



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

Monday, December 12, 2016

5:30 p.m.

LTD Board Room

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

A G E N D A

Page No.

I.	CALL TO ORDER		
II.	ROLL CALL		
	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 – JANUARY	(2 minutes)	8
VIII.	AUDIENCE PARTICIPATION	(10 minutes)	
	<ul style="list-style-type: none"> ◆ <i>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.</i> ◆ <i>Citizens testifying are asked to limit testimony to three minutes.</i> 		
IX.	ITEMS FOR ACTION AT THIS MEETING		
	A. Consent Calendar: Minutes of the November 16, 2016, Regular Board Meeting	(1 minute)	10
	B. Re-chartering the EmX Steering Committee as the Strategic Planning Committee [Tom Schwetz]	(15 minutes)	18

X. ITEMS FOR INFORMATION AT THIS MEETING

- A. Board Member Reports (10 minutes) 32
 - 1. Meetings Held
 - a. EmX Steering Committee – November 30
 - b. Metropolitan Policy Committee (MPC) – December 1
 - c. LTD Board Human Relations Committee – December 5
 - d. LTD Pension Trusts – December 7
 - e. Lane Council of Governments (LCOG) Board of Directors – December 8
 - 2. No Meeting/No Reports
 - a. Lane Area Commission on Transportation (LaneACT)
 - b. Accessible Transportation Committee (ATC)
 - c. LTD Board Finance Committee
 - d. Vision Zero Task Force
 - e. Main Street Projects Governance Team
 - f. MovingAhead Oversight Committee
 - g. LTD Board Service Committee
- B. Monthly Financial Reports – September (5 minutes)
[Aurora Jackson]
- C. RideSource Contractor Procurement (respond if questions)
[Collina Washington]
- D. Monthly Report of Executed Contracts – October/November (respond if questions)
[Collina Washington]
- E. Monthly Cash Disbursements – November (respond if questions) 74
[Ralph Lambert]
- F. Monthly Performance Reports – September/October (respond if questions) 80
[Aurora Jackson]
- G. Monthly Grant Report – September/October/November (respond if questions) 88
[Aurora Jackson]
- H. Monthly Department Reports – December (respond if questions)

XI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

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- A. 2017 Work Session Meeting Format (January)
- B. Rural Services Update (January)
- C. Lane Coordinated Public Transit – Human Services Transportation Plan (January)
- D. Designate Labor Negotiations Team (January)
- E. Accessible Transportation Committee Grant Allocation Recommendations (January/February)
- F. Trillium Update (February)
- G. Long-Range Transit Plan (February)
- H. TransitStat (February/March)
- I. Board Member Committee Assignments (February/March)
- J. Selection of Pension Trustee-elect (March)
- K. Environmental and Sustainability Management System Solar Analysis Report (March)
- L. Utility Consumption Report (Mach)
- M. American Bus Benchmarking Group (March)
- N. RideSource Contractor Procurement (April)
- O. MovingAhead Project Updates
- P. Main-McVay Project Updates

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

- A. Fare Management Technology (February)
- B. Draft Procurement Policies (February/March/April)
- C. Disadvantaged Business Enterprise (May)

XIII. EXECUTIVE SESSION PURSUANT TO ORS 192.660 (2)(i), to review and evaluate the employment-related performance of the LTD general manager. (30 minutes)

XIV. ITEMS FOR ACTION AT THIS MEETING cont.

- A. Board Human Relations Committee Recommendation: General Manager Performance Evaluation (5 minutes)
[Gary Gillespie, Roland Hoskins]

XIV. ADJOURNMENT

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

AGENDA ITEM SUMMARY

DATE OF MEETING: December 12, 2016

ITEM TITLE: COMMENTS FROM THE GENERAL MANAGER

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

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENTS: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 12, 2016

ITEM TITLE: ANNOUNCEMENTS AND ADDITIONS TO AGENDA

PREPARED BY: Jeanne Schapper, Clerk of the Board

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENTS: None

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 12, 2016

ITEM TITLE: BOARD CALENDARS

PREPARED BY: Jeanne Schapper, Clerk of the Board

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

BACKGROUND:

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

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

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

Q:\Reference\Board Packet\2016\December\Dec. 12 Special Board Meeting\BD Calendars AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: December 12, 2016

ITEM TITLE: JANUARY EMPLOYEE OF THE MONTH

PREPARED BY: Jeanne Schapper, Clerk of the Board

BACKGROUND:

Administrative Services Coordinator Jill Howard has been selected to receive the January 2017 Employee of the Month (EOM) award. Jill has been with LTD since 1992; and during that time, has received five Monthly Value awards and two Employee of the Month awards. Jill also is a founding member of the Employee Council and an active supporter of Relay for Life (R4L) and a member of LTD's R4L team.

Jill was nominated for this award by several employees who wished to recognize Jill for the leadership, thoughtfulness, and incredibly positive attitude she displays every day, and specifically displayed most recently as she implemented a new bid procedure for bus operators. Director of Operations Jake McCallum offers further details below of the process and of the appreciation that Jill's coworkers have for her efforts.

When learning that Jill had been named the EOM for December, Mr. McCallum said:

The previous bid process consisted of operators having to switch assignments and travel back and forth between their buses and the Glenwood facility in order to submit their bids. This week-long process required many more resources than normal day-to-day operations. At a minimum, the number of stand operators doubled, tied up all administrative vehicles, and required considerable overtime.

The new process implemented for fall consisted of an absentee bid system allowing operators to utilize two weeks of time to turn in their bid selections. Jill then regularly updated the information on a board in the Operator's Lounge and then posted it to SharePoint. This new process has been an incredible success for operators and the entire department.

Jill's drive, attitude, collaboration with the Amalgamated Transit Union, and her willingness to drop everything and support the drivers, led to this successful new bid process. This was a positive move for everyone involved.

All these wonderful things I have mentioned about Jill are not related to just this one event. She demonstrates a strong work ethic and provides support to everyone in the department each and every day.

While at times LTD may seem like Jill's home, she does enjoy life outside of LTD. She likes spending time with her four grandkids, reading, and traveling with Steve, her husband of an impressive 42 years.

On a personal note, I cannot begin to express my appreciation for Jill and the support she provides. Working with a dedicated, experienced professional that truly cares about the customer service that we provide internally and externally is a pleasure. Jill is truly deserving of this award.

AWARD:

Jill will attend the December 12 meeting to be introduced to the Board and to receive her award.

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 12, 2016

ITEM TITLE: CONSENT CALENDAR

PREPARED BY: Jeanne Schapper, Clerk of the Board

ACTION REQUESTED: Approval of Consent Calendar items

BACKGROUND:

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

The Consent Calendar for December 12, 2016, consists of approval of the minutes of the November 16, 2016, regular Board meeting.

ATTACHMENT: Minutes of the November 16, 2016, regular Board meeting.

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

LTD Resolution No. 2016-12-12-040; It is hereby resolved that the Consent Calendar for December 12, 2016, is approved as presented.

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MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, November 16, 2016

Pursuant to notice given to *The Register-Guard* for publication on November 10, 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, November 16, 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
Carl Yeh
A.J. Jackson, General Manager
Jeanne Schapper, Clerk of the Board
Lynn Taylor, Minutes Recorder

Absent: Angelynn Pierce

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

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Wildish cited a letter from complimented LTD employees for their caring attitudes.

COMMENTS FROM THE GENERAL MANAGER — Ms. Jackson noted that LTD's general counsel, Dwight Purdy, was in attendance at the meeting. She noted that marketing materials had been distributed to Board members, and she thanked the Board for its support of the District's outreach efforts.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — Mr. Wildish said Monthly Department Reports would follow Board Member Reports in order to facilitate a presentation on solar energy.

BOARD CALENDARS — Ms. Jackson briefly reviewed coming events and activities. She determined that Board members were willing to move the December monthly meeting from the 21st to the 12th.

EMPLOYEE OF THE MONTH — The Board recognized Engineering Technician Ana Hewitt as the December 2016 Employee of the Month. Mr. Wildish presented Ms. Hewitt with her award and thanked her for outstanding service and dedication to LTD's mission. Ms. Hewitt

thanked the Board for the honor and expressed her appreciation for her position with LTD and for her co-workers.

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

Rob Zako, Eugene, representing Better Eugene-Springfield Transit (BEST), invited Board members to attend a November 30, 2016, event sponsored by BEST and a number of community partners and featuring Jarrett Walker, an innovative, internationally recognized transit consultant. He said a report on community conversations would be released in December 2016 and a report on the travel time study BEST had conducted would be released in early 2017. Both reports would address ways to improve transit in the community.

ITEM FOR ACTION AT THIS MEETING

MOTION Consent Calendar — Ms. Grossman moved 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. Mr. Yeh provided the second. The Consent Calendar consisted of the Minutes of the October 10, 2016, Special Board Meeting/Work Session; Minutes of the October 19, 2016, Regular Board Meeting; support of the Go Oregon project; and the 2017 Oregon Ethics Law Best Practices Checklist.

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

Proclamation Honoring Eugene Mayor Kitty Piercy's Contribution to Transit — Mr. Wildish read the proclamation recognizing Mayor Piercy's 12 years of service and her steadfast support for public transit and the communities it serves.

MOTION Mr. Gillespie moved 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 attach Proclamation. Ms. Grossman provided the second.

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

Ms. Piercy thanked the Board for the recognition. She commended LTD for its long-range thinking, high quality service to the community, and collaboration with community partners-- particularly through the United Front initiative. She said the community would not be able to accomplish its goals without a good transportation system.

ITEMS FOR INFORMATION AT THIS MEETING

Board Member Reports — Mr. Nordin reported that the LaneACT (Area Commission on Transportation) had received a report from the Oregon Department of Transportation (ODOT) Aviation Division and a presentation from the Confederated Tribes of the Coos, Lower Umpqua, and Siuslaw Indians on its transportation system. He said the Confederated Tribes wanted to coordinate more closely with other agencies and jurisdictions, particularly LTD, for better service in western Lane County.

Mr. Yeh reported that the EmX Steering Committee was in the process of redefining its role, and a proposal would be presented to the Board at its December meeting. He also noted that the Vision Zero Task Force had drafted a vision statement for adoption by the Eugene City Council.

Mr. Gillespie reported that the Metropolitan Policy Committee (MPC) discussed support for the Oregon Metropolitan Planning Organization Consortium's priorities for a legislative transportation package, including the amount of an increase in the state gas tax, allocation of additional revenue, and use of the term "climate change." He said there was agreement to request a tax increase of 25-30 cents per gallon.

Monthly Department Reports — Ms. Jackson pointed out an error on page 91 of the agenda packet: the estimated cost of solar energy infrastructure per bus was \$164,400, not \$1,644,000. She said Development Planner Kelly Hoell would discuss the technical information in the report and questions the District should be asking about investing in solar infrastructure for charging LTD's electric vehicles.

Ms. Hoell said that BYD was the bus manufacturer for LTD's new all-electric vehicles, and BYD had provided worst case and likely case estimates for charging those vehicles. Factors included batteries and battery storage to hold energy, regardless of source, and solar panels to power the storage. She reviewed the calculations that were used to determine how much energy would need to be produced, based on two operational scenarios.

In response to a question from Mr. Nordin, Ms. Jackson clarified that the likely case assumptions were based on BYD's experience with users, and its knowledge of the industry and LTD's operations.

In response to a question from Mr. Yeh, Ms. Hoell said she was not certain if the Springfield Utility Board (SUB) had net metering policies similar to Eugene Water & Electric Board's (EWEB).

Mr. Yeh asked if it was useful to have battery backup in the event of an outage. Assistant General Manager - Service Delivery Mark Johnson said that might be desirable to have, but a cost analysis would need to be performed. Ms. Hoell said questions to explore in further research could include:

- The risk of having battery packs without investing in the solar panels to power them
- Use of just the battery packs for power storage
- Determining SUB's peak charges and options for mitigating peak load charges

- Determining the minimum battery backup system necessary for LTD's operations
- The size the electric vehicle fleet would be in the future (BYD estimates are based on 10 buses)
- The size and location of batteries and ease of expanding number of batteries as fleet expanded

Mr. Gillespie asked if there would be a separate charging stations for each bus and if the McKenzie Bridge bus would need to charge at some point on its route. Mr. Johnson said there would be five charging stations for the initial delivery of five buses. Ms. Hoell said the range for the 40-foot buses ordered from BYD was 130-180 miles, which would allow the McKenzie Bridge bus to complete its route without charging outside of the LTD facility.

Point2point Program Summary and Measurements — Transportation Options Manager Theresa Brand used a slide presentation to provide an overview of the Point2point program, which developed and promoted all of the available transportation options services in Central Lane County. Transportation options supported state, regional, and local goals around transportation, including health, air quality, mobility options, and maximizing the efficiency of the transportation system. She described the wide range of activities and initiatives employed by Point2point to achieve those goals.

Ms. Brand said the program's success was evaluated through measurements conducted throughout the year, and those were reported on a monthly and annual basis to local jurisdictions and agencies as well as the state. She said a variety of tools were used to conduct measurements, including pre- and post-participation surveys, participation numbers, social media touches and classroom tallies. She added that data was available online and updated annually.

