027	2,938,856	3,515,468
CO2 Reduction – lbs.	1,135,270	2,419,829	1,151,676	2,362,598	2,822,248
<i>Please note that these numbers do not reflect all the CO2 reductions contributed to P2p's efforts, they reflect what we have concrete measurements on.</i>					

Central Lane MPO Data Portal: <http://www.lcog.org/887/Data-Portal>

### Business Commute Challenge Participation 2010 - 2015



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 16, 2016

**ITEM TITLE:** AMERICAN BUS BENCHMARKING UPDATE

**PREPARED BY:** Mark Johnson, Assistant General Manager, Service Delivery

**ACTION REQUESTED:** None; information only.

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**BACKGROUND:**

LTD is a member of the American Bus Benchmarking Group (ABBG). During the Group's recent annual fall meeting, the latest statistics were presented and the Group examined factors that are driving different performance measures. At the November 16 meeting, staff will present to the Board the latest key performance indicators' figures and results for LTD.

Each May the ABBG also puts out an electronic customer satisfaction survey. Included in this update to the Board are the results of the survey. The survey is simply a snapshot of how LTD is doing from the customer perspective.

**ATTACHMENTS:** None.

**PROPOSED MOTION:** None.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 16, 2016

**ITEM TITLE:** TRILLIUM UPDATE

**PREPARED BY:** Mark Johnson, Assistant General Manager, Service Delivery

**ACTION REQUESTED:** None; information only.

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**BACKGROUND:**

Trillium and LTD entered into a contract for LTD to provide non-emergency medical transportation for people who are under the Oregon Health Plan. The contract began on August 1, 2016, under a full reimbursement model for transportation services. Since Trillium was purchased by a national company, Centene, there have been some glitches in the system for processing payments from Trillium to LTD. There were several paperwork missteps on the Trillium side that delayed their ability to process payments. Finally in mid-October, LTD staff were able to provide all of the necessary forms to Trillium to allow them to start processing claims.

The process has been frustrating for both sides, but staff are confident that the issues have been resolved and the focus can be working with Trillium to improve service quality.

**ATTACHMENTS:** None.

**PROPOSED MOTION:** None.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 16, 2016

**ITEM TITLE:** RURAL SERVICE ISSUES AND OPPORTUNITIES

**PREPARED BY:** Tom Schwetz, Director of Planning and Development; and  
Cosette Rees, Accessible and Customer Services Manager

**ACTION REQUESTED:** None; information and discussion only.

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**BACKGROUND:**

As the outlying communities within LTD's district boundaries continue to grow, and as areas beyond those boundaries approach the agency seeking transit options, it will be important for the LTD Board of Directors to develop a deeper context around the District's service to rural areas. As a beginning point for that effort, staff will provide an overview on LTD's rural service to assist the Board in framing the issues and opportunities associated with future improvements to that service.

**ATTACHMENTS:** None

**ACTION REQUESTED:** None.

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## AGENDA ITEM SUMMARY

**DATE:** November 16, 2016

**ITEM TITLE:** MONTHLY FINANCIAL REPORTS

**PREPARED BY:** Christina Shew, Finance Director/CFO

**ACTION REQUESTED:** None

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**BACKGROUND:**

The August financial reports were not available for inclusion in the November 16, 2016, Board meeting packet. The financial reports will be provided on or before Monday, November 14, 2016, under separate cover to Board members and will be available at [ltd.org](http://ltd.org).

**ATTACHMENTS:** None

**PROPOSED MOTION:** None

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 16, 2016

**ITEM TITLE:** MONTHLY CASH DISBURSEMENTS

**PREPARED BY:** Ralph Lambert, Interim Controller

**ACTION REQUESTED:** None

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**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 October 2016.

**ATTACHMENTS:** October 2016 Cash Disbursements

**PROPOSED MOTION:** None

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## Check History Listing

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
93820	10/06/2016	A-1 FIRE PROTECTION	92.00
93821	10/06/2016	BARRETT BUSINESS SERVICES INC	3,771.63
93822	10/06/2016	NEIL M BLICKFELDT	189.00
93823	10/06/2016	THERESA M BRAND	64.00
93824	10/06/2016	BULLARD SMITH JERNSTEDT WILSON	114.00
93825	10/06/2016	CAPITAL ONE COMMERCIAL	1,082.88
93826	10/06/2016	COASTWIDE LABORATORIES	404.07
93827	10/06/2016	COTTAGE GROVE SENTINAL	30.00
93828	10/06/2016	CROCKETTS INTERSTATE TOWING	250.00
93829	10/06/2016	RALPH DINNEL	150.00
93830	10/06/2016	TRACY L ELLIS	64.00
93831	10/06/2016	FEDEX EXPRESS SHIPPING	6.24
93832	10/06/2016	CODY B FRANZ	64.00
93833	10/06/2016	JAMES M HANNA	189.00
93834	10/06/2016	JILL HOWARD	150.00
93835	10/06/2016	IC CONSULTANTS LIMITED	20,000.00
93836	10/06/2016	JIM BARR ENT, INC.	175.00
93837	10/06/2016	KAISER BRAKE & ALIGNMENT INC.	286.20
93838	10/06/2016	HEATHER A. LINDSAY	150.00
93839	10/06/2016	KRIS LYON	265.50
93840	10/06/2016	KRIS LYON	124.50
93841	10/06/2016	JACOB H MCCALLUM	127.50
93842	10/06/2016	AMANDA BETH MCGILL	150.00
93843	10/06/2016	MOHAWK METAL CO., INC.	566.00
93844	10/06/2016	OIL PRICE INFORMATION SERVICE	216.00
93845	10/06/2016	OREGON POWDER COATING &	5,150.00
93846	10/06/2016	PACIFICSOURCE ADMINISTRATORS,	409.83
93847	10/06/2016	RADIATOR SUPPLY HOUSE, INC.	250.00
93848	10/06/2016	SMALL WORLD AUTO CENTER, INC	87.56
93849	10/06/2016	BRET L SMITH	150.00
93850	10/06/2016	SPECIAL DISTRICTS INSURANCE SV	3,971.32
93851	10/06/2016	SPRINGFIELD MOTORS, INC.	143.34
93852	10/06/2016	TRAVEL LANE COUNTY	300.00
93853	10/06/2016	VERIZON WIRELESS	813.52
93854	10/06/2016	WHA INSURANCE AGENCY, INC.	7,358.38
93855	10/06/2016	WYATT'S TIRE COMPANY	1,928.47
93856	10/06/2016	ANA LABORATORIES, INC	619.50
93857	10/06/2016	CUMMINS NORTHWEST, INC.	1,643.26
93858	10/06/2016	G4S SECURE SOLUTIONS (USA) INC	9,097.80
93859	10/06/2016	GILLIG CORPORATION	5,977.11
93860	10/06/2016	GRAINGER INC	148.73
93861	10/06/2016	THE JERRY BROWN CO., INC.	4,701.44
93862	10/06/2016	LOPEZ & ASSOCIATES, LLP	25,196.90
93863	10/06/2016	MOHAWK MANUFACTURING & SUPPLY	439.44
93864	10/06/2016	MOTION & FLOW CONTROL PRD, INC	176.95
93865	10/06/2016	MUNCIE TRANSIT SUPPLY	17.58
93866	10/06/2016	MYRMO & SONS	623.30
93867	10/06/2016	NEW FLYER OF AMERICA, INC.	466.91
93868	10/06/2016	OFFICEMAX CONTRACT, INC.	649.39
93869	10/06/2016	PACIFIC POWER GROUP, LLC	1,176.03
93870	10/06/2016	PARSONS BRINCKERHOFF, INC.	90,521.21
93871	10/06/2016	INC. PBS ENVIRONMENTAL BLDG CONSULT	1,152.80
93872	10/06/2016	SPECIAL MOBILITY SERVICES INC.	225,282.84
93873	10/06/2016	SPRAGUE PEST SOLUTIONS	60.00

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
93874	10/06/2016	TYREE OIL, INC.	3,907.39
93875	10/13/2016	ALARM SOLUTIONS, INC.	90.00
93876	10/13/2016	ALTERNATIVE WORK CONCEPTS	10,512.00
93877	10/13/2016	AMERICAN FAMILY LIFE	1,559.88
93878	10/13/2016	BARRETT BUSINESS SERVICES INC	1,702.40
93879	10/13/2016	CARLSON & STRAND PAINTING	3,630.00
93880	10/13/2016	CENTURY LINK	39.31
93881	10/13/2016	CHAPTER 13 TRUSTEE	595.38
93882	10/13/2016	CHILD SUPPORT ENFORCEMENT AGCY	160.00
93883	10/13/2016	CINTAS CORPORATION	3,369.94
93884	10/13/2016	COASTWIDE LABORATORIES	1,056.67
93885	10/13/2016	COMFORT FLOW HEATING	4,816.00
93886	10/13/2016	PERRY A. CRAWFORD	105.00
93887	10/13/2016	DAS CASHIER	2,000.00
93888	10/13/2016	DISH NETWORK	102.02
93889	10/13/2016	ERGOFLEX CONSULTING, INC.	187.00
93890	10/13/2016	ERGOMETRICS & APPLIED	258.00
93891	10/13/2016	EUGENE WATER & ELECTRIC BOARD	598.08
93892	10/13/2016	EUGENE WATER & ELECTRIC BOARD	644,641.89
93893	10/13/2016	FIRST AMERICAN TITLE COMPANY	6,666.00
93894	10/13/2016	CINDI HAMM	4,000.21
93895	10/13/2016	JEFF HOSS	160.26
93896	10/13/2016	KIWANIS-SPRINGFIELD	145.00
93897	10/13/2016	KUHN INVESTMENTS, INC.	12,058.82
93898	10/13/2016	LIFEMAP ASSURANCE COMPANY	1,642.21
93899	10/13/2016	LOOMIS ARMORED US, LLC	5,791.86
93900	10/13/2016	FRASER M MAC CARTNEY, JR	840.00
93901	10/13/2016	MCKENZIE SEW-ON	2,675.50
93902	10/13/2016	MCKENZIE WILLAMETTE MEDICAL	398.45
93903	10/13/2016	MIDWEST BUS	1,104.00
93904	10/13/2016	NORTHWEST NATURAL GAS	1,217.92
93905	10/13/2016	OREGON DEPARTMENT OF REVENUE	640.68
93906	10/13/2016	OREGON STATE POLICE	213.75
93907	10/13/2016	OVERHEAD DOOR COMPANY	743.50
93908	10/13/2016	PROTECTIVE SERVICE LLC	754.33
93909	10/13/2016	R & C DEVELOPMENTS, LLC	385.00
93910	10/13/2016	RFI ELECTRONICS, INC.-OREGON	716.40
93911	10/13/2016	RG MEDIA COMPANY	541.08
93912	10/13/2016	SAIF CLAIM REIMBURSEMENT	1,661.99
93913	10/13/2016	SANIPAC	999.45
93914	10/13/2016	SPRINGFIELD UTILITY BOARD	0.00
93915	10/13/2016	SPRINGFIELD UTILITY BOARD	18,487.91
93916	10/13/2016	STATE OF OREGON-EMP DEPT	6,459.12
93917	10/13/2016	SUNSHINE PLANT CARE	300.00
93918	10/13/2016	THYSSENKRUPP ELEVATOR	702.40
93919	10/13/2016	VALLEY FREIGHTLINER, INC	267.40
93920	10/13/2016	LISA VAN WINKLE	255.36
93921	10/13/2016	WHITE BIRD CLINIC	1,048.00
93922	10/13/2016	WILLAMETTE COMM HEALTH SOLUTNS	997.50
93923	10/13/2016	WSTA	620.00
93924	10/13/2016	1996 LLC	17,119.40
93925	10/13/2016	BELL+FUNK	6,774.75
93926	10/13/2016	BPA VEBA-HRA SERVICES	85.00
93927	10/13/2016	CAIC PRIMARY	1,227.92

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93928	10/13/2016	DUDE SOLUTIONS, INC.	7,365.26
93929	10/13/2016	ENVIRONMENTAL SCIENCE &	2,252.75
93930	10/13/2016	FIELDPRINT, INC.	75.00
93931	10/13/2016	G4S SECURE SOLUTIONS (USA) INC	64,209.27
93932	10/13/2016	GILLIG CORPORATION	2,049.48
93933	10/13/2016	GRAINGER INC	166.52
93934	10/13/2016	ISLER CPA	12,720.00
93935	10/13/2016	JERRY'S HOME IMPROVEMENT CTR	225.24
93936	10/13/2016	LOPEZ & ASSOCIATES, LLP	21,419.92
93937	10/13/2016	LTD & ATU PENSION TRUST	100,241.16
93938	10/13/2016	LTD EMPLOYEES FUND	214.00
93939	10/13/2016	LTD SALARIED EMP. PENSION PLAN	79,003.09
93940	10/13/2016	MODA HEALTH	20,849.50
93941	10/13/2016	MOHAWK MANUFACTURING & SUPPLY	396.27
93942	10/13/2016	MUNCIE TRANSIT SUPPLY	857.21
93943	10/13/2016	MYRMO & SONS	419.17
93944	10/13/2016	NEW FLYER OF AMERICA, INC.	3,337.21
93945	10/13/2016	NINFA'S ELITE CORPORATION	45,502.26
93946	10/13/2016	OFFICEMAX CONTRACT, INC.	178.38
93947	10/13/2016	ONE CALL CONCEPTS, INC.	32.55
93948	10/13/2016	PARKEON, INC.	1,470.00
93949	10/13/2016	PARSONS BRINCKERHOFF, INC.	25,520.48
93950	10/13/2016	PAVE NORTHWEST, INC.	350.00
93951	10/13/2016	PRE-PAID LEGAL SERVICES INC.	173.45
93952	10/13/2016	SITECRAFTING, INC.	786.50
93953	10/13/2016	SPECIAL MOBILITY SERVICES INC.	203,444.69
93954	10/13/2016	SPRAGUE PEST SOLUTIONS	200.00
93955	10/13/2016	TOUCHPOINT NETWORKS LLC	130.00
93956	10/13/2016	UNITED WAY OF LANE COUNTY	922.00
93957	10/13/2016	UTC FIRE-SECURITY AMERICAS INC	9,994.96
93958	10/13/2016	WANNAMAHER CONSULTING, INC.	1,880.00
93959	10/13/2016	ZONES, INC.	4,022.89
93960	10/20/2016	A-1 AUTO GLASS	165.00
93961	10/20/2016	AIRGAS USA, LLC	884.46
93962	10/20/2016	BARRETT BUSINESS SERVICES INC	2,496.00
93963	10/20/2016	BRATTAIN INTERNATIONAL TRUCKS	156.06
93964	10/20/2016	BUENA VISTA SPANISH IMMERSION	193.86
93965	10/20/2016	WINONA J CARLSON	175.00
93966	10/20/2016	CENTRAL PRINT & REPROGRAPHIC	1,415.00
93967	10/20/2016	CITY OF EUGENE	5,840.01
93968	10/20/2016	COASTWIDE LABORATORIES	182.09
93969	10/20/2016	COURTESY DELIVERY SERVICE	36.00
93970	10/20/2016	EMERALD MEDIA GROUP	1,610.00
93971	10/20/2016	EUGENE SCHOOL DISTRICT 4J	5,040.00
93972	10/20/2016	EUGENE WATER & ELECTRIC BOARD	0.00
93973	10/20/2016	EUGENE WATER & ELECTRIC BOARD	9,337.98
93974	10/20/2016	EUGENE WATER & ELECTRIC BOARD	5,102.00
93975	10/20/2016	LLC FUSSY'S @ VALLEY RIVER PLAZA	31.05
93976	10/20/2016	GAYDOS, CHURNSIDE,&BALTHROP PC	7,505.59
93977	10/20/2016	HARVEY & PRICE COMPANY	670.75
93978	10/20/2016	ROLAND M. HOSKINS	259.00
93979	10/20/2016	IPSENAULT COMPANY	2,781.76
93980	10/20/2016	LANE COMMUNITY COLLEGE	290.60
93981	10/20/2016	LANTZ ELECTRIC, INC.	2,184.00



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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
93982	10/20/2016	LTD REIMBURSEMENT PLAN	4,494.09
93983	10/20/2016	FRASER M MAC CARTNEY, JR	125.00
93984	10/20/2016	AMANDA BETH MCGILL	127.50
93985	10/20/2016	MOTOR VEHICLES DIVISION	12.00
93986	10/20/2016	NORTHWEST NATURAL GAS	172.34
93987	10/20/2016	WILLIAM C PARSONS	3,000.00
93988	10/20/2016	PIVOT ARCHITECTURE	14,416.75
93989	10/20/2016	POSTMASTER	300.00
93990	10/20/2016	RADIATOR SUPPLY HOUSE, INC.	250.00
93991	10/20/2016	RECORDXPRESS OF CALIFORNIA,LLC	56.34
93992	10/20/2016	SANIPAC	1,425.13
93993	10/20/2016	THOMAS B SCHWETZ	259.00
93994	10/20/2016	CHRISTINA A SHEW	259.00
93995	10/20/2016	SIX ROBBLEES' INC	403.98
93996	10/20/2016	SMALL WORLD AUTO CENTER, INC	2,488.14
93997	10/20/2016	SMART SNACKS-PORTLAND LLC	421.91
93998	10/20/2016	SPRINGFIELD MOTORS, INC.	159.56
93999	10/20/2016	SPRINGFIELD PUBLIC SD 19	314.93
94000	10/20/2016	SPRINGFIELD UTILITY BOARD	515.72
94001	10/20/2016	STATE OF OREGON-EMP DEPT	7,281.00
94002	10/20/2016	SUNSHINE PLANT CARE	150.00
94003	10/20/2016	THOMSON REUTERS - WEST	222.60
94004	10/20/2016	TUMWATER PRINTING	5,884.98
94005	10/20/2016	UNITED PARCEL SERVICE	500.00
94006	10/20/2016	VALLEY FREIGHTLINER, INC	1,656.02
94007	10/20/2016	VRIDE, INC.	4,550.00
94008	10/20/2016	WHA INSURANCE AGENCY, INC.	175.00
94009	10/20/2016	WHITE BIRD CLINIC	7,528.00
94010	10/20/2016	WIREMAP SYSTEMS LLC	9,831.46
94011	10/20/2016	WYATT'S TIRE COMPANY	1,752.57
94012	10/20/2016	ZILKOSKI AUTO ELECTRIC, INC.	145.00
94013	10/20/2016	A & E IMAGING, INC.	129.68
94014	10/20/2016	ANA LABORATORIES, INC	489.70
94015	10/20/2016	ART THREAD, LLC	19,492.50
94016	10/20/2016	BELL+FUNK	20,997.25
94017	10/20/2016	BUCK'S SANITARY SERVICE, INC.	86.50
94018	10/20/2016	C & K PETROLEUM EQUIPMENT CO,	1,380.00
94019	10/20/2016	CENTRO LATINO AMERICANO	177.60
94020	10/20/2016	CUMMINS NORTHWEST, INC.	3,088.14
94021	10/20/2016	EAN HOLDINGS, LLC	2,505.00
94022	10/20/2016	GILLIG CORPORATION	841.76
94023	10/20/2016	GRAINGER INC	175.05
94024	10/20/2016	THE JERRY BROWN CO., INC.	71,181.73
94025	10/20/2016	JOHN PARKER CONSULTING LLC	10,937.50
94026	10/20/2016	LANE COUNCIL OF GOVERNMENTS	2,226.06
94027	10/20/2016	MODA HEALTH	2,282.46
94028	10/20/2016	MOHAWK MANUFACTURING & SUPPLY	2,163.11
94029	10/20/2016	MOTION & FLOW CONTROL PRD, INC	20.37
94030	10/20/2016	MUNCIE TRANSIT SUPPLY	742.02
94031	10/20/2016	NEW FLYER OF AMERICA, INC.	2,392.09
94032	10/20/2016	NORTH COAST ELECTRIC	694.40
94033	10/20/2016	THE PAPE GROUP	200.00
94034	10/20/2016	PARSONS BRINCKERHOFF, INC.	435.50
94035	10/20/2016	RICOH USA, INC.	3,331.52

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94036	10/20/2016	SIGN LANGUAGE	11,456.00
94037	10/20/2016	SILKE COMMUNICATIONS, INC.	274.60
94038	10/20/2016	SOFTCHOICE CORPORATION	69,757.45
94039	10/20/2016	SPECIAL MOBILITY SERVICES INC.	255,723.24
94040	10/20/2016	THORP, PURDY, JEWETT, URNESS,	80.00
94041	10/20/2016	TOUCHPOINT NETWORKS LLC	180.00
94042	10/20/2016	TYREE OIL, INC.	2,401.55
94043	10/20/2016	WILDISH BUILDING COMPANY	2,130,584.36
94044	10/27/2016	SPECIAL MOBILITY SERVICES INC.	205,544.19
91110116	10/31/2016	BENEFIT PLANS ADMIN SVCS, LLC	24,575.00
92110116	10/31/2016	BENEFIT PLANS ADMIN SVCS, LLC	1,921.00
93100116	10/05/2016	BENEFIT PLANS ADMIN SVCS, LLC	6,966.59
801932389	10/13/2016	VALIC %CHASE BANK OF TEXAS	89,422.51
801946596	10/27/2016	VALIC %CHASE BANK OF TEXAS	65,382.50
813936723	10/03/2016	BANK OF AMERICA	24.90
813936729	10/03/2016	BANK OF AMERICA	1,871.47
813936730	10/03/2016	BANK OF AMERICA	2,142.28
815373620	10/27/2016	MASS MUTUAL FINANCIAL GROUP	3,184.64
815433697	10/13/2016	MASS MUTUAL FINANCIAL GROUP	3,395.61
815654345	10/26/2016	INTERNAL REVENUE SERVICE-EFTPS	5,478.04
824161017	10/18/2016	OREGON DEPARTMENT OF REVENUE	5,261.61
824947812	10/19/2016	INTERNAL REVENUE SERVICE-EFTPS	133.75
841161026	10/27/2016	OREGON DEPARTMENT OF REVENUE	47,042.69
844724087	10/27/2016	INTERNAL REVENUE SERVICE-EFTPS	194,330.55
851574575	10/13/2016	OREGON DEPARTMENT OF JUSTICE	2,081.00
851812047	10/27/2016	OREGON DEPARTMENT OF JUSTICE	2,081.00
855722977	10/05/2016	INTERNAL REVENUE SERVICE-EFTPS	3,362.59
870161021	10/26/2016	OREGON DEPARTMENT OF REVENUE	1,208.51
874558091	10/13/2016	INTERNAL REVENUE SERVICE-EFTPS	200,484.24
882160929	10/05/2016	OREGON DEPARTMENT OF REVENUE	817.53
891161012	10/13/2016	OREGON DEPARTMENT OF REVENUE	48,199.12
892161013	10/19/2016	OREGON DEPARTMENT OF REVENUE	27.00
<b>248 Checks</b>			<b>\$5,451,236.16</b>

## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 16, 2016

**ITEM TITLE:** MONTHLY PERFORMANCE REPORTS

**PREPARED BY:** Ralph J. Lambert, Controller

**ACTION REQUESTED:** None

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**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) August 2016 Performance Reports
- 2) September 2016 RideSource Activity and Productivity reports

**PROPOSED MOTION:** None



## LANE TRANSIT DISTRICT August 2016 Performance Report \*

10-November-2016

Performance Measure	Current Month	Prior Year's		Current Y-T-D	Previous Y-T-D	%		Current 12 Month	Prior 12 Month	%
		Month	Month			Change	Change			
<b>Fixed Route Service</b>										
Passenger Boardings	734,477	680,189	+ 8.0%	1,453,529	1,440,800	+ 0.9%	10,261,107	10,566,235	- 2.9%	
Mobility Assisted Riders	14,917	13,377	+ 11.5%	29,519	28,178	+ 4.8%	166,106	157,417	+ 5.5%	
<u>Average Passenger Boardings:</u>										
Weekday	27,330	26,528	+ 3.0%	27,427	27,179	+ 0.9%	33,913	35,126	- 3.5%	
Saturday	16,886	15,886	+ 6.3%	17,353	17,485	- 0.8%	19,185	19,273	- 0.5%	
Sunday	9,586	8,735	+ 9.7%	9,990	9,998	- 0.1%	9,888	9,750	+ 1.4%	
Monthly Revenue Hours	22,445	20,252	+ 10.8%	43,421	41,801	+ 3.9%	269,630	255,396	+ 5.6%	
Boardings Per Revenue Hour	32.7	33.6	- 2.6%	33.48	34.47	- 2.9%	38.06	41.37	- 8.0%	
Weekly Revenue Hours	5,184	4,684	+ 10.7%	5,014	4,680	+ 7.1%	5,186	4,922	+ 5.4%	
Weekdays	23	21		44	44		259	256		
Saturdays	4	5		9	8		52	51		
Sundays	4	5		9	10		53	56		

### Passenger Revenues & Sales

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

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

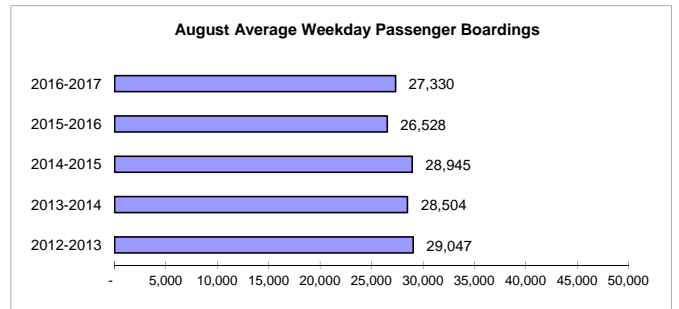
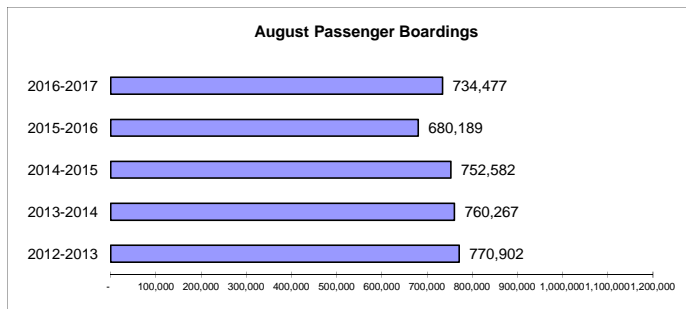
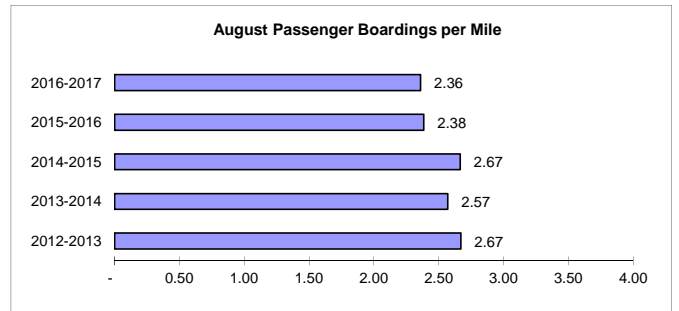
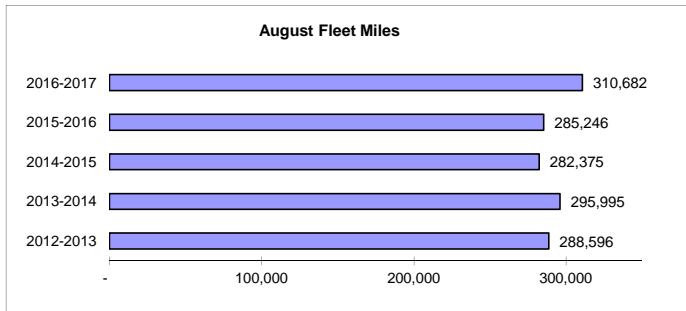
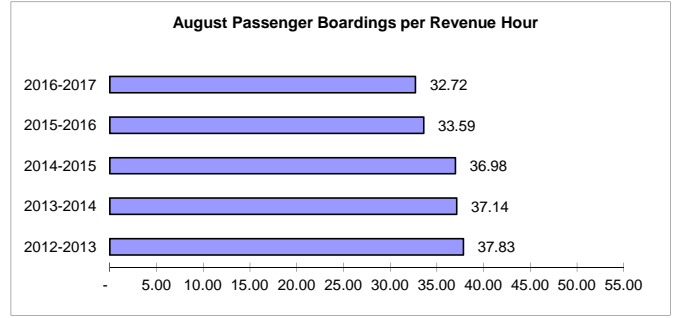
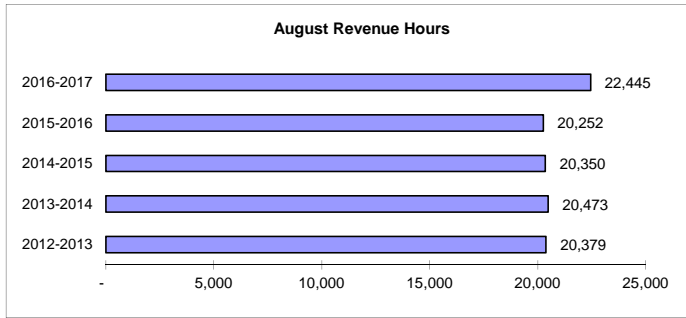
### Fleet Services