Ms. Brand highlighted future action items in the Point2point 2015-2020 Strategic Work Plan and said that the program's efforts also would be guided by state and local plans, as well as state direction on new performance measures. She said staff would continue to seek new funding to expand program components such as Safe Routes to Schools' bike and pedestrian education efforts.

Several Board members commended the program and offered anecdotes about their experiences with Point2point activities. Ms. Brand thanked the Board for its support.

American Bus Benchmarking Group (ABBG) Update — Mr. Johnson presented the results of the fourth annual customer satisfaction survey conducted through the ABBG. He said the survey was conducted online and participation was voluntary; approximately 300 responses were received. The survey provided a snapshot of customer opinions at a specific point in time. He described the ABBG and said that increased interest by transit agencies in participating could prompt the membership to be split into two groups, probably organized around property size.

Mr. Johnson said LTD's performance in many the ABBG measures had improved each year since LTD joined the group. He reviewed the scores and rankings in a selection of the measures and responded to questions from Board members. He said that the next report to the Board would show a year-to-year comparison of LTD's performance. Current ABBG membership included a range of transit agencies from large to small, with several of a similar

size to LTD. The purpose of benchmarking was learning and peer-to-peer information share, as well as tracking incremental improvement.

Trillium Update — Mr. Johnson said it had been challenging to implement a process for paying the new amount that had been negotiated. He said all paperwork had been completed, the system tested, and the first checks were received the prior week. At this point, Trillium owed LTD \$1.2 million, and he anticipated that payments would now be received on a regular basis. He emphasized that payments would cover LTD's actual per-ride costs.

Rural Service Issues and Opportunities — Director of Planning and Development Tom Schwetz showed a comparison of costs, service hours, service miles, and boardings between metro and rural areas. He said that rural costs represented 8 percent of the total; service hours were 13 percent and boardings were 3 percent. He said that data had driven rural service decisions for the past 40 years, but many changes were occurring in outlying areas that required a different approach due to increased need for access to jobs, services, education, and social connections in the metro area.

Mr. Schwetz said the District faced some constraints in taking a different approach such as policy structure at the federal, state, and local levels; cost structures of alternatives; and funding limitations. He said that numerous requests for transit options that went beyond LTD's current operations, such as service to Florence, would need to be prioritized. The cities of Veneta, Cottage Grove, Creswell, Oakridge, and Junction City also were interested in expanded service.

Mr. Schwetz reviewed Goal 1 of the Long-Range Transit Plan, the specific policy for coordinating with cities outside the metro area and strategies for considering the plans of outlying communities and anticipating changes. He proposed shifting the approach to rural service and looking at how other districts were addressing the issue. Mr. Schwetz and Accessible and Customer Services Manager Cosette Rees described innovative arrangements that other districts used to provide access and connectivity.

Mr. Nordin commented that if Florence joined the transit district, it would be subject to the payroll tax and the additional revenue could help support service to and from the metro area. Ms. Rees said that could be part of a future conversation, as could LTD's role in providing that service. Mr. Schwetz suggested that the Board and staff could consider if adding communities such as Florence to the payroll taxing district would allow for greater or lesser flexibility in serving that area.

Mr. Gillespie and Mr. Nordin commented on the request from Oakridge to provide more service to facilitate trail bike tourism in the area. Mr. Gillespie added that he was discussing funding options with trail bike groups. Ms. Rees stated that LTD had been in discussions with Oakridge and recently added a mid-day trip between Eugene and Oakridge. Staff also were in discussions with Amtrak about making Oakridge an Amtrak destination.

Mr. Schwetz said there would be a follow-up session with the Board in January to further discuss rural service options.

Monthly Financial Reports — Ms. Jackson announced that the hiring of a permanent finance director and evolution of a variety of financial reports would now provide the Board with timely and accurate information to assist its decision-making.

Finance Director/CFO Christina Shew said she would facilitate meetings of the Board's Finance Committee to assure that staff were meeting the Board's need for financial information. She reviewed the structure of a handout titled *Revenue and Expenditures by Fund*. She noted that in addition to comparisons of year-to-date figures with budget, the report also included comments on key drivers for each fund.

In response to a question from Ms. Grossman regarding payroll tax revenues, Ms. Shew said that revenues were currently trending higher than anticipated and timing could be a factor. She said the budget did not adjust for seasonality, but that could be incorporated in future budgets and reports as trends became clear.

Ms. Jackson said that staff would continue to refine financial reports based on feedback from the Board. The explanatory information about key drivers was added to provide background on the analysis of all information that was used to compile reports.

Monthly Cash Disbursements - Mr. Nordin said there were payments to a number of consultants, but the information did not specify what services they provided. Ms. Jackson said that those questions could be asked of staff and explanatory information would be provided. As the process for controls and approval levels continued to develop, the Board would become more familiar with larger contracts.

Monthly Performance Reports — Ms. Jackson pointed out the positive ridership trend on fixed-route passenger boardings. She said RideSource ridership, which was a more expensive service to provide, had begun trending downward because the fixed-route system was helping to fill the gap.

Mr. Necker commented that the Transit Host program was a major factor in those trends.

Monthly Report of Executed Contracts — Mr. Wildish noted that an Executed Contracts report also had been distributed to the Board.

Monthly Grant Report — Ms. Jackson briefly reviewed the new report format, which she felt provided much better information than in previous reports. Board members agreed that the new report was very informative.

Board Member Requests for Future Information/Action Items — Mr. Gillespie asked that December financial reports include the percentage of Disadvantaged Business Enterprises (DBE) with which the District was doing business and how that had changed over the past year. Assistant General Manager - Administrative Services Roland Hoskins said it would be difficult to provide that report using the current system, but staff were reviewing the procurement system and developing more robust reporting capabilities. He said that a DBE report would be provided after the point that the Finance Department was fully staffed and the current project, Procurement System Review, was completed.

ADJOURNMENT - Mr. Wildish adjourned the meeting at 7:50 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Ed Necker
Board Secretary

Jeanne Schapper
Clerk of the Board

Date Approved: _____

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 12, 2016

ITEM TITLE: RE-CHARTERING THE EMX STEERING COMMITTEE AS THE STRATEGIC PLANNING COMMITTEE

PREPARED BY: Tom Schwetz, Director of Planning and Development

ACTION REQUESTED: Approval of Resolution

BACKGROUND:

At its July 19, 2016, meeting, the LTD Board of Directors directed staff to, *develop a broader range of responsibilities of the EmX Steering Committee to better align its efforts with the needs of the organization collaboratively with the existing EmX Steering Committee.* Following meetings by the Steering Committee and the LTD Board, a draft resolution was developed and subsequently reviewed by the Steering Committee at its meeting on November 30, 2016. The final draft resolution is attached for the Board's consideration.

A summary of highlights of this resolution is as follows:

1. The Steering Committee would be renamed the "Strategic Planning Committee."
2. The Committee would provide the LTD Board with *independent* advice on a range of issues, including but not limited to:
 - a. Development of the Frequent Transit Network
 - b. Making better connections for riders
 - c. Reducing trip and waiting times
 - d. Bridging the first and last mile
 - e. Creating safer ways to access service
 - f. Optimizing solutions for transit
3. The Committee's membership would be selected by the general manager, with the advice and consent of the Board, and broadened to include a diverse set of stakeholders.
4. The Committee would, with the advice and consent of the Board, be authorized to select its own chair from its membership, and develop other internal operating agreements.
5. The Committee would involve the public as needed to develop its recommendations to the Board.
6. The chair or other representatives of the Committee would be asked to attend LTD Board meetings as warranted to present recommendations, raise issues, and solicit additional direction.

The LTD Board is being asked to consider each of these provisions and make any changes prior to considering adoption of the resolution.

ATTACHMENT: Draft Resolution Re-chartering the EmX Steering Committee as the Strategic Planning Committee

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

LTD Resolution No. 2016-12-12-041; It is hereby resolved that the EmX Steering Committee be re-chartered as the Strategic Planning Committee, subject to the provisions included in the attached resolution.

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RESOLUTION NO. 2016-12-12-041

A RESOLUTION RE-CHARTERING THE EMX STEERING COMMITTEE AS THE STRATEGIC PLANNING COMMITTEE

WHEREAS, LTD has articulated the following values:

- LTD believes in providing people with the independence to achieve their goals, creating a more vibrant, sustainable, and equitable community;
- LTD collaborates internally and externally;
- LTD is committed to providing reliable transit services that address the needs of the community;
- LTD is committed to providing a viable alternative to the automobile through high-quality transportation options, programs, and services;
- LTD is committed to providing leadership in the development of the region's transportation system;

WHEREAS, LTD's Long-Range Transit Plan specifies the following goals and key policies:

- Provide attractive travel options to improve ease of connectivity throughout LTD's service area;
- Sustain and enhance economic prosperity, environmental health, and quality of life in the community through investment in transit service and infrastructure;
- Ensure equitable and accessible transit service throughout LTD's service area;
- Maintain and enhance safety and security of LTD's services;
- Use LTD's resources sustainably in adapting to future conditions;
- Engage the regional community in LTD's short- and long-term planning processes;
- Engage the community through broad and diverse collaboration;
- Establish working relationships with public, private, and non-profit organizations invested in community building;

WHEREAS, LTD is engaged with the City of Eugene, City of Springfield, Lane County, and the Oregon Department of Transportation to develop the Frequent Transit Network and make other improvements to the transportation system;

WHEREAS, LTD is pursuing multi-modal integration options, including bike share and other first/last mile connections;

WHEREAS, LTD is pursuing efforts to make the transit system, including connections to and from bus stops, safer for all roadway users;

WHEREAS, LTD, through Point2point, is making it easier to find safe, affordable, and planet-friendly ways to get from point to point;

WHEREAS, LTD is looking to refine its Long-Range Transit Plan with a ten-year implementation plan and a three-year funding plan;

THEREFORE, BE IT RESOLVED that the Lane Transit District Board of Directors:

- 1) Reestablishes the EmX Steering Committee as the Strategic Planning Committee to provide the LTD Board of Directors with advice focused on *strategic* issues distinct from advice provided on finance, budget, accessible services, human resources, and services by other existing committees.
- 2) Directs the Strategic Planning Committee to provide the LTD Board of Directors with *independent* advice on strategic planning issues related to advancing the goals of the Long-Range Transit Plan, including but not limited to, developing the Frequent Transit Network, making better connections, reducing trip and waiting times, bridging the first and last mile, creating safer ways to access service, and optimizing solutions for urban and rural areas.
- 3) Directs the LTD General Manager, with the advice and consent of the LTD Board of Directors, to appoint members of the Strategic Planning Committee to serve renewable two (2)-year terms. The Committee shall include at least two members of the LTD Board of Directors as well as representatives from its key partners: the Eugene City Council, Springfield City Council, Lane County Board of Commissioners, and Oregon Department of Transportation, but shall not include a quorum of any policymaking body. The Committee also should include a diverse set of stakeholders.
- 4) Authorizes the Strategic Planning Committee to select its own chair from its membership and to develop other internal operating agreements, with the advice and consent of the LTD Board of Directors.
- 5) Directs the Strategic Planning Committee to involve the public as needed to develop the Committee's recommendations.
- 6) Requests that the chair or other representatives of the Strategic Planning Committee attend LTD Board of Directors meetings, as warranted, to present recommendations, raise issues, and solicit additional direction.

Adopted by the Lane Transit District Board of Directors on this 12th day of December, 2016.

President, LTD Board of Directors

AGENDA ITEM SUMMARY

DATE OF MEETING: December 12, 2016

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Jeanne Schapper, Clerk of the Board

ACTION REQUESTED: None

BACKGROUND:

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

MEETINGS HELD:

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

1. **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 30 special meeting, the Committee finalized the draft resolution for the re-chartering of the EmX Steering Committee that is being submitted to the LTD Board for approval.
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 December 1 meeting, Point2Point gave an update on its programs and accomplishments; the Committee discussed the results of negotiations with the Oregon Department of Transportation (ODOT) to receive past due Congestion Mitigation and Air Quality (CMAQ) funds for Fiscal Years 2016, 2017, and 2018; the Committee heard from the Land Conservation and Development Commission about rulemaking on metropolitan transportation planning and greenhouse gas reduction targets; and Lane Council of Governments (LCOG) provided an update on the Metropolitan Planning Organization Safety Planning program and a presentation on the Oregon Transportation Forum draft legislative platform.
3. **LTD Board Human Relations Committee:** The Board Human Relations Committee is composed of Chair Gary Gillespie and Board members Julie Grossman and Gary Wildish, and generally meets on the third Monday of the month. A special meeting/executive session regarding the general manager evaluation was held on December 5; results of that meeting will be shared with the Board at its December 12 meeting.

4. **LTD Pension Trusts:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board Member Gary Gillespie serves as one of the trustees. At the December 7 meeting, the trustees of the Salaried Plan approved the new Travel Policy for its plan, and both plans received reports from RV Kuhns and the plan administrator.
5. **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 agenda items for the December 8 meeting included a presentation from League of Oregon Cities on the 2017 Legislative Session; a Congestion Mitigation and Air Quality (CMAQ) update; and the appointment and election of 2017 Executive Committee members.