Fleet Miles	310,682	285,246	+ 8.9%	619,841	590,617	+ 4.9%	3,779,741	3,565,585	+ 6.0%
Average Passenger Boardings/Mile	2.36	2.38	- 0.9%	2.35	2.44	- 3.9%	2.71	2.96	- 8.4%
Fuel Cost	\$303,059	\$141,497	+ 114.2%	\$602,399	\$323,499	+ 86.2%	\$2,365,724	\$2,184,893	+ 8.3%
Fuel Cost Per Mile	\$0.975	\$0.496	+ 96.6%	\$0.972	\$0.548	+ 77.4%	\$0.626	\$0.613	+ 2.1%
Repair Costs	\$231,070	\$221,889	+ 4.1%	\$399,598	\$437,867	- 8.7%	\$2,721,974	\$2,683,925	+ 1.4%
Total Repair Cost Per Mile	\$0.744	\$0.778	- 4.4%	\$0.645	\$0.741	- 13.0%	\$0.720	\$0.753	- 4.3%
Preventive Maintenance Costs	\$33,895	\$27,073	+ 25.2%	\$73,748	\$55,534	+ 32.8%	\$410,633	\$394,899	+ 4.0%
Total PM Cost Per Mile	\$0.109	\$0.095	+ 14.9%	\$0.119	\$0.094	+ 26.5%	\$0.109	\$0.111	- 1.9%
Mechanical Road Calls	26	31	- 16.1%	42	79	- 46.8%	425	503	- 15.5%
Miles/Mech. Road Call	11,949	9,201	+ 29.9%	14,758	7,476	+ 97.4%	8,894	7,089	+ 25.5%

### Special Mobility Service

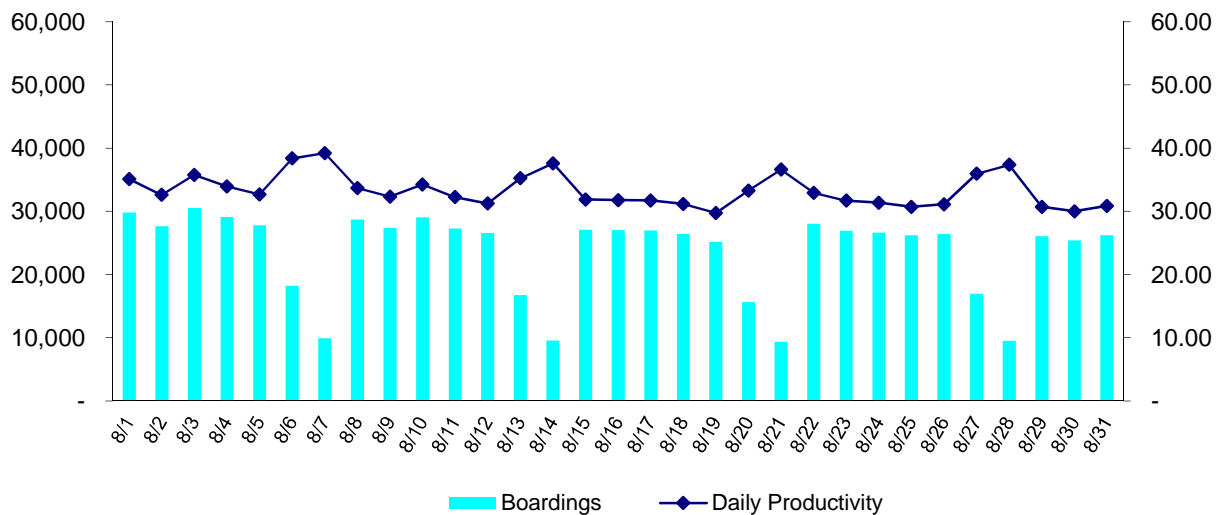
SMS Rides	14,942	15,978	- 6.5%	28,599	33,125	- 13.7%	185,768	194,487	- 4.5%
SMS Ride Refusals	-	-	+ 0.0%	-	-	+ 0.0%	8	2	+ 300.0%
RideSource	6,910	7,740	- 10.7%	13,950	15,637	- 10.8%	87,171	89,965	- 3.1%
RideSource Refusals	-	-	+ 0.0%	-	-	+ 0.0%	2	2	+ 0.0%

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



## Daily Ridership Recap August 2016

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
8/1/2016	Monday	Weekday	29,819	675	849.00	35.12
8/2/2016	Tuesday	Weekday	27,659	513	848.00	32.62
8/3/2016	Wednesday	Weekday	30,540	781	853.00	35.80
8/4/2016	Thursday	Weekday	29,087	607	856.00	33.98
8/5/2016	Friday	Weekday	27,810	657	851.00	32.68
8/6/2016	Saturday	Saturday	18,238	426	475.00	38.40
8/7/2016	Sunday	Sunday	9,922	284	253.00	39.22
8/8/2016	Monday	Weekday	28,697	557	851.00	33.72
8/9/2016	Tuesday	Weekday	27,404	545	847.00	32.35
8/10/2016	Wednesday	Weekday	29,060	574	848.00	34.27
8/11/2016	Thursday	Weekday	27,302	569	846.00	32.27
8/12/2016	Friday	Weekday	26,572	433	850.00	31.26
8/13/2016	Saturday	Saturday	16,743	302	475.00	35.25
8/14/2016	Sunday	Sunday	9,589	211	255.00	37.60
8/15/2016	Monday	Weekday	27,077	447	849.00	31.89
8/16/2016	Tuesday	Weekday	27,033	479	850.00	31.80
8/17/2016	Wednesday	Weekday	26,989	615	850.00	31.75
8/18/2016	Thursday	Weekday	26,432	460	848.00	31.17
8/19/2016	Friday	Weekday	25,141	378	845.00	29.75
8/20/2016	Saturday	Saturday	15,620	327	469.00	33.30
8/21/2016	Sunday	Sunday	9,339	217	255.00	36.62
8/22/2016	Monday	Weekday	28,064	592	852.00	32.94
8/23/2016	Tuesday	Weekday	26,927	588	849.00	31.72
8/24/2016	Wednesday	Weekday	26,640	579	849.00	31.38
8/25/2016	Thursday	Weekday	26,246	466	854.00	30.73
8/26/2016	Friday	Weekday	26,417	477	849.00	31.12
8/27/2016	Saturday	Saturday	16,941	305	471.00	35.97
8/28/2016	Sunday	Sunday	9,493	217	254.00	37.37
8/29/2016	Monday	Weekday	26,086	525	849.00	30.73
8/30/2016	Tuesday	Weekday	25,388	549	846.00	30.01
8/31/2016	Wednesday	Weekday	26,202	562	849.00	30.86
<b>Totals</b>			<b>734,477</b>	<b>14,917</b>	<b>22,445</b>	<b>32.72</b>



# LANE TRANSIT DISTRICT

## Five Year History of Passenger Boardings



## Special Mobility Services: RideSource Activity and Productivity Information

<b>September-16</b>	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
<b>RideSource Ridership</b>	14,975	15,664	-4.4%	43,933	48,998	-10.3%	186,057	197,181	-5.6%
RideSource(All Modes)	12,522	13,422	-6.7%	37,319	41,663	-10.4%	156,596	166,164	-5.8%
Shopper	504	570	-11.6%	1,544	1,786	-13.5%	6,704	7,380	-9.2%
Escort Volunteers-Metro	1,428	1,150	24.2%	3,697	3,679	0.5%	17,016	14,698	15.8%
Escort Volunteers-Rural	521	522	-0.2%	1,373	1,870	-26.6%	5,741	8,939	-35.8%
<b>RideSource Cost per Ride</b>	\$ 25.62	\$ 24.58	4.2%	\$ 26.11	\$ 23.20	12.5%	\$ 24.51	\$ 23.04	6.4%
RideSource(All Modes)	\$ 29.42	\$ 27.57	6.7%	\$ 29.57	\$ 26.17	13.0%	\$ 27.98	\$ 26.20	6.8%
RideSource Shopper	\$ 15.85	\$ 12.85	23.4%	\$ 15.85	\$ 12.03	31.8%	\$ 13.42	\$ 12.12	10.7%
RideSource Escort	\$ 3.74	\$ 4.56	-18.0%	\$ 3.75	\$ 4.50	-16.7%	\$ 3.90	\$ 4.25	-8.1%
<b>Ride Reservations</b>	13,722	15,154	-9.4%	41,079	46,487	-11.6%	174,294	184,504	-5.5%
Cancelled Number	1,382	1,510	-8.5%	3,881	4,496	-13.7%	17,611	18,061	-2.5%
Cancelled % of Total	10.07%	9.96%		9.45%	9.67%		10.10%	9.79%	
No-Show Number	71	104	-31.7%	229	356	-35.7%	1,004	1,561	-35.7%
No-Show % of Total	0.52%	0.69%		0.56%	0.77%		0.58%	0.85%	
Ride Refusals Number	0	8	-100.0%	0	8	-100.0%	0	12	-100.0%
Ride Refusals % of Total	0.00%	0.05%		0.00%	0.02%		0.00%	0.01%	
<b>Service Hours</b>	7,890	7,801	1.1%	23,887	23,961	-0.3%	95,883	95,175	0.7%
Agency Staff	7,890	7,686	2.7%	23,881	23,628	1.1%	95,112	93,727	1.5%
Agency SMS Volunteer	-	115	-100.0%	6	333	-98.2%	771	1,448	-46.8%
Avg. Trips/Service Hr.	1.65	1.79	-7.8%	1.63	1.81	-9.9%	1.70	1.82	-6.6%
<b>RideSource System Miles</b>	95,074	99,793	-4.7%	284,470	304,701	-6.6%	1,177,224	1,206,159	-2.4%
Avg. Miles/Trip	7.30	7.13	2.3%	7.32	7.01	4.4%	7.21	6.95	3.7%
Miles/Vehicle Hour	12.05	12.79	-5.8%	11.91	12.72	-6.4%	12.28	12.67	-3.1%

## Special Mobility Services: RideSource Activity and Productivity Information

<u>September-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>
<b>On-Time Performance %</b>	86.9%	85.1%	2.1%	87.7%	86.1%	1.8%	86.9%	84.6%	2.6%
Sample	11,469	12,427		34,124	38,120		143,129	151,689	
On-Time	9,965	10,578		29,935	32,840		124,341	128,395	

- RideSource (All Modes) includes all rides except Shopper & Escort
- 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

September-16

	Current Month	Last Yr Curr Month	Curr YTD	Last Yr YTD	Curr 12 Months	Last Yr 12 months
Total Cost per Cost Model	503,877	510,464	1,498,260	1,492,297	6,010,757	5,736,300
Less Brokerage	118,924	125,179	349,082	354,515	1,446,056	1,184,744
Less Oakridge	1,317	289	2,191	867	4,015	7,748
<b>RS Total</b>	<b>383,636</b>	<b>384,996</b>	<b>1,146,987</b>	<b>1,136,915</b>	<b>4,560,686</b>	<b>4,543,808</b>
Less Shopper	7,987	7,322	24,475	21,485	89,969	89,443
Less Vol Escort	7,286	7,625	19,005	24,961	88,784	100,388
<b>RS All Modes</b>	<b>368,363</b>	<b>370,049</b>	<b>1,103,507</b>	<b>1,090,469</b>	<b>4,381,933</b>	<b>4,353,977</b>

## AGENDA ITEM SUMMARY

**DATE:** November 16, 2016

**ITEM TITLE:** MONTHLY GRANT REPORT

**PREPARED BY:** Christina Shew, Finance Director/CFO

**ACTION REQUESTED:** None; information only.

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**BACKGROUND:**

The August Grant Report was not available for inclusion in the November 16, 2016, Board meeting packet. The Report will be provided on or before Monday, November 14, 2016, under separate cover to Board members and will be available at [ltd.org](http://ltd.org).

**ATTACHMENT:** None.

**PROPOSED MOTION:** None.

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 16, 2016

**ITEM TITLE:** MONTHLY DEPARTMENT REPORTS

**PREPARED BY:** Aurora Jackson, General Manager

**ACTION REQUESTED:** None

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**BACKGROUND:**

Monthly reports on activities within departments and throughout the District are provided for the Board's information.

**ATTACHMENT:** Monthly Department Reports – November 2016

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## MONTHLY DEPARTMENT REPORTS

November 16, 2016

### OFFICE OF THE GENERAL MANAGER

*Aurora Jackson, General Manager*

#### **Board Vacancies**

The governor's office has shared that there is a lot of interest from residents in the Southwest Eugene seat that will be vacated by Julie Grossman. Approximately seven interest forms were received by the deadline of October 31. There were no eligible applications received for the East Springfield Board seat that will be vacated by Angelynn Pierce. Staff will work with the governor's office and continue to communicate the next steps.

#### **Solar Power Update**

As reported last month, the Environmental and Sustainability Management System (ESMS) team would reach out to BYD, the bus manufacturer for our all-electric vehicles. BYD is a global leader in battery technology and one of the top three largest battery manufacturers in the world. They develop large-scale, grid-connected, energy storage systems (ESS), distributed energy storage systems (DESS), and micro-grid storage systems for commercial and home customers around the world. Assistant General Manager Mark Johnson, chair of the ESMS, reached out to BYD and asked them to provide worst case and likely case scenarios for charging buses given our demographics. Here is the information we received from BYD:

- 1) **Worst Case:** 100 percent charge and range consumed for every bus, every day (probably not realistic).
- 2) **Likely Case:** 60 percent range consumed [State of Charge (SOC) 40 percent average].

1) **Worst Case** – energy used per charge:

(5) K9s x 324 kWh battery used = 1620 kWh (650 miles/day by 40 ft. buses or 2.49 kWh/mile)

(5) K11s x 591 kWh battery used = 2955 kWh (900 miles/day by 60 ft. buses or 3.28 kWh/mile)

SubTotal: 4,575 kWh for one charge each for 10 buses

**This amounts to:**

(5) 40 ft buses x 130 miles per bus per charge = 650 miles driven per day (1 charge per day)  
and

(5) 60 ft. buses x 180 miles per charge = 900 miles driven per day (1 charge per day)

**Note:**

K9 = 40-ft. bus. Battery capacity is 324 kWh. Range is 130-180 miles per charge. Charging time depends on level of battery depletion (state of charge), and type of charging infrastructure but could be up to 3-4 hours.

K11 = 60-ft articulated bus. Battery capacity is 591 kWh. Range is likely 180-200 miles per charge. Charging time depends on level of battery depletion (state of charge), and type of charging infrastructure, but could be up to 3-4 hours.

2) **Likely Case** –energy used per charge:

(5) K9s x 194 kWh battery used = 972 kWh

(5) K11s x 354 kWh battery used = 1773 kWh

SubTotal: 2,745 kWh for one charge each for 10 buses

**This amounts to:**

(5) 40-ft buses x 78 miles per bus per charge = 390 miles driven per day (1 charge per day)

(5) 60-ft buses x 108 miles per bus per charge = 540 miles driven per day (1 charge per day)

**Assumption:**

Buses are entirely charged at night; therefore, requiring 100 percent solar power stored for nighttime charging.

1) **Worst Case:** Need 6MWh of ESS = 5, ESS (1.2MWh x 500 kW) Containers: \$500k x 5 = \$2.5 M – PART A (CHECK: 25 buses could charge simultaneously with this inverter solution.)

2) **Likely Case:** Need 3MWh of ESS = 3, ESS (1.2 MWh x 500 kW): \$500k x 3 = \$1.5 M – PART A (CHECK: 15 buses could charge simultaneously with this inverter solution.)

**Assumption:**

Four hours average of effective sunlight (in Eugene, OR), using \*300 W, 72 cell panel:

- **Worst Case:** 4,575 / 4 hours = 1.143 MW-DC solar farm = \$460K in panels\* + total BOS: \$1.15 M = \$1.61 M -- PART B
- **Likely Case:** 2,745 / 4 hours = 690 kW-DC solar farm = \$275K in panels\* + total BOS: \$687K = \$963K -- PART B

**Adding Both Assumptions (PART A + B):**

- **Worst Case:** \$2.5 M + \$1.61 M = **\$4.11M**  
[Note: with this solution, there is more than 10 buses worth of charging capacity (i.e., 25 buses can charge simultaneously), yet the total amount of solar energy available per day might be the limiting factor depending on the season and the daily conditions. We would want to model this to determine what additional infrastructure costs the District would be incurring if the electric fleet continues to expand over time.)
- **Likely Case:** \$1.5 M + \$963 K = **\$2.46 M** (This solution can charge 15 buses simultaneously. Same issues about solar capacity for total energy generation per day.)

In summary, BYD's information provides a much greater understanding of the feasibility of investing in solar infrastructure to power buses. Originally, our research projected that we would need approximately \$500,000 per bus of infrastructure investment. Based on BYD's estimate, the worst case scenario is closer to \$1,644,000 per bus of infrastructure investment. These costs do not include construction or land costs; however, the new estimate is significantly better. In addition, as technology evolves and new grant funding becomes available, implementing solar becomes more feasible. Another piece of good news is that Mark Johnson added new Development Planner Kelly Hoell to the ESMS Committee. Ms. Hoell joined LTD in July, and she brings 11 years of sustainability consulting experience on strategic and technical energy and climate change issues. Ms. Hoell and the ESMS Team will continue to explore the financial, energy, greenhouse gas, and other sustainability implications of a project like this, and how investment in solar energy and electric buses could generate revenue through the sale of Renewable Energy Credits (RECs) or generation of credits under the Oregon Low Carbon Fuels Program.

**Questions for additional research:**

- Does this energy storage and charging pattern work with the routes determined by the Service Planning team for deployment of the electric buses?
- Can this ESS technology store energy from other sources besides on-site solar generation? For example: on a cloudy day or in case of emergency, could Springfield Utility Board's (SUB) electricity provide the source electricity for this battery storage? This could help LTD avoid unnecessary peak load charges from SUB. It also could provide additional resource capacity in the event of a natural disaster or other emergency situation.
- How would this project fit with LTD's long-term goals for bus fleet technology and desired size of the electric fleet? What is the optimal size of energy storage facilities and numbers of electric vehicles to minimize total infrastructure costs on a per unit basis?
- What additional costs would be incurred to operationalize this project (construction, land use costs, etc.)?
- Are there funding sources that could offset these infrastructure costs?
- What are the lessons learned from other groups that use this technology?
- How does investment in a project like this fit with LTD's strategic goals for sustainability, energy, and the organization's carbon footprint?
- How does this level of investment compare with the alternative of using electricity sourced from SUB on a number of criteria: lifecycle financial implications, energy-price volatility, risk management, etc.?

**SERVICE DELIVERY**

*Mark Johnson, Assistant General Manager*

**POINT2POINT**

*Theresa Brand, Transportation Options Manager*

- Point2point worked with a number of local businesses to assist them with transportation information for their employees as part of their business or health fairs.
- Staff continue to roll out efforts outlined in the Point2point Five-Year Strategic Plan. Current efforts are focused on expanding work with local employers and launching the Train the Trainer Program.

**Smart Trips**

Responses to the post-program travel survey was due by October 17, and Thurston residents returned 245 surveys. Staff have completed data entry and have forwarded the survey information to consultants Alta Planning and Design for analysis. Staff anticipate the final report will be completed by the end of December.

**School Programs**

- Staff worked closely with the regional Safe Routes to School staff to conduct events for International Walk and Bike to School Day on October 5. More than 4,000 children participated from numerous schools throughout the three school districts.

- The Safe Routes to School Strategic Plan is being reviewed by representatives of the City of Eugene, City of Springfield, Lane Council of Governments (LCOG), and Lane County. The Plan will be completed by the end of November.

### **Drive Less Connect/Oregon Drive Less Challenge**

- Point2point staff joined efforts with the Oregon Department of Transportation (ODOT) and other transportation options programs throughout the state to conduct the fourth annual Oregon Drive Less Challenge, conducted October 1–15.
- In Lane County, 821 people logged 15,460 non-drive-alone trips for the Oregon Drive Less Challenge (October 1-15), accounting for 129,827 miles. This equates to a savings of 103,861 pounds of CO<sub>2</sub> over driving alone. This represented a 31 percent increase in participation over 2015.

### **Employer Programs/Employer Outreach**

Staff worked with three local employers to enroll them in the Emergency Ride Home Program, and these include South Lane Mental Health, Eugene Veterans Administration Medical Clinic, and Three Rivers Casino Resort. Staff tabled at six employer benefit fairs including University of Oregon (UO), 9Wood, Lane Community College, LCOG, and Three Rivers Casino, speaking with hundreds of regional employees about their travel options.

### **General Outreach**

- Staff led an outreach effort for the UO Transportation Day event. Staff led outreach efforts at four Cornerstone Housing locations promoting transportation options and safety, and providing custom transportation maps for their locations. More locations will be visited in November and December.
- A presentation was given to the Springfield Kiwanis on Point2point services and encouraging partnership at school events.
- In partnership with the LTD Marketing Department, Point2point conducted outreach at this year's Eugene Chamber Business to Business Expo, speaking to numerous regional business representatives.
- Point2point staffed an outreach table at the City of Springfield Halloween Trick-or-Treat event at City Hall.

## **SERVICE SUPPORT**

*Roland Hoskins, Assistant General Manager*

### **HUMAN RESOURCES**

*David Collier, Director of Human Resources and Risk Management*

#### **Recruitment**

- The Maintenance Division hired Scott Jones on August 15 as an inventory technician. Scott has more than 22 years of parts warehouse experience and more than 16 years in the motor

coach industry. Maintenance is in the process of recruiting for an inside cleaner; interviews took place on November 4.

- The Transit Operations Division hired nine operators for the September 12 class, and one of those has resigned as of this time. Screening, interviews, and reference checks have begun for two additional groups of 10 operators; one group is scheduled to start on December 12 and the other on February 20. Operations also is in the process of hiring four additional temporary supervisors to help cover shifts and get additional candidates trained to be operations supervisors.
- The Accessible and Customer Services Division hired John Ahlen on September 14 as the accessible services specialist, replacing the position vacated by Susan Hekimoglu who retired after more than 30 years of service to LTD. John has more than six years of experience working in accessible services for the University of Oregon. Accessible and Customer services also hired Emily Cassell as a customer service representative. Emily has more than six years of customer service experience--the last three with Royal Caribbean.
- The Public Safety Division is in the process of recruiting for the transit public safety lieutenant, transit public safety sergeant, transit public safety officer I, and public safety intelligence analyst. The goal is to have this division fully staffed by the end of the calendar year.
- The Human Resources Division hired Lydia Fabian on August 19 as the senior human resources analyst. Lydia comes to LTD with six and half years of human resources experience, and three and a half of those years were in transit at Roaring Fork Transportation Authority.
- The Finance Division hired Christina Shew on October 3 as the director of finance. Christina comes to LTD with more than 30 years of progressive finance experience. Finance also hired Ralph Lambert on October 17 as the controller. Ralph comes to LTD with 15 years of finance experience, with the last two years working as a consultant, and the last five months of that time was working for LTD.
- The Compliance Division is recruiting for a compliance manager. The position is currently posted and applications are currently in the screening process.
- The Public Affairs Department hired Julie Sodaro as the administrative secretary for Public Affairs. Julie has more than 25 years of experience in administrative support in both public and private agencies. Public Affairs is in the process of recruiting for a public information officer with interviews planned for mid-November.
- The Executive Office is currently recruiting for an administrative secretary that will support the general manager and the two assistant general managers. The position closed on November 14.

### **Wellness**

The Health Management Team, along with Human Resources staff, hosted the annual Benefits Fair on October 27, which included biometric screening and flu shots. The event featured an opportunity for LTD's employees to ask most of the benefit providers specific questions about the services they provide. The number of employees that participated in the biometric screening were about the same as in previous years; however, participation in the flu shots was down about 12 percent this year.

## **FACILITIES MANAGEMENT**

*Joe McCormack, Director of Facilities Management*

### **West Eugene EmX Project**

- Crews will begin road striping on West 11th Avenue when pavement has been dry for at least 24 hours. All sidewalk corners have been installed at Bertelsen Road. EmX station crews installed some platform railings, and grass is sprouting behind new sidewalk where landscape crews spread seed and mulch earlier in the month. Landscape work will continue.
- Significant asphalt paving was completed for the season on 11th Avenue. Crews installed signal foundations and are pouring sidewalk on the south side of 11th near Seneca Road and Buck Street. Carpenters are building steps at the retaining wall near Bailey Hill Road. Utility relocation work continues at 11th and City View Street.
- Crews are completing "punch list" work to refine sidewalk panels and other items along 6th and 7th identified by the City of Eugene before final acceptance.
- The second of two new bike-ped bridges has been placed over Amazon Creek at the south end of Buck Street near West 11th Avenue and Seneca Road. A 100-foot crane hoisted the 21 ton, 90-foot long truss gently into position as dozens of onlookers watched the smooth operation. A similar bridge was installed last week west of Bailey Hill Road. Finishing work that requires drier weather must be completed before the bridges can open to the public next spring, including concrete decks, handrails, and path connections to the bridges.

### **Electric Bus Infrastructure**

In anticipation of the arrival of LTD's first five all-electric buses, crews have installed new infrastructure for charging stations. The charging stations should be operational by the end of the month--well before the arrival of the new buses after the first of the year.

### **Bus Lot and Facilities Maintenance Building**

The City of Springfield is currently reviewing LTD's application for a Site Plan Modification Major, which is a necessary step to expand the bus lot and maintenance facility per LTD's approved Capital Improvements Program. This process is expected to be complete in late winter/spring, leading to the issuance of a building permit for the 2017 construction season.

### **Staff Move**

During the months of November and December, several staff will move their work stations to better align their physical locations with the recently modified organizational structure. Significant changes include relocating the Point2point staff to the Eugene Station, housing Facilities staff in a temporary trailer, and minor remodels of two office spaces to be used as new, much needed, conference rooms.

## PUBLIC AFFAIRS

*Edward McGlone, Director of Public Affairs*

### **Media Coverage**

The installation of two bicycle and pedestrian bridges along the West Eugene EmX garnered significant media attention with coverage from each of the local TV stations, KPNW radio, and *The Register-Guard*. Other stories receiving coverage included the completion of paving work for the West Eugene EmX project until 2017, and discontinuation of the Airport Connector service.

### **Election Outcomes Impact on Transit**

- In a surprise to many observers, Donald Trump won the presidency on November 8. President-elect Trump has pledged a sizable infrastructure package once he assumes office. If this promise holds true, a Republican majority in both the House and Senate should help ensure passage of such a proposal, although no details have yet been released.
- Oregon Governor Kate Brown won election to complete the term of former Governor John Kitzhaber. Democrats retained majorities in both chambers, with Republicans gaining one seat in the State Senate and Democrats retaining all of their seats in the State House. It is widely expected that a transportation package will be a top priority in the 2017 legislative session. Measure 97's failure will complicate a state budget facing a significant shortfall.
- In local elections, Emily Semple narrowly defeated Joshua Skov to succeed George Brown representing Ward 1 on the Eugene City Council. Ward 1 covers Downtown Eugene, South Willamette Street, and College Hill. Ms. Semple has called for the elimination of transit fares. In Springfield, incumbent City Councilor Sheri Moore held her seat after a strong challenge from local mortgage broker Sean Dunn. Springfield voters also rejected a local gas tax to fund transportation projects.
- Transit fared well at the ballot box in the 2016 election. Voters across the country approved transit funding measures at an average rate of 69 percent. Seattle voters appear to have approved a \$54 billion package to expand the region's light rail system. In Los Angeles, Measure M, which will raise \$860 billion, has attained the necessary two-thirds majority vote in favor to pass. In the Portland area, Tigard voters appear to have approved a local measure permitting city resources to be spent on developing a light rail project. With a 119 vote lead at the time of this writing, passage is not a guarantee. If the measure is confirmed to have passed, it will clear the way for TriMet and local governments to advance the Southwest Corridor project for development.

### **Oregon Transit Association To Launch Transit Funding Campaign Website**

In early December the Oregon Transit Association will unveil a new website to support efforts to increase transit funding during the 2017 legislative session. The website shares information from diverse transit agencies about needs, potential investments, and rider stories. More information will be found at [www.bettertransitoregon.org](http://www.bettertransitoregon.org) after the site goes live.



### **Marketing and Communications**

- In an effort to bolster ridership across targeted audiences, the Marketing and Communications Division launched a new “Street Team” effort to reach out directly to potential transit riders and talk with them about their travel patterns. Initial efforts have been targeted at students of the University of Oregon, Northwest Christian University, and Lane Community College.
- A quick thank you to everyone who was involved with and supported this year’s Stuff The Bus event held on November 3-5. In total, there were 4,923 pounds of food donated and \$426 raised; if the dollars are converted to pounds, it totals 6,623 pounds of food that will go to our local Food for Lane County Food Bank, which will help local needy families during the holidays. Also donated were hundreds of toys for Lane County Toys for Tots. Partners at KDUK created an excellent video that was posted on their Facebook page. It can be viewed here: <https://www.facebook.com/valkduk/videos/1480922075254528/>.

### **New Employees**

The Public Affairs Department is excited to welcome Sara Howe, a new Graphic Designer who is joining the agency after previously working at Glory Bee Foods. Interviews for a Public Information Officer will be held on November 14<sup>th</sup> and a hiring decision will follow shortly thereafter. Recruitment for the vacant Marketing and Communications Representative has also begun.