NO MEETINGS HELD:

1. **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. The next meeting is scheduled to be held on December 14.
2. **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. The next meeting is scheduled to be held on December 20.
3. **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 is being scheduled for late January. The meeting's agenda will include discussion of the financial reports' structure, the Fare Policy, and employee cost comparisons.
4. **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 has not been scheduled.
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 Service Committee:** The Board Service Committee is composed of Chair Ed Necker and Board Members Gary Gillespie and Angelynn Pierce. Meetings are scheduled on an as-needed basis. The next meeting has not been scheduled.

AGENDA ITEM SUMMARY

DATE: December 12, 2016

ITEM TITLE: MONTHLY FINANCIAL REPORTS

PREPARED BY: Christina Shew, Director of Finance

ACTION REQUESTED: None

Please find attached the September 2016 YTD Financial Report. This report is a work in progress as staff redesign the financial reports with a goal of making them more meaningful, accurate, and timely. As part of this effort, staff plan to resume the Board Finance Committee meetings starting in the new calendar year. These meetings will allow deeper discussions on grant activity, detailed financial reporting and analysis, and sharing of Finance team activities (audit results, highlights/lowlights, Capital Improvements Program, etc.).

ATTACHMENTS: September 2016 Financial Reports

PROPOSED MOTION: None

Q:\Reference\Board Packet\2016\December\Dec. 12 Special Board Meeting\Financial Report AIS.docx

Lane Transit District

Revenue and Expenditure by Fund

11/30/2016

Fiscal Year: P3 2017 (September 30, 2016)

	Annual Budget	P3 YTD Budget	Actual	P3 % of annual budget	Year-To-Date through September 30, 2016		Comments
					P3 YTD B/(W) than Budget		
					(pts)	\$\$	

GENERAL FUND

General Fund Revenues	47,822,707	11,955,677	11,371,463	24%	-1 pts	(584,214)	A
General Fund Expenditures	47,103,258	11,775,814	11,066,989	23%	2 pts	708,826	B
General Fund Revenues higher/(lower) than expenditures	719,449	179,862	304,474				

NOTE: Excludes Transfers to Accessible Services, Medicaid & Capital funds as well as the Operating contingency and the self-insured liability reserve

A: General Fund revenues are \$0.6M unfavorable to budget P3 YTD FY17 (September). The key drivers for this are self employment taxes continuing to be lower than budget (\$0.4M), planned 5307 grants for Rideshare, SmartTrips & SafeRoutes (\$0.3M), Group Pass (\$0.2M), partially offset by favorable to budget for advertising (\$0.3M). Note: Self-employment taxes are seasonality related. In 2015 & 2016 self employment taxes were \$45K and \$86K Sept YTD respectively. Note: group pass unfavorable to budget is due to seasonality (low summer enrollment), favorable advertising is due to timing.

B: General Fund Expenditures are \$0.7M favorable to P3 YTD FY17 (September). The key drivers for this are: diesel fuel (\$0.5M) and lower administrative wages (\$0.2M) due to hiring timing

MEDICAID FUND

Medicaid Fund Revenues	11,630,347	2,907,587	1,236,254	11%	-14 pts	(1,671,332)	C
Medicaid Fund Expenditures	11,954,700	2,988,675	2,370,576	20%	5 pts	618,099	C
Medicaid Fund Revenues higher/(lower) than expenditures	(324,353)	(81,088)	(1,134,321)				C

NOTE: Excludes transfers from the general fund and operating contingencies. Budget shortfall is covered by the following: Beginning working capital (\$0.2M) & operating contingency (\$0.1M)

C: Medicaid revenues are lower than expenditures by \$1.1M P3 YTD FY17 (September). 100% of this is due to a backlog of medical claims reimbursements. For this Medicaid fund, the majority of the expenditures should be reimbursed. Ideally the YTD revenues net of expenditures would be ~\$0.

Lane Transit District

Revenue and Expenditure by Fund

11/30/2016

Fiscal Year: P3 2017 (September 30, 2016)

	Year-To-Date through September 30, 2016						Comments
	Annual Budget	P3 YTD Budget	Actual	P3 % of annual budget	P3 YTD B/(W) than Budget		
					(pts)	\$\$	

ACCESSIBLE SERVICES FUND

Accessible Services Fund Revenues	4,462,404	1,115,601	611,037	14%	-11 pts	(504,564)	E
Accessible Services Fund Expenditures	7,053,395	1,763,349	1,426,306	20%	5 pts	337,043	F
Accessible Services Fund Revenues higher/(lower) than expenditures	(2,590,991)	(647,748)	(815,269)				

NOTE: Excludes transfers from the general fund and operating contingencies. Budget shortfall is covered by the following: a planned \$2.5M transfer from the General Fund, a beginning working capital balance (\$0.2M) & an operating contingency (\$0.1M)

E: Accessible services revenues are \$0.5M unfavorable to budget P3 YTD FY17 (September). The primary drivers are: 1) Special Transportation Fund (STF) (\$0.3M), 2) FTA 5310 funds (\$0.2M). These discretionary grant programs are in the application process and will be applied for by February 17, 2017. Annual budget for the STF in district and the 5310 grants are \$1.1M and \$1.0M respectively

F: Accessible services expenditures are \$0.3M favorable to budget P3 YTD FY17 (September). The primary driver is lower program costs driven by a YTD decrease in both SMS/ADA (down 10.2% vs. FY16) and Ridesource/All programs (down 5.9% vs FY16) rides.

CAPITAL PROJECTS FUND

Capital Projects Fund Revenues	47,196,140	11,799,035	8,528,628	18%	-7 pts	(3,270,407)	G
Capital Projects Fund Expenditures	62,605,772	15,651,443	11,614,530	19%	6 pts	4,036,913	H
Capital Projects Fund Revenues higher/(lower) than expenditures	(15,409,632)	(3,852,408)	(3,085,902)				

NOTE: Excludes transfers from the general fund (\$18.5M) and reserve for future capital (\$3.1M) which cover the budgeted shortfall

G: Capital projects fund revenues are \$3.3M unfavorable to budget P3 YTD FY17 (September) due to grants still in the application or drawdown process

H: Capital projects fund expenditures are \$4.0M favorable to budget P3 YTD FY17 (September) due to project and associated payment timing. Specific large projects that contributing to the favorability were: the 40' low floor buses (\$1.8M), River Road station (\$1.0M), Bus parking lot (\$0.8M), Willow Creek Station (\$0.5M). Favorability is due to a slowdown in construction activities during the winter.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 12, 2016

ITEM TITLE: RIDE *SOURCE* CONTRACTOR PROCUREMENT

PREPARED BY: Collina Washington, Procurement Manager, and
Cosette Rees, Customer and Accessible Services Manager

ACTION REQUESTED: None; information only.

BACKGROUND:

In January 2017, Lane Transit District (LTD) will begin soliciting proposals from qualified firms to operate its Ride*Source* transportation and brokerage services. These services include the following:

- Transportation services that are designed to meet the needs of older adults, people with disabilities, and people with low incomes
- Assurance of eligibility and compliance via mobility management as required by funding and human service agencies
- Origin-to-destination transportation that complies with the Americans with Disabilities Act (ADA) for eligible persons traveling in the Eugene-Springfield area
- Coordination of Medicaid non-emergency medical transportation (NEMT) for Lane County and adjacent portions
- Auxiliary services under LTD's Ride*Source* program
- A centralized call center that incorporates ADA, Medicaid NEMT, and smaller human services transportation into an established regional network of public and private transportation providers

The contract with the current provider, Special Mobility Services, will expire on June 30, 2017. To ensure a relatively seamless transition between providers, staff have established the following timeline:

Solicitation Release	Week of January 2, 2017
Pre-proposal Conference / Site Visit	February 1, 2017
Final Requests for Clarifications Due	February 10, 2017
Responses to Clarifications Due	February 17, 2017
Proposals Due	March 1, 2017
Interview of Shortlisted Firms	Week of March 20, 2017
Notice of Intent to Award Contract	March 31, 2017
Recommendation for Award / Board Approval	April 19, 2017

LTD has expended an average \$5.3 million annually for these services over the last 14 years. Due to the total contract value, staff will request that the Board of Directors authorize the general manager to enter into a contract with the successful proposer.

ATTACHMENT: None.

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2016\December\Dec. 12 Special Board Meeting\Ridesource Contractor Procurement Report AIS.docx

AGENDA ITEM SUMMARY

DATE OF MEETING: December 12, 2016

ITEM TITLE: MONTHLY REPORT OF EXECUTED CONTRACTS

PREPARED BY: Collina Washington, Procurement Manager

ACTION REQUESTED: None; information only.

BACKGROUND:

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

ATTACHMENTS: Executed Contracts – October/November 2016

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2016\December\Dec. 12 Special Board Meeting\Contract Report AIS.docx

LANE TRANSIT DISTRICT
EXECUTED CONTRACTS

October-November 2016

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	NOTES
WEE Complimentary Group Passes							
10/11/2016	Talecris Plasma	West Eugene EmX Community Outreach	Group Pass	Sep - Dec 2016	Project Specific	\$ 70.32	Agreement for up to 43 total employees; 1 employee participating
10/5/2016	Ashley's	West Eugene EmX Community Outreach	Group Pass	Sep - Dec 2016	Project Specific	\$ 70.32	Agreement for up to 3 total employees; 1 employee participating
11/17/2016	Burger King	West Eugene EmX Community Outreach	Group Pass	Dec 2016 - Jun 2017	Project Specific	\$ 210.96	Agreement for up to 8 total employees; 2 employees participating
Contracts							
11/3/2016	Silke Communications	FCC Channel Services for the Blanton Heights Tower Sites	Service Agreement	Jul 1, 2016 - Jun 30, 2017	Annual	\$ 1,511.16	Automatic renewal
11/22/2016	Trapeze Software Group	TransitMaster Software and Equipment Maintenance Agreement	Service Agreement	Oct 1 - Mar 2017	Extension	\$ 110,600.00	Extension for the purpose of allowing time to negotiate cost and terms and conditions for the software and equipment upgrade
11/3/2016	Silke Communications	M/W Link from Blanton to Hagen; Service and Maintenance for FCC Channel on Springfield Site	Service Agreement	Jul 1, 2016 - Jun 30, 2017	Annual	\$ 1,926.70	Automatic renewal
10/27/2016	Lane County School District - 4J	Sales Outlet Services for the Sale of Monthly Passes	Sales Outlet Agreement	Jan 1 - Dec 31	Annual	\$ -	Outlets are billed for the number of passes sold each month based upon number of passes provided and sales report.
10/18/2016	Thomas Reuter	Background Report Services	Service Agreement	Oct 1 - Sep 30	Biannual	\$ 5,342.40	Background investigations services utilized by Public Safety and Human Resources
11/22/2016	City of Florence	IGA for Rhody Express Transportation Service	IGA	Jul 1, 2016 - Jun 30, 2017	Annual	\$ 32,000.00	Florence reimburses LTD for provision of these services.
11/28/2016	Pearl Buck Center Incorporated	Provision of Transportation Services (RideSource) for the Families with Special Needs Program	IGA	Jul 1, 2016 - Jun 30, 2017	Annual	\$ 66,300.00	
11/28/2016	Special Mobility Services	Provision of ADA/Paratransit and other Brokerage Services for the RideSource Program	Extension	Jul 1, 2016 - Jun 30, 2017	Annual	\$ 5,460,459.88	Final extension of this service
11/22/2016	City of Oakridge	IGA for Diamond Express (Community Service Transportation)	IGA	Jul 1, 2016 - Jun 30, 2017	Annual	\$ 12,000.00	Oakridge reimburses LTD for provision of these services.
10/6/2016	State of Oregon	Agreement with the State of Oregon Related to Provision of Services to the Developmentally Disabled	IGA	Jan 1 - Dec 31	Annual	Based upon level of service provided	Reinstatement and amendment to IGA with State
11/17/2016	Lobby Oregon	State Lobbying Services	Professional Services	Nov 2016 - Jun 2017	Annual	\$ 36,000.00	Amendment to indicate approval of rate increase for FY 2015-16. Net increase to contract is \$6000.
11/30/2016	Lane Council of Governments	IGA for the Provision of Services Related to the FY 2016-2017 Unified Planning Work Program and Addendum to the UPWP	IGA	Oct 1, 2016 - Sep 30, 2017	Project Specific	\$ 35,000.00	Contract value is indicative of the amount LTD is to be reimbursed by LCOG. The total project budget is \$39,006. LTD will contribute the balance of the project budget as match to the FHWA grant funding the project.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 12, 2016

ITEM TITLE: MONTHLY CASH DISBURSEMENTS

PREPARED BY: Ralph Lambert, Controller

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENTS: November 2016 Cash Disbursements

PROPOSED MOTION: None

Q:\Reference\Board Packet\2016\December\Dec. 12 Special Board Meeting\Cash Disbursement AIS.docx