## **PLANNING AND DEVELOPMENT**

*Tom Schwetz, Director of Planning and Development*

*There is no Planning and Development Report this month.*

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## AGENDA ITEM SUMMARY

**DATE OF MEETING:** November 16, 2016

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

**PREPARED BY:** Jeanne Schapper, Clerk of the Board

**ACTION REQUESTED:** None

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### BACKGROUND:

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

- A. **MovingAhead Project Update**: Staff will provide an update on the progress of this project at the December Board meeting.
- B. **Main-McVay Project Update**: Staff will provide an update on the progress of this project at the December Board meeting.
- C. **RideSource Services Requests for Proposals (RFP)**: At the December Board meeting, staff will provide an overview of the RFP scheduled to be released in January and the process toward determining how service will be delivered.
- D. **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 at the December or January meeting.
- E. **Utility Consumption Report**: A semi-annual report, along with an update on the work of the Environmental and Sustainability System (ESMS) Team, will be provided to the Board in January.
- F. **Human Services Coordinated Plan**: This Plan directs priorities by the District with respect to human service transportation. The Plan is referenced in special transportation and other fund allocation. An updated Plan will be reviewed through the Accessible Transportation Committee, including a public process, and a final recommendation will be brought to the LTD Board at the January meeting.
- G. **Accessible Transportation Committee Grant Allocation Recommendations**: LTD is beginning the process of allocating discretionary funding through the state for elderly and disabled and rural transportation service, including formula Special Transportation Fund (STF), State 5310 funding, and rural 5311 and 5311(f) funding. This process is vetted through the Accessible Transportation Committee (ATC). The ATC will bring its recommendation for funding allocation to the LTD Board for approval in January or February.

- H. **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.
- I. **Board Member Committee Assignments**: In February or March, 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.
- J. **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.
- K. **Selection of Pension Trustee-elect**: Pension Trustee and Board Member Gary Gillespie's term expires at the end of 2017. In March, 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.
- L. **Environmental and Sustainability Management System (ESMS) Solar Analysis Report**: The ESMS team is in the process of creating a long-range plan for sustainability, which will include an analysis of solar energy use, cost, and return on investment for various applications. The team will bring a report to the Board in March.
- M. **TransitStat**: The Board will receive periodic updates from this work group on TransitStat accomplishments to date.
- N. **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:** November 16, 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

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### **BACKGROUND:**

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

- A. **Fare Management Technology**: At the February meeting, the Board will be provided with information on future fare management technology, including fare media.
- B. **Contract/Signature Authority Approval Levels, Policies**: The Board has requested that staff present at a future meeting recommendations for contract approval levels, checks and balances for District bank accounts, credit card policy and procedures, and policies on travel and donations.

Q:\Reference\Board Packet\2016\November\Nov 16 Reg Mtg\Futuresum Board Request.docx

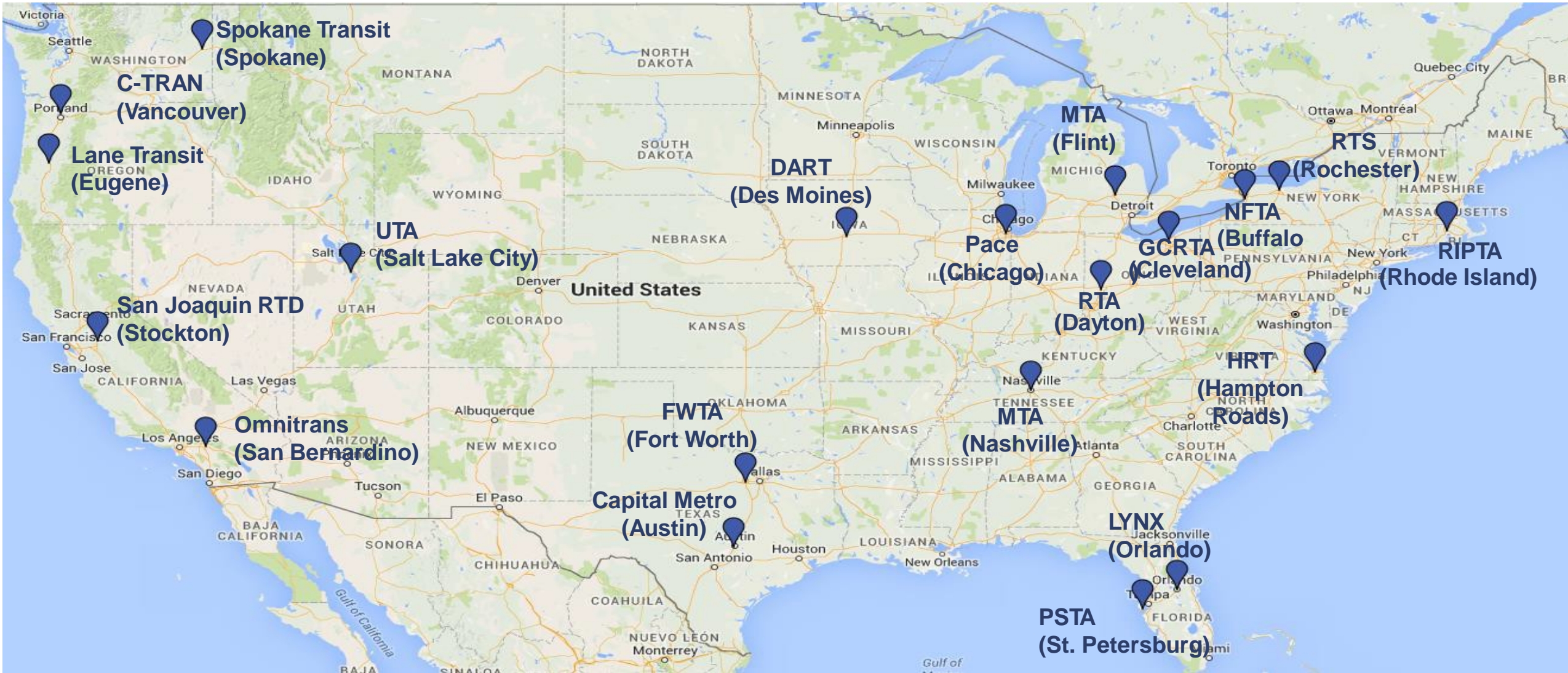
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**LTD-ABBG**

**2016 Customer Satisfaction**

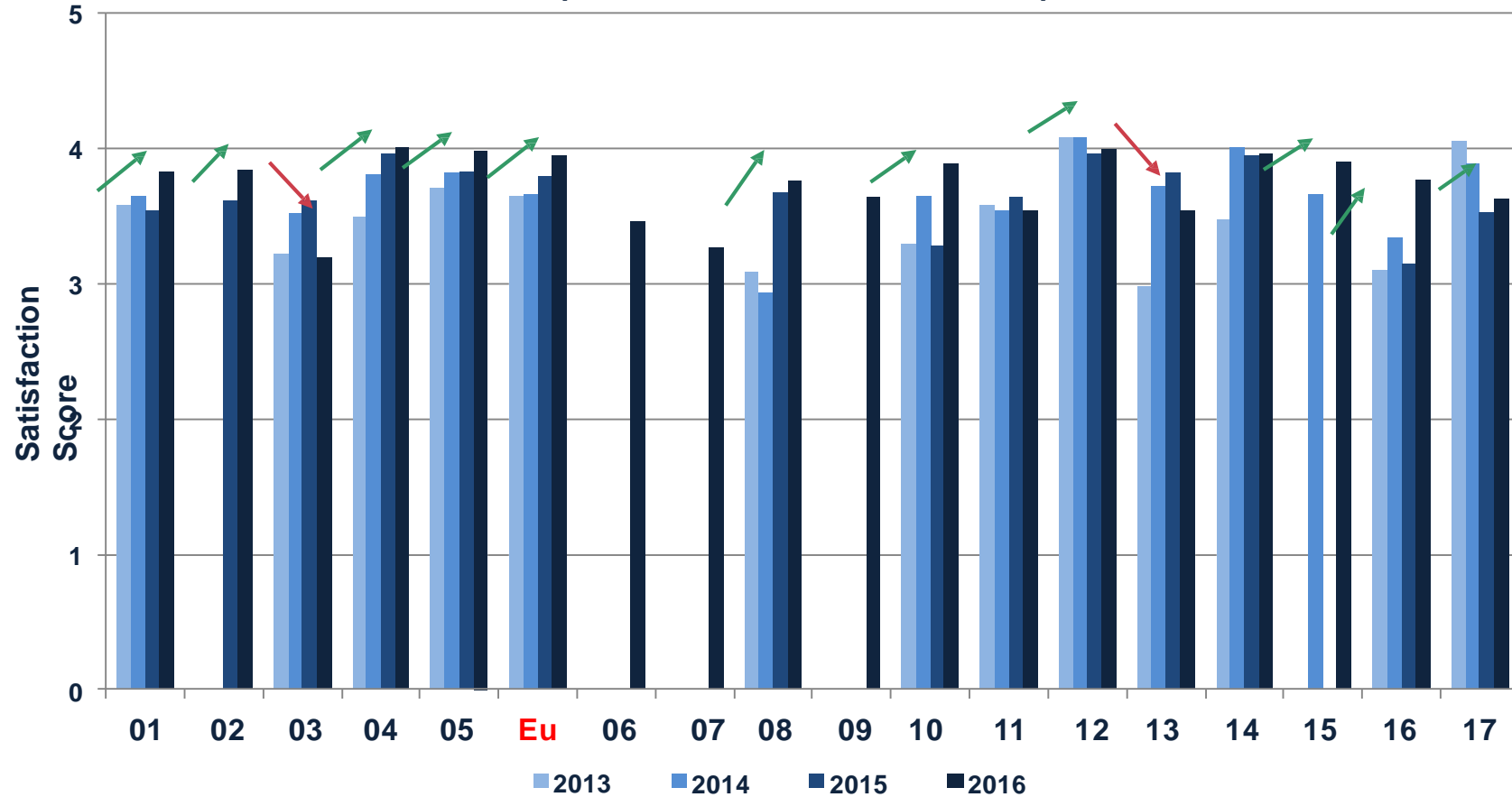
**Survey Results**

# American Bus Benchmarking Group: 20 Members Across the US in Various Urban and Suburban Environments



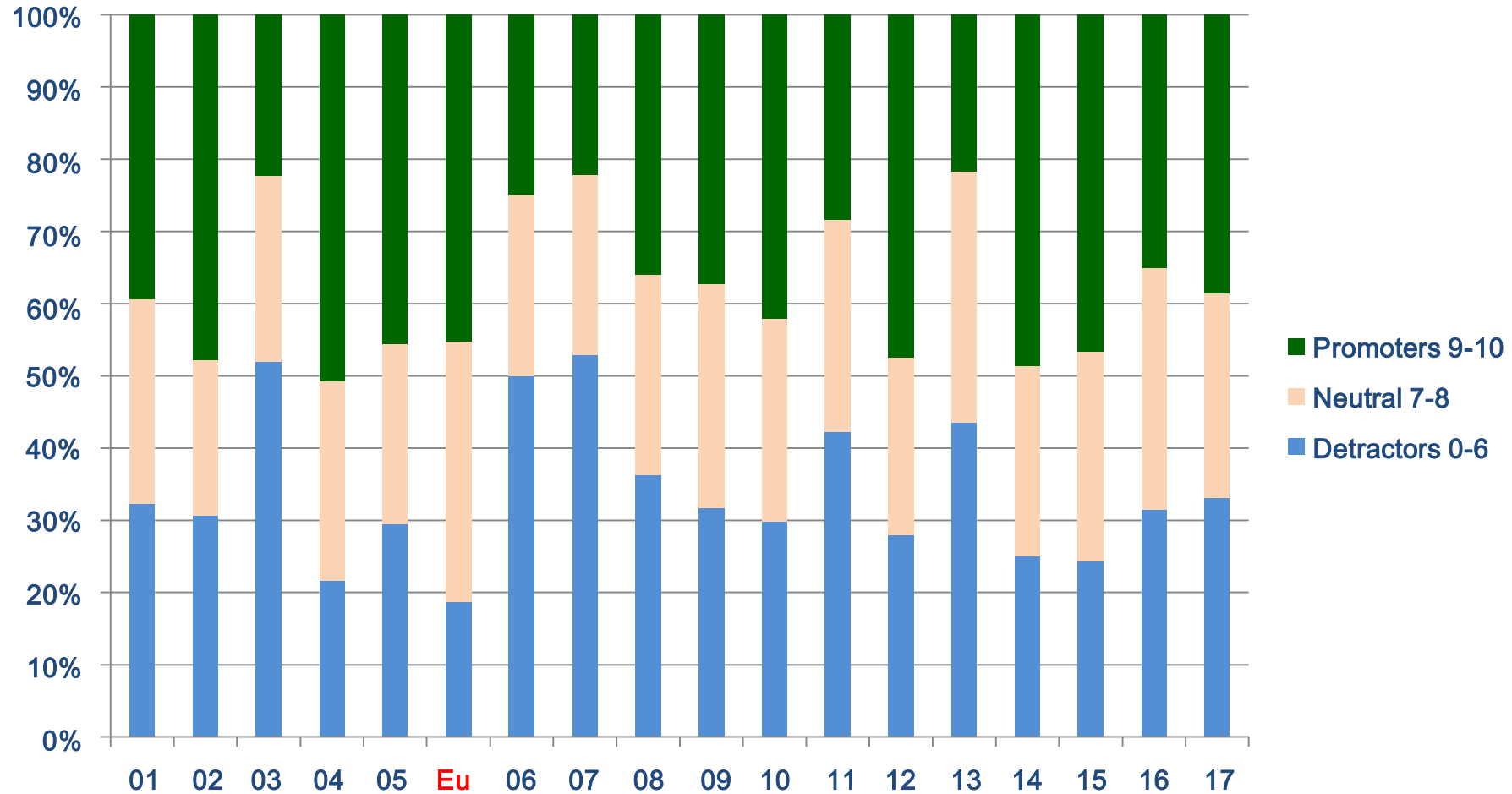
# Overall customer satisfaction results 2013 - 2016

How satisfied are you overall with the bus services in the city?  
(trends of absolute scores)