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94045	11/03/2016	AMAL TRANSIT UNION #757	15,967.64
94046	11/03/2016	BARRETT BUSINESS SERVICES INC	1,248.00
94047	11/03/2016	BETHEL SCHOOL DISTRICT #52	7,558.87
94048	11/03/2016	SHAWNA M BIGELOW	223.00
94049	11/03/2016	WILLIAM JOSEPH BRADLEY	324.50
94050	11/03/2016	BRATTAIN INTERNATIONAL TRUCKS	3,869.45
94051	11/03/2016	CENTURY LINK	1,186.11
94052	11/03/2016	CHAPTER 13 TRUSTEE	595.38
94053	11/03/2016	CHILD SUPPORT ENFORCEMENT AGCY	160.00
94054	11/03/2016	CINTAS CORPORATION	7,751.54
94055	11/03/2016	CITY OF EUGENE	2,000.00
94056	11/03/2016	CITY OF EUGENE	9,797.26
94057	11/03/2016	ENGINEERING DIVISION CITY OF SPRINGFIELD	4,714.60
94058	11/03/2016	COASTWIDE LABORATORIES	1,026.95
94059	11/03/2016	DAVID COLLIER	96.00
94060	11/03/2016	CONSUMER CASH	567.62
94061	11/03/2016	MACKENZIE I COWAN	96.00
94062	11/03/2016	CUMMINS-ALLISON CORP	577.00
94063	11/03/2016	WILLAMETTE COMM HEALTH SOLUTNS	1,950.00
94064	11/03/2016	EUGENE WATER & ELECTRIC BOARD	292,883.04
94065	11/03/2016	LYDIA FABIAN	96.00
94066	11/03/2016	FIRST AMERICAN TITLE COMPANY	92.00
94067	11/03/2016	MATTHEW FISHER	175.00
94068	11/03/2016	JEFFREY HADDEN	96.00
94069	11/03/2016	AURORA E. JACKSON	55.50
94070	11/03/2016	LYNAY M JARVIS	1,336.81
94071	11/03/2016	RALPH J LAMBERT	160.00
94072	11/03/2016	LANE COUNTY HUMAN RESOURCE	500.00
94073	11/03/2016	LANE COUNTY SCHOOL DISTRICT4J	19,980.94
94074	11/03/2016	LANE COUNTY TAX COLLECTOR	5,671.55
94075	11/03/2016	LIFEMAP ASSURANCE COMPANY	13,174.94
94076	11/03/2016	LOPEZ & ASSOCIATES, LLP	9,915.09
94077	11/03/2016	FRASER M MAC CARTNEY, JR	1,120.00
94078	11/03/2016	MAXIMUS UNLIMITED	327.50
94079	11/03/2016	JOSEPH C MCCORMACK	224.00
94080	11/03/2016	MCKENZIE SEW-ON	189.00
94081	11/03/2016	MCKENZIE WILLAMETTE MEDICAL	400.11
94082	11/03/2016	MIDWEST BUS	180.00
94083	11/03/2016	MILLIMAN INC.	20,012.78
94084	11/03/2016	CHERYL D MUNKUS	160.00
94085	11/03/2016	OREGON DEPARTMENT OF REVENUE	609.83
94086	11/03/2016	OREGON DEPT. OF TRANSPORTATION	2,391.58
94087	11/03/2016	PACIFICSOURCE ADMINISTRATORS,	389.65
94088	11/03/2016	COSETTE REES	160.00
94089	11/03/2016	RG MEDIA COMPANY	700.00
94090	11/03/2016	RICOH USA, INC.	386.49
94091	11/03/2016	SIX ROBBLEES' INC	686.50
94092	11/03/2016	SMALL WORLD AUTO CENTER, INC	2,203.57
94093	11/03/2016	BRET L SMITH	834.84
94094	11/03/2016	SPECIAL DISTRICTS INSURANCE SV	1,499.74
94095	11/03/2016	SPRINGFIELD MOTORS, INC.	209.94
94096	11/03/2016	ERNEST C TURNER	160.00
94097	11/03/2016	UNITED PARCEL SERVICE	600.00
94098	11/03/2016	VALLEY FREIGHTLINER, INC	205.10



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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
94099	11/03/2016	VERIZON WIRELESS	812.72
94100	11/03/2016	WHA INSURANCE AGENCY, INC.	662.15
94101	11/03/2016	WYATT'S TIRE COMPANY	173.75
94102	11/03/2016	DOUGLAS M. BARBER	6,000.00
94103	11/03/2016	BEDFORD FALLS, LLC	445.50
94104	11/03/2016	CH2M HILL, INC.	145,144.49
94105	11/03/2016	CJ FIRE PROTECTION, LLC	3,883.50
94106	11/03/2016	CUMMINS NORTHWEST, INC.	1,703.74
94107	11/03/2016	E-BID SYSTEMS, INC.	15,500.00
94108	11/03/2016	G4S SECURE SOLUTIONS (USA) INC	54,367.30
94109	11/03/2016	GLORIA, J GALLARDO	8,325.00
94110	11/03/2016	GILLIG CORPORATION	7,867.94
94111	11/03/2016	KUHN INVESTMENTS, INC.	19,363.53
94112	11/03/2016	LANE COUNCIL OF GOVERNMENTS	15,185.76
94113	11/03/2016	LTD & ATU PENSION TRUST	97,623.98
94114	11/03/2016	LTD SALARIED EMP. PENSION PLAN	97,585.24
94115	11/03/2016	MOHAWK MANUFACTURING & SUPPLY	1,231.57
94116	11/03/2016	MOTION & FLOW CONTROL PRD, INC	181.97
94117	11/03/2016	MUNCIE TRANSIT SUPPLY	2,273.11
94118	11/03/2016	MYRMO & SONS	1,461.50
94119	11/03/2016	NEW FLYER OF AMERICA, INC.	6,929.20
94120	11/03/2016	OFFICEMAX CONTRACT, INC.	576.28
94121	11/03/2016	PACIFICSOURCE HEALTH PLANS	529,856.39
94122	11/03/2016	THE PAPE GROUP	400.00
94123	11/03/2016	PARKEON, INC.	1,184.46
94124	11/03/2016	PARSONS BRINCKERHOFF, INC.	27,549.25
94125	11/03/2016	RICOH USA, INC.	4,782.30
94126	11/03/2016	ROADRUNNER DELIVERY	374.72
94127	11/03/2016	SITECRAFTING, INC.	1,134.50
94128	11/03/2016	SMITH DAWSON & ANDREWS, INC.	7,245.00
94129	11/03/2016	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS	3,705.14
94130	11/03/2016	SPECIAL MOBILITY SERVICES INC.	369,315.54
94131	11/03/2016	THORP, PURDY, JEWETT, URNESS,	0.00
94132	11/03/2016	THORP, PURDY, JEWETT, URNESS,	24,529.20
94133	11/03/2016	UNITED WAY OF LANE COUNTY	915.00
94134	11/03/2016	US POSTAL SERVICE	944.30
94135	11/03/2016	VISION SERVICE PLAN	4,492.30
94136	11/10/2016	A-1 FIRE PROTECTION	280.00
94137	11/10/2016	AMERICAN FAMILY LIFE	1,559.88
94138	11/10/2016	BARRETT BUSINESS SERVICES INC	2,496.00
94139	11/10/2016	BRATTAIN INTERNATIONAL TRUCKS	887.72
94140	11/10/2016	CAPITAL ONE COMMERCIAL	354.95
94141	11/10/2016	CHAPTER 13 TRUSTEE	595.38
94142	11/10/2016	CHILD SUPPORT ENFORCEMENT AGCY	160.00
94143	11/10/2016	COASTWIDE LABORATORIES	604.04
94144	11/10/2016	COMCAST	187.82
94145	11/10/2016	CONSUMER CASH	550.86
94146	11/10/2016	DISH NETWORK	102.02
94147	11/10/2016	TALLMADGE DOYLE	4,000.00
94148	11/10/2016	EUGENE WATER & ELECTRIC BOARD	0.00
94149	11/10/2016	EUGENE WATER & ELECTRIC BOARD	5,882.06
94150	11/10/2016	CARL FADDIS	324.50
94151	11/10/2016	KOKE NEW CENTURY, INC.	469.00
94152	11/10/2016	THE LAMAR COMPANIES	1,050.00

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94153	11/10/2016	RALPH J LAMBERT	389.72
94154	11/10/2016	LIFEMAP ASSURANCE COMPANY	1,579.88
94155	11/10/2016	EDWARD S. MCGLONE	172.50
94156	11/10/2016	EDWARD S. MCGLONE	96.00
94157	11/10/2016	MCKENZIE WILLAMETTE MEDICAL	438.41
94158	11/10/2016	NORTHWEST NATURAL GAS	2,907.43
94159	11/10/2016	OREGON DEPARTMENT OF REVENUE	671.53
94160	11/10/2016	QUICK COLLECT, INC.	513.55
94161	11/10/2016	RAY KLEIN, INC	513.78
94162	11/10/2016	SPRINGFIELD UTILITY BOARD	0.00
94163	11/10/2016	SPRINGFIELD UTILITY BOARD	16,299.94
94164	11/10/2016	THERMO KING NORTHWEST, INC.	322.69
94165	11/10/2016	WYATT'S TIRE COMPANY	22,440.00
94166	11/10/2016	A & E IMAGING, INC.	1,501.14
94167	11/10/2016	CAIC PRIMARY	1,227.92
94168	11/10/2016	CUMMINS NORTHWEST, INC.	9,715.68
94169	11/10/2016	GILLIG CORPORATION	5,425.76
94170	11/10/2016	THE JERRY BROWN CO., INC.	4,792.25
94171	11/10/2016	LTD & ATU PENSION TRUST	95,020.19
94172	11/10/2016	LTD EMPLOYEES FUND	212.00
94173	11/10/2016	LTD SALARIED EMP. PENSION PLAN	19,824.64
94174	11/10/2016	MOHAWK MANUFACTURING & SUPPLY	968.11
94175	11/10/2016	MUNCIE TRANSIT SUPPLY	662.73
94176	11/10/2016	MYRMO & SONS	2,563.31
94177	11/10/2016	NEW FLYER OF AMERICA, INC.	1,279.91
94178	11/10/2016	NINFA'S ELITE CORPORATION	45,857.28
94179	11/10/2016	NORTH COAST ELECTRIC	74.10
94180	11/10/2016	PACIFIC POWER GROUP, LLC	1,390.63
94181	11/10/2016	PARSONS BRINCKERHOFF, INC.	89,771.75
94182	11/10/2016	PRE-PAID LEGAL SERVICES INC.	190.40
94183	11/10/2016	SILKE COMMUNICATIONS, INC.	24,631.56
94184	11/10/2016	SPECIAL MOBILITY SERVICES INC.	190,270.89
94185	11/10/2016	STRAIGHT LINE AUTO BODY LLC	1,938.00
94186	11/10/2016	UNITED WAY OF LANE COUNTY	915.00
94187	11/10/2016	WANNAMAKER CONSULTING, INC.	15,200.00
94188	11/17/2016	A-1 AUTO GLASS	98.00
94189	11/17/2016	A-1 FIRE PROTECTION	72.00
94190	11/17/2016	ERIC P. ADAMS	556.50
94191	11/17/2016	AIRGAS USA, LLC	297.88
94192	11/17/2016	ALTA PLANNING AND DESIGN, INC.	903.00
94193	11/17/2016	ALTERNATIVE WORK CONCEPTS	10,727.00
94194	11/17/2016	BARRETT BUSINESS SERVICES INC	2,496.00
94195	11/17/2016	BRATTAIN INTERNATIONAL TRUCKS	677.05
94196	11/17/2016	WINONA J CARLSON	132.00
94197	11/17/2016	CENTRAL PRINT & REPROGRAPHIC	1,148.00
94198	11/17/2016	CENTURY LINK	1,134.74
94199	11/17/2016	CINTAS CORPORATION	4,386.51
94200	11/17/2016	COASTWIDE LABORATORIES	283.08
94201	11/17/2016	CROCKETTS INTERSTATE TOWING	750.00
94202	11/17/2016	ELMS LANDSCAPE MAINTENANCE INC	1,869.00
94203	11/17/2016	EUGENE FORMS, INC.	165.00
94204	11/17/2016	EUGENE SCHOOL DISTRICT 4J	2,160.00
94205	11/17/2016	EUGENE WATER & ELECTRIC BOARD	3,486.99
94206	11/17/2016	LLC FUSSY'S @ VALLEY RIVER PLAZA	269.60