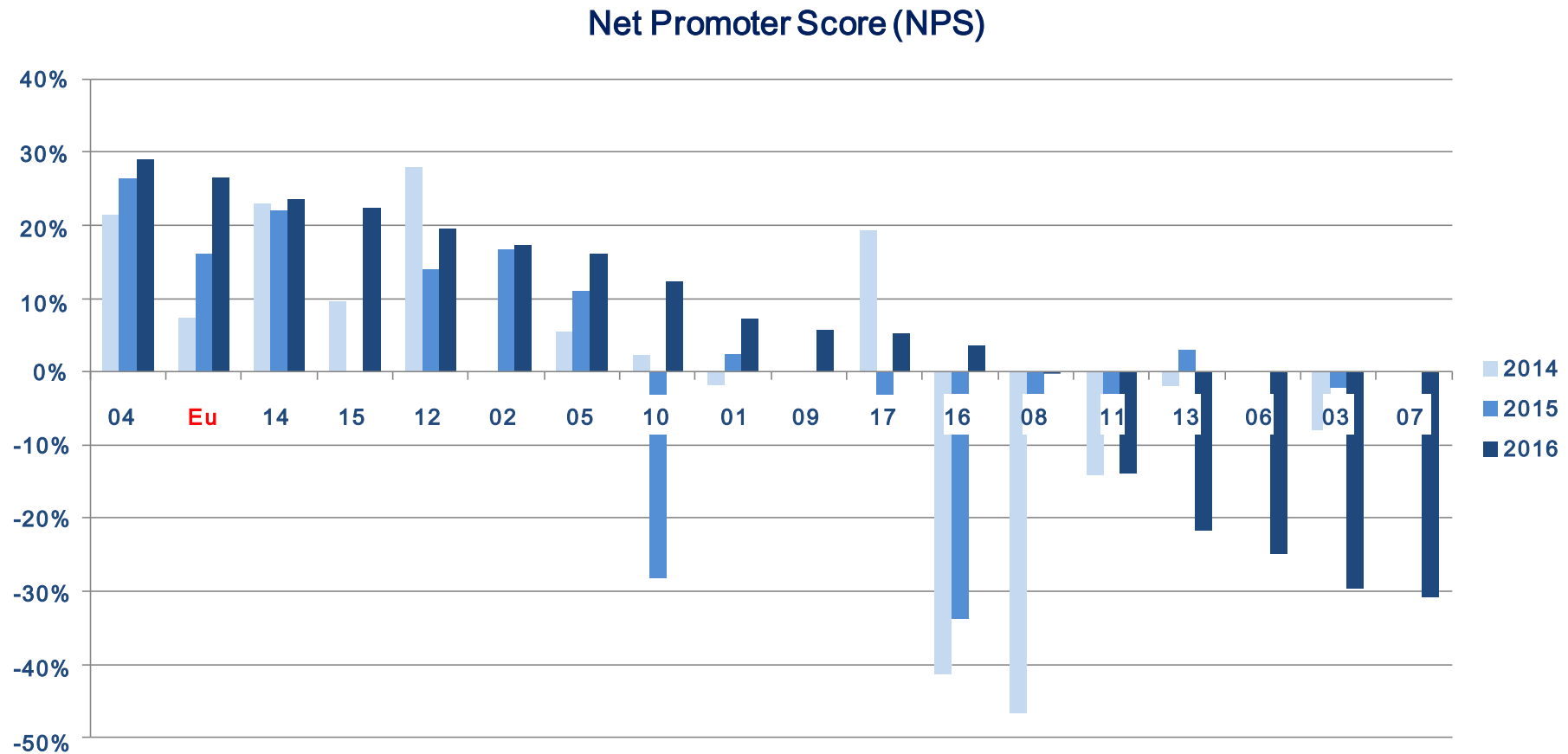
# Net Promoter Score 2016: Grouped Distribution

## Distribution of Promoters, Neutrals and Detractors per ABBG member



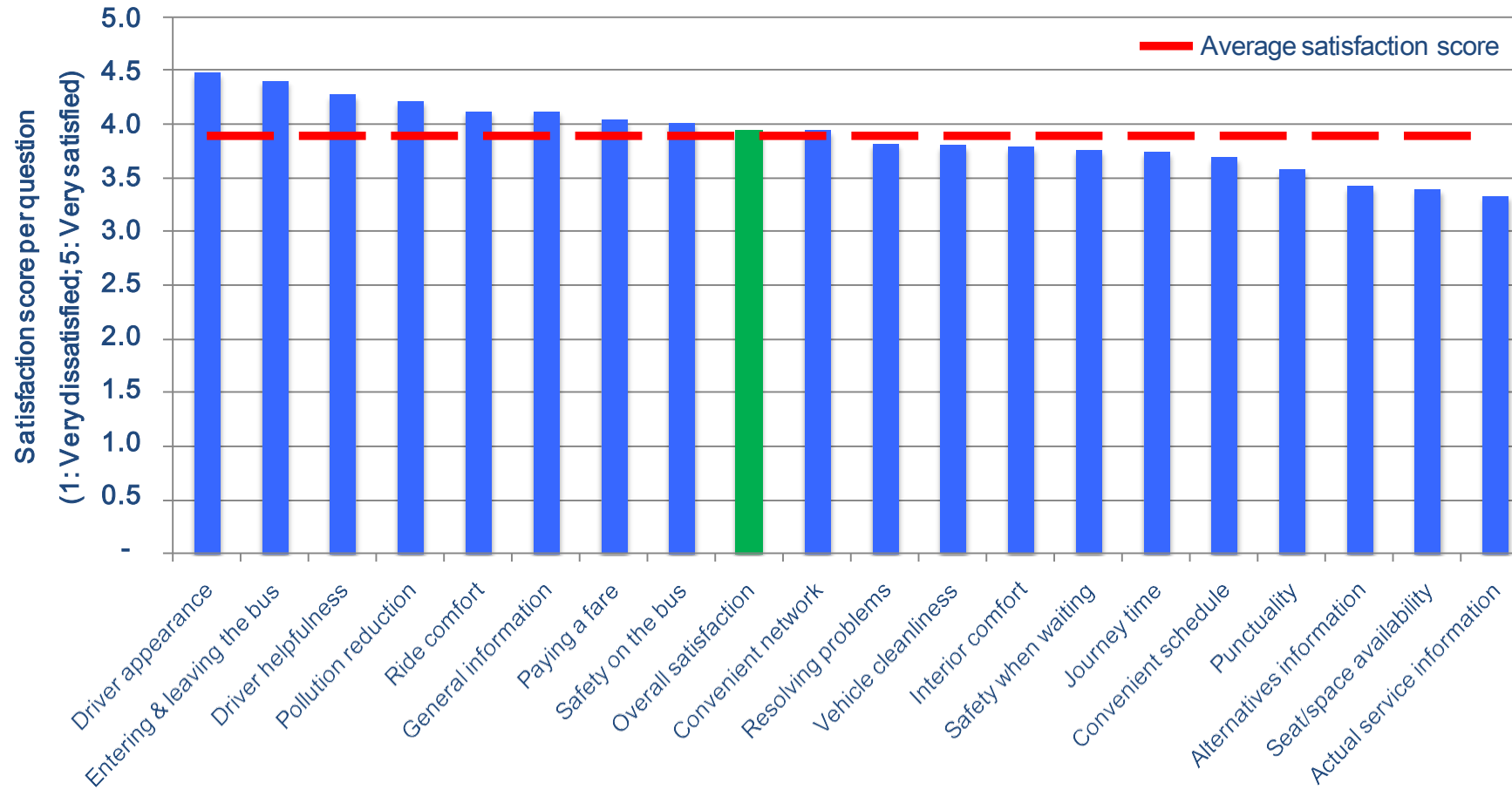


# Net Promoter Score Trends: Overall NPS 2014-2016



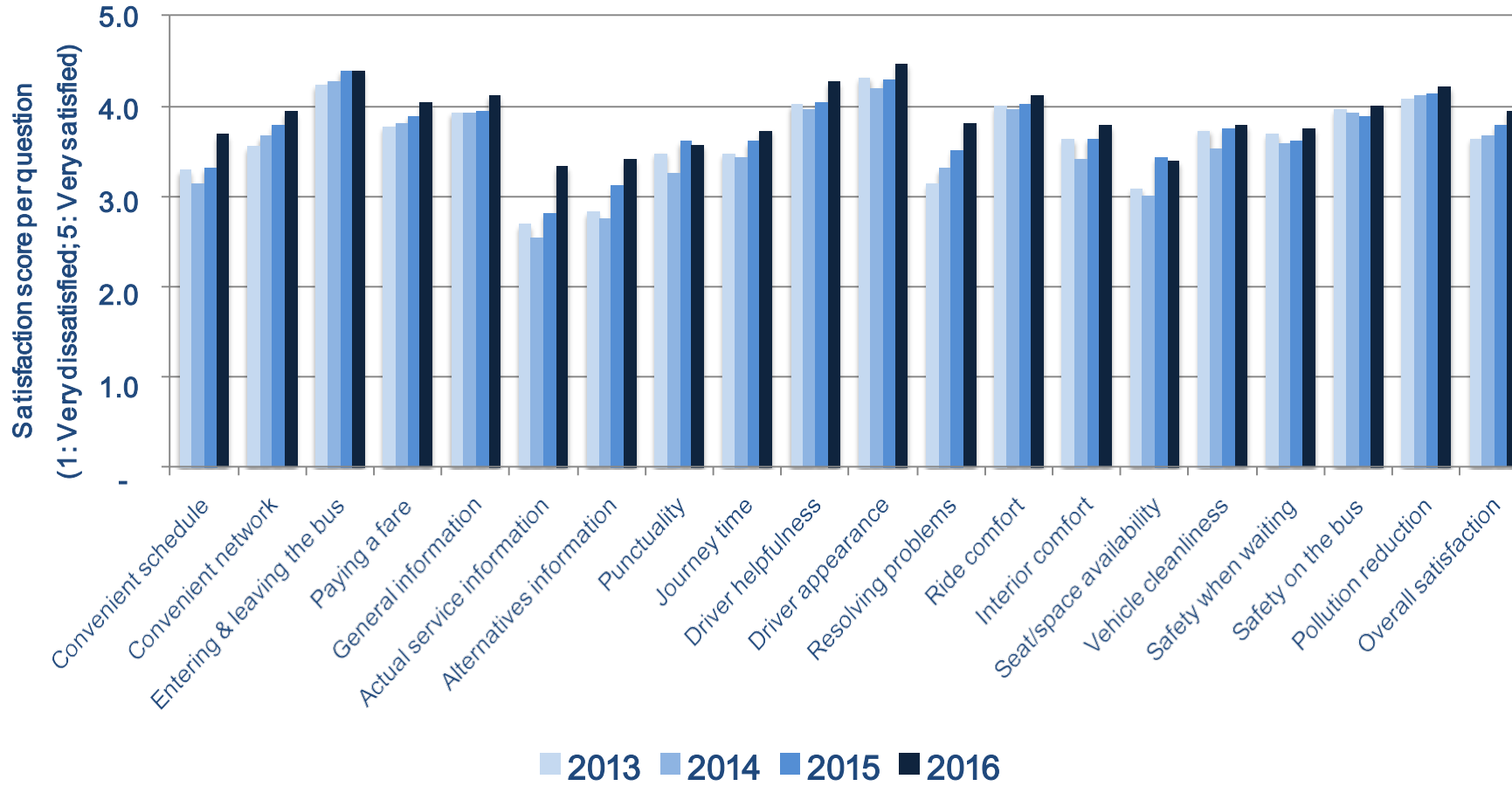
# LTD Eugene: Result of the ABBG Customer Satisfaction Survey 2016

## Levels of satisfaction for bus services - LTD Eugene



# LTD Eugene: Result of the ABBG Customer Satisfaction Survey Trends

## Levels of satisfaction for bus services - LTD Eugene



## AGENDA ITEM SUMMARY

**DATE:** November 16, 2016

**ITEM TITLE:** MONTHLY GRANT REPORT

**PREPARED BY:** Christina Shew

**ACTION REQUESTED:** None; information only.

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### BACKGROUND:

The Grant Report 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. The source of the information is the Transit Award Management System (TrAMS) and Oregon Public Transit Information System (OPTIS). All grant totals are reported as of October 30, 2016.

1. [OR-03-0128-00 | FY14 5309 B West Eugene EmX Extension](#)

Current Status: Active (Executed)

This grant was awarded for \$1,546,565 using FY 2014 Section 5309 funds for the purchase of systems and rolling stock for the West Eugene EmX Extension (WEEE) project. The bus under this grant was purchased in tandem with OR-04-0048 (October 2015) and is currently in service. This grant is in tandem with OR-03-0127, OR-04-0048 (purchase of six articulated hybrid-electric buses), and OR-39-0008.

49 USC 5309 - Bus and Bus Facilities (FY 2005 and prior)	\$1,546,565
Local	\$ 386,641
Total Eligible Amount	\$1,933,206

Unliquidated balance	\$ 541,233
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2. [OR-04-0048-00 | FY14 5309 B West Eugene EmX Extension](#)

Current Status: Active (Executed) - Grant Closeout processed July 29, 2016

This grant was awarded for \$5,221,660 using FY 2014 Section 5309 funds for the acquisition of rolling stock for the West Eugene EmX Extension (WEEE) project. This grant is in tandem with OR-03-0127, OR-03-0128 (purchase of one bus), and OR-39-0008. The grant closeout will be validated once TrAMS has reopened for FY 2017.

49 USC 5309 - Bus and Bus Facilities (FY 2006 forward)	\$5,221,660
Local	\$1,305,415
Total Eligible Amount	\$6,527,075

Unliquidated Balance \$0

3. [OR-39-0008-00 | FY14 5339 AA for West Eugene EmX Extension](#)

Current Status: Active (Executed)

This grant was awarded for \$1,834,000 using FY 2014 Section 5339 Alternatives Analysis funds and \$15,000,000 in FY 2014 using Section 5339 Alternatives Analysis funds. The grant funds right-of-way acquisition and professional services for the West Eugene EmX Extension (WEEE) project. This grant is in tandem with OR-03-0127, OR-03-0128 (purchase of one bus), and OR-04-0048 (purchase of six articulated hybrid-electric buses).

49 USC 5339 - Alternatives Analysis Program (FY 2012 and Prior)	\$16,834,000
Local	\$ 4,208,500
Total Eligible Amount	\$21,042,500

Unliquidated Balance \$ 1,399,344

4. [OR-03-0127-00 | FY14 & 15 5309 CIG for West Eugene EMX Extension](#)

Current Status: Active (Executed)

This grant was awarded for \$821,254 using FY 2014 Section 5309 Capital Investment Grant (CIG) funds and \$50,576,520 in FY 2015 using Section 5309 CIG funds. These funds will be used for project development (including design, right-of-way acquisition, and utility relocation) and construction and implementation of the West Eugene EmX Extension (WEEE) project. This grant is in tandem with OR-03-0128 (purchase of one bus), OR-04-0048 (purchase of six buses), and OR-39-0008.

49 USC 5309 - New Starts	\$51,397,774
Local	\$12,849,445
Total Eligible Amount	\$64,247,219

Unliquidated Balance \$22,955,086

5. [OR-90-X179-02 | 13/14/15 5307 PM/Equipment/Construction/Security](#)

Current Status: Active (Executed)

This grant was awarded for computer software, facility improvements, security improvements, and support vehicles. Preventive Maintenance activities were also funded for FY 2014-15 and 2015-16. Other than Preventive Maintenance, the project is ongoing.

49 USC 5307 - (MAP 21) Urbanized Area Formula (FY 2013 and forward)	\$13,457,460
Local	\$ 3,364,366
Total Eligible Amount	\$16,821,826

Unliquidated Balance \$ 206,934

6. [OR-04-0049-00 | FY14 5309 Ladders - Vehicles & Equipment](#)

Current Status: Active (Executed)

The grant was awarded for the purchase of 11 replacement accessible services vehicles (8 Eldorado Aerotechs and 3 minivans) utilizing the State of Oregon Pricing Agreement #4729. The grant also funds security cameras for existing accessible services vehicles. LTD anticipates that the necessary equipment for the video surveillance upgrades will be received and installed by the end of this year at which time grant closeout activities will be initiated.

49 USC 5309 - Bus and Bus Facilities (FY 2006 forward)	\$1,064,145
Local	\$ 209,355
Total Eligible Amount	\$1,273,500

Unliquidated Balance \$ 219,645

7. [OR-16-X045-00 | 13/14 5310 Accessible Services Vehicles](#)

Current Status: Active (Executed)

This grant was awarded for the purchase of six (6) Accessible Services vehicles (five (5) Eldorado Aerotechs and one (1) EK Coaches Spirit of Mobility). Two (2) vehicles have been purchased, and the procurement of the remaining vehicles should be completed by the end of the year.

49 USC 5310 - (MAP 21) Formula Grants for Enhanced Mobility of Seniors & Individuals with Disabilities	\$474,358
Local	\$ 83,710
Total Eligible Amount	\$558,068

Unliquidated Balance \$304,871

8. [OR-37-X024-00 | 12 5316 JARC Mobility Management](#)

Current Status: Active (Executed)

This Job Access and Reverse Commute (JARC) grant funds ongoing Mobility Management (transportation assessments, transit training and host services).

49 USC 5316 - JARC/TEA-21 3037	\$171,819
Local	\$ 42,955
Total Eligible Amount	\$214,774

Unliquidated Balance	\$ 45,941
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9. [OR-57-X014-00 | 12 5317 New Freedom Mobility Management](#)

Current Status: Active (Executed)

This New Freedom grant funds ongoing Mobility Management (in-person transportation assessments and transit training and host services).

49 USC 5317 - New Freedom	\$78,524
Local	\$19,631
Total Eligible Amount	\$98,155

Unliquidated Balance	\$50,291
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10. [OR-57-X012-01 | FY 10, 11 New Freedom](#)

Current Status: Active (Executed)

This New Freedom grant funds Mobility Management (in-person transportation assessments and transit training and host services). Grant close-out activities are in progress.

49 USC 5317 - New Freedom	\$154,843
Local	\$ 38,711
Total Eligible Amount	\$193,554

Unliquidated Balance	\$ 1
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11. [OR-04-0038-00 | 2011/2012 5309 SGR Bus Replacement](#)

Current Status: Active (Executed)

This grant was awarded for the purchase of three (3) replacement articulated hybrid-electric buses and approximately six (6) replacement 40-foot hybrid-electric buses. The first 40-foot hybrid-electric bus is scheduled to be delivered by New Flyer by the end of November 2016.

49 USC 5309 - Bus and Bus Facilities (FY 2006 forward)	\$5,500,000
Local	\$1,375,000
Total Eligible Amount	\$6,875,000

Unliquidated Balance	\$3,111,161
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12. [OR-39-0007-00 | 2011 5339 Main Street-McVay Planning](#)

Current Status: Active (Executed)

This grant funds a transit improvement planning study along the Main Street-McVay Corridor in Eugene-Springfield. The project has essentially been completed; closeout activities are being initiated.

49 USC 5339 - Alternatives Analysis Program (FY 2012 and Prior)	\$750,000
Local	\$187,500
Total Eligible Amount	\$937,500

Unliquidated Balance	\$ 2,491
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13. [OR-95-X055-02 | 13/14/15 STP Mobility Management/Planning/Bus/Construction/PM](#)

Current Status: Active (Executed)

This grant was awarded for replacement of rolling stock, transit corridor planning, and ongoing mobility management, including marketing and outreach for car/van/bike sharing/group pass programs. LTD is working with the FTA and ODOT for the transfer of Surface Transportation Program (STP) funds into the FTA Section 5307 program for ongoing mobility management programs. Preparation of a new grant for these funds is in progress.

49 USC 5307 - Urbanized Area Formula (FHWA transfer FY 2007 forward)	\$5,649,011
Local	\$ 646,554
Total Eligible Amount	\$6,295,565

Unliquidated Balance	\$2,102,781
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14. [OR-95-X035-00 | 2012 STP - PM, TDM/Rideshare](#)

Current Status: Active (Executed)

This grant funds ongoing Rideshare (Safe Routes to School) activities.

49 USC 5307 - Urbanized Area Formula (FHWA transfer FY 2007 forward)	\$ 971,101
Local	\$ 76,810
Total Eligible Amount	\$1,047,911

Unliquidated Balance	\$ 38,241
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15. [OR-95-X030-01 | 11 STP - UO Station Renovation/SmartTrips](#)

Current Status: Active (Executed)

This grant was awarded for the University of Oregon Station Construction and Regional SmartTrips Program in the Gateway EmX Corridor. Closeout activities are currently in progress.

49 USC 5307 - Urbanized Area Formula (FHWA transfer FY 2007 forward)	\$2,190,000
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Local	\$ 250,655
Total Eligible Amount	\$2,440,655
Unliquidated Balance	\$ 263,097

16. [OR-04-0041-00 | 11 5309 VTCLI RideSource Call Center](#)

Current Status: Active (Executed)

This grant was awarded using 2011 5309B funds through the Veterans Transportation and Community Living Initiative (VTCLI). This grant funds the RideSource Call Center Systems Improvements. The project has encountered delays were due to sensitive HIPAA regulations, which have been addressed.

49 USC 5309 - Bus and Bus Facilities (FY 2006 forward)	\$1,088,000
Local	\$ 272,000
Total Eligible Amount	\$1,360,000
Unliquidated Balance	\$ 280,491

17. [OR-03-0122-01 | 07/08/09 5309 Small Starts Pioneer Parkway](#)

Current Status: Active (Executed)

This Small Starts grant award funds \$14,797,040 of the \$18,562,240 total project cost. This grant is to be used for the construction of the Pioneer Parkway EmX corridor and for one (plus) hybrid-electric articulated bus. LTD is processing a Budget Revision for the redirection of balances in various **ALIs** to fund the purchase of replacement vehicle(s). The replacement vehicles will be two new West Eugene EmX buses during the current 2016-2017 fiscal year.

49 USC 5309 - New Starts	\$29,597,040
Local	\$ 7,465,200
Total Eligible Amount	\$37,062,240
Unliquidated Balance	\$ 1,336,346

18. [OR-2016-020-00 | FY13 5339 Hybrid-Electric Bus Purchase](#)

Current Status: Active (Executed)

This grant award is for \$582,947 using FY 2013 Section 5339 funding for the purchase of one 60-foot articulated hybrid-electric bus to replace a bus that has met its useful life. This grant was awarded on September 21, 2016. This purchase aligns with LTD's diesel bus replacement plan that replaces buses after they have exceeded their useful life expectancy.

49 USC 5339 - (MAP 21) Bus and Bus Facilities Formula (FY 2013 & forward)	\$582,947
Local	\$145,736
Total Eligible Amount	\$728,683
Unliquidated Balance*	\$728,683

\*Note: No expenditures are reflected as this grant was just recently awarded.

**ADDITIONAL GRANT ACTIVITY:**

**Federal Transit Administration TrAMS Grant Applications**

LTD has submitted one grant application for bus purchases against existing formula appropriations from fiscal years ending 2013, 2014, and 2015.

**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**

LTD has been 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, and 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. No expenditures have occurred as this grant has not yet been executed through TrAMS.

**Federal Transit Administration Low or No Emission Vehicle Program Grant**

LTD has been awarded a grant through the Section 5339(c) Low or No Emission Vehicle Program grants program. The grant will cover \$3,479,675 to purchase zero-emission, battery-electric buses that will operate on bus routes servicing the Eugene and Springfield metropolitan areas. The required match is \$347,967 (10 percent). No expenditures have occurred as this grant has not yet been executed through TrAMS.

**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 has been awarded a grant from ODOT for \$134,652 to provide funding for the Springfield Safe Routes to Schools Program (SRTS), which continues the efforts to establish a long-term Safe Routes to Schools Program within the Springfield School District. The grant will cover \$132,652 of the \$267,079 project costs. The required \$134,427 match will be through the Springfield School District, with 10.27 percent of the match from ODOT STPU – Urban funds. The grant will pay for an SRTS coordinator, outreach, map printing, a portable speed reader, safety materials, and a small amount of pedestrian and bicycle safety in-class programming.

**PROPOSED MOTION:**       None

Q:\Reference\Board Packet\2016\November\Nov 16 Reg Mtg\Grant report summary AIS.docx

# Regional Transportation Options Program



Theresa Brand, Transportation Options Manager  
Point2point at Lane Transit District



# Purpose of Point2point

Develop & lead the regional transportation options services in the Central Lane



Point2point



# Why We Do This



- Supports LTD, regional and state transportation goals
- Promotes LTD Services
- Supports health and safety
- Improves air quality & reduces congestion in our community
- Supports the LTD's Vision Zero work
- Promotes mobility for all



# How Do We Do This?



# How We Do This



**Drive less.  
Connect.**

Matching people with places.



Point2point





# How We Do This



Point2point



# How We Do This



**LTD** | Point2point

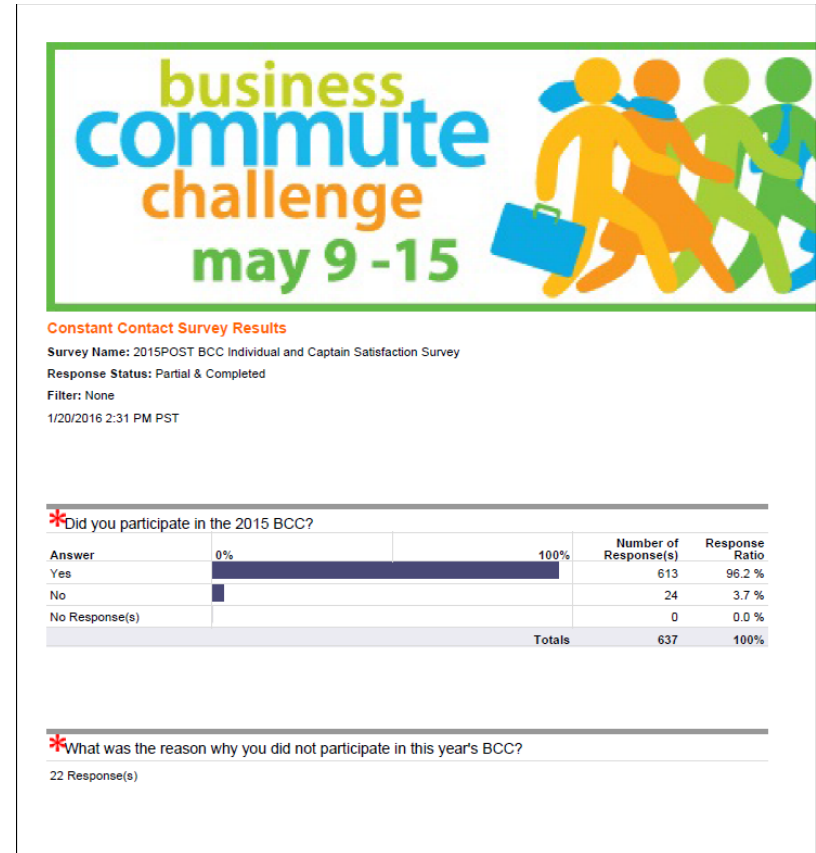
**LTD** | Point2point



# How We Know We Are Making A Difference

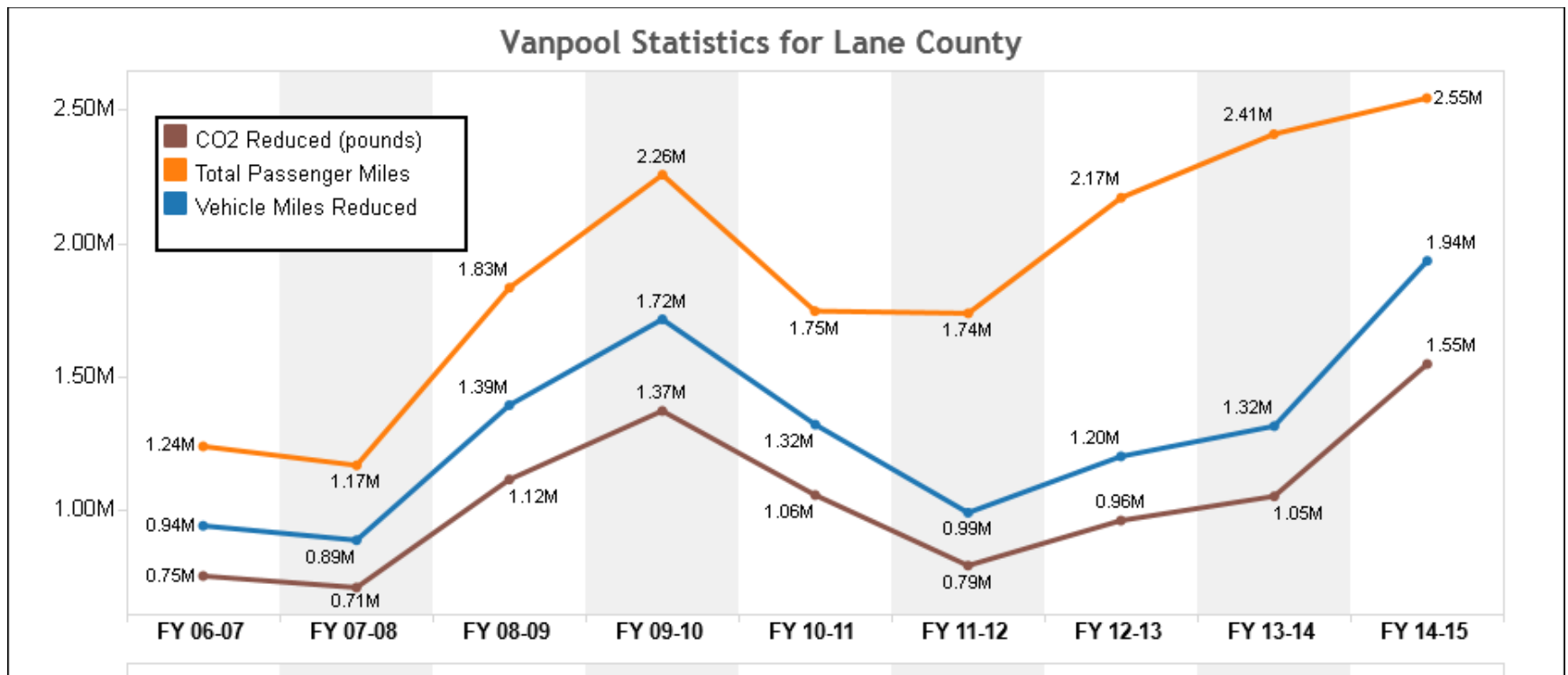
*We continually measure what we do*

- Program surveys
- Pre- and post-program surveys
- Participation numbers
- Social media - actions
- School classroom tallies