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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
94207	11/17/2016	GAYDOS, CHURNSIDE,&BALTHROP PC	5,601.80
94208	11/17/2016	CORY D GRAHAM	383.50
94209	11/17/2016	CINDI HAMM	1,291.50
94210	11/17/2016	HARVEY & PRICE COMPANY	2,350.00
94211	11/17/2016	REBECCA J HAY	206.50
94212	11/17/2016	IPSENAULT COMPANY	335.53
94213	11/17/2016	LANE COMMUNITY COLLEGE	136.38
94214	11/17/2016	LARSCO, INC	588.71
94215	11/17/2016	LITHIA DODGE OF EUGENE, INC.	830.00
94216	11/17/2016	LOPEZ & ASSOCIATES, LLP	1,940.38
94217	11/17/2016	LTD REIMBURSEMENT PLAN	6,871.14
94218	11/17/2016	JOSEPH C MCCORMACK	206.50
94219	11/17/2016	MCKENZIE RIVER BROADCAST'G INC	1,050.00
94220	11/17/2016	MCKENZIE SEW-ON	1,104.50
94221	11/17/2016	MID-STATE INDUSTRIAL SERVICE	424.81
94222	11/17/2016	MOTOR VEHICLES DIVISION	15.00
94223	11/17/2016	CHERYL D MUNKUS	429.72
94224	11/17/2016	NIELSEN FASTENER	91.91
94225	11/17/2016	NORTHWEST HAZMAT, INC.	1,253.00
94226	11/17/2016	PETTY CASH - DELORES DONIS	453.99
94227	11/17/2016	PITNEY BOWES	561.96
94228	11/17/2016	PROTECTIVE SERVICE LLC	754.33
94229	11/17/2016	RADIATOR SUPPLY HOUSE, INC.	2,990.00
94230	11/17/2016	RATHBONE BARTON OLSEN PC	54,000.00
94231	11/17/2016	RG MEDIA COMPANY	1,416.96
94232	11/17/2016	JAVIER RODRIGUEZ	181.56
94233	11/17/2016	DON ROSS	150.00
94234	11/17/2016	SANIPAC	2,886.58
94235	11/17/2016	THOMAS B SCHWETZ	206.50
94236	11/17/2016	SHELTON TURNBULL PRINTERS	952.79
94237	11/17/2016	SIX ROBBLEES' INC	394.52
94238	11/17/2016	SMALL WORLD AUTO CENTER, INC	2,417.66
94239	11/17/2016	SPECIAL DISTRICTS INSURANCE	4,000.00
94240	11/17/2016	SPECIAL DISTRICTS INSURANCE SV	2,111.60
94241	11/17/2016	SPRINGFIELD MOTORS, INC.	95.39
94242	11/17/2016	SPRINGFIELD UTILITY BOARD	480.23
94243	11/17/2016	STRUCTURED COMM SYSTEMS INC.	2,499.85
94244	11/17/2016	SUNBELT RENTALS, INC.	420.00
94245	11/17/2016	TCM TOOLS, LLC	4,999.98
94246	11/17/2016	LISA VAN WINKLE	206.50
94247	11/17/2016	VERIZON WIRELESS	7,809.16
94248	11/17/2016	COLLINA WASHINGTON	206.50
94249	11/17/2016	WESTATES FLAGMAN, INC	396.80
94250	11/17/2016	WHA INSURANCE AGENCY, INC.	125.00
94251	11/17/2016	WHITE BIRD CLINIC	9,025.00
94252	11/17/2016	WILLAMALANE PARK & RECREATION	516.67
94253	11/17/2016	WYATT'S TIRE COMPANY	564.00
94254	11/17/2016	BEDFORD FALLS, LLC	486.00
94255	11/17/2016	BELL+FUNK	19,584.35
94256	11/17/2016	BPA VEBA-HRA SERVICES	81.00
94257	11/17/2016	BUCK'S SANITARY SERVICE, INC.	86.50
94258	11/17/2016	C & K PETROLEUM EQUIPMENT CO,	1,063.10
94259	11/17/2016	CUMMINS NORTHWEST, INC.	3,942.87
94260	11/17/2016	DEPARTMENT OF HUMAN SERVICES	19,016.88

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94261	11/17/2016	ENVIRONMENTAL SCIENCE &	5,319.25
94262	11/17/2016	FIELDPRINT, INC.	275.00
94263	11/17/2016	GILLIG CORPORATION	1,136.98
94264	11/17/2016	GRAINGER INC	433.60
94265	11/17/2016	THE JERRY BROWN CO., INC.	18,549.18
94266	11/17/2016	JERRY'S HOME IMPROVEMENT CTR	473.82
94267	11/17/2016	LANE COUNCIL OF GOVERNMENTS	290.15
94268	11/17/2016	LTD SALARIED EMP. PENSION PLAN	82,479.00
94269	11/17/2016	LUMINATOR	516.99
94270	11/17/2016	MODA HEALTH	33,116.72
94271	11/17/2016	MOHAWK MANUFACTURING & SUPPLY	1,122.57
94272	11/17/2016	MOTION & FLOW CONTROL PRD, INC	19.94
94273	11/17/2016	MUNCIE TRANSIT SUPPLY	2,183.19
94274	11/17/2016	NEW FLYER OF AMERICA, INC.	1,831.80
94275	11/17/2016	NORTH COAST ELECTRIC	1,346.82
94276	11/17/2016	OFFICEMAX CONTRACT, INC.	727.99
94277	11/17/2016	ONE CALL CONCEPTS, INC.	32.55
94278	11/17/2016	PARKEON, INC.	1,470.00
94279	11/17/2016	RICOH USA, INC.	1,267.07
94280	11/17/2016	SPECIAL MOBILITY SERVICES INC.	217,181.08
94281	11/17/2016	TOUCHPOINT NETWORKS LLC	260.00
94282	11/17/2016	TYREE OIL, INC.	1,350.59
94283	11/28/2016	SPECIAL MOBILITY SERVICES INC.	188,271.43
801961809	11/10/2016	VALIC %CHASE BANK OF TEXAS	64,519.02
801974332	11/24/2016	VALIC %CHASE BANK OF TEXAS	68,997.05
804415274	11/02/2016	BANK OF AMERICA	1,837.15
804415279	11/02/2016	BANK OF AMERICA	103.90
804415280	11/02/2016	BANK OF AMERICA	2,772.83
805775705	11/16/2016	INTERNAL REVENUE SERVICE-EFTPS	69.09
805903557	11/10/2016	INTERNAL REVENUE SERVICE-EFTPS	190,976.90
805968114	11/03/2016	NEOPOST USA INC.	50.00
807161109	11/10/2016	OREGON DEPARTMENT OF REVENUE	46,109.85
812284736	11/10/2016	MASS MUTUAL FINANCIAL GROUP	3,237.69
813221212	11/24/2016	MASS MUTUAL FINANCIAL GROUP	3,703.06
815510289	11/24/2016	INTERNAL REVENUE SERVICE-EFTPS	212,936.00
816161110	11/16/2016	OREGON DEPARTMENT OF REVENUE	15.43
851321944	11/10/2016	OREGON DEPARTMENT OF JUSTICE	2,081.00
851775439	11/24/2016	OREGON DEPARTMENT OF JUSTICE	1,981.00
254 Checks			\$3,841,359.81

AGENDA ITEM SUMMARY

DATE OF MEETING: December 12, 2016

ITEM TITLE: MONTHLY PERFORMANCE REPORTS

PREPARED BY: Ralph Lambert, Controller

ACTION REQUESTED: None

BACKGROUND:

In response to a request by the Board for regular reporting on the District's performance in several areas, monthly performance reports are provided for the Board's information. On a quarterly basis, staff will present a review of key metrics that are trending in the performance report.

ATTACHMENTS:

- 1) September 2016 Performance Reports
- 2) October 2016 RideSource Activity and Productivity reports

PROPOSED MOTION: None

\\td-glnfas2\workgroup\Reference\Board Packet\2016\December\Dec. 12 Special Board Meeting\Performance Report AIS.docx

LANE TRANSIT DISTRICT
September 2016 Performance Report *
 29-November-2016

Performance Measure	Prior			Current			Current		
	Current Month	Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	782,967	772,927	+ 1.3%	2,236,496	2,213,727	+ 1.0%	10,271,147	10,520,999	- 2.4%
Mobility Assisted Riders	14,361	14,363	- 0.0%	43,880	42,541	+ 3.1%	166,104	157,983	+ 5.1%
<u>Average Passenger Boardings:</u>									
Weekday	30,707	29,846	+ 2.9%	28,520	28,068	+ 1.6%	33,984	34,927	- 2.7%
Saturday	16,842	25,037	- 32.7%	17,183	20,002	- 14.1%	18,503	19,398	- 4.6%
Sunday	10,014	9,201	+ 8.8%	9,998	9,732	+ 2.7%	9,955	9,730	+ 2.3%
Monthly Revenue Hours	22,155	22,655	- 2.2%	65,576	64,456	+ 1.7%	269,130	257,070	+ 4.7%
Boardings Per Revenue Hour	35.34	34.12	+ 3.6%	34.11	34.34	- 0.7%	38.16	40.93	- 6.7%
Weekly Revenue Hours	5,117	5,094	+ 0.4%	5,048	4,818	+ 4.8%	5,187	4,949	+ 4.8%
Weekdays	22	21		66	65		260	256	
Saturdays	4	4		13	12		52	51	
Sundays	4	5		13	15		52	56	

Passenger Revenues & Sales

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

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

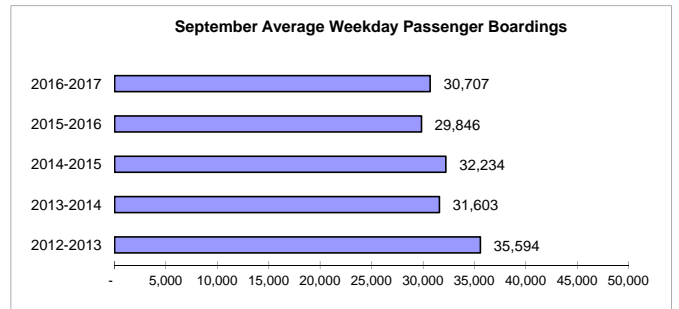
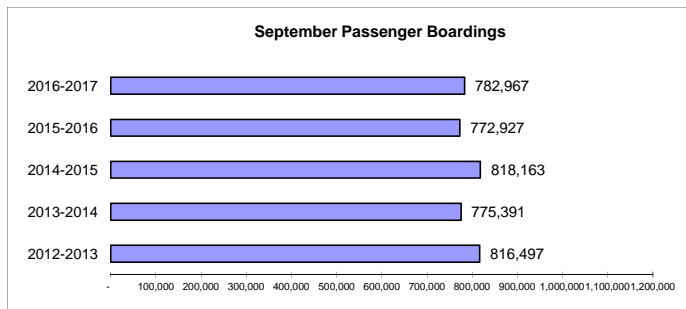
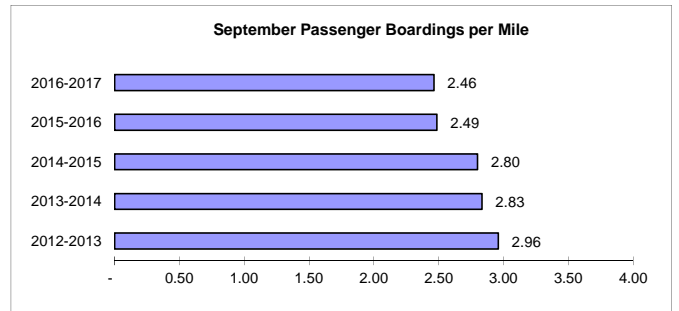
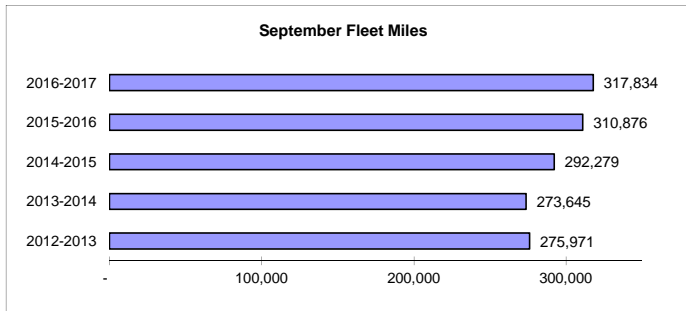
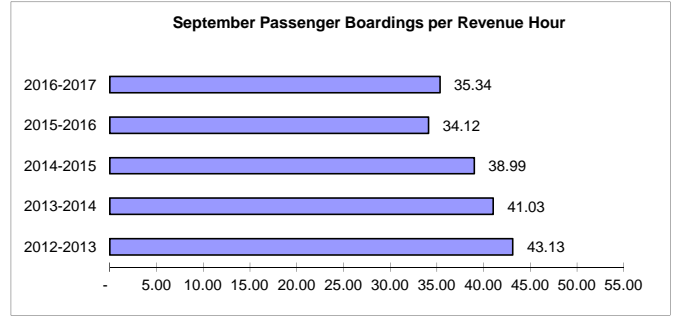
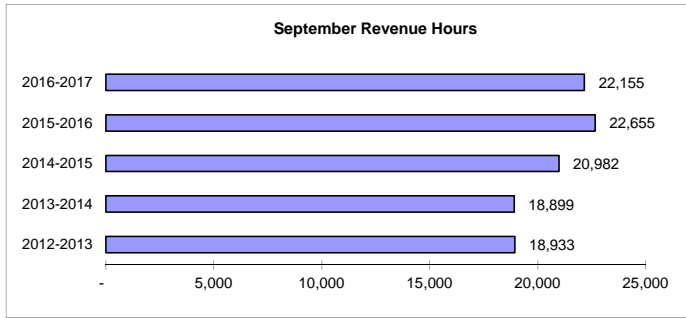
Fleet Services