# Track Measurements Over Time

<http://lcog.org/887/Data-Portal>



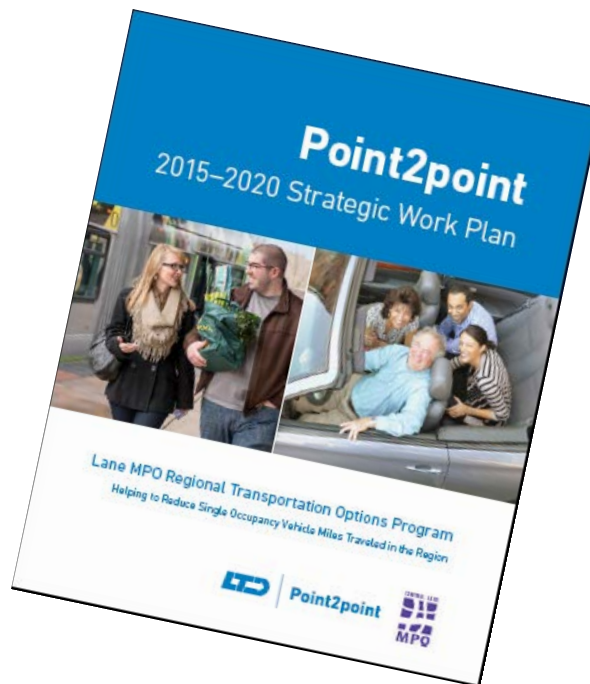
# Where We Are Headed

- Follow direction of the MPO RTOP & state TO plans
- Increased measurements and reporting
- Expansion of SRTS bike/ped education



# Where We Are Headed

- Enhanced employer efforts
- Support efforts of mayors challenge - Vision Zero work in region



# Questions?



Point2point



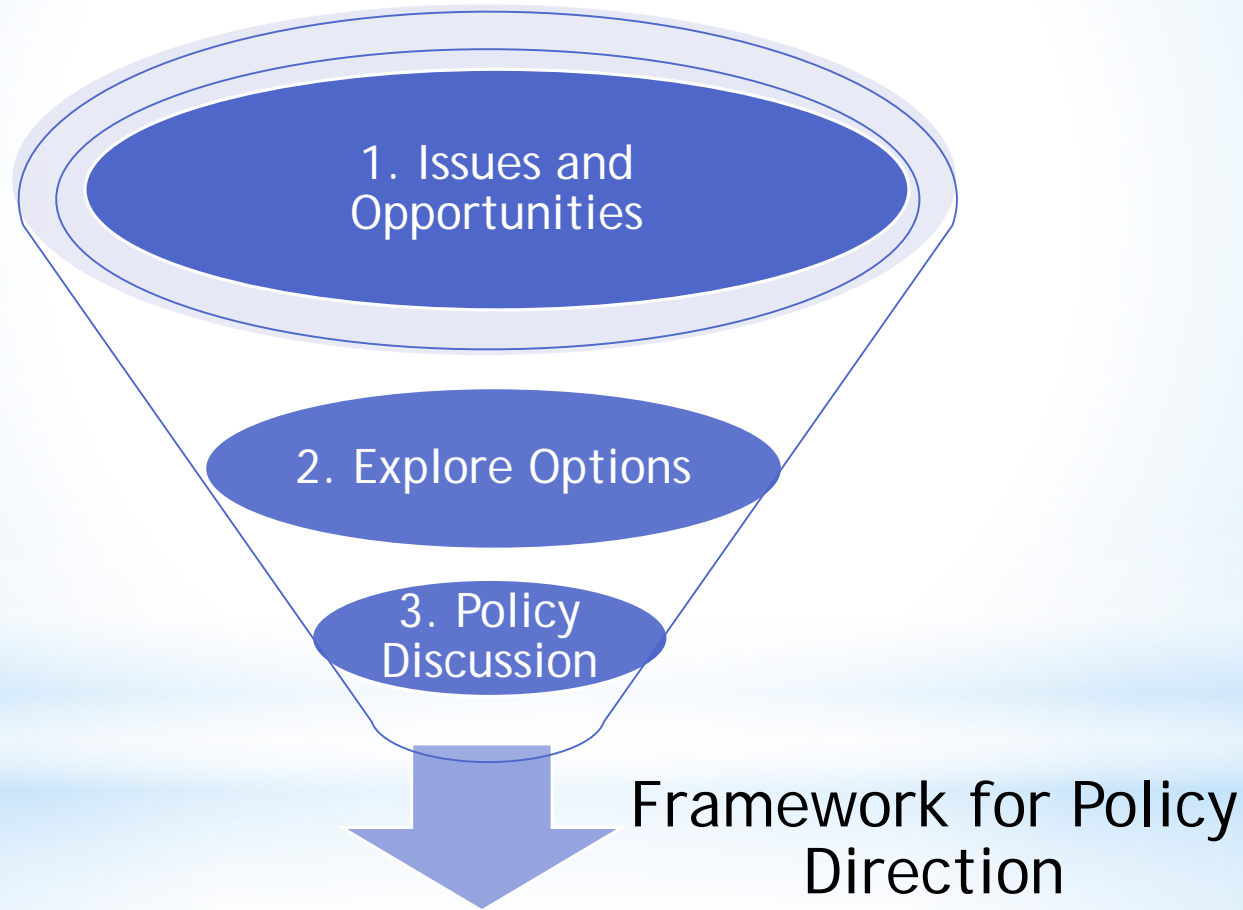


# Thoughtful Intention: Issues and Opportunities in Rural Transportation and LTD's Role

Tom Schwetz & Cosette Rees  
Lane Transit District  
Board of Directors Meeting  
November 19, 2016



# Three-Part Discussion on Rural Transportation

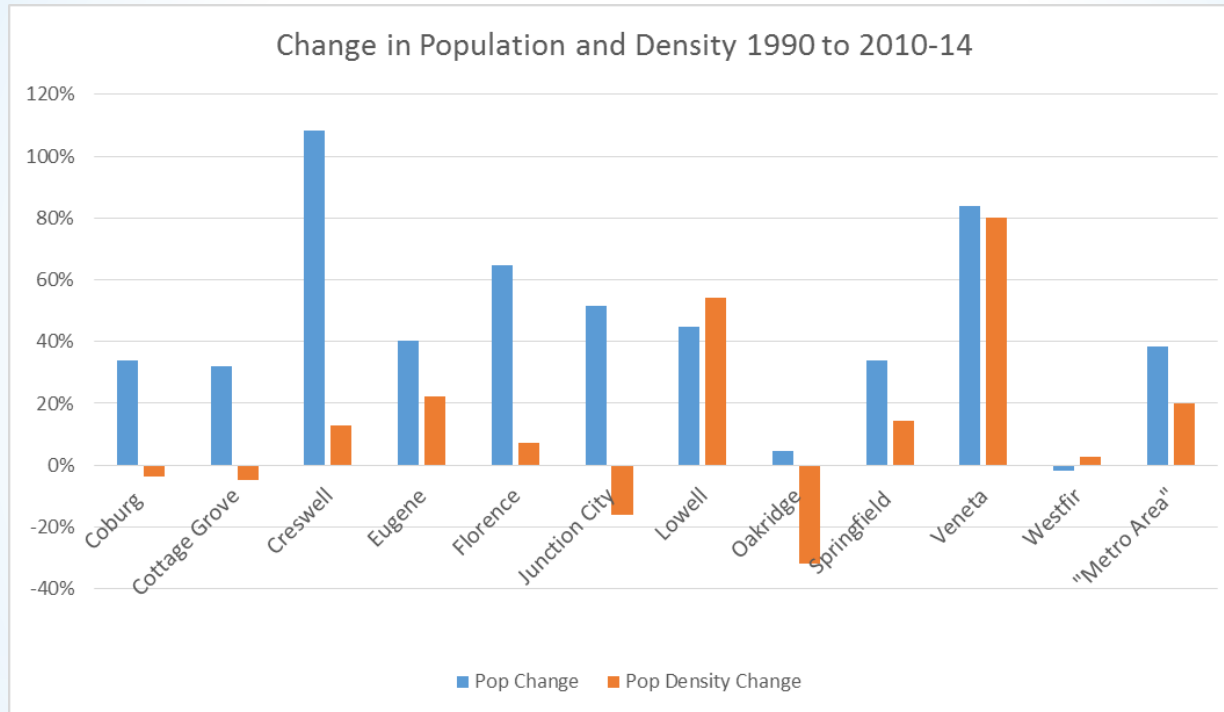


# Some Context

(2015 Data)

	Metro	Rural	Total
% Cost	92%	8%	100%
% Service Hours	92%	8%	100%
% Service Miles	87%	13%	100%
% Boardings	97%	3%	100%

# More Context



## Changing Needs for Access to:

- Jobs
- Services
- Education
- Social Connections

# Time for a Change?

Move from a:

“Set it and forget it” approach to rural service

To a:

“What are the different ways in which LTD might help foster improvements in rural transportation in Lane County?”



# What are the 'Sideboards'?

## Some Constraining Considerations:

- Existing Policy Structure
  - Federal, State, Local
- Cost Structure of Alternatives
  - Labor, Bus Size, etc.
- Funding Limitations
  - Small, specialized, 'fixed pie' pots of funding
  - Productivity-Coverage Tradeoffs
- Numerous Requests for Transit Options - How will we prioritize?
  - Florence to Eugene
  - Increase in 'Span' of existing service (nights and weekends)
  - Harrisburg, 'Yachats Gap'



# LTD's Long-Range Transit Plan

**GOAL 1:** Provide Attractive Travel Options to Improve Ease of Connectivity Throughout LTD's Service Area

**POLICY 1.6** Coordinate transit investments with local development planning for cities outside of the metropolitan area.

**DEFINITION AND INTENT:** Cities that surround the greater Eugene- Springfield area are continuing to grow, increasing transit demand to and from these communities. The intent of this policy is to be cognizant of the growth of cities outside the metropolitan area and to seek opportunities for co-investing in the improvement of the community.

**Strategy 1.6.A** Consider long-range plans of outlying communities to anticipate changes in the provision of transit service.



# FTA CIRCULAR FTA C 4710.1

## 6.8.1 Commuter Bus Service

Commuter bus is a common form of fixed route service but has a specific definition in the regulations, as follows:

*“Commuter bus service means **fixed route bus service**, characterized by service predominantly in one direction during **peak periods, limited stops**, use of multi-ride tickets, and **routes of extended length**, usually between the central business district and outlying suburbs. Commuter bus service may also include other service, characterized by a limited route structure, limited stops, and a coordinated relationship to another mode of transportation.” (See § 37.3.)*



# Shifting Our Approach



“To a man with a hammer, everything looks like a nail.”

— Mark Twain

## What are our existing tools?

- Fixed Route Service
- Transportation Options
- Technical Expertise
- Strong Partnerships and Collaborations

## What are Others Doing?

- North by Northwest
- West Salem Connector
- Multnomah Falls
- Lyft and Uber
- Bend area





Junction City

Coburg

Springfield

Eugene

Veneta

Creswell

Dexter/Lowell

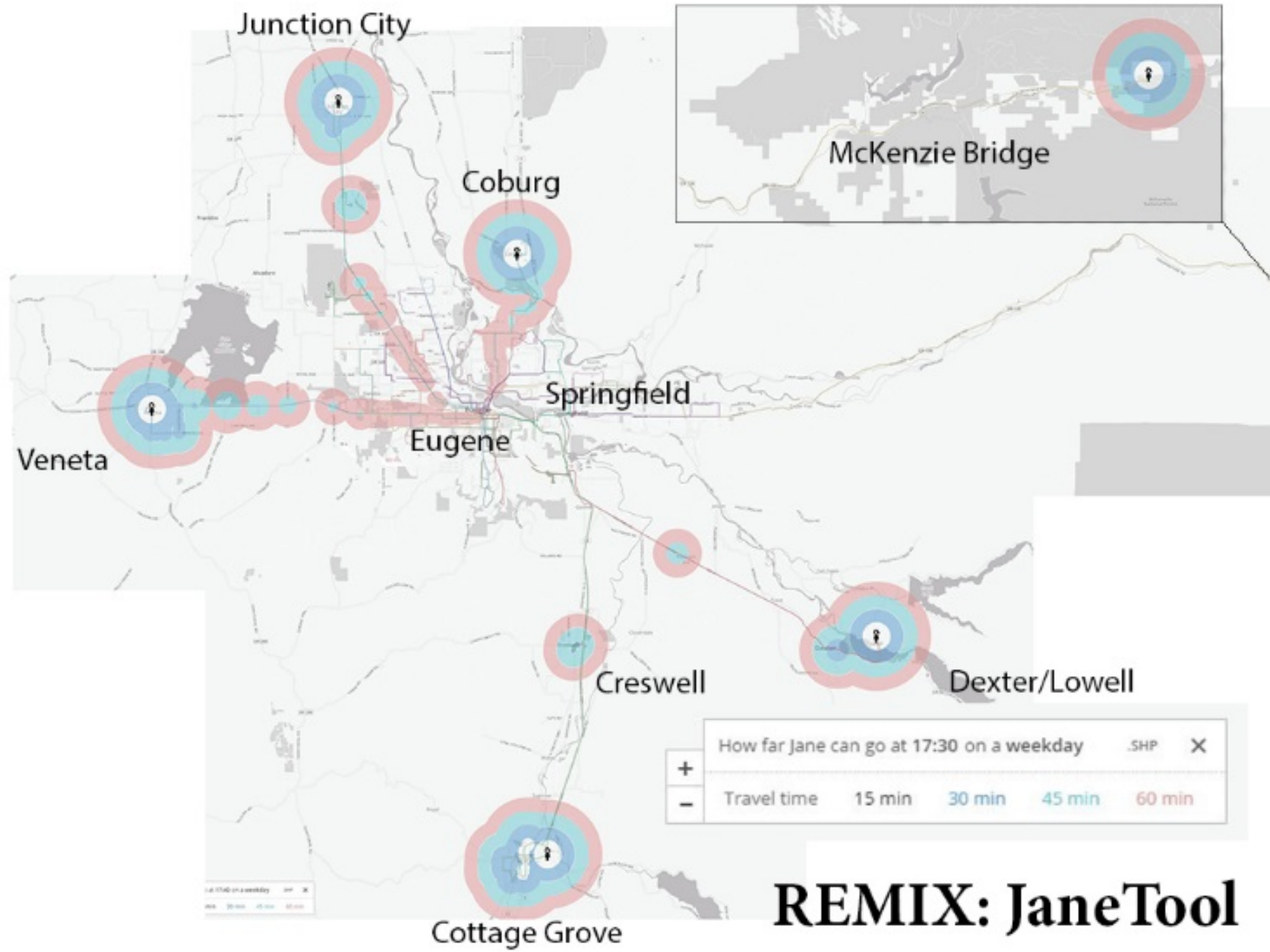
Cottage Grove

McKenzie Bridge

How far Jane can go at 17:30 on a weekday .SHP X

+  
- Travel time 15 min 30 min 45 min 60 min

# REMIX: JaneTool



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



\*Questions?



LTD.org

# The Secret of Planning