Fleet Miles	317,834	310,876	+ 2.2%	937,675	901,493	+ 4.0%	3,786,699	3,584,182	+ 5.7%
Average Passenger Boardings/Mile	2.46	2.49	- 0.9%	2.39	2.46	- 2.9%	2.71	2.94	- 7.6%
Fuel Cost	\$306,677	\$135,579	+ 126.2%	\$909,076	\$459,078	+ 98.0%	\$2,536,822	\$2,072,450	+ 22.4%
Fuel Cost Per Mile	\$0.965	\$0.436	+ 121.2%	\$0.970	\$0.509	+ 90.4%	\$0.670	\$0.578	+ 15.9%
Repair Costs	\$228,383	\$214,262	+ 6.6%	\$627,982	\$652,129	- 3.7%	\$2,736,095	\$2,735,794	+ 0.0%
Total Repair Cost Per Mile	\$0.719	\$0.689	+ 4.3%	\$0.670	\$0.723	- 7.4%	\$0.723	\$0.763	- 5.3%
Preventive Maintenance Costs	\$37,358	\$34,242	+ 9.1%	\$111,106	\$89,776	+ 23.8%	\$413,749	\$400,792	+ 3.2%
Total PM Cost Per Mile	\$0.118	\$0.110	+ 6.7%	\$0.118	\$0.100	+ 19.0%	\$0.109	\$0.112	- 2.3%
Mechanical Road Calls	30	41	- 26.8%	72	120	- 40.0%	414	516	- 19.8%
Miles/Mech. Road Call	10,594	7,582	+ 39.7%	13,023	7,512	+ 73.4%	9,147	6,946	+ 31.7%

Special Mobility Service

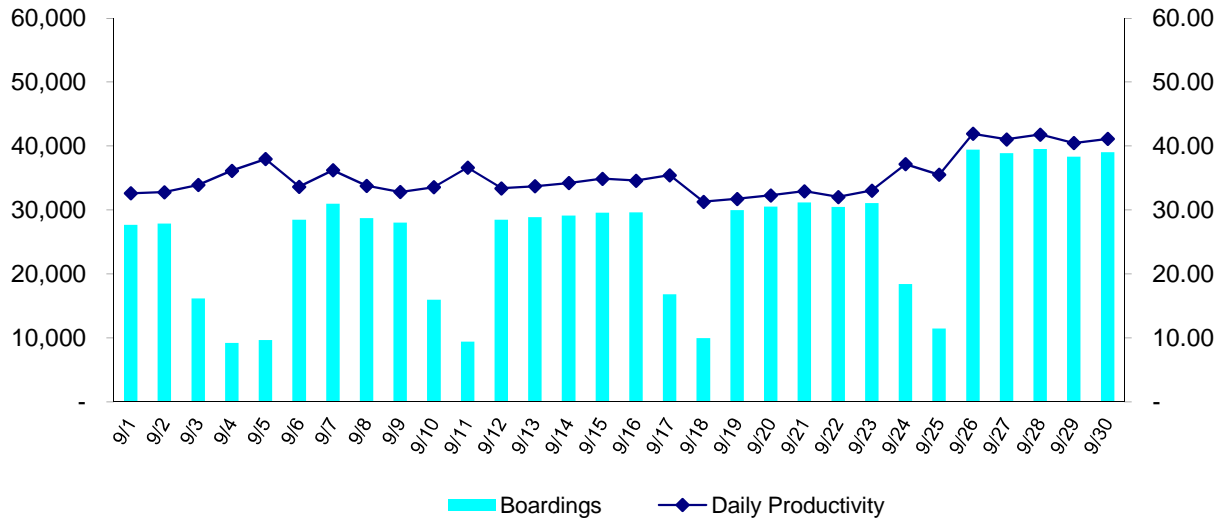
SMS Rides	15,188	15,635	- 2.9%	43,787	48,760	- 10.2%	185,321	193,691	- 4.3%
SMS Ride Refusals	-	8	- 100.0%	-	8	- 100.0%	-	10	- 100.0%
RideSource	7,453	7,107	+ 4.9%	21,403	22,744	- 5.9%	87,517	89,484	- 2.2%
RideSource Refusals	-	2	- 100.0%	-	2	- 100.0%	-	4	- 100.0%

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



Daily Ridership Recap September 2016

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
9/1/2016	Thursday	Weekday	27,661	671	848.00	32.62
9/2/2016	Friday	Weekday	27,875	642	850.00	32.79
9/3/2016	Saturday	Saturday	16,186	442	477.00	33.93
9/4/2016	Sunday	Sunday	9,218	270	255.00	36.15
9/5/2016	Monday	Weekday	9,643	283	254.00	37.96
9/6/2016	Tuesday	Weekday	28,500	451	847.00	33.65
9/7/2016	Wednesday	Weekday	30,977	567	855.00	36.23
9/8/2016	Thursday	Weekday	28,727	545	850.00	33.80
9/9/2016	Friday	Weekday	28,032	578	854.00	32.82
9/10/2016	Saturday	Saturday	15,976	334	476.00	33.56
9/11/2016	Sunday	Sunday	9,415	226	257.00	36.63
9/12/2016	Monday	Weekday	28,486	575	853.00	33.40
9/13/2016	Tuesday	Weekday	28,862	579	856.00	33.72
9/14/2016	Wednesday	Weekday	29,125	531	851.00	34.22
9/15/2016	Thursday	Weekday	29,594	530	848.00	34.90
9/16/2016	Friday	Weekday	29,642	553	857.00	34.59
9/17/2016	Saturday	Saturday	16,801	308	474.00	35.45
9/18/2016	Sunday	Sunday	9,949	223	318.00	31.29
9/19/2016	Monday	Weekday	29,961	503	944.00	31.74
9/20/2016	Tuesday	Weekday	30,507	467	945.00	32.28
9/21/2016	Wednesday	Weekday	31,163	587	946.00	32.94
9/22/2016	Thursday	Weekday	30,473	557	951.00	32.04
9/23/2016	Friday	Weekday	31,057	498	940.00	33.04
9/24/2016	Saturday	Saturday	18,403	358	495.00	37.18
9/25/2016	Sunday	Sunday	11,475	245	323.00	35.53
9/26/2016	Monday	Weekday	39,450	485	941.00	41.92
9/27/2016	Tuesday	Weekday	38,908	517	948.00	41.04
9/28/2016	Wednesday	Weekday	39,552	625	946.00	41.81
9/29/2016	Thursday	Weekday	38,325	547	947.00	40.47
9/30/2016	Friday	Weekday	39,024	664	949.00	41.12
Totals			782,967	14,361	22,155	35.34



LANE TRANSIT DISTRICT

Five Year History of Passenger Boardings



Special Mobility Services: RideSource Activity and Productivity Information

October-16	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	15,224	16,974	-10.3%	59,157	65,972	-10.3%	184,307	195,848	-5.9%
RideSource(All Modes)	13,132	14,071	-6.7%	50,451	55,734	-9.5%	155,657	164,995	-5.7%
Shopper	498	612	-18.6%	2,042	2,398	-14.8%	6,590	7,378	-10.7%
Escort Volunteers-Metro	1,231	1,516	-18.8%	4,928	5,195	-5.1%	16,731	14,762	13.3%
Escort Volunteers-Rural	363	775	-53.2%	1,736	2,645	-34.4%	5,329	8,713	-38.8%
RideSource Cost per Ride	\$ 25.84	\$ 22.82	13.2%	\$ 26.04	\$ 23.11	12.7%	\$ 24.78	\$ 23.09	7.3%
RideSource(All Modes)	\$ 28.86	\$ 26.33	9.6%	\$ 29.38	\$ 26.21	12.1%	\$ 28.21	\$ 26.26	7.4%
RideSource Shopper	\$ 16.09	\$ 12.18	32.1%	\$ 15.91	\$ 12.07	31.8%	\$ 13.74	\$ 11.99	14.6%
RideSource Escort	\$ 4.07	\$ 4.16	-2.0%	\$ 3.83	\$ 4.40	-13.0%	\$ 3.89	\$ 4.27	-9.1%
Ride Reservations	14,327	16,048	-10.7%	55,406	62,535	-11.4%	172,573	183,743	-6.1%
Cancelled Number	1,350	1,578	-14.4%	5,231	6,074	-13.9%	17,383	18,005	-3.5%
Cancelled % of Total	9.42%	9.83%		9.44%	9.71%		10.07%	9.80%	
No-Show Number	71	108	-34.3%	300	464	-35.3%	967	1,532	-36.9%
No-Show % of Total	0.50%	0.67%		0.54%	0.74%		0.56%	0.83%	
Ride Refusals Number	0	0	#DIV/0!	0	8	-100.0%	0	12	-100.0%
Ride Refusals % of Total	0.00%	0.00%		0.00%	0.01%		0.00%	0.01%	
Service Hours	8,294	8,078	2.7%	32,181	32,039	0.4%	96,099	94,958	1.2%
Agency Staff	8,294	7,966	4.1%	32,175	31,594	1.8%	95,440	93,548	2.0%
Agency SMS Volunteer	-	112	-100.0%	6	445	-98.7%	659	1,410	-53.3%
Avg. Trips/Service Hr.	1.64	1.82	-9.9%	1.63	1.81	-9.9%	1.69	1.82	-7.1%
RideSource System Miles	99,381	105,257	-5.6%	383,851	409,958	-6.4%	1,171,348	1,204,468	-2.7%
Avg. Miles/Trip	7.29	7.17	1.7%	7.31	7.05	3.7%	7.22	6.99	3.3%
Miles/Vehicle Hour	11.98	13.03	-8.0%	11.93	12.80	-6.8%	12.19	12.68	-3.9%

Special Mobility Services: RideSource Activity and Productivity Information

<u>October-16</u>	<u>Current Month</u>	<u>Prior Year's Month</u>	<u>% Change</u>	<u>Current YTD</u>	<u>Previous YTD</u>	<u>% Change</u>	<u>Current 12 Month</u>	<u>Prior 12 Month</u>	<u>% Change</u>
On-Time Performance %	86.2%	85.4%	0.9%	87.3%	86.0%	1.6%	86.9%	85.2%	2.1%
Sample	12,093	13,015		46,217	51,135		142,207	150,877	
On-Time	10,422	11,117		40,357	43,957		123,646	128,480	

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

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

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

Productivity Cost Model
FY 2017

October-16

	Current Month	Last Yr Curr Month	Curr YTD	Last Yr YTD	Curr 12 Months	Last Yr 12 months
Total Cost per Cost Model	510,280	511,154	2,008,540	2,003,451	6,009,883	5,738,124
Less Brokerage	116,407	123,689	465,490	478,204	1,438,775	1,209,285
Less Oakridge	446	46	2,637	913	4,415	6,925
RS Total	393,427	387,419	1,540,413	1,524,334	4,566,693	4,521,914
Less Shopper	8,012	7,455	32,487	28,940	90,526	88,465
Less Vol Escort	6,491	9,522	25,496	34,483	85,753	100,354
RS All Modes	378,924	370,442	1,482,430	1,460,911	4,390,414	4,333,095

AGENDA ITEM SUMMARY

DATE: December 12, 2016

ITEM TITLE: MONTHLY GRANT REPORT

PREPARED BY: Christina Shew, Director of Finance

ACTION REQUESTED: None; information only.

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 sources of the information are Transit Award Management System (TrAMS) and Oregon Public Transit Information System (OPTIS). All grant totals are reported as of December 1, 2016. No drawdowns have occurred since the last report on 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
Funds Remaining	\$ 541,233

2. [OR-04-0048-00 | FY14 5309 B West Eugene EmX Ext](#)

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
Funds Remaining	\$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
Funds Remaining	\$ 586,514

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
Funds Remaining	\$17,950,803

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 also were 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
Funds Remaining	\$ 132,981

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

Current Status: Active (Executed)

This grant was awarded for the purchase of eleven (11) replacement accessible services vehicles [eight (8) Eldorado Aerotechs and three (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
Funds Remaining	\$ 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). Two 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
Funds Remaining	\$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 and transit training and host services).

49 USC 5316 - JARC/TEA-21 3037	\$171,819
Local	\$ 42,955
Total Eligible Amount	\$214,774
Funds Remaining	\$ 45,941

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
Funds Remaining	\$49,170

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
Funds Remaining	\$1

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 of America 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
Funds Remaining	\$3,101,857

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
Funds Remaining	\$ 2,337

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 ¹ transfer FY 2007 forward)	\$5,649,011
Local	\$ 646,554
Total Eligible Amount	\$6,295,565
Funds Remaining	\$2,084,239

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 ¹ transfer FY 2007 forward)	\$ 971,101
Local	\$ 76,810
Total Eligible Amount	\$1,047,911
Funds Remaining	\$ 38,025

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.

¹ Federal Highway Administration

49 USC 5307 - Urbanized Area Formula (FHWA ² transfer FY 2007 forward)	\$2,190,000
Local	\$ 250,655
Total Eligible Amount	\$2,440,655
Funds Remaining	\$ 226,851

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 due to sensitive Health Insurance Portability and Accountability Act (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
Funds Remaining	\$ 276,109

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 was 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 activity line items to fund the purchase of replacement vehicle(s). The replacement vehicles will be two (2) 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
Funds Remaining	\$ 1,336,346

² Federal Highway Administration

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
Funds Remaining*	\$582,947

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

19. [30476 ODOT | 2015-17 Rural 5311 Program Rhody Express and ADA Service to Florence](#)

Current Status: Active (Executed)

This grant award is for \$160,056 using Rural 5311 funds. This grant funds administrative and operation services to provide general public service(s) within the city limits of Florence, with the exception of a stop at the local tribal casino, which is approximately four miles outside of the city limits. The service is general public fixed-route and complementary paratransit.

Rural 5311 Funds for Rhody Express & ADA Services to Florence	\$160,056
Local	\$122,951
Total Eligible Amount	\$283,007
Funds Remaining	\$ 83,919

20. [30567 ODOT | 2015-17 Special Transportation Services \(State Formula\)](#)

Current Status: Active (Executed)

This grant award is for \$2,139,440 using state formula funds. This grant provides financial support for special transportation services benefiting seniors and individuals with disabilities.

Special Transportation Services (State Formula)	\$2,139,448
Local	\$ 0
Total Eligible Amount	\$2,139,448
Funds Remaining	\$ 534,862

21. [30666 ODOT I 2015-17 Transportation Options/Individualized Marketing for Smart Trips](#)

Current Status: Active (Executed)

This grant award is for \$110,000 and funds the Point2point program, which will conduct an individualized marketing (IM) program called *Smart Trips*. IM is a comprehensive individualized outreach and education program that provides households with customized individual travel tools aimed at increasing biking, walking, use of public transit, and carpooling. This project is being conducted in the City of Springfield and is part of the ongoing Main Street project. This grant was closed on August 31, 2016; \$98,338 of the grant was used as of the closing of the grant with \$11,662 unused.

Transportation Options/Individualized Marketing for SmartTrips	\$110,000
Local	\$ 12,590
Total Eligible Amount	\$122,590
Funds Remaining	\$0

22. [30744 ODOT I 2015-17 5310 Services for Seniors and Individuals with Disabilities](#)

Current Status: Active (Executed)

This grant award is for \$2,124,548 using 5310 funds. This grant provides funding for seniors and individuals with disabilities as follows: 1) to purchase services to provide public transportation; 2) to support the administrative costs required to manage the purchased service contract; 3) to provide mobility management; and 4) to provide vehicle preventative maintenance. Currently, LTD has contracted service for metro ADA, Pearl Buck preschool, volunteer escort, veterans, Crucial Connections, and mental health services.

Services for Seniors and Individuals with Disabilities	\$2,124,548
Local	\$ 243,164
Total Eligible Amount	\$2,367,712
Funds Remaining	\$1,160,080

23. [30805 ODOT I 5311\(f\) Intercity Program Funding the Diamond Express](#)

Current Status: Active (Executed)

This grant award is for \$190,508 using 5311(f) Intercity funds. This grant funds intercity public transportation, preventative maintenance, marketing, and transit service operations for customers traveling between Eugene and Oakridge.

5311(f) Intercity Transit Service	\$190,508
Local	\$173,348
Total Eligible Amount	\$363,856
Funds Remaining	\$108,329

24. [30840 ODOT | 2015-17 | FHWA-TO Rideshare](#)

Current Status: Active (Executed)

This grant award is for \$74,000 and funds services to reduce single-owner vehicle (SOV) travel using Point2point to create, coordinate, and disseminate information to encourage non-SOV modes, including but not limited to, rideshare, walking, bicycling, and public transportation. Point2point maintains programs and policies consistent with the Oregon Transportation Options Plan.

Funding to Reduce Single-Owner Vehicle Travel	\$ 74,000
Local	\$ 0
Total Eligible Amount	\$283,007
Funds Remaining	\$ 37,679

25. [31386 ODOT | 2016-19 Discretionary Operating for Accessible Transportation Eligibility Pilot](#)

Current Status: Active (Executed)

This grant award is for \$492,688 and provides funding for seniors and individuals with disabilities as follows: 1) accessible transportation eligibility pilot program, including a half-fare program and an optional animal eligibility program; 2) a coordinated volunteer driving pool; and 3) service between Florence and Yachats.

Senior and Disabled Services Pilot Program	\$492,688
Local	\$ 0
Total Eligible Amount	\$492,688
Funds Remaining*	\$492,688

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

26. [30112 ODOT | 2015-17 5304 Planning Oakridge Redesign](#)

Current Status: Active (Executed)

This is the extension of an existing grant for 5304 planning funds. This grant was awarded for \$30,000 to allow full completion of the outreach component of the plan to define public transit services for Oakridge.

5304 Planning Oakridge Redesign	\$24,000
Local	\$ 6,000
Total Eligible Amount	\$30,000
Funds Remaining	\$14,862

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. The project will be managed by the City of Eugene. The required match of \$114,000 will be made by the City, which will contribute \$79,800 (70 percent) and LTD, which 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 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 Surface Transportation Program-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.

ODOT Public Transportation Grants

LTD has prepared the following grant applications:

- 31675 ODOT using 5311 grant funds for a pilot program for service between Florence and Yachats. This grant is to fund a heavy-duty transit vehicle to be used for the ADA pilot program for this service. The prepared agreement is for an \$89,730 grant to support a total project cost of \$100,000, resulting in a local match requirement of \$10,270.
- 31455 ODOT using 5339 and 5309 grant funds for the purchase of 30-foot buses to replace aged Diamond Express vehicles. The prepared agreement is for a \$116,200 grant to support a total project cost of \$140,000, resulting in a local match requirement of \$23,800.
- 31450 ODOT using 5310 grant funds for the replacement of RideSource metro vehicles. The prepared agreement is for an \$83,718 grant to support a total project cost of \$93,300, resulting in a local match requirement of \$9,582.

LTD will be starting the grant process for the following ODOT Transportation grants:

- Enhanced Mobility of Seniors and Individuals with Disabilities Program 5310 and Special Transportation Fund Program (STF). These funds are distributed by the State to designated agencies through a formula and are intended to provide capital and service benefitting seniors and people with disabilities. The State application deadline is February 17, 2017. LTD has initiated the discretionary allocation process by soliciting prospective applicants and by posting grant notices in *The Register-Guard*. Applicants will be vetted and ranked by a grant subcommittee. A public hearing will be held in early February, and the grant subcommittee will present the final recommendation to the LTD Board at its February meeting. Funding allocated to LTD for 5310 and STF has been reduced this biennium by 10.85 percent and 18 percent, respectively.
- Rural Areas Program 5311 and 5311(f) are formula funds with a January 20, 2017, application deadline. The 5311 funding is flat at \$160,056 and requires a 43.92-percent match for operating and a 10.27-percent match for capital, planning, and administration. This funding, along with STF and City of Florence match, funds the Florence Rhody Express. The Rural Intercity Bus Program 5311(f) requires a 50-percent match for operating and a 20-percent match for capital. This fund, along with City of Oakridge and STF match, funds the Diamond Express service.

PROPOSED MOTION: None

Q:\Reference\Board Packet\2016\December\Dec. 12 Special Board Meeting

AGENDA ITEM SUMMARY

DATE OF MEETING: December 12, 2016

ITEM TITLE: MONTHLY DEPARTMENT REPORTS

PREPARED BY: Aurora Jackson, General Manager

ACTION REQUESTED: None

BACKGROUND:

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

ATTACHMENT: Monthly Department Reports – December 2016

Q:\Reference\Board Packet\2016\December\Dec. 12 Special Board Meeting\Dept Report AIS.docx



MONTHLY DEPARTMENT REPORTS

December 12, 2016

OFFICE OF THE GENERAL MANAGER

Aurora Jackson, General Manager

GM Calendar

The month of November was a productive month for community presentations. The general manager provided information regarding the status of the West Eugene EmX, MovingAhead, and Main Street/McVay projects, as well as a brief overview of LTD services to the following groups:

- November 17 – League of Women Voters
- November 18 – Twin Rivers Rotary Club
- November 28 – Springfield Forum (formerly the Senior Forum)

SERVICE DELIVERY

Mark Johnson, Assistant General Manager

ACCESSIBLE AND CUSTOMER SERVICES

Cosette Rees, Accessible and Customer Services Manager

RideSource Request for Proposal

In January 2016, LTD will publish a Request for Proposal (RFP) for operations of the RideSource Brokerage. This RFP will cover all of the operations, including administration, call center, and direct and coordinated transportation of all programs coordinated through the brokerage.

There will be a presentation at the December Board meeting of the timeline of the RFP. It has been a while since staff have updated the Board on the programs and functions of the brokerage, so what follows is an overview of services provided.

RideSource provides ride reservations, scheduling, direct transportation service, and private provider contracting and oversight for nearly 600,000 trips each year for a variety of services. A network of 28 private transportation providers, mostly located in Lane County, provide more than half of the trips scheduled through RideSource. These providers include taxi, wheelchair accessible vehicles, stretcher and non-emergency ambulance providers. Most users of the RideSource services participate with in-person transportation capability assessments helping to determine the most appropriate mode of transportation for each on

an individual level. Via federal, state, and local funding, RideSource provides services for older adults, people with disabilities, and those with low incomes. Some individuals are eligible for multiple programs. The programs available through RideSource include:

Program Coordination:

ADA Paratransit – in the Eugene-Springfield metro area operating within a ¾-mile boundary around the LTD fixed route. This service is for individuals who are not able to access or use the fixed-route service due to a disabling condition. In some cases, the service is needed short term or only for certain trips. The service operates the same days and hours as fixed route. It also operates in Florence in a ¾-mile boundary around the Rhody Express route and matches those operating hours.

RideSource Shopper – a neighborhood weekly grocery shopping service within the Eugene-Springfield metro service area. The vehicle visits different neighborhoods and stores each day. The fare for this service is lower than the regular ADA paratransit service encouraging riders to use this grouped trip option.

Medicaid Non-Emergency Medical Transportation (NEMT) – operates within the boundaries of Lane County, north into parts of Linn and Benton counties, and to and within Reedsport on the coast in Douglas County. Individuals are provided the least cost, most appropriate mode of transportation to get to and from their medical appointments. A variety of modes that are available include bus tickets, bus passes, mileage reimbursement, volunteers, taxi rides, wheelchair accessible vehicles, stretcher cars, non-emergency ambulance, secured transportation, Greyhound, Amtrak, and airlines. Destinations are inside Lane County, within the state of Oregon, and to other areas of the country (Stanford or the University of Washington for transplants). Approximately 97 percent of the individuals in this service area receive their services through Trillium Community Health Plans, the local coordinated care organization. The other 3 percent are served directly through the Oregon Health Authority.

Waivered Medicaid Non-Medical Rides – service is provided only within Lane County's borders. Individuals receiving this service are on Medicaid and also must be receiving some type of in-home service preventing the need to live in a nursing facility. The goal of this program is to keep individuals connected with their community. Four tiers of service are available based on the distance traveled on a single leg.

Developmental Disabilities Work Trips – this service provides transportation to and from approved work or employment-related destinations. Individuals must be on Medicaid and can only go to and from home and work. Lane County Developmental Disabilities Services provides eligibility status for those using the service.

Volunteer Escort – this program provides transportation services to individuals over age 60 and who are not on Medicaid throughout Lane County through the Senior Connections program of Senior & Disability Services. These are primarily medical trips. RideSource provides a mileage reimbursement for these volunteers each month. All trips are coordinated by the Senior Connections site coordinators located in six communities in Lane County.

Senior Companions – a service operated through Lane Community College. Low income individuals over age 55 are eligible for a stipend to become companions for needy seniors and individuals with disabilities. RideSource does not provide ride reservation or scheduling services for this program but does provide mileage reimbursement to the volunteers.

Pearl Buck Preschool – a small program for children ages 2, 3, and 4 from families where one or both parents have a disability preventing them from managing the transportation service to and from school.

Veterans’ Transportation – a small program that provides critical gap trips for veterans needing health care. Some examples of trips include taking someone to the Roseburg VA Hospital who needs a wheelchair-accessible vehicle in order to get approved for VA services. In other cases, riders are assisted to the Portland VA hospital to receive specialized services that are not available locally.

Crucial Connections – a small program that provides critical gap trips for individuals residing in Lane County. This funding is not limited to medical trips only--although most requests are for short-term service. This service provides some limited assistance while permanent transportation plans are put in place to meet the individual’s needs. Most referrals come through the Aging and Disability Resource Center at Senior & Disability Services.

Brokerage Statistics:

**RideSource Call Center
 FY 2016 Customer Boardings
 All Programs**

153,928	RideSource fleet
89,554	LTD fixed-route services
<u>331,909</u>	All other providers ¹
575,391	

¹ Other providers

<u>306,485</u>	All other Call Center services (e.g., taxis, etc.)
23,170	Senior Connections / Senior Companion
2,254	Willamlane Senior Adult Center contract

Telephone Calls

Measurement	Monthly Average
Total Calls	24,007

Biennial Discretionary Grant Process

Accessible Services has begun the process to allocate Special Transportation Fund (STF) and 5310 funds made available through the State for elderly and disabled programs. The process is conducted by the Accessible Transportation Committee (LTD Board subcommittee), and includes solicitation of funding applications, review of applications, prioritization, and development of a recommended allocation to forward to the LTD Board of Directors. LTD will bring the recommendation as an action item to the Board in February.

Lane Coordinated Public Transit-Human Service Transportation (Coordinated Plan) Update

The Coordinated Plan provides an overview of the human service transportation needs in Lane county. In concert with the STF and 5310 funding process, LTD will be updating the Plan, which also provides some opportunities and challenges, and sets priorities for funding as it becomes available. This also is a process that is overseen by the Accessible Transportation Committee plus designated Metropolitan Planning Organization staff. A recommendation will be coming to the LTD Board in the spring of 2017.

POINT2POINT

Theresa Brand, Transportation Options Manager

Office Relocation

Point2point offices have been relocated to the upstairs of the Customer Services Center building as of November 21.

SmartTrips

Staff are in finalizing the evaluation information from the recently completed SmartTrips Thurston Program. The final report will be completed in early January 2017.

School Programs

Point2point staff have assisted 4J and Springfield school districts with the hiring of new Safe Routes to Schools (SRTS) program coordinators, who should be in place by mid-December. The SRTS coordinators will work with Point2point to complete the actions identified in the recently completed *2016-2020 SRTS Regional Plan*.

Ridesharing/Vanpooling:

In November there were 19,059 non-SOV miles reported in the DriveLess Connect ridesharing program through 1,519 non-SOV trips. In October (there is a 30-day lag for vanpool miles reporting), there were 16 vans driving up and down the Interstate 5 corridor from Eugene that Point2point manages, which had 3,420 boardings and saved 184,335 miles.

Employer Programs/Employer Outreach

Point2point staff are continuing in earnest to work with regional employers sharing information on travel options for their employees. In November two new businesses enrolled in the Emergency Ride Home program.

General Outreach

- Staff, through support from LTD and the Oregon Department of Transportation, hosted *Be Safe Be Seen* safety events in Oakridge and Cottage Grove, sharing safety tips and giving out safety materials to hundreds of individuals.
- Point2point and Accessible Services staff participated in a panel session at the AARP Vital Aging event.
- Train the Trainer presentations were given to Sheltercare and Cornerstone Housing staff so that they could, in turn, share more transportation information and resources with their clients.

Fast Facts:

- Point2point participated in or conducted outreach at businesses or at other community events on eight occasions in November.
- Point2point staff gave out safety equipment to more than 575 people at events, including some through a partnership with the Coburg Food Bank.
- Through a Safe Routes to Schools grant, hundreds of children participated in bicycle education in-class instruction in the months of September through November within the three school districts.

OPERATIONS

Jake McCallum, Director of Operations

Training

- Annual winter driver training is currently underway with two (2) two-hour courses: 1) Bad Weather Driving and 2) Snow and Ice Detours. The courses offer bus operators the opportunity to brush up on their bad weather driving techniques and review the current *Snow and Ice Plan* in preparation for winter driving. Both courses are volunteer and utilize bus operator instructors.
- A class of ten new employees will begin bus operator training on December 12.

FLEET MAINTENANCE

Ernie Turner, Director of Fleet Maintenance

- The first 40-foot New Flyer diesel-hybrid buses arrived on November 28. The other four are currently in production at the St. Cloud, MN, plant and should arrive just after January 1.
- A new inside detailer started work on December 5.

PUBLIC SAFETY AND SYSTEM SECURITY

Frank Wilson, Manager

Division Staffing

At the regular Board meeting on October 19, the Board approved the supplemental Public Safety budget and authorized staff to allow the current security services contract to expire. In addition, the Board authorized the recruitment and employment of District employees to replace the formerly contracted security personnel.

Due to the expiration of the security services contract at midnight on December 31, 2016, recruitment began immediately, with job announcements posted for one lieutenant position, one sergeant position, and multiple transit officer positions. Shortly thereafter, announcements for an analyst/administrative specialist, and fare inspectors were posted.

There were more than 100 applicants for the positions. Applications were received from staff from several local law enforcement agencies (both active and retired), from current contracted personnel, and also from a broad cross-section of the District's demographic.

The most qualified applicants for the lieutenant, sergeant, and transit officer positions have been tested and interviewed. The lieutenant and sergeant have been selected and will tentatively begin work on December 22. Additionally, final testing and vetting of the transit officer positions is underway, and their anticipated start date is January 2.

Fare inspectors and the analyst/administrative specialist position(s) will be testing/interviewing shortly, and their on-boarding is anticipated in the near future.

LTD is exercising a 30-day "transition period" provision in the security services contract to allow for a smoother transition from one staffing model to the other. It is anticipated that the complete transition will be completed by the end of January.

In the interim, the LTD Public Safety Division has been invited to attend Crisis Intervention Training that is jointly offered by the Lane County Sheriff's Office and the Eugene and Springfield police departments. This course is historically only offered to sworn law enforcement personnel; however, due to the change in the District's officers' status to public employees, LTD has been included.

Division staff also are beginning work with the Sheriff's Office training staff to include some of LTD's officers in the Sheriff's Academy that is scheduled to begin in March 2017.

SERVICE SUPPORT

Roland Hoskins, Assistant General Manager

HUMAN RESOURCES

David Collier, Director of Human Resources and Risk Management

Recruitment

- The Maintenance Division hired Kellee Clark on December 5 as an inside cleaner. Kellee comes to LTD from MTR Western where she had five years of experience cleaning coaches.
- The Public Affairs Department hired Sarah Howe as a graphic designer. Sarah comes to LTD from GloryBee Foods where she spent the last five and a half years. Sarah has more than 18 years of graphic design experience.

PUBLIC AFFAIRS

Edward McGlone, Director of Public Affairs

GOVERNMENT RELATIONS:

Federal:

President-elect Donald Trump has selected Elaine Chao as his nominee for Secretary of Transportation. Chao, who is married to Senate Majority Leader Mitch McConnell, is a veteran cabinet member having served as the head of the U.S. Department of Labor under President George W. Bush and as deputy secretary of transportation under President George H. W. Bush. Little is known about Ms. Chao's transportation priorities, but industry insiders have a tempered degree of optimism because the most recent increase in the federal gas tax occurred during her tenure at the U.S. Department of Transportation. Ms. Chao is known as an effective department administrator but has some history of adversarial relations with labor unions. This has caused some to speculate that the Trump administration may seek to roll back federal prevailing wage requirements.

Mr. Trump's transition team recently released a memo outlining general principles for an infrastructure investment package that relies heavily on bonding and tax incentives for public-private partnerships (P3s), which has received a cold reception from transportation industry advocates. P3s require a significant profit return to draw private investment, which is an unlikely outcome for many transit and other surfaces transportation projects. Democrats in both chambers have called for an infrastructure package to include new spending in addition to bonding and tax incentives.

State:

On December 1, Governor Kate Brown released her proposed budget for the 2017-19 budget year. Budget writers are facing a \$1.7 billion budget hole after the failure of Measure 97. Governor Brown proposes closing that gap with a roughly equal combination of budget cuts and tax increases. The governor's proposal serves as a starting point for legislators who will meet for their biennial "long session" in February 2017. Legislative budget writers are expected to release their own budget proposal after the first of the year.

The governor's budget proposes to continue the *ConnectOregon* program for a seventh round, funded with \$71.1 million in lottery bonds, a significant increase over the previous biennium. Unfortunately, the governor proposes a 2.5 percent reduction in transit funding from the 2015-17 biennium; and when inflation is factored in, that reduction is even greater.

MARKETING AND COMMUNICATIONS:

LTD and KDUK radio wrapped up another successful Stuff the Bus event in support of Food for Lane County and Lane County Toys for Tots. 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 Food for Lane County. Also donated were hundreds of toys for Lane County Toys for Tots.

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

MAIN STREET-MCVAY TRANSIT STUDY

Coordinating Main Street Safety Project with Main-McVay Transit Study

As described in the October Department Report, the Main-McVay Transit Study continues to be on hold as staff from the City of Springfield and LTD continue to outline how the Main-McVay Transit Study will be adjusted to ensure coordination with the process to consider the Main Street safety median. In 2017 project staff will reach out and set up meetings with interested parties to discuss how both transit and safety efforts along Main Street will be coordinated moving forward.

MOVINGAHEAD

Technical Analysis and Public Outreach to Select an LPA and Prioritize Projects

The MovingAhead project team continues to complete the technical evaluation of impacts and benefits of the alternatives being studied for the project. The project team anticipates completing two technical documents (Tradeoff Analysis and the Alternatives Analysis) in April 2017. Once the Alternative Analysis (AA) is published, a 45-day public comment period will begin. The comment period will include sharing results of the AA through significant public outreach; and gathering comments and feedback through open houses, listening sessions, neighborhood association meetings, and other community events and presentations. After the conclusion of the public comment period, the project team will share the technical results and community feedback with the Eugene City Council and LTD Board to identify a locally preferred alternative for each corridor and to prioritize projects. This will enable the project team to then apply for capital funding as necessary by the end of 2017.

AGENDA ITEM SUMMARY

DATE OF MEETING: December 12, 2016

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

PREPARED BY: Jeanne Schapper, Clerk of the Board

ACTION REQUESTED: None

BACKGROUND:

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

- A. **2017 Work Session Meeting Format:** In January staff will facilitate a discussion with the Board to determine its collective preference for the format of work sessions moving forward.
- B. **Rural Services Update:** Following the Board's discussion at its November meeting, staff will further discuss rural service options with the Board at its January meeting.
- C. **Lane Coordinated Public Transit - Human Services Transportation 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.
- D. **Designate Labor Negotiations Team:** The Collective Bargaining Agreement between the Lane Transit District and the Amalgamated Transit Union, Division 757, expires on June 30, 2017. Many of the members of the Labor Negotiations Team have retired and new members will need to be appointed before negotiations begin. Staffs' recommendation for Team members will be brought to the Board for approval in January, along with the negotiations process timeline.
- E. **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 and February.
- F. **Trillium Update:** The Board is provided quarterly updates regarding costs on the new contract in order to appropriately track expenditures. The next update is scheduled for the February meeting.
- G. **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 discussion of the process at the February meeting.

- H. **TransitStat**: The Board will receive periodic updates from this work group on TransitStat accomplishments to date. The next update is expected to be presented to the Board in February or March.
- 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. **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.
- K. **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.
- L. **Utility Consumption Report**: In March a semi-annual report will be provided in concert with an update on the work of the Environmental and Sustainability System (ESMS) Team.
- M. **American Bus Benchmarking Group**: The Board has expressed interest in the agency statistics provided from this Group. Year-to-year comparisons will be provided to the Board in March.
- N. **RideSource Contractor Procurement**: The contract with the current provider, Special Mobility Services, will expire on June 30, 2017, and staff will begin soliciting proposals directly. Due to the total contract value, staff will request at its April meeting that the Board authorize the general manager to enter into a contract with the successful proposer.
- O. **MovingAhead Project Updates**: Staff will provide periodic updates on the progress of this project.
- P. **Main-McVay Project Updates**: Staff will provide periodic updates on the progress of this project.

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 12, 2016

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

PREPARED BY: Jeanne Schapper, Clerk of the Board

ACTION REQUESTED: None

BACKGROUND:

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

It is anticipated that the governor will appoint two new members to the Board early this winter, with Senate confirmation occurring in December for one position, and in January or February for the second position. After the new Board members are comfortably in place, a work session will be held to discuss these and other items requested by the Board.

- A. **Fare Management Technology**: At the February meeting, the Board will be provided with information on future fare management technology, including fare media.
- B. **Draft Procurement Policies**: The Board has requested that staff present recommendations for contract approval levels; checks and balances for District bank accounts; and policies on travel, donations, and credit cards. 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.
- C. **Disadvantaged Business Enterprise (DBE)**: In May the Board will be provided with information related to LTD's DBE program.

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 12, 2016

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

PREPARED BY: Roland Hoskins, Director of Administrative Services

ACTION REQUESTED: That the Board move into Executive (non-public) Session pursuant to ORS 192.660(2)(i), to review and evaluate the employment-related performance of the chief executive officer (general manager) of LTD.

ATTACHMENT: None.

PROPOSED MOTION: I move that the Board meet in Executive Session pursuant to ORS 192.660(2)(i), to review and evaluate, pursuant to standards, criteria, and policy directives adopted by the governing body, the employment-related performance of the LTD general manager.

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AGENDA ITEM SUMMARY

DATE OF MEETING: December 12, 2016

ITEM TITLE: BOARD HUMAN RELATIONS COMMITTEE RECOMMENDATION:
GENERAL MANAGER PERFORMANCE EVALUATION

PREPARED BY: Gary Gillespie, Board Human Relations Committee Chair, and
David Collier, Director of Human Resources and Risk Management

ACTION REQUESTED: Approval of Board Human Relations Committee's recommendation
regarding the performance evaluation of LTD's general manager

BACKGROUND:

One of the functions of the LTD Board of Directors is to annually evaluate the performance of the general manager. With the hiring of a new general manager in November 2015, the Board of Directors began a new review process that includes an evaluation of the general manager at six months and a second evaluation at twelve months after her start date.

At the December 5, 2016, Human Relations Committee meeting, Committee members reviewed feedback received from community members and discussed how they would like to proceed with this evaluation of the general manager. The Board is now asked to move approval of a favorable review of the general manager's performance over the recent six-month period ending November 30, 2016.

ATTACHMENTS: Combined performance evaluation comments are being distributed to Board members under separate cover.

PROPOSED MOTION: I move approval of Resolution No. 2016-12-12-042

Resolved, that Lane Transit District General Manager Aurora Jackson receives a favorable review for her second six-month performance evaluation.

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